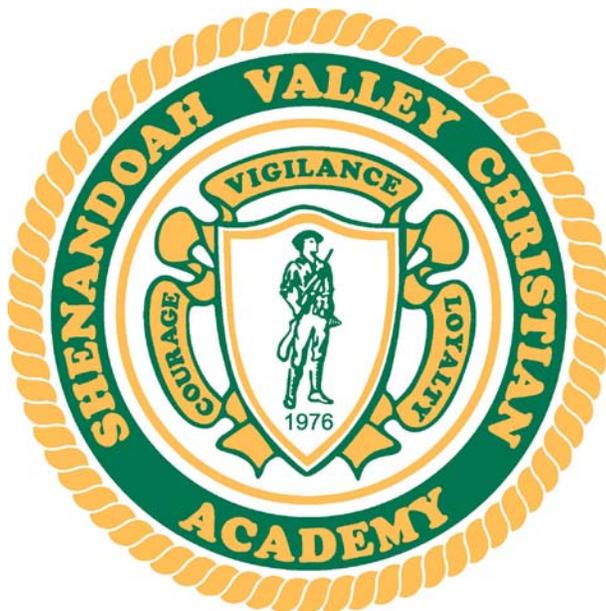


**SHENANDOAH VALLEY CHRISTIAN ACADEMY  
2013-2014 HANDBOOK**



**SCHOOL CREST**

**SCHOOL COLORS**  
Green, Gold and Black

**SCHOOL MASCOT**  
The Patriot

## **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.

## **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.

## **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.

## LETTER FROM THE SUPERINTENDENT OF SCHOOLS

It is with real pleasure that we welcome you to this school year. We trust that this handbook will help acquaint you with the Shenandoah Valley Christian Academy, a ministry of Shenandoah Valley Baptist Church, and the Christian-American philosophy of education as it is practiced and taught here.

Students attending Shenandoah Valley Christian Academy should expect to live in an environment much different from that found in a secular institution. Conditions that foster academic achievement, social improvement, and spiritual growth are of prime importance to each student and parent who is affiliated with Shenandoah Valley Christian Academy. These standards are practiced at school. We believe that our conduct and appearance should not conform to the standards of the secular world. As Christians, our standards should be higher than secular standards and should be based on the Word of God. We call your attention particularly to Romans 12:1-2, as the scriptural foundation of our school. "I beseech you therefore, brethren, by the mercies of God, that ye present your bodies a living sacrifice holy acceptable unto God which is your reasonable service. And be not conformed to this world but be ye transformed by the renewing of your mind, that ye may prove what is the good, and acceptable, and the perfect will of God.

You will notice that this handbook includes numerous items and outlines many of the standards for the student body in the different areas of school life. These standards have been developed and approved by the administration of the Shenandoah Valley Baptist Church and Christian Academy. This handbook does not attempt to itemize every detail of school life. We would like to stress the American heritage that we have as an important part of the philosophy at Shenandoah Valley Christian Academy.

We pray that our association together as a Christian family of students, parents, and teachers may develop a real dedication to the cause of Jesus Christ. It is our desire to see our students live more effective and meaningful lives as we move closer to the return of Christ.

Yours In Christ,

Mr. Robert C. Quinn  
Superintendent of Schools

## LETTER FROM THE SCHOOL BOARD

Dear Parents, Students, and Friends of Shenandoah:

Our goal as Board members is to prayerfully seek God's council and direction that we may proactively plan for the ongoing and future needs of Shenandoah Valley Christian Academy. We dedicate our talents and strengths to this purpose. This is done through our support to the administration, faculty, and staff.

We are committed to the assurance of effective organizational planning, the ongoing monitoring of the school's programs and services, and the development of a strategic plan.

We purpose ourselves to ensure that the vision and mission of the Academy is kept with each decision we make. We oblige as a Christian body, in unity, speaking as one, to uplift the name of Jesus Christ as we press on to the mark of His high calling. We are committed to praying for the success and spiritual growth of all.

We look forward to serving you and thank you for entrusting your child to receive a Christ-centered education at Shenandoah Valley Christian Academy.

Sincerely,  
The School Board Members of Shenandoah Valley Christian Academy

Steven Pufnock, Chairman  
Kendra Brewer, Co-Chairman  
Dave Walker  
Michelle Roberts

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# INTRODUCTION

## DOCTRINAL POSITION

SVBC, the overseeing ministry of SVCA, holds and teaches the essential doctrines of the Christian faith as embraced by the historic, Biblical, Baptist position.

1. We believe in the verbal inspiration and absolute infallibility of the Scriptures. We believe that the Bible reveals God, the fall of man, the way of salvation, and God's plan and purpose in the ages.
2. We believe in God the Father, God the Son, and God the Holy Spirit.
3. We believe in the deity and virgin birth of Jesus Christ.
4. We believe that salvation is "by grace" -- plus nothing and minus nothing. The conditions to salvation are repentance and faith.
5. We believe that men are justified by faith alone and are accounted righteous before God only through the merit of our Lord and Savior Jesus Christ who was crucified, buried, and resurrected from the dead to affect our salvation.
6. We believe in the visible, personal, pre-millennial return of Jesus Christ.
7. We believe in the everlasting conscious blessedness of the saved and the everlasting conscious punishment of the lost.
8. We believe that Christians, by the aid of the Holy Spirit, should walk together in Christian love; should lead lives that are characterized by the holy and righteous living; should walk circumspectly in the world, being exemplary in our department, and separated in our habits.

## EDUCATIONAL PHILOSOPHY OF SVCA

We believe that there is a material world and a supernatural world created by one God, the trinity, the Father, the Son, and the Holy Spirit. The mind of every individual is a reflection of God himself. Therefore, our system of education must be in agreement with what God teaches.

Further, the educational philosophy of SVCA is based on the tenets of Deuteronomy 6:5-7 and Luke 10:27. The Academy's objective is to encourage our students, parents, faculty, and all other people we contact through our instructional process to live for God with all their heart, soul, mind, and strength. Through diligent process of applying Christian-based education into the lives of our students, we believe this goal is attainable.

We perceive the Christian school as an extension of the home in providing a complementing and consistent Christian lifestyle for each student we have in our ministry. Together, the home and the school can point a child to a true perception of a Christian worldview.

## **EXPECTED STUDENT OUTCOMES & CORE VALUES**

The following core values are the objectives we hope to effectively instill into the lives of the students we educate:

- Students will equate success in light of the will of God. We are attempting to develop world citizens that will be successful in the eyes of God.
- Students will embrace an informed belief in the inerrant Word of God through sound biblical teaching.
- Students will develop a firm commitment to the family and the sacredness of the institution of marriage between a man and woman as established by the Holy Scriptures.
- Students will become and remain active members in a local church congregation as an expression of love and obedience to the Savior.
- Students will develop a commitment to sound decision-making based on Scriptural teaching that places each student in a position to thrive physically, educationally, and spiritually.
- Students will become responsible patriotic citizens, willing to use the means and gifts that God has given them to impact and improve their respective communities, country, and world for Christ's sake.

## **EDUCATIONAL PURPOSES**

The primary purpose of SVCA shall be to provide opportunity for school age children to study at the elementary and secondary level in a Christ-centered academic environment.

1. **Spiritual**
  - a. To seek to win to Christ those who are lost.
  - b. To encourage students of faith so that they successfully integrate Christian philosophy into their total lives.
2. **Intellectual**
  - a. To provide an academic climate conducive to learning.
  - b. To encourage the learning of necessary skills required for meaningful participation in society.
  - c. To nurture competency in communication and research skills, and in the ability to make mature decisions.
3. **Social**
  - a. To provide children with opportunities for growth in the social skills required for adequate functioning in today's society.
  - b. To enable students to adequately understand and appreciate the privileges and responsibilities of living in a republic.
  - c. To make students sensitive to the needs of other people.
4. **Cultural**
  - a. To promote appreciation and creativity for the fine arts.
  - b. To encourage students to understand and appreciate cultural patterns different from those of their own.

## 5. Physical

- a. To provide opportunities for the individual learning of physical skills necessary to develop coordination and increased physical strength.
- b. To provide opportunities in developing team cooperation abilities.

### **SUNDAY WORSHIP**

Faithful church attendance is expected to be normative for SVCA students and their respective families. If a person continually misses worship services, we believe a void may exist that is not being filled. Therefore, we expect all of our students to worship regularly at the church that God has directed your family to attend.

If your family is not currently attending a local church regularly, we encourage you to consider visiting SVBC. Worship hours for the church are as follows:

9:00 AM	Sunday School
10:30AM	Sunday Worship Service
6:30 PM	Wednesday Awana

For additional information or a pastoral visit, please call the church office at 540-868-4020.

### **PARENT – TEACHER RELATIONSHIP**

Our teachers invite your inquiries about the progress of your children. You are urged to communicate with the teacher if you have any questions regarding your child's schoolwork. Please make any appointments with the teacher through the school office or by contacting the teacher directly through school email. The email directory may be found at [www.svca.net](http://www.svca.net). *Parents are discouraged from contacting the teacher at home.*

Our Parent-Teacher Fellowship (PTF) meets regularly during the school year. Valuable information will be disseminated at every PTF meeting. Parents are expected to make a sincere effort to attend these meetings. Policies vital to the consistent training of your child will be distributed. The nature of the meetings will vary from time to time, but the general objectives of the Parent-Teacher Fellowship meetings are:

1. To acquaint the parent with the philosophy of Christian education and the curriculum of the school.
2. To acquaint both parent and teacher with the importance of recognizing and coping with emotional, spiritual and disciplinary needs of the child.
3. To provide the parents an opportunity to view the achievements of the students and for classes to perform in a planned program.
4. To provide an opportunity for parents and teachers to get acquainted and fellowship with one another.

### **HARMONY AND UNITY – Matthew 18 Principle**

The heavenly Father is pleased when the brethren dwell together in harmony. Therefore, SVCA adheres to the principles set forth in Matthew 18 regarding relationships and

communication. The Matthew 18 principle states that if one has been offended or has a concern of any kind he should go immediately to the person involved, and discuss the matter in love. The goal is to have relationships restored and strengthened for the honor of God.

SVCA is in partnership with parents as an extension of the Christian home. It is the desire of SVCA to apply Christian-based education to help students live for God with all their heart, soul, might, and mind.

Parents, students, or teachers should **not** tear down or criticize another at any time. Parents, students, or teachers who have questions or disagreements regarding disciplinary actions, school actions, or other events should discuss these matters with the person involved rather than disclosing the unresolved frustrations with another.

If the matter cannot be resolved, once the appropriate individuals have been confronted, then it is appropriate to discuss the matter with the appropriate administrator or teacher. Please build up the body of Christ and do not be a part of tearing it down.

