



## **MISSION STATEMENT**

*To pray for, equip, and send Christ-centered, passionate leaders to reach the world for Jesus Christ.*

*"And Jesus increased in wisdom and stature, and in favour with God and man."  
Luke 2:52*

The members of the Lompoc Valley Baptist School (LVBS) Administration and Staff do not take our mission statement lightly. LVBS Administration and staff intentionally pray for, equip, and prepare to send Christ-centered, passionate leaders to reach the world for Jesus Christ. Our every decision and action is weighed against this mission.

This handbook contains the facts and information needed to help new and returning students know what LVBS offers. It has been prepared for the parents and students to help them better understand the purpose and goal of our school. It also serves as a guide to the requirements and expectations LVBS holds for all our students. Before the school year begins, it is mandatory for parents and students to read this handbook thoroughly.

Please know that our Administration and staff are here to help you through the process of bringing your student(s) to LVBS. We encourage you to contact our Admissions Office should you need further assistance.

## DOCTRINAL STATEMENT OF FAITH

### We Believe...

- the Bible is the revealed Word of God, fully and verbally inspired of God.
- that the King James Bible is the preserved Word of God for the English speaking people and is the only acceptable translation to be used.
- in Creation, not evolution; that man was created by the direct act of God and in the image of God.
- that God wonderfully and immutably creates each person as male or female. These two-distinct, complementary genders together reflect the image and nature of God and the rejection of one's biological gender is a rejection of the image of God within that person.
- in the traditional Biblical definition of a marriage as between one man and one woman.
- in the external existence of one God manifest in three Persons- Father, Son and Holy Spirit.
- in the Deity and virgin birth of our Lord and Savior, Jesus Christ, His sinless life, His miracles, His vicarious atonement for our sin by the shedding of His blood on the cross, His bodily resurrection, His ascension to the right hand of the Father where He is the only Mediator between God and man, His pre-tribulation rapture of the church, His return with the saints to the earth for His millennial reign upon the earth.
- that salvation is by grace through faith in the atoning blood of our Lord and Savior, Jesus Christ.
- that eternal conscious punishment awaits every unsaved person, and eternal bliss awaits every saved person.

## STATEMENT OF PHILOSOPHY

Lompoc Valley Baptist School is a ministry of the Lompoc Valley Baptist Church, and shares its same beliefs and goals. We believe that in everything the Lord Jesus Christ deserves to have preeminence. God has made each child in His image, sent His Son to die for them, and has a will for their lives. It is our goal to encourage children to follow the path God lays out for them. At LVBS, we are a Christ-first, and student-second school. Everything we do is for the Lord and our students.

We desire to equip children spiritually, academically, socially, and physically. Here, our children will be taught about God and His Word, be provided the highest quality in academic training, make friends in a safe environment, and be taught how to take care of their bodies. None of this can be done apart from the home. We are not here to usurp the authority that God has given to the parent, but to complement it.

## OUR GOALS

1. To insure that each child comes to a saving knowledge of Jesus Christ, achieves a higher level of Christian maturity, attains a deeper commitment to the will of God, and becomes a more effective witness for the Lord.
2. To emphasize the individuality of the person and to assist each child in properly responding to himself and to others.
3. To develop self-confidence in each individual's God-given talents and abilities in creativity, goal setting, analysis, communications, academics, and the principles of success.
4. To promote self-discipline by training students to be relevant, consistent, appreciative, and to be responsible in attitude, character and actions.
5. To assist each child in seeking God's perfect will in a life vocation and in practical, Biblical preparation to succeed in that vocation.
6. To compensate for inadequate educational backgrounds.
7. To eliminate grade level failure and repetition.
8. To help each child to learn how to live to honor the Lord by meeting the daily responsibilities with which God has entrusted him.

## IT IS A PRIVILEGE

Attendance at Lompoc Valley Baptist School is a privilege, not a right. This privilege may be withdrawn from children who do not demonstrate a sincere desire to attend and participate in Lompoc Valley Baptist School. Once admitted, a student who does not exhibit a spirit of respect and cooperation, both in his actions and attitudes, may forfeit the privilege of attending the school. *LVBS does not discriminate on the basis of race, color, or national/ethnic origin.*

## CHAPEL

Chapel is held regularly with a program designed to help meet the spiritual needs of students. These programs include music, special guests and a regular preaching time. We may have special times when longer Chapel periods will be held.

## PATRIOTISM

Patriotism, by definition, is the love and loyal support a person shows his/her country with an attachment to that country's land and people, admiration for its customs and traditions, and devotion to its well-being. Our school endeavors to develop patriotism in order to create an appreciation for the common memories, hopes and traditions of our country. This is achieved through the reciting of the Pledge of Allegiance in the classroom and at assemblies and the recognition of patriotic holidays and events.

## PARENT INVOLVEMENT

Parents are encouraged to participate in their child's experiences at LVBS. Opportunities to work in classrooms, athletic events, concerts, and other activities are open to parents. Teachers welcome conferences with parents who request them. Children will be more productive and effective students when parent support is evident.

As indicated above, parents are welcome and encouraged to participate in their child's educational experiences here at Lompoc Valley Baptist School. However, if that participation reaches a point of interfering with the educational process, the parent will be so notified.

It is LVBS's policy to make every effort to work with parents; however, if a parent or legal guardian is not in harmony with the Statement of Faith, philosophy or policies of Lompoc Valley Baptist School, or exhibits misconduct toward or about faculty or staff, this may result in a required withdrawal of one's student(s) and does not negate the contractual obligation to pay tuition and fees.

***We request that parents who volunteer in the classroom or on field trips dress modestly and in accordance with LVBS's dress code standards.*** Parents volunteering on a regular basis and/or for an unsupervised situation with students will be required to complete a background check on a yearly academic calendar basis. There is a nominal fee for the background check. Parents volunteering to drive are required to fill out a "Volunteer Driver" form and a background check.

Parents are encouraged to participate in our **Parent Teacher Fellowship (PTF)**. The PTF works to uphold the mission of Lompoc Valley Baptist School's administration and staff. The Fellowship emphasizes spiritual encouragement and service to the administration and staff, providing support to enhance their ability to instruct our children's hearts and minds. The ultimate goal of

the PTF is that by increasing the resources of the administration and staff, the spiritual and intellectual education of our children will be enhanced.

## MySCHOOLWORX

Lompoc Valley Baptist School utilizes an on-line school management software system. This system allows parents and students secure internet access to information associated with the student's classroom activities, as well as attendance, daily schedule, grade book details, homework, discipline, assignments, school directory, report cards, teacher announcements, calendar events and much more. For example, the system is designed such that should a zero be entered in a grade book for an assignment, the student's parent is automatically sent an email. Also, parents are automatically sent a weekly progress report.

To log into MySchoolWorx, parents must first provide the school with an active email address. Parents will then receive an invitation via email to create their own log in credentials, and will be able to securely access MySchoolWorx from any computer, smartphone or tablet. A MySchoolWorx log in button is conveniently located on our website. MySchoolWorx provides parents help and support at <http://support.myschoolworx.com>.

Please note: If the parent's account is outstanding for any reason, access to grades in the system is disabled until the account is brought current. It is imperative that parents and students notify the Administration of any email changes as information regarding scheduling, academic contact, etc. is sent via email.

## ADMINISTRATIVE TEAM

Since the school is a ministry of Lompoc Valley Baptist Church, we incorporate Pastor Travis Collins as the Administrative President. Mrs. Jennifer Collins executes the day-to-day operations and administration as the principal

with the help of Kent Parsons as the Vice Principal. The school board, which works in conjunction with Pastor Collins and Mrs. Collins in policy determination, is comprised of the deacons elected by the members of Lompoc Valley Baptist Church.

## ADMISSIONS

### New Student Admission

#### Step 1

- Set up a meeting with the Administration

#### Step 2

- Complete and return the Enrollment Application.
- Turn in the \$20 Testing Fee (non-refundable).
- Complete and return the **Confidential Records Request Form**, included in the Enrollment Packet. School records/transcripts are required of all applicants for grades 1-12.

