

LOMA LINDA ACADEMY

Elementary School (TK-6) Division “Educating for Eternity”

2026-2027

A SEVENTH-DAY ADVENTIST SCHOOL TK - 12

10656 Anderson Street, Loma Linda, California 92354

(909) 796-0161, Extension 1001 Facsimile (909) 799-3766

Accredited with General Conference of Seventh-day Adventists Board of Regents

Iveth Valenzuela

Head of Schools

Blanca Calixto
Elem. Principal

Rachel Romero
Vice Principal of Academics

Yennie Rodriguez
**Vice Principal of Student
& Spiritual Life**

This Handbook Belongs To:

Name

Phone

Grade

Teacher

LOMA LINDA ACADEMY ELEMENTARY SCHOOL HANDBOOK 2026-2027

Welcome to Loma Linda Academy! We are a co-educational CC-12, WASC accredited school and a member of the worldwide Seventh-day Adventist school system.

EXPECTED SCHOOL-WIDE LEARNING RESULTS (ESLRs)

“And Jesus grew in wisdom and stature and in favor with God and men.” Luke 2:52

Loma Linda Academy empowers students to acquire:

Learning Skills through

L

- Critical Thinking
- Creative Thinking
- Collaboration
- Communication

Literacy Skills in

L

- Bible Study
- Information Sources
- Technology
- Social Media

Action Skills by

A

- Serving with Empathy
- Acting with Integrity
- Leading with Humility
- Persevering with Grit

VISION, MISSION & MOTTO STATEMENTS

VISION: Loma Linda Academy nurtures a community of capable and responsible students, staff, and parents who love God supremely, and live a balanced spiritual, mental, physical, and social life, which allows them to serve God and humanity with passion and excellence.

MISSION: It is the mission of Loma Linda Academy for all to:

GROW in God’s Grace, ***THRIVE*** Intellectually,
DEVELOP True Friendship, and ***EMBRACE*** Healthful Living

MOTTO: Eternal Principles, Intelligent Choices

LLA ELEMENTARY CORE VALUES

The following core values are taught and modeled by school personnel in classrooms, chapels, and in assemblies. We believe that a well-grounded relationship with Jesus is essential to our learning environment and expect that our students will display these values during their time at Loma Linda Academy.



WASC ACCREDITATION

Loma Linda Academy is fully accredited for grade levels TK-12 through the Western Association of Schools and Colleges (WASC). WASC accreditation is an ongoing effort to improve the instructional program at Loma Linda Academy. There is a functioning WASC Accreditation Committee that meets regularly at the school to determine the progress on the Action Plans from the previous visit and to plan for the next WASC accreditation visit which is usually every six years.

HISTORY AND LOCATION

Loma Linda Academy is a Seventh-day Adventist community of learning consisting of four schools: The Children's Center (3 mos-5 yrs.), Elementary (TK-6), Junior High (7-8), and High School (9-12). It is located on a 40-acre plot adjacent to Loma Linda University in Loma Linda, California, a city situated between San Bernardino and Redlands off Interstate Highway 10.

Loma Linda Academy was established in 1906 to provide Adventist Christian education for youth in the Loma Linda area. As the community grew, LLA's constituency grew to include the Inland Empire. Since its foundation, the academy has maintained a high degree of excellence in its scholastic pursuits as is evidenced by the success of its graduates. Loma Linda Academy emphasizes a college preparatory program with a strong reputation of scholastic, artistic, and athletic achievements.

MESSAGE TO STUDENTS AND PARENTS

This handbook is developed and revised by the administration and faculty and approved by the school board yearly. The school administration and faculty reserve the right to make changes in and interpretations of school regulations at any time. Any regulation adopted during the year and announced to students and parents has the same effect as those published in the handbook.

LLA students and parents acknowledge, accept and agree to abide by the regulations and policies of Loma Linda Academy and to conduct themselves in accordance with the guidelines and standards set forth in this handbook. Students are expected to be responsible for their behavior and prepared to accept the consequences of their decisions.

This handbook will provide you with critical information for this coming school year. We invite you to read it carefully to ensure all can have a successful school experience here at Loma Linda Academy.

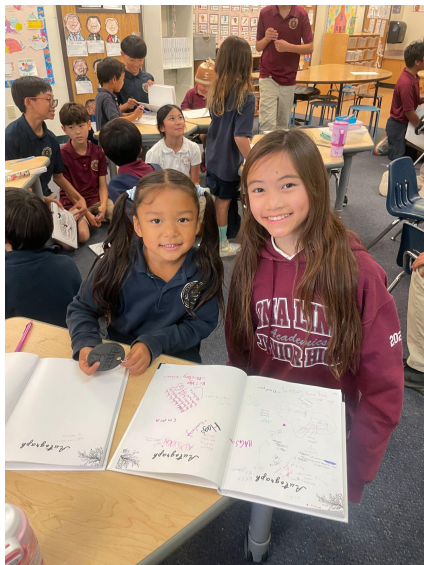


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LLA ELEMENTARY SCHOOL ADMINISTRATIVE GUIDE

NAME AND POSITION	CONTACT INFORMATION	LLA: 909-796-0161
LLA Head of Schools CC-12 Iveth Valenzuela	Ext. 3321	ivalenzuela@lla.org
Elementary School Principal Blanca Calixto	Ext. 1001	bcalixto@lla.org
Vice Principal of Academics Rachel Romero	Ext. 1001	rromero@lla.org
Vice Principal of Student & Spiritual Life Yennie Rodriguez	Ext. 1001	yrodriguez@lla.org
Business Administrator Richard Brooks	Ext. 3362	rbrooks@lla.org



DAILY SCHEDULE

School starts at 8:00 a.m. for grades TK-4, and 7:45 a.m. for fifth and sixth grade. Transitional Kindergarten, Kindergarten, 1st and 2nd grade dismiss at 2:40 p.m., grades 3 and 4 at 2:45 p.m., grades 5 and 6 at 3:15 p.m. Monday through Thursday. On Friday, all grades start at 8:00 a.m. and dismiss at 12:15pm.

ADMISSIONS & RE-ENROLLMENT

QUALIFICATIONS FOR ADMISSION

LLA is open to Seventh-day Adventist young people who desire a Christ-centered education. Students of other faiths and philosophies are also welcome. Students who apply for admission should accept the purposes and objectives of the school and live in harmony with its principles.

- All students, domestic or international, may not reach 20 years of age prior to the day of graduation.
- LLA does not accept first-year international students in the 12th grade.
- All 12th-grade students must attend both 1st and 2nd semesters at LLA. Seniors will not be accepted for the second semester only.
- At the discretion of administration, elementary students will not be accepted at the end of 3rd quarter before spring break week or during 4th quarter.

NONDISCRIMINATION POLICY

Loma Linda Academy does not discriminate on the basis of race, ethnicity, national origin, religion, sex, or disability ability in its admissions policies, educational programming, or activities afforded to students within the school.

ENROLLMENT PROCESS

All admission documents must be fully processed prior to the student's acceptance and attendance in classes. The Loma Linda Academy Admissions Committee will review the completed application and the Admissions Office will send an email regarding the student's acceptance.

New Students – Transitional Kindergarten & Kindergarten

1. Complete the online application, along with all supplemental forms.
2. Submit one recommendation form.
3. Submit a copy of the Birth Certificate.
4. Submit an Oral Health Assessment Form.
5. Submit physical within the last year.
6. Submit a copy of the immunization records.
7. Submit an emergency contact and consent to treat form.
8. Pay the Application Fee.
9. Pay the first month's tuition and comprehensive fees through Blackbaud Tuition Management to receive financial clearance

New Students – 1st Grade

1. Complete the online application, along with all supplemental forms.
2. Submit one recommendation form.
3. Submit a report card from the previous year (if applicable).
4. 1st Grade Assessments to determine 1st grade readiness.
5. Submit a copy of the Birth Certificate.
6. Submit an Oral Health Assessment Form.
7. Submit Physical form within the last year.
8. Submit a copy of the immunization records.
9. Submit an emergency contact and consent to treat form.

10. Pay the Application Fee
11. Pay the first month's tuition and comprehensive fees through Blackbaud Tuition Management to receive financial clearance.

New Students (2nd – 6th Grade)

1. Complete the online application, along with all supplemental forms.
2. Submit two recommendation forms (one from the previous teacher and one from the previous principal).
3. Submit report cards from the last 2 years. A minimum "C" average is required for grades 3rd – 6th.
4. Submit standardized test scores from the last 2 years.
5. An assessment may be requested to determine grade placement.
6. Submit a copy of the Birth Certificate.
7. Submit Physical form within the last year.
8. Submit a copy of the immunization records.
9. Submit an emergency contact and consent to treat form.
10. All prospective 5th and 6th families must complete an interview with an administrator.
11. Pay the Application Fee.
12. Pay the first month's tuition and comprehensive fees through Blackbaud Tuition Management to receive financial clearance.

Returning Students (Kindergarten – 6th Grade)

1. Complete the online re-enrollment contract.
2. Pay the re-enrollment Fee.
3. Pay the first month's tuition and comprehensive fees through Blackbaud Tuition Management to receive financial clearance.
4. A minimum "C" average is required on the report card for grades 3rd – 6th.

International Students

1. Complete the online application along with all supplemental forms.
2. Pay the Application Fee.
3. Complete the Foreign Student Application.
4. Complete the New Student Interview Survey.
5. Submit Recommendation Form(s) – One for Transitional Kindergarten – 1st Grade; Two for 2nd – 6th Grade (one from previous teacher and one from previous principal).
6. Submit report card(s) for the previous two years (if applicable). A minimum "C" average is required for grades 3rd – 6th.
7. Submit a copy of immunization records (translated into English).
8. Submit Physical form within the last year.
9. Upon official acceptance, pay the I-20 Processing Fee.
10. Upon receiving the Visa, pay the full year's tuition.

PHYSICAL EXAMINATIONS

Physical examinations are required for all new students and for those entering grades transitional kindergarten/kindergarten, seven, and ten.

IMMUNIZATION REQUIREMENTS

In compliance with California Health and Safety Codes, Loma Linda Academy requires all students to provide proof of immunization appropriate to their age or grade level before entrance to the school.

Temporary Exemptions are granted only with a written and signed statement from a licensed physician. The physician is required by law to list: 1) The specific nature of the physical condition or medical circumstance for which the licensed physician does not recommend immunization; (2) The probable duration of the physical condition or medical circumstance; (3) Each specific required immunization from which the pupil is exempt; and (4) The date that the medical exemption expires for each respective immunization.

After the exemption expires, the student will be required to fulfill all immunization requirements (CCR, Title 17, Div 1, Ch 4 Sec. 6050). A pupil with a permanent medical exemption must follow the requirements outlined in CCR, Title 17, Div. 1, Ch 4, Sec. 6051.

Stay Home Policy- LLA is required to maintain a list of any exempt children along with immunizations they have not received. A student who may have been exposed to a disease for which he or she is not fully immunized will be reported to the school nurse who will determine whether the student is at risk of developing or transmitting the disease, and if so, may require the exclusion of the student from school until the completion of the incubation period or, if infection is suspected or occurs, until completion of the period in which the disease is communicable.

More information on immunization can be found at: <http://www.shotsforschool.org>

No student will be admitted to school even for the first-class period without written evidence of immunizations, signed by their primary physician.

More information on the July 1, 2019 law can be found at: <http://eziz.org/assets/docs/TMM-1080.pdf>

- **Diphtheria, Tetanus, and Pertussis (DTaP, DTP, Tdap, or Td) — 5 doses**
(4 doses OK if one was given on or after 4th birthday. 3 doses OK if one was given on or after 7th birthday.)
For 7th–12th graders, at least 1 dose of pertussis-containing vaccine is required on or after 7th birthday.
- **Polio (OPV or IPV) — 4 doses**
(3 doses OK if one was given on or after 4th birthday. Oral polio vaccine [OPV] doses given on or after April 1, 2016, do not count.)
- **Hepatitis B — 3 doses**
(Required at admission to any grade except 7th grade)
- **Measles, Mumps, and Rubella (MMR) — 2 doses**
(Both given on or after 1st birthday)
- **Varicella (Chickenpox) — 2 doses**

Re-enrolling Students advancing into 7th Grade need records of:

- **Tetanus, Diphtheria, Pertussis (Tdap) — 1 dose**
(Whooping cough booster usually given at 11 years and up)

UNPAID ACCOUNTS

Students having an unpaid account with Loma Linda Academy or another school can apply, but are not permitted to register for any classes until clearance has been obtained.

PART-TIME STUDENTS

Students may enroll on a part-time basis at Loma Linda Academy by following the enrollment process. Part-time students are allowed to register for up to two rotation classes per semester. Part-time students will only be admitted if there is space available within that class. Registration for part-time students will open after registration is complete for all full-time students.

Academic classes are not available. Part-time status students are responsible for any comprehensive fees that are associated with individual classes. However, the charged comprehensive fees do not include school/class events or the yearbook fees. All part-time student fees are non-refundable. Tuition rates can be found in the business office. **Part-time students are not eligible to go on class trips. Part-time students do not receive a Loma Linda Academy diploma; nor do they participate in the kindergarten graduation ceremony or 6th grade dedication ceremony.**

NON RESIDENT STUDENTS

Loma Linda Academy does not maintain dormitories. All students admitted to the school must have the direct supervision of their own parents or legal guardians. If a student plans to live with someone other than a parent or guardian, satisfactory arrangements must be made with the school administration prior to admission. The administration must be informed of a change of residency. Failure to do so or discovery of unacceptable housing could result in dismissal.

READMISSION AFTER WITHDRAWAL

1. A student who has been asked to withdraw may **reapply after one calendar year.**
2. Reapplication is only considered at the beginning of a semester after the year has passed.
3. To apply, the student must submit a **written statement** to the Division Principal, including:
 - a. Reasons for wishing to return.
 - b. Evidence of change/growth.
 - c. Supporting statements from the parent/guardian and others (e.g., teachers, mentors).
4. The division principal will review the application and make a decision regarding acceptance.
5. Final readmission decision rests with the school administration.

TRANSITIONAL KINDERGARTEN

Loma Linda Academy **requires** that students who are enrolling in Transitional Kindergarten must be 4.0 years old by September 1. Students must be fully potty-trained and able to handle this task independently while at school. Students must be able to feed themselves independently while at school. Transitional Kindergarten is a full day program.



KINDERGARTEN

Loma Linda Academy **requires** that students entering Kindergarten be 5 years of age by September 1 of the current school year. This reflects the State of California's minimum age **requirements**. Students must be fully potty-trained and able to handle this task independently while at school. Students must be able to feed themselves independently while at school. Kindergarten is a full day program.

FIRST GRADE

Loma Linda Academy **requires** that students entering first grade be 6 years of age by September 1 of the current school year. This reflects the State of California's minimum age **requirements**. ALL new first grade applicants must be evaluated for placement. Only students who evaluate as ready for first grade will be placed in first grade.

