



Diploma
School and Home Instructional Program

Policy and Guidelines Handbook

Shenandoah Valley Christian Academy
4701 Valley Pike - PO Box 1360
Stephens City, VA 22655
Phone: 540.664.1980
www.svca.net

SHIP Coordinator
Audrey Braun-Duin
Email: abraunduin@svca.net

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SHIP Vision Statement

SVCA's School and Home Instructional Program exists to assist and support home-schooling parents as they educate their children to know God and to love him with all their heart, soul, mind, and strength (Deuteronomy 6:4-9) thus guiding them to embrace and live out God's will for their lives.

SHIP Mission Statement

The School and Home Instructional Program was developed for self-motivated parents who desire to educate their children at home. With the purpose of helping parents with this God given responsibility and to enhance and supplement their efforts, the program will partner with home-schooling parents to prepare their children for life by articulating a vision of academic excellence, facilitating entrance into higher education and the workplace, establishing systems of mutual accountability, and urging students and parents alike to live for the glory of God.

History of Shenandoah Valley Christian Academy

Shenandoah Valley Christian Academy (SVCA) was established in 1976 as an outreach ministry of the Shenandoah Valley Baptist Church (SVBC). Since its first graduating class of one student, SVCA has grown to be a 300-student school providing a Christ-centered education for students in pre-kindergarten through twelfth grade.

All throughout the history of the academy and continuing today, the primary focus of all activity is to give the Gospel of Christ to those who are lost, to promote spiritual growth to students who are saved, and to prepare all to use the gifts God has given them for His Glory. This has been accomplished throughout the years as we see numerous alumni surrendered to missions and planted in the secular world as doctors, lawyers, teachers, homemakers, administrators, and others who are serving right here at SVCA. We thank God for His faithfulness.

SVCA Vision Statement

Shenandoah Valley Christian Academy seeks to educate students to love God with all their heart, soul, mind, and strength thus guiding them to embrace and live out God's will for their lives.

SVCA Mission Statement

Shenandoah Valley Christian Academy will conduct an academic and spiritual program nurtured in Biblical principle that daily opens the minds of students toward being successful in God's eyes. Each student will be challenged with a holistic Christian worldview through total integration of faith and learning in each program.

School Colors and School Mascot

Green, Gold, and Black
The Patriot

Diploma SHIP Benefits

The purpose of SHIP is to support families who have chosen home schooling as the primary means of education for their children. Our program is designed to aid such families in the following ways:

- Assistance in evaluating curriculum and instruction
- Assistance in plotting a high school education plan in preparation for college or career
- A high school diploma from SVCA
- Participation in the graduation ceremony
- Official cumulative school records
- Two portfolio evaluations, one per semester, completed each year
- Standardized testing
- The option of participating as a part-time student at SVCA
- Students can participate at no additional cost in SVCA's fine arts classes (Yearbook/Photography/Advanced Art, Drama, Journalism, Choir) and clubs
- Athletic participation in SVCA's sports programs with a fee providing that two classes are taken at SVCA
- Field trips
- School photos
- College entrance examination training preparation at a reduced price
- College counseling provided
- Chapels
- Senior trips

Diploma SHIP 2007-2008 Tuition and Fee Schedule

Application Fee: \$100 per family. Application fee applies to all students entering SHIP for the first time and all students re-applying for entry into SHIP after having withdrawn from SHIP at some time. *(All application fees are non-refundable.)* For those who use SHIP consecutive years, this is a one-time only family fee.

Registration Fee: \$75 per student. Registration fee applies to any student who is enrolling in SHIP for the first time and has not been a prior student at SVCA. *(All registration fees are non-refundable.)*

Re-enrollment Fee: \$35 per student, if re-enrolling prior to March 1, 2008. Re-enrollment fee applies to any student who has previously been enrolled in SHIP or SVCA. *(All re-enrollment fees are non-refundable.)*

Tuition Rates for Diploma SHIP:

1st Student \$300/ year

2nd Student \$200/ year

3rd Student \$100/ year

Any additional students in the family are free. The eldest student is always considered the “first student,” and families with more than one student should list all students in order of grade on the Family Information form. *(These fees are not pro-rated and are non-refundable.)*

Tuition Rates for Classes Taken on Campus at SVCA

SHIP students are afforded the opportunity of attending 1, 2, or 3 classes at Shenandoah Valley Christian Academy. Students planning to take 4 classes or more must enroll at SVCA as a full-time student.