#### Step 3

- A parent/student interview and testing date will be scheduled after the following documents have been completed and turned in:
  - Copies of the results of all standardized testing
  - Current year's report card
  - Disciplinary records from their previous school
  - Current year's attendance record

#### Step 4

- The final forms (listed below) must be completed and submitted with payment of the non-refundable Registration Fee.
  - Early registration fee: \$75 (must be paid in full prior to March 23rd)
  - Registration fee: \$125 (if paid after March 23rd)
- A student's registration will be considered complete when it contains the following documents:
  - Tuition Agreement (completed in full with parent/guardian signatures)

- Medical Form
- Parent Involvement Contract
- Certificate of Immunization

#### Step 5

- Book fees must be paid in order to secure your child's position within our student body by July 1st.
- Late enrollments (after July 1st): Book fees are due before the student may attend school or within 2 weeks of enrollment, whichever occurs first.

Letters of acceptance will be emailed after review by the Administration.

Students who have been suspended from other schools may not be admitted during the same semester of suspension and acceptance is based on review by the Administration. **Students expelled from other schools will normally be denied entrance to LVBS.**

Enrollment Applications are reviewed for acceptance by the Administration.

Lompoc Valley Baptist School does not admit special education students or students with diagnosed learning disabilities. If a student is found to be learning-disabled after being enrolled in LVBS, a conference will be held with the parents to determine any adjustments that would be in the student's interest considering the school's limited resources for such students. Students who are attending LVBS and found to be learning-disabled may be requested to transfer to another school.

Lompoc Valley Baptist School does not admit married students or student parents.

Students 18 or older must be living with a parent or legal guardian.

#### **Returning Student Registration**

Parents will be notified via email of registration dates and procedures for returning students. A student returning after an absence of one year or longer must reapply and will be classified as a new student.

Returning students to Lompoc Valley Baptist School will be reviewed on the basis of behavioral and academic progress.

Students who are not readmitted to LVBS will be notified in writing. Low grades, lack of interest, violation of rules, inappropriate behavior, etc., are some of the reasons for not being readmitted. Teacher input will be weighed very heavily in determining readmission.

All accounts must be kept current. LVBS will hold all transcripts and grade cards until all accounts are current. **Students will only be allowed to re-enroll or begin the new school year if their account is current.** Any outstanding monies, fees, paperwork, and/or materials (including textbooks) must be cleared by the Financial Director before a student will be allowed to start school.

#### **Tuition and Expenses**

Enrollment/registration fees, book fees, and tuition costs are available through the Financial Director. Incidental fees for special workbooks, classes, and/or activities vary by grade, class and activity and should be paid to the Financial Director. Students and parents will be notified by the appropriate teacher, sponsor or coach of these fees.

All accounts must be kept current. LVBS will hold all transcripts and grade cards until all accounts are current. The status of your account, if not kept current, will require LVBS to disallow students to begin or continue school, and/or participate in any supplemental programs (i.e. tutoring, supervised after-school study hall, extended supervision) or any sports.

#### **RETURNED CHECK CHARGES**

***LVBS charges \$25 for each returned check or payment.***

Anytime a returned check is received, cash, a cashier's check or a money order in the amount of the returned check plus the \$25.00 returned check charge is required within 10 business days. Failure to do so may result in the student

being required to withdraw from a program or school until required payment is made. LVBS will also hold all grade cards and transcripts until all accounts are current.

#### **FINANCIAL AID**

All inquiries for financial aid should be directed to the Financial Office. Funds for financial assistance are limited and disbursed based on financial need. Students requesting financial assistance must be enrolled as a returning student or have a new student application in progress at the time of applying for aid.

#### **FUNDRAISERS**

LVBS is endeavoring to keep low tuition rates for the benefit of each parent. For that reason, we operate annual fundraising programs and anticipate each child and parent's participation in helping us raise the additional funds needed for designated school projects. The school receives no federal assistance other than a tax-exemption status.

#### **REFUND POLICY**

##### **Registration, Testing and Yearly Book Fees**

Registration, testing and yearly book fees are non-refundable and non-transferable from one student to another or from one school year to another.

##### **Tuition**

Tuition is non-transferable from one student to another or from one school year to another. Tuition is non-refundable unless one of the following criteria applies:

- A. If withdrawal occurs before the first day of school, there will be a 100 percent refund of tuition monies paid.
- B. As of the first day of school, refunds will be given for the following reason only.
  - Medical withdrawal of the student for any physical disability certified to and treated by a legally qualified medical practitioner.
- C. No refund will be given if monies are owed on any other account. The amount owed

must be paid first, or will be deducted from the refund due.

- D. When a student withdraws from LVBS (for any reason), a letter of explanation is required to request any refund which applies.

### **Student Withdrawal Procedures**

The procedures listed below should be followed when a student withdraws from Lompoc Valley Baptist School for any reason (moving, medical, etc.)

- A. Notify the Administration *in writing* of the exact date of withdrawal as soon as possible. The Administration will notify the appropriate staff and a Student Checkout sheet will be initiated reflecting the last date of enrollment. The sheet will be circulated to all areas required (teachers, financial office, etc.) for completion.
- B. For voluntary withdrawal, write a letter informing the school of the reason for withdrawal. Please include a forwarding address and the next school the student will be attending, if possible.
- C. Arrange an appointment with the Administration to review the student Check Out sheet and sign the form. All school property must be turned in, fines and fees paid as required by Lompoc Valley Baptist School and the Check Out sheet signed by parent or legal guardian before student is considered officially withdrawn. **No records will be released or applicable refunds issued until this step is completed.**
- D. Request any applicable refund in writing to the Financial Director. The request may be submitted in a separate letter or included in the notification of withdrawal letter. Refund checks are made payable to the person who specifically signed the tuition check agreement. (Allow up to four weeks for refund checks after withdrawal is complete.)

***Please note:*** The refund policy is clearly stated above and is determined by the Administration. Even when a refund applies and a student is

*enrolled for any time during a nine-week grading period, tuition is due through the end of the month.*

*Withdrawal for any reason other than stated previously, including expulsion, will result in forfeiture of any and all tuition paid to Lompoc Valley Baptist School.*

### **SUPPLEMENTAL PROGRAMS**

#### **Extended Supervision and Study Hall – Grades 1-12**

Before and after-school supervision is offered at an additional fee for students grades 1-6 and a study hall for grades 7-12, where students can complete their homework before they go home. Before-school supervision is from 7:15AM until 8:15AM and costs \$10 per family. To participate in before-school supervision, a parent must call and notify the school office 24 hours in advance. Parents are encouraged to drop off their students after 8:15<sub>AM</sub> to avoid the before-school supervision fee.

After-school supervision and study hall begins at dismissal time and **ends at 4:00PM** and costs \$10 per family. Students picked up after 3:15<sub>PM</sub> will be charged the after-school supervision fee. ***After 4:00PM an additional “late pickup fee” of \$5 for every 10 minutes will be charged.***

***On half-days, extended supervision and study hall ends at 1:30PM.***

***On the last day of the school year, there will be no extended supervision.***

#### **Invoicing Policy**

Billing statements will be sent ***via email*** no later than the 5<sup>th</sup> of each month to the primary financially responsible parent/guardian. Payment is due by the first day of the following month in the form of cash or check. Payment can be dropped off at the drop box to the left of the entrance inside the kitchen in Wilson Hall.

Accounts not paid by the 5<sup>th</sup> of the month will incur a \$25.00 late fee. If payment is not made by the 5<sup>th</sup> of the month, daily reminders will be given to the parent that the account is past due.

If payment is not made by the 15<sup>th</sup> of the month, access to the school management software will be disabled. If the account becomes 2 months overdue, the student will not be allowed to attend any classes or activities and the parents will be called to pick up the child. Once full payment is made, the child may again attend classes. LVBS will hold all grade cards and transcripts until all accounts are current (even if the amount due is a small amount.)

## **MISCELLANEOUS**

### **Record Changes**

It is the responsibility of the parent or guardian to notify the Administration of any changes: name, address, phone numbers (home, work, cell), email addresses, employment, or student's medical condition.

### **Lost or Damaged Property**

Families must pay **in full** for any property which a student loses or damages. To receive a refund of monies paid for any lost item, it must be returned in good condition within 30 days after the last day of school in the current school year.

***Students must pay for any LVBS property stolen from them while in their possession. LVBS will not be responsible for lost or stolen articles belonging to a student.***

### **Student Searches**

The Administration reserves the right to search students' personal possessions, including but not limited to: students' backpacks, electronic devices, lockers, desks and cars if the need arises.

### **Phone Calls/Cell Phones/Electronics**

As a rule, cell phones are not allowed during school hours. All cell phones must be turned off and turned in once on property.

