

Orangevale

Seventh-day Adventist School

5810 Pecan Avenue
Orangevale, CA 95662
(916) 988-4310

FAX: (916) 988-8026

Principal's email: principal@ovschool.org

Secretary's email: office@ovschool.org

Website: www.ovschool.org

Find us on Facebook at Orangevale Adventist School



Mission Statement: The Orangevale SDA School family exists to show children Jesus, nurture their love for Him and others, teach them to think, and empower them to serve. Our objective is to provide an atmosphere conducive to young people's spiritual, physical, social, and academic growth and development.

2023-2024

WELCOME TO ORANGEVALE

SEVENTH-DAY ADVENTIST SCHOOL

Thank you for your interest in our school. It was established in 1962 as part of the growing educational system of the Seventh-day Adventist Church. Our objective is to provide an atmosphere conducive to young people's spiritual, social, and academic growth and development. To achieve this objective, we believe that teamwork on the part of parents, teachers, and students is necessary.

Our church and school staff strive to make this school a positive Christian learning environment for each student. This handbook is designed to help you better understand our expectations and what we have to offer. Thank you for taking time to read it through.

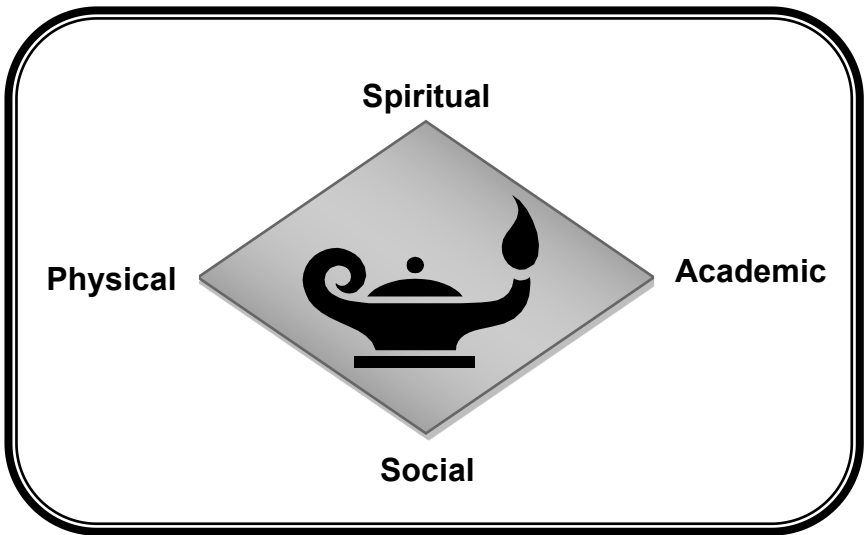


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Last print date: 29-Aug-23

GOALS OF OUR SCHOOL

As a Christian Seventh-day Adventist school, we are committed to helping each student:

- come to know God as a Being who personally cares about each individual.
- recognize God as the Creator.
- increase understanding of Bible teachings on a level appropriate to age.
- master the basic skills of reading, writing, speech, spelling, and mathematics.
- become acquainted with appropriate common knowledge of history, literature, science, art, and music.
- develop thinking and creative skills, rather than being mere reflectors of other's thoughts.
- respect others regardless of abilities, appearance, or heritage.
- recognize and respect his/her own gifts and talents developing them to their maximum potential.
- develop physical skills and understand principles of a healthy lifestyle.
- experience success.
- become familiar with current technology through use in the classroom.



Calendar 2023-2024

August 3	K-8 Registration – 9 am – 12 pm & 3 – 6 pm New Family Orientation – 6:00 pm
August 12	Staff Dedication*
August 13	Work Bee – 8:00 am

1st Quarter:

August 16, 2023 - October 20, 2023

August 16	First Day of School – 12:30 pm Dismissal
August 21	Back-to-School Night – 6:00 pm
September 4	Labor Day – No School
September 8-10	5 th -8 th Backpack Trip
September 15	All School Photo, 9:00 am
September 16	3 rd /4 th Choir and 5 th -8 th Bells *
September 18-29	MAP Testing
September 20	Readathon Kick-Off
September 20	Family Reading Night – 6:30 pm
October 02	Teacher In-Service – No School
October 13-16	Fall Break – No School
October 20	Readathon Ends
October 20	1 st Quarter Ends
October 21	1 st /2 nd Choir and 5 th -8 th Bells*
October 22	Fall Festival – 11:00 am – 3:00 pm

