

School Handbook

2024-2025

Igniting, Instilling, Inspiring



Vegas Valley Adventist Academy
6059 W. Oakey Boulevard
Las Vegas, Nevada 89146
702-871-7208
Website: www.vvaa4u.org

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INTRODUCTION

Welcome to Vegas Valley Adventist Academy, our new school in Las Vegas, NV. VVAA is owned and operated by the Nevada Utah Conference of Seventh Day Adventist. Vegas Valley Adventist Academy (VVAA) is seeking to develop a new culture built on trust. There will be written policies, procedures, and rules creating a healthy school culture. Decisions will be based on what is best for students.

VVAA is committed to building a diverse, equitable, and inclusive school. We seek to enable all members of the school community (students, faculty, staff, parents, visitors) to achieve their full potential in an environment characterized by equality of respect and opportunity.

HISTORY

Vegas Valley Adventist Academy was established in July 2020 to provide Adventist Education to Las Vegas Adventist families and to the community at large. Due to financial exigencies, it was decided by the school boards of the Abundant Life Christian Academy and Las Vegas Junior Academy along with the NUC leadership to discuss effective ways to provide Adventist Education by consolidating educational resources and creating a new school reflecting all the constituents of the Las Vegas Valley. Through the collaboration of the school boards and constituents of The Abundant Life Christian Academy, Las Vegas Junior Academy and the Nevada Utah Conference leadership, the schools were voted closed, and a new school was established to consolidate the educational resources of the Las Vegas Valley.

Vegas Valley Adventist Academy is a part of the world-wide Seventh-day Adventist educational system which includes, elementary and high schools, colleges, and universities around the globe. Together we are engaged in a Journey to Excellence which values innovation and continuous improvement.

Our Aim: Our aim is to provide an opportunity for students to accept Christ as their Savior, to allow the Holy Spirit to transform lives, and to fulfill the commission of preaching the gospel to the entire world. VVAA is a Christ-centered school that creates a learning culture that reflects and reinforces Christian values and enables each student to become an independent and effective learner uniquely prepared for further academics and daily living.

Mission Statement: Our mission is to honor God by striving for academic excellence and character development and to grow positive relationships with our community and each other.

FACULTY AND STAFF

Administration

Principal: Dacyl Galicia-Silveira Phone: 702-204-8030 Email: dgaliciasilveira@vvaa4u.org

Business Manager: Karla Rojo Phone: 702-871-7208 Email: krojo@vvaa4u.org

Admin. Asst./Registrar: Sammy Francisco Phone: 702-871-7208 Email: sfrancisco@vvaa4u.org

Faculty

TK-Kindergarten Maria Morris Email: mmorris@vvaa4u.org

1st and 2nd grade: Rosemarie Jones Email: rjones@vvaa4u.org

3rd and 4th grade: Tai Stamp Email: tstamp@vvaa4u.org

5th and 6th grade: Cassie Navarro Email: cnavarro@vvaa4u.org

Grades 7-10

Bible, PE and History Maria Morris Email: mmorris@vvaa4u.org

Math Sammy Francisco Email: sfrancisco@vvaa4u.org

English and Science Melanie Contreras Email: mcontreras@vvaa4u.org

School Board

Board of Trustees Chair: Carlos Camacho Email: ccamacho@nevadautah.org

NUC Superintendent: Heidi Jorgenson Email: hjorgenson@nevadautah.org

SCHOOL INFORMATION

Office Hours

Monday through Thursday: 7:30 A.M. – 3:30 P.M. Friday: 7:30 A.M. – 12:15 P.M.

School Hours

Monday through Thursday: 8:00 A.M. – 3:30 P.M. Friday: 8:00 A.M. – 12:00 P.M.

After School Care Hours

Monday through Thursday: 3:45 P.M. – 6:00 P.M. Friday: 12:15 P.M. – 5:00 P.M.

ADMISSIONS

Registration

Parents and students seeking admission agree to support VVAA's principles, programs, and personnel and to act in harmony with the standards, requirements, and philosophy of the school. The Admissions Committee reserves the right to refuse admittance to any student who does not exhibit behavior in harmony with VVAA's principles.

Although VVAA is designed to educate Seventh-day Adventist students, we seek a diverse student population which shares our school mission and educational philosophy. Therefore, VVAA is committed to educate students from the community who exhibit a positive attitude towards school, are actively engaged in classroom learning, and desire a quality education in a Christian environment.

Guidelines/Principles

- Foster a school culture and climate that is welcoming, understanding, caring, and respectful as well as a safe and secure learning environment that is motivating for all students.
- Acknowledge, celebrate, and further develop the strengths of all students.
- Enable each student to develop a sense of personal and cultural identity that is confident, receptive, and respectful towards others.
- Ensure collective responsibility for the teaching and learning of all students.
- Nurture a culture of trust and collaboration among faculty.
- Increase a sense of belonging in the school
- Ensure a culture of quality
- Implement best practices of customer service

You have chosen to attend a school where students are expected to:

- Work hard with integrity
- Be accountable for their work and behavior
- Be active participants in their learning

Teachers are expected to:

- set clear expectations and expect students to rise to the challenge of the classroom.
- Treat students, parents, and staff with respect.

New Students

Registration/Enrollment of a new student may occur at any time during the school term. All new students must submit a copy of their birth certificate, current report card, recommendation forms, and an updated immunization record. New students will need a school physical completed in the

State of Nevada, unless they have had a physical in another state within the past year. All forms, Paper and JupiterEd (<https://login.jupitered.com/login/>), our student information system for documenting student Attendance, Behavior, Progress Reports, Grades, Information, etc., and information must be submitted before the Admissions Committee can act upon a new student's application. **Testing is required for new students.** A testing date will be scheduled after all forms are completed.