\$500/year for each core class (Core classes include Bible, English, Foreign Languages, Lab Sciences, Math, and Social Studies)

Fine art classes are **free** for students enrolled in Diploma SHIP. (Fine arts classes include chorus, drama, journalism, band, and photography/yearbook/advanced art.)

Additional Fees:

Athletics - \$100 per sport per student (Students must take 2 classes at SVCA and be eligible to participate in any SVCA sports programs.) See page 13 for more information.

Athletes may be required to pay additional money as a team participant, including but not limited to overnight trips, team shoes, team warm-ups, team polo shirts, etc.

Event participation fees – varies with each event

Late Fees: \$25 service charge for late Quarterly Reports.

Quarterly reports are due: Nov. 5, 2007; Jan. 28, 2008; April 7, 2008; June 5, 2008

\$25 service charge on all past due balances

Payment Options:

Direct Payment to SHIP:

One annual payment: Payment in full is expected by Aug. 1. A 3% discount is given to those paying in full by Aug. 1.

Semester or Monthly Payments to SHIP through FACTS Management:

SHIP uses FACTS Management for automatic payments to be withdrawn from your checking or savings account either bi-annually or monthly. Bi-annual payments will be due in August and February. There is a 10-month option (August-May) available. Payments can be deducted on either the 5th or the 20th of the month. Separate FACTS enrollment forms will be given to the individuals choosing this option.

Admission Policy and Procedure

Criteria for Admission

1. Both parents must be in total agreement that home schooling is the best alternative for the children they are seeking to enroll and must accept fully the God given responsibility for the education of their children.
2. Parents must view home schooling as a major commitment and prioritize time to administer and complete the home school program.
3. Because Diploma SHIP is a high school for credit program, providing assistance in plotting a high school educational plan and a diploma upon completion, in the year 2007-2008 only students entering 9th grades are included in the program.

Registration Procedure

Early registration is prior to **March 1** for the upcoming school year. **It is advised that families register early for SHIP and no later than July 15; admission is not guaranteed after this date.** Parents wishing to enroll their children in the SHIP should follow the procedure listed below.

1. Receive a registration packet.
2. Complete and return the application form and fee and registration form and fee.
3. Provide the necessary medical forms, if needed.
4. New families should schedule an interview with the SHIP coordinator and both parents and the student should be present at this meeting. Previous school records and/or portfolios should be brought to this meeting. Students entering Diploma SHIP between 10-12 grades must provide thorough documentation and portfolios of home school courses taken in grades 9 through his/her current grade. Credit cannot be granted for courses that are not adequately documented. **No transfer student will be accepted in SHIP who has not exited the preceding school by following appropriate procedures as directed by that school.*
5. Students who have not taken an achievement test within the last 12 months will be required to take a diagnostic test administered by SVCA. **The fee for this test is \$30 and must be paid prior to the testing date.**

6. Submit Course Description Forms for individual students. **These forms must be received in the school office by July 15.** The July 15 deadline is important as it allows reviewers an opportunity to inform parents of any changes that need to be made to the curriculum prior to the start of the school year. **A \$25 per student late fee will be assessed for all Course Description Forms received after July 15.**

Financial Obligations

Families must stay current with their financial obligations, or services will be discontinued. School records will not be released until all obligations have been satisfied. The tuition fee provides admittance into the Diploma SHIP home school program. All purchases of textbooks and learning materials are the responsibility of the parents.