GRADE PLACEMENT

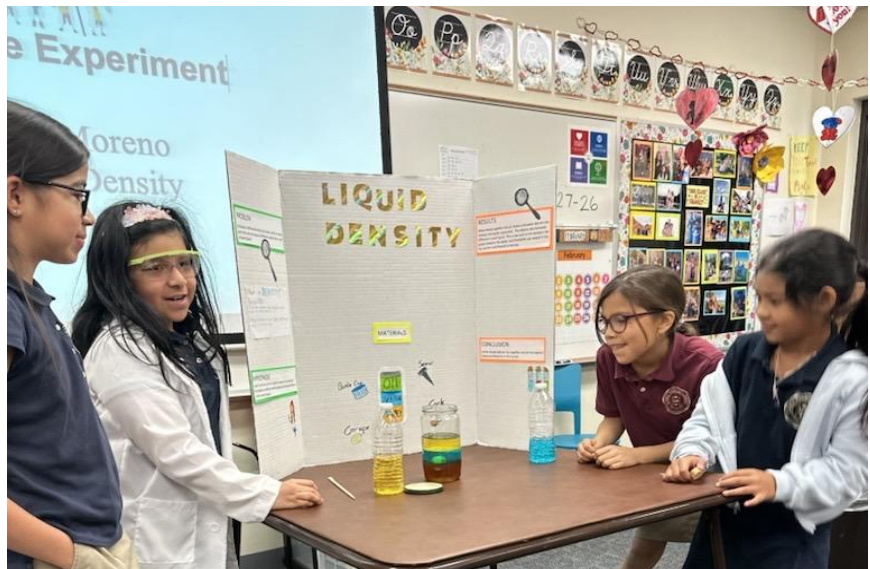
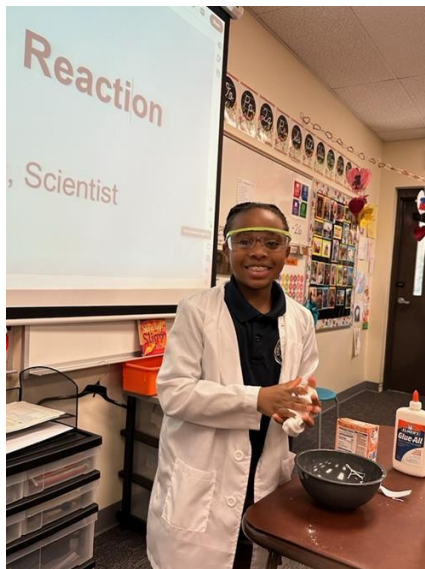
The school administration reserves the right to administer grade placement tests to any student. The results of the test are used to help determine the grade in which the student will be placed. The final decision as to grade placement is left to the school.

CHILD CUSTODY ORDERS

If a custody and/or visitation order exists, it is the responsibility of the parent(s) to provide a copy of the most recent court order(s) to the school. Please be advised that the school will not refuse to release a child for pick-up to a parent or legal guardian, unless there is a prior court order, such as a custody or protective order. As such, any arrangements regarding pick-up of students based on visitation schedules must be made between and adhered by the custodial parents appropriately. Unless there are court-imposed restrictions, please be advised that both parents of a child shall have the right to access and/or to receive information contained in the student records of their child.

LEGAL NAME CHANGES

Names on official school publications, such as the yearbook and diplomas must match the name on the student's birth certificate. If a legal name change has been made, official documentation must be provided as proof. Should a publication deadline have passed prior to receiving documentation of a legal name change, updates to that publication cannot be made.



ELEMENTARY SCHOOL GENERAL POLICIES

By signing the Loma Linda Academy Enrollment or Re-Enrollment Contracts, each student and parent has agreed to uphold and abide by the policies set forth in this handbook.

CODE OF CONDUCT

INTRODUCTORY STATEMENT

As a member of the Seventh-day Adventist Church school system, Loma Linda Academy (LLA) upholds the teachings of the church and holds students to a high standard of excellence. LLA as an academic institution pursues the mission of academic and Christian values that are essential for success. Behavior that distracts other members of this school community from pursuing this goal will result in an appropriate response from faculty, staff, and school administration. This code of conduct policy is intended to guide students to make intelligent choices based on eternal principles and to correct the behavior that is not in harmony with the standards of the Seventh-day Adventist Church and the Loma Linda Academy community.

LIFESTYLE COMMITMENT

Every elementary student who attends LLA will be expected to read and sign a *Lifestyle Commitment* form as part of their enrollment or re-enrollment process each year they attend LLA. Loma Linda Academy exists to provide a Christ-centered environment where students and staff are challenged to:

- Love and serve their Creator Redeemer
- Value themselves and others
- Respect diversity
- Think critically
- Take responsibility for their choices

By attending Loma Linda Academy, students choose to adopt a Christian lifestyle. Each student agrees to accept the moral and ethical responsibility associated with education in a Christ-centered school community, whether on or off-campus. Loma Linda Academy knowingly accepts and retains only those students who are willing to make this commitment. It is hoped that adherence to this commitment will extend beyond the years spent at Loma Linda Academy; to become a lifetime commitment to the eternal principles of honor, integrity, and morality.

Students/Parents at Loma Linda Academy are required to sign the following pledge for acceptance as part of their admissions process.

“As a student of Loma Linda Academy, I pledge to support the administration’s efforts to provide a positive, safe and orderly environment by **first**, promising to read, become familiar with, and follow the policies outlined in the LLA **handbook**, and **secondly**, by choosing to be a student who **both on and off-campus**:

- Seeks to develop physical, mental, and spiritual energies to serve and honor God.
- Respects and protects the rights of all people.
- Practices principles of honesty, integrity, and morality.
- Pledges to make consistent and lasting progress toward achieving my highest academic potential.
- Refuses to use or support the use of nicotine, alcohol, or drugs.
- Endeavors to influence and assist fellow students in supporting these ideals.

STUDENT EXPECTATIONS

Students will:

1. Demonstrate their personal integrity by:
 - a. Attending school daily and being on time for class.
 - b. Being honest at all times by not cheating, plagiarizing, stealing, or engaging in any kind of deception.
 - c. Choosing to not use, possess, promote, furnish, or influence others to use alcohol, tobacco/nicotine, drugs, or other harmful substances at ANY time, whether on or off-campus.
 - d. Choosing appropriate social media etiquette that is consistent with a Christian lifestyle.
 - e. Using appropriate speech or language that is consistent with a Christian lifestyle.
2. Encourage beneficial relationships by:
 - a. Respecting myself and others and treating others the way I want to be treated.
 - b. Acting in a safe manner by refraining from or participating in any form of harassment or bullying.
 - c. Encouraging and building up rather than intimidating, threatening, or fighting with others.
 - d. Cooperating with all faculty and staff members and not being insubordinate.
 - e. Avoiding any interpersonal impropriety including, but not limited to, any form of sexual harassment and/or sexual activity on or off-campus, the use of or sharing of pornography.
3. Help ensure that their campus is a safe and clean environment by:
 - a. Respecting the environment and disposing of any garbage and recyclable materials in their proper places.
 - b. Not bringing firearms, knives, chains, weapons, matches or any type of incendiary device, or any look-alike or potentially harmful instrument on campus or to any school-related activity.
 - c. Not tampering with the fire alarm system or any school equipment.
 - d. Not entering any building or room that is locked or unlocked without permission and supervision.
 - e. Not defacing, damaging, destroying, or tampering with any school or student property.
 - f. Observe all campus safety rules.
4. Positively represent their school as a serious, Christian place of learning by:
 - a. Dressing in uniform attire as outlined in the dress code and that is neat, clean, modest, and unaltered.
 - b. Not bringing anything on campus that might detract from the desired spiritual and academic environment on campus.
 - c. Not dressing in a manner displaying anything which indicates an affiliation with an unfavorable organization.
 - d. Avoiding inappropriate displays of affection.
5. Contribute to a quiet learning environment by:
 - a. Talking in a quiet voice when at the lunch tables and moving to rotation classrooms.
 - b. Walk quietly in walkways and courtyards. Do not run. Hold all equipment while going to and from the designated play area.

6. Develop safe and healthy social interactions by:
 - a. Staying within the designated boundaries.
 - b. Not initiating or participating in any game which endangers the safety of self or others.
 - c. Following equipment and playground safety rules.
 - d. Never throwing rocks, sticks, dirt clods, sand, wood chips, or any such objects.
 - e. Not having any type of food or drink on the playground at any time.
 - f. Not using inappropriate language.
 - g. Being respectful to adults and fellow students.
 - h. Not fighting or playing in rough ways (including play fighting, wrestling, tackling, etc.). Play fighting is not allowed as it often leads to real fighting.
 - i. Staying off backstops, fences, goal posts, and basketball rims.

Violation of any of these guidelines will result in disciplinary action by the school administration and may lead to more serious consequences by law enforcement entities. **When students enroll at Loma Linda Academy, they become representatives of the school and are expected to conduct themselves in ways that honor the school; whether on or off-campus, at any school-sponsored activity, or during vacations. Loma Linda Academy shall have the sole discretion to interpret, administer, and implement all student behavior expectations and policies.**

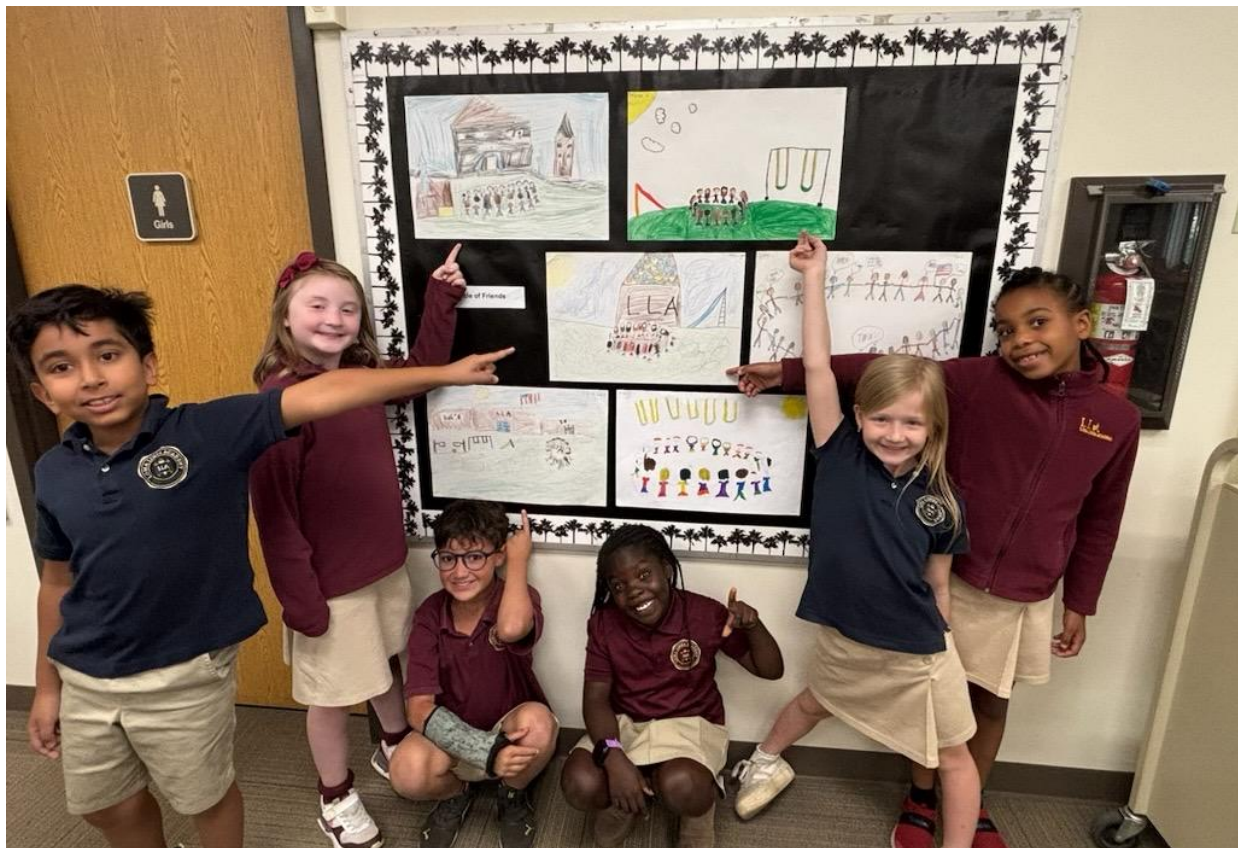
PARENT EXPECTATIONS

Loma Linda Academy is committed to student success and recognizes the importance of giving students an opportunity to succeed. All members of the school community are committed to ensuring a physically and emotionally safe environment. A student's success is impacted by the supportive involvement of the student's parents and guardians.

Parents will:

1. Conduct themselves in a courteous manner with students, teachers, administration, and other parents while on campus.
2. Demonstrate support for the school policies and guidelines delineated in this handbook.
3. Foster student cooperation with school norms and culture.
4. Schedule teacher meetings ahead of time and outside of instructional and preparation time.
5. Help minimize distraction to students and maximize student learning by dropping off items at the elementary office for your child while class is in session.
6. Monitor myLLA weekly to stay updated on student academic performance and attendance (for grades 3-6).

Under normal circumstances, a child is not to be deprived of a Seventh-day Adventist education on grounds relating to the attitude of the parent. However, should the point be reached where it is determined that a student's parent or guardian has engaged in inappropriate conduct or demonstrated an uncooperative, destructive, discourteous, scandalous, rumor driven, threatening, hostile, or divisive attitude towards a student, another parent, teacher, administrator, any staff member, or the school in general, the school reserves the right to remove services from the student. The process outlined in the withdrawal/expulsion policy will be applied.



OPPOSING VIEWS

In official venues and settings, including school activities, social media outlets, and publications, Loma Linda Academy students and faculty are not to advocate or instigate views of behaviors or lifestyles that are inconsistent with Biblical teachings; as outlined by the Seventh-day Adventist Church.

SAFE PLACE

Loma Linda Academy seeks to be a safe place and to institute proactive, formally structured support systems available to all students asking questions or facing a crisis. The goal of such support systems is to provide a safe environment for students and families to receive compassionate spiritual and emotional support during a time of need.

PUBLIC DISPLAY OF AFFECTION

Students are expected to maintain high Christian standards in their friendships and social conduct. Students must respect themselves, their peers, all students TK-12, all teachers, parents, and visitors who enter the campus. Respect informs how we treat others in romantic situations as well. Public display of affection is not conducive to an academic environment. Students should refrain from engaging in public displays of affection. Students engaging in excessive physical contact or other activities with sexual overtone, and/or explicit sexual acts will be subject to disciplinary action up to and including dismissal from school.

MARRIAGE /PREGNANCY

Marriage and pregnancy among students are considered incompatible with the school program.

ATTENDANCE POLICY

Loma Linda Academy believes that the classroom experience cannot be duplicated. Success in school is directly related to a student's attendance. Students who are absent from class miss a variety of significant learning experiences that could harm them academically and place an unnecessary burden on the teacher and student. Our community of parents, faculty, and administrators are all needed to assist our students in achieving good attendance habits each year.

The school strives to be fair and understanding with all students and families regarding absences. The school desires the support and cooperation of students and families in school attendance. Parents are highly discouraged from removing students for vacation, celebrations, shopping, appointments, and similar activities during school hours, as regular attendance is essential for the student's success.

Any tardies or absences that are in question need to be cleared with a teacher or administrator. **They must be cleared within a week, otherwise it will be considered correct and permanent.**

NOTIFYING THE SCHOOL OF ABSENCE/TARDY

The student's parent or guardian should send a message or e-mail to the homeroom teacher. In 5th and 6th grades, tardies and absences will affect a student's rotation grades. Please communicate directly with rotation teachers if your child will be absent or tardy to a rotation class period.

EARLY CHECKOUT

Students are not to leave school during school hours unless they are ill, have an unavoidable medical or dental appointment, or have had a death in their immediate family. In such an event, the parent, guardian, or other authorized individual **must** sign the student out in the Elementary Office using SchoolPass. Early dismissal will result in half day absence.

NOTE: *If a student is sent home by the nurse because of illness, the absence will be excused.*

MISSING WORK (Resulting from Early Dismissal/Illness)

Students who have been absent or tardy may be required to complete work that they have missed **at the teacher's discretion**. Generally, a teacher will allow one extra day to complete required work for each day the student has missed.

TARDY POLICY

The tardy policy applies to total tardies accumulated by quarter. Tardy tallies will start over each quarter.

- Tardiness is defined as a student being late to school or after the second bell rings.
- Students are considered tardy if they are not in the classroom when the tardy bell rings. Tardy bell for Transitional Kindergarten – 4th Grade is at 8:05am daily; 5th – 6th Grade is at 7:50am daily.
- Students who are late to class for any reason other than a school sponsored event will be marked tardy.
- Students who are tardy are required to check in at the elementary office and will receive a tardy slip to grant them admission into their classroom. **Students will not be allowed to enter their classroom without a tardy slip.**
- Reported tardies may be excused due to unusual circumstances at the discretion of the administration.