Students may not attend classes until all hardcopy and online documents are submitted. Parents also must have logged into JupiterEd and checked the text message box. Texts are necessary for parents to become aware of important information and/or time-sensitive information send by VVAA staff. VVAA commits to not abusing this privilege.

Returning Students

Returning students must submit a completed set of application forms (JupiterEd and paper), the registration fee, and an updated copy of immunizations (if changes have occurred).

NOTE: All students whether new or returning must have a zero-balance remaining on their previous school's account (last year's account for returning students) before they can enroll in VVAA.

Admissions: Admissions to VVAA may be determined by the Admissions Committee based upon the recommendation of the Administration. The Admissions Committee reserves the right to refuse admission based upon:

1. Failure of parents and/or students to support VVAA's Mission, Philosophy, Goals, and Student Conduct Agreement.
2. Behavioral record.
3. Academic record.
4. Attendance record.
5. Outstanding school account with VVAA or previous school. Financial clearance and approval are necessary.
6. Request to transfer from another local school any time during the first or second semester of the school year.

Non-Discriminatory Acceptance Policy

VVAA reserves the right to admit or deny admittance based on the information obtained during the admissions process. Students will not be denied entrance to VVAA based on the guidelines of the Nevada Utah Conference of Seventh-day Adventists non-discriminatory acceptance policy. People of all races, faiths, languages, etc. are welcome to attend VVAA so long as adherence to the mission and policies set forth in this document are followed.

All students are accepted on a probationary period for the first 9 weeks.

Full Classrooms

Each class has a capacity limit in terms of the number of students it may successfully accommodate. If a classroom becomes full, a waiting list will be generated with priority given in the following order:

- Returning students who are pre-registered
- Siblings of current students registered
- New students who are pre-registered
- Registration date

Transitional Kindergarten (TK), Kindergarten, and Other 1st time Students

Students enrolled in TK, Kindergarten, and 1st grade must meet the minimum age required for the respective grade.

- Transitional Kindergarten – In accordance with Nevada State law a child entering TK in a private school shall be 4 years old and 9 months by the first day of school for VVAA or CCSD, which ever comes first.
- Kindergarten – 5 years old by the first day of school for VVAA or CCSD, which ever comes first.
- 1st & 2nd grade – 6 & 7 years old respectively – by the first day of school for VVAA or CCSD, which ever comes first.
- **The school may waive this entrance policy if a child has completed a kindergarten program at school in another state at the 1st grade level. Parents understand that another school or another school system, may choose not to wave this Nevada policy, if student transfers out before 3rd grade. This applies to all grade levels.**

Student Acceptance

As stated in the non-discriminatory acceptance policy, Vegas Valley Adventist Academy “people of all races, faiths, languages, etc. are welcome to attend VVAA”. Vegas Valley Adventist Academy is essentially “mainstream,” meaning that we generally teach age- and grade-level appropriate subject matter and do not offer Resource or Special Education classes.

An additional strength of our school is that our faculty are trained and experienced in providing Differentiated Instruction which allows and enables them to tailor curriculum to individual student learning styles, needs, and pace, if/when/where necessary.

Vegas Valley Adventist Academy lacks the resources to offer the necessary services to children with special needs, learning disabilities, or emotional disorders. However, VVAA staff will do their best to help all students in their learning.

VVAA is not currently equipped to meet the needs of students with significant behavioral or academic problems. Admission of students with an IEP or 504 plans will be reviewed individually to see if accommodations can be made.

Student Withdrawal

Should you choose to withdraw your child from attending VVAA, we ask that you complete a withdrawal form for us to keep in our records. To withdraw, prior written notification is needed to give time to secure progress of final grades from the teacher, turn in textbooks, and receive financial clearance from the business office. Records will not be released until these steps are completed and there is no outstanding balance on the student's account. The principal or board chair may also request an exit interview. Please refer to the financial page for guidelines regarding any refunds.

ACADEMIC INFORMATION

Curriculum. The curriculum at all levels reflects the philosophy and objectives of Seventh-day Adventist education. It incorporates an awareness of the principles of human growth and development, encouraging, guiding, and sustaining the students as they seek to understand themselves and to relate to their fellow human beings and to their Creator. The textbooks and course material used throughout the school follow the recommendations of the Office of Education for the General Conference of Seventh-day Adventists and the state of Nevada.

Textbooks. Students are expected to use their textbooks in a responsible manner. Therefore, the student must make restitution for any damage to a textbook.

Testing

Achievement Tests. All students participate in MAP testing which is given three times a year to monitor progress and adjust teaching as needed. All students should be in school during this time. This test is used to help identify each student's relative strengths and weaknesses to meet individual student needs.

HIGH SCHOOL INFORMATION

Course Sequence

The following courses by class, plus electives sufficient to equal at least 60 credits per year, are recommended in order to graduate in four years. Approval of the Academic Standards Committee must be obtained for a change in sequence and must be made by request before the start of the school year.

Freshmen	Carnegie Credits	Sophomores	Carnegie Credits
Religion 1	1 credit	Religion II	1 credit
Algebra 1	1 credit	Geometry	1 credit
English 1	1 credit	English II	1 credit
Physical Science	1 credit	Biology	1 credit
Computer Applications	1 credit	World History	1 credit
Health	0.5 credit	Physical Education	1 credit
Physical Education	1 credit	Career	0.5 credit
Yearbook	0.5 credit	Yearbook	0.5 credit

School Elected Office Eligibility

VVAA emphasizes the development of leadership and offers opportunities for students to grow that skill. In order to be eligible for an elected office, students must have a minimum of 2.50 GPA. All school elected officers must maintain at least a 2.50 GPA to retain their offices.

