

**Prairie View Adventist School  
Handbook**

**Revised September 2018**

## **Preface**

*“Our ideas of education take too narrow and too low a range. There is a need of a broader scope, a higher aim. True education means more than the pursual of a certain course of study. It means more than a preparation for the life that now is. It has to do with the whole being and with the whole period of existence possible to man. It is the harmonious development of the physical, the mental, and the spiritual powers. It prepares the student for the joy of service in this world and for the higher joy of wider service in the world to come.”*

- Education, p. 13

## **Philosophy**

In keeping with this, the philosophy of the Prairie View Adventist school is Christ-centered instruction. Spiritual development permeates all aspects of Prairie View's program for the mental, physical and social development of its students.

Mental development is fostered through an academic program which enables students to acquire the knowledge and skill necessary to function in modern society. Mental development is manifested in intellectual processes of critical thinking, creativity and intellectual curiosity.

Physical development is fostered through a program which builds strengths, develops stamina and defines coordination. The value of healthful living and the dignity of labor are also emphasized.

Social development is fostered through activities which provide opportunities for effective interpersonal skills, unselfish service to God and man, and appropriate use of leisure time.

Each student, created in God's image, is unique and of inestimable value. Together with the home and church, Prairie View Adventist School encourages students to develop moral values based upon Biblical principles and to practice a life of faith in God.

## **Mission of Prairie View Adventist School**

*"Train up a child in the way he should go, and when he is old he will not depart from it." Proverbs 22:6*

Adventist education exists to fulfill human potential in the lives of students and their families.

We believe that the Creator's design is for "whole person" development - mental, physical, and spiritual - and that, no matter what religion or philosophy of life, an Adventist school education can

help your child make better moral decisions and grow up to become a trustworthy community leader.

### **Admissions**

It is the policy of the Prairie View Adventist School to admit students of any race to all the rights, privileges, programs and activities generally accorded to all students at the school, and to make no discrimination on the basis of race, color, gender, ethnic background, or national origin in administration of educational policies, application for admission, scholarship or loan programs, and extracurricular programs. It is also a policy of the school to observe state laws applicable to education, so long as it does not conflict with the beliefs of the Seventh-day Adventist church. Per State of Nebraska requirements Prairie View Adventist School requires 1,032 hours of education for students in grades 1-8 and 400 hours for Kindergarten students.

Each year the teacher at Prairie View Adventist School prepares a written report on student demographics (enrollment, etc.) and student performance. This report is structured in such so as to not reveal any information about a particular student. This report is generally prepared and given in November.

### **The following steps must be taken for new students to be admitted:**

- 1) The student is encouraged to spend one day visiting at Prairie View Adventist School before admittance.
- 2) Fill out and return all forms in the ***Application/Registration Packet***.
- 3) All new students are on scholastic and behavioral probation for the first quarter of attendance. Students must have and maintain a "C" average during the first quarter of attendance.

Formal admission is by action of the School Operating Committee following the probation period.

- 4) Financial arrangements must be finalized.
- 5) The PVAS School Operating Committee must review the application and financial arrangements. The committee must make an initial acceptance of the new student before the student can attend and start the probation period.
- 6) A written document of Immunizations that the State of Nebraska requires for all students to attend public or private schools will be required to attend PVAS unless for medical or religious reasons this is not possible. Then the correct forms need to be filled out from the State of Nebraska and given to PVAS.

Nebraska State Law LB599 requires all new students (a student who has not been in attendance at Prairie View the previous year) submit evidence of birth on or before the first day of school. This may be done by having a school official witness:

- 1) A certified copy of birth certificate (must have the raised seal and issue date).

OR

- 2) Other reliable proof of the student's identity and age accompanied by an affidavit explaining the inability to produce a copy of the birth certificate.

A copy of the birth certificate or affidavit will be retained in the student's school file.

### **Reapplication for returning students**

Students must reapply yearly for the coming school year. This reapplication will take place during the month of May. Registration forms will be sent home and the registration fee will be required at this time. Parents will be notified by the school board

as to its decision. At that time the registration fee will secure your child's enrollment as a student for the coming year or be returned to you.

Educational research indicates that the majority of students perform better academically and exhibit a more positive self-concept when they start formal schooling at a later age. In harmony with these findings, it is recommended that students entering kindergarten at Prairie View be five years old on or before the first day of June of that fiscal year. Students entering first grade must be six years old on or before the first day of June of that fiscal year or have successfully completed an accredited kindergarten program.

### **Guidance Protocol**

If a student needs additional guidance beyond what the school is able to provide the teacher will first document student behavior and then arrange a meeting with the parents to discuss options that would best meet the needs of the student as advised by the teacher. These options may include but not be limited to: testing done by public school system.