CONSEQUENCES FOR TARDIES

- 8 Tardies per quarter– A warning is emailed to the parents/guardians.
- 10 Tardies per quarter– A second warning is emailed to the parents/guardians and a meeting/phone conference with administration will be required.
- 12 Tardies per quarter– Parent Meeting and an *Attendance Agreement* is signed by the parents/guardians and administration stating the consequences if contract is breached.
- 15 Tardies per quarter– Breach of the *Attendance Agreement* results in the consequences of the agreement being enforced and a **\$30 fine** will be due.

LATE ARRIVAL POLICY

Reported tardies may be excused due to unusual circumstances at the discretion of the administration. Parents are asked to report the student's late arrival at the front office. However, it's important to note that this does not automatically excuse the student's tardiness.

ABSENCE POLICY

ABSENCE LIMIT

Any student who accrues more than 20 unexcused absences, per quarter, will be placed on an attendance agreement. *Where special circumstances exist (e.g. prolonged illness), a student may petition the Administrative Committee for an exception to the above policy.*

- The absence limit is **20 unexcused absences. Refer to Absence Chart.**

EXCUSED ABSENCES

Missing class harms a student academically and places an unnecessary burden on the teacher and student.

Examples of excused absences are listed on the adjacent chart:

- For any medical, dental, optometrist, or chiropractic appointments, students must bring a medical note upon return to campus.
- Medical appointments will require a note to the elementary office upon the student's return to school.
- If a student is injured and the injury may impact school attendance (e.g. concussion), please inform the school as soon as possible. Please provide a medical note to the elementary office indicating any limitations or exclusions.
- P.E. Absence-In order to be excused from PE due to an injury or medical issue, the student must provide a doctor's note stating they are not able to participate in physical activity.

Unexcused Absences that COUNT toward the Absence Limit <i>Examples of (but not limited to)</i>	Absences that DO NOT count toward the Absence Limit: <i>Examples of (but not limited to)</i>
• Illness without their primary Doctor's note • Family vacation/Work trip • Student has an employment conference	• Illness with their primary Doctor's note • Medical, Dental, Optometrist, or Chiropractic Services • Court-ordered appearance • Death of an immediate family member • Field Trips • Other trips & activities approved by the administration

PRE-ARRANGED STUDENT ABSENCES (P.A.S.A.)

Any "Pre-Arranged Student Absence" must be submitted to the Elementary Office **at least one week in advance**.

Pre-Arranged Absences may be excused, but they still count towards the Absence Limit.

- A "Pre-arranged Absence Request Form" must be obtained from the Elementary Office or on the resource tab on myLLA.
- The length and type of makeup work for the pre-arranged absences will be a day for a day. Example – gone for a day, you have a day to make it up.
- Certain projects and class discussions are essential to the learning experience and may not be possible to make up if missed (absences that do not count towards the absence limit may be available for an alternate make-up assignment). As a result, students may receive a zero for those projects and class discussion, which could impact their overall grade for the quarter.

Please Note:

- **PASAs are not granted for the last two weeks of the quarter(s).**
- **Teachers will not issue homework or class work before the vacation and students will have to make up work upon their return.**
- **Filling out a "PASA" form does not automatically excuse the absences. See "Absence Chart" above for examples of excused and unexcused absences.**

END-OF-QUARTER GRADING PERIODS

All elementary students are expected to complete end-of-quarter assessments, projects, and tests during the designated quarter period. These assessments may include projects, presentations, essays, tests, or other cumulative assignments.

Students should plan to attend school during the last week of each quarter. Missing class during these weeks will result in a reduction of credit or grade penalties, unless special exceptions have been approved by the administration. Special exceptions will not be granted for vacations or holiday travel. Teachers are not expected to give alternate assignments for students who miss class at the end of the quarter.

CITIZENSHIP POLICY

CITIZENSHIP POLICY: A student's citizenship is based on all demerits received from the *Discipline and Attendance Policies*. The Vice Principal administers and tracks all demerits.

Demerit Totals

1-4 Demerits	A warning is emailed to students and parents. Student meeting with Administration. Possible demerits and other consequences as determined by the Principal or Vice Principal.
5-8 Demerits	Level 2 Consequences; Parent, Student and Administration meeting. Demerits, suspension and possible disciplinary probation agreement. Liability for damages, 1-day suspension at 5 demerits, and 2-day suspension at 7 demerits.
9-12 Demerits	Level 3 Consequences; Parent, Student and Administration meeting. LLA's Administrative Committee determines the consequences. Minimum 3-day Suspension. Disciplinary probation agreement that could include community service; liability for damages; failing grade; ineligible to participate in extracurricular activities for a determined length of time and possible withdrawal or expulsion. Counseling may also be required as a supportive measure to help students navigate through challenges.
13+ Demerits	Level 4 Consequences; Parent, Student and Administration meeting. LLA's Discipline Committee meets, and the student may be asked to withdraw from school or may be expelled.

"In addition, a student may be expelled when the principal, appropriate school committee, or school board, considering the totality of circumstances including the history of parental or guardian conduct, determines: 1) that a parent or guardian's misconduct is serious enough to constitute a threat to the safety and/or welfare of students, a substantial disruption of the school environment, and/or a serious violation of a generally accepted practice or tenet of the Seventh-day Adventist Church; and 2) the parent or guardian is not amenable to improving behavior."

~ Education Code A23-152, C.11

SCHOOL DRESS CODE POLICY

The TK-12 dress policy of school uniforms has been created to support Loma Linda Academy's commitment to excellence. Land's End is the only source of approved clothing for on-campus wear, including Kids' U. The exceptions are used uniforms purchased through LLA's used uniform store. Approved classroom or organization wear is acceptable on field trips or special school events.

UNIFORMS

Land's End is the only company of approved school uniforms for Loma Linda Academy. School uniforms should be in good condition and worn properly with appropriate accessories. Uniforms may not be altered from the original style of the article of clothing.

ALL shorts and skirts MUST be no shorter than mid-thigh or lower and must provide appropriate coverage when sitting, walking, or using stairs. Sagging pants are unacceptable. Extremely short shorts that expose the buttocks cheeks are unacceptable. Underwear should not be visible under school clothing. When wearing skirts, students should wear something under them, such as leggings or shorts to maintain modesty. Sweatpants and track pants are NOT to be worn under skirts or shorts. Parents are urged to assist their students in coming to school prepared for cold weather.



OUTERWEAR

Land's End and school-approved outerwear such as Anchored sweatshirts are the only approved outerwear. If necessary, layering is permitted in cold weather; however, a uniform shirt must always be worn appropriately under sweaters, sweatshirts and zipped-up approved outerwear. Blankets may not be worn as outerwear on the school campus. Please know that gray or black polos or sweaters are not approved outerwear for Elementary students.

Any visible layers worn under school uniforms should be in solid white or black. Students are permitted to wear appropriate/modest tights, in solid white or black, under their school uniforms. Leggings and yoga-style pants are not allowed to be worn alone.

NOTE: *Junior High academic or varsity sweatshirts are not school approved outerwear for elementary students.*

SHOES

Elementary students must wear close-toed and close-backed shoes. Athletic shoes are encouraged but required for all PE classes. No flip flops are to be worn at school due to the active nature of the elementary program. Heelys or any shoes with wheels are not permitted. Crocs and similar type shoes are not allowed as they do not provide adequate protection through the full range of activities expected of students.



PE UNIFORMS

5th and 6th graders will be required to wear school P.E. uniforms during their P.E. class period. P.E. uniforms can be purchased from Lands' End.

JEAN FRIDAY

On the first Friday of each month, students are allowed to wear blue or black jeans (not white jeans), with their school uniform shirts. Students may not wear jeans with holes in the pants. This practice is a privilege and we request that students honor the guidelines.

JEWELRY

Pierced body jewelry is not allowed for boys. Pierced body jewelry beyond the ear is not allowed for girls. Earrings/necklaces are to be conservative in size and number (i.e. no hoops or dangles) and with a consideration for playground safety. Spacers are not allowed. The jewelry policy is in effect at all school- sponsored events on and off-campus. Nose rings and studs are not allowed.

TATTOOS

No visible tattoos are permitted on students attending LLA; while on campus, during school hours, or on any official school-sponsored activity or presentation.

SEMI-FORMAL/CHURCH EVENTS ATTIRE

This attire should be in accordance with the school's general dress code policy expectation. Gentlemen are to wear dress pants, shoes, collared shirt, and a tie. A suit jacket is optional. For ladies, church/business attire or formal dresses are appropriate. All attire should be modest. Please keep in mind that jeans and shorts are not in accordance with the spirit of semi-formal and church events attire expectations.

ADDITIONAL EXPECTATIONS

All accessories and clothes worn for school events outside of school uniform hours should reflect Christian values and be appropriate and modest. Students are not permitted to display or wear clothing or accessories displaying political messages, or inappropriate and offensive messages. Logos, graphics, or words that depict violence, drugs, illicit substances, alcoholic beverages, and sexually suggestive topics and political messages are not allowed. Anything that is in any way offensive should not be associated with LLA students. All messaging must be consistent with Seventh-Day Adventist beliefs.

LABELING PERSONAL ITEMS

Make sure all property is marked with the student's name. This would include things like coats, sweaters, lunch boxes and backpacks. All unmarked, unclaimed lost & found items will be donated to either the Used Uniform store or charitable organizations at the end of each quarter.

CONSEQUENCES FOR DRESS CODE VIOLATIONS

Students are expected to be in school uniform during school hours. Failure to comply with the school LLA Dress Code Policy will result in the student having a written Dress Code infraction (Level I Disciplinary Infraction) and receiving the respective consequences according to the Loma Linda Academy Discipline Policy. The student and parents will receive the uniform infraction notice. Please refer to the LLA Discipline Policy for further information.



DISCIPLINE POLICY

Loma Linda Academy Elementary students will be courteous and treat others as they want to be treated. Each student and adult will have an equal opportunity to participate in all phases of school life without fear of intimidation, threats, coercion, disruption, or exposure to inappropriate language. Each person shall be treated with respect and as a person of worth.

All students are entitled to gain an education and any action, behavior, or practice which interferes with this right shall not be tolerated. Standards of courtesy, decency, morality, proper language, honesty, wholesome relationships with others, and respect for property should be practiced by all.

In order to provide clear rules and guidelines for student conduct and expectations for consistent and timely discipline, Loma Linda Academy has established standards of consequences that range from verbal warnings to expulsion from school. Demerit points (3rd – 6th Grades) 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 the school administration. Demerits will affect the citizenship record. The Loma Linda Academy Discipline Committee deals with major offenses.

The following list is a guide and is not intended to be exhaustive or prescriptive:

Level 1 Disruptive Behaviors	Level 1 Corrective Strategies
<i>Level I infractions include, but are not limited to:</i> 1. Dress Code violations 2. Minor willful disrespect toward a student or teacher 3. Use of cell phones and other devices without permission in class (see more details in cell phone policy p. 50) 4. Use of Headphones, AirPods, and Earbuds in class. 5. Classroom disruption/ disregarding classroom rules 6. Possession of any imitation knife or firearm 7. Public display of affection 8. Unauthorized access to school property (climbing fences, propping doors, roof access, etc.) 9. Talking back to or disrespecting a teacher/supervisor 10. Use of profanity or any other offensive language 11. Gambling, selling, trading, etc. 12. Any minor disregard for student regulations or policies 13. Rough housing 14. Derogatory/Biased language (minor infraction) 15. Not going to the designated dismissal area at dismissal time 16. Food Delivery Violation 17. Lying/Cheating 18. Disobeying playground and/or bleacher rules	<i>Infractions are generally minor violations that are usually first-time offenses and are considered warnings.</i> 1. Report of student offense is entered in writing by teacher via myLLA to the administration 2. Student is addressed by the teacher, playground supervisor or administrator 3. Demerit points and other possible consequences determined by the Principal or Vice Principal (Demerits applicable only to grades 3-6) 4. Parents are notified and provided a copy of what is documented via email through myLLA. <i>In addition to:</i> • <i>1-2 demerits for Grades 3-4</i> • <i>1-4 demerits for Grades 5-6</i> <i>consequences may include one or more of the following:</i> • Some form of community service activity (campus beautification) • Written assignment (Work-it-out form or apology letter) • Missed recess assigned and monitored by teacher/playground supervisor

Level 2 Disruptive Behaviors	Level 2 Corrective Strategies
<i>Level II infractions include but are not limited to:</i> 1. Multiple or flagrant Level I infractions 2. Major classroom disruption 3. Willful disrespect toward a student or teacher 4. Insubordination 5. Dishonesty that includes falsifying excuses/signatures/phone messages 6. Plagiarism or cheating, 1st or 2nd offense (<i>See Academic Integrity Policy for further details</i>) 7. Defiance of authority 8. Possession of or involvement with pornographic material 9. Language, gestures, racial slurs, or behavior that is vulgar or obscene (<i>may include insults</i>) 10. Theft, invasion of privacy, possession of stolen property, or destruction of another's property (<i>1st offense</i>) 11. Throwing food, drink, or smearing another's uniform or person 12. Inappropriate electronic posting/digital communication or involvement on social media of anything that defames students, school personnel, or entities as deemed inappropriate by LLA administration 13. Purposeful vandalism (<i>1st offense</i>) 14. Willful disobedience of the Lifestyle Commitment/LLA Student Handbook policies 15. Bullying (as described on p.26) 16. Physical altercation	<i>Level II infractions are generally major violations of LLA's rules, regulations and policies.</i> 6. Report of student offense is entered in writing by teacher or administration via myLLA to the administration 7. Administration questions student and possibly begins an investigation 8. Parents are notified of the offense and a meeting is scheduled with an administrator 9. Administration determines the exact number of demerits and suspension 10. Parents are notified and provided a copy of what is documented via email through myLLA. <i>In addition to:</i> • <i>3-4 demerits for Grades 3-4</i> • <i>5-8 demerits for Grades 5-6</i> <i>consequences may include one or more of the following:</i> • Any combination of Level I consequences • On or off campus suspension • On campus community service (campus beautification) • Behavior Agreement • Liability for damages

Level 3 Disruptive Behaviors	Level 3 Corrective Strategies
<i>Level III violations include but are not limited to:</i> 1. Multiple, flagrant, and serious Level II infractions 2. Immoral or scandalous conduct (any speech, writing) on or off-campus at any school function or at any time 3. Defiance of authority and/or school policies of a serious nature 4. Theft or destruction of another's property (2nd offense) 5. Possession of weapon, including but not limited to knives or pepper spray (moderate infraction) 6. Possessing, or being under the influence of any controlled substance or intoxicant (including alcohol, nicotine, or any drug paraphernalia) as an LLA student 7. Lighting fires, and/or possessing, using, or threatening to use any incendiary or explosive devices 8. Direct involvement as principal or accessory in any malicious mischief 9. Any inappropriate sexual activity, excessive physical contact, or other activities with sexual overtone or sexually explicit acts (Marriage and pregnancy among students are considered incompatible with the school program.) 10. Fighting, hostile action towards another individual 11. Threats, Harassment or Bullying (verbal, written, electronic, sexual, physical, etc.), hazing or any willful act that may cause injury (mental or physical) to another person 12. Use of a racial slur (moderate infraction) 13. Use of derogatory/biased language including that which is sexual, gender- related, or religious in nature (moderate infraction) • The above also requires a meeting with the Counselor or Administrator to complete Sensitivity Training 14. Cheating, plagiarism, or academic dishonesty • (3rd offense, see Academic Integrity Policy for further details)	<i>Level III infractions are serious violations of LLA's rules, regulations, and policies.</i> 1. Report of student offense is given in writing by administration 2. Administration questions student and begins an investigation 3. Parents are notified of the offense and a meeting is scheduled with an administrator 4. Parents may be allowed to meet with LLA's Administrative Committee 5. LLA's Administrative Committee determines the consequences 6. Parents are notified and provided a copy of what is documented via email through myLLA. <i>In addition to:</i> • <i>5-12 demerits for Grades 3-4</i> • <i>9-12 demerits for Grades 5-6</i> <i>consequences will include one or more of the following:</i> • Any combination of Level II consequences • Off-campus suspension • Behavior Agreement that could include counseling or community service • Liability for damages • Failing grade • Loss of leadership appointment • Ineligible to participate in extra-curricular activities for a determined length of time • Possible withdrawal or expulsion • Multiple incidents of Level III infractions that result in a student being placed on a contract may result in the student being asked to withdraw from LLA, even if the incident occurred in separate academic years