Moreover, their citizenship grade should be a B or higher. The rule applies to all NJHS/NHS and school offices. The student's status in meeting this criteria will be reviewed each semester.

If a student is put on an attendance contract (see the attendance policy) from the registrar, the student will be removed from the office.

Computer use

Usage agreement and policy is signed in the admissions packet, as well as with classroom teachers. Parents and students will need to sign acknowledgment of understanding of the policy. The following rules and policies provide general guidance concerning the use of VVAA's computers or personal computers within our campus and for school use. This list does not attempt to describe every possible prohibited activity by students.

A. Consequences for Violation of Computer Use Policy and Rules:

Student use of VVAA's computers, networks and Internet services is a privilege, not a right. Compliance with policies and rules concerning computer use is mandatory. Students who violate these policies and rules may have their computer privileges limited, suspended or revoked. The staff and/or school board shall have the final authority to decide whether a student's privileges will be limited, suspended, or revoked based upon the circumstances of the particular case, the student's prior disciplinary record, and any other pertinent factors.

Students utilizing their personal computers accept the installation of VVAA's monitoring computer program in personal computers and agree not to hold the school responsible for any losses due to their personal equipment being destroyed at school for any reason.

B. Acceptable Use:

VVAA's computers, networks and Internet services are provided for educational purposes consistent with its educational mission, curriculum and instructional goals. All policies, school rules and expectations concerning student conduct and communications apply when students are using computers. Students are also expected to comply with all specific instructions from teachers and other school staff when using the school's computers.

C. Prohibited Uses:

Examples of prohibited use include, but are not limited to, the following:

1. Accessing Inappropriate Materials - Accessing, submitting, posting, publishing, forwarding, downloading, scanning or displaying defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal materials.
2. Illegal Activities - Using school computers, networks and Internet services for any illegal activity, including copyright infringement. VVAA assumes no responsibility for illegal activities of students while using school computers.
3. Plagiarism - Representing as one's own work any materials obtained on the Internet (such as term papers, articles, music, etc). When Internet sources are used in student work, the author, publisher and web site must be identified.
4. Non-School-Related Uses - Using VVAA's computers, networks and Internet services for non-school-related purposes such as emails, social media, etc.
5. Misuse of Passwords/Unauthorized Access - Sharing passwords, using other users' passwords, and accessing or using other users' accounts.
6. Malicious Use/Vandalism - Any malicious use or harm to VVAA's computers, networks and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses.

D. No Expectation of Privacy:

VVAA's computers remain under the control, custody and supervision of VVAA staff at all times. Students have no expectation of privacy in their use of school computers, including e-mail, stored files and Internet access logs.

E. Compensation for Losses, Costs and/or Damages:

The student and his/her parents are responsible for compensating VVAA for any costs due to damages incurred while the student is using VVAA's computers. VVAA assumes no responsibility for charges or costs incurred by a student while using school computers.

COMMUNICATION

Office Hours. Individuals who wish to make an appointment with administrative staff are urged to call during regular office hours, 7:30 a.m. - 3:30 p.m. Monday through Thursday, and 7:30 a.m. - 12:15 p.m. on Fridays.

Personal Calls. If a phone call becomes necessary, a student must acquire a phone pass from their teacher to use the front office phone. Parents should not contact students by phone. The administrative office will deliver messages to the students.

SMART Watches. They will not be allowed, unless it is used as a medical device and a doctor's note explaining the specific need is on file.

Cell Phones. Personal cell phones will be taken at the beginning of the day and returned at the end of the day.

Visitors. All individuals wishing to visit must check in at the office. If another student or child wishes to visit, please make prior arrangements 1 week in advance with the office and classroom teacher. Visitor sign in forms are in the office.

Student Information for Parents/Guardians.

JupiterEd. (<https://login.jupitered.com/login/>), our Conference software program for documenting student Attendance, Behavior, Progress Reports, Grades, Information, etc. Parents will be given access to their child(ren)'s account and will be emailed Grades on a weekly basis (every Wednesday), if parents check the box on their JupiterEd profile during enrollment.

A report card for all students will be issued after each nine-week period. We urge parents to check the text notification box on JupiterEd to ensure communication is received (in a timely manner) every Wednesday. We are looking into the possibility for parents to receive translation to Spanish for JupiterEd communications other than just for the Report Cards.

School Hours and Attendance Guidelines

All students enrolled in school are expected to be punctual and regular in attendance. The school year consists of one hundred-eighty (180) school days. We encourage parents not to take their children out of school for vacation or for other reasons. It is recommended that medical appointments be scheduled after school or during school breaks.

School hours are 8:00 A.M. - 3:30 P.M. Monday through Thursday, and 8:00 A.M. - 12:00 P.M. on Friday.

ATTENDANCE

- **Tardies.** Students are expected to be in their seats and ready to begin class at 8:00 a.m. Students who are not in class at 8:00 a.m. will be considered tardy.

- **Absences.** It is usual practice that a student may be absent from, or tardy to school only when he/she is sick, at a medical appointment, attending the funeral of a relative, or a pre-approved church activity. A written excuse from a parent or guardian is required for each absence, and the specific reason for the absence should be stated.
- **Excused Absences.** Schoolwork may be made up for excused absences with no grade penalty. Students will be given one day (from the day of return) for each day of absence to make up work. To receive an excused absence, students should bring a note from home explaining the absence. In the case of illness or a doctor's appointment, a doctor's note is preferred. The following reasons are considered valid excuses for school absence: Illness of the student, death in the family, medical appointments, educational, church trips, unforeseen circumstances, etc.