# ENROLLMENT

## ADMISSIONS

SVCA purposes to offer its Christ-centered education to students whose families desire to positively contribute to the mission of SVCA. There are several details that we expect prospective families to recognize when considering enrolling your student into SVCA. Prior to admission, *it is the responsibility of the parents to thoroughly review and ensure they understand the contents of the school handbook.*

Admission to SVCA is a privilege and is based on the student's academic record, admissions evaluation and availability of a space at the given grade level. Family life, church status, and general behavior are also carefully considered. Admission decisions to SVCA are made by the Administrative Committee.

SVCA has an open admissions policy of non-discrimination regarding race and Christian denomination. We will discriminate against students who have parents whose beliefs, or the student themselves have beliefs, that are in severe conflict with our Biblical posture. These beliefs include but are not limited to the following: supporters of the homosexual lifestyle, occult beliefs, or those that belong to a cult religion.

Those students who have demonstrated a history of negative, disruptive, or inappropriate behaviors that have warranted the attention and direct intervention of the student's previous school may not be allowed entrance into SVCA unless there is a family-driven spiritual purpose behind the request for admittance. Such admittance will require an approval process through the School Board.

Because attendance at SVCA is a privilege, it may be forfeited by any student who does not abide by the standards and regulations of the school. In addition, students whose parents do not consent and adhere to the philosophy and educational purposes of SVCA, and who find themselves at open and irreconcilable variance with the school, will not be accepted as students and if currently enrolled, will be asked to withdraw or be dismissed.

For grades 1-12, applications for the current school year are accepted at any time throughout the year. K4 and K5 applications for the current school year are only accepted within the first four weeks of school year. Also, students entering K-4 must be 4 years old by October 31 before they will be accepted into the K-4 program, and students entering K-5 must be 5 years old before October 31 before they will be accepted in the K-5 program. Final decisions regarding the student's application will not be made until all necessary documentation has been provided.

A diagnostic examination may be required for new students to ensure proper grade placement. Should it become apparent that the student may not be able to perform at the appropriate level academically, that he or she suffers from emotional or psychological concerns, or if it is learned that the student has a history of disciplinary issues or a poor attendance record from a prior school, it may become necessary to deny entrance into SVCA due to the administration's belief that the school is not equipped to meet the needs of such students.

It should also be understood that all students will be on probation for their first nine-weeks of school.

SVCA has been approved by the U.S. Immigration and Customs Enforcement to issue I-20 forms for students to obtain F-1 Visas. International students and residents of U.S. territories are required to fulfill the same admissions procedures as stated herein. Because of distance barrier, the Parent-Student Interview may take place through a conference telephone call. Please contact the school office for information about obtaining a F-1 Visa through SVCA.

SVCA admits students of any race, color, nationality, and ethnic origin to all rights, privileges, programs and activities made available to students in the school. It does not discriminate on the basis of race, color, nationality and ethnic origin in the administration of its educational and/or school administered programs. The school maintains the right to refuse admittance to anyone it so chooses.

### **ADMISSIONS PROCEDURES**

The admissions process at SVCA is designed to acquaint prospective students and their families with the school. We welcome prospective parents and students to visit the school for a campus tour and an informational session in which a staff member will discuss the educational and extra-curricular programs that are available for your student. A campus tour can be scheduled by calling the Marketing and Development Office at 540-868-4046. If your student is transferring from another school, please bring a copy of the student's most recent report card. If your student is home-schooled, please bring a copy of his or her most recent test scores.

Our admission procedures apply to all students requesting admissions to SVCA. The following steps serve as the application process to SVCA:

1. Request an Application packet from the Office of Marketing and Development. After completing the application packet, return it with the student's most recent standardized test scores, and the application fee (per student) to the Office of Marketing and Development. If standardized test scores within 18 months of the date of application are not available, diagnostic testing must be administered by SVCA prior to the Parent-Student Interview. The fee for this test is \$30 and must be paid prior to the testing date.
2. Upon receipt and review of the completed application packet and application fee, a Parent-Student Interview will be scheduled with a SVCA administrator. *Please note that an interview will not be scheduled until all paperwork is completed and returned.* The Parent-Student Interview is an opportunity for a school administrator to discuss with both the parents and the student specific spiritual and educational needs of the student and how SVCA can best meet those needs. If the student is above the third grade level, he or she is required to attend the interview. There are times that additional information or placement testing results may be required before informing parents of the acceptance decision. Parents will be notified in writing of the acceptance decision.
3. Once the student's acceptance into SVCA is decided, the completed Enrollment Contract secures the student's enrollment for the school year. The contract and registration fee must be received by the School Office within 10 days of acceptance notification to ensure the student's enrollment. After 10 days, the student's enrollment will not be guaranteed.

- a. Student emergency information, up-to-date immunization records, and an “Original, Certified Copy” of the student’s birth certificate must also be submitted with the Enrollment Contract. A copy will be made of the birth certificate, and the original will be returned.
  - b. If applicable, SVCA will send the completed transcript request form to receive Official Transcripts from the appropriate school.
4. Once all registration information has been received, notification from SVCA will be sent to verify the student’s acceptance and enrollment.

Please note that both the application fee and registration fee are non-refundable.

### **RE-ENROLLMENT PROCEDURES**

Just as the student’s initial admission to SVCA is a privilege, so is re-enrollment. Re-enrollment is contingent upon the student’s testimony of faith, appropriate Christian behavior, church attendance, and academic achievement throughout the school year.

Re-enrollment is re-admission on a first-come first-serve basis by written application only. Students are not automatically re-enrolled from one school year to the next. Re-enrollment for the next school year begins in February, and it important that re-enrolling students submit their re-enrollment applications in February. Re-enrolling students who have not submitted their applications by March 1 will not receive preferential treatment over new students and will be considered in the order in which the applications are received.

### **WITHDRAWAL AND/OR DISMISSAL**

Withdrawal from the school must be made in writing through the administrator’s office. The request for withdrawal will be documented in the student’s permanent record, and the student’s parents will be contacted for an exit interview. Exit interviews are used to compile responses from our families of their experiences at SVCA. This information is used to develop, implement, and improve school programs.

Parents are expected to honor their full year’s commitment to SVCA. SVCA plans its budget and makes financial and contractual commitments based upon the enrollment contracts entered by parents. Many of these costs are incurred and/or cannot be avoided due to the withdrawal or dismissal of any student once the school year begins. Additionally, in some cases, SVCA may have denied enrollment to other potential students based upon the limited number of openings available in any specific class. Accordingly, withdrawal fees associated with the removal or withdrawal of any student will be assessed.

- Withdrawals from May 15-August 31 -- one month’s tuition and \$250.00 withdrawal fee per student
- Withdrawals from September 1-end of the first grading period (approximately the beginning of November) -- two months’ tuition and \$250.00 withdrawal fee per student.
- Withdrawals from the start of the second grading period to the end of year -- full year’s tuition

Requests for exceptions must be addressed to the Superintendent of Schools for review by the SVCA School Board and will only be considered in extreme circumstances.

Refunds apply only to tuition paid and not to fees or other expenses incurred by the parent. *Records will not be released until all bills are paid and all textbooks, materials, and other school property have been returned to SVCA.* A thirty-day notice prior to withdrawal is considered necessary as the acceptable amount of notice for the closing of all school bills.

Students who are dismissed from SVCA will not be considered for re-enrollment during the current school year.

## **HEALTH INFORMATION**

### **Communicable/Contagious Illness**

Illness spreads from child to child very quickly. Children should not come to school if they have had a fever of 99 degrees or above, vomited within the last 24 hours, or if there is a chance that their illness is contagious. Please be considerate of other children and the staff at SVCA. If your child has a cold, runny nose, fever, flu, or other symptoms, they cannot be brought to school. A child with the flu or a cold should be kept home for 2-3 days during the contagious period. If there is a fever present, the child must be fever free for at least 24 hours before they may return to school.

Children with bacterial or viral pinkeye or head lice nits are not permitted to attend school until the condition has been treated. Please contact the school if your child has either of these. They must have a doctor's note stating that they are able to return to school prior to returning.

If a student becomes ill while at school, they will be isolated, and the parent will be called to pick up the child. This will be done automatically if your child is running a fever or is in pain because of an injury. If both parents are unavailable during the school day, please have a designated neighbor, friend, or relative to care for your child. The name and phone number of this designated person must be provided on your child's Student Emergency Information Form which will be submitted at the time of enrollment/re-enrollment. Teachers and office staff cannot take responsibility for caring for sick children.

### **Immunizations**

At the time of admission to SVCA, your child must provide up-to-date and accurate immunization records. The following Virginia Department of Health required immunizations and dates of administration must be met prior to the student entering Kindergarten:

- Series of 5 DPT doses
- 4 doses of polio (OPV)
- 2 doses measles, mumps, rubella (MMR)
- Series of Hepatitis B

Effective July 1, 2006, students must have the TDaP prior to entering 6<sup>th</sup> grade.

If a family chooses to not immunize their child because of personal, medical or religious reasons, the family must submit a Commonwealth of Virginia Exemption Certificate in lieu of the immunization record.

For more information about the state required and recommended immunizations, please contact the Virginia Department of Health.

### **Medication**

The school will not administer any medication, including over-the-counter drugs, unless the following criteria are met:

- A form is completed and on file with the school office for the prescribed medication, which is dated and signed, and states the name of the patient, the name of medication, and the dosages and time to be administered.
- Medication must be brought to the school office in the original container, along with the signed form, if a prescription.
- If your child suffers from frequent headaches, cramps, dental pain due to braces, etc., you must fill out and sign the Student Emergency Information Form prior to any school staff administering over the counter medications.

### **Physicals**

Students entering K-5 must have a Kindergarten physical on file with the school office prior to the student starting school. Those students in grades 6-12 participating in the sports programs must have a current sports physical completed before playing sports.

# **GENERAL INFORMATION**

## **SCHOOL DIRECTORY**

Unless otherwise instructed, a list of names, addresses, and telephone numbers of students is published in a school directory. This list is only provided to current families of SVCA. If you do not want your information given out, please notify the office in writing at the time of enrollment or re-enrollment. This list is not to be distributed for solicitation purposes.

## **CAFETERIA**

SVCA operates a hot lunch program. Monthly menus are posted on [www.svca.net](http://www.svca.net). Lunch count is taken every morning. Ice cream, milk, juice, and other snack foods are also available for purchase. Parents can deposit money into their child's lunch account, and any items purchased will be deducted from this account. When your balance gets down to approximately \$5, a note is sent home informing parents of the student's balance. If the student does not have an account or if the balance is zero, he or she will not be permitted to charge lunch.

Due to the limited number of spaces in the lunch room and state regulations about the number of people that can be in the lunch room at a given time, it is not possible for student's parents, family, or friends to share a meal-time in our lunch facility. Food may not be taken out of the cafeteria to be consumed in other areas of the campus at any time, unless approval has been granted by administrative personnel.

## **SNOW DAYS AND EMERGENCY CLOSINGS**

The Alert Messaging System will deliver information instantly to the phone numbers and e-mail addresses that are listed on your "Alert" contact information. You may also listen to the following radio stations for information: WINC: 92.5; Q102: 102.5; WAZR: 93.7; WTRM: 91.3; WFTR: 95.3; WPER: 89.9; and your local cable station. Or our website. [www.svca.net](http://www.svca.net).