Level 4 Disruptive Behaviors	Level 4 Corrective Strategies
<i>Level IV violations include, but are not limited to:</i> 1. Furnishing, distributing, selling, purchasing, transporting any controlled substance or intoxicant (including alcohol, nicotine, or any drug paraphernalia) as an LLA student 2. Possession/use of any weapon, including but not limited to knives, firearms (real or imitation), or pepper spray (major infraction) 3. Selling, distributing; or giving one's prescription medication to another student 4. Use of derogatory/biased language or racial slur (severe infraction) 5. Distribution of any hate literature 6. Any sexual or other physical assault on or off-campus. 7. Direct involvement as principal or accessory in any crime where a student arrest takes place 8. Conspiracy or the act of a serious dishonest behavior that includes falsifying legal documents 9. Construction and use of websites or social media sites that defame students, school personnel, or other entities as deemed inappropriate by LLA administration 10. Hazing or any willful act that may cause injury to another person	<i>Level IV infractions are severe violations of LLA's rules, regulations, and policies.</i> 1. Report of student offense is given in writing by administration 2. Administration questions student and begins an investigation 3. Parents are notified of the offense and a meeting is scheduled 4. Parents may be allowed to meet with LLA's Discipline Committee 5. LLA's Discipline Committee determines the consequences 6. Parents are notified and provided a copy of what is documented via email through myLLA. <i>These infractions trigger the LLA Discipline Committee to meet and process a pending withdrawal from Loma Linda Academy.</i>

SPECIAL NOTE: In some cases, more than one category of discipline may apply. In an effort to increase the potential for a timely and honest resolution of a discipline situation, students who exhibit truthfulness and integrity in the discipline process may receive a reduction in the discipline response.

STUDENT AGREEMENTS

Student agreements are issued as a corrective and preventative strategy. This is an important step for a student to move forward. Once an agreement has been issued, the agreement needs to be signed within 24 hours by all parties. Students will not be allowed to return to class before the agreement is signed by all parties. Should a student or parent choose not to sign the agreement, the school will follow the process of withdrawal for that student.

REDEMPTION

A student will start each school year with **zero demerit points**. Demerit points will accumulate throughout the school year which could possibly result in more serious consequences if a student continues to accumulate demerits. **If a student goes six weeks of school being in session without receiving further demerits** following an incident, the total number of demerit points will be cut in half by the administration. If a student continues another six weeks without any demerits, the number will be cut in half again. Demerits will continue to be cut in half until the number reaches zero.

However, cheating and other Level III incidents that result in a student being placed on a Behavior Agreement will carry over from year to year. A repeat of another Level III or higher incident may result in the student being asked to withdraw from LLA.



HARASSMENT, INTIMIDATION, AND MISCONDUCT

Loma Linda Academy is committed to a safe and positive learning environment for all students, employees, volunteers, and parents; that is free from harassment, intimidation, or other types of misconduct.

1. **Harassment:** Engages in behavior, unwelcome by the recipient, which threatens a person and/or impairs the learning process, or impinges upon the safe climate of the school. Harassing behaviors include, but are not limited to, behaviors that relate to a person's: gender, race, color, ethnicity/national origin.
2. **Intimidation:** Presents any form of behavior that interferes with another person's sense of safety, dignity, comfort, or productivity in the school environment, directed at a student/parent/teacher/staff member by another individual, such as:
 - Name-calling (verbal/written), teasing, mimicking, slurs, or other derogatory remarks.
 - Offensive graffiti, symbols, posters, pictures, cartoons/caricature notes, book covers, or designs on clothing.
 - Phone calls, emails, text messaging, and/or instant messages, social media.
 - Touching of a person or a person's clothing.
 - Physically harming an individual or damaging their property.
 - Words, pranks, or actions which provoke feelings of embarrassment, hurt, or humiliation.
 - Stalking.
 - Discrimination.
3. **Threats:** Suggests verbally and or physically an intent to harm another person verbally and/or physically.
4. **Derogatory/Biased Language (Speech):** Making cruel, hostile, or negative statements about someone based upon their race, religion, national origin, disability, age, gender, or sexual orientation.
5. **Hazing:** Willfully or recklessly endangers the physical or mental health of any student or other person.
6. **Criminal Conduct:** Commits any potentially criminal act (LLA reports potentially criminal acts to law enforcement).

Penalties for harassment, intimidation, or other types of misconduct will be determined based on the frequency, severity, and context of the conduct. At a minimum, a meeting with a school counselor will be required. Severe misconduct will result in expulsion

BULLYING

Bullying is when someone **repeatedly** and **on purpose** says or does **mean or hurtful things** to another person who **has a hard time defending himself or herself**.

Loma Linda Academy Anti-Bullying Rules

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

Bullying of any kind is wrong – physical, verbal, racial, gender, online or off, before, during, or after school. **It is never acceptable.** All members of the school community are committed to ensuring a physically and emotionally safe environment. We strive to value the rights of all people to learn without fear. A student shall not intimidate, harass, or shame another student through words or actions. Such behavior includes, but is not limited to, direct physical contact, such as hitting or shoving; verbal (or non-verbal digital) assaults, such as threatening, teasing, or name-calling; and social isolation or manipulation. When such conduct is repetitive or appears likely to be repeated, it is considered bullying. Loma Linda Academy expects students and/or staff to immediately intervene and report incidents of bullying. Students who are found to be engaging in bullying behavior will be subject to discipline. Parents will be notified and law enforcement will be contacted if appropriate.

Bullying is a serious issue that must be confronted as soon as it happens. Students, teachers and parents are to report instances of bullying behavior to the Vice Principal or Principal immediately.

INSUBORDINATION

Students shall comply with the directions of teachers, substitute teachers, administration, and all other school personnel. Insubordination includes but is not limited to:

- Disrespectful behavior toward school personnel.
- Interference with a teacher's ability to conduct class.
- Failure to obey a reasonable request.
- Failure to identify themselves to school personnel when requested.
- Repeated violation of any rule, directive, policy, or disciplinary procedure.

SUSPENSION

In accordance with the school's discipline policy, the accumulation of demerits may result in student suspension. In-School-Suspension (ISS) and Out-of School-Suspension (OSS) are the two levels of suspension that exist at Loma Linda Academy. In-School Suspension allows students to remain on campus in a supervised setting during the suspension period. Students who are in Out-of School Suspension are not allowed on campus during the suspension period.

Additionally, if deemed necessary, the School Administration can suspend a student for up to ten school days, or more under extenuating circumstances; in addition to assigning demerit points.

While serving Out-of-School Suspension (OSS), the student:

- may not be on campus without the express permission of a campus administrator.
- shall not participate in any school-related or school-sponsored activities during the suspension period.
- should do their best to complete their school work at home.

While serving In-School- Suspension (ISS) , the student:

- Is required to be on campus in the designated area
- May not participate in any school-related or school-sponsored activities during the suspension period
- Should do their best to complete their school work during ISS

Any class assignments given to students during suspensions will be completed within the same number of days that they were suspended after they return to class.

Discipline matters deemed severe enough to warrant action by the Elementary Administrative Committee are serious and may begin a process that could lead to the student's dismissal. The Administrative committee is made up of the LLA Elementary Principal and Vice Principal. Progressive discipline will generally apply.

However, there may be circumstances where progressive discipline is not appropriate and immediate removal may be necessary. At this point, the Discipline Committee would convene to address the matter. The Loma Linda Academy Discipline Committee is made up of the Elementary Principal, Vice Principal, Resource Teacher, School Counselor and three faculty representatives. Invitees could include the Head of Schools, School Board Chair, and an SECC Educational Superintendent as needed.

If the School Discipline Committee asks a student to withdraw, the next step will be to follow the *LLA Student Disciplinary Action Process for Withdrawal & Process for Expulsion*.

In accordance with the school's discipline policy, the accumulation of demerits may result in student suspension. Additionally, if deemed necessary, the School Administration can suspend a student for up to ten school days, or more under extenuating circumstances; in addition to assigning demerit points.

While serving suspension, the student:

- may not be on campus without the express permission of a campus administrator.
- shall not participate in any school-related or school-sponsored activities during the suspension period.
- should do their best to complete their school work at home.

Any class assignments given to students during suspensions will be completed within the same number of days that they were suspended after they return to class.

Discipline matters deemed severe enough to warrant action by the Elementary's Administrative Committee are serious and may begin a process that could lead to the student's dismissal. The Administrative committee is made up of the LLA Elementary Principal and Vice Principal. Progressive discipline will generally apply.

However, there may be circumstances where progressive discipline is not appropriate and immediate removal may be necessary. At this point, the Discipline Committee would convene to address the matter. The Loma Linda Academy Discipline Committee is made up of the Elementary Principal, Vice Principal, Resource Teacher, School Counselor and three faculty representatives. Invitees could include the Head of Schools, School Board Chair, and an SECC Educational Superintendent as needed.

If the School Discipline Committee asks a student to withdraw, the next step will be to follow the *LLA Student Disciplinary Action Process for Withdrawal & Process for Expulsion*.

CRIMINAL ACT

If a student is convicted of violating a criminal statute, on or off-campus, the student will be asked to withdraw from school. Loma Linda Academy reserves the right to involve the police and/or other law enforcement agencies when deemed necessary.

LLA STUDENT DISCIPLINARY ACTION PROCESS FOR WITHDRAWAL & PROCESS FOR EXPULSION AND READMISSION

A student may be asked to withdraw by the administration or the school discipline committee due to egregious behavior (e.g. criminal act), breaking of a behavior or academic agreement, as a result of reaching the limit of demerits per school policy, or at any time if the student's behavior or attitude is determined by the administration and/or faculty to be detrimental to students and/or faculty.

If a parent/guardian seeks to appeal the school's decision requesting the student withdraw from LLA, the following steps will take place:

DISCIPLINE APPEAL PROCESS FOR REQUEST TO WITHDRAW

Step 1 - Written Appeal to the School Division Discipline Committee

If a parent/guardian seeks to appeal the school's decision requesting the student withdraw from LLA, they must submit a written appeal within 5 days from the date of the decision. The written appeal must be submitted to the principal, who will then present it to the school's Discipline Committee (principal, vice principal, counselor, and three faculty members) for review. External invitees (Head of Schools, SECC Superintendent, Board Chair) may be included as needed on the Discipline Committee.

If the school discipline committee determines that a disciplinary action other than withdrawal is appropriate, the parent/guardian can either choose to accept the decision of the discipline committee or choose to withdraw their child. If the parent/guardian does not want to withdraw their child, they will proceed to Step 2.

Step 2 – Reinstatement, Withdrawal, or Expulsion

If the school's decision to request student withdrawal is affirmed and upheld by the school Discipline Committee, the parent/guardian will be informed of the committee's decision and again asked to withdraw the student.

Should the parent/guardian still refuse to withdraw the student, the administration will then take action to recommend expulsion to the Personnel Committee of the school board, which is the subcommittee that serves as the expulsion hearing committee. In accordance with the Union Education Code, the student and parents/legal guardians will be notified in writing of the following:

1. The school's recommendation for expulsion, i.e., the fact that expulsion is being recommended.
2. The reason and factual basis for the expulsion recommendation.
3. The parent/guardian's right to request a hearing.
4. The deadline for the student and parent/guardian to submit a written request for a hearing.
5. A copy of this policy and the Education Code Policy pertaining to expulsion procedures.

If the student and parent/guardian do not request a hearing, the Personnel Committee will proceed to consider the recommendation for expulsion.

Step 3 (Upon Parent Request) - Expulsion Hearing

- If a parent or guardian requests an appeal hearing in writing, the school will schedule a hearing date and inform the student and parent or legal guardian of the time and place of the hearing.

- The hearing shall be conducted by LLA School Board's Personnel Committee, a subcommittee authorized by the school board to act as the discipline appeal committee.
- The hearing is closed to only members of the Personnel Committee and the following attendees: the student, parents/legal guardians, school representatives, and any approved witnesses. Legal representation is not allowed.
- At the hearing:
 - o School representatives will present the case.
 - o Students and parents/legal guardians may hear the evidence, ask questions of the witnesses of the school representative, present their own relevant evidence including witnesses, and/or make a summary statement.
- At the conclusion of the presentation of evidence and statement on behalf of the student, the student and parent/guardian will be dismissed while the Personnel Committee deliberates.
- The Personnel Committee's decision is **final** and will be communicated to the student's parents verbally and in writing.

Please Note: Suspension While on Disciplinary Review

- The student will be suspended from school during the disciplinary review and appeal process.
- During this suspension period, the student will:
 - o Be prohibited from being on campus or participating in any school-related activities (whether on- or off-campus).
 - o Be expected to complete assignments at home. In the case where an appeal is approved and the student is reinstated, he or she will have the number of days equal to their suspension to submit assignments.

READMISSION AFTER WITHDRAWAL OR EXPULSION

- A student who has withdrawn or been expelled may **reapply after one calendar year**.
- Reapplication is only considered at the beginning of a semester after the year has passed.
- To apply, the student must submit a **written statement** to the Division Principal, including:
 - o Reasons for wishing to return.
 - o Evidence of change/growth.
 - o Supporting statements from the parent/guardian and others (e.g., teachers, mentors).
- The division principal will review the application and make a decision regarding acceptance.
- Final readmission decision rests with the school administration.

GRIEVANCE PROCEDURE

When a misunderstanding or disagreement occurs between two persons in our school community, the following steps are recommended in sequence:

STUDENT AND STUDENT

1. A student/student conference should be held with a teacher or administrator in order to identify the problem and isolate the facts. This first step should resolve the majority of problems.
2. A parents/students conference with an Elementary School Administrator may be held if the concerns remain unresolved at the first meeting. A written record will be signed by all parties.
3. Before further action is taken, a second parent/students/administrator conference should be held with the problem stated in written form by the students. Only first-hand information directly affecting the individuals concerned should be considered. A written record will be signed by all parties.
4. Any unresolved problems should be brought to the CC-12 Principals' Council. The written record should be consulted in the meeting. A written record of the decision will be provided by the Head of Schools.

Note: A school administrator may be present at any stage of the process if deemed necessary by the school or if requested by any involved party.

STUDENT AND TEACHER

1. A student/teacher conference should be held in order to identify the problem and isolate the facts. This first step should resolve the majority of problems.
A student/parent/teacher conference should be held if the concerns remain unresolved at the first meeting.
2. A student/parent/teacher conference with a Division School Administrator may be held if the concerns remain unresolved at the first two meetings. A written record will be noted and signed by all parties and shared with the student's parent(s).
3. Before further action is taken, a second student/parent/teacher/ administrator conference should be held, with the problem stated in written form by the student. Only first-hand information directly affecting the individuals concerned should be considered. All parties will sign a written record.
4. Any unresolved problems should be brought to the *CC-12 Executive Council*. The written record should be consulted in the meeting. A written record of the decision will be provided by the Head of Schools.

Note: A school administrator may be present at any stage of the process if deemed necessary by the school or if requested by any involved party.