SCHOOL ATTIRE

All VVAA students must wear uniforms. Uniforms are to be clean and neat, appropriately sized, and worn as they were designed. The uniform should reflect a positive attitude of pride in self and school. Parents are expected to support the school's efforts by not allowing exceptions to the uniform policy. The uniform must be free of holes, rips, tears, etc.

Out of Uniform fees: \$1.00 per uniform violation.

P.E. Uniforms are required for 5th - 10th grades only.

Uniform policies are in effect even during off campus activities and specific events for 7th-10th grades, like choir performances, etc. and during weekend activities on campus and off campus. A higher fee, \$10, will be assessed for students who choose to challenge this policy.

Uniforms are to be purchased at *Campus Club*, located at 7575 W. Sunset Rd., Unit 120, Las Vegas, NV 89113. You may call *Campus Club* at 702.360.0555. School Code: #1071.

Chapel Dress Uniform...

In addition to the above, the following standards are expected to be followed:

Pants:

Navy blue or Khaki

Skirts:

Navy blue or Khaki. Skirts cannot be shorter than 1 inch above the knee.

Shirts:

Shirts are polo in forest green, navy blue, or gold. They must have VVAA's logo.

Jackets/Sweaters/Hoodies:

All sweaters, or hoodies must be VVAA uniform with logo. Jackets must be solid black or navy blue. Jackets **CANNOT** have any writing on them or special designs. They must be solid color.

Shoes:

Acceptable:

- Closed-toe, strapped, or closed heel shoes.
- Tennis shoes for all physical education classes.

Not Acceptable:

- Flip-flops, sandals, or open-toe shoes.
- Shoe with heels or soles over two inches high.
- Shoes with lights, wheels, etc.

Hair. Hair should be clean, well-managed, natural color, non-distracting and not an extreme cut.

Jewelry. No jewelry is to be worn at school or school related functions. There are medical and religious exemptions. Letters from appropriate professionals required for exemptions.

Hats. Hats, caps, bandanas, or forehead bands are not to be worn at all. Can't wear hoodies while in functions and the classroom. Beanies and hoods will be allowed during the cold winter days outside.

Make-up. Make-up and nail color must be natural shades.

Student will abide by dress code policy on and off Campus activities, unless specifically directed for special activities or field trips School Related Function Attire for 5th-10th Grade Students:

1. Shades of shirts must be correct and correct uniform expected for off campus activities.
2. Uniform violation fees will be assessed when out of uniform.
3. Dress code expectations apply when school related functions such as choir performances, off campus activities:
 - a. No jewelry
 - b. Skirts, shorts and dresses not higher than an inch above your knee
 - c. No spaghetti straps or strapless

STUDENT HEALTH AND SAFETY

Safety Drills. Safety drills are conducted monthly. Students are asked to walk to designated area of the school campus to allow for emergency vehicles to have a clear path to the buildings and to ensure student safety.

School Delays or Closings. If there is a question as to whether the school is to be delayed or closed, parents and students should be expected to be advised by the principal/staff regarding such delays or closings through our JupiterEd communication system. In JupiterEd, under Logins & Alerts, bottom page, under Notifications, parents must click on the check box to receive text notifications.

Roller blades/Skateboards/Skates. Skateboards, roller skates or in-line skates are not permitted on campus at any time.

School Lunches. The Seventh-day Adventist Church recommends a healthful, vegetarian diet. All students are encouraged to bring a well-balanced lunch each day.

Behavior Expectations. Good behavior and good manners are expected at all times. Loud or boisterous behavior is not acceptable.

Field Trips. We rely on parents for transportation on field trips for insurance purposes: \$100K/\$300K insurance coverage is required for transporting students. Parents joining any field trip are required to do our Sterling Volunteer (<https://www.ncsrisk.org/adventist/index.cfm>) background check. Field trips are distinct to grade level. Field trip forms and, when applicable, booster seats, must be at school in order for students to attend a school sponsor field trip. In an attempt to give parents enough time for scheduling, and teachers for planning, please communicate with teachers prior to field trips and not the day of.

Student Illness. Parents should not send their child to school if the student has been vomiting, has a temperature above normal (98.6 F), is suspected of having a contagious condition (Covid, ringworm, chicken pox, pinkeye, lice, flu, etc.) or has not sufficiently recovered from an illness. A child displaying any of the above illnesses should not be sent to school until they have been fever-free for 24 hours without using fever-reducing agents.

If a student becomes ill or has an accident at school, steps will be taken to ensure the child's safety and well-being. The student's parents will be asked to take them home. If we are unable to reach a parent, the individual listed as the emergency contact on the registration form will be notified.

Medication Policy. Nevada law does not allow school personnel to administer medication without explicit written instructions. This includes prescription and nonprescription medication. The following medication procedure will allow school personnel to administer non-prescription and prescription medication:

1. A form, available in the office, providing the child's name, medication, dosage, times to be administered and parent's signature, must be filled out. FORM ATTACHED at the end of the student Handbook.
2. The medication must come to school in the prescription bottle or manufacturer's package. The student's name and written instructions must be on the label.

3. The medication must hand deliver directly to the office. Medication may not be kept in the student's lunch box, backpack or on his/her person. This is a violation of Nevada State law.
4. Medication records become a part of the student's record.

Insurance. The school purchases school accident insurance coverage for each student. The cost of this insurance is included in the registration fee. The school is responsible for only the amount covered by its insurance. All accidents must be reported immediately, as no claims will be paid unless an accident report has been filed.

Parent Involvement. The Board of Trustees recognizes that education of children is a process that involves a partnership between the child's parents, teacher(s), school, and school board. The Board of Trustees recognizes that parental participation in their child's educational process through parent/teacher conferences, classroom visitation, serving as a school volunteer, serving as a field trip chaperone, Home and School participant, and other such services is critical to a child's educational process. For that reason, the Board of Trustees requires parental participation in the life of their child's school.