## **VOLUNTEER OPPORTUNITIES**

We are grateful for the many parents who volunteer on a regular basis. Several ways to get involved are through Parents in Action (PIA), Little Patriots, Boosters, coaching, and club advising. Contact the School Office to receive a copy of our Volunteer Manual, which details the various ways that parents can be involved through these outlets.

## **FUNDRAISING**

SVCA offers one school-wide fundraiser throughout the year – our Community Serve Day and Fellowship Golf Tournament. Students and families get involvement in this fundraiser help to provide additional money to the general operating fund of the school.

Any class or club fundraising activities must be submitted to the Marketing and Development Office for approval at least one month prior to the event. This ensures that there is a master fundraising calendar that prevents the overlapping of fundraising activities in our community.

SVCA is thankful for the **Parents in Action (PIA)** group that provides funds through various fundraising activities. PIA's annual events include the Thanksgiving Luncheon (November) and the Auction and Family Fun Day (May). The PIA also organizes the collection of BoxTops and Campbell's Soup Labels, as well as involvement in the Martin's A+ Rewards Program, the Food Lion MVP Card Program, and the Target Credit Card Program. Parents wishing to get involved in PIA should contact a member of PIA through the Superintendent's Office.

### **HANDBILLS OR SALES**

All materials to be passed out in the school must be approved by an administrator. No sales or promotion can be conducted without administration approval.

### **SEARCHES**

The school reserves the right to search the student's person and belongings in the event that the school suspects a student is in possession of an unapproved item (cigarettes, drugs, weapons, and/or items the administration considers detrimental to the environment at school).

Registration of any student in our school is taken as parental or legal guardian consent to search a student without seeking student or parent consent. The search areas include automobiles, back packs, purses, pockets, lockers, desks, etc.

### **HARASSMENT POLICY**

The goal of SVCA is to provide a Christ-centered environment in which children can learn. Therefore, we are committed to providing a safe and secure environment for students to learn that is free from all forms of intimidation, exploitation and harassment of any kind. We will take immediate action against any violators of this policy. This action may result in expulsion from school or termination of employment if necessary.

#### **Harassment Defined**

The word "Harass" means to trouble, worry, or torment. Any unwelcome behavior whether verbal, visual, or physical should be reported to the administration immediately. This would include conduct which denigrates or shows hostility or aversion toward another individual because of his or her religion, race, color, national origin, gender, disability or age, made by someone from or in the work or educational setting of SVCA.

The following represent examples of harassment that should be reported immediately:

- Any request to submit to conduct which would negatively impact the academic status or progress of a student if the submission is not granted.
- Any request to submit to conduct that has a negative impact upon the individual and creates an intimidating, hostile, or offensive situation.
- Any request to submit to conduct in which the rejection of the request results in a negative decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through SVCA.

**If Harassment Occurs:**

Students who feel that they have been subjected to any type of unwelcome negative behavior from a peer, staff member, teacher, coach, volunteer, or another parent are encouraged to promptly report the matter to one of the school administrators. The complaint will be promptly investigated. Students will need to sign the complaint once the administrator meets with the student. Administrators are:

- Superintendent of Schools – Mr. Robert Quinn
- Elementary Principal & Athletic Director – Mr. Ron Combs
- Upper School Principal – Mr. Robert Quinn

**Protection against Retaliation**

School policy prohibits the discrimination or retaliation against any person who has filed a complaint concerning harassment.

**Consequences for Harassment**

If, after careful investigation, an employee or student is found to be responsible for harassment they will be subject to disciplinary action up to and including expulsion or termination. The discipline will be based upon the circumstances of the infraction and the determination of the administration. The School Board will be notified of all such issues, but do not handle day-to-day school operations or concerns.

**COMPUTER AND NETWORK USER POLICY**

This Internet policy applies to all who may be involved in the use of the network and Internet at Shenandoah Valley Christian Academy. The Internet has much to offer with a wide variety of resources and can be a research and learning tool when used appropriately and ethically.

Through the Internet access at SVCA, students will be able to:

1. Obtain additional resources for research papers, reports and general classroom study.
2. Learn to conduct searches and evaluate resources.
3. Consult with experts in a variety of fields.
4. Obtain current information that will enhance their learning.

Teachers will be able to:

1. Research information for their current teaching units.
2. Obtain information in their field of study.
3. Instruct students in Biblical discernment as they use this research tool.
4. Complete professional development, maintain training or education, and conduct discussions related to the teacher's specific duties.

Individual users accessing the Internet through SVCA are responsible for their behavior and communications over the network. Those choosing to use the Internet on site at SVCA agree to abide by the guidelines set forth in this policy. Each student and employee, if choosing to participate, must sign a User Agreement Form that acknowledges the acceptance of this policy. Parents will acknowledge the Internet Agreement on the Enrollment Contract.

SVCA will seek to assist students and employees in learning the Internet correctly and will do everything it can to insure that students access the resources appropriately. A reliable and current censorware and/or filtered service will assist in protection against potentially dangerous

sites. Censorware blocks sites that are objectionable for content, language or a variety of other things that the school has defined as inappropriate, such as releasing personal information. However, it is also recognized that no censor software is currently available that will protect us from all potentially dangerous sites.

For students and employees who misuse the Internet or SVCA network, disciplinary action will take place, which could include but is not limited to loss of network or Internet privileges and other actions as the administration deems appropriate.

In accordance with our established mission statement and goals of SVCA, we set the following guidelines for Internet and network use. This regulation provides general guidelines and an example of prohibited uses for illustrative purposes, but does not attempt to state all required or prohibited activities by users.

### **Access to School Computers, Networks and Internet Services**

1. Access to the SVCA network is permitted to the extent that available resources allow.
2. Students in grades 6-12 may have access to the network through an individual account as managed by the school personnel.
3. The level of access that employees have to school computers, networks and Internet services is based upon the specific employee's job requirements and needs.
4. The use of the Internet is a privilege, not a right. Each employee or student who has access to the Internet will be provided this policy and will be responsible to have an acceptable use form signed either by the employee or the student's parent or legal guardian on file. If appropriate use is questioned, the Superintendent will determine what is acceptable for students. The Principal or the Superintendent may deny, revoke, or suspend a student's Internet access and/or recommend criminal prosecution. The Superintendent will determine what is acceptable for employees and may recommend punitive measures, which include but are not limited to suspension, dismissal and/or criminal prosecution.
5. As appropriate, SVCA will make decision on whether specific uses of its network are consistent with this regulation. SVCA shall remain the final authority on use of the network and the issuance and cancellation of user accounts.

### **Acceptable Use**

1. Students and employees are expected to use the SVCA computers and network for the intended purpose.
2. Any user's traffic that traverses another network may be subject to that network's acceptable use policy.
3. Employees are to utilize SVCA's computers, networks and Internet services for school-related purposes and performances of job duties. Incidental personal use of school computers is permitted as long as such use does not interfere with the employee's job duties and performance, with systems operations or other system users. "Incidental personal use" is defined as use by an individual employee for occasional personal communications. Employees are reminded that such personal use must comply with this policy and all other applicable policies. All such communication is subject to the requirements of the Freedom of Information Act.
4. Given the fluid nature of many network resources, students and employees must evaluate the validity and appropriateness of a particular resource for a given assignment or application.

## **Prohibited Use**

1. Users are responsible for all activities in or from their account. To safeguard accounts, passwords may not be shared, logged-in workstations are not to be left unattended, and access may not be provided to another person by the account owner.
2. Students will only have access to the Internet in the presence of a teacher who is specifically supervising and guiding the Internet use. The Internet connection will be disabled whenever there will not be adequate supervision.
3. Any use of the SVCA network for personal gain such as operating a business, soliciting money, or product advertising is prohibited. Political lobbying also is prohibited.
4. Any use that is illegal or in violation of SVCA policies, including harassing, discriminatory or threatening communications and behavior; violations of copyright laws, etc. is prohibited.
5. Any student access or attempt to access the following is prohibited during the instructional day unless it is school approved or teacher-supervised filtered Internet communication: instant messages, chat rooms, forums, e-mail, message boards, blogs or hosted web pages.
6. Any use involving materials that are obscene, pornographic, sexually explicit or sexually suggestive is prohibited.
7. Any inappropriate communication among/between students, or adults, is prohibited.
8. Use of the SVCA network to impersonate other individuals in electronic communication, such as forging electronic mail, is prohibited.
9. Any attempt to circumvent security safeguards, guess passwords, or in any way gain unauthorized access to any system or files is prohibited.
10. SVCA wiring, computer hardware, and software may not be tampered with or modified.
11. Knowingly opening or forwarding any e-mail attachments from unknown sources and/or that may contain viruses is prohibited.
12. Downloading or loading software or application without permission from the system administrator is prohibited.
13. Students are to report unacceptable use to a supervising adult. Employees have the responsibility to report unacceptable use of SVCA computer resources to their immediate supervisor.
14. Any malicious use or disruption of the school's computers, network or Internet services or breach of security features is strictly prohibited.
15. Any misuse or damage to the school's computer equipment is prohibited.
16. Any communication that is violation of generally accepted rules of network etiquette and/or professional conduct is prohibited.
17. Any intentional attempt to access unauthorized sites is prohibited.
18. Using school computers, networks and Internet services after such access has been denied or revoked is prohibited.
19. Any attempt to delete, erase or otherwise conceal any information stored on a computer that is intended to violate these rules is prohibited.
20. Using the Internet in anyway that would violate the missions, goals, and statement of faith of SVCA in prohibited.

## **No Expectations of Privacy**

SVCA retains control, custody and supervision of all computers, networks and Internet services owned or leased by the school. The school reserves the right to monitor all computer and

Internet activity by employees and other system users. Network users have no expectation of privacy in their use of school computers, including email messages and stored files.

### **Internet Access-Proxy Server**

Internet access is provided via the SVCA network. Standard use of the www utilizes a proxy server based filter that screens for non-curriculum related pages as required by the Children's Internet Protection Act of 2000. Due to the nature of such filtering technology, the filter may at times filter pages that are appropriate for employee and student research. If appropriate, modifications may be made to provide access to these pages.

Modified accounts may be requested in writing to the system administrator. Students and employees should be aware that all web access is logged by the server and that these logs may be reviewed by the system administrators periodically.

### **Confidentiality of Information**

Employees are expected to use appropriate judgment and caution in communications, concerning students and staff to ensure that personally identifiable information remains confidential.

### **Staff Responsibilities to Students**

Teacher, staff members, substitutes, and volunteers who utilize the school computers for instructional purposes with students have a duty of care to supervise such use. Teachers, staff members, substitutes, and volunteers are expected to be familiar with the school's policies and rules concerning student computer and Internet use and to enforce them. When, in the course of their duties, employees or volunteers become aware of student violations, they are expected to stop the activity and inform the Principal.

