

SCOTT VALLEY CHRISTIAN ACADEMY



PARENT AND STUDENT HANDBOOK 2017 – 2018 Revised August 2017

**SCOTT VALLEY CHRISTIAN ACADEMY
PARENT AND STUDENT HANDBOOK
2017 - 2018**

To The Parents,

Scott Valley Christian Academy welcomes you and your child! We believe that your association with us will be a happy and rewarding experience. Our staff will be glad to assist you in any way we can, so do not hesitate to ask for assistance and guidance.

This handbook will explain to you the rules and regulations of your school. We ask parents to study the handbook carefully and to accept the responsibility of instructing your children on its contents. We ask each student to abide by the stated rules and to be governed by the intended spirit of the handbook. If there are any questions concerning this publication, please feel free to ask any staff member for an answer.

We believe the commitment that you have toward Christian education represents an important step in your attempt to provide a Christ-centered education for your children.

In The Master's service,

Laura Dysert
Glenda Hubbard
Leslie Munn

Scott Valley Christian Academy Mission Statement:

Providing a Christ centered education
by equipping students today
to impact our world for tomorrow.

SCOTT VALLEY CHRISTIAN ACADEMY STATEMENT OF FAITH

Philosophy of Christian Education

We believe that both the Old and New Testaments are the inspired Word of God, revealing the three persons of the Godhead: Father, Son, and Holy Spirit.

We believe in the incarnation and virgin birth of our Lord and Savior Jesus Christ as true God and true man.

We believe that man was created in the image of God, but became separated from God by sin.

We believe that man is redeemed by grace through faith in Christ's vicarious atonement for sin, the shedding of His blood on the cross.

We believe that the gift of eternal life is available to all men, that those who receive Christ by faith are regenerated by the Holy Spirit and thereby become children of God.

We believe in the bodily resurrection of Christ, His imminent return, and the resurrection of His people.

GENERAL PURPOSE

WHY A CHRISTIAN SCHOOL?

Scott Valley Christian Academy starts with the premise that the only true education is a Christian education. This premise is based on the fact that only Christian education deals with all the dimensions of life as viewed from a biblical perspective.

In order for an educational program to be academically sound and instructionally effective, it must be founded upon Christian educational principles that recognize the true nature of God, truth, knowledge, and man. Implicit in Christian education are these basic truths:

- 1) Man does possess a spiritual dimension (Genesis 1:26-27);
- 2) Education involves the total being: spiritual, intellectual, physical, and social (Proverbs 9:9);
- 3) Each person possesses unique individual potential, traits, and needs (Romans 12:3-8);
- 4) The educational experience must involve the development of Christian beliefs, attitudes, and skills toward zealous application;
- 5) An integration of Bible truth will be an inseparable and primary part of the total educational process. Christian concepts will be unified with, inseparable from, and central to the academic offerings;
- 6) Youth need a steady influence while preparing to live in a complex society. Only the Bible has the answers to man's needs and longings, and, therefore, will serve as our final authority on all questions.

BASIC EDUCATIONAL GOALS

- a) To give God the glory in all things;
- b) To provide an educational experience that is designed to point the child to God;
- c) To give the students a Christ-centered education (Colossians 1:16-18);
- d) To support the efforts of parents as they accept and fulfill their responsibility to give their children a Christian education (Psalm 78:1-7; Deuteronomy 6:7; Proverbs 6:20-23);
- e) To turn the hearts of the students to their fathers so that they will listen to them and receive their instruction. The school should strive to reinforce the child's obedience and loyalty to his parents (Malachi 4:5-6; Proverbs 20:20; Isaiah 38:19);
- f) To encourage students to put their trust in Jesus Christ for eternal life (Romans 10:13);
- g) To train students to be able to recognize godly men and women who live their lives in obedience to God (Philippians 3:17);
- h) To equip children to view and evaluate all of life, experience, and knowledge from a biblical perspective (Isaiah 55:6-9; Proverbs 16:25);
- i) To encourage students to have personal relationship with God, which manifest itself in knowing, loving, and fearing His authority (Proverbs 2:1-5; Matthew 22: 35-37; Proverbs 1:7);
- j) To develop an understanding of one's unique responsibility to God and to one another (Philippians 2:1-4; 1Corinthians 13:1-7);
- k) To help students realize their capabilities and limitations and how to make the most of them, toward growth and service (II Timothy 1:8-9; Ephesians 1:3-12);
- l) To equip each student with the ability to communicate clearly, logically, and effectively through reading, writing, speaking, and listening;
- m) To encourage creativity and curiosity;
- n) To encourage an appreciation of the arts;
- o) To teach the fundamentals of physical fitness, nutrition, and hygiene;
- p) To teach the fundamentals of Bible, Language Arts, Mathematics, Social Studies, and Science.