Room Parents. Contact classroom teacher if you are interested in participating. A room parent will assist teacher with classroom activities, scheduling field trips, finding drivers for off campus activities, etc.

Home and School Association. The Home and School Association is organized to unite the home and school in their endeavor to provide Christian education for the children of the church, and to provide an agency by which cooperation may exist between school and the parents and/or guardians of the students. Each church will choose a home and school representative and from that group, a home and school leader will be chosen.

The Home and School Association leadership meets with school administration at the beginning of the school year to formulate plans and annual goals. The leadership of the Home and School Association will work closely with the board to promote harmony and maximum effectiveness.

CODE OF CONDUCT

VVAA is a community of Christian individuals bound together by trust and respect for God and for one another. The standard of conduct at VVAA is based upon the belief that character and ethical standards must be both modeled and taught by the entire school community. Individuals must behave responsibly towards fellow students, staff, parents, and to themselves.

School-wide offenses include, but are not limited to:

- Academic dishonesty
- Gum chewing
- Drink or food in classroom without permission
- Dress code violations

- Not following teacher's instruction
- Not following classroom procedure
- Disruption of teacher or instruction
- Name calling/teasing
- Inappropriate language
- Inappropriate behavior during lunch
- Not following arrival or dismissal procedures
- Not following after-school procedures
- Leaving the building without permission
- Fighting/Physical aggression/Confrontation
- Intimidation/Threat/Harassment/Bullying
- Insubordination
- Inappropriate internet use
- Defacing property
- Theft
- Possession of controlled substances

Standards of Conduct

Certain behaviors are not in harmony with the Christian lifestyle and/or are contrary to the purposes of VVAA. We desire our students to exhibit the Christian lifestyle on and off campus.

Respectful/Behavior. Each student is expected to maintain respect for teachers and staff, classmates, and property.

Substances. Use, possession or trafficking of tobacco in any form, alcoholic beverages, illicit drugs or drug-related paraphernalia, narcotics or any substance used for narcotic effect will not be tolerated. This policy is in effect while a student is on school property, attending or participating in any school-sponsored activity.

Dangerous Devices. Any weapon or device that may cause harm or injury to property or another person will not be permitted on campus. Students who bring these items, such as firecrackers, lighters, matches, knives, firearms, or any other weapons, will be dealt with immediately by the administration.

Property Rights. Areas used by students to store their books and belongings are school property and may be searched by the faculty at any time. Belongings may be searched when there is reasonable suspicion that students possess prohibited material.

Civil Authority. It is important to know that should a student choose to participate in any act which is in violation of civil law; the act will be reported to the proper authorities in addition to being handled internally by the school administration.

Sexual/Racial/Harassment

VVAA is committed to providing a school environment free from sexual/racial harassment for all students and staff. Incidents of harassment should be reported to the principal or teachers and appropriate action will be taken.

- *Sexual harassment* consists of unwelcome sexual advances, requests for sexual favors and other inappropriate verbal, nonverbal, written, graphic, or physical conduct of a sexual nature. Such conduct interferes with a student's academic performance, or creates an intimidating, hostile, or offensive school environment. Sexual harassment, as defined above, may include, but is not limited to the following:
 1. Verbal, graphic, and written harassment or abuse.
 2. Pressure for sexual activity.
 3. Repeated remarks to a person with sexual or demeaning implications.
 4. Unwelcome or inappropriate touching.
- *Racial harassment* is verbal, nonverbal, graphic, written, or physical conduct that denigrates or shows hostility or aversion toward any student. Racial harassment, as defined above, may include but is not limited to the following conduct, which is based upon race:
 1. Epithets (name calling) and slurs.
 2. Negative stereotyping.
 3. Threatening, intimidating, or hostile acts.
 4. Written or graphic material that shows hostility toward an individual or group.
- *Reporting Procedure.* Students must clearly understand that conduct believed by them to constitute harassment must be reported to the principal/staff members. Staff must clearly understand that if a student complains to them regarding alleged harassment, they must refer that student to the principal to investigate the complaint. Students must clearly understand that they, and others supporting them, will not suffer any retaliation on account of their reporting of any alleged harassment because of participation in an investigation of an alleged harassment.

Dating and Public Displays of Affection

Being overly affectionate in school creates an environment that is not conducive to concentration and learning; therefore, students should refrain from inappropriate, intimate behaviors on campus or at school related events & activities.

Inappropriate public displays of affection will not be tolerated. Public displays of affections with anyone will not be tolerated in school grounds, including all parking lots and connecting properties. Examples include, but not limited to: hand holding, kissing, hanging onto each other, sitting on each other, playing with each other's hair, hugging, etc. This behavior will result in a

parent meeting and possible suspension if inappropriate behavior continues after being warned. Good taste and respect for everyone is expected.

Discipline Policy

Students will be suspended and may be expelled from school if they are found in possession of knives, firearms, weapons of any kind (real, look-alike or pretend, regardless of intent), or fireworks on campus or to school-sponsored activities; use or possession of alcohol, illegal drugs, or tobacco on campus or during school-sponsored activities; and/or any serious incidence of theft, property damage, or other illegal activity. Students may also be suspended or expelled for lack of academic effort, insubordination by willful disrespect, attendance issues (as listed under Attendance heading), or other serious misconduct.

The following are specific examples of behaviors and actions with possible suspension or expulsion, but is not limited to the following:

If action by the administration or Board of Trustees is needed as a result of suspension, it will be arranged at the earliest opportunity convenient to the members.