Classes taken on Campus at SVCA

Free participation in the fine arts classes offered at SVCA is a benefit of the Diploma SHIP program. These classes are offered each day in the last period of school. Additional core classes are available for a fee. Consult the current fee schedule for costs. All SHIP students taking classes at SVCA should consult the SVCA Parent - Student Handbook for SVCA rules of conduct and dress code policies. All SHIP students must sign in and out at the office upon arrival and departure from classes. **SHIP students are only supervised during scheduled class times; therefore, students may not linger on campus beyond scheduled class hours. Once class is over, students are expected to leave campus unless otherwise approved by SVCA administration.**

The **Classes Added Form** must be filed for any free or paid class a student wants to take at SVCA. Full-time day students are given first opportunity for all classes. Diploma SHIP students will be admitted to classes in the order in which school class forms were received until the class is closed.

Compliance with State Laws

Parents are expected to abide by all state home schooling laws. See Appendix for a summary of the home schooling laws in Virginia and West Virginia.

Diploma Options

Students graduating from Diploma SHIP will be awarded a diploma depending on the courses successfully completed. Mandatory credits required are:

General Diploma: 27 total credits	Academic Diploma: College Bound 28 total credits	Honors Diploma: College Bound 29 total credits and 3.2 GPA
4 - Bible	4 – Bible	4 – Bible
4 - English	4 – English	4 - English
3 - Social Studies	4 – Social Studies	4 - Social Studies
5 - Math & Science	4 – Math	5 - Math
1.5 - Physical Education	4 – Science	5 - Science
9.5 - Electives	2 – Foreign Language	2 – Foreign Language
	1.5 – Physical Education	1.5 – Physical Education
	4.5 – Electives	3.5 - Electives
Vocational Diploma: 27 credits		

The courses attained will be individually prescribed to each student's specific needs. Please be aware that diploma requirements are Diploma SHIP's requirements. Students should consult future prospective colleges for their recommendations for incoming freshmen in regards to specific majors.

Course Requirements

Bible

Each student must complete a Bible course for each year that they are enrolled in Diploma SHIP. Four credits are required for graduation. **Bible credits are granted for Bible instruction. Personal devotions, youth meetings, church services (although vital to spiritual growth) do not constitute Bible instruction.**

Each high school student must complete a minimum of 20 **community service hours**, as a component of the Bible curriculum, each school year. A Community Service Form (see Appendix) must be completed at the end of each school year and submitted to the SHIP coordinator.

Math Courses

Most colleges recommend Algebra I, Algebra II, and Geometry as core high school math courses. If the student is interested in attending a four-year college, one or more additional math courses higher than Algebra I should be considered. Parents should consult college catalogs for specific college recommendations.

Science Courses

Most colleges recommend a minimum of two or three different lab science courses and that these are chosen from biology, chemistry, and physics.

English

Four credits of English are required for graduation. The following areas must be included within the curriculum for each year's English credit: literature, grammar and composition, and speech. In partial fulfillment of the requirements for an English credit, the student will write one 7-10 page research composition (typed double spaced in Times New Roman font of size 12 with the standard headers and footers). A minimum of five sources must be used in the research process accompanied by works cited documentation. A bibliography, outline, note cards, and rough draft must be turned in along with the final composition. No English credit will be granted upon any evidence of plagiarism. High school seniors who have submitted at least three satisfactory research papers in their high school career may choose to submit a compilation of college entrance essays or fictional writing in lieu of the research paper.

All compositions included in the portfolio must be critiqued and graded by a competent adult.

Students must give at least one speech during the year. The Speech Form (see Appendix) must be included within the portfolio.

Social Studies

At least one credit should be completed in US History, one credit in World History, and one credit in US Government. Other Social Studies courses may then be used to supplement this academic category. Regular, written work should be assigned, graded, and brought to both the mid-year and end of year review.

Foreign Language

The required two credits of Foreign Language must be of the same language. Consult a college catalog since some colleges are requiring three or four language units. Students who are wishing to earn these credits by learning American Sign Language (ASL) should verify that the class and textbook is of high school level. Not all colleges recognize ASL as a foreign language. Consult college catalogs first if you choose to consider ASL as a foreign language component.

Elective Courses

Every elective course should involve some instructional aspect. Most colleges ask for a list of extracurricular activities; these extracurricular activities should not be found on a transcript as an elective credit. Strive to have a balance of extracurricular activities and elective courses.

Students can participate at no additional cost in SVCA's elective fine arts classes (Yearbook/Photography/Advanced Art, Drama, and Choir).