### **Compensation for Unauthorized Losses, Cost and/or Damages**

Students shall be responsible for any losses, costs or damages incurred by the school related to the Computer and Network Use Policy. The school assumes no responsibility for any unauthorized charges made by students, including but not limited to credit card charges, subscriptions, long distance telephone charges, equipment and line costs, or for any illegal use of its computers such as copyright violations.

### **Limitations**

SVCA endeavors to provide safe and appropriate network computing resources for use by students and employees. However, it cannot provide a guarantee that students or employees may not be impacted by intentional or unintentional misuse of these resources.

# ATTENDANCE

## **Elementary School Office**

Elementary school office hours are from 7:45 a.m. until 3:45 p.m., Monday through Friday. The school office will be closed on school holidays. Messages left after 3:45 p.m. may not be returned until the next school day.

## **Middle/High School Office**

The school office for grades 6-12 is located on the lower level of the main building. The office hours are 7:45 a.m. to 3:45 p.m. All parents and students for grades 6-12 must report to the Middle/High School office to sign in and sign out. Students may not sign in or sign out at the Elementary school office.

## **VISITORS**

Student visitors must be approved by the school office prior to their arrival. They must be in school dress code and are required to provide a note from the parent giving permission for the student to be on campus. This note must include emergency phone numbers as well as any known allergies. If you are a student visitor, you must report to the school office to sign in and receive a pass.

All other visitors must sign in at the school office, state the purpose of their visit, and provide the length of their visit. They will be issued a pass to carry on their person. Before leaving the campus, the visitor must turn in their pass and sign out.

## **ARRIVAL / DISMISSAL TIME**

**K3, K4, and K5** students: School hours are Monday through Friday from 8:15 a.m. until 3:00 p.m. All kindergarten students must be picked up by 3:15 p.m. unless the student is scheduled to report to After Care. If not picked up by 3:15 p.m., the student will be taken to After Care (see Extended Care, below).

1st – 12th grade students: School hours are Monday through Friday from 8:15 a.m. until 3:15 p.m. Students must be picked up by 3:30 p.m. unless they are to report to After Care. If not picked up by 3:30 p.m., they will be taken to After Care (see Extended Care, below).

A supervising teacher will be on duty beginning at 7:45 a.m. All students arriving from 7:45 a.m. to 8:10 a.m. must report to the gym, and will not be permitted to assemble in the church foyer areas. Students arriving on school grounds before 7:45 a.m. must report directly to Before Care. Students arriving after 8:10 a.m. should report directly to their classrooms. Students arriving after 8:15 a.m. must report to the office prior to entering their classroom.

## **EXTENDED CARE**

SVCA offers both before school and after school child care through our Extended Care Program for students enrolled in **K3 through grade 10**. This service assists parents with the before and after care of their child when their daily activities do not match our school day.

Before and After Care is available beginning at **6:30 a.m. and until 6:00 p.m.** The fees are \$10 per day per student.

Before Care students will be escorted to the gymnasium when the doors open at 7:45 a.m. Students scheduled to be in After Care will be sent there at school dismissal. Extended Care will not operate in the event of inclement weather or emergencies where SVCA administration chooses to delay the school's opening or chooses to close the school early.

In an effort to keep our students safe, it is our policy that if any student remains at the school more than 15 minutes past dismissal time, they are required to report to After Care and will be kept there until a parent signs them out. Parents will be charged for using After Care in this manner.

### **EARLY DISMISSAL**

A parent must notify the school in writing concerning any early dismissal. Notification must be given to the appropriate school office by 9:00 a.m. Early dismissal must be determined by the school office to be 'excused' or 'unexcused'. Students or parents must sign-out directly with the school office prior to departing and sign-in prior to returning.

Students who drive and are dismissed early from SVCA must leave campus if not assigned to a class or designated areas. These students may return to campus to pick up a sibling, attend a practice, or return to class, but not for any other reason. Any student found in the building or on school grounds without authorization will be reported to the upper school principal.

### **ATTENDANCE / ABSENCES**

Attendance is very important to your child's academic success. Students should be present each school day unless they are sick or have a medical or dental appointment. Students who are sick or have had a fever/vomiting within 24 hours should not be sent to school.

**Parents are responsible for calling the school office before 9:00 a.m.** on the day their child is absent, stating the reason for his/her absence. Students are deemed absent for any excuse other than a school-sponsored function. While the school understands the necessity of many legitimate absences, students are still counted as absent for failing to be present in the school setting.

A student is considered absent for the day if he/she arrives after 10:00 a.m. or departs school before 1:15 p.m. If you are calling the office to request assignments for your child, please call before 10:00 a.m. in order for us to have time to notify the teacher and gather the materials together. You can pick them up from the school office after 3:00 p.m., or they can be sent home with another student.

Students who have been absent must bring a written excuse from their parents during the first day of continued attendance stating the reason for, and date of the absence. If a student needs to be exempt from physical education, he/she must bring in a doctor's excuse. In the event that a student is to be at a scheduled appointment, we ask parents to give the school a one-week written notice.

Excessive student absences may jeopardize student advancement to the next grade. SVCA reserves the right to retain the student at the same grade level if a student is absent for thirty (30)

days during the school year. Any student exceeding thirty days of absence will not be allowed to continue their education at SVCA. School related activities that remove a student from the classroom are not considered as an absence. Absences are recorded on permanent records.

Please do not plan vacations or trips that require absences from school. We ask that parents realize that any time your child is out of school for a vacation, the class continues working ahead. The task of catching up on his/her work is not only demanding on the student but also demands extra effort from his/her teacher. **It is the responsibility of the student to obtain the missed assignments.**

### **TARDINESS**

It is very important for students to arrive on time to begin the school day. If a student arrives to school after 8:15 a.m. they are considered tardy and must report to the office to sign in and receive a pass to class. Students who arrive late interrupt the teaching and learning and miss an important part of the daily activities.

Tardies are defined as actually being late to class or school. Doctor appointments, counseling sessions, and other such documented and verifiable occurrences count as absences from class and not tardies.

Parents of elementary school students who are tardy on a regular basis will be contacted for a parent-administrative conference, and disciplinary action may be taken if the problem persists.

Middle/high school tardiness falls under a graduated disciplinary procedure outlined in the Middle & High School section of this handbook.

# STUDENT INFORMATION, ALL GRADES

## FIELD TRIPS

Field trips are designed to encourage learning through fostering a “hands on” approach and also providing opportunities to reward students for work well done. Therefore, all students are expected to participate in planned field trips. Students must return signed permission slips to the appropriate teacher in order to participate. During field trips, students must be **in dress code** and be on their best behavior.

Transportation to and from field trips will be provided by an approved, appropriately licensed SVCA driver. The bus/shuttle transportation rules apply on all field trips. See new rules on cell phones below.

## CELL PHONES AND ELECTRONIC MEDIA DEVICES

Because so many devices are now internet-capable, and because of recent abuses regarding students’ cell phones, iPods, and other electronic devices, the following restrictions are now in place:

1. **Elementary School** - Cell phones, music players, and other electronic media devices will be turned off and given to the teacher at the beginning of the school day. Any such device found on a student’s person -- including in a desk or book bag -- will be confiscated until the end of the day. Appropriate disciplinary action will be taken, and parents will be notified.
2. **Middle / High School** - Cell phones, music players, and other electronic media devices are **prohibited** between the hours of 8:15 a.m. and 3:00 p.m. If brought to school they must be turned off and kept in the student’s locker or car. Any such device found on the student’s person – including in book bags, purses, or gym bags – will be confiscated and result in automatic detention for the first offense. Second / subsequent offense will result in automatic one-day out-of-school suspension.
3. **On field trips** - Non-internet-capable devices may be used on field trips, at the teacher’s or chaperone’s discretion. Devices with internet-capability, including some cell phones, must be turned-off and put away or given to a teacher/chaperone. Exceptions can be made at the discretion of the teacher/chaperone for those needing to contact a ride home.

## DRESS AND GROOMING CODES

This code gives guidelines for what students may wear. If an article is not mentioned, consider it unacceptable for school dress. The administration reserves the right to make the final decision concerning the matters of dress and appearance. Students must be in dress code upon entering the school building and remain in school dress code until 3:45 pm.

While we recognize that the styles of clothing and manner of grooming, which we choose to follow, are a personal matter lying in the realm of Christian liberty, we have established the following dress and grooming codes for students of SVCA. It is our desire to set standards which enhance our Christian testimony and reflect a lifestyle which glorifies God. SVCA believes that what a person wears affects the way he or she feels and behaves. Our desire is to

help students develop a desire to present a personal appearance that is God-glorifying, especially in the areas of modesty, moderation, cleanliness, neatness, and appropriateness.

We believe the Bible establishes at least three minimum standards for Christian dress and that it is the responsibility of parents to help our children incorporate these principles into daily life:

1. **Modesty** – I Timothy 2:9-11 & II Timothy 2:22: As Christians, we should make sure our adornment for both male and female matches godliness. Our apparel should never detract from Christian testimony. Each student is expected to take personal responsibility in conscientiously keeping a neat standard of dress that maintains a modest appearance.
2. **Distinction** – I Corinthians 11:14-15: In this age of *unisex*, it is essential that Christian males and females be distinct in dress and appearance.
3. **Identification** – I Timothy 4:12; Romans 12:1-2 & I John 2:15-16: Christians should strive to identify with the Lord and His people, not with the world system in which we live. God’s Word says that we are to be an *example of the believers*. It is clear that we should dress and conduct ourselves as becoming His children.

Therefore, we request that you respect our standards and ensure that your child complies with codes, both in spirit and letter, as set forth. Sincere cooperation on your part – parents, will go a long way in helping us to do our part this school year.

## DRESS GUIDELINES

### **NO Dress Code Requirements for the K3 & K4 Kindergarten Programs.**

#### GIRLS:

##### Dresses & Skirts:

Dresses and skirts are encouraged, but no longer **required**. If worn, dresses and skirts are to be no higher than the top of the knee and must cover the top of the knee in a sitting position. Any slit must be sewn to within 1” of the top of the knee. Dresses and skirts are not to be tight-fitting or show, in any way, undergarments through the fabric. Denim skirts and jumpers are permitted, but they must be of plain style and solid color. Additionally, they may not have any fringes, sequins, writing, or extreme decorations.

##### Dress Slacks:

Girls are permitted to wear full-length dress slacks. Dress slacks may be defined as pants with traditional 4 pocket style, sewn on without grommets or interior pockets. No more than 2 pockets on the front and 2 on the back -- no side pockets. Slacks are not to be tight-fitting, such as “skinny pants”, or in any way show undergarments through the fabric.

##### Blouses/Shirts & Sweaters:

All blouses, shirts, and sweaters must have at least cap sleeves, and therefore, sleeveless apparel is not permitted. Shirts should not be tight-fitting and must fit in such a manner that arms extended overhead will not cause the midriff to be exposed. Modesty and appropriateness are of primary emphasis.