SCHOOL POLICY STATEMENT

The policies of the Academy are determined by the controlling authority of Scott Valley Christian Academy's school board.

It has always been a part of God's plan that parents are ultimately responsible for the education and development of their children (Deuteronomy 6:6-9; Ephesians 6:4). The general purpose of Scott Valley Christian Academy is to assist parents with the moral and spiritual training of children and to provide technical assistance to the parent and child in mastering academic skills and concepts.

Parents are mandated by God to educate their children. Children are gifts from God (Psalm 127: 3-5). Parents are responsible to train up their children in the way of the Lord and not in the ways of the world (Proverbs 22:6; Ephesians 6:4). God's people are told, Thus saith the Lord, learn not the way of the heathen . . . For the customs of the people are vain. (Jeremiah 10:2-3). Proverbs 19:27 states, Cease, my son, to hear the instruction that causeth to err from the words of knowledge. It is obvious that God has been very careful to instruct and warn parents as to the type of education a child is to receive.

In God's economy of things, He has ordained three basic institutions: the Family, the Church, and the State. In fulfilling parental responsibility for the education of children, the family usually seeks help and support from one of the institutions outside the home. Since there is no biblical authority for the state being involved in education, the creation of a Christian school serves as an extension of the home in assisting the parents in fulfilling their Christian responsibility to train up their children.

SCOTT VALLEY CHRISTIAN ACADEMY

SCHOOL MASCOT

Eagle

SCHOOL COLORS

Blue and White

PLEDGE

The recitation each morning of the words of the pledge given below is a consistent and continual reminder of the honor and privilege we have as American citizens and Christians. Therefore, it is essential that every student see his/her responsibility to recite this each day.

Pledge to the American Flag:

I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

ADMISSIONS

Kindergarten entrance requirements:

A child entering kindergarten must be (5) years old on or before September 1st.

Before a child can be admitted, the following records must be on file:

- An up-to-date immunization record or signed waiver;

A signed, completed application form;

A state certified copy of the child's birth certificate;

All other admissions must also have a copy of the most recent report cards and school transcript including achievement test results.

Each student must have a desire to attend SVCA, abide by the school rules, maintain a great attitude, and show a desire to learn about Jesus and grow closer to Him. Each student must also be able to function successfully without County Office of Education Special Education Assistance, provide at least average standardized testing data, at least a C average and a satisfactory citizenship record from the former school(s).

SVCA reserves the right to accept, deny, suspend, or expel students solely at its discretion.

Scott Valley Christian Academy admits students in K through 12th grade without regard to race, color, nationality, or ethnic origin.

ENROLLMENT POLICY

The enrollment procedures include:

- 1) Carefully reading the SVCA Parent/Student Handbook;
- 2) Attending a parent orientation;
- 3) Completing all necessary forms (application, information packet, etc.);
- 4) Parents making the necessary financial arrangements required by the school; including payment of registration and tuition;
- 5) Parent and student interview with administrator and head teacher;
- 6) Acceptance or denial letter.

FINANCIAL POLICY

REGISTRATION & TUITION PAYMENTS:

- **Total tuition is \$950.00 per student per year.**

A down payment of \$200.00 is **due June 1st**.

TUITION PAYMENTS K through 12:

Option 1: 12 monthly installments beginning July 1, 2017 and concluding May 1, 2018.

Option 2: Annually: 1 payment due July 1, 2017

Payments may be mailed to: SVCA P.O. Box 486 Fort Jones, CA 96032

Each family is required to be involved in fund raising activities for SVCA unless they opt to buy out.

Payment of \$2500 annually, in place of fund raising, allows a family to opt out.

SVCA believes it is essential for parents to be involved in the education of their children. In recognition of this, parent(s) are encouraged to volunteer. If a parent is unavailable during school hours then they can choose after school events.