PARENT AND TEACHER

1. A parent/teacher conference should be held in order to identify the problem and isolate the facts. This first step should resolve the majority of problems. **Parents need to make appointments to meet with teachers.**
2. A parent/teacher conference with the principal may be held if the concerns remain unresolved at the first meeting. A written record will be signed by all parties.
3. Before further action is taken, a second parent/teacher/principal conference should be held with the problem area stated in written form by the principal. Only first-hand information which directly affects the individuals concerned should be considered. A written record will be signed by all parties.
4. Any unresolved problems should be brought to the CC-12 Principals' Council. The written record should be consulted in the meeting. A written record of the decision will be provided by the Head of Schools.

Note: A school administrator may be present at any stage of the process if deemed necessary by the school or if requested by any involved party.

PARENT/STUDENT AND ADMINISTRATOR

1. A parent/administrator conference will be held in order to identify the problem and clarify the facts. This first step should resolve the majority of problems.
2. A parent conference with the administrator/principal and the Head of Schools may be held if the concerns remain unresolved at the first meeting. A written record of the meeting will be signed by all parties.
3. The third and final step for any unresolved problems would be brought to the CC-12 Principals' Council. The written record should be consulted in the meeting. A written record of the decision will be provided to the parents by the Head of Schools.

Note: A school administrator may be present at any stage of the process if deemed necessary by the school or if requested by any involved party.



SEXUAL HARASSMENT/ DISCRIMINATION

Loma Linda Academy (LLA) is committed to providing a safe and supportive environment that is free from unlawful discrimination on the basis of sex in all of its activities, educational programs, and services. Any form of sex discrimination and sexual misconduct, including harassment, coercion, intimidation, or sexual violence, is reprehensible, runs counter to LLA's teachings and guiding beliefs, and will not be tolerated. In keeping with this commitment, LLA maintains a strict policy prohibiting unlawful discrimination or harassment. Also prohibited is retaliation of any kind against individuals who report alleged incidents of sexual misconduct or harassment, or who assist in an LLA investigation of such allegations.

DEFINITIONS:

- A. **Sexual Harassment**: Sexual harassment is defined as unwelcome sexual advances including sexual violence, requests for sexual favors, and/or physical, verbal, or written conduct of a sexual nature when:
1. Submission to such conduct is made explicitly or implicitly a condition of a student's progress in school, employment on campus, or participation in any LLA team, club or organization, or
 2. Such abusive or humiliating speech or conduct is directed against another and persists after the objections of the person targeted by the speech or conduct, or
 3. Such conduct would be regarded by a reasonable person as creating an intimidating, hostile or offensive environment that substantially interferes with a student's education, employment, or participation in LLA's extracurricular programs or activities.

Sexual harassment may include incidents between any member of the LLA community, including faculty, staff, students, and nonstudents or nonemployee participants in LLA programs—such as vendors, contractors, visitors, coaches, and parents. It includes activities and behavior that occur either on or off campus.

Specific examples of the verbal or physical conduct prohibited by this policy include, but are not limited to:

Examples of Sexual Harassment

- a. Physical assault.
- b. Inappropriate or unwanted touching.
- c. Direct or implied threats that submission to sexual advances will be a condition of, for example, getting good grades, being put on a team or allowed in a club, or receiving a promotion or award.
- d. Direct or subtle propositions of a sexual nature.
- e. Dating, requesting dates, or entering into a romantic relationship between a student and an employee or faculty.
- f. A pattern of conduct that would cause discomfort and/or humiliation to another individual, including, but not limited to:
 - i. Physical conduct—including unnecessary touching;
 - ii. Verbal conduct- including, for example, remarks of a sexual nature about a person's clothing or body; sexual slurs, threats, derogatory comments, sexually degrading descriptions, remarks about sexual activity or speculations about previous sexual experiences; spreading sexual rumors, graphic comments, or overly personal conversations;
 - iii. Visual conduct—including, for example, leering, sexual gestures, or the display of sexually suggestive objects, pictures, language, cartoons, or jokes;
- g. Use of electronic means, including the Internet and e-mail system, to transmit, communicate, or receive

sexually suggestive, pornographic, or sexually explicit pictures, messages, or materials.

- B. **Sexual Violence**: Sexual violence involves conduct relating to an actual, attempted, or threatened sexual act against a person's will or where a person is incapable of giving consent (due to age, use of drugs or alcohol, or because of an intellectual or other disability). Sexual violence includes rape, sexual assault, sexual battery, sexual abuse, and sexual coercion. Examples include "date rape" or "acquaintance rape." Acts of sexual violence may also constitute violations of criminal or civil law subject to prosecution.
- C. **Consent**: "Consent" is defined as agreement, approval, or permission that is given knowingly, willingly, and voluntarily by a competent person. Consent can be withdrawn at any time. There is no consent when there is force, expressed or implied, or when coercion, intimidation, threats, or duress is used. Whether a person has taken advantage of a position of influence over another person may be a factor in determining consent. Silence or absence of resistance does not imply consent. Past consent to sexual activity with another person does not imply ongoing future consent with that person or consent to that same sexual activity with another person.
- If a person is mentally or physically incapacitated or impaired so that such person cannot understand the fact, nature, or extent of the sexual situation, there is no consent; this includes impairment or incapacitation due to alcohol or drug consumption, or being asleep or unconscious.
- D. **Retaliation**: Retaliation occurs when intimidation, threat, coercion, or other discriminatory action is used against an individual who has brought a concern or reported a possible violation of a federal civil right or school regulation. This includes formal or informal reports of a violation and reports regarding a violation of an individual's rights or the rights of others.
- E. **Dissemination of Policy**: This policy shall be disseminated to the LLA community through publications, websites, student orientations, and other appropriate channels of communication. It is the responsibility of the division administration to ensure that the policy is disseminated and implemented. The Administrative Council provides oversight and leadership for activities involving compliance, coordination, and complaint resolution.

ISSUES CONCERNING THIS POLICY

Students and members of the LLA community should contact the principal or vice principal, or school counselor, in order to:

1. Seek information or training about students' rights and courses of action available to resolve reports or complaints that involve potential sexual harassment, discrimination, or sexual misconduct;
2. File a complaint or make a report of sexual harassment, discrimination, or sexual misconduct;

3. Notify LLA of an incident, policy or procedure that may potentially include sexual harassment, discrimination or sexual misconduct;
4. Get information about available resources (including confidential resources) and support services relating to sexual harassment, discrimination, and sexual misconduct; and
5. Ask questions about the LLA's policies and procedures related to sexual harassment, discrimination, or sexual misconduct.

PROCEDURES FOR REPORTING AND RESPONDING TO COMPLAINTS OF SEXUAL HARASSMENT, DISCRIMINATION AND/OR SEXUAL MISCONDUCT

1. LLA encourages students who believe they have experienced any form of sexual harassment, discrimination or sexual misconduct of any nature to report such conduct promptly, to seek all available assistance, and to pursue an equitable resolution of the incident(s).
2. Procedures have been established to provide a supportive process for students who report harassment and to ensure an equitable process for individuals accused of discriminatory conduct. These procedures reflect LLA's efforts to conduct timely, thorough, and equitable investigations.

A written complaint will need to be filed. However, a student may feel most comfortable going to a counselor, teacher, administrator or other responsible employee first. That individual will be able to aid the student in filing a written complaint. These responsible employees have a duty to report or take appropriate disciplinary action if they find that LLA policy has been violated.

FILING A WRITTEN COMPLAINT

Individuals are reminded that reporting sexual misconduct is a personal and professional responsibility. The procedure is as follows:

1. Report the incident in writing to the division administrator or any other school administrator. Written complaints should be filed as soon as possible from the date the incident occurred though delay should not be seen as an excuse for not reporting.
2. Written complaints should include, as far as possible, the following information:
 - a. Name, address, telephone or other contact information of the person making the report;
 - b. LLA affiliation of the person making the report (e.g., student, employee, faculty, third party);
 - c. Date of alleged violation;
 - d. Location of alleged violation;
 - e. Person(s), name and title, of the alleged harasser;
 - f. Description of what happened;
 - g. Other relevant information—(e.g., if you previously reported this matter, including name and departments of all other persons with whom you have discussed this matter; and
 - h. Signature and date

INVESTIGATION AND CORRECTIVE ACTION

The appropriate LLA division principal shall conduct a prompt, thorough, and impartial inquiry into any reports of sexual harassment and/or physical sexual misconduct. The principal will take immediate and appropriate steps to investigate or otherwise take steps that are reasonably calculated to end any form of sexual misconduct, whether or not a formal complaint has been initiated. Law enforcement may be called to mediate or investigate the incident. Parents will be notified when it has been necessary to involve law enforcement. The division principal and his/her administrative committee will be responsible for decisions regarding the possible consequences for any student discipline.

School employees are mandated reporters and, depending on the nature of the allegations, may be required to report all the details of an incident to law enforcement, including the identities of both the victim and alleged perpetrator.

LLA will attempt to obtain consent from the individual filing the complaint before beginning an investigation; however, there may be instances when LLA may pursue an investigation regardless of the request of the complainant, if it deems it necessary to maintain a safe and nondiscriminatory campus environment. The parties will be permitted to provide witnesses, documentation, or other evidence appropriate to substantiate their claims or defenses. The parties will be provided with periodic status updates during the investigation.

CONFIDENTIALITY

LLA shall protect the privacy of individuals involved in a report of sexual misconduct to the extent required by law and LLA policy. Anyone requesting confidentiality shall be informed that complete and total confidentiality may not be possible and that, depending on the nature of the alleged misconduct, some level of disclosure may be required, especially in situations alleging sexual violence. Disclosure may be made only on a need-to-know basis.

RETALIATION PROHIBITED

All reasonable action will be taken to prevent retaliation against the complainant, witnesses or anyone cooperating with the investigation.

DISCIPLINARY ACTION

Any student who is found to have engaged in sexual harassment, discrimination, or sexual misconduct, is subject to disciplinary action up to and including dismissal or expulsion. The student Discipline and Citizenship policy provides guidelines and parameters for consequences for violating this policy.

Some examples include but are not limited to the following: initiating unwelcome communication with another person on any computer or phone communication system, communicating or posting unauthorized and unwanted content about another person on any computer or phone communication system, or falsely representing oneself as another person on any computer or phone communication system.

OTHER

All other forms of harassment that deliberately infringe upon a student's right to come to school and learn in a positive atmosphere will be immediately addressed by the school.

SUBSTANCE ABUSE POLICY

Loma Linda Academy believes in and promotes a drug-free school environment and does not tolerate the use or possession of controlled substances without a prescription, illegal drugs, tobacco (including vaping), or alcohol of any type on or off-campus. Any breach in this section of the student handbook will be referred to the Discipline Committee and consequences as outlined in the Discipline Policy.

Because LLA seeks to educate and support students in all aspects, a voluntary intervention program is available. When any student voluntarily comes to any faculty member seeking help to become free of all controlled substances, drugs, tobacco/nicotine (including vaping), and alcohol, the following intervention program is available without discipline consequence:

INTERVENTION PROGRAM

1. Administration will initiate the intervention process. The intervention team includes the student, one or both parents/guardians, the Discipline Committee.
2. An administrator, as the intervention team coordinator, meets with the student, parent(s)/guardian(s), and faculty to review the Intervention Program.
3. The team members review and sign a confidentiality agreement.
4. The student is asked to define the full nature of the drug-related activity.
5. The student and parent(s) shall sign a contract agreeing to a professional assessment, evaluation from a school-approved therapist, meetings with faculty mentors, and random drug testing. Should the contract be rejected the student will be asked to withdraw from LLA.
 - a. The student must agree to random drug testing. This will be required by the Program Coordinator at their discretion.
 - b. The family will be responsible for the costs of any required drug testing.
 - c. Testing must occur at the facility and within the time frame required by the Program Coordinator.
6. The student may not be allowed to return to classes until an appointment with the therapist is verified and proof of a drug/alcohol test is provided from a school-approved laboratory.
7. The Intervention Program Coordinator will monitor compliance with the terms of the established contract with the family and therapist.
8. If the student did not enter the program voluntarily, the student will be placed on citizenship probation status and certain privileges may be temporarily suspended until such a time as the student shows improvement and satisfactory completion of the Intervention Program.
9. If the student is found to be using illegal substances or breaks any portion of the contract while in the Intervention Program, the student will be asked to withdraw immediately.
10. The student is expected to remain drug-free until graduation. The Intervention Program is a one- time option for students at Loma Linda Academy.

CONSEQUENCES FOR STUDENTS FOUND IN VIOLATION OF SUBSTANCE ABUSE POLICY

If there is reasonable suspicion or evidence of a student using drugs or alcohol and they have not come forward seeking help, Level III disciplinary action and the appropriate consequences as outlined in the Discipline Policy will immediately ensue. This will include mandatory participation in the intervention program as outlined previously.

MANDATORY DRUG TESTING

1. The student is under reasonable suspicion of being involved in drug-related activity.
 - a. Administration will bring the student to the Elementary office.
 - b. A parent meeting will be immediately requested.
2. The parents will be requested to take the student to be tested at a lab chosen by the administration.
 - a. The student has 12 hours from the time they leave campus to be tested.
 - b. The type of drug testing will be determined by the administration.
 - c. The student will not be allowed to return to class or to participate in any school activities until the drug test is submitted at the lab and verified by the administration.
 - d. The student will be contacted by the administration when they are cleared to return to classes and participate in school activities.
 - e. Parents who decline to have their student-tested, do not comply within the allotted time or type of testing requested by the administration will be asked to withdraw their student from school.
3. If the drug test is positive or the test results are not released to the school, the administration will ask the parent(s) to withdraw their student from the school.
4. If the drug test is negative or inconclusive, the administration will base disciplinary action on the totality of the evidence including the drug test results.
5. A negative or inconclusive drug test and supporting evidence may result in the student being allowed to continue in good standing at Loma Linda Academy.
 - a. Student confidentiality will be maintained by the administration.
 - b. The school will reimburse expenses for testing only.

Definitions of Drug-Related Terms

Possession and/or use of any of the following is prohibited on or off-campus:

- Controlled substance, illegal drugs, tobacco/nicotine, alcohol, and any and all related products and/or paraphernalia, including but not limited to alcohol in any form; including alcohol in food and/or candy products, any controlled substance or drug not prescribed by a physician for a student, cigarettes, cigars, pipes, bongs, lighters, chewing tobacco, e- cigarettes, vape pens, Juuls, Suorins, vaporizers, hookah pens, drip tips, dabs, dab pens, wax pens, vape pods, vape chargers, vape batteries, vape extractors, vape cartridges, vape atomizers, vape cartomizers, vape clearomizers, vape tank systems, marijuana, rolling papers, pipes, clips, marijuana/cannabis oil, hash oil, hemp oil, substances containing THC, edibles, chemicals, drips, e-juice, e-oil, e-juice, and e-oil containers, vials and bottles, and anything with trace-controlled substances, illegal drug, tobacco/nicotine, and /or alcohol residue, etc.
- Use by a student of a drug authorized by a medical prescription from a registered physician in accordance with the instruction for use as prescribed shall not be considered a violation.

STUDENT LIFE

ASSEMBLY/WORSHIP

Worship services and assemblies are very important for spiritual growth and for building school spirit. Courtesy and appreciation should be shown to all speakers, performers, and program participants. Students demonstrate respect by not sleeping, not using cell phones, and by not bringing books, notebooks, or other materials for studying or reading during worship or assemblies. Food and blankets are not allowed in the chapel. The fire code does not allow students to bring backpacks into Chan Auditorium.



BLACKBAUD/CANVAS

Loma Linda Academy uses a web-based student information system called Blackbaud. Students and parents both have access to this portal that allow them to check grades, attendance reports, and general school information. Access information is given at the time of enrollment and should be kept confidential.

SCHOOLPASS

Loma Linda Academy uses SchoolPass as its Visitor Management System. In order for any visitor to access our campus, they must first clear via the Visitor Management System in the elementary school office and wear the issued Visitor Pass.