Necklines must be modest and not be revealing. Tank tops and spaghetti strapped shirts are permitted only if a top/shirt covers it. See-through blouses/tops, halter tops, or midriffs are not permitted.

Acceptable shirt guidelines will be expanded to allow printed material. Shirts shall be in good taste and non-offensive in style.

#### Examples

Acceptable: American Eagle, Old Navy, Hollister, Aeropostal, etc.

Unacceptable: Swords, Skulls, Dragons, ungodly symbols, etc..

**\*\*ALL Judgment is at the discretion of the staff & administration at SVCA\*\***

**T-Shirts:** T-Shirts are not permitted as acceptable dress shirts or blouses.

Make-Up: Make-up is not permitted on girls grades K5 -5.

Hair: Hair must be neat and should not cover the eyes. Mod or radical cuts are not permitted. Extreme, unnatural hair coloring (i.e. green, blue, pink, etc) is prohibited. Professionally done dark reds, natural blondes, browns or a black single streak is permitted. Only one color streak is permitted, not multiples.

Hosiery: Ankle socks, knee socks or tights are permitted for grades K5-5.

Shoes: Dress shoes or low cut sneakers only. Style must be conservative and clean. Laces, if present, must be tied and complementary to the shoe. Sandals are permissible, but must include a back strap. NO Flip-Flops.

Jewelry: Extreme wearing of jewelry is prohibited. The decision will be at the discretion of staff and administration if in question.

#### **BOYS:**

Pants: Dress or twill slacks and elastic waist slacks are permitted. Blue jean or denim pants are **not** permitted. Cargo pants of any kind are **not** permitted. A belt must be worn at all times unless the student is wearing elastic waist slacks. Slacks must be worn at the properly designed waist level and are not to be frayed at the cuffs. Tight-fitting, or “skinny pants” are not permitted.

Shirts: Dress shirts or dress knit polo shirts with a collar are to be worn and must be tucked in at all times. Shirts with buttons must be buttoned appropriately. Acceptable shirt guidelines will be expanded to allow for printed material. shall be in good taste and non-offensive in style. Collars are still required. Shirts that are designed to be worn un-tucked are permitted. Crew neck shirts are not permitted, t-shirts are prohibited.

Examples

Acceptable: American Eagle, Old Navy, Hollister, Aeropostal, etc.

Unacceptable: Swords, Skulls, Dragons, ungodly symbols, etc..

**\*\*ALL Judgment is at the discretion of the staff & administration at SVCA\*\***

Shoes: Dress shoes or low cut sneakers are permitted. Style must be conservative and clean. Laces, if present, must be tied and complementary to the shoe. Socks must be worn at all times.

Ankle-high boot shoes are permitted, as long as they are not cowboy, dingo, combat, or work-style boots.

Hair: Hair must be neat and may not extend past the top of the ear. Hair **may not** be touching the back of the collar or in the region of the eyes, regardless of style. Hair should not be tucked behind the ear and should have at least a slight taper in the back. Sideburns may be no longer than the middle of the ear. Mod or radical haircuts are not permitted. Students must be clean-shaven.

Jewelry: **Earrings or other body piercings are prohibited.**

**ALL STUDENTS:**

Hats: **Hats, bandanas, or other head coverings are **not** permitted for boys or girls while classes are in session.**

Sweatshirts: **Sweatshirts and fleece shirts (pullover) with or without hoods are permitted but must be down while classes are in session.**

Jackets: Zip-up jackets with or without hoods, are permitted to be worn during school hours when the weather is cold. Hoods may only be 'up' when the student is outdoors, and jackets may not be used to 'hide' inappropriate clothing beneath. Jackets may have no writing of any kind, with the exception of small crested logos.

T-Shirts T-shirts are not permitted as acceptable dress shirts or blouses.

Contact Lenses: Contact lenses must be solid in color.

Shoes: “Heelys” or any other types of roller shoes are not permitted during the school day or during after-school activities.

Other: **Gothic Look is NOT permitted at any time throughout the school year.** Gothic may be defined as any combination of black nail polish, black lipstick, black eye liner, heavy mascara, studded leather accessories, etc. the faculty or staff deems inappropriate.

No offensive items will be permitted to be displayed on any student’s clothing. This includes images or messages that promote ungodly principles. All judgment is at the discretion of the staff and administration of SVCA.

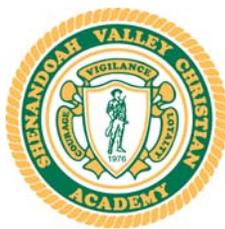
**No permanent tattoos are permitted. If a student has a tattoo, it must be covered during school hours and after school functions. Showing it off to other students is discouraged and may result in disciplinary action.**

**P.E. DRESS:** Students who have first period gym class may arrive in sweat pants or sweat suits. Gym shorts and t-shirts may be worn underneath. P.E. uniforms will be required for grades 6-12 and can be purchased through the School Office. Grades 3-5 should wear separate play clothes brought from home. Grades K-2 may wear their school clothes. Girls may wear shorts or pants under their skirts.

**Note:** Students must be in school dress code at all SVCA functions or events with the following exceptions for athletic and extra-curricular activities, if specific requirements have not been set by SVCA personnel:

- Students are encouraged to wear SVCA gear at sporting events!
- Students of both sexes are permitted to wear pants that are modest and appropriate, and that do not conflict with the overarching principles for dress at SVCA. Appropriateness and modesty once again constitute the primary point of emphasis. Students who do not comply with school guidelines regarding appropriate attire for SVCA events will incur disciplinary action through SVCA personnel. Clothing that is tight fitting or displays messages that are deemed inappropriate will also not be permitted.
- Dress code applies at all time during the school year unless approval is granted by administration. This includes field trips, exam weeks, half-days, and days just prior to school holidays.
- Students who fail to comply with school dress code guidelines may have parents contacted to remedy the particular issue at hand.

# ELEMENTARY SCHOOL



## ACADEMIC INFORMATION

The following outline of subject material is presented according to the grade level your child is entering. K3 through grade five use a traditional classroom approach with one teacher and selected curriculum.

### **Kindergarten (K3, K4, K5, AK5)**

- Reading
- Numbers
- Music
- Physical Education
- History
- Science
- Art
- Field Trips
- Printing
- Bible
- Telling Time

### **Primary/Elementary (1-5)**

- Mathematics
- English
- History
- Science
- Writing (Cursive)
- Bible
- Physical Education
- Music
- Oral & Written Book Reports
- Conversational Spanish (Grades 3-5)
- Art (Grades 2-5)
- Library time

### **Report Cards**

Report cards will be distributed each nine weeks at the quarterly Parent/Teacher Fellowship (PTF). *All accounts must be up-to-date and season ending sports uniforms turned in or report cards will be held until this is taken care of.* Report cards are handed to the parent. If a parent is unable to attend the PTF and desires the report card be sent home with their child, the parent must call the school and give permission for the school to do so. Reports will be sent home the day after the PTF and not before. Teachers are always eager to meet with parents by appointment to discuss the student's progress.

## STUDENT, PARENT, AND TEACHER CONDUCT

### **Student Conduct**

We are convinced of our students' ability to know God, walk with Him, make good choices, and demonstrate Christian character. We also firmly believe that our students can and do make a positive impact on their world. In light of these beliefs, we view them as a blessing from the Lord and, as such, deserve our best efforts for their nurture and education.

Students have responsibilities as well. At SVCA we have the expectation that the students, while remaining "children," will maintain a high standard of behavior, both at school and in the

broader community. Students are provided with varying degrees of responsibility as they demonstrate interest and ability. We believe that learning from mistakes is essential to the growth process.

If you are aware that your child is having a problem with another child or group of children, please notify his or her teacher. Students are sometimes hesitant to “tattle” or complain. Our teachers desire to help our students learn to “get along” with each other and will work with the children to help them resolve conflict according to Biblical standards. It is critical that you notify the teacher of any problems as quickly as possible.

### **Statement of positive expectations for behavior**

SVCA staff, faculty, and administration have partnered with parents to provide an environment that is conducive to Christ-centered education. We are covenanting with parents to do our very best to provide an atmosphere of learning and one which promotes strong Christian character and development and believe that students must assume the following behaviors:

1. Attend class regularly.
2. Be in your assigned seat with all necessary materials upon the ringing of the bell.
3. Give every assignment your best effort.
4. Treat each person here with respect.
5. Follow school and individual class rules and standards.
6. Help maintain all facilities, materials, and equipment.

### **Discipline**

Discipline at SVCA is not intended to simply satisfy the “law” or rules, but is a reflection of our love for our students and our desire to see them grow in the Lord. We view discipline as a genuine act of love. Our goal is for students to be guided and governed by the Biblical precepts that they have learned at home, at church, and at school. Discipline, or moral training, is a process that encompasses the entire scope of the teaching-learning process. It takes place every moment of the school day.

We believe that our students are responsible, before God, to obey and demonstrate respect for faculty, staff, and administrators, and to respect other students. The primary objective of any disciplinary action is for the student to learn self-discipline and self-control. Each child is treated on an individual basis, rather than applying an arbitrary standard to all situations. In general, misconduct is handled by the teacher who is responsible to take action according to the seriousness of the offense and in light of classroom standards that have been clearly defined to each student. Minor infractions of the class rules or procedures are handled in a variety of ways, depending on the age of the child and the nature of the offense. If positive encouragement and reinforcement is ineffective in controlling student behavior, the following steps are typically taken to ensure appropriate behavior.

1. Typical classroom discipline might include apologies, making restitution, time-outs, which may include a student not being involved in a desired activity.
2. For more serious infractions, the student will be sent to the elementary administrator’s office for discipline. The elementary administrator or teacher will contact the student’s parents, and a record of the incident will be placed in the administrator’s file.

3. If the problem persists, a parent/teacher/administrator conference may be required. This may result in the student being placed on probation.
4. Continued discipline problems will result in suspension or dismissal. Any continued student behavior that endangers other students' or teachers' safety will result in expulsion.

### **Definitions of Cheating**

The Bible tells us to provide all things honest in the sight of man and God. As such, we strive to teach our students the definition of honesty above all. Cheating is the act of deceiving another. In the academic realm, as in all facets of life, it allows Satan to get a stronghold on a life.

To avoid this type of behavior the following actions must be avoided by students at all times:

1. Cheating is copying, or turning in another person's words or work as if they were your own.
2. Cheating is copying information from another person's test, homework, notes, or asking for or receiving information concerning an examination from someone who has taken the exam.
3. Plagiarizing is a form of stealing others ideas or words without giving credit to the original author. This is especially true of information from the World Wide Web.
4. Cheating also includes looking at another person's test while taking the test; having answers available to you during a test that is not defined as "open book"; communicating in any way with another student to get answers to a test during the testing period; and finally, giving out or inquiring about information on a test with the intent of using it to increase a grade.