We believe in progressive discipline. Demerit system policy will be share with parents a part of the syllabus and beginning of the school year packet. Students and parents will be asked to sign document of understanding at the beginning of each school year.

Discipline process

Step 1

The student is warned regarding inappropriate behavior, counseled regarding appropriate behavior, and is informed as to steps taken if behavior occurs again. Disciplinary action, such as recess detention, may be taken. Documentation of the incident and any resulting disciplinary action is recorded on Jupiter.

Step 2

The student is referred to the principal. A conference may be scheduled with the student, staff member, parent/guardian, and administration may be necessary before the student may return to class. Documentation of the incident and any resulting disciplinary action is recorded in Jupiter.

Step 3

The student is referred to the principal for disciplinary action. At this point, the student may be sent home. A conference involving the student, staff member, parent/guardian, and administration will be **required** before the student may return to class. Documentation of the incident and any resulting disciplinary action is recorded in Jupiter.

Step 4

The student may be suspended or expelled depending on the infraction.

If the parent/guardian wishes to appeal steps in the discipline process, they may appeal to the Board of Trustees. Documentation of the incident and any resulting disciplinary action is recorded in Jupiter.

The staff and Board of Trustees reserve the right to use their discretion in dealing with each situation as it arises, recognizing that each situation is unique and deserves special attention. It is the right of the school administration and/or Board of Trustees to suspend any or all steps of the discipline process if the offense is serious enough to warrant such action and the student's influence is detrimental or destructive to the school. Also, disciplinary actions will be determined by case and by offense and are under the discretion of the teachers and administration.

Citizenship/Demerit Points. Students may be awarded Citizenship points for exemplary behavior. Demerit points are applied when repeated attempts have been made to resolve a discipline issue or if the offense is deemed more serious in nature and can be assigned by school administration.

Consequences of demerit points:

1-3 points	Warning points. Written communication is sent to parents/guardians.
4-6 points	Student may be suspended for one day. Student and parent(s)/guardian(s) meet with the teacher and principal. Students placed on suspension shall not participate in any school-related or school sponsored activities.
7-9 points	Student may be suspended for three days. Student and parent(s)/guardian(s) may be asked to meet with the Administrative Committee. Consequence could include: the creation of a disciplinary probation contract, student is liable for damages, etc..
10-12 points	Student may be suspended for one week. Student and parent(s)/guardian(s) will be asked to meet with the Administrative Committee. Consequence could include: the creation of a disciplinary probation contract, student is liable for damages, a failing grade, loss of office, ineligible to participate in extracurricular activities for a determined length of time, and possible withdrawal or expulsion.
13+ points	Student may be asked to withdraw from school or will be expelled, possibly earning a failing grade. Students with unsatisfactory Citizenship may be denied recommendations from faculty and staff to colleges and universities. A student who has been asked to withdraw or is expelled may not be allowed to visit the school campus or attend any school activity for the remainder of the school year. He or she may re-apply for admission after attending another school for at least one semester or satisfactory time as deemed by the Administrative Committee.

Demerit points can be assigned by any VVAA faculty or staff member. Points are assigned for the commission of the following offenses during school hours or during any school-related activity. *This list is a guide and is not intended to be exhaustive or prescriptive:*

1-3 points	Classroom behavior is detrimental to teaching environment, repeated dress code violations, horseplay, minor skirmishes, chronic tardiness, dishonesty,
4-6 points	Abusive behavior, disrespect toward student or staff, obscene language usage, insubordination, academic honesty policy violation, truancy, major
7-9 points	Bullying, fighting, hazing, verbal and/or sexual harassment, inappropriate electronic posting/digital communication, theft, possession of a look-alike
10-13 points	Possessing, furnishing, using, distributing, selling, purchasing, transporting, or being under the influence of any controlled substance or intoxicant (includes illegal drugs, alcohol, tobacco, guns, knives, etc.) during any school-related activity, Serious vandalism, and/or damage to school property. Immoral or scandalous conduct (including speech and writing). Defiance of authority and/or school policies of a serious nature. Any inappropriate sexual activity, excessive physical contact, other

Redemption

Demerit points will continue to accumulate throughout the school year and could possibly result in more serious consequences if a student continues to accumulate demerits. If a student receives no demerits for nine weeks, the total number of referral points may be cut in half by administrative initiative or in response to official parent request in conjunction with the approval of the Administrative Committee.

GRIEVANCE POLICY

We realize sometimes misunderstandings happen. If you have a concern, please talk to the person directly before going to administration. For example, if your concern is with your child's classroom, please speak with the teacher first. If it concerns administration, please talk to the principal first.

If a concern has not been handled to your satisfaction, make an appointment to meet with both the person to whom you first spoke with and the supervisor (teacher/principal or principal/superintendent, etc.).

Written documentation of any incidence will be required. VVAA wants to come to a mutual satisfactory resolution for any concerns in order to provide the best possible environment for learning. VVAA hopes that you feel comfortable talking to any member of the staff if you should have any questions or concerns. It is the school's prayer that you will find your experience at VVAA to be enjoyable for your family.

FINANCIAL POLICIES

Vegas Valley Adventist Academy is operated on a non-profit basis at the lowest possible cost to our parents/guardians as is consistent with good business practices.

Registration

Registration fee is \$475.00 for grades TK-6th grade.

Registration fee is \$575.00 for grades 7th-10th.

There are discounts if registration fees are paid early:

New Students - 20% OFF before the August 16.

Returning Students - \$25.00 OFF if paid by March 30.

Registration fees are non-refundable.

Tuition

TK to 6th Grade \$540.00 per month for 10 months, September through June for Seventh Day Adventists.

7th to 10th Grade \$640.00 per month for 10 months, September through June for seventh Day Adventist.