Electronic devices may only be used in principal-approved classroom situations.

Any student that has a cell phone, including wrist phones, or other electronic media, taken away during school hours will be able to pick up

their phone at the end of the day after paying a fine of \$1.

### **Student Lockers**

All students in Middle School and High School are assigned a school locker and lock. Lockers (interior and exterior) must be kept clean and graffiti free. Students should use only the locker assigned to them. At the end of the year, the student is responsible for the condition of his/her locker. The lockers are school property and to ensure safe school environment, the Administration reserves the right to inspect them and their contents.

Only "painter's blue tape" should be used for decorating lockers.

### **Privileges Reserved**

A student's likeness may be photographed or videotaped by the school in the course of school activities, and may be used in promotional and/or advertising materials, including the use of video and still photos on the school's website. Lompoc Valley Baptist School reserves the right to use any student photos for publicity purposes. Discretion will be used.

### **Parent-Teacher Conferences**

Parents are encouraged to contact the appropriate teacher to arrange parent-teacher conferences before or after school. The Principal will be involved if requested by the parent, teacher, student, or as deemed necessary by the Administration.

### **School Supply Lists**

Supply lists are posted on the LVBS website during the summer.

## **SCHOOL POLICIES AND REGULATIONS**

### **School Attendance**

Because our school is a ministry of Lompoc Valley Baptist Church, we frequently have different holidays than the public school system. Please be aware of this and post the school calendar in your home in order to plan vacations around our school schedule.



Regular attendance of all students is expected and extremely important. Attendance and punctuality build character traits for later in life, instill the importance of schedule in a Christian's life, and greatly affect the success of a student in his academics. For a student, school is their "work." As much as adults are expected to show up for work on time, students are to be trained to show up for school on time. We are building habits and character for a lifetime of success. It is our desire to cooperate with the families of our students by keeping absences to a minimum.

LVBS does not condone students missing class time in order to work on term papers, study for tests, etc. Students need to learn to budget their time for these disciplines and attend class as usual. We expect our parents to support LVBS Administration with these issues.

A student must be present more than three and a half hours of the school day in order to be counted present for the day. A student who is in school less than three and a half hours will receive a ½ absence. Every student must present a parent's signed note the day they return to school. This note should EXPLAIN THE REASON for the absence, the date of the absence, and should have any doctor's notes attached.

**A student may not miss, for any reason, more than ten (10) days of any one class in a semester. If a student does miss more than ten (10) days of class, each day afterward the student will be placed on attendance probation and may not make up any work, quizzes, or tests. On rare occasions, the Administration will give exceptions for absences.**

***Twenty (20) absences in a year will result in a loss of credit and having to repeat the grade or class.***

**Students are expected to communicate with teachers or Principals prior to all planned absences (school related or personal) to verify**

### **the due date of all homework, quizzes and tests.**

All students involved with away school activities must be in school the following day on time for first hour unless they arrived back at school at 11:00pm or later. If the students arrive later than 11:00pm, they are expected to be at school no later than the beginning of second hour unless cleared with the Administration.

Abuse of the attendance policy could result in disenrollment and will not negate the obligation to pay Lompoc Valley Baptist School for tuition.

### **Excused Absences**

Excused absences include sickness, death in the family, medical appointments, approved school activities, and pre-approved family days (THESE MUST BE APPROVED AT LEAST 24 HOURS IN ADVANCE, MUST INCLUDE A FAMILY ACTIVITY OF THE TYPE THAT WOULD BE CONSIDERED A REUNION OR VACATION, AND ARE AT THE DISCRETION OF THE PRINCIPAL). **Please make it a point, if possible, to plan family vacations during time off of school.**

### **DO NOT plan absences prior to OR DURING mid-terms, school testing and final exams.**

### **Unexcused Absences**

Unexcused absences include those days that do not fit the "excused guidelines." If a student does not produce a note during the day he returns to school from being sick, this will count as an unexcused absence. **It is not the responsibility of the Administration to call inquiring about a note. It will be assumed that if there is no note it was an unexcused absence.** All work missed during the unexcused absence must be made up and may receive a 0%.

More than one unexcused absence may be grounds for immediate suspension or expulsion. Ditching school is not tolerated.

### **Illnesses and Emergencies**

For the well-being of your student and his/her classmates, a student will not be admitted to school if he or she has had a fever, has vomited,

or has symptoms of a possible communicable disease during the previous 24 hours.

Please notify the school if your student has a communicable disease. After a student has had a communicable disease, such as chicken pox, pink eye, impetigo, etc., he/she will be readmitted to school only upon written approval of an attending physician.

Parents **must** call the school office regarding student absences as early in the school day as possible.

### **Makeup Work**

If a student knows that he/she is going to be absent and receives approval for the absence, along with assignments to be done, those assignments are due in accordance with the teacher's instruction and ***the student must take any quizzes or tests which are given, even if it is the same day of his/her return.*** On the other hand, if a student has an emergency absence such as illness, a death in the family, unexpected family matters, etc., he/she will be given a day for every day absent to make up the work missed after returning to school and a free After-school Study Hall for every day absent to make up any missed quizzes and tests. If there is some question as to the amount of makeup time permitted, the parent should immediately contact the office for a parent/teacher conference.

**Note:** Research papers, report, major assignments, etc., are **due on the assigned due date**, even if it will require another person to bring in the assignment.

### **Tardy Policy**

Thank you for making every effort to have your student at school on time. A lifelong habit of being on time will be established for your student.

A. Students in grades K-6 arriving after the regular school day starts must have a parent explain the reason for being tardy. A parent

must accompany the student to their class to accomplish this.

- B. Students in grades 7-12 who are late to first hour for any reason will be considered tardy.
- C. When a student in grades 7-12 has been tardy to first hour more than two times in a quarter, he/she will receive a detention for every tardy after the second one, until the end of that quarter. This will also apply to being late to any other class.
- D. Every three tardies earned in a quarter will be recorded as an unexcused absence.

### **Transportation**

Students may only be picked up from school by their legal guardian unless otherwise stated in their Transportation Form in which the guardian may grant the right of another individual to transport their child home.

### **Student Vehicles**

Students who have a valid driver's license may drive to school. Once they park on campus, the student must gather all material needed for the day and then leave the car. A student's car is off limits until it is time for them to leave. Students are not allowed to transport other students from a different family without a written note **on file** from both student's parents and approval by the principal.

Students with vehicles may leave to **pick up** lunch if they have written permission from a parent on file. This privilege may be withheld if the student has any failing grades or is on behavioral probation.

### **Medical**

Immunization records are on file for each student. Teachers are always alert for physical problems which may arise and immediately report these to the office. The parents are then promptly informed that proper medical attention may be rendered if needed. Lompoc Valley Baptist School does not have licensed medical personnel on campus. If a student needs to take medication during the day, the parent must sign a medication instruction form

and leave the medication with the appropriate office. When a student has a serious medical condition that may require emergency treatment, parents will be required to sign a release of liability agreement.

Accidents are attended to by the teacher on duty. First aid is applied if needed. Parents are then notified immediately and an accident report form is filled out. A copy is given to the parent for the doctor (if necessary), and a copy is filed.

### **Homework**

Homework is perhaps the most important aspect of school with which a parent can help their student.

The responsibility for academic achievement is placed on the students. Should a child not use his time wisely during class time, he will have homework that must be completed before the next day. Please help and encourage your child to complete as much work as possible at school, as it is our desire for your child to have little to no homework.

A study hall time is built into the daily schedule to allow students the opportunity to complete their homework before the end of the school day. The following schedule is for everyday homework assignments and does not cover special projects, reports, and studying for tests.

Homework should be on time, complete, neat, in complete sentences (if applicable), all work shown not just answers (in Math problems), and done according to the teacher's requested format.

### **Quizzes - Grades 3-12**

The purpose of the quiz at LVBS is to hold the student accountable for their participation in daily reviews, correct homework completion, and to evaluate their understanding of the material covered. Quizzes may be unannounced and could be given on any day.