FINANCIAL ASSISTANCE:

Full and partial scholarship information upon request.

LUNCH PROGRAM

All students are required to bring their lunch to school. No student will be allowed to leave the school for lunch unless accompanied by an authorized person. If a parent is bringing lunch to a student, it needs to be delivered by 12:00 pm for all grades.

MEDICATIONS

Parents are asked to consider the potential danger of having students bring medicine to school. The school recognizes that medications are justified for chronic health conditions and short-term acute health conditions, but no medication will be administered by the staff without a signed request of a parent or guardian. In addition, a signed letter from the attending physician stating your child's name of the medication, dosage, and time to be administered.

PARENT VISITATIONS

Parents are always welcome at Scott Valley Christian Academy and should feel free to visit the school and classrooms. We do, however, request that any visitor to the classrooms make an appointment with the teacher in advance. Parent-teacher conferences should be scheduled with the classroom teacher at a convenient hour, not during normal classroom hours. Parents are advised against sending friends and relatives to pick up your child without notification in advance. This is for your protection as well as the welfare of the student.

PARTIES

We will have various occasions for parties throughout the year. Parents will be asked to help furnish various items for the parties.

SCHOOL HOURS

Scott Valley Christian Academy's hours are 7:45 a.m. - 2:25 p.m. Monday through Friday.

School will begin at 8:00 a.m.

Supervision will be provided for students fifteen minutes before school starts and fifteen minutes after

dismissal. This means that the school will not be responsible for students prior to or after these times. K students will be dismissed at 12:00. They may stay and have lunch with the other SVCA students but must be picked up by 12:45 p.m.

Students in 1st-12th will be dismissed at 2:30 pm.

Students must be picked up no later than 2:40 pm.

STUDENT INJURY

The staff of Scott Valley Christian Academy will exercise reasonable judgment for the care of students in the case of physical injury. In those cases where an injury appears to be serious, we retain the right to seek professional help, including ambulance, doctor, and emergency room services. Parents will be called immediately. Parents will be responsible to pay for services obtained on the child's behalf.

TRANSPORTATION

Scott Valley Christian Academy does not provide daily transportation to and from school.

COMMUNICABLE DISEASE

While it is not the desire of Scott Valley Christian Academy to discriminate against any student, we are faced with the challenge of providing a safe haven for those students entrusted to our care by their loving parents. Our purpose is to protect our students from exposure to illness.

We also recognize that Scott Valley Christian Academy is not equipped to care for the needs of very ill students or any student with a serious or chronic communicable disease.

Therefore, because we are moved with deep sympathy for both the sick child and the well child, it will be the policy of Scott Valley Christian Academy to deny admission or to require dismissal from the school for a child with a serious or chronic communicable disease. The concern is two fold: (1) that other students not be infected and (2) that the ill student not become infected with other diseases transmitted by fellow students or others within the school family.

ATTENDANCE POLICY

It is the responsibility of the student and parent to create the habit of being punctual and regular in attendance. The school feels that faithful attendance is necessary in order to obtain the maximum benefits. All students are expected to attend school 175 days per year.

Legitimate Absences:

- Personal illness, injury, or doctor appointments that cannot be scheduled after school hours;
- Illness in the immediate family that requires the student's presence;

Death in the family;

Absences with prior approval from the teacher.

Attendance Policy for Grades K-8:

A student should not miss more than 15 days in one school year. A student must be present 3 or more hours of the school day (6.5 hours) to be counted present for that day. K5 must be present 2 hours of the school day.

Early Dismissal:

Checking out of school is strongly discouraged. Parents should try to schedule all medical appointments after school hours. However, if it is necessary for a child to be taken from school before dismissal, the student will be signed out in the SVCA Blue Student Binder.

NO STUDENT WILL HAVE PERMISSION TO LEAVE UNLESS ACCOMPANIED BY HIS PARENT OR GUARDIAN.

Tardiness:

It is important that students always be on time to assembly and to class. By being prompt, the student is demonstrating self-discipline and responsibility.

Self discipline:

In this area is not only important for proper academic achievements, it is essential for the development of personal habits that are characteristic of success and good citizenship in every walk of life. Each student is expected to be in the school building no later than 8:00 am. Students not at assembly at 8:05 are considered tardy and will be marked as such.