*** Event happens at Orangevale Adventist Church**

2nd Quarter:
October 23, 2023 – January 12, 2024

October 30	Readathon Funds/Reading Logs Due
November 1-2	P-T Conferences – 12:30 pm Dismissal
November 3	Readathon Awards Chapel – 8:30 am
November 3	K-8 th Skate Party at Sunrise Rollerland 9:00 am – 12:00 pm
November 6-10	Spiritual Emphasis Week
November 10	Family Vespers – 6:30 pm *
November 11	5 th -8 th Choir and Bells*
November 20-24	Thanksgiving Break – No School
December 8	K-8 th Christmas Program – 6:30 pm*
December 9	5 th -8 th Christmas Program, Take II*
December 22-Jan 5	Christmas Break – No School
January 8	School Resumes
January 12	Staff/Falcons Volleyball – 9:00 am
January 12	2 nd Quarter Ends
January 15	M.L. King Jr. Day – No School
January 16	Teacher In-Service – No School

* ***Event happens at Orangevale Adventist Church***



3rd Quarter:
January 17, 2024 – March 22, 2024

January 17	3 rd Quarter Begins
January 20	3 rd /4 th Choir and 5 th -8 th Bells*
January 21	Music Recital
January 27	STEMania – 6:30 pm
Jan. 29 – Feb. 9	MAP Testing
February 1	Snow Day
February 10	1 st /2 nd Choir and 5 th -8 th Bells*
February 14	Kindergarten Visitation Day 9:00 am – 12:00 pm
February 19	President's Day – No School
February 24	Family Movie Night – 6:30 pm
March 9	5 th -8 th Choir and Performing Bells*
March 13	1 st -8 th Spelling Bee Final – 6:30 pm
March 18-22	Spirit Week
March 22	Skate Party @ Sunrise Rollerland 9:00 am-12:00 pm
March 22	3 rd Quarter Ends
March 25-29	Spring Break – No School

*** *Event happens at Orangevale Adventist Church***



4th Quarter:
April 3, 2024 – May 31, 2024

April 1-2	Teacher In-Service – No School
April 3	School Resumes
April 8-12	Spiritual Emphasis Week
April 10-11	P-T Conferences – 12:30 pm Dismissal
April 15-18	5 th /6 th Education Trip to Leoni Meadows
April 18	Jr. High Musical 6:30 pm
April 21	Jr. High Musical, Take II 3:00 pm
April 23-24	4 th Education Trip to Rock-n-Water
April 28-May 5	7 th /8 th Education Trip to Utah
April 29 – May 10	MAP Testing
May 11	1st-8th Choirs and Both Bells Groups *
May 13	Family Band practice – 6:30 pm
May 16	K – 8 th Spring Concert – 6:30 pm
May 18	Girls Chorus Final Concert – 7:00 pm*
May 20	Music Recital
May 23	Open House – 6:30 pm
May 27	Memorial Day – No School
May 28	Picnic Day, Grades K-8 th
May 29	Kindergarten Graduation – 6:00 pm
May 30	Last Day of School – 12:30 pm Dismissal 8 th Grade Graduation – 6:30 pm
May 31	4 th Quarter Ends Sunsplash Day – No School

*** *Event happens at Orangevale Adventist Church***



FACULTY AND STAFF

The teachers are credentialed by the State of California and/or by the Seventh-day Adventist Church Education Department.

Kindergarten	Mr. Mathias Gallaher	mgallaher@ovschool.org
Grade 1	Mrs. Jennifer Pappas	jpappas@ovschool.org
Grade 2	Mrs. Nadine Davis	ndavis@ovschool.org
Grades 3 & 4	Mrs. Shelley Kramer	skramer@ovschool.org
Grade 5	Mrs. Jessie Innocent	jinnocent@ovschool.org
Grade 6	Ms. Kelli Sterling	ksterling@ovschool.org
Grades 7 & 8 Principal	Mr. Brad Davis	principal@ovschool.org
Grades 7 & 8 Language Arts & Bible	Mrs. Amy Burger	aburger@ovschool.org
Music Teacher	Mrs. Barbara Cunningham	bcunningham@ovschool.org
Choir Pianist	Mrs. Kristy Bradley-Robbins	kristybradleyrobbins@gmail.com
Treasurer	Ms. Tamie Gierth	tgierth@comcast.net
Secretary & Registrar	Mrs. Cris Jones	office@ovschool.org
Extended Care Director	Mrs. Laurie Stacey	lstacey@ovschool.org
Extended Care & Custodian	Ms. Nancy Fox	nfox@ovschool.org
Teacher's Aide	Ms. Trinity Gallaher	tgallaher@ovschool.org
Tech Support	Mr. Christian Cordova	ccordova@ovschool.org

SCHOOL BOARD

The School Board is the operating committee for Orangevale SDA School and is under the umbrella of the Orangevale SDA Church. School Board meetings are generally held the third Tuesday night of each month at 7:00 p.m. unless otherwise posted. Anyone interested is invited to attend these meetings.