## **RETENTION POLICY**

In kindergarten through eighth grade, students receiving an "F" in three academic subjects are automatically retained. In first through eighth grade, students receiving an "F" in two core subjects will be retained. Core subject are as follows:

- Grades 1-2: Phonics/Reading/Arithmetic
- Grade 3: Arithmetic/Reading/Language
- Grades 4-6: Arithmetic/Language
- Grades 7-8: Math/English

High school students failing any required credit subject for graduation must make up those credits by retaking them during one of the subsequent years prior to graduation. At the high school level, students advance based on their passing English class and obtaining credits. Students must complete both quarters to receive semester credit for a class. If the numerical grade is above a 60% at the end of the semester, the student will receive credit for that semester. In order to take Algebra 2 or Spanish 2, a student must pass Algebra 1 or Spanish 1 with a 70%.

## **GRADING**

Report cards are issued approximately every nine weeks by email to indicate to the parents and students their academic progress. Report cards must be signed within a week. Questions regarding a student's grades should be directed to the student's teacher by calling the school to set up an appointment.

## **HIGH SCHOOL GRADUATION REQUIREMENTS**

The graduation requirements for Lompoc Valley Baptist School are outlined below. Our curriculum is most definitely a college preparatory course of study. It is designed to prepare students for life in the twenty-first century. Society today is advanced and filled with challenges of a technical nature. It is expected of employees that they be trained and knowledgeable in a variety of areas that allow

them to be a well-rounded person. Our school is designed to meet that challenge. Our graduates will have skills and abilities to be able to enter into the academic challenges of a college course of study, should God lead them into that endeavor. Our goal is to prepare Christian young people for a successful life as parents, citizens, and church members in today's society. As such, we want them to graduate with as many tools and abilities as possible. The Administration will encourage the students to take as many classes as they are capable of and challenge them to reach for academic excellence.

All students are required to earn 24 credits as follows:

Bible .....	4
English .....	4
Foreign Language .....	2
Mathematics .....	3
(Algebra 1 .....	1)
(Algebra 2* .....	1)
(Plane Geometry* .....	1)
Social Studies .....	3.5
(World Geography .....	5)
(World History .....	1)
(U.S. History .....	1)
(U.S. Government .....	5)
(Economics .....	5)
Science .....	3
(Biology .....	1)
(Physical Science .....	2)
Speech .....	5
P.E. ....	2
Electives .....	2

## GRADING SCALE/CREDITS (7TH-12TH)

### Grading Scale

<i>Letter Grade</i>	<i>%</i>	<i>Grade Points</i>
A+	98-100	4.33
A	93-97	4.00
A-	90-92	3.67
B+	87-89	3.33
B	83-86	3.00
B-	80-82	2.67
C+	77-79	2.33
C	73-76	2.00
C-	70-72	1.67
D+	67-69	1.33
D	63-66	1.00
D-	60-62	0.67
F	0-59	0.00

### Class Ranking/GPA

High School Grade Point Averages (GPA's) will be based on the average of all courses attempted during High School. In a limited number of circumstances, a student may transfer to LVBS with more than seven classes per semester or students may take additional classes before or after school or during summer sessions.

### Transfer Students

Students are accepted from other schools if they meet the regular requirements for admission. Lompoc Valley Baptist School reserves the right to accept or refuse courses which do not meet Lompoc Valley Baptist School standards for academic courses.

## HONOR ROLL

LVBS has an Honor Roll for grades 1<sup>st</sup> -12<sup>th</sup>. The Honor Roll is a quarterly distinction, and is separated into three different divisions.

4.0 and above	Distinguished Honor Roll
3.5-3.99	Gold Honor Roll
3.0-3.49	Silver Honor Roll

## AWARDS

### K-12<sup>th</sup> Grade

#### *Outstanding Attendance Award:*

- ✓ Has 0 (zero) absences for the current school year

### 1-12<sup>th</sup> Grade

#### *Christian Excellence Award:*

- ✓ 3.0 cumulative GPA over the current school year
- ✓ Having an exemplary Christ-like spirit

#### *Academic Excellence Award:*

- ✓ Having the highest cumulative GPA over the current school year

### 12<sup>th</sup> Grade

Criteria for candidacy is, but not limited to:

#### *Pastor's Award:*

- ✓ 3.0 cumulative GPA over entire high school career
- ✓ A leader of their peers in areas of spirituality and displaying exceptional Christian character
- ✓ 95% percent attendance (no more than 10 days absent this school year)
- ✓ Staff members can nominate students to receive the award if the student "would have met the school's selection criteria for the Pastor's Award but illness,

personal crisis, or special needs

prevented the student from maintaining such high standards despite hard work."

#### **Principal's Award:**

- ✓ 3.5 cumulative GPA over entire high school career
- ✓ Must meet in Reading and Math state assessments while exceeding in one out of the two assessments.
- ✓ 95% percent attendance (no more than 10 days absent this school year)
- ✓ Staff members can nominate students to receive the award if the student "would have met the school's selection criteria for the Principal's Award but illness, personal crisis, or special needs prevented the student from maintaining such high standards despite hard work."

## LEAVING CAMPUS OR CLASS DURING THE SCHOOL DAY

***Lompoc Valley Baptist School is a CLOSED CAMPUS.*** Students may only be off campus during non-school hours (which includes parking areas). ***Students may not sit in their cars on or around campus during school hours, nor may they go to their cars without permission.***

Students in grades K-6 who leave school during the school day must be picked up and signed out by a parent/guardian with their teacher.

Students in grades 7-12 who leave school during the school day must be picked up by a parent/guardian or have written or verbal permission to use their own transportation to go home. All students leaving must sign out by approval of the Principal. Students may not leave for lunch or other nonessential reasons unless they are accompanied by a parent *and* given permission by the Administration.

Students with vehicles may leave to **pick up** lunch if they have *written* permission from a parent on file. (Read under Student Vehicle for more details.)

Students should not invite friends to come and visit them during lunch hour. No guests should be on the premises during school unless they have business there and must be approved by the Principal.

Some field trips and activities hosted by the school will be open to guests and family of students and some activities will not be open. It is the parent's responsibility to contact the Principal in advance if the student is requesting friends or relatives to attend school sponsored activities.

### **Visitors**

We have a general "no visitor" policy at LVBS. Prospective students going into 7<sup>th</sup> through 12<sup>th</sup> grade who wish to visit our campus ("shadow" a student) should make special arrangements with the Administration a week before the visit. Other visits from non-LVBS students are not allowed. Students expelled or asked to dis-enroll from LVBS for any reason are not permitted on campus during school hours, unless they have permission from the Administration and are accompanied by a parent. ***Guests must meet LVBS's dress code and grooming guidelines.***

Students from Lompoc Valley Baptist School, who invite guests to school activities, are responsible for instructing their guests regarding LVBS policies.

LVBS alumni, family and former students (from out of town) may visit the campus with permission from the Administration.

### **DRESS CODE**

Lompoc Valley Baptist School stresses the Biblical standard of modesty and appropriateness of dress (Romans 12:1). The expectation is of a neat and clean appearance, and a Christ-like attitude. Student manner of dress should not detract from the school's

mission and values. Dress and appearance have a direct influence on the learning environment. Dress is often related to the attitude and demeanor of student in their campus relationships and in their communication with administration and staff. Students must adhere to the school dress code at all times while on campus. Students must be sure to dress modestly and appropriately while at school functions off campus.

**Students that attend school-related activities on campus, field trips, or college visits that are taken during school hours must be in school dress code.** If the activity requires the wearing of something other than the school dress code, prior authorization from the school Administration is required.

Parental review before a student leaves for school is an important contribution to meeting dress code standards.

### **Uniform**

Lompoc Valley Baptist School requires a specific school uniform to be worn. The LVBS school uniform includes:

- Polo shirts, short or long-sleeved, in burgundy, black or heather gray
- Black or khaki slacks or jeans (for boys)
- Black, khaki, denim, or heather gray knee-length skirts
- All uniforms are to be clean and well-pressed.
- Shirts must be tucked in, and the only the top button may be unbuttoned.