Make-Up Work for Excused Absences:

Make-up work due to an absence is the student's responsibility and must be completed within a period of time determined by the teacher. Students who are suspended from school or skip school do not have the opportunity to make up work.

DRESS CODE FOR K THROUGH 12TH GRADE STUDENTS, STAFF, and VOLUNTEERS:

Scott Valley Christian Academy Dress Code Revised (11-15-2014)

Student Dress Code and Grooming Policy

Purpose

The purpose of the Scott Valley Christian Academy's dress and appearance expectations are to enable the student to be a discerning leader by making appropriate dress and appearance choices which reflect scriptural values.

The dress code has two primary goals: modesty and neatness. Both of these qualities contribute to order and structure in the classroom and are necessary to achieve proper academic results from the student body as a whole. The personal appearance of every student is an important component of establishing a safe environment for optimal learning and respect for one another. Our standards for dress and grooming are in keeping with the high Christian ideals that we seek to establish in those who attend the school. Dress requirements are designed to encourage a strong sense of pride in personal appearance and in the school community and are not intended to be punitive.

Dress Code Regulations and Guidelines

All students, staff and volunteers are expected to adhere to common practices of modesty, cleanliness and neatness; to dress in a respectful manner within the dress code and in such a manner as to contribute to the academic atmosphere, not detract from it.

Clarification regarding apparel should be obtained PRIOR TO WEARING THE ARTICLE TO SCHOOL; this permission can be obtained through the school administration.

Teachers are charged with the responsibility of enforcing student dress code for their classes and within the school grounds.

The following is meant to provide a description of the parameters of the school's dress code. However, discretion lies with the staff concerning the appropriateness of a particular student's dress.

Dress Code - General

Basic dress consists of solid colored bottoms of several different styles: Long pants or slacks and shorts for boys and girls, in addition to, dresses and skirts for girls. Jeans are allowed but they must have no holes, distressed areas and must be hemmed. These may be topped off with a variety of different colored polo shirts, turtle necks or button down shirts. Additionally, girls may wear blouses, or t-shirts that meet dress code guidelines. For warmth in layering, all of these tops may be covered with sweaters or

vests. Any solid, striped or plaid colors are acceptable for shirts, sweaters and vests. Collared shirts are strongly encouraged.

Specifics:

- ❖ Clothing should always be neat and attractive in appearance. All attire should reflect a positive self-image.

Torn or ripped clothing is not acceptable.

Clothing should fit and not be overly tight or baggy.

Clothing needs to be sufficient enough to conceal undergarments at all times.

Clothing, accessories, or jewelry that contain obscene symbols, signs, slogans or text and/or which slur or degrade on the basis of race, religion, ethnicity, sex, disability, or sexual orientation, or impose a threat of imminent violence or disruption to the orderly operation of the school shall not be worn.

Clothing, accessories, symbols, jewelry, or other paraphernalia which depicts or suggests (by word or image), association with a gang, secret society, or fraternity are not allowed.

Clothing, accessories, or jewelry, containing words or symbols supporting sex, drugs, alcohol, or tobacco are not allowed.

Clothing, accessories, symbols, jewelry, depicting or suggesting (by word or image) knives, guns, monsters, super heroes, villains, witchery, death, violence, satanic images, mean or angry looking faces, criminals, or peace signs are not allowed.

Words or phrases on tops and bottoms are not allowed.

- ❖ Pictures or Characters on tops and bottoms are not allowed.
- ❖ Logos or 'name brand wording' will be permitted with the following guideline;
 - Logos or wording of name brand attire must be no larger than two inches in length or diameter anywhere on the clothing. (i.e. Polo, Roxy, Cabela's, Aeropostal, etc)Scott Valley Christian Academy logos are always allowed
- ❖ Gothic motif of any kind will not be allowed.
 - Tattoos are not acceptable, whether permanent or temporary, on boys or girls.
 - If tattoos are present prior to enrollment in school, they must be covered at all times and not shown on school grounds.

Shirts and Blouses:

****The following must also meet all areas of prior mentioned guidelines.****

- Tops must touch the waist of pants at all times (i.e. when in movement, when arms are extended or raised, and when in seated positions, etc.) Bare midriffs are inappropriate.