### **Attendance**

Punctual and regular attendance at all school sessions and other functions is expected. Excessive tardiness or absences imperil students' achievement and disrupt the continuity of the program. Students should not arrive more than 15 minutes before school hours or stay beyond 15 minutes after school hours unless prior arrangements have been made.

A written excuse signed by parent, guardian, or doctor may be required before attendance records are adjusted. Excusable absences are restricted to sickness, attendance at a funeral, doctor's appointments, and unique family situations for which prior

arrangements are made. State school law requires that all students shall attend school the entire school year and that attendance shall be continuous and consecutive for the school year. A total number of unexcused absences equaling fifteen percent of the school's days in a semester (14 days) may result in a failing grade for the student for that semester.

Students will not be permitted to leave school premises during the day except on school conducted excursions and/or upon specific written request by parents or guardians. Parents are asked to schedule doctor and dentist appointments, shopping activities, and family trips for times other than regular school hours.

## **Curriculum**

Prairie View Adventist School uses curriculum mandated by the North America Division Board of Education. This curriculum encompasses all core curriculum areas including writing instruction.

## **Library**

Prairie View Adventist School Library Media Program. Students are able to check out books from the library for a 2 week time period. Any lost/damaged books must be replaced or paid for before other books may be checked out by a student.

## **Student Conduct**

Prairie View Adventist School expects students to be respectful, responsible and safe at all times.

Students have the right to respectful and fair treatment from other students. Harassing, bullying or offensive conduct will be subject to discipline including suspension or expulsion. Harassing, bullying and offensive conduct shall include, but shall not be limited to: jokes, gestures, demeaning comments, name calling, drawings, pictures, writings and any physical contact or interference. In-

cluded within this prohibition is harassing, bullying or offensive conduct which is or can be interpreted to be of a sexual nature.

All students who enter the school must refrain from the use of tobacco or liquor in any form, or any other non-medical drug. Any violation of this regulation, whether at school or elsewhere, may result in suspension or dismissal. **Knives and guns are not allowed under any circumstance on the school property.**

Students shall refrain from using the telephone at school except in emergencies and then, only with the permission of the teacher. Cell phones must be silenced and remain in the students' backpacks during the school day. Children are not to be called from their classes during the school day except in an emergency.

### **Discipline**

It is the desire of the teachers and School Board at Prairie View to encourage, by word and example, the willing acceptance of school standards. When a student disregards these standards, the following general disciplinary procedures will be followed:

- 1) Verbal counsel and admonition through conferences, either in person or by phone, at all or several of the following levels:
  - a) Teacher – Student
  - b) Teacher – Parent
  - c) Teacher – Student – Parent
- 2) A written statement sent to the parents expressing various concerns about the trend of a student's school program.
- 3) Suspension beyond one day will be approved by the school board.
- 4) Suspension by the School Board. If the student and his/her parents desire the student to continue in school, they may request reinstatement and indicate how the student plans to conduct himself/herself differently in the future from the

circumstances which led to his/her suspension. The School Board will then determine if the student should continue in school at Prairie View and if so, under what conditions.

- 5) Probation for a limited time to give the student opportunity to change the trend of his/her behavior or to show that this was an out-of-character incident.
- 6) Student termination from school requires an action by the School Board.

### **Personal Appearance**

Prairie View School chooses to portray a conservative image with dress, hair and adornment. The dress code does not attempt to legislate; but, all should be dressed modestly and in harmony with Christian Standards.

The following principles are involved in dress:

- 1) Economy and healthfulness are affected by dress.
- 2) Cleanliness, neatness and attractiveness demonstrate the influences of Christ in the life.
- 3) Modesty is commanded by God Himself.

The following are general rules:

- 1) Adornment such as rings, bracelets, chains, earrings, necklaces and friendship bands are not acceptable.
- 2) Makeup or nail polish that is obvious or draws undue attention should be avoided.
- 3) Modesty must be maintained.
- 4) Shoes or sandals are to be worn at all times.
- 5) Clothing and accessories with writing or pictures on them are not to be worn at any time. Tank tops and tops with cut away sleeves are considered inappropriate and not to be worn.

- 6) Anything “too tight” and “too thin” should not be worn.
- 7) Modest shorts and skirts, that are knee-length or near knee-length are acceptable for classroom attire.
- 8) Clothing should not be dirty, ragged, frayed, torn or have holes.
- 9) Sun glasses and hats are not to be worn in the classroom.

### **Meals**

Students will function much better if they eat healthful, nutritious meals. A good breakfast will help the student get off to a good day at school.

Each student needs to bring his own lunch. Caffeinated drinks will not be allowed and excessive sweets are highly discouraged. Students may not be excused to leave the premises to buy lunches unless special arrangements have been made.