NONDISCRIMINATION POLICY

Orangevale Seventh-day Adventist School admits students of any race, color, or national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Orangevale Seventh-day Adventist School does not discriminate on the basis of gender, race, color, or national or ethnic origin in administration of its educational policies, admissions policies, or other school-administered programs.

CURRICULUM

Instructional materials are standard for grade levels as set by the state of California. Subjects are conducive to the Christian philosophy, with one class period devoted entirely to the study of the Bible. The students are provided an environment in which to excel in reading, math, writing, spelling, computers, social studies, and science. We believe in a blend of several learning methods, including testing and projects.

Algebra I is offered to grade 8. Students may have this class waived when entering their 9th grade year if proficiency is high enough.

All students in grades 1-8 are given the MAP Test in September, February, and May. This provides information to the parent and teacher as to how the student is progressing with their academics. Results are provided at the first scheduled parent-teacher conference, and throughout the school year as results are obtained.

SECRETS TO STUDENT ACADEMIC SUCCESS

- 1. Punctuality and consistent attendance***
 - 2. Beginning each day with a healthy breakfast***
 - 3. A rest-filled night of sleep***
 - 4. Abundant quality time spent with parents***
 - 5. Resolved home conflicts***
-

THE SCHOOL DAY

The daily schedule of classes is determined by the Pacific Union Conference of Seventh-day Adventists, our governing body.

- All grades begin at 8:15 am, M-F.
- Kindergarten - 2nd Grade dismissal is 2:30 p.m.
- 3rd - 8th Grade dismissal is 3:20 p.m.
- **Friday dismissal is 1:00 p.m.** for all grades.

ATTENDANCE

Instruction begins at 8:15 a.m. Students arriving any time after 8:15 a.m. will be counted tardy. Punctuality is expected of our students. Please commit to having your child(ren) to school on time. Tardiness denies students the opportunity to maximize instructional time. Late-arriving students disrupt class and ongoing instruction. Each quarter students will be recognized for outstanding attendance. To receive this honor a student shall have no more than 2 tardies and/or absences, combined.

Parents of students who receive their 5th tardy, per quarter, will receive a written notice from the administration, followed by verbal contact. A student will be suspended for 2 days following his/her 9th tardy per quarter. Upon receiving his/her 12th tardy per quarter, the student will be suspended for a minimum of 4 days. Reentry to school will be granted following a successful meeting between the parents and admissions committee.



An excused tardy will be granted when the teacher receives a note signed by your student's medical care provider. Excused tardies, granted only for medical appointments, will not be counted toward the school's accountability policy.

Should the need arise for a student to be absent for multiple days, we expect the student to dutifully work toward as much completion of the assigned materials as possible during his/her absence. The parents are to notify the teacher in advance, so as much class work as is reasonable can be assigned and sent with the student.

Learning is more than doing an assignment. Learning goes beyond written work (i.e., discussions, interactive group activities, critical think times, behavioral training, etc.). Many things learned in school cannot be made up.

Any time a student is absent from the classroom, part of the academic learning will not be retrievable. Parents are encouraged to use much discretion when removing their child(ren) from the classroom. Teachers will do their reasonable best to help toward completion of makeup work. However, the responsibility rests with the parents and student.

Any time a student will be leaving school other than at the regular dismissal time, a signed note from parents should be sent with the student to notify the teacher so he/she can plan accordingly. **Also, when you pick up your student, please go to the office to sign your student out.**

If a student will be leaving school with someone besides the parent, written and signed permission needs to be sent by the parent. The individual (if unfamiliar to the staff) must present picture identification.

STAYING INFORMED

The school provides the following mediums to keep parents informed of activities, dates, and times.

- Email (number one source of communication)
- School handbook
- Yearly calendar (provided at registration)
- Web page calendar
- Outside information board (near entryway)
- Parent letter from the principal (target is weekly)
- Take-home flyer (given to students)

PARENTAL INVOLVEMENT TEAM

It is observed that students who know their parents are involved with their school have a higher motivation level to do their best with their school experience. Parents are encouraged to be as active as possible with their child's school experience both at home and at school. Some ways for parents to be involved at school include: driving for field trips, helping with hot lunches, grading papers, coming to a work bee, and/or working on a Home and School committee.

An excellent way for parents to help motivate children toward diligence is to review, on a weekly basis, their child(ren)'s schoolwork. Students are more motivated to excel when they know parents are actively and positively involved in the learning process.