### **Dismissal**

SVCA reserves the right to dismiss a student for any of the following reasons:

1. Parents' failure to meet financial obligations.
2. Student's behavior and/or attitude problems, which do not show significant improvement.
3. Student's failure to make satisfactory academic progress.

Student dismissal for academic, attitude, or behavior problems will take place according to the following steps:

1. Conference with parents and elementary administrator and/or superintendent (and teacher if indicated) outlining the problem. Student is subsequently placed on probation and meeting and outcomes are placed in administrative file.
2. Follow-up letter within two weeks noting lack of progress. School Board is to be notified.
3. Formal notice of one-week suspension followed by dismissal. School Board is to be notified.

### **Parent Conduct**

We welcome and take seriously the responsibility you have delegated to us. We believe that parental involvement is a primary ingredient in the success of any school. Your child needs your wise direction and loving support. The following is a list of our expectations for parents:

1. Active commitment and regular attendance at a local church.
2. A strong commitment to Christian education.
3. Prayer support for SVCA programs, faculty, staff, and administration.
4. Attendance at parent meetings and scheduled parent/teacher conferences (both parents if possible).
5. A commitment as a family to volunteer to help the school in some tangible way during the school year. Many opportunities will be provided. Please be open and willing to serve.
6. Scheduling a routine homework time each weekday and on weekends when needed.
7. Keeping aware of projects and homework assignments that are due.
8. Verbal support for the teachers and administration as they do their best to provide an excellent education for your child.

A commitment to ask questions when something is unclear and to resolve conflict in a godly manner, using the aforementioned Matthew 18 model as your guide.

# MIDDLE & HIGH SCHOOL



## LETTER FROM THE UPPER SCHOOL PRINCIPAL

Dear Parents,

We would like to first take the time to welcome each of you to the Shenandoah Valley Christian Academy family. We firmly believe that God in His Sovereignty has led you to SVCA and trust that His work will be evident, both in the life of our school as a whole, as well as in the lives of each individual student, staff and faculty member, and administrator. We are grateful that God has purposed to bring us together as we seek to honor Him in everything we do.

Having been blessed to be a part of Christian education as a high school and undergraduate student, as well as an educator, I am acutely aware of the need for students to develop a biblical world and life view. In learning about God's world in each academic discipline and extracurricular activity from a biblical perspective, students are thus able to take an active role in fulfilling the "cultural mandate" given in Genesis 1:28-30 and influence the culture for Christ's sake. Believing that all truth is God's truth, we seek to provide an environment that facilitates a strong commitment to the integration of faith and learning.

Parents are charged with the task of training and educating their children and we are awed that God has so graciously allowed us to partner with each of you in this endeavor. We do so by standing alongside you, utilizing our specific areas of expertise to provide a sound and biblical educational experience for your child. We recognize and acknowledge the sacrifices of time and money that parents make to provide Christian education for their children. In light of this knowledge, our heart's desire is that God would bless our combined efforts by using our school as an instrument to develop and help shape young men and women who seek to live lives that bring Him honor and glory. Thank you in advance for allowing us to partner with you in this very important and praiseworthy task.

For God & His Glory,

Robert C. Quinn  
Superintendent/Upper School Principal

## LETTER FROM THE ATHLETIC DIRECTOR

Dear Parents and Students,

Welcome to the area's most exciting athletic program. We have a great staff of coaches. Some have Division I playing experience, others have college coaching experience, and many have been recognized by the local media, as well as conference, state, and national coaching organizations.

We believe athletics is a partner of education. On average, our student-athletes carry a combined 3.6 GPA. Our athletes have gained a wealth of knowledge from the vast cultural experiences provided by our athletic programs.

Most importantly, our athletes and coaches use their sport to promote the cause of Christ, whether it's with opponents or with building up other Shenandoah Valley Christian Academy student-athletes.

Because of Him,

Ron Combs, M.A.  
Athletic Director

## **GENERAL INFORMATION**

### **Vehicle Information**

1. All students with vehicles must register them and receive a SVCA parking permit prior to bringing them on to school property. Vehicles must be re-registered each school year. The parent or legal guardian of the student is responsible for signing the registration for granting permission to drive.
2. Students will be required to park along the back row of the lower parking lot on the I-81 side. Each student will be assigned a numbered parking space to be used throughout the school year. This space is not transferable unless prior approval is received from the administration. Students will also be required to prominently display an identifying permit issued by SVCA.
3. When needing to park the vehicle overnight students are to use their parking space only. Otherwise, their vehicle will be towed at student's expense.
4. Vehicles are considered off-limit areas during the school day (see off-limit policy).
5. Vehicles should not have any anti-biblical themes displayed on bumpers, windshields, or any other parts of the vehicle.

The following outcomes will result from the student's misuse of their parking privileges:

First offense: written warning

Second offense: 2 week suspension of parking privileges

Third offense: 30 day suspension of parking privileges

Fourth offense: loss of privileges for remainder of the school year

### **Senior Lunch Privileges**

Only senior students will be granted off-campus privileges for the lunch period. This privilege will be monitored, and students who do not arrive to school for their following period may forfeit or have this privilege revoked. Students will be required to submit a parental consent form at the beginning of the school year in order to leave campus during this time.

### **Contacting Students in the Classroom**

Students will not be interrupted during classroom time to receive incoming phone calls or messages unless they are of an emergency nature. Messages of a non-emergency nature for Upper School students will be delivered between classes.

### **Hall Passes**

Any student leaving a classroom for any reason must have a hall pass. Hall passes may be obtained from a teacher, staff member, or administrator.

## **Public Displays of Affection**

Dating is not permitted for students between grades 6-9 at any SVCA school function. Parents of students in grades 10-12 are encouraged to use great discretion concerning the particular function their child will attend and the method in which students will be chaperoned.

During school hours and at SVCA events there will be **no** kissing, holding hands, cuddling, or any other actions deemed inappropriate by staff or faculty.

## **ACADEMIC INFORMATION**

The following outline of subject material is presented according to the grade level your child is entering. Grades 6-12 use the traditional classroom approach with one teacher and selected curriculum.

### **Middle School (6-8)**

- Mathematics
- History
- Pre-Algebra
- Physical Education
- English
- Literature
- Algebra I (Honors)
- Music
- Science
- Earth Science (Lab) Honors
- Bible
- Typing

### **High School (9-12)**

- Mathematics Algebra I & II, Geometry, Pre-Calculus, Calculus, Accounting, & Consumer Math
- English/Literature English 9, English 10, English 11, English 12
- Science Physical Science, Biology, Chemistry, Physics
- History World History, American History, Government/Economics, Geography (AOP), Constitution (AOP), VA State History (AOP)
- Honors Classes The following classes are available at an Honors level: Algebra I & II, Geometry, Pre-Calculus, English 9, English 10, English 11, English 12
- Physical Education/ Team Sports/ Health – 1 year with one semester of Health within the two year period. Students may receive no more than one Team Sports credit throughout grades 9-12
- Bible All students at SVCA must attain one Bible credit for each year they attend. These Bible credits come from our own prescribed Bible courses. Community service hours are a component of our Bible curriculum. Students will receive information concerning grade level requirements and criterion.

- Electives Spanish I & II, Select Choir, Drama, Computer Application Software, and Yearbook/Photography

The Bible class offered to SVCA juniors and seniors is a registered religion course with Lord Fairfax Community College (LFCC). Students who choose to take the course through LFCC will receive three credits per semester. LFCC charges a minimal fee if taking this course for credit. Registration for this course is organized through the SVCA office.

### **Courses and Units Required for Graduation**

Students graduating from SVCA will be awarded a diploma depending on the types of courses takes. Mandatory credits required are:

#### **General Diploma 27 credits**

- 4 Bible
- 4 English (9, 10, 11, 12)
- 3 Social Studies (World History, American History, Government)
- 5 Math and Science
- 1 Physical education/health
- 10 Electives

#### **Academic Diploma – College Bound 27 credits**

- 4 Bible
- 4 English (9, 10, 11, 12)
- 3 Social Studies (World History, American History, Government)
- 4 Math (Algebra 1, Algebra 2, Geometry, Pre-calculus)
- 4 Lab sciences (Earth Science, Physical Science, Biology, Chemistry)
- 2 Foreign Language
- 1 Physical education/health
- 5 Electives

#### **Honors Diploma – College Bound 27 credits & 3.2 GPA**

- 4 Bible
- 4 English (9, 10, 11, 12)
- 3 Social Studies (World History, American History, Government)
- 5 Math (Algebra 1, Algebra 2, Geometry, Pre-calculus, Calculus)
- 5 Lab sciences (Earth Science, Physical Science, Biology, Chemistry, Physics)
- 2 Foreign Language
- 1 Physical education/health
- 3 Electives

#### **Vocational Diploma - 21 credits**

The courses attained will be individually prescribed to each student's specific needs but must contain the following core credits: 3 Science, 2 Math, 4 English, and 3 History.

## **School and Home Instructional Program (SHIP)**

SHIP's purpose is to assist and support home-schooling parents as they educate their middle and high school students. With a choice between the SHIP and Diploma SHIP programs, SHIP students may elect to take one, two, or three classes at SVCA. SHIP students also have the option of being involved with extracurricular activities, field trips, and annual standardized testing. Please see the SHIP and Diploma SHIP handbooks for additional information.

### **Grading Scale and Honor Roll**

92 – 100 = A	3.0 G.P.A. = Honor's List
85 – 91 = B	3.5 G.P.A. = Chancellor's List
77 – 84 = C	4.0 G.P.A. = Principal's List
68 – 76 = D	
0 – 67 = F	

Students maintaining a B or better average with no failing grades or D's will be on the Honor Roll. This Honor Roll will be published every nine week period.

### **Report Cards**

Report cards will be distributed each nine weeks at the quarterly Parent/Teacher Fellowship (PTF). *All accounts must be up-to-date and season ending sports uniforms turned in or report cards will be withheld until these matters have been addressed.* Report cards are handed to the parent. If a parent is unable to attend the PTF and desires the report card be sent home with their child, the parent must call the school and give permission for the school to do so. Reports will be sent home the day after the PTF and not before. Teachers are always eager to meet with parents by appointment to discuss the student's progress.

### **Academic Requirements for Athletics & Extra-Curricular Events**

Students participating in interscholastic athletics or extra-curricular events must qualify each nine week session (quarter). A GPA of at least 2.0, with no failing averages, must be maintained for each quarter. Students must also maintain a 2.0 cumulative GPA to remain eligible. If any athlete has a decline in any class average taking his grade below failing, the teacher of the class may request the individual be submitted for Academic Administrative Referral. The referral will alert the Administrator and the parents or guardian that the athlete in question is now failing and in jeopardy of falling below a 2.0 grade point average. The teacher will contact the parents or guardian and explain the academic need of the student and what is necessary to make a good recovery in their grade. The Administrator has the option of probating the athlete's participation in practice and games and setting a reasonable deadline for the athlete to bring the grade up to a satisfactory level. The coach of the team on which the player belongs will be notified about the probationary period and should try to do what is necessary to encourage the player to bring the grade up to a suitable level to be re-activated to resume play on the team. All eligibility is tracked and addressed accordingly by Upper School administration.