Collared tops are preferred for both boys and girls.

No see-through lace, fishnet fabrics or sheer clothing allowed for either boys or girls.

- Exception: said material used as trim or accent to garment.
- Clothing should be sufficient enough to cover undergarments at all times. Camouflage is not acceptable.

Boys – Unacceptable shirts

- T-shirts
 - Made of thin, lightweight materials (thin cotton jerseys)

Non-tailored or baggy

- Tank tops or sleeveless shirts
- Boys – Acceptable shirts
 - Collared shirts – polo, rugby style, or button up (short or long sleeved)

Dressier T-shirts

- Made of nice, heavy weight materials (short or long sleeved)

Tailored

- Henley style shirts w/three buttons
 - May be un-tucked
- Shirts may be any solid, striped, or plaid color

Shirts must be tucked in unless style permits otherwise.

Turtle necks

Sweaters – over a collared shirt

Scott Valley Christian Academy Sweatshirts

- Girls – Unacceptable shirts
 - Crop tops, tube tops, halter tops, spaghetti straps

- Low cut blouses, tops, sweaters, etc. with plunging necklines
- Girls – Acceptable shirts
 - Collared shirts and blouses
 - Tucked in if style permits
 Solid, striped, plaid, and prints are permitted

 Sleeveless shirts or blouses
 - Sweaters
Scott Valley Christian Academy Sweatshirts
 T-shirts – if neatly fitted and tailored.
- ***Dresses, Skirts, Skorts and Shorts***
- The length of dresses, skirts, skorts and shorts must not be shorter than the longest fingertip when the student’s hand is fully extended down the side of the student’s leg.
 - Younger students that wear skirts/dresses that don’t understand the concept of not showing their undergarments may need to wear some kind of leggings or stretchy shorts underneath their clothes.
- Skirts, skorts and shorts ***should*** be worn at the natural waistline, but due to new styles with lower waistlines, the academy will allow waistlines that ride slightly lower than the top of the hip bone.
- Spaghetti straps on dresses are not acceptable.
Dresses, skirts, skorts and shorts may be, but not limited to, a variety of solid colors, stripes, patterns, design and style.

Pants, Leggings and Tights

- Pants, skirts, and shorts ***should*** be worn at the natural waistline, but due to new styles with lower waistlines, the academy will allow waistlines that ride slightly lower than the top of the hip bone.
Tights and leggings may be worn under dresses or skirts.

Note: For the purpose of this policy, the waistline is the narrowest point of the human body between the ribcage and hips.

- Pant legs should not drag floor.
Pajamas, flannel pants, fleece/velour pants, or sweat pants are inappropriate.

Fatigues or camouflage pants are not allowed.

Girls – Leggings/tights and stretch pants, in a variety of styles, colors and patterns are accepted.

Girls wearing leggings/stretch pants must be wearing a shirt, top or dress that provides sufficient coverage of their backside.

Outerwear - Must follow specific guidelines as listed on pg. 14

- Light outerwear, such as sweatshirts, vests, and sweaters may be worn. Heavy coats are permitted, but must be removed prior to the class bell.

Shoes

- Everyone that enters the school building must wear shoes. Shoes must be strapped on well for safety during outdoor activities.

All students participating in P.E. must have a sturdy running shoe each school day. Students are required bring the appropriate shoes to school on days that shoes such as slip-ons are worn.

Flip-flops, thongs, and clogs are not allowed.

Slippers are inappropriate.

Jewelry and Accessories

- Body or facial piercing other than earrings is not allowed.
 - Girls – a limit of two earrings per ear lobe.Boys – are not allowed to wear earrings.
- Multiple bracelets not allowed (this interferes with classroom work)
No spiked jewelry or belts

Mouth “grillz” are not permitted. The determination of what constitutes a “grill” is within the discretion of the director/staff.

Hats, hoods, beanies and bandanas are not allowed indoors for both boys and girls except on special days scheduled on the monthly school calendar.

Hygiene, Grooming, Hair and Make-up

- Hairstyles should be neat, clean and reasonably styled.
 - Hairstyles should not hang in the eyes.Boys- hair should not reach the bottom of the ear or below the collar.