STUDENT VISITORS

- Student requests for visitors are limited to two per quarter
- Each student visitor must be invited on campus and be escorted by a single LLA student host
- A student who wishes to bring a visitor to school ***must make arrangements two days before*** the guest will attend. This includes obtaining a Visitor Pass that must be signed by the LLA student's parent
- A limited number of guests can be accommodated each day
- **No guests will be allowed during test week**
- There may be other times when visitor passes will not be issued. All student visitors are expected to follow Loma Linda Academy's student policies except for the uniform, including other dress and jewelry policies. A visitor's poor behavior may jeopardize their return to campus and the host's ability to invite guests on campus

CLOSED CAMPUS

Leaving Campus: Loma Linda Academy strives to create a secure campus for the safety of its students.

Therefore, we maintain a closed campus. It is critical that the Elementary Office be aware of the location of all students. Students are required to stay on campus in supervised areas during the school day and are not permitted to leave campus for lunch unless signed out and accompanied by a parent. A student who leaves campus without permission will be counted as truant, parents will be notified, and the student will serve the consequences for truancy as outlined in the Discipline Policy.

Parents are encouraged to make all arrangements regarding doctor/dentist appointments, rides home, lunches, etc. before school starts. However, when plans change students may use the guest phone in the Elementary Office. They may also use their cell phones with permission in the Elementary Office during non-class times for such communication. Students must come to the office to be checked out if leaving during the school day.

In case of an emergency or an approved appointment, permission to leave campus may be obtained at the Elementary Office where the student must be signed out by an authorized adult. In case of an illness, a student must be checked out by an authorized adult at the Elementary Office.

CHILD CUSTODY ORDERS

If a custody and/or visitation order exists, it is the responsibility of the parent(s) to provide a copy of the most recent court order(s) to the school. Please be advised that the school will not refuse to release a child for pick-up to a parent or legal guardian, unless there is a prior court order, such as a custody or protective order. As such, any arrangements regarding pick-up of students based on visitation schedules must be made between and adhered by the custodial parents appropriately. Unless there are court-imposed restrictions, please be advised that both parents of a child shall have the right to access and/or to receive information contained in the student records of their child.

DISASTER PREPAREDNESS

Loma Linda Academy has a Disaster Protocol Manual, which outlines, among other things, fire, earthquake, shelter-in-place, and lockdown drills. Campus-wide drills are held regularly. Two steel bunkers house the main emergency equipment: a generator, first-aid supplies, blankets, food, and water.

HATS/CAPS

Hats and hoods may be worn outside the classroom. Hats must be worn appropriately, not backwards.

GUM

Gum chewing is not allowed on campus or during school field trips.

CLASSROOM PARTIES

When there are parties to celebrate holidays or birthdays, the following guidelines should be adhered to:

1. As a general rule, classroom parties should take place during lunch/recess time.
2. We enjoy recognizing birthdays in the classroom. However, it is very difficult to hold birthday parties at school. With that in mind the following will apply to birthdays. If food is sent to school to recognize a birthday, it must be simple single serving items; such as cupcakes, cookies, donuts, etc. Birthdays at school cannot be catered, serve drinks, or involve food items that must be cut and served; such as cake, etc. No presents, balloons, party favors, gift bags, etc.
3. Holiday parties at Thanksgiving, Christmas, Valentine's, and Easter may take 30 minutes of class time in

addition to lunch/recess. Other holiday parties must take place during lunch/recess only.

4. Always beware of student allergies when planning food in the classroom. Please check with the teacher before bringing food to the classroom. Many processed foods contain nut products that may cause an allergic reaction.
5. All food brought to school must be vegetarian.
6. Invitations for parties can be distributed by the teacher IF every student in the class gets one OR they are given to every girl or every boy in the classroom. A parent needs to give the invitations to their child's teacher and the teacher will distribute them to the kids. The school cannot give out phone #'s, emails, or addresses of families to another family due to privacy issues.

SCHOOL SPIRIT

A wholesome school spirit is desirable and should be fostered by all. This school spirit is evidenced by thoughtful consideration for others and by courtesy and goodwill in all personal and interclass relationships. So-called "school spirit," however, which finds expression in the destruction of property, in boisterous, unrefined conduct, in the hazing or humiliation of any student, group of students, or faculty is out of harmony with the spirit of good sportsmanship and is not permitted.



LEADERSHIP ELIGIBILITY

Leadership at Loma Linda Academy is an earned privilege. To be eligible for appointment to a Student Ambassador, the student must have:

- Citizenship markings that show Strength or Satisfactory throughout the quarter prior to the appointment.
- A grade average of C+ and no F's in the quarter prior to the election.

Students are expected to maintain these standards throughout the term of office. To maintain a leadership office a student must:

- Maintain a cumulative grade average of C+ with no F on a quarterly report card while in the appointment of a Student Ambassador
- Maintain a Citizenship grade of a B or higher
- Uphold the Academic Integrity Policy



Student Ambassadors who fall below these criteria will be placed on probation for one quarter. If they have not remedied their deficiencies, or if it happens a second time during their term, they will be asked to resign their office for the remainder of their term. Serious violation of the Academic Integrity Policy or Lifestyle Commitment may result in immediately forfeiting their elected office or being ineligible to run for office in the future.

LOCKERS

5th & 6th grade students will be assigned band and/or P.E. lockers with combination locks. No private locks are permitted. Unauthorized locks may be cut off without notice. All changes in lockers must be made through the office. Intentionally defacing or damaging lockers (or any other school property) is the reason for immediate disciplinary action.

BAND LOCKERS

As a convenience to students, the school provides band lockers for each 5th – 6th grade student. The administration reserves the right to inspect these lockers at any time. Students are urged to use these lockers for storing their instruments. Each student is responsible for securely closing his or her locker and never sharing the combination with anyone. Students are not allowed to place stickers inside or outside lockers. Students will be charged a \$25 fee for cleaning, removal, or repairs due to locker misuse.

GYM LOCKER ROOM

The gym locker room is to be used only during the beginning and end of a student's PE class. The doors will be locked during class time and when the gym is not being used for classes. Locker rooms are off-limits for students unless they have a PE class. Each student is responsible for securely closing his or her locker and never sharing the combination with anyone. Students should take P.E. uniforms to wash over the weekend. The administration reserves the right to inspect these lockers at any time.

BACKPACKS

Backpacks are used exclusively for carrying school supplies, homework, and appropriate personal items. The administration reserves the right to inspect a student's backpack at any time if there is reasonable suspicion of prohibited or unsafe items. To support a safe and respectful learning environment, the following guidelines apply:

- No rolling backpacks are permitted for students in TK through 4th grade.
- Rolling backpacks are permitted for students in 5th and 6th grade, but may be restricted on an individual

basis if the backpack causes disruptions or safety concerns.

Families are encouraged to ensure that students' backpacks are an appropriate size and weight for daily use. These guidelines help promote student safety and maintain an organized school environment.

SCHOOL SEARCH POLICY

The Loma Linda Academy School Search Policy is effective for all students attending LLA. This policy is designed to balance the privacy of the individual student while allowing school officials to maintain a safe environment for all students.

- LLA reserves the right to search student property and personal belongings (including backpacks, purses, phones, or other electronics) for objects, materials, or evidence deemed non-compliant with the school rules and regulations, or which threaten the safety of the school or its students.
- School owned and controlled areas (including lockers, desks, computers or other electronic devices, and storage areas) may be searched without cause even if containing personal belongings of students.
- A limited search of the person of the student may be conducted by a teacher or administrator based on reasonable suspicion that the search will find contraband or evidence of a crime.

PERSONAL PROPERTY

Students attending LLA must protect and care for all personal property. Students are expected to respect all school, teacher, and staff property. Students are also expected to respect the personal property of other students.

- Toys or games should not be brought to school or Kids' U as they can be a distraction to the learning environment.
- A student is expected to pay for damages he or she causes to school or personal property.
- The school discourages students from bringing large amounts of cash to school.
- The school is not responsible for musical instruments brought on to campus during school hours.
- Lost and found articles should be turned in to the office where owners may claim their property. The school reserves the right to donate or dispose of articles not claimed after one quarter.
- The school does not assume responsibility for damage, lost, or theft of personal property brought to or left on the school premises.

LUNCH DELIVERIES

Students are not allowed to have any food delivery services (i.e. Grubhub, Doordash, Uber Eats, etc.) during school hours. It is unsafe and against school rules. Food delivery services for students will be turned away.

To help our classrooms stay focused and learn smoothly, the office will not be sending messages to classrooms about lunch deliveries. We ask that you let your child know in the morning if you plan to drop off their lunch.

If a lunch is brought to the office during the day, it will be placed in a special spot in the front office for your child to pick up during their lunch period.

LUNCH FACILITIES

The school cafeteria provides hot lunch for sale. Freshly prepared vegetarian meals are available for purchase Monday – Thursday (including minimum days). Tickets can be purchased at the Elementary Office for a single ticket or a pack of 8 tickets. Cash or checks only. Checks payable to *Five & Two Food Services*. If your child does not have lunch for the day, an alternate lunch voucher can be provided by the school office (After 5 alternate lunch vouchers are issued, parent/guardian will receive an email from administration). The alternate lunch typically consists of a small sandwich and water.

Cheese pizza is available for \$2 per slice every Friday. Students pay their teachers at the beginning of the school day. Please do not send denominations larger than \$5 with your student. Bills preferred over coins. All payments and orders are due by 9am in the Elementary Office.

Students will eat outside at the tables provided. During rainy, cold, extreme weather, or heat, teachers will open up classrooms for students. Whether eating inside or outside, all students are expected to dispose of their trash in the provided trash receptacles and maintain a clean campus.

SKATEBOARDS, BICYCLES, AND SCOOTERS

Skateboards, bicycles and scooters, Heelies, and other rolling sports equipment are not to be used on campus at any time. These items are not safe to use on campus.

DROP OFF/PICK UP PROCEDURES

EARLY MORNING KIDS' UNIVERSITY DROP OFF

Morning supervision is available beginning at 6:30 a.m. at Kids' University for an additional charge. There are no supervisors on duty before this time. Parents who drop their children off between 6:30 a.m. and 7:30 a.m. will be charged for **one hour** regardless of drop off time. Please use the Elementary gym parking lot if you plan to bring your child(ren) between 6:30 a.m. and 7:30 a.m.

REGULAR MORNING DROP OFF

After 7:30 a.m. there is **no** supervision charge. TK to 2nd grade students should be dropped off at the west end of the campus, and 3rd to 6th grade students at the east end of the campus. There are supervisors in both of these areas between 7:30 a.m. and 8:00 a.m. Children who are not enrolled at LLA are not permitted to play on the playground. Students may go to their classrooms only after they have been dismissed by the supervisor. Students must be ready to exit the vehicle when in the drop off lanes. Park in a designated visitor parking spot if necessary until ready. When in the drop off lanes, do not leave a vehicle unattended. Pull as far forward as possible in the drop off lanes to permit as many vehicles as feasible to safely unload and load. Be patient as the safety of the children is at stake.

DISMISSAL

After school supervision begins when the first classes dismiss at 2:35 p.m. TK-2nd grade students waiting for their rides should go to the west elementary bleachers and 3rd – 6th graders should go to the east elementary bleachers. All students should remain at the bleachers until they are picked up or the close of supervision. At that time any students who have not been picked up will be checked in to Kids' U.

Only 3rd -6th grade students who have TK-2nd grade siblings, are allowed to be picked up at the west bleachers. TK-2nd grade students may not wait at the east bleachers. Older siblings who are waiting on the west end are expected to be respectful and compliant or they will no longer be allowed to be picked up from the west bleachers. All students should remain at their designated waiting area until they are picked up or checked in to Kids' U. Students who are waiting for older siblings must remain in the supervised area; **they are not to wait by the classrooms.**

Students who walk home should leave campus **immediately**. Their parents should submit a written note to the elementary administration giving them permission to walk and the school will issue a walking pass.

KIDS' U

Bleacher supervision ends at 3:30 p.m. on the West end and 3:45 p.m. on the East end. (12:45 pm on Friday). There are no supervisors on duty after this time; therefore, for your child's safety, any remaining TK-6 students will be checked into Kids' U and charged accordingly.

At no time are elementary students to be on the Jr. High or High School campus after school.



PICK-UP POLICYIn efforts to maintain the safety of our students, placards will be given to each child at the beginning of each school year. If an authorized person walks to the bleachers to pick up a student, he or she must show the placards to the supervisors in order to pick up the child.

When in the pick-up lines, do not leave a vehicle unattended. Pull as far forward as possible in the pick-up lines to permit as many vehicles as feasible to safely load. Be patient as the safety of the children is at stake.

Parents or authorized persons without a placard will be required to park at a designated parking lot, go to the elementary office, and show photo ID in order to have the student released. Students will be released to authorized individuals **ONLY** as indicated by the parent/guardian's Authorized Pick Up List. If additional placards are required, please visit the Elementary Office. School personnel will print additional passes for people who are added to a child's authorized pick-up list as needed. **No exceptions will be made.**

OLDER SIBLING'S PICK-UP

Loma Linda Academy's administration has created a form that releases LLA of any liability if a parent chooses to have an older high school sibling drive their younger sibling. The elementary office will begin to issue "Sibling Passes" for parents who send the required form to the elementary office and follow the steps given on that form. To receive the form or pick up a printed copy, please stop by the elementary office. The form has no room for non-related students. Only older siblings can only pick up younger siblings. Passes will only be issued upon receiving signed forms. "Sibling Passes" must be shown every time, at pick-up time to the attending supervisor on duty, verifying that they have gone through the process of obtaining the approved Sibling Pass.

RIDE-SHARING SERVICES

Uber, Lyft, and other ride-sharing services are not permitted to be ordered by students.



HEALTH SERVICES

HEALTH SERVICE

The Loma Linda Academy Health Office serves the needs of the students by administering first aid when needed at school. A student who becomes ill during the day will be sent to the LLA Health Office. If necessary, school personnel will contact a parent to take the student home. Parents should not send a student to the LLA Health Office for a problem, which should be taken care of at home. The LLA Health Office does not diagnose illness. Diagnosis is left to the student's physician.

MEDICATIONS

Pacific Union Conference Office of Education Code A23-124 requires schools to adhere to the following guidelines concerning student medications:

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

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

1. A written statement from such physician, surgeon, or physician assistant detailing the name of the medications, time schedules, amount, and method by which such medications are to be taken and,
2. A written statement from the parent or guardian of the student indicating the desire that the school assist the student in matters set forth in the physician's, surgeon's, or physician assistant's statement.

Such medication must be delivered to the school in the original container bearing the pharmacy label. This label is to contain the name and place of business of the seller, the serial number and the date of such prescription, the name of the person for whom such a drug is prescribed, the name of the member of the medical profession who prescribed the drug, and must bear directions for use as prescribed by the member of the medical profession.

New medication documentation should also be provided if there are changes to the medication, dosage, frequency of administration, or reason for administering the medication.

SELF-ADMINISTERED PRESCRIPTION MEDICATIONS

The following is required for a student to carry and self-administer prescription medication, such as asthma inhalers, insulin, EpiPens, and anticonvulsants:

1. A written statement from the physician, surgeon, or physician assistant detailing the name of the medication, method, amount, and time schedules by which the medication is to be taken and confirming that the student is able to self-administer the medication.
2. A written statement from the parent or guardian of the student consenting to the self-administration, providing a release for the school nurse or other designated school personnel to consult with the healthcare provider of the student regarding any questions that may arise with regard to the medication.
3. This statement shall be provided at least every school year, or when the medication, dosage, frequency of administration, or reason of administration of the medication changes.
4. Students who use such medications other than as prescribed will be subject to discipline.

OVER-THE-COUNTER MEDICATIONS

The following is needed for a school to provide and administer over-the-counter (OTC) medication on campus or at any school-sponsored activity:

1. A written statement from the parent or guardian of the student permitting the school to provide and administer OTC medication.
2. This statement shall be provided at least annually.
3. Schools must maintain a log of all OTC medications, including date, time, and dosage for each medication provided and administered.