Adult volunteers are required by law to have clearance before they can be involved in school activities.

FIELD TRIPS

A minimum of 4 field trips are used to enrich the educational experience of our students. Teachers send notes home with students prior to the field trip with information about the trip (i.e., where, when, cost to parents) and a permission slip. The school is required to have a signed and dated permission slip for each participating student.

Positive verbal and creative interaction among students is encouraged. Videos, TVs, DVDs, electronic games, etc., are not permitted on field trips, including during transport.

The falcon school polo shirt is required for all field trips.

Drivers are chaperones/supervisors, helping the teachers maintain proper management of the educational experience. All parental chaperones are an extension of the staff and are expected to follow all teacher directions completely.

Please check with the teacher for chaperone and driver needs. Some field trips can accommodate a limited number of adults.

We appreciate parents who help make these trips possible by driving their vehicles. Drivers must bring proof of automobile insurance to the office for verification prior to the field trip. Drivers must also have clearance. California state law limits the number of riders in a vehicle where school children are transported to no more than eight. EVERY student is required to wear a seat belt.

California Vehicle Code Section 27363 states: EVERY Child under the age of 8 must be secured in a car seat or booster seat in the back seat.

Children who are 8 years of age OR have reached 4'9" in height may be secured by a booster seat, but at a minimum must be secured by a safety belt.

Grade 4 (2-day, 1 night), Grades 5&6 (4-day, 3-night), and Grades 7&8 (week-long) participate in outdoor education experiences in the spring. Funding for these is the responsibility of the students and families. However, students have the opportunity to earn the entire amount through school fundraisers, such as the Readathon.

KINDERGARTEN

To enter kindergarten a child must be five years old by September 1 of the current school year.

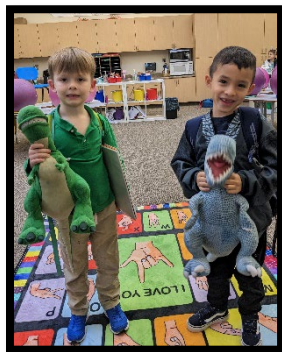
Prospective kindergartners are encouraged to attend a visitation day in the spring to meet the teacher and experience what half a day in kindergarten will be like.

Entering kindergartners are to be toilet trained, have the ability to sit at a desk for short periods of time, and be able to follow verbal instructions. This program encourages development of social skills, muscular development, and math and language readiness. At the close of the school year, each kindergartner should know the names and sounds of all the letters of the alphabet and understand counting numbers.

Books are available, and time is allotted, for students who are physically and emotionally ready to read.

A warm family-like atmosphere exists with ongoing training in spiritual and moral issues.

A more extensive list of kindergarten requirements may be obtained through the school office or the kindergarten teacher.





FIRST GRADE

To enter first grade, a child must be six years old by September 1 of the current school year.

Entering first graders must thoroughly know their alphabet letters and sounds, understand numbers, legibly write letters and numbers, understand verbal instructions, and have the ability to work in a group/classroom setting. Some students may already know how to read, and some may not. Our goal is to have all first-grade students reading at their grade level, or above, by the end of their first grade year.

At the end of the school year first graders should know how to phonetically sound out words, read first-grade level books, add and subtract single-digit numbers, tell time by the half hour, and perform the printing form of handwriting.

These are the general goals for first grade students; however, some students are not developmentally ready to master these expected skills. A readiness test may be given. Parents are encouraged to begin their child's education at the appropriate time when the child will be successful. There are some things that parents or teachers cannot do for a child, if the child is not developmentally ready for the current academic challenge.

Similar to a child learning to walk, a child will read when he/she is physically and emotionally READY to read.



READING

The greatest gift parents can give their children to help them learn to read and to improve their reading: Read to them on a regular basis.

THIRD GRADE

Students entering third grade possibly experience the greatest challenge to successful performance in the classroom. Reasons for the challenge include a longer school day, using lined paper to generate their own assignment page, and less use of workbooks. If your child experiences frustration during this time, please check with the teacher to help the transition be a positive one.



EIGHTH GRADE

Eighth grade students will be completing their elementary schooling and graduating in the Spring. At the beginning of third quarter, they will organize in preparation for graduation. Graduation dues are included in the ten monthly tuition payments and cover the cost of graduation, reception, and skip day. One skip day is planned for fourth quarter.

High School Algebra I is offered as an advanced math class to students who are ready.



MUSIC PROGRAM

As a part of our curriculum, we offer choir for grades 1-8, band, bell choir and ukulele for grades 5-8, and Introduction to Music for Kindergarten. There is no additional charge for these classes.