Community Rates

K-6th \$640.00 per month for 10 months, September through June.

7th – 10th \$740.00 per month for 10 months, September through June.

International Rates

TK-10th \$840.00 a per month for 10 months, September through June.

Sibling Discounts

Discount in the same household:

- 1st child full tuition,
- 2nd child 5% discount,
- 3rd child 10% discount,
- 4th and over 15% discount.

Advance payments

Full year tuition: 6% discount

Semesterly tuition: 3% discount

Violations

- There will be a \$1.00 charge for uniform violations.
- There will be a \$3.00 charge per tardy after tardy #7 per quarter.

Forms of Payment

- Payments by check or cash are accepted in the office.
- Square payments are accepted online or in the office.
- Adventist School pay is online.

Invoices

- Invoices for tuition and fees are sent out by the end of the month.
- Payment is due on the 1st of the following month, if payment is made after the 10th of every month a \$35.00 late fee will be charged.
- Automatic payments will be processed by ACH or credit card based on the family's Transaction Authorization Form options and the payments dates selected.

Special circumstance

A \$35.00 fee will be assessed if a check is returned by the bank for insufficient funds. After **one bounced check**, **VVAA will not accept** a personal check as a form of payment, cash or credit card payments will be required.

Accounts 60 days past due will be referred to a collection agency.

If you have paid an annual payment and cannot finish the year, a refund will be made on a prorated basis. There are no refunds on monthly billings.

Zero Balance Day

All accounts must be at zero balance by these dates to ensure continued attendance and sit for final exams.

December 10th, First Semester Clearance

May 10th, Second Semester Clearance

Financial Assistance Policy

- Scholarships through Nevada Utah Conference of SDA
- Scholarships through Pacific Union Conference of SDA
- Scholarships through AAA or Silver State Scholarship or other.
- Church assistance (check with your local church)

Extenuating Circumstances

If there are special extenuating circumstance your family is experiencing, please talk to the business manager or principal.

Delinquent Accounts

No account will be allowed to be more than sixty days past due. The student will be placed on financial suspension until the balance is cleared. Students with past due accounts will not be allowed to take exams. Participation in extracurricular activities involving additional costs may be curtailed until the account is paid in full or satisfactory arrangements made. Any exceptions to this policy must be approved by the school Finance Committee or its designee. Students graduating from 8th or 10th grade will not be allowed to take final exams, participate in graduation, or receive a diploma unless the account is paid in full.

After-School Care Program Rates and Payment Policy

\$10.00 per hour flat rate, starting the minute a child is checked-in into after care (sibling discounts are not available.)

If child is picked up after 6:00 p.m., 5:00 p.m. on Fridays, extra charge of \$20.00 for the first 5 minutes and \$1.00 per minute thereafter per child.

Cafeteria

Lunches are provided Thursday and snacks Monday - Friday. Lunches are sold on a pre-paid basis only. A minimum lunch deposit of \$100 per student is required. Lunch credit will not be extended.

MEDICATION REQUEST FORM

STUDENT NAME: _____ Birthdate: _____

Grade: _____ Homeroom Teacher: _____

Dear Parent/Guardian,

Your child's safety and the safety of others is our primary concern when medication is needed during school hours. Whenever possible, medications should be administered at home, outside of school hours. The following requirements must be met if school personnel administer medication to your child during the school day:

1. Medications given by mouth, eye drops, and ear drops may be administered by school staff.
 - No medication requiring injection shall be administered by unlicensed school personnel except for automatic injector pens ordered for an emergency allergy reaction (i.e. Epi-Pen).
2. Medication must be delivered to school by the student's parent/guardian or other responsible adult.
 - Please allow time for school staff to count pills/capsules with you.
 - If half pills are needed, parents must split them prior to delivering medication to staff.
3. The medication request form must be completed and signed by the student's parent/guardian before any medication can be given by school staff.
 - A form must be submitted for each medication, including over-the-counter medications such as pain relievers, cough drops, cold medicines and prescription medications.
 - The completed medication request form must be hand delivered to school.
4. All medication must be in a properly labeled container.
 - Prescription medication must be in a container labeled by a pharmacist or physician with the correct name of medication, dosage, and time for school administration.
 - Over-the-counter medication must be in its original container, labeled with your child's name.

I have read and understand the parent information regarding medication at school and request/authorize school staff to administer medication _____ to my child for the dates of _____ to _____ and time _____. Medication orders are valid for the current school year only.

I understand that a medication dosage could be delayed or missed due to unexpected circumstances or changes in the student's schedule.

Date of Signature: _____ Parent/Guardian Signature _____

Cell Phone: _____ Alternate Phone: _____

School Staff Signature: _____ Date: _____



Vegas Valley Adventist Academy
6059 W. Oakey Blvd.
Las Vegas, NV 89146
(702) 871-7108
www.vvaa4u.org

RECOMMENDATION FORM

To the Applicant:

Please write your name and grade level. Give this form a teacher or school administrator for recommendation.

To the Administrator and/or Teacher:

The student whose name appears below is at present seeking admission at Vegas Valley Adventist Academy. May we request from you some pertinent information about the person to help us decide on his/her application. The data will be dealt with strict confidentiality.

After filling out this form, please email this Recommendation form to info@vvaa4u.org. Thank you for your assistance.

Applicant's Name _____

School _____

School Address _____

Present Grade Level _____

1. Please state any comment as to what outstanding qualities stand out in the applicant or any information that will help us understand him/her if ever admitted in our school.

2. Has the student been involved in any disciplinary cases, or has been put on probation, detention, suspension, warning, etc. in your school? (If yes, kindly enlighten us about them.)