### **School Property**

All students are expected to respect and help maintain through daily cleaning, school property, under supervision of the teacher. Any damage done by students to school property including desks, textbooks, or church property must be paid for by them or their parents or guardians.

### **Illness**

Any student having a contagious or infectious disease shall not attend school until all danger is past. A letter from a doctor may be required to return to school.

### **Medications**

Students are not allowed to bring any medicines to school including pain relievers such as Advil, etc.. School personnel are not

permitted to give a student any medication unless it is a prescription given by a doctor, in its original container, with a signed note with directions from a parent. This includes what are normally considered non-prescription drugs such as Advil. Because of potential problems with Reyes' Syndrome, aspirin will not be given without a doctor's authorization.

### **Visitors**

Both teacher and pupils enjoy having visitors. You may come at any time to watch the school program in action. Don't wait for a personal invitation or special visiting day. We are proud of our school and the door is always open to our friends. Visits with an intentional purpose are more meaningful if a prior appointment is made for the teacher's free time before or after school. Since unsupervised pre-school children are a hindrance to the usual school program, we must request that small children visit only while they are attended by their parents. Students must secure the consent of their teacher before bringing visitors to school.

### **Home and School**

All parents of school children are members of the Home and School Association. This organization, as well as other school functions, benefits all children and should be supported by all its members.

### **Complaint Procedures for Parents**

At times a parent(s) may become concerned with an issue involving their child and the school. Experience has shown that a clearly stated complaint procedure can readily resolve the majority of concerns in a fair and impartial way. Based on Biblical principle, the following procedure is recognized by PVAS.

- 1) If a parent(s) becomes concerned with a problem at school, they are asked to speak privately with the teacher about the issue.

- 2) If the solution is not satisfactory, at this step the parent(s) is asked to submit a written narrative about the problem to the School Operating Committee Chairperson (SOCC). The SOCC will then ask for a similar written narrative from the teacher. After both narratives have been submitted, the SOCC, will arrange for and meet with the teacher and parent (s).
- 3) If the solution is not satisfactory, at this step the parent(s), teacher, SOCC, and the local church pastor will meet.
- 4) If the solution is not satisfactory, at this step the SOCC will request a special meeting with the Kansas/Nebraska Conference Superintendent of Schools (or designee), the parent(s), teacher, SOCC, and local pastor.
- 5) If the solution is still unsatisfactory, the SOCC will call a special PVAS Operating Committee meeting to meet with the individuals in step #4. The decision of the PVAS Operating Committee will be final.

Written and signed documentation will be kept at each meeting and will be made available to all involved parties.

In all above steps, the student involved will not be present. It is important to recognize that all discussion must be in a Christian, professional, and confidential manner. Positive problem solving approaches will be used in all matters.

### **Asbestos**

The Asbestos Hazard Emergency Response Act (AHERA), passed in 1987, requires all public and private schools to inventory and inspect all buildings for asbestos containing materials. This inspection was completed at Prairie View Adventist School in 1988, and has been updated (reinspected) every third year (last reinspection was conducted in April 2012). Any areas of known or assumed friable or non friable asbestos will continue to

be inspected on a regular basis and procedures implemented to assure no health hazards are present. The management plan has been filed with the State Department of Health and is available for public inspection at the school.

**Financial Information**

The registration process requires a parent or guardian to accept financial responsibility for the student by signing the financial agreement, and paying the registration fee.

The tuition for the school year is divided into ten equal payments. Tuition is charged in advance each month beginning with the August payment and ending with the May payment. Statements are mailed by out each month and payments are due the 15<sup>th</sup> of the month billed. Accounts are delinquent if not paid by the last business day of each month. Prairie View Adventist School is financially sponsored by the Chadron Seventh-day Adventist Church. Therefore, students who are not members of the church pay the tuition rate in the table. It is set up on a variable rate, based on family income.

Family Income	1st Child	2nd Child	3rd Child
\$0–15,000	\$225	\$200	\$175
\$15–30,000	\$250	\$225	\$200
\$30,000+	\$275	\$250	\$225

Registration fee - \$250.00 for 1st through 7th grade and \$350.00 for 8th grade, to be paid at time of registration. (refunded only if the student is not accepted)

The School Board requires that no child will be admitted into the school system whose family has a past due school account except that an agreement has been signed to clear the account. Accounts are past due when unpaid by the last business day of the current billing period. The individual responsible for the account that is thirty or more days delinquent will be notified

that payment in full, or satisfactory arrangements with the Treasurer, must be made for the student to continue in school. The School Board finance committee, at regularly scheduled meetings, will review all delinquent accounts and will make recommendations regarding the students continuance in school. Those whose accounts are delinquent and do not make satisfactory arrangements for clearing the account will not be permitted to continue if they are two months delinquent.

**\*All policies, procedures and financial guidelines herein contained are subject to change without prior notice at the discretion of the School Board.**