Driver's education is an acceptable elective for half credit once the classroom and behind-the-wheel phases are completed. The course provider needs to supply you with an assessment of grades that you can submit to the SHIP reviewer for credit assessment.

Computer: Although SHIP has not specified a requirement of a computer or technological elective, parents might want to consider the benefits of including such an elective. This could include courses such as word processing, graphic design, or web page design.

Physical Education

To earn half a credit in Physical Education the student needs to be involved in physical activity for 2 hours a week for 36 weeks. A full credit will require 4 hours a week for 36 weeks. Please keep a log of hours and attach the log to the Quarterly Report.

To earn half a credit in Physical Education through participation with an organized sports program the student must participate for one full season. Please provide documentation of the participation.

Health is an acceptable course for half credit toward the Physical Education requirements.

Honors Designation for Selected Courses

In general, an Honors course must include work completed at a level consistently above what is generally required in a typical high school course, and must cover a broader scope than the topics normally encountered. An honors designation will only be considered in Math, English, Social Studies, and Science. If an honors course is requested, evidence of the additional work that will be completed (resource materials, readings lists, number and scope of papers required, etc.) must be presented on the Course Description Form due July 15.

Calculating Credits

Complete documentation of course work is mandatory before credits can be awarded. Seniors must complete all credits two weeks prior to graduation if they are participating in graduation ceremonies. All credit work and portfolio reviews for underclassmen must be completed by June 30. Please include all logs and course work in your portfolio for evaluation.

Diploma SHIP students may choose one of the following methods to complete a full year's course (1 credit class):

1. The student must complete at least three-fourths of a standard high school level textbook. Tests published by the publishers should be taken. The Quarterly Reports must be submitted on a timely basis showing progress towards the goal of finishing at least three-fourths of the text by the year's end. A portfolio of the student's works including quizzes, tests, daily work, writing samples, etc. should be kept. **Please note: completion of three-fourths of the book is considered the acceptable minimum; efforts should be made to thoroughly complete the course material presented in the book. Covering three-fourths of a book does not mean stopping on page 300 of a 400-page book. It does mean covering some concepts more in depth than other concepts.**
2. The student may take a high school or college-level course at a private school or college, or be taught by a competent tutor. The SHIP family must provide documentation of successful completion of the course and a final grade, as well as provide documentation of regular progress on the Quarterly Reports. College courses constitute half a credit for one semester of work and one full credit for two semesters of work in the same discipline of study. *All community college courses should be pre-approved by the SHIP coordinator prior to registration to ensure that the courses will be counted for proper credit.*
3. The students must document 120 hours of work in an elective subject (music, art, carpentry, physical education, etc.) The majority of the documented hours should include instruction. A daily log should be recorded and reviewed by the SHIP coordinator quarterly. Please include other relevant information when documenting this method of study – resources used, assignments completed, special projects completed, etc. The number of hours required for one-half credit must be sixty hours or more.

Minimum Credits

All Diploma SHIP students must take at least four academic courses during each of their high school years.

Maximum Credits

No more than eight credits can be earned during the school year. This assessment does not include summer course work.

Early High School Credits:

Requests for high school credits earned prior to 9th grade are approved on a case-by-case basis. Documentation of tests, quizzes, papers, projects, etc. must be made available to the SHIP coordinator. Science classes requested for approval must have a lab concept associated with the courses completed. Only core academic courses of high school level will be considered (English, Math, Science, History, or Foreign Language).

Grading

Parents determine how grades are earned for their students. The method of evaluation of course work must be described on each Course Description Form. **Although homework and daily assignments may be taken into consideration when determining a quarterly grade for high school students, in no case should homework be weighted more than 50% of the grade. Additionally, high school students striving to earn an Academic or Honors Diploma are required to take semester and final exams.** A typical final grade is usually calculated by the following method: 20% first quarter, 20% second quarter, 10% mid-semester exam, 20% third quarter, 20% fourth quarter, and 10% final exam. **It is required that legitimate, objective grades that can be validated by the coordinator will be issued. Diploma SHIP will not endorse a transcript that deviates significantly when comparing assigned grades with actual standardized test scores.** All grades on the quarterly reports must follow the Diploma SHIP grading scale.