Punctual attendance is required for all performances for students who participate with choir, bell choir, and band. Lower grades may result from absences and/or tardies from these performances. A schedule of performances will be distributed at the beginning of the school year.

- Private music lessons are offered, including piano, instrumental, and voice, and will be taught during and/or before and after school. Charges for music lessons will be included in the monthly school billing.

HONOR ROLL

Each quarter students in grades 5-8 with outstanding academics will be recognized. To receive this honor a student must have a 3.50 G.P.A. or higher (A/B average) in the main core classes--Bible, Language Arts, Math, Science, and Social Studies. Students receiving a D grade or lower in any class are not eligible for the honor roll.

HOME AND SCHOOL ASSOCIATION

The Home and School Association is the parent-teacher organization of Orangevale Seventh-day Adventist School. All parents sending children to Orangevale Seventh-day Adventist School and faculty are invited to participate. Membership is voluntary, and there are no dues. The officers announce general meetings, school socials, fundraisers, and other special events. The goals of this association are to enhance unity among the school family, sponsor various fundraisers, help organize events, and provide educational programs for students and parents.

HEALTH REQUIREMENTS

To attend school, your child's Immunization Record must show the date for each required vaccine. If a licensed physician determines a vaccine should not be given to your child because of medical reasons, submit a written statement from the physician for a **medical exemption** for the missing vaccines, including the duration of the medical exemption. A personal belief exemption is no longer an option for entry into school. Vaccines required by California law: polio, DTP (diphtheria, tetanus, pertussis), MMR (measles, mumps, and rubella), Hepatitis B, and Varicella, vaccinations are required for all incoming kindergarten, new student, and seventh grade students.

Verification of these immunizations by a physician or public health official must be in our office BEFORE the first day of school. Kindergarten, new students, and seventh grade students must have a required physical examination. California physical exam forms and lists of required immunizations are available in the school office.

ADMINISTRATION OF MEDICATION AT SCHOOL

Teachers will NOT diagnose a health condition or give any internal medications, including aspirin, except as indicated in the following statement.

Prescription Medication:

Any student who is required to take medication during the regular school day, as prescribed by a physician, may be assisted by the school secretary or other designated school personnel if the school has both:

- Written, signed, and dated instructions from a physician.
- Written, signed, and dated permission from a parent, stating purpose and instructions for giving medication.

Medication must be delivered to the school office in the original container bearing the pharmacy label.

Non-prescription Medications:

- Written, signed, and dated permission from parents and physician stating purpose and instructions for giving medication

All non-prescription medications (aspirin, Tylenol, etc.) must be brought to the school office by the parent in the original container with the child's name on the label.

TEAMWORK PLAN

The success of the student is the responsibility of the PARENT, STUDENT, and TEACHER. The home and the school must work together to provide an environment conducive to the student's spiritual, academic, and social well-being. Student success is greatly heightened when the school philosophy is supported at home (e.g., discipline, responsibility, accountability, first-time obedience, and spirituality).

Two regular conferences are scheduled with the teacher and parent during the school year. Mid-term reports are mailed during each of the four quarters. Periodic conferences and phone calls are made to parents to keep them informed and involved with the progress of the student.



CONFLICT RESOLUTION

Please communicate with the teacher.

If this does not prove successful, the offended should share the complaint with the principal. If this still does not prove to be successful, the offended should share the complaint with the school board. Gossip only hurts.

Our goal is to teach students how to resolve their own conflicts. Until these skills are learned, we request that the students ask their teachers for help with conflicts. Students,



parents, and teachers deserve to be talked to individually first should a problem arise.

Conflicts must be resolved between parents, staff, and students in order for all to maintain successful, Christian relationships.





STUDENT RELATIONSHIPS

Students are encouraged to develop healthy friendships with many different individuals. Friends are to be shared. No student owns another student. They should be friends with many others, not just one.

The display of romantic affection is not allowed between students. All students are expected to show a high level of respect to those of the opposite gender.

Kindness and consideration are expected toward all students. "A friend must show himself/herself friendly."

STUDENT RESPONSIBILITIES

It is the responsibility of each student to uphold and abide by the Christian philosophy and standards of this school. If a student continually refuses to fully cooperate with the rules of this school, he/she will be asked to withdraw and seek education elsewhere.