### **Dress Code Standards**

- Clothes must not have holes (either deliberate design in the clothing or obvious tears). Ripped, frayed, or cut off clothing may not be worn. Covering the hole or tear with tape is not sufficient.
- Proper footwear is to be worn at all times for safety purposes. Some classes may have more stringent requirements than others. Slippers and flip flops are not allowed. *Grades K-6 requires closed-toe shoes*

*appropriate for outdoor play with socks to be worn at all times.*

- Any clothing, jewelry, backpacks, binders, book covers, etc., with logos, slogans, pictures promoting drugs, alcohol, tobacco, sexual imagery, rebellion against authority, gangs, or anything that is contrary to Christian standards may not be worn/brought to school.
- Body piercing (including nose piercings) or tattoos (permanent or not) are not allowed with the exception of a single piercing on ears for girls.
- Students entering LVBS who already have body piercing(s) are required to remove them while on campus and at all school sponsored activities. Covering piercings with a patch or bandage is not sufficient; using clear spacers is not allowed. Girl's pierced ears should be appropriate and not excessive (determined by the Administration).
- Hair should be clean and styled neatly. Extreme or odd styles or colors are not allowed and hair coloring must be a natural color (determined by the Administration).
- Hats (for boys) and hoods are not to be worn inside buildings.
- Baseball caps are not allowed to be worn on the campus during school hours.
- No pullover hoodies or sweatshirts are allowed.
- Sunglasses must not be worn indoors.
- Drawing or writing on oneself or others is not permitted.
- Cross dressing is not permitted.

#### **Dress Code for Female Students**

- Dresses and skirts must be modest and fit properly. The length should be no shorter than the bottom of the kneecap when standing. This includes skirts worn with leggings. Dresses and skirts must be loose and not form fitting (determined by the Administration). Dresses must have sleeves. If a dress does not have sleeves, a

blouse/shirt may be worn underneath or a sweater/shrug on top.

- Pants/shorts are not allowed.
- Shirts/tops must have sleeves and be modest and fit properly, covering the back, cleavage, and midriff.
- Undergarments must be worn, but not be visible.
- Leggings or shorts must be worn underneath the skirt by grades K-6 for play at recess.
- Make-up may be used for grades 7-12 as long as it is not excessive or distracting (determined by the Administration).
- **P.E. requires:**
  - Loose-fitting t-shirts, no inappropriate branding (determined by the Administration)
  - Culottes are preferred, but knee-length skirts that allow easy movement with leggings underneath are allowed
  - Tennis Shoes with socks

#### **Dress Code for Male Students**

- Facial hair is not allowed. Sideburns may not be below the middle of the ear.
- Hair should be cut conservatively (semi-tapered). No hair may touch the collar or ears.
- Shoes must be dress shoes or casual dress shoes (7-12).
- Pants must be worn with a belt (7-12) and pulled up to the waist. No cargo pants are allowed. Pants must fit properly (neither too small nor too large).
- Muscle shirts, undershirts, or tank tops are not allowed to be worn as outer garments. All shirts must have sleeves. Cutoff sleeves are not allowed.
- No earrings, bracelets, necklaces, or effeminate jewelry may be worn (determined by the Administration).
- **P.E. requires:**
  - Loose-fitting t-shirts, no inappropriate branding (determined by the Administration)
  - Long athletic shorts or athletic pants

- Tennis Shoes with socks

### **On Campus Activity Dress Code**

Students that attend activities after school hours (i.e., games, competitions, etc.) do not have to be in school uniform; however, all clothing must be **modest and appropriate**, and must meet the same criteria as properly fitted school dress code guidelines. Accessories must still meet the guidelines for dress code (i.e., shoes, hair, jewelry, etc.) **Yoga pants, sweat pants, short shirts, shorts, halter tops, tank tops and spaghetti straps are not permitted.**

**The activity dress code should be considered a privilege.** If students violate this special dress code, regular uniforms will then be required for all activities.

### **Off Campus Dress Code**

All clothing must be **modest and appropriate**, meeting the same criteria as properly fitted school dress code guidelines. Students must be sure to dress modestly and appropriately while at school functions off campus. As referred to in our standards of conduct/behavior code, students are expected to be good examples both on and off campus.

### **Dress Code Violations**

Students who come to school blatantly out of dress code will be sent to the office and will either have to go home, or a change of clothes will need to be brought to school.

Students who commit minor infractions that cannot be fixed immediately (i.e., hole in pants, dirty or unkempt uniform, etc.) will be given a warning and a slip sent home for the parents to sign. After three (3) such warnings, a dress code violation will be given.

(Dress code violation count will start over at semester.)

- 1<sup>st</sup> Violation – 15 minute detention
- 2<sup>nd</sup> Violation – 30 minute detention
- 3<sup>rd</sup> Violation – 45 minute detention
- 4<sup>th</sup> Violation and beyond – suspension

## **STANDARDS OF CONDUCT/BEHAVIOR CODE**

All students and parents are **required** to read the Handbook, including the “Standards of Conduct/Behavior Code.” Acknowledgement and acceptance of this reading is recorded during the first week of school. (Exception: If students are too young to read, parents should explain the contents as appropriate.) We expect our students to be good examples of proper Christian behavior both on and off campus. Any violation of these standards, on or off campus, is grounds for suspension or dismissal from school with tuition refund penalties. (See **Tuition Refund Policy**).

### **I. STANDARDS OF CONDUCT**

Lompoc Valley Baptist School holds high standards of behavior and conduct for all its students. We have a fundamental statement of faith and a general, conservative philosophy of education. LVBS must, therefore, provide an environment conducive to spiritual growth and development of young people who are not yet mature Christians. A standard of conduct based on the following Biblical imperatives is necessary to provide such an environment. All of the activities of the Christian must reflect the glory of God Who indwells us (I Corinthians 8:9, 12-13; 10:32). The Christian will endeavor to be sensitive to the spiritual needs of the world and to other Christians’ physical, mental or spiritual well-being (I Corinthians 9:27).

A sense of the need for spiritual growth in light of these principles has led LVBS to adopt the following standards. These are conducive to the environment that will best promote the spiritual welfare of the student. The school, therefore, requires each student, whether at home, school or elsewhere:

- A. To maintain Christian standards of morality, honesty, courtesy and kindness.
- B. To refrain from the use of swear words, pornography and using indecent language; from use of tobacco products (including e-



cigarettes), drinking alcoholic beverages, abusing drugs, using illegal drugs; from stealing, gambling or being involved in any other activity which would dishonor Christ or the Christian reputation and honor of Lompoc Valley Baptist School.

The selection of restrictions mentioned in this pledge may appear arbitrary to some, but, while not condemning others who see differently, Lompoc Valley Baptist School believes that these specific types of conduct are detrimental to the standards established as its objective. Students are expected to abide by these standards throughout their enrollment, whether **at home, school, or elsewhere**. Students found to be out of harmony with the Lompoc Valley Baptist School ideals of work and life may be invited to withdraw whenever the general welfare demands it, even though there may be no specific breach of conduct.

In this atmosphere of definite and positive Christian standards, professional scholastic planning and genuine personal relationships between faculty and students, there is fine opportunity for the development of strong Christian character.

### **Litter and Trash**

Lompoc Valley Baptist School takes pride in having a clean and safe learning environment and students are to respect the campus by picking up after themselves and encouraging others to do the same. All trash and recyclables should be placed in the proper receptacles located throughout the campus.

### **Vandalism and Graffiti**

Damaging or defacing school property is a serious offense, and may result in dismissal from school.

## **II. HONOR CODE**

The Lompoc Valley Baptist School Honor Code will be read and signed by all students in 7<sup>th</sup> through 12<sup>th</sup> grades.

### **Lompoc Valley Baptist School Honor Code**

To accomplish our vision and mission statements, the discipline system at Lompoc Valley Baptist School is designed to create a safe environment for our LVBS community that “nurtures the spiritual, academic, physical, and social growth of our students.” We seek to establish a clear standard of behavior based upon Biblical truth.

The LVBS community believes this safe and nurturing environment is best achieved within an atmosphere of clear consequences for unacceptable behavior tempered with grace and mercy. Our students must understand that their choices produce consequences--positive consequences for honorable behavior and negative consequences for dishonorable behavior. Students should understand they will be held accountable for their actions.

Attendance at Lompoc Valley Baptist School is a privilege. The hope and desire of the LVBS community is that each student will remain a member of LVBS for as long as he/she chooses. However, because of poor choices or habitual discipline problems, it may become necessary to remove a student from the LVBS community.

The instrument adopted by the Lompoc Valley Baptist School to implement this philosophy of discipline is the Lompoc Valley Baptist School Honor Code.

### ***Honor Code***

Out of a desire to honor God,  
I commit to a lifestyle  
Which reflects trust,  
Honesty, and respect for  
My peers, authority,  
And all property.  
I acknowledge this lifestyle  
Does not condone lying,  
Cheating, stealing, and other dishonorable acts.  
Committing to this code  
demonstrates my respect for  
Lompoc Valley Baptist School  
As we strive to glorify God  
And love others.