3. Please put a **check mark** on the space provided according to your honest assessment of the applicant.

	Outstanding	Excellent	Above Average	Average	Below Average	No Chance to Observe
Academic Potential						
Department & Discipline						
Consistency of Academic Performance						
Study habits/ Work Methods						
Leadership Potential						
Ability to Work With Others						
Sense of Service /Willingness to Help Others						
Involvement in Extra-Curricular Activities						

4. Please put a check on the space provided:

- () I strongly recommend the applicant for admission.
- () I recommend the applicant for admission.
- () I recommend with some reservation.
- () I do not recommend the applicant for admission.

Name: _____ Position: _____

Contact No. _____ Email Address: _____

Number of years acquainted with the applicant: _____

Signature: _____ Date Signed: _____



VOLUNTEER COMMUNITY SERVICE FORM

This is to certify that _____ from
Student Name
_____, has performed volunteer service on
Name of School

the date(s) and location(s) listed below.

Name of Organization: _____

Address: _____

Phone Number: _____

Date	Time In	Time Out	Total Hours Per Day

Specific Duties/Services Performed:

Supervisor Name (Please Print) _____

Supervisor Signature _____

Address (if different from above) _____

Date: ____/____/____ Phone Number: _____

Vegas Valley Adventist Academy

7-10 Technology Use Agreement

DIRECTIONS: Please read the expectations for the technology use agreement and sign below.

It is important to use the technology tools at school responsibly and in the way my teacher has demonstrated. I also understand that I am a member of the 7-10 VVAA community and my actions must represent a citizen who exudes Honesty, Excellence, Accountability, Respect and Teamwork towards all individuals and property. I understand that my use of VVAA technology is a privilege, not a right, and the principal and teachers can withdraw this privilege if I violate this Technology Use Agreement or other VVAA rules regarding using the VVAA's technology tools and services.

1. I understand that district technology is to be used for educational purposes only. I will treat all technology (computers, iPods, Chromebooks, etc.) with care and make sure they do not become damaged.
2. I will return all technology to the district as I understand that the technology, equipment, and systems belong to Vegas Valley Adventist Academy.
3. I will not change or tamper with any of the school equipment or systems. This can include settings, software, downloads, hardware, etc.
4. I will use my own computer on the school's wireless network as if it were a school loaned device.
5. I will only represent myself in the digital world, and I will only use my account.
6. I will only work on the programs and websites that are appropriate and beneficial for the school setting.
7. I will keep passwords private only to myself, my parents, and teachers.
8. I will use my online accounts (i.e., Google, Schoology, etc.) and all other VVAA equipment for schoolwork only. VVAA can and may review any material developed, viewed, or shared.
9. I will be respectful to my teacher(s) and peers by making eye-contact and putting the device down/away when being requested.
10. I will regularly use the digital communication tools that my teacher(s) specify.
11. I will use respectful language in my communications in all areas: verbal, blogs, online documents, websites, videos, emails, etc.
12. I will keep myself and my family and friends safe by only publishing non-identifiable information about myself or others and not posting items such as full names, phone numbers, pictures, addresses, itineraries, events, etc., unless applicable for post-secondary admissions.
13. I will only send, store, or access appropriate and legal materials.
14. I will write essays, reports, etc. with my original thoughts and I will properly cite any information I receive from other sources including images, videos, and other multimedia as per Fair Use and Copyright laws.
15. I will report any misuse of technology to an adult.
16. I will treat all others with respect in the online and digital environment.
17. I will ask for help immediately when needed or something goes wrong with technology.
18. I will follow my classroom's technology procedures.

Consequences: If any of these agreements are violated, consequences will occur and will be appropriate to the violation. Consequences may include loss of technology use, written apologies, and other typical consequences used in the district.

Student Name (Print)

Student Signature

Date

Parent Signature

Date

Vegas Valley Adventist Academy

Elementary Technology Use Agreement

DIRECTIONS: Please read the expectations for the technology use agreement and sign below.

It is important to use the technology tools at school responsibly and in the way my teacher has demonstrated. I also understand that I am a member of the Vegas Valley Adventist Academy community and my actions must represent a citizen who exudes Honesty, Excellence, Accountability, Respect and Teamwork towards all individuals and property. I understand that my use of VVAA technology is a privilege, not a right, and the principal and teachers can withdraw this privilege if I violate this Technology Use Agreement or other VVAA rules regarding using the VVAA's technology tools and services.

1. I will treat the computers, Chromebooks, iPads, and other technology devices carefully and will not break or alter them in any way.
2. I will only work on the programs and websites that are related to school and/or my teachers tell me to use.
3. I will use online accounts such as Google when I am asked to.
4. I will keep passwords private only to myself, my parents, and teachers.
5. I will only use the computer, Chromebooks, iPads or other items safely and to be nice to people. I will never hurt, scare or bully others. I know that the school can look at what I do on computers and other devices.
6. I will be respectful to teachers and peers by making eye-contact and putting the device down/away when requested.
7. I will keep myself and my family and friends safe by not sharing any names, phone numbers, or addresses on the computer, iPad, etc.
8. I will write reports and papers with my own ideas and will not take others' ideas and say they are mine.
9. I will tell an adult if I read or see something on the screen that is not appropriate for school.
10. I will only use my school account.
11. I will follow my classroom's technology procedures.

Consequences: If any of these agreements are violated, consequences will occur and will be appropriate to the violation. Consequences may include loss of technology use, written apologies, and other typical consequences used in the district.

Student Name (Print)

Student Signature

Date

Parent Signature

Date

VVAA Student Handbook

2024-2024

I have read the VVAA Handbook carefully and understand and agree to the VVAA policies and standards.

Parent Name: _____

Parent Signature: _____ Date: _____

Students Name: _____

Student Signature: _____ Date: _____