The following are NOT acceptable:

- Disrespect to teachers & staff.
- The use or promotion of drugs, alcohol, or tobacco.
- Lewd and/or vulgar language.
- Items brought from home, including toys, books, magazines, etc.
- Technology of any kind unless the agreement between the student, parent, and school is signed and dated.
- Matches, knives, firearms, squirt guns, or weapons of any kind.
- Laser pointers.
- Gum.
- Physical aggression toward others.
- Behavior that degrades a healthy Christian environment.
- Derogatory words, actions, or attitudes toward members of the opposite gender.
- Display of romantic affections.
- Selling things to other students.

Students who strive to cooperate rarely find themselves worrying about the requirements of the school.

DRESS CODE

The dress code is intended for the following purposes:

- ***Behavior – There is a relationship between the way one dresses and the way one behaves.***
 - ***Modesty - a Biblical principle.***
 - ***Equality – to minimize social distinctions.***
 - ***Focus – to reduce focus on outward appearance.***
 - **“My value and my self-worth come from Jesus Christ, not from what I wear.”**
-

The assistance of parents is needed to guide students in applying the principles of the dress code.

Students are expected to dress in good taste as Christian young people for school-sponsored activities both on and off campus.

The school staff, and adults who assist with school activities, are role models for the students. The staff follows a professional dress code.

Parents or other adults who assist teachers, help with Home and School, hot lunches, field trips, or other school activities are also expected to set a positive example in their dress.



Dress code infraction may result in the following actions:

- Letter home.
- Phone call home with request for change of clothes.

- Request for student to change clothes using items from the clothes closet.
- Repeated infractions may result in student being sent home for the day or a suspension.

Acceptable Attire:

Tops

- **Polo shirts**: button-front, short- or long-sleeved, no sleeveless.
- **Long-sleeved turtlenecks**
- **Colors** are to be solid with no labels, logos, or decorations.
- **Shirt length** must cover midriff, even with arms stretched overhead.
- **Undergarments** must be tucked in.

Falcon school polo shirt is required for all field trips.

On a limited basis, the falcon school polo shirt and sweatshirt are available to rent for \$4 each per day. Rented shirts are to be laundered and returned the following school day.

Pants

- **Cotton twill, uniform-style pants** (long pants, capri pants, cargo pants, or shorts) are to be worn—no knit, sateen, denim, or corduroy.
- **Shorts length** must be below mid-thigh at the inseam.
- **Colors** are to be navy, khaki (tan), gray or black, solid with no labels or logos.
- **Pants** should fit at the natural waistline (no low-rise or hip huggers) and must not be overly baggy or tight-fitting.
- **Belts** should be plain, solid colors and are not to dangle.

Outerwear

Sweatshirts and sweaters may be worn indoors or outdoors in addition to a dress code top but must follow these guidelines:

- **School sweatshirt**
- **Sweatshirt or sweatshirt-style jacket**, with or without hood.
- **Cardigan-style sweater**, shirt-length, long-sleeved, even length, with or without hood.
- **Classic crew-neck or v-neck pullover sweater**, long-sleeved, shirt-length, without hood.
- **Colors** are to be solid and logo-free.

**During inclement weather, non-dress code raincoats and winter parkas may be worn outside only.

Footwear

- **Tennis/athletic-style shoes** must be worn with socks.

The following are not allowed:

- Heelys.
- Overly baggy clothing.
- Tight-fitting clothing.
- Frayed or ragged clothing.
- Cosmetics that attract attention or look artificial.
- Jewelry.
- Tattoos.
- Gang-related attire, including chains of any kind.
- Unnatural nail colors.

DUTIES

All students have classroom chores. This may include emptying trash, helping vacuum, cleaning the sink, organizing the library, etc.

DISCIPLINE

When students make wrong choices and break rules, they are held accountable for their actions, and corrective measures are taken by the staff. A working relationship between parents and teachers is essential to bring about a positive change in the student.

The school staff is looking for a change in attitude and behavior, a sense of remorse for what was done, and a resolution with the one(s) offended. The type of corrective measure may vary, from a simple counseling session to suspension, depending upon the severity of the offense, the attitude of the student, and whether it is a first, second, or third offense. If necessary, expulsion is dealt with at the school board level. Confidentiality is of prime importance. When a student breaks a rule, the staff does its very best to deal with only the ones involved.

SCHOOL OFFICE

The office personnel are here to serve all who enter. Please help us to maintain a friendly and professional atmosphere in our school office.



MEDIA RELEASE

By enrolling their child(ren) at Orangevale Adventist School, parents/guardians give permission to photograph and/or videotape their child(ren) for appropriate use on the school's website and social media platforms, various publications, and printed media. Furthermore, parents/guardians understand that all rights, title and interest in the photography for said media outlets belong to the school and that they will receive no financial compensation for the use of pictures and/or videotapes. The school may edit, copy, alter, or revise the photographs and/or videotapes for use in their media outlets and will retain control over the use and distribution of the photographs and/or videotapes.