## **INTRODUCTION**

The Honor Code is not only at the core of the discipline system at Lompoc Valley Baptist School, it is also the foundation of our school community. The Honor Code begins with a commitment by each student to personal integrity, is expanded by a

refusal to condone dishonorable behavior, and is strengthened by support of appropriate consequences for those who violate the Honor Code. The system will be as successful as the members of the community are willing to hold one another accountable.

### **VISION OF AN HONORABLE COMMUNITY**

An honorable community is one of mutual trust, honesty, and respect. It is a community where each individual is expected to encourage his/her peers to live honorably as well. It is a community where students do not feel the pressure from peers to lie and cheat, and where students are not ridiculed for their commitment to live honorably.

An honorable community is more than a commitment to follow a set of rules. It is a commitment to an honorable lifestyle. **It is our hope that our student's commitment to an honorable lifestyle will far outlive their time at LVBS.** We hope our students see the benefits of an honorable lifestyle and allow the principles of the Honor Code to govern all aspects of their lives.

### **STUDENT INVOLVEMENT**

The Honor Code is intended to work for the students, not against them. It is structured to encourage them to live with integrity. The effectiveness of the Honor Code is directly proportional to the level of student ownership. **Ultimately, the strength of the Honor Code rests with our students' commitment to follow it and their commitment to hold each other accountable.**

### **HONOR CODE VIOLATIONS**

The following is a list of the most common Honor Code violations, including specific examples of dishonorable behavior.

#### **Lying**

**Definition:** Any action, appearance, or statement, which an individual knows, or should know, to be untrue, given with intention to deceive.

Examples of lying include, but are not limited to:

- Making a false statement in an attempt to gain an unfair advantage
- Giving false excuses and explanations for being absent or tardy
- Bending the truth or pretending not to understand information that one is expected to know

- Lying by omission
- Leaving out pertinent information in order to gain an unfair advantage or to protect others
- Receiving permission from a teacher to go one place and going someplace else
- Forgery

#### **Stealing**

**Definition:** Taking or attempting to take property, whether physical or intellectual, without right or permission

Examples of stealing include, but are not limited to:

- Taking something without permission of the owner even if the intention is to return whatever is taken
- Borrowing something without permission even if the intention is to return whatever is borrowed
- Finding something and making little or no effort to locate the rightful owner
- Unauthorized removal of academic materials from a teacher

#### **Cheating**

**Definition:** Using or attempting to use unauthorized assistance or advantage in academic work that is submitted as one's own individual efforts or the giving of such assistance to others

Examples of cheating include, but are not limited to:

- Turning in work that was **not entirely** done by the student and giving the impression that the work was done by the student
- Copying homework without the consent or approval of the teacher
- Using translation sites off the internet or software in foreign language classes
- Using workbooks from a previous year with answers already written in
- Working with others on any assignment which is intended to be an independent effort
- Dividing up work among group members that was intended to be done together
- Using a similar assignment from a past class (book report, essay, etc.)
- Allowing one's academic work to be used in place of another's
- Having notes or textbooks visible during tests or quizzes
- Giving or receiving information about a test, quiz, or other assignment prior to starting the

assignment (This include receiving from someone unauthorized specific test questions or information about topics included in the assignment)

- Glancing at someone else's test or quiz or allowing someone to glance at your test or quiz during the administration of the test or quiz
- Using a calculator when instructed not to use one
- Not telling your teacher that the score on your test is added wrong
- Not telling your teacher when a wrong answer was not marked wrong
- Instead of reading the original book or original literary work:
  - Reading a condensed version
  - Seeing the film or video
  - Using CliffsNotes without permission
  - Reading an English version of a work assigned in a foreign language

### **Plagiarism**

**Definition:** Literary theft, misrepresentation, and falsification

Explanations of plagiarism include, but are not limited to:

- To **plagiarize** is to **steal** someone's ideas or thoughts or to **borrow dishonestly** from another
- To **sign one's name** to a daily assignment or major work is to **declare that work totally one's own**. By not clearly marking the source of the information, thoughts or ideas, a student commits **plagiarism**
- To **copy directly, paraphrase, or summarize** with premeditation and without documentation is to **deliberately plagiarize**
- **Inadvertent documentation mistakes** that allow another's word, thoughts, or ideas to be credited as one's own due to improper referencing is considered **plagiarism**
- **"Plagiarism is a serious violation of another person's rights, whether the material stolen is great or small; it is not a matter of degree or intent"** ("Academic writing at WFU: Statement on Plagiarism")
- Plagiarism is prevented when the proper form of documentation is followed.

### **Standards for Proper Documentation**

Items that must be documented are facts, quotations, paraphrases, and summaries. Writing that expresses one's own thoughts, experiences, or interpretations and is stated in one's own words does not require documentation. Also, when information is common knowledge or is from a specific text, it does not need citation. As a standard for the proper documentation, LVBS will use the *MLA Handbook* for both middle and high school. Students will receive specific written instructions and examples of appropriate and inappropriate referencing at the beginning of each school year.

### **Other Dishonorable Acts**

These acts include, but are not limited to, gossip, the use of alcohol, the use of illegal drugs, sexual imagery, inappropriate and abusive language, student and teacher disrespect, and vandalism. Students suspected of drug or alcohol use may be asked to take an immediate drug test at a school approved drug testing facility at the parents' expense.

### **Dealing with Suspected Honor Code Violations**

If a student suspects a classmate has committed an Honor Code violation, he/she has several options:

- Discuss the potential violation with the student and give the student an opportunity to turn himself/herself in to the Administration.\*
- Go to an administrator or a teacher with the suspected violation.

\*If the violations are true and the violator makes any type of threat, the student being threatened should report the violator to the Administration.

Based upon the principles established in Galatians 6:1a "Brethren, if a man be overtaken in a fault, ye which are spiritual, restore such an one in the spirit of meekness;" , this conversation is best handled with an attitude of care and concern for the suspected violator and not with an attitude of harshness or reprisal. In an honorable community, students have a responsibility to "restore such an one". This policy does not leave room for students to discuss (gossip) about suspected violations amongst themselves. Gossip falls under the category of "other dishonorable behaviors" and is an Honor Code violation itself.

If a member of the staff suspects an Honor Code violation, after discussing the incident with the

student, he/she is obligated to turn in the violation to the Administration.

Once an Honor Code violation has been reported, the Administration will assign disciplinary consequences to fit the violation and student.

### **CONSEQUENCES FOR HONOR CODE VIOLATIONS**

The seriousness and nature of an Honor Code violation as well as the student's previous behavior, in large part, determines the consequences. The most serious violations will be a recommendation of dismissal. Consequences for Honor Code violations that do not warrant a recommendation of dismissal include, but are not limited to:

#### **Behavioral Probation**

Students that commit an Honor Code violation may be placed on behavior probation. Another Honor Code violation or other serious discipline problem could put the student's future at LVBS in jeopardy.

Probation is for, but not limited to, two semesters. Any student on probation at the end of the school year will be evaluated by the Administration to determine whether they will be allowed to return in the fall. A student's disciplinary record, teacher recommendation, and in some cases, an interview will be used to evaluate the student's future.

#### **Student Leadership and Special Privileges**

Students who hold a position of leadership will be removed from that position.

Students with special privileges including, but not limited to:

- Off-campus lunch
- Class trips
- Half-day work release

will have those privileges revoked at the determination of the Administration.

#### **Academic Consequences**

If the Honor Code violation involves academic work (homework, tests, quizzes, papers project, etc.), the student will receive consequences as outlined in the LVBS handbook.

#### **Suspension/Expulsion**

If the presence of a student at school would jeopardize the safety of others in the LVBS community or cause a disruption in the normal operations of the school, the student may be

suspended. There are also some serious violations that may warrant expulsion.

### **CLASSROOM BEHAVIOR**

Many behaviors are consistent from classroom to classroom, such as respect for the teacher, respect for fellow students, and being on time. Other behaviors may be acceptable in one classroom and unacceptable in another, depending on such factors as teacher style and course content. For example, certain behaviors are acceptable in PE class but not in an English class. Each classroom teacher is responsible for communicating his/her distinct discipline policies and consequences to the students. These consequences may include reprimands, detention, special seating arrangements, or other appropriate measures.