98-100 = A+	89-91 = B+	82-84 = C+	74-76 = D
95-97 = A	87-88 = B	79-81 = C	71-73 = D+
92-94 = A-	85-86 = B-	77-78 = C-	68-70 = D-
			0-67 = F

*Honors classes should add two points to the final grade.

Required Forms and Deadlines

A copy of all required forms is found in the Appendix and on the website. Some of them need to be duplicated.

Course Description Form: Due July 15

Course Description Forms for each subject must be submitted by July 15. This deadline is important as it gives reviewers an opportunity to inform parents of any changes that need to be made to the curriculum prior to the start of the new school year. Copies of the Course Description Forms should be filed in the portfolio with the respective subject. **A \$25 per student late fee will be assessed for all Course Description Forms received after July 15.**

Quarterly Report Form: Due dates will be posted on the SHIP calendar and in the website

Certain elements must be included in each quarterly report. They are as follows: the subject, the material covered during the quarter and the grade assigned. The parent must sign and date the report acknowledging that the information contained therein is true and accurate to the best of their knowledge. Specific objective details must be listed on the quarterly report for a summary of progress (i.e. page numbers, chapters, units, concepts). Grades given by an outside teacher should also be recorded on this form. These specific details are used in reviewing portfolios. A summary of the all the material covered in the quarter should fit on one Quarterly Report Form. This report must be received at the SHIP office at the end of each quarter. Copies of the quarterly reports should be included at the front of the portfolio.

We acknowledge that parents have the right to determine their family's school calendar. We also realize that circumstances arise which can cause your home school calendar to change. Therefore, if your family's school calendar differs drastically from the Diploma SHIP calendar, and you find you will not be able to meet the quarterly deadlines, please submit your request for an extension in writing/email to the SHIP coordinator **before** the end of the quarter. **An adjusted calendar must accompany this request.** If reports are not filed within one week of the Quarterly Report deadline, and no written requests for extensions have been received, a

warning will be issued from the SHIP coordinator. **If reports are not received in the school office within two weeks of each quarterly deadline, a fee of \$25 will be levied on your school bill.** At the end of two quarters or one semester, if reports have not been received, a De-enrollment Form will be sent, families will be dismissed from the program, and no monies will be refunded.

SVCA Class/Athletics Add/Drop Form:

Students planning to take classes at SVCA should file this form no later than July 15. Full-time day students are given first opportunity for all classes. SHIP students will be admitted to classes in the order in which the forms are received until the class is closed.

Students withdrawing from an SVCA class will be charged a withdrawal fee of \$150 and the class fee will be prorated. Athletic fees are non refundable.

Home-school Classes Add/Drop Form: Due no later than the end of the first quarter

This form is filed for dropped/added home-school classes. All credit courses must be finalized by the end of the first quarter. A “W” for withdrawn will be shown on the transcript for courses dropped after the first quarter. After the approval of the curriculum, any changes to the curriculum must be submitted immediately in writing.

Year-End Report Form: Due with last quarterly report

A Year-End Report Form for all students must be completed at the same time as the last quarterly report. A percentage grade for each subject must be included for all senior high students.

Transcript Request Form: Allow two weeks to complete

When transcripts are needed please complete a Transcript Request Form and return it to the SHIP office.

Portfolios

Parents are required to maintain a portfolio of each child’s work for review by the SHIP coordinator. We request that all students maintain this portfolio in a three ring binder with dividers for each subject; however, any other organized method may be used. Copies of the Course Description Forms should be filed with the respective subject. Copies of the Quarterly Reports should also be included at the front of the portfolio. **All papers need to be graded and dated. All tests must be labeled as closed book or open book.** Portfolios **MUST** include tests, quizzes, compositions, daily work (not all daily work but enough to give an adequate representation of the work completed), logs, and reading lists. Portfolios may include pictures, creative materials, and any other instructional materials deemed necessary to demonstrate academic growth.