No attention drawing hairstyles are allowed, such as;

- Mohawks, punk, spiked, tails, or bright colors
- Facial hair should be neat clean, closely trimmed and not be a distraction to the learning environment.
- Makeup/Nail Polish
 - Black/dark makeup that draws attention is not allowed.Boys are not allowed to wear makeup or nail polish of any kind.
- Hygiene
 - Students need to come to school clean and free of offensive odors.Students need to maintain proper oral care and teeth brushing.

Finger and toe nails must be free of dirt and trimmed appropriately.

STUDENT CONDUCT AND DISCIPLINE

A lifestyle that reflects Christian principles stands out in today's crowd. At Scott Valley Christian Academy we have standards of conduct and dress that we feel should be a part of the students mode of living. Most of the standards are simply for the protection of our students and for the orderly operation of our school.

Boy/Girl Relations: Scott Valley Christian Academy provides opportunities for boys and girls to cultivate friendships with the opposite sex. In some instances, these associations will deepen into more than passing friendships. This is both natural and expected. However, all such friendships must be handled in a responsible manner. Public displays of affection, such as holding hands and other physical intimacies, will be considered in poor taste and will be discouraged. Same sex associations or affections will not be tolerated. This type behavior will result in disciplinary action.

Chapel or Assemblies

Chapel and assemblies will be an important part of the spiritual educational program at Scott Valley Christian Academy. Each school

day will begin with a devotional period consisting of prayer and pledges. In addition to daily morning devotionals.

Parents are invited to attend and may sit with their child. The following guidelines will be used:

- 1) Attendance is required of all students.
- 2) Each student will demonstrate proper courtesy to the speaker or group leader.
- 3) There will be no unnecessary talking, distracting others, or disturbances.
- 4) Students will not be allowed to study during the chapel service or assembly.

Discipline

Teachers will generally direct/facilitate discipline procedures throughout the school day. In the case of minor infractions, parents will generally not be contacted unless the teacher's corrective action has proven unsuccessful, in which case parents will be informed and involved. The school administrator will generally be responsible for handling the more serious offenses. Parents will be notified of the nature of the offense and also the disciplinary action taken for all major infractions.

Elementary Academy School Conduct (Grades K through 6)

The Bible teaches that a Christian should be set apart from the world in appearance and action (I Thessalonians 5:22 and II Corinthians 6:17). Various forms of discipline will be administered, depending upon the nature of the offense and the frequency it is committed. All students at Scott Valley Christian Academy are expected to follow the rules and standards of the school. We expect a student to be above reproach in showing respect to God, country, family, faculty, and fellow students.

Procedures used to bring about self-discipline include, but are not necessarily limited to: warning(s), parent/teacher conferences, time out, loss of privileges (such as recess, parties, special treats, field trips, assemblies, etc.), probation, suspension, and expulsion. It may be necessary to use a combination of the above in a given situation.

Scott Valley Christian Academy reserves the right to suspend or expel any student if the student's attitude and actions do not conform to the spirit and standards of the school. Negative behavior that results in repeated suspensions will become part of the student's permanent record.

Infractions (This is strictly a guide and may not cover all infractions):

Minor Infractions:

- a) Disrespect
- b) Frequent tardiness
- c) Talking/Misbehaving/Inattentiveness
- d) Dress code violation
- e) Unable to follow classroom rules
- f) Failure to return signed progress report, daily or weekly discipline notice, and/or note from teacher
- g) Negative comments

Major Infractions:

- a) Constant repeat of minor infractions
- b) Use of profane, vulgar, or obscene words or indecent exposure
- c) Lying/Cheating/Stealing
- d) Possession of prohibited articles
- e) Insubordination/Threatening teacher, staff, or other students
- f) Severe classroom disruptions
- g) Bullying or harassing another student
- h) Others (as deemed appropriate by the administrator)

Suspensions or Expulsions:

- a) Defacing school property
- b) Cheating/stealing/criminal activity
- c) Fighting or striking others; or menacing, threatening, instigative or assaultive behavior
- d) Multiple detentions
- e) Vandalism
- f) Leaving campus without permission
- g) Pornography in any form
- h) Any serious act of misconduct
- i) Threats to health, safety, or property of others or school
- j) Possession of alcohol, tobacco in any form, and/or other drugs on school property or at school events
- k) Lighters on school property or at school events
- l) Continued, willful failure to attend scheduled classes or detention hall
- m) Possession of a weapon in school, on school property, or at school events or activities. Weapons include, but are not limited to, any object that is or may be used to inflict bodily injury or to place another in fear of personal safety or well-being. The following may be defined as a weapon: any gun, knife, razor, razor blade, any sharp edge or pointed object, etc.