### **OFF CAMPUS BEHAVIOR**

Once a student decides to attend LVBS, certain responsibilities accompany that choice. Attending Lompoc Valley Baptist School means that wherever a student goes, the name of LVBS goes with him/her. Each student's actions will be judged as an extension of the reputation of LVBS. That responsibility must be taken seriously, especially since our name does represent the name of Christ. It should be that members of the LVBS community would always desire to conduct themselves in a way that brings honor to the name of Christ. All individuals are responsible to conduct themselves in a way that does not dishonor what LVBS desires to represent. Bearing a name with honor is a grave responsibility and must be considered at all times. Hence, Lompoc Valley Baptist School must care what all its community members do both on and off campus since an honorable reputation is to be highly valued. *"A good name is rather to be chosen than great riches," Proverbs 22:1a*

*Violation of the Honor Code on or off campus will have consequences.*

### **DISCRIMINATION AND HARASSMENT**

The Lompoc Valley Baptist School community is expected to be one of respect and reconciliation. Therefore, student or teacher disrespect will not be tolerated. Students are to refrain from words or actions that demean, insult, bully, or threaten others. Even if a student considers his/her disrespectful comments or behavior to be a joke, such activity will be considered a violation of the

Honor Code. Verbal attacks on one's sex, race, religion, or ethnic origin is not acceptable. Explicit or subtle references of sexual nature, e-mails, text messages, voicemails, notes, letters, comments, or jokes with sexual overtones, obscene language, unwanted physical advances or the invasion of one's personal space have no place within the LVBS community. Any student engaging in such activity will be considered in violation of the Honor Code.

#### **THE HONOR CODE ALWAYS APPLIES**

***Always assume that the Honor Code is in effect.***

Whether openly stated or not, the principles and policies of the Honor Code are continually applicable.

### **III. BEHAVIOR CODE**

**The following policies are designed to promote the best possible learning environment in the classroom and to instill the importance of accepting authority and responsibility in each student. Each student is required to be obedient and respectful to the authority of the school staff and to address each staff member with "yes, sir," "no, sir," "yes, ma'am," and "no, ma'am." Discipline is the primary responsibility of the teacher.** However, if inappropriate behavior continues, a lunch or after school detention or a parent conference may be necessary. As a last resort, a teacher may send students to the office if the situation so demands. **Every teacher has at least two rules: Students are not to communicate in class without permission, and they are not to leave their seat without permission.**

Generally, common sense should guide all behavior. However, the following will not be tolerated at LVBS and may be grounds for suspension or expulsion:

- A. Leaving class without permission or staying away from class without permission
- B. Use of profane language or lying
- C. Disrespect towards teachers or other students
- D. Refusal to obey a teacher, administrator, etc.

- E. Use of, or having possession of, tobacco products (including e-cigarettes), alcohol or drugs
- F. Any behavior that is indicative of or an imitation of drug behavior
- G. Fighting, rough play
- H. Possession of flammable materials such as matches and lighters
- I. Destruction of property (school or others)
- J. Reckless driving (could result in possible loss of driving privileges)
- K. Stealing
- L. Possession of firearms, a knife, club, stick or any such instrument, including pepper spray, which could conceivably be used as a weapon
- M. Bullying or harassment, whether physical, verbal, or through the use of cyber or other electronic devices
- N. Any other activity not included in this list that is deemed inappropriate by the School Administration

The following may be grounds for a lunch (K-6) or after-school detention:

- A. Throwing trash onto the grounds or in buildings
- B. Rough play and any physical play that can result in injury
- C. Eating in classrooms, auditorium, or during Chapel
- D. Tardy or failure to come to class prepared (book, pen/pencil, paper, etc.)
- E. Talking or passing notes in class

### **IV. APPROPRIATE RELATIONSHIPS**

At Lompoc Valley Baptist School, we strongly desire to build upon a Biblically-based foundation for students in the area of relationships and encourage parental interest and counsel in these matters. To encourage proper conduct, LVBS upholds these guidelines:

- Students commit to refrain from the following activities with the opposite gender: kissing, sitting on another

student's lap, extended embracing or holding hands.

- Students commit to refrain from inappropriate play or physical contact which may be interpreted as sexual in nature.
- Students commit to refrain from being alone or in unsupervised situations with the opposite gender.
- Students commit to refrain from practices that Scripture forbids, such as sexual relations outside of marriage and homosexual behavior.
- While Lompoc Valley Baptist School wishes to encourage the development of appropriate relationships, we also desire they be wholesome and God-glorifying.

It is important that students' companionship be broad enough to enable them to have a variety of social contacts with many members of the opposite gender. For this reason, we encourage frequent social times of fun, recreation, and fellowship. Exclusive relationships can be harmful not only to the couple involved, but also to those they may be excluding.

Should improper relationships develop, the students involved will be counseled. Should they continue, parents will be notified and a conference may be held to correct the behavior. If there is any doubt whatsoever whether an activity is right for a couple, it should be avoided. An unmarried couple should avoid activity that tempts them toward sex or that gives an appearance of immorality.

## **V. CHEATING**

Cheating and/or plagiarism will not be tolerated at Lompoc Valley Baptist School. If a student cannot pass without cheating, he/she does not belong at LVBS. Consequences will be as follows, regardless of whether the cheating was on a quiz, a major examination, homework, or independent work.

**Please note: Knowingly giving information or answers carries the same penalty as copying or**

**taking answers. Chronic cheating behavior will result in expulsion.**

### **7<sup>th</sup> – 12<sup>th</sup>**

- **First offense** – detention, a zero for the assignment or test, and a memo to the student's file
- **Second offense** – Two-day suspension and a zero
- **Third offense** – Possible permanent expulsion or long-term suspension

### **K – 6<sup>th</sup>**

- **First offense** – Privately talk to the student, a zero for the assignment or test
- **Second offense** – lunch detention and a zero
- **Third offense** – Immediate call to the parent and a zero

## **VI. BULLYING**

### **ANTI-BULLYING & SEXUAL HARASSMENT POLICY**

#### **LVBS Commitment**

Lompoc Valley Baptist School is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation and harassment. The school is prepared to take action to prevent and correct any violations of this policy and anyone who is found in violation of this policy will be subject to disciplinary action up to and including withdrawal from school.

#### **Definition of Bullying**

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

There are three types of bullying:

1. *Verbal bullying* is saying or writing mean things. Verbal bullying includes teasing, name-calling, inappropriate sexual

comments, taunting, and/or threatening to cause harm.

2. *Social bullying*, sometimes referred to as relational bullying, involves hurting someone's reputation or relationships. Social bullying includes leaving someone out on purpose, telling other children not to be friends with someone, spreading rumors about someone, and embarrassing someone in public.
3. *Physical bullying* involves hurting a person's body or possessions. Physical bullying includes hitting/kicking/pinching, spitting, tripping/pushing, taking or breaking someone's things, and making mean or rude hand gestures.

### **Definition of Cyber Bullying**

*Cyber bullying* is bullying that takes place using electronic technology. Electronic technology includes devices and equipment such as cell phones, computers, and tablets as well as communication tools including social media sites, text messages, chat, and websites. Examples of cyber bullying include mean text messages or emails, rumors sent by email or posted on social networking sites and embarrassing pictures, videos, websites or fake profiles.

### **Definition of Sexual Harassment**

Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status, or progress.
2. Submission to or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.
3. The conduct has the purpose or effect of having a negative impact upon the

individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.

4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through LVBS.

### **Examples of Sexual Harassment**

- Unwanted sexual advances or propositions
- Offering academic benefits in exchange for sexual favors
- Making or threatening reprisals after a negative response to sexual advances
- Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects of pictures, cartoons or posters
- Verbal conduct such as making or using derogatory comments, epithets, slurs and jokes
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations
- Physical conduct such as touching, assaulting, impeding, or blocking movements

***Student/Student Harassment is prohibited.***

***Employee/Student Harassment is prohibited.***

### **What to Do If You Experience or Observe Bullying and/or Harassment**

Students who feel that they have been subjected to bullying and/or harassment are encouraged to promptly report the matter to a trusted teacher or Administrator.

Students who observe incidents of bullying and/or harassment are also encouraged to report the matter to a teacher or Administrator.

Lompoc Valley Baptist School is committed to each student's success in learning within a caring, responsive, and safe environment that is free of discrimination, violence, and safe bullying. Our school works to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the school community.