Portfolio Evaluations

Frequency and Location

Two portfolio evaluations, one per semester, will be conducted for all Diploma SHIP students. These reviews may be held at the home, at the SHIP office, or at a mutually agreeable location. **Seniors must complete all course work and schedule their final portfolio review at least two weeks prior to graduation if they are participating in the graduation ceremonies. All credit course work and portfolio reviews for underclassmen must be completed by June 30. Course work completed after June 30 will be shown on the transcript in the year after the course was completed.**

Evaluation Meeting

The evaluation meeting will consist of comparing Course Description Forms and Quarterly Reports with documentation recorded in the student's portfolio. **High school students and a parent need to be present for all portfolio evaluations.** The SHIP coordinator will provide assistance, encouragement, and suggestions for improvement in the home schooling endeavor, if needed. **Complete documentation of course work is mandatory before credits can be awarded.**

Academic Probation

If the SHIP coordinator determines upon review of the home school program and portfolio that instruction is not regular and thorough, a Notification of Deficiency Form will be issued and the student will be placed on Academic Probation. Upon receipt of this notification, parents will have 30 days to provide evidence that the deficiency is being corrected. **During this thirty days period of Academic Probation, students will meet with the SHIP coordinator on a weekly basis to verify the progress being made in the deficient subject area.** If the deficiency is not corrected within 30 days, a De-enrollment Form will be issued, the child will be removed from SHIP, and no monies will be refunded.

Sports Participation at SVCA: Cost \$100/Sport/Student

For students to participate in interscholastic sports at SVCA they must adhere to the rules established by the Delaney Athletic Conference:

1. Successfully complete five classes from the previous school year.
2. The participant cannot be 19 years old on or before August 1 during the current school year.
3. The athlete must be a full time student, taking at least 2 classes on the campus of Shenandoah Valley Christian Academy and 3 classes off-campus. Diploma SHIP students are required to meet the same academic requirements for athletics as day students at SVCA. Please consult the SVCA Parent-Student Handbook. Students who are participating in interscholastic athletics will need to verify that they are maintaining their athletic eligibility by submitting Quarterly Reports on a timely basis.

Please use the Class/Athletics Add/Drop form to sign up for an SVCA athletic sport.

Because of uniform expenses, athletic fees are non refundable when students withdraw from a team.

Interscholastic Athletics for 7-12 grade students include:

	<u>Fall</u>	<u>Winter</u>	<u>Spring</u>
Boys	Golf Soccer Cross Country	Basketball	Baseball
Girls	Volleyball Cross Country	Basketball Cheerleading	Soccer Softball

Requirements for Graduation

Diploma Options

Diploma SHIP students must meet the appropriate diploma requirements as outlined in the Policy and Guidelines Handbook. Please be aware that diploma requirements are Diploma SHIP's requirements. Students should consult future prospective colleges for their recommendations for incoming freshmen in regards to specific majors. **A General Diploma will be issued to any Diploma SHIP student (regardless of the courses outlined in their portfolio) who achieves minimal competency on achievement testing.**

Community Service

Each high school student must complete a minimum of 20 community service hours, as a component of the Bible curriculum, each school year. A Community Service Form (see Appendix) must be completed at the end of each school year and submitted to the SHIP coordinator.

Completion of Course Work

All course work must be completed and evaluated, community service hours documented, and the fourth Quarterly Report and Year-End Report forms must be received by the SHIP coordinator two weeks prior to graduation if a senior is participating in the graduation ceremonies. All credit course work and portfolio evaluations for seniors not participating in the graduation ceremony must be completed by June 30. Additionally all financial obligations must be met in order to receive a diploma.

Testing

Achievement tests are used as aids for both the parents and the SHIP coordinator and to determine academic progress of their students. They are administered each year for SVCA and Diploma SHIP students, and are required to be taken by both SVCA and Diploma SHIP students. Testing dates will be posted on the SHIP calendar and the website. **High school students achieving minimal competency on achievement tests will be issued a GENERAL DIPLOMA despite the listing of courses found in a student's portfolio.**

Acceptable School Conduct

While on campus, All SHIP students are expected to comply with all SVCA rules of conduct and dress code policies as outlined in the SVCA Parent-Student Handbook. Dress codes also apply to students in attendance for school sponsored field trips, PE, and athletics.