***All students will be expected to follow each classroom teacher's discipline plan and all classroom rules.**

***If a student is suspended or expelled for any reason, there will be no refund of monies paid. Readmission to SVCA will be based upon board approval.**

Secondary Academy Conduct Grades 7-12

The conduct of Scott Valley Christian Academy students should always reflect self-respect and respect for others. SVCA acts on the assumption that its students enter with a seriousness of purpose and that their own conscience and good sense are sufficient guides to behavior. The purpose of the faculty and administration is to lead students to cultivate a deep sense of personal responsibility for their own conduct and achievement and for the well-being of the larger community of which they are a part. These expectations apply at all school events.

Classroom Rules:

- 1) Always conduct yourself in a dignified manner.
- 2) Come prepared to learn every day.
- 3) Show respect toward others in the room at all times.
- 4) Actively participate in your education.
- 5) Be attentive and participate in an orderly manner.
- 6) Have necessary books and supplies available.
- 7) Be punctual.
- 8) Exercise responsible care and use of school property, personal property, and property belonging to others.

Minor Infractions:

- a) Not being where assigned during the school day
- b) Excessive noise or disruptive behavior
- c) Unexcused tardiness to school after third instance
- d) Failure to follow teacher orders
- e) Inappropriate behavior during group or physical activities (includes pushing, shoving, taunting, arguing, or other aggressive behaviors);
- f) Excessive horseplay toward others
- g) Inappropriate behavior during pledges, prayer, or chapel
- h) Comments that are meant to humiliate, degrade, or insult others
- i) Failure to return to class in a timely and orderly fashion
- j) Inappropriate communication (talking) during exams and tests
- k) Possession of a cell phone or beeper
- l) Negative comments
- m) Other offenses deemed appropriate by administrator or teachers.

Consequences for Minor Infractions:

1st offense: 1 day morning or afternoon detention

2nd offense: 1 to 3 days morning detention.

3rd offense: Office referral, which could result in 1 to 5 days suspension
Parents will be notified.

Failure to attend morning detention may result in a further action, which may

include additional detention or suspension

Major Infractions:

- a) Disrespect to school official or visitor
- b) Use of obscene or vulgar language (cursing)
- c) Forging or altering notes or office forms
- d) Stealing, defacing, damaging, or destroying school property or property of others
- e) Leaving the school building without prior authorization of school officials
- f) Continued and willful failure to carry out reasonable orders and directions from teachers/administrator
- g) Smoking, chewing, or visibly possessing tobacco on school property or at school events
- h) Possession of matches or lighters
- i) Abusive, crude, or vulgar language/gestures directed at another person
- j) Bullying or harassing another student
- k) Cheating or plagiarism on assignments/exams
- l) Severe classroom disruptions
- m) Sexual harassment or inappropriate sexual behavior toward or directed at another person
- n) Possession of alcohol and/or drugs on school property or at school events
- o) Threats to health, safety, or property of others or school
- p) Possession of a weapon in school, on school property, or at school activities or events.
- q) Continued, willful failure to attend scheduled classes or morning detention
- r) Pornography in any form
- s) Possession of materials that contain vulgar language or that fail to promote Christian values (music, magazines, books, clothing, etc.)
- t) Any serious act of misconduct
- u) Multiple detentions
- v) Cheating on exams or tests (this includes providing answers to others)
- w) Completing assignments using other student's work
- x) Inappropriate computer use (e-mail, chat rooms, sites not approved by teacher).
- y) Sharing or using another person's computer password
- z) Working on a computer using another student's identity
- aa) Vandalism and defacing school property (including furniture, books, walls, and computers)
- bb) Repeated dress code violations
- cc) Other offenses deemed appropriate by the administrator or teachers
- dd) Cell phone use (this includes texting, talking, checking messages, etc.)

Phones must remain in student's backpacks during the school day. If this rule is not obeyed, the teachers will keep the student's phone and return it at the end of the school day.