## **VII. SOCIAL NETWORKING POLICY**

Students at Lompoc Valley Baptist School are held in high regard and are seen as role models in the community. As such, we have a responsibility to portray our school, community, and ourselves in a positive manner at all times. It is also important to remember that being a student at LVBS is a privilege, not a right.

In recent years, social networking sites such as Facebook, Instagram, Twitter, etc. have increased in popularity and are used by many students at LVBS.

Students may not be aware that third parties, including the media, faculty, parents, future schools, and future employers can easily access their profiles and view all personal information. This includes all pictures, videos, comments, and posts. Inappropriate material affects the perception of the student and Lompoc Valley Baptist School. This can be detrimental to a student's future and to the school.

Examples of inappropriate and offensive behavior concerning participation in online communities may include depictions or presentations of the following. These are examples and are not intended to be an exhaustive list.

1. Posting photos, videos, comments, or posts showing the personal use of alcohol, tobacco, such as cans, shot glasses, bottle(s) of liquor, etc.
2. Posting photos, videos, and comments that are of a sexual nature. This includes links to websites of a pornographic nature and other inappropriate material.

3. Posting pictures, videos, comment or posts that condone drug related activity. This includes, but is not limited to, images that portray the personal use of marijuana and drug paraphernalia.
4. Using inappropriate or offensive language in comments, videos and other postings. This includes threats of violence, racial slurs or derogatory comments against students, faculty, courses, or other programs, etc.

If a student's profile and its content are found to be inappropriate in accordance with the above behaviors, the students will be subject to appropriate punishment which may include expulsion.

## **VIII. DISCIPLINARY SYSTEM**

### **Character Development**

One of our chief goals at LVBS is to encourage Christian character within each student that will be evidenced by his outward character whether he is at home, school, or elsewhere. The character of a student should remain the same, regardless of his location. An undisciplined life is largely an unproductive life. We remind students that *"whatsoever ye do, do all to the glory of God."*

### **Classroom Behavior**

Students are expected to respect the authority of teachers and adults at all times. The classroom should be a place where learning is fostered above all else. In our classrooms, God is honored. Actions such as disrespect for an adult, note passing, property abuse, teasing, condescension, or any other form of disruptive behavior is not tolerated. If this behavior is noted, immediate and appropriate discipline will be taken. Students must maintain biblical self-control while in the classroom.

### **Discipline**

Our purpose in student discipline is to provide a foundation and to produce the character of Christ through the implementation of biblical



principles of correction. According to God's Word, obedience to the rules is designed to protect a person for God's best in his life, rather than preparing a person for a life of surrender to the world. Standards of discipline will help a student maintain the conviction of his parent's heart.

Our philosophy in the application of a disciplinary system is to exhibit a spirit of concern and control. Our concern is motivated by a desire for each student to travel in the direction that God would have for him. Discipline at LVBS is never carried out with the goal of hurting or demoralizing, but rather of protecting the student from unprofitable pursuits in life. Our disciplinary system is designed to be administered with equity, based not on who the student is, but on the basis of what principle or what policy may have been violated and to what extent has the student violated the rule.

When a student exhibits a character deficiency, a school staff member will inform the parent by a note that includes any other disciplinary actions necessary.

Discipline may require detention, a parent/teacher conference, or another action deemed necessary by the teacher. The appropriate action taken is based upon a five point, progressive system as follows.

1. Oral Reproof—to give a simple, clear statement of what rule the child offended and to give clear warning of consequences if the behavior continues.
2. Loss of Privileges/Detention—to restrict the activities enjoyed by the student. Other penalties will be given each time a student continues in the same offense. (See Section IX. Detention)
3. Classroom dismissal—to remove the student from the classroom. Repeat offenses in one day will result in the student being sent to the principal's office.

4. School dismissal—to notify the parents of continued misbehavior and to request that they take the child home for the remainder of the day.

Further action may include suspension or expulsion. Depending on the severity of the offense, the teacher may proceed to certain points of discipline. A parent may be asked to attend school with their child for a day.

### **Parental Support**

In 7-12, whenever an infraction has occurred, a slip will be sent home to be signed by the parent and sent back to the teacher the following day. If a student fails to bring back a signed slip, the student will receive further punishment. Parents are the primary dispensers of discipline; we merely act as their agents, notifying them through the homework manual (K-6) and personal contacts of problems that they need to address. Parents may notify the teacher if an infraction is in question, and we will take it into consideration.

We ask your help in these crucial areas. First, *if you have a question about any discipline, please call the teacher after classroom hours rather than question our judgment in front of your child.* Once you have destroyed your child's respect for a teacher, there is little hope that this person will be able to continue influencing your child for Christ. As is the case in so many situations, there is always "the other side of the story" that you do not get from your child.

Secondly, *treat every offense as a very serious matter.* If you treat this offense casually, you send a message to your child that dad and mom are much more interested in not being bothered than in enforcing and reinforcing good discipline and character development.

Thirdly, *help your student to manage their affairs and correct their mistakes.* Pray with them about their failures and encourage them to correct their ways, and apologize to the teacher.

<b>Infractions</b>
No cell phones – students are required to turn their cell phone into their homeroom teacher every morning
No internet access allowed unless authorized by the administration
No tablets, laptops, or MP3 players unless authorized by the teacher
Student found looking at content that the administration deems inappropriate will be expelled from LVBS
Being unprepared (supplies, textbooks, homework, etc.)
Failing to return any documents needing parent signatures
Forging signatures
Unexcused Tardy
Plagiarism (student will receive a zero on that assignment)
Student's area not clean
Drawing on, tearing, or placing stickers on textbooks
Disrespectful address to staff
Touching the opposite gender
Direct disobedience
Failing to obey right away
Lying
Stealing
Cheating (see V. Cheating)
Aggressive contact
Fighting physical or verbal
Filthy or inappropriate language
Name calling
Dress code violation (see Dress Code Violation)
Wandering the halls
Gum chewing
Running in the building
Sitting in the stairwell
Leaving trash in any room
Rearranging furniture without putting it back in place
Defacing school property (student will be charged for the cost of any repairs they caused)
Loitering in the kitchen or restrooms

Leaving dirty dishes
Eating food anywhere but the fellowship hall or outside
No male and female may ever be alone in a hallway or a room
No male and female may leave the school property together alone
Kissing, embracing, or physical contact of any kind is not permitted
Immorality
Possession of drugs, alcohol, tobacco, or pornography (at anytime on or off the property)
Gang affiliation
Singing or listening to inappropriate music
Riding with another student unless stated on transportation release form

## **IX. DETENTION**

Detention will be given at the discretion of the teacher or Principal. Tardies, disrespect toward others, disrupting class, and disobedience are a few of the reasons for which a student may receive detention.

There are two types of detention at LVBS: lunch detention (K-6) and after-school detention (all grades). Lunch detentions will be served at the appropriate lunch. After-school detentions will be served on Thursdays. Students will check-in five minutes after the end of the school day. Depending on the severity or repetition of the infraction, after-school detention will be fifteen, thirty, or forty-five minutes in length. For the parent's convenience, a one hour Saturday detention will be available with a supervision fee of \$10. Failure to complete a Thursday detention will result in a Saturday detention.

Detentions must be served on the Thursday or Saturday immediately following notification of the infraction. Failure to complete the detention will result in further disciplinary action.

## **X. BEHAVIORAL PROBATION**

A student may be placed on behavioral probation for a number of reasons (i.e., suspension, recommendation from Administration, disrespect to a faculty member, etc.). A student on behavioral probation is expected to conduct him/herself in an orderly fashion. If a student is suspended while on behavioral probation, the student may be asked to leave Lompoc Valley Baptist School or be expelled.

## **XI. SUSPENSION/EXPULSION**

Suspensions will be used at the discretion of the Principal. Participation in sports during the term of suspension will not be allowed and may include a Saturday. Removal from the team after suspension will be at the discretion of the coach with the approval of the Principal.

Students who are suspended from school must make up all work missed. Students on an out-of-school suspension are not allowed on campus.

**Seniors who are suspended during their senior year are not allowed to go on the Senior Trip.**

(An appeal may be made to the administration.)

Expelled students are not permitted back on campus until the following school year and only with permission from the Administration. Expelled students must wait an entire year for readmission to LVBS.

Suspensions are the responsibility of the Principal. Expulsions are the responsibility of the Administration. Appeal of an expulsion must be done by the parent to the Administration via a written request within seven days. The Administration will rule on all expulsion appeals.