If a student maintains C average, they are allowed to miss up to 20 classes before they must be go through an administrative review process prior to engaging in any extra-curricular activities that will cause them to be absent from any class. These absences are not accumulated by counting absences from class through early dismissals due to athletic events or school

educational outings or activities, but rather through regular absences that are unrelated to school activities. The student's parents will be contacted by the administration to inform them of the school's decision concerning participation that would cause the student to miss any further classes and he or she is not allowed to participate prior to this parent contact. Students maintaining a B average are allowed to miss 25 class prior to going through an administrative review process, while students carrying an A average are given 30 absences prior to a review.

Students wishing to participate in interscholastic athletics with the Valley Middle School Conference (Middle School Teams) or the Virginia Association of Christian Athletics (Middle School, JV, and Varsity Teams) must be enrolled in five classes with SVCA. This includes any dually-enrolled classes.

### **Athletic Transfer Policy**

SVCA mandates that any student transferring to SVCA after the official start date of each season will be deemed ineligible to participate for that season. Start dates are based on the current academic calendar are listed below. Exceptions are granted only in the event of significant regional geographic moves and in concurrence with Administrative Committee decision.

<i>Start dates:</i>	Fall	First day of school
	Winter	Prior to first day of 2 <sup>nd</sup> Quarter
	Spring	Mid-term of 3 <sup>rd</sup> Quarter

### **Inter-scholastic Athletics**

The following inter-scholastic athletic programs are available to students in the varsity, junior varsity, and middle school levels of competition. Each student participating in a sport at any level will be charge a \$90 athletic fee. (This fee is per student NOT per sport.)

	<b>Fall</b>	<b>Winter</b>	<b>Spring</b>
<b>Boys</b>	Golf Soccer	Basketball	Baseball
<b>Girls</b>	Volleyball	Basketball Cheerleading	Soccer Softball

### **Organizations and Clubs**

**Varsity Club:** The Varsity Club is a community service club open to students who participate in a varsity sport. Their goal is to reflect a Christ-like servant's heart to the school and the community. This is achieved through local blood drives, toys for tots, community service projects and school projects. Sign-up takes place the first week of school.

**Honor Society:** Students in 9-12<sup>th</sup> grade are nominated to the SVCA Honor Society through teachers and existing Honor Society members. Eligibility criterion consists of students maintaining a 3.2 GPA while receiving no D or F grades, and they must be working toward an Academic or Honors diploma. Character and leadership skills are also all taken into account for those students being nominated. The Society works hand in hand with the Drama

class in its theater productions. Money raised from these productions is used to fund the Society's year end mission's trip to help in an existing ministry service project.

### **Dual Enrollment**

Dual-enrollment with a post-secondary educational institution is available for seniors only after seeking approval through the Upper School Principal. Students must have a 3.0 GPA to be eligible to take dual-enrolled classes off-campus. Dual-enrollment is defined as participating in a particular college course to receive both a high school credit at SVCA and a credit from the post-secondary institution. Only certain courses will be allowed as a substitution for a high school course, and these decisions are based on the best academic interest of the student and will be made by the school administrator. To receive a high school credit for a post-secondary course, all courses and institutions must be approved by SVCA administration prior to enrollment in the course. In addition, the student will be financially responsible to SVCA for any credits taken as a dual-enrolled class, as they become part of the student's transcript.

Students received a half credit at SVCA for each semester class that is successfully completed at the post-secondary institution. The student's exact grade from the class will be entered on the student's transcript.

### **Part-Time Students through SHIP**

Students enrolled in SVCA's Upper School pursuing three (3) or less credit units may be enrolled as a part-time student through the SHIP (School and Home Instructional Program). Any student carrying more than three credit units must be enrolled as a full-time student.

Any credits transferred from an adjunct class facility (Lord Fairfax Community College) are considered as part of SVCA school enrollment. If these credits bring the total credit hours to more than three credit hours as a day student at SVCA in any given year, the student is considered a full-time student. All dual-enrolled credits transferred to SVCA cost \$500 per credit for part-time students.

For SHIP and Diploma SHIP enrollment procedures, policies, and tuition rates, please see the SHIP and Diploma SHIP handbooks.

## **SCHOOL AWARDS & PROGRAMS**

### **Patriot Above & Beyond**

While students are corrected for undesirable behaviors, they must also be rewarded for behaviors that are found to be desirable and that go above and beyond what is normative. Students can be given *Above & Beyond* recognition from individual teachers and administrators with a description of behaviors and attitudes that warrant such positive reinforcement and recognition. These documents are mailed home from the school when they occur and like disciplinary action, are not designed to be arbitrarily assigned or handed out with excessive frequency.

## **Patriot of Honor Award**

The Upper School High Achievement Award is given to upper school students who meet the following conditions:

1. Perfect attendance
2. No tardies or detentions received during the course of the school year
3. 7-12 grade student
4. Maintain a 3.7 GPA or better
5. Participates in at least 2 school sponsored extra curricular activity per school year

An award and recognition at end of the school year program is given to each recipient.

## **SPIRITUAL INITIATIVE**

### **Chapel**

The chapel program for upper level students is planned and organized by the Pastor of SVBC (SVBC). This is accomplished cooperatively with input being given by school administration. Through the ministry of SVBC, our students are exposed to speakers and missionaries from all around the world. Chapel is a time of inspiration, devotion, and worship. Students are expected to attend all chapel meetings and may be asked to lead and provide input at various times during the school year.

### **Faculty & Staff Devotions**

The staff, faculty, and administration of SVCA has purposed in its collective heart to pray for God's work in our school. This includes the lives of each of our students, their families, and our team at SVCA. These times are both regular and meaningful to the life of our school. We ask that parents pray with us that we might see God's Sovereign hand in our midst.

## **UPPER SCHOOL DISCIPLINE (6-12)**

SVCA does not view itself as a corrective institution. Consequently, we ask that you do not enroll your child with the expectation that we will reform him/her. Our objective is partnering with the home, but not to take the place or usurp the authority and role that God has given to parents. SVCA expects all students to seek to live above reproach, demonstrating respect for God, country, family, faculty, staff, administration, and fellow students. Students must therefore conduct themselves at all times in a manner in accordance with the teachings of scripture. We believe that appropriate behavior of our students must be maintained on campus as well as away from school.

Our guidelines are not intended as a test for either Christianity, or spirituality, nor are they intended to be burdensome, unreasonable, or arbitrary. Rather, they are intended to help students learn:

1. to apply Biblical principles to various areas of life;
2. to live in a Christian community without giving offense to those in and around the community; and
3. to demonstrate understanding that everyone is created in God's image and, therefore, to have respect for themselves.

We ask parents to support our teachers and administration in this endeavor by being positive and purposing not to be openly critical in front of children or others. We further ask that in matters pertaining to this sensitive issue, parents follow the model of conflict resolution taught in Matthew 18.

Discipline at SVCA is also not intended to simply satisfy the law, but it is a part of love to accomplish good for the person being disciplined. Our goal is for students to be governed by the Holy Spirit's use of internalized Biblical precepts. Discipline is commanded in the Scriptures. It is the Bible that directs the relationship between the discipline and the discipleship that we seek for each student.

“My son, despise not though the chastening of the Lord, nor faint when thou art rebuked of Him: For whom the Lord loveth he chasteneth...Now no chastening for the present seemeth to be joyous, but grievous: nevertheless afterward it yieldeth the peaceable fruit of righteousness unto them which are exercised thereby.” Hebrews 12: 5b, 6a, 11

Discipline, or moral training, is a process, which encompasses the entire scope of the teaching-learning process. It is taking place every moment of the school day.

In general, misconduct is handled by the individual teacher who is responsible to take action according to the seriousness or persistence of the offense. Serious or persistent misconduct will necessitate the intervention of the administrator and may result in the suspension or expulsion of a student. Restrictions are not intended primarily as punitive measures but are necessary to the development of a well-ordered life.

## **EXPECTATION OF STUDENT BEHAVIORS**

### **Statement of positive expectations for behavior**

SVCA staff, faculty, and administration have partnered with parents to provide an environment that is conducive to Christ-centered education. We are covenanting with parents to do our very best to provide an atmosphere of learning and one which promotes strong Christian character and development and believe that students must assume the following behaviors:

1. Attend class regularly.
2. Be in your assigned seat with all necessary materials upon the ringing of the bell.
3. Give every assignment your best effort.
4. Treat each person here with respect.
5. Follow school and individual class rules and standards.
6. Help maintain all facilities, materials, and equipment.

### **Tardy Policy**

The focus of the following disciplinary procedures is to allow for a graduated disciplinary format as pertaining to **tardies**. This format will utilize after-school detentions, Saturday workdays, and finally, in-school suspensions. Tardies are considered “non-discipline” detentions and will be handled as outlined in the manner below:

1. **Three grace tardies** are allowed for each student per quarter. Parents will receive notice of their child's third tardy; however, it is the student's responsibility to arrive to class on time. The following action will be taken for each additional tardy that does not accompany an officially excused document:
2. **Fourth and fifth tardies** will result in a one-hour detention.
3. **A sixth tardy** will result in a Saturday workday and parent-administrative conference.
4. **A seventh tardy** will result in a one-day in-school suspension.
5. **An eighth tardy** will result in a one-day in-school suspension and student probationary status for following quarter.

*Note: Detentions resulting from tardies are handled in the aforementioned manner and are combined with "discipline" detentions in reaching the various stages of discipline including Saturday workdays and in-school suspensions.*

### **Definitions of Cheating**

The Bible tells us to provide all things honest in the sight of man and God. As such, we strive to teach our students the definition of honesty above all. Cheating is the act of deceiving another. In the academic realm, as in all facets of life, it allows Satan to get a stronghold on a life.

To avoid this type of behavior the following actions must be avoided by students at all times:

1. Cheating is copying, or turning in another person's words or work as if they were your own.
2. Cheating is copying information from another person's test, homework, notes, or asking for or receiving information concerning an examination from someone who has taken the exam.
3. Plagiarizing is a form of stealing others ideas or words without giving credit to the original author. This is especially true of information from the World Wide Web.
4. Cheating also includes looking at another person's test while taking the test; having answers available to you during a test that is not defined as "open book" test; communicating in any way with another student to get answers to a test during the testing period; and finally, giving out or inquiring about information on a test with the intent of using it to increase a grade.