FOOD AND ENVIRONMENTAL ALLERGIES

If your child has been diagnosed with a life-threatening allergy, it is essential to provide the school with the previously mentioned requirements for medication.

Loma Linda Academy also holds an epinephrine standing order issued by the California Department of Public Health, which provides the school with emergency epinephrine injectors. The epinephrine auto-injectors are stored in accessible locations in the division school offices as well as the nurse's office, upon need for emergency use, to school nurses or trained personnel, and school nurses or trained personnel may use epinephrine auto-injectors to provide emergency medical aid to persons suffering, or reasonably believed to be suffering, from an anaphylactic reaction.

STUDENT ACCIDENT INSURANCE: Loma Linda Academy provides student accident insurance for all students. This policy provides secondary coverage for school-related accidents. All such accidents must be reported to the LLA Health Office within 24 hours. There is no coverage for damage to or loss of personal property, including vehicles parked on campus.



FIELD TRIPS, VOLUNTEERS/CHAPERONES

FIELD TRIPS

Field trips are part of the educational experience at Loma Linda Academy Elementary. Teachers will provide details of the field trip that include dates and times. Siblings or other extended family members or chaperones are not allowed to accompany a class on any field or recreational trip throughout the school year for the following reasons:

1. Field trips are planned specially for children at each grade level.
2. The responsibility of being a chaperone demands the full attention of the chaperone.
3. Many attractions that welcome school field trips require that no siblings or extended family accompany the group.
4. School-age siblings should not miss a day of school.
5. The school or teachers cannot accept liability for, or approve, the attendance of siblings.

Students are not allowed to travel on their own and visit any LLA group that is on a field trip.

VOLUNTEERS/CHAPERONES

ONLY designated chaperones are allowed to accompany school trips. **Should a parent or guardian who is not a school-approved chaperone attempt to join the school group while on the trip, their child will be returned to their parent or guardian and will not be allowed to stay with the school group from that point forward.**

Should a designated chaperone deviate from the designated trip itinerary and take their child away from the school group, that chaperone and student will not be allowed to rejoin the school trip/group.

Parent chaperones are needed for many school trips. To ensure the safety of our students, all chaperones must be cleared to volunteer prior to participating.

All individuals who wish to volunteer—regardless of how often they serve or in what capacity—must complete the school's volunteer clearance process before participating in any student-related activities. This includes classroom helpers, event volunteers, field trip chaperones, overnight trip participants, and coaches.

To begin the volunteer clearance process or learn more about the requirements, please visit your division office or go to lla.org/about/volunteer. We encourage families to complete this process well in advance of any planned volunteer opportunities.



TRANSPORTATION STANDARDS INCLUDING FIELD TRIPS

When on a field trip, students are expected to:

1. Report to the assigned area quickly and in an orderly manner.
2. Observe all safety rules.
3. Respect the driver's authority.
4. Talk in a moderate voice, never yelling.

OVERNIGHT TRIPS

Tour/Trip Directors will provide details of cost and itinerary that include dates for payments and deadlines for refunds. Students must be financially cleared by the school business office before being allowed to go on a trip.

Students are not allowed to travel on their own and visit any LLA group that is on an overnight trip.

ONLY designated chaperones are allowed to accompany school trips. Should a parent or guardian who is not a school-approved chaperone attempt to join the school group while on the trip, their child will be returned to their parent or guardian and will not be allowed to stay with the school group from that point forward.

Should a designated chaperone deviate from the designated trip itinerary and take their child away from the school group, that chaperone and student will not be allowed to rejoin the school trip/group.



TECHNOLOGY & INTERNET SAFETY POLICY

The use of technology is a privilege and an essential component of LLA's overall curriculum. LLA will, from time to time, make determinations on whether specific uses of technology are consistent with LLA policies for students and employees of LLA, but does not warrant that the technology resources will meet any specific requirements of the student or other users, or that it will be error-free or uninterrupted. LLA reserves the right to monitor and log technology use, monitor file server space utilization by users, and to examine specific network usage (as deemed necessary) for maintenance, safety, or security of the technology resources or the safety of the user.

It is the policy of Loma Linda Academy to:

- Prevent user access over its computer network or transmission of inappropriate material via the Internet, electronic mail, or other forms of direct electronic communications.
- Prevent unauthorized access and other unlawful online activity and damage to school resources.
- Prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors.
- Comply with the Children's Internet Protection Act (CIPA) [Publ. L. No. 106-554 and 47 USC 254(h)].

ACCESS TO INAPPROPRIATE MATERIAL

To the extent it is practical, technology protection measures ("Internet filters") are used to block or filter Internet access or other forms of electronic communications containing inappropriate information.

Filtering, or blocking, is applied to visual depictions of material deemed obscene, child pornography, or to any material deemed harmful to minors, as defined by the Children's Internet Protection Act. The filter serves to block minors from accessing inappropriate matters on the Internet and the World Wide Web.

The technology protection measures may be disabled only for bona fide research or other lawful purposes. Disabling technology protection shall only be performed by a member of the LLA Technology Team, or its designated representatives, and is subject to administrative approval.

Additionally, it is the responsibility of all members of the staff to supervise and monitor the usage of the online computer network and access to the Internet to ensure that the same is in accordance with this policy. By using the filter program, as well as staff monitoring student use, LLA is attempting to provide a safe and secure medium by which students can use the Internet, World Wide Web, electronic mail, chat rooms, and other forms of direct electronic communications.

To the extent that it is reasonable, steps are taken to promote the safety and security of users of LLA's online computer network. Other inappropriate network usages, that LLA intends to eliminate, include:

- Unauthorized access, including so-called "hacking", and other unlawful activities.
- Unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

By enrolling at Loma Linda Academy, the parent and student agree:

- To abide by all LLA School policies relating to the use of technology.
- That the use of technology is a privilege.
- That the use of technology will be monitored and there is no expectation of privacy whatsoever in any use of the technology.

The parent/student further agrees and understands that the user may have his/her privileges revoked or other disciplinary actions taken against them for actions and/or misuse such as, but not limited to, the following:

- Altering system technology, including, but not limited to, software and hardware.
- Placing unauthorized information, computer viruses, or harmful programs on or through the computer system in either public or private files or messages.
- Obtaining, viewing, downloading, transmitting, disseminating, or otherwise gaining access to, or disclosing, materials the school believes may be unlawful, obscene, pornographic, abusive, or otherwise objectionable.
- Using technology resources for commercial, political, or other unauthorized purposes since the school technology resources are intended only for educational use.
- Intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users.
- Disrupting technology through abuse of the technology, including, but not limited to, hardware and software.
- Malicious uses of technology through hate mail, harassment, profanity, vulgar statements, or discriminating remarks.
- Cyber-bullying.
- Interfering with others' use of technology.
- Installation of software without the consent of the school.
- Allowing anyone else to use any account other than the account holder.
- Other unlawful or inappropriate behavior.

The user also acknowledges and agrees that he/she is solely responsible for the use of his/her accounts, passwords, and/or access privileges, and that misuse of such may result in appropriate disciplinary actions (including, but not limited to, suspension and/or expulsion), loss of access privileges, and/or appropriate legal action. The user must also know, and further agree to the following:

- Should the user transfer a file, shareware, or software that infects the technology resources with a virus and causes damage, the user will be liable for any and all repair costs.
- The user will be liable to pay the cost or fee for any file, shareware, or software transferred or downloaded, whether intentional or accidental.
- Should the user intentionally destroy information or equipment that causes damage to technology resources, the user(s) will be liable for any and all costs.

Violation of this Technology and Internet Safety Policy is also a violation of the LLA Code of Conduct and may result in any other scholastic disciplinary action, other than those specifically set forth above, including, but not limited to, suspension or expulsion

LOMA LINDA ACADEMY'S ACCEPTABLE USE POLICY

LLA 's information technology resources, including email and Internet access, are provided for educational purposes. Access to the Internet and computer resources is a privilege, not a right. Therefore, users violating this Acceptable Use Policy (AUP) may be subject to revocation of these privileges and potential disciplinary action. Adherence to the following policy is necessary for continued access to the school's technological resources:

1. I will respect and protect the privacy of others.
 - I will only use accounts that have been assigned to me.
 - I will not view, use, or copy passwords and data.
 - I will not access networks or websites to which I am not authorized.
 - I will not distribute private information about others or myself.
2. I will respect and protect the integrity, availability, and security of all electronic resources.
 - I will follow all network security rules and regulations.
 - I will report security risks or violations to a teacher or network administrator.
 - I will not destroy or damage data, networks, or other resources that do not belong to me.
 - I will not use the school computer to stream audio or video unless I am doing so as part of a class assignment and I am monitored by a teacher or network administrator.
 - I will conserve, protect, and share these resources with other students and Internet user.
 - I will not use unauthorized websites to gain access to content otherwise blocked by the web- filtering device.
3. I will respect and protect the intellectual property of others.
 - I will not infringe copyrights. I will not make illegal copies of music, games, or movies.
 - I will not plagiarize.
 - I will follow the US Copyright Fair Use understanding.
 - I will respect Creative Commons licensing.
4. I will respect and practice the principles of community.
 - I will communicate only in ways that are kind and respectful.
 - I will report threatening or discomforting materials to a teacher.
 - I will not intentionally access, transmit, copy, or create material that violates the school's code of conduct (such as messages that are pornographic, threatening, rude, discriminatory, or meant to harass). I understand that participation in such activities, inside or outside the school, resulting in disruption to the learning environment, is subject to disciplinary action according to the school's code of conduct.
 - I will not intentionally access, transmit, copy, or create material that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
 - I will not use the resources to further other acts that are criminal or violate the school's code of conduct.
 - I will not send spam, chain letters, or other mass unsolicited mailings.
 - I will not buy, sell, advertise, or otherwise conduct business unless approved as a school project.

CONSEQUENCES FOR VIOLATION

Violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's information technology resources. To help ensure that the use of technology is secure and conforms with this policy, administrators reserve the right to examine, use, and disclose any data found on the school's information networks; in order to protect school property or further the health, safety, discipline, or security of any student or other person. They may also use this information in disciplinary actions and will furnish evidence of a crime to law enforcement.

Parents, please discuss these rules with your student(s) to ensure they understand them. These rules also provide a good framework for your student(s) use of computers at home, at libraries, or anywhere.

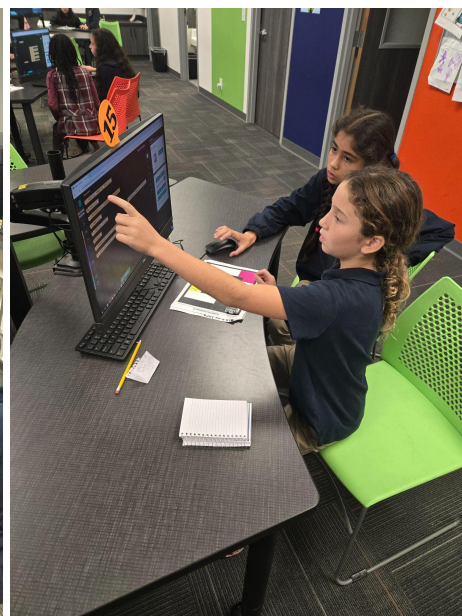
For more information, see www.cybercrime.gov

DEVICE POLICY

Students in grades 3-12 will be provided with a *school-owned device* for their use during school hours. Students must not make any alterations to the hardware or software configurations already set on the device.

Students/Families will be responsible for a damaged, lost, or stolen device. In this case, the amount of \$350 will be charged to the student account. If a charger is damaged, lost, or stolen, then the amount of \$25 will be charged to the student account. **The Computer Use Policy applies to these school-issued devices both on and off-campus.**

- Due to device monitoring and IT support of the devices, students must use the school-provided devices for class.
- Students may store personal files on the computer, however, the school is not responsible for lost documents/files. There is limited space for students to store files on our server. Therefore, students should store school-related documents in their documents folder, on an external USB drive, or in school-provided cloud storage. Students will not have access to any documents stored on their hard drives if the laptops fail and need to be switched out or re-imaged.
- The school will wipe out any information stored on the hard drive at the end of the year.



EMAIL AND CLOUD ACCESS FOR STUDENTS

General student online account usage guidelines:

- LLA students are issued a Loma Linda Academy email address through Google.
- This address is utilized to communicate school business with the student. Students should check their school email daily.
- The student Google accounts are also used to access Google's Cloud services (Google Suite), Microsoft 365, and any other educational online resources.
- The student Acceptable Use Policy covers email as well as other technologies.

Below is a general summary of guidelines related to email:

- Email is to be used for school-related communication.
- Do not send harassing email messages or content.
- Do not send offensive email messages or content.
- Do not send spam email messages or content.
- Do not send an email containing a virus or other malicious content.
- Do not send or read email at inappropriate times, such as during class instruction.
- Do not send emails to share test answers or promote cheating in any way.
- Do not use the account of another person.

GENERAL ELECTRONIC EQUIPMENT

Electronic equipment is usually expensive and easily broken. Any electronic item brought on campus is the sole responsibility of the student who brought the item. Loma Linda Academy cannot assume responsibility for items that are stolen, lost, or broken. We recommend that only items essential to education be brought on campus. These items should be kept on the student at all times and not left in a backpack unattended.

CELL PHONES AND OTHER DEVICES

Phones and personal electronic devices (including earbuds, smart watches, meta glasses, gaming devices, etc.) are not to be used while on the school campus. Students may not use cell phones, tablets, smart watches, or speakers while on campus without specific permission and in the presence of a supervisor. Devices with smart phone capabilities used or played with in any way without permission will be held in the office for parent pick up. The school will not be held responsible for lost, broken, or stolen devices.



YONDR (5th & 6th GRADE)

Every 5th & 6th grade student will be assigned a personal Yondr pouch, which will be used to store his or her cell phone and other personal devices each day. While the Yondr pouch is considered school property, it is each student's responsibility to bring their pouch with them to school every day and keep it in good working condition.



Daily Yondr Pouch Process - As students arrive to school, they will:

- Turn their phone off.
- Place their phone (and any other personal electronic devices, including earbuds, smart watches, etc.) inside their Yondr pouch and secure it in front of school staff.
- Store their Yondr pouch in their backpack or locker for the day.

At dismissal, school personnel will unlock their Yondr pouch and the students will remove their phone and put their pouch in their backpack. Students must bring their pouch to school with them each day.

*Students arriving late or leaving early will pouch/unpouch their phones in the front office.

Violations - Pouch Damage / Lost Pouch / Using Phone During School

- If a student damages their pouch or is using their phone (or other personal electronic device) during prohibited times, Administration will collect the device/pouch until the end of the school day, record the violation in myLLA, and call the student's parent/guardian.
- \$40 pouch replacement fee will be applied to the student's tuition account
Examples of damage:
 - o Deep scratches on the globe and the ring around it
 - o Intentional pen marks on the inside of the pouch
 - o Bent pins
 - o Pin and button not fully recessing, due to pin damage

Forgotten Pouch

- If a student forgets their pouch, the phone will be collected, the violation will be recorded in myLLA, and Admin will call parents/guardians. The phone will be returned to the student at dismissal.
- If a student forgets their pouch 3 days in a row, it is considered lost. Please refer to the Lost Pouch policy above.

Students are not permitted to have cell phones turned on or use them while on campus. Violations will lead to confiscation. **Students are not allowed to record other students or teachers without express permission.** Any inappropriate use of a cell phone or other device in text messaging, recording, loudspeakers, or electronic photo capabilities will lead to immediate confiscation, and may lead to further disciplinary action.

1. First violation:

- a. A teacher or staff member may confiscate a student's cell phone or digital device.
- b. The violation will be recorded.
- c. The phone will be held in the office until a parent reclaims it.
- d. 1-2 demerits may be given on the student's conduct record.