TECHNOLOGY USAGE

Technology of any kind (including cell phones, smart watches, computers, iPads, etc.) may NOT be brought to school without a signed and dated agreement with the student, parents, and school.

Having cell phones on campus is discouraged. However, they may be used, with permission, during Extended Care for emergency purposes only. The school phone is available for students to use for emergencies.

To help keep classroom disruptions at a minimum, phone calls will not be put through to students. The office will take urgent messages and have the student return the call. Students are never to use the school phone without permission.

VISITING SCHOOL



Parents are welcome to visit the school. However, it is expected that prior arrangements be made with the principal and teacher before the visit. Visits by school-age children are to be pre-approved through the principal's office. Preschool children are not to visit school unless accompanied by an adult and by special arrangement with the teacher and principal.

All non-students must sign in at the office upon arrival at the school and are to wait for the secretary to make arrangements with the teacher prior to going to the classroom.

Please do not interrupt class after school begins at 8:15 a.m. If parents need to pick up schoolwork for their child(ren), please give the teacher ample time. After school is much better than before school to connect with the teacher.



MEALS

A healthy child does better academically. We believe children are better able to concentrate and learn if their bodies are properly nourished.

Please encourage your child to eat a balanced, nutritious breakfast before coming to school. For

lunch we would like to suggest a fruit or vegetable, sandwich or other entree, drink, and occasionally a snack or dessert. Caffeinated drinks are not allowed at school. Students are to eat their own lunches and not share or trade with others.



All classrooms have microwaves for students to use on a limited basis, with assistance from the teacher. Due to the wait time for microwaveable food, students will have more time for activity after lunch if they bring a non-microwaveable meal.

Parents are strongly encouraged to send a nourishing lunch with their student in the morning. In the rare event it becomes necessary to bring a lunch to your student at the school, please bring it to the school office no later than 11:15 a.m.

Some snack foods (i.e., Popsicles, popcorn, corn nuts, and granola bars) are sold after school at Extended Care, not at lunch. Students may purchase these snacks after school. The snacks should not be used as a substitute for a healthy lunch.

Hot lunch may be offered several times each month. Please watch for notes your child brings home, and check your email for information on hot lunches.

LOST AND FOUND

The school is NOT responsible for any personal equipment that is brought to school. Misplaced items will be taken to lost and found in the office. Please check the lost and found for missing personal belongings. Any items left at the end of the school year will be donated to Community Services. It is recommended to have clothing labeled, especially the blue falcon school polo shirt, sweatshirt, and jacket.

BICYCLES/SKATE BOARDS/ROLLER BLADES

To assure safety, bicycling, skateboarding, or rollerblading are not allowed on the campus during school hours. Bicycles are to be in the designated site on campus and not left at school overnight. Skateboards are not to be brought to school. Rollerblades are to be removed upon arriving at school, and may be put on again after school to return home.

EXTENDED CARE

Extended Care (EC) is offered as a service to parents who need a safe place for students to be cared for before and after school. We are here to provide childcare for working parents or for times when parents aren't able to pick up their students immediately after school. We appreciate you trusting your students to our care! We strive to make EC a safe, happy, and fun place to be.

EC is offered on school days only, 7:00 a.m. – 6:00 p.m. Monday-Thursday and 7:00 a.m. – 5:00 p.m. Friday. **If a child arrives before 8:00 a.m. or is not picked up by 10 minutes past dismissal, he or she is expected to be in Extended Care.** There is no charge 15 minutes before or after school.

A responsible adult picking up a student(s) must have his/her name listed on the Release Form. A parent or responsible adult must sign out students when picking them up.

Fees

- Per child: \$1.50/15 min. or \$6/hour.
- Open hours: 7:00 AM – 8:00 AM and 2:30 PM to 6:00 PM / 5:00 PM on Friday.
- \$1.00/minute will be charged for late pick-up of child(ren) past 6:00 PM (5:00 PM on Friday).
- No Charge 15 minutes before school begins or after school ends.
- Study Hall is counted as EC time, and fees apply.
- Extended Care charges apply when students are at Extended Care and a sibling is at Sports, Music, Drama, practice, etc.
- No fees are charged when a parent is volunteering with some type of school project.

Sign In/Sign Out

Students will be signed into EC by staff member after school. Students may be signed out of EC only by a parent or designated guardian. Once a student has been signed out of EC by their parent or guardian, the student must remain under



their direct supervision. If the child is still on campus and not with their parent or guardian, they will be signed back into EC, and charges will resume.