*Note: Because **internet-capable devices** are able to access, store, and exchange information – often discretely and silently – they have become a tempting enabler of cheating. This is one of the reasons cell phones and electronic media devices are **banned during school hours**, beginning this academic year.*

### **DISCIPLINE PROCEDURES**

When a student demonstrates disrespect for school authority, property, or other people, disrupts classroom instruction, or exhibits behavior which is detrimental to the academic environment, a teacher will administer an after-school detention to be served on Tuesday or Thursday after school. These infractions will be heretofore designated as "discipline detentions." Items involving more significant disciplinary action will necessitate the use of "Saturday workdays," or in more extreme cases, "in-school suspensions." Detentions that result from tardiness will be

designated as “non-discipline” detentions and will be described in full (see Tardies). The following set of procedures has been set up to address behaviors classified as “disciplinary” in nature. SVCA administration reserves the right to address each individual situation in the manner that it deems most responsible and appropriate given all facts and considerations (some of which remain undisclosed to those outside of the situation being addressed). The use of Saturday workdays and in-school suspensions will be administered directly by the school principal.

1. Discipline and non-discipline detentions are combined and accumulate over the course of each quarter. At the end of each quarter, students are given a clean slate. The student’s records are kept on file and may be used to address a pattern of behavior if necessary. Teachers and administration will utilize the beginning of the school year as a time to explain school and individual classroom guidelines. Students will be responsible for adherence to these policies.
2. Teachers may deem it necessary to retain a student during the lunch hour for a “lunch detention.” Lunch detentions are written up and given to administration. Two lunch detentions result in one after-school detention.
3. Teachers will assign one hour of detention for misbehavior. Students are to return copies of their detention slips signed by a parent on the next day of school. Failure to return signed copies prior to serving the scheduled detention will result in a second detention. All detentions resulting from excess tardies will originate with school administration. Teachers may contact parents if they are having a specific problem with a student. The school principal will set up a meeting with the student and parents after a **second discipline detention** if it is deemed necessary in light of the specific infractions involved.
4. A **third disciplinary detention in one quarter** will result in the administration of a Saturday workday. Detentions of this nature include but are not limited to those addressed in the “Saturday School Workday” section. A contact with parents will be made by school administration.
5. A **fourth disciplinary detention in one quarter** will result in the administration of an in-school suspension. Contact will be made by school administration.
6. Skipping a scheduled detention automatically doubles the detention. Detentions cannot be rescheduled except in the case of a **previously scheduled appointment** and must be done so by a parent **prior to the date the detention is to be served**.
7. Skipping a second scheduled discipline detention automatically results in a Saturday workday.
8. Skipping a Saturday workday will result in a second Saturday workday.

**Note:** Students are held accountable for their behavior **in school and out of school** because Christianity is an all-comprehensive world and life view. It is the responsibility of the faculty and administration to consistently enforce the school standards of conduct and dress. The importance of loving, yet consistently firm discipline is both biblical and practically effective and necessary for a quality educational program. Teachers are dedicated to work hard at this aspect of the teaching profession.

### **Detention Implementation**

1. Discipline detentions are tracked over the course of the year and are addressed

through the aforementioned levels, by utilizing parent-administration (and sometimes student) conferences, and may lead to expulsion from school if a pattern of misbehavior is established and does not change.

2. Detentions are served in the following manner: if received on Thursday, Friday, or Monday, detention will be served on **Tuesday**. If received on Tuesday or Wednesday, detention will be served on **Thursday**. Detentions are served in the classroom of the teacher administering detention for that particular week. Announcements regarding location will always be provided for students involved.
3. Students serve 40 minute detentions 5 minutes after the last bell only. Students leaving school early will not be allowed to serve their detentions after their individual last class due to the fact that all detentions are staffed at the same time on each Tuesday & Thursday. They must serve detentions at the designated after school hour.

*Note: While the issue of rescheduling detentions has been touched upon above, we believe that it is important for parents and students to understand that athletic practices, home games, car pool issues, or other extra-curricular functions -- including but not limited to drama and musical practices or productions -- do not necessitate a legitimate reason for rescheduling.*

### **After School Detention**

Offenses which will be given an automatic 1 hour detention (including but not limited to):

- Inappropriate speech or conduct
- Misbehavior after being corrected or warned
- Passive resistance (failure to comply)
- Other forms of disrespect
- Being in a designated “off limits” (see Off Limit section below)
- Improperly using equipment or materials (not being a good steward)
- Chewing gum on campus or eating food at non-designated times
- Dress code or grooming violations
- Running in building or other forms of “rough housing” or “horse play”
- Bringing inappropriate materials to school, including any item that the administration deems questionable, inappropriate, or potentially offensive.

1. Students serving after-school detentions must be in their seats five minutes after the last bell has sounded. Detentions are not designed for student’s enjoyment; therefore, talking is prohibited during this time. Students may bring work to detention but cannot work with other students during this time and are not to leave the room once their detention has begun.
2. Failure to comply with these standards may result in students receiving a second detention from the teacher or administrator monitoring the detention classroom.

## Off Limit Areas

The following areas are considered to be “off limits areas” to students. Failure to comply with these directives will result in immediate detention and possible suspension.

1. **Sanctuary:** unless attending a class or as a participant of a school-sponsored event.
2. **Vehicles:** students shall not return to their vehicles prior to leaving campus at the end of the school day **for any reason**, unless they have first secured permission of appropriate school office staff. Signing out without a face-to-face contact is not acceptable and will result in an after school detention.
3. **Possessions of teachers:** including but not limited to teachers’ desks, files, grade books or materials.
4. **Possessions of other students:** including but not limited to lockers, book bags, or other personal belongings.
5. **Buildings or Rooms on SVCA campus:** other than those designated for typical school use unless given permission by school staff.
6. **Teachers’ Lounge:** is an off-limits area for students, and it is not to be used for phone calls or other personal business.

## Saturday School Workdays

Saturday School Workdays are designed to act as a deterrent to further disciplinary problems or undesirable behaviors by mandating a four and one-half hour workday for students under the direction and leadership of hired staff. Students receiving this form of discipline (based on progression or otherwise) work at SVCA from 8:00a.m.-12:30p.m. on the designated Saturday. Students are required to pay a \$35 fee to offset the costs of staffing this discipline workday. During the student’s four and one-half hour workday, he or she will be involved in a restoration project as coordinated by the school’s principal. The principal is responsible for contacting key school personnel to receive feedback concerning specific jobs or tasks that must be undertaken. Saturday Workdays are scheduled as needed and are communicated to parents by direct communication from SVCA administration.

## In-School Suspension

Suspensions are to be served in-school and as a last step after other forms of progressive disciplinary action prior to expulsion have failed to affect change. Administration may deem that the nature of a student’s behavior warrants such disciplinary action as well. Issues that would necessitate a minimum of immediate suspension include but are not limited to the following:

- Stealing
- Cheating (see definition of cheating)
- Lying and deception
- Fighting
- Vandalism (restitution to be made)
- Inappropriate display of affection
- Blatant disrespect for others including staff and other students

- Inappropriate use of computer technology, including but not limited to the accessing of inappropriate web sites.
- Skipping class

The aforementioned infractions are considered **major demerits**, and students accumulating **three** such infractions may be expelled from school.

In-school suspensions are to be served under the supervision of the administration and staff where students are isolated from peers, yet not at home on a “vacation” from school. Students will be given their assignments from each teacher (at Administrator’s request) and allowed to work on materials in the suspension hall. Any tests that were assigned for the particular day the student is serving suspension can be taken with an appointed proctor. Grades affected by suspension are only limited to those involved in an incident involving cheating or academic impropriety.

Due to the fact that students involved in extra-curricular activities incur the added responsibility of performing in a public venue, it is necessary that infractions involving such significant forms of disciplinary infractions that would cause a student to be suspended also carry additional responsibility. Students participating in extra-curricular activities will not be allowed to participate **on** the day he or she (and parents) is given notice of a suspension, as well as the actual day he or she is suspended from school. Such extra-curricular activities include but are not limited to athletics, drama and music performances, club-sponsored meetings or outings, Honor Society events, and other school-sponsored activities.

***Note:** Administration reserves the right to issue an out of school suspension to any student of any infraction that they believe necessitates this course of action, including those prior to the third offense and including those actions that listed in the In-School Suspension section of the Handbook. Expulsion of students for what are considered severe infractions of improper behavior is a right reserved by the school administration, including those prior to the third offense.*

### **Expulsion/Dismissal**

SVCA reserves the right to dismiss a student for any of the following reasons:

1. Parents’ failure to meet financial obligations.
2. Student’s behavior and/or attitude problems, which do not show significant improvement.
3. Student’s failure to make satisfactory academic progress.

Offenses which may necessitate SVCA taking the action of expelling a student from school include, but are not limited to the following:

- Tobacco use or possession
- Alcohol or drug use or possession
- Bringing weapons such as knives, guns, or explosives to school
- Threats to do serious harm to others or actual assault

Student dismissal for academic, attitude, or behavior problems will take place according to the following steps:

1. Conference with parents and upper school administrator and/or superintendent (and teacher if indicated) outlining the problem. Student is subsequently placed on probation and meeting and outcomes placed in administrative file.
2. Follow-up letter within two weeks noting lack of progress. School Committee is to be notified.
3. Formal notice of one-week suspension followed by dismissal. School Committee is to be notified.

## **June Box**

The June box is a storage place for confiscated items that will not be returned to the student until the end of the school year (June). The only exception is when a parent requests the item and pays a \$10 fee. At that point, the parent will be given the confiscated item directly. This box will be held in the Upper School Principal's office.

Question: What items may be confiscated?

Answer: Any cell phone or electronic media device, such as iPods, MP3 players, PS2s, Blackberrys, and the like. In addition, anything graphic, harmful, offensive, or otherwise inappropriate to a Christian learning environment, which a teacher or staff member deems necessary to confiscate.

Question: Can these items be used before or after school?

Answer: Yes, students are allowed to have their electronic devices visible before 8:15 a.m. and after 3:00 p.m. However, they must meet the content rating of approval as listed below. Any teacher or administrator is allowed to review music and entertainment for its content appropriateness. This includes any school-related function or event which is held on SVCA property, as well as during away games and events.

Question: How can someone keep from getting these items confiscated?

Answer: Don't bring them to school. Keeping them turned off and unavailable during designated hours will help prevent their misuse and subsequent confiscation.

## **Content Rating of Approval**

**Video Games:** The playing of video games that are "A", "M", and "RP" -rated is not permitted, and is a reprimandable offense. The playing of "EC", "E", and "T"-rated games are permitted during non-school hours, but should be played with discretion. SVCA refers to the Bible for all moral standards.

**Music:** Philosophy, tastes and personal convictions concerning music vary greatly among the families of our students. Shenandoah Valley Christian Academy endeavors to teach discernment in evaluating and selecting all music. It is our desire to maintain a music standard that is conducive to a healthy Christian atmosphere. Students should learn to choose music that honors the Savior and is in harmony with God's Word. Music that is offensive (i.e., lewd lyrics, anti-Christian messages, etc.) to SVCA's Christian stand is not permitted. This policy is implemented

because this Academy desires to suggest a conservative policy for music, which honors the Lord. Music expresses such an expansive variety of culture and background, attitude and thought, belief and message. Some music, in its message, is clearly contrary to the standards of SVCA.