2. Second violation:
 - a. A teacher or staff member may confiscate a student's cell phone or digital device.
 - b. The violation will be recorded.
 - c. The phone will be held in the office until a parent reclaims it.
 - d. 3-4 demerits may be recorded on the student's conduct record, which may lead to a suspension.
3. Further violations:
 - a. The student may lose all cell phone or digital device privileges at school.
 - b. Continued attendance at Loma Linda Academy may require a written behavioral contract.
 - c. Demerits will be assigned to the student's conduct record as deemed appropriate by administration.
4. *Gross misconduct*, such as the use or dissemination of pornography, sexual harassment, cheating or helping others cheat:
 - a. The device may be taken even on a first offense.
 - b. The student may be required to check the device in at the office all day, everyday.
 - c. Depending on the seriousness of the offense other consequences may occur, including but not limited to:
 - i. Assigning demerits based on the offense to the student's conduct record
 - ii. The filing of a police report
 - iii. The device being rendered to the police upon their request
 - iv. The expulsion of the student

Note: Throughout this policy the word "may" means "has permission to and most likely will." A teacher may give permission for students to use their smartphones during class for specific purposes.

E-MAIL AND SOCIAL MEDIA

All digital communication on and off-campus, including pictures and graphics, made from classroom computers, personal computers, and smartphones must demonstrate a positive purpose and basic Christian principles of decency. **Should it come to the attention of the school that a student has been digitally communicating inappropriate content on or off-campus, the student will be subject to disciplinary action as outlined in the LLA Discipline Policy.** Every student should be reminded that they sign a Lifestyle Commitment to live in harmony with Christian moral principles both on and off-campus.

SCHOOL TELEPHONES

The classroom and office phones are for teacher use and are to be used by students only in emergencies. Each teacher has an extension with a voice mailbox so a student or parent can leave messages without interrupting a class.

ACADEMIC INFORMATION AND POLICIES

ACADEMIC COUNSELING SERVICES

The School Counselor, the School Chaplain, and the Vice Principal are available for consultation and advice if a student has academic, behavioral, or emotional issues. A referral list is available for off-campus counseling services, but parents should also check with their healthcare providers.

ACADEMIC INTEGRITY

Because Loma Linda Academy emphasizes eternal principles and intelligent choices and our Expected School-Wide Learning Results value all aspects of the development of each member of this learning community, each member will pursue high standards of ethical behavior as well as scholarship. Students and faculty of Loma Linda Academy pledge to uphold academic honesty and integrity for the purpose of creating trust, respect, and growth in our commitment to God in all our academic endeavors.



HONOR CODE

Loma Linda Academy holds the pursuit of knowledge in high regard. To support this endeavor, LLA believes that honesty, integrity, respect, and responsibility must be clear and demonstrable values among students, teachers, administrators, and parents/guardians. This Academic Honor Code outlines the basic requirements and responsibilities and is to be used as a guide for conduct in academic performance.

1. Honesty
 - Tell the truth
 - Present your own work only
 - Give credit for all sources
2. Integrity
 - Act in accordance with high moral principles
 - Cooperate with efforts to maintain high moral principles
 - Encourage high moral principles in others
3. Respect
 - Consider each action as a chance to gain trust
 - Create a community that values learning and learners
 - Demonstrate self-respect
4. Responsibility
 - Be willing to own what you do and say
 - Embrace and advance the common good of Loma Linda Academy
 - Have the courage to do what is right

Plagiarism and cheating, in any form, are unacceptable at any time. Loma Linda Academy expects that the grades students receive reflect, in the fairest possible way, the academic work they have completed. Academic dishonesty, cheating, or plagiarism will result in a Level II infraction (1st and 2nd offense) and Level III infraction (3rd offense)

Definitions and Guidelines:

- **Academic Integrity** – is a commitment to the values of honesty, trust, fairness, respect, and responsibility in the academic process
- **Cheating** – Giving or receiving unauthorized assistance in any academic work or examination. Using or attempting to use any unauthorized materials, information or study aids in an examination or academic work. Using dishonest, deceptive, or fraudulent means to obtain, or attempt to obtain credit for academic work. Examples that may be considered cheating include but are not limited to:
 - Passing off another student's work as one's own
 - Using AI to pass as your own written work
 - Using notes, aids, devices, or the help of other students on any academic work or tests
 - Looking at or copying another student's homework, tests, answers, or allowing another student to copy one's own work or answers
 - Obtaining answers from the internet, copying from the back of the book or changing answers
 - Stealing tests, answer keys, or another's tests or papers
 - Habitual absenteeism on test/assignment days
 - Excessive outside assistance from a tutor, another student, source or individual to produce work or answers to substantially change the quality or accuracy of academic work

Plagiarism – Representing the ideas or language of others as one's own

- Using text from another source (e.g. web sites, books, journals, newspapers, etc.) without documenting the source
- Using a direct quotation from a text without quotation marks, even if the source has been cited correctly
- Paraphrasing or summarizing the ideas or text of another work without documenting the source
- Substituting a word or phrase from the original text while maintaining the original sentence structure
- Citing sources incompletely with the intention to deceive
- Using graphics, visual imagery, video, or audio without permission of the author of material or acknowledgment of the source
- Translating text from one language to another without citing the original work
- Obtaining packaged information (e.g. foreign language translation or a completed paper from an online source) and submitting it as one's own work without acknowledging the source

Falsification – Falsifying or inventing any information, data, or citation in any academic work

ARTIFICIAL INTELLIGENCE

Artificial Intelligence (AI) provides a growing number of tools for writers. Spell checkers, grammar checkers, citation makers, and search engines are generally accepted tools that may utilize AI.

- Chat GPT and other generative language tools should be used only with the permission of the teacher. Unauthorized use of AI will be considered cheating.

Multiple Submission – Submitting substantial portions of any academic exercise more than once without prior authorization and approval of the teacher

LLA teachers try to create a learning environment that supports academic integrity and holds students accountable for complying with the Academic Integrity Guidelines.

It is the student's responsibility:

1. To read, understand, and follow the Academic Integrity Guidelines
2. To authenticate any assignment submitted to a teacher. Students must be able to produce proof that the submitted assignment is actually their own work by:
 - Keeping copies of all drafts of work
 - Keeping photocopies of research materials (including information from the internet)
 - Keeping notes, note cards, source cards
 - Keeping logs of work on assignments and papers
 - Saving drafts or versions of assignments electronically under individual file names
3. To include proper documentation by including one or more of the following:
 - Following the school approved documentation format per teacher discretion
 - Submitting an “acknowledgment page” (when applicable) to credit help given by others (e.g. help that has been approved by the teacher giving the assignment)
 - Using Works Cited and/or Reference pages accurately and appropriately
 - Submitting only his/her own work

ACADEMIC MISCONDUCT CONSEQUENCES

Students who cheat at Loma Linda Academy will be subject to the following three-step consequences:

1. *First Incident*
 - Student receives a warning
 - Demerits may be assigned
 - Student may need to re-do the assignment
2. *Second Incident*
 - Zero grade on submitted work
 - Notification of administration and parents/guardians
 - Demerits assigned
3. *Third Incident*
 - Zero grade on submitted work
 - Conference with the administrator, teacher, and parent/guardian
 - Demerits assigned and other possible consequences (see Discipline Policy) that will affect Conduct Record
 - If a student holds any leadership responsibilities, they will be placed on leadership probation for a 10-week period

- Written contract signed in which the student commits to ethical practices and is informed of further consequences if another offense occurs (These could include loss of current leadership responsibilities, suspension, failing grade, etc.)
- Incident and consequences will be documented in the student's record
- Conference with the administrator, teacher, and parent/guardian

4. *Fourth incident*

- Zero grade on submitted work
- Demerits assigned (see Discipline Policy) that will affect Citizenship Grade,
- **Referral to the Discipline Committee, and other possible consequences which may include recommendation of expulsion**
- If a student is allowed to remain as a student at LLA, they will be ineligible to hold any leadership responsibilities for **one year after** the cheating incident

5. *Fifth Incident*

- *May result in the student being asked to withdraw from LLA, other consequences will be assigned as appropriate.*

Cheating and other Level III incidents that result in a student being placed on a Behavior Agreement will carry over from year to year. A repeat of another Level III or higher incident may result in the student being asked to withdraw from LLA.

ACADEMIC PROBATION POLICY

All students are expected to perform at a high academic level and maintain a passing grade in each subject to retain regular status. Academic Probation status will be evaluated four times a year (quarter one, quarter two, quarter three, and quarter four). Students in grades 3rd – 6th with any F's at the end of a quarter will be placed on Academic Probation. Students will have one quarter to remove themselves from Academic Probation or will then move on to the next level as listed below. If the academic deficiencies have not been corrected after three consecutive quarters, the Administrative Committee may recommend to have a student withdraw based on low academics. If it is the committee's opinion that a student might benefit from a different educational setting, that recommendation will be made to Administration and a student could be denied admission or asked to withdraw.

NOTE: *It is possible to have the student's re-enrollment placed on hold due to Academic Probation.*

- Level 1** – Students will be required to meet with the teacher(s) and administration or designee to assess progress and determine an academic plan.
- Level 2** – If academic deficiencies have not been addressed, students and parents will be asked to meet with the Vice Principal to formulate a contract that establishes expectations for students, parents, and teachers. An SST (Student Study Team) meeting may be part of the contract
- Level 3** – If the deficiencies have not been addressed, students and parents will be asked to meet with Administration for the last time to discuss the student's ability to continue at LLA. If such a student has not resolved the deficiencies at the end of Level 3, at any time during the school year, the Administrative Committee will meet and evaluate the student's potential and/or interest in future academic success at Loma Linda Academy. The Administrative Committee may recommend withdrawal and that the student establish a pattern of academic success elsewhere for a minimum of a full school year before re-applying to LLA. A student who is reaccepted may be subject to a probationary contract.

ACCELERATION/RETENTION

Loma Linda Academy Elementary considers accelerating a student ahead of his or her age group or retaining a student at his or her current grade level, on an individual basis according to Pacific Union Education Code policy. It is our desire to place all students in the appropriate grade for optimal learning. The areas that need to be assessed for acceleration are academics (including grades and standardized test scores, etc.), social skills, emotional and physical development, and organization. The needs of the WHOLE child must be considered and not just one outstanding area.

Considerations for acceleration will be made in accordance with the policies of the Pacific Union Conference Education Code (C15-112).

Criteria for acceleration of a student are to be based on the following minimal requirements:

- A. On the most recent standardized achievement test a student is expected to score at the 90th percentile or above on all subtests.*
- B. Seek parental/guardian involvement and approval as early in the school year as is possible.*
- C. The student must demonstrate satisfactory evidence of academic, emotional, and social readiness for acceleration to the school staff and to the parents.*
- D. Prior written requests for acceleration of the student in elementary education (i.e. two years in one, three years in two) must be submitted to the local conference office of education. Written approval from the local conference office of education must be on file at the school.*
- E. The student must maintain an average or above average level of achievement on the accelerated program.*

Pacific Union Conference Education Code (C15-112)

Procedures for the acceleration of a student are as follows:

- A. To initiate this program the faculty and principal must submit a form/letter of request to the local conference office of education. This request must include the written consent of the parents.*
- B. An implementation plan showing how the student will demonstrate mastery of the subject areas in the grade levels being accelerated shall accompany the application.*
- C. The request must be approved by the local conference office of education and made a matter of record before a student is permitted to accelerate.*

Pacific Union Conference Education Code (C15-116)



GRADE REPORTS

The school year is divided into four quarters of approximately nine weeks. At the end of each quarter, grades for 1st – 6th will be finalized on the MyLLA website. Notice will be sent to each student’s parent or guardian so that they can track student progress. The quarter grades are recorded on the student’s permanent record. The following grading systems are used:

Grades TK		Meaning
		Concepts and Behavioral Assessment
Grades K		Meaning
3		Meets Concepts and Behavior
2		Work in Progress
1		Needs Improvement of Concepts and Behavior
Grades 1-2		Meaning
E		Excellent
S		Satisfactory
N		Needs Improvement
Grades 3-6		Meaning
A		Excellent
A-		
B+		
B		Above Average
B-		
C+		
C		Average
C-		
D+		
D		Below Average
D-		
F		Failing

PARENT-TEACHER CONFERENCES

After the close of the first and third quarters, special days are set aside on the school calendar for parent-teacher conferences for grades TK-6. All parents are asked to come to the end of the first quarter conference. The third quarter conference is by request of either the parent or the teacher. Conferences outside of these times will be arranged on an individual basis for students **at any level**. If parents wish to contact a teacher, it is best to do so at the close of the school day, or leave a message on the teacher's voice mail box or email.

STUDENT SUPPORT SERVICES

Loma Linda Academy, being a private school, does not have all of the resources and support that are required under the "Individuals with Disabilities Education Act" public school law which provides support for students with learning differences. However, the teachers at Loma Linda Academy will do their best to provide for the students' individual needs.

Student Study Teams (SST) – When a teacher or parent has concerns about a student's learning, an SST meeting is held. The Vice Principal or administrative designee schedules the SST during which time a written plan can be developed to help the student be more successful in school.

Testing – An administrative designee or parent may request psychoeducational testing. The entity administering the testing will need information on the student to determine if the student is eligible for testing. If the student is found eligible, testing will be conducted according to the student's needs, usually at Loma Linda Academy. The results will be given to the parents, teachers, and administrators of Loma Linda Academy and could result in the development of an Accommodation Plan in conjunction with the parents, teachers, and administrators of Loma Linda Academy.

Should the testing take place through the public school district, they may determine that a student is eligible for an Individual Education Plan (IEP), that is fulfilled if the student attends the public school. If the student remains at Loma Linda Academy, the accommodations that LLA can address that are suggested on the IEP, will be transferred to an Individual Service Plan (ISP) or the school will make their own Accommodation Plan to better support the student.

If a student applies to Loma Linda Academy and already has an IEP, 504 Plan or a diagnosed disability, administration will meet with the parents to review the information to see if the school can meet the particular needs of the student.

Loma Linda Academy is a private school that does not receive federal or state funding. It does not have the legal obligation to provide some or all of the special education and related services that a student would receive pursuant to an IEP or 504 Plan if enrolled in a public school. While the teachers at Loma Linda Academy care deeply for their students and will try their best to accommodate for their learning needs to the extent possible, Loma Linda Academy cannot be held liable for not fulfilling the goals on an IEP or accommodations on a 504 Plan.



WHEN LOMA LINDA ACADEMY MAY NOT BE THE RIGHT FIT

Loma Linda Academy is committed to providing a Christ-centered, academically strong, and supportive learning environment for students. While we seek to serve a wide range of learners, LLA may not be the right fit for every student. As a college-preparatory school, we are not a therapeutic school and do not provide specialized programs designed primarily for significant behavioral, emotional, psychiatric, or intensive learning needs.

Although we offer support within the scope of our program, some student needs may fall outside the services and resources LLA is able to provide.

These include students:

- Who require full-time one-on-one support.
- Who need a highly specialized therapeutic or behavioral program.
- With significant emotional, psychiatric, or conduct-related needs that interfere with their ability to participate safely and/or successfully in a traditional school environment.
- With learning needs that require a level of individualized instruction or modification beyond LLA's available support services.
- Whose needs would require substantial changes to the school's academic program, staffing, supervision, or learning environment.

Enrollment decisions are made with care and are based on whether Loma Linda Academy can reasonably support the student's academic, social, emotional, and spiritual growth while maintaining a safe and effective learning environment for all students.

When LLA is not the best fit, our goal is to communicate that with honesty, compassion, and respect for the student and family.

KINDERGARTEN GRADUATION

Kindergarten graduation activities are planned and conducted by the Administration of Loma Linda Academy Elementary. Student participation in the graduation activities is a privilege and not a right. The administration of the school reserves the right to deny participation in the graduation activities to any student who does not meet the established academic and citizenship criteria. During the graduation activities, any student who refuses to abide by the specific instructions/guidelines and/or administrators will be denied the privilege of continued participation in the remaining graduation activities.