EC Discounts

- 2 children - 10%
- 3 or more children – 30%

There is no charge (NC) for K-2 students until 3:35 p.m. if they have a sibling in grades 3-8.

STUDENT ACCIDENT INSURANCE

The school is required to have accident insurance on all enrolled students. This insurance covers:

- Accidents occurring on the school premises during the hours that school is in session as well as during school-sponsored and school-supervised activities (except tackle football) that occur outside normal school hours.
- Accidents occurring while traveling to and away from the school premises:
 - directly to or from home for one hour before and one hour after school,
 - while on school-sponsored and school supervised activities.

Student accident insurance is primary (pays first) for the first \$500 of medical expenses. Most student accidents will fall within that amount. If expenses should go over the first \$500, the parent's medical insurance then pays up to its maximum. Then, if/when the expenses exceed the parent's insurance, student accident insurance again takes over. The parents will be given a descriptive brochure at the beginning of the school year that details the general provisions of the insurance, the benefits provided, and the few exclusions. If you do not receive one, you may obtain a copy from the school office.

FINANCIAL POLICIES

The first of ten monthly tuition payments is due at the time the student is registered for school. Your student is registered when the first payment is made, and the appropriate paperwork is completed (including balance from prior year when applicable). Tuition covers about three-fourths of the expenses to operate this school. The other one-fourth is subsidized primarily through the Orangevale Seventh-day Adventist Church.

The following nine tuition payments are billed on the first of every month. Payment, including any extended care, music lessons, and hot lunch charges, is due by the **25th** of the month, September through May.



Discounts are given if tuition and all other school charges, including extended care, music lessons, and hot lunch, are paid on or before the **10th** of the month. No discount will be given if tuition and all other school charges, including extended care, music lessons, and hot lunch, are paid after the **10th** of the month, or for students receiving financial assistance for more than the difference between the constituent Adventist rate and the regular rate.

The school is dependent on the prompt payment of your school tuition to meet its current bills. The school can pay its bills only if tuition and all other school charges are paid. Your account becomes past due on the **26th** of the month and accrues a late payment fee of \$40.00. If your bill, including the \$40.00 late payment fee, is not paid in full by the **10th** of the following month, your child will be withdrawn from school on the **11th** of the month.

The last of ten tuition payments is due **May 23, 2024**. If your tuition and all other school charges are not paid in full by **May 24**, your child will be withdrawn from school and not able to complete the final week of school. One final billing to cover extended care, hot lunch charges, and anything miscellaneous for the remainder of May and June will be billed by **June 7** and due **June 21**. Prepayment of next year's tuition will not be considered paid in full if there is an outstanding balance from the prior year.

Before registering a student, all prior school accounts must be clear. Financial assistance may be available through your local church. If necessary, your local pastor will be kept informed of this agreement. For more information regarding financial assistance through the Orangevale Seventh-day Adventist Church, please ask about our financial aid package.

Credit Card/Debit Card payment is available, and a fee of 3% will be added to the payment.



Tuition Rates

Regular Rate *	Monthly	Yearly
Grades K—6	\$ 682.50	\$ 6,825
Grade 7	\$ 709.80	\$ 7,098
Grade 8	\$ 729.80	\$ 7,298

Constituent Rate **	Monthly	Yearly
Grades K—6	\$ 617.40	\$ 6,174
Grade 7	\$ 644.70	\$ 6,447
Grade 8	\$ 661.50	\$ 6,615

ORANGEVALE ADVENTIST CHURCH MEMBERS: *As a thank you for being an active member of the Orangevale Adventist Church family, your tuition account will receive a monthly gift of \$50.00 to be applied towards your tuition. This is per student per month.*

*Regular includes a Seventh-day Adventist belonging to a non-constituent church and all others.

**Constituent Adventist includes any Seventh-day Adventist belonging to a constituent church that financially supports any Adventist educational institution.

A one-time technology fee of \$80/student is due at registration. This helps keep our technology current and maintained to provide the best possible learning experience for our students.

Orangevale SDA School has adopted this tuition structure with the goal of removing barriers to christian education and to recognize the mission of our school to provide a Christ-centered atmosphere and high academic standards to all who seek this for their student(s).

An additional \$1,000.00 is charged for foreign students.

DISCOUNTS

If tuition and extended care charges are paid by the 10th of each month, the following tuition discounts apply:

- 1 Child 3%
- 2 Children 6%
- 3 Children 10%
- 4 Children 15%

All checks should be made payable to:

Orangevale SDA School

There will be a \$35 charge on all returned checks for any tuition or purchases from the school.