Consequences for Major Infractions:

1st offense: 1 to 3 days suspension

2nd offense: 1 to 5 days suspension and possible expulsion

3rd offense: Expulsion

*****Note: Any student who is referred to the Administrator three times in one school year with 3 major infraction violations will be automatically expelled for the remainder of the school year. Parents/Guardians will be responsible for any remaining tuition for the remainder of the year and must be paid.**

Readmission to SVCA will be based upon board approval.

It will be up to the discretion of administration and /or discipline committee to expel a student at any time due to the severity of the misbehavior.

Automatic dismissal offenses may include any one of the major infractions listed.

If a student is suspended or expelled for any reason, there will be no refund of monies paid. Parents/Guardians will remain responsible for tuition payments for the remainder of the year. Also, former SVCA students who have been expelled or dismissed due to legitimate reasons, will not be allowed to participate in any school functions.

TELEPHONES & MESSAGES

SVCA students may not use cell phone without the permission of a SVCA teacher during school hours.

PAGERS/ELECTRONIC COMMUNICATION DEVICES AND RADIOS

Students are not permitted to carry any electronic device including (but not limited to): an I-pod, MP3 player, hand held games, radio, CD player, pocket pager, walkie-talkies, audio, or video players on school property or on school van/bus, or at school-sponsored activities. These devices will be confiscated and returned at the end of the day on the first offense. Parents will be called.

- *These items may be permitted during long field trips with permission of the SVCA teachers.*

CHEATING

Cheating is prohibited. Students who are caught cheating will receive a zero on the test/assignment and the classroom teacher will contact parents. Plagiarism is a form of academic dishonesty. It is the use of another's words or interpretations without giving credit. Plagiarism occurs when writers fail to use quotation marks to indicate exact words from a source, when they fail to paraphrase a passage completely, or when they fail to cite the source (including Internet sources) of any quotation, idea, or paraphrase. Any student found guilty of plagiarism will receive an automatic zero on the assignment.

STUDENT PEER SEXUAL HARASSMENT

Student reports of sexual harassment by other students will be taken seriously and dealt with in a firm and sensitive manner. Such incidents will not be tolerated since they lead to the existence of a hostile and uncomfortable school environment. Student reports of sexual harassment by peers should be referred to school administrators for disciplinary action. Based on the circumstances, administrators will determine the course of action and consequences, including the possibility of making reports to appropriate legal authorities.

FINAL EXAMS & EXEMPTIONS

End of semester exams are given to all students in all subject areas. These exams will be comprehensive and will count 25% of the student's semester average. Exemptions for final exams will be given to those students who meet the following criteria:

- a. Students with a 90 average with 5 or less excused absences per subject
In order to earn credit for each course, all high school students must complete five units in each course. To help the students from getting behind, a personalized lesson plan is created using the school calendar and is given to the students each semester. This lesson plan is to be followed by the students each day.

COURSE CREDIT AND LESSON PLANS-EXAMPLE

Students must attend SVCA for 2 years to graduate, or 1 year with transcripts from an accredited school.

UNITS -EXAMPLE

Number of units required to reach the next grade level:

52 units

11 units

17 units

24 units

GRADUATION REQUIREMENTS FOR COLLEGE PREP DIPLOMA

EXAMPLE

Bible 4

Hebrew History: Kings of Israel (1)

Bible Doctrines (1)

New Testament: Jesus and His
Followers (1)

Old Testament: Genesis &
Revelation (1)

English 4

English 9 (1)

English 10 (1)

English 11 (1)

English 12 (1)

Math 4

Algebra I (1)

Algebra 11 (1)

Business Math(1)

Advanced Math (Trigonometry &
Analytic Geometry) (1)

Science 4

Physical Science (1)

Biology (1)

Chemistry (1)

Physics (1)

Social Studies 3

World Geography (2)

World History (1)

U.S. History (1)

American Government (2)

Economics (2)

Foreign Language 2

Spanish I

Spanish II

Health & Physical

Education 1
Health (2)
Physical Education (2)
Electives 2
Consumer Math (1)
Business Math (1)
Physics (1)
Speech (1/2)
Family/Consumer Sciences (1/2)
Algebra 11 (1)
Plane Geometry (1)
Advanced Math (1)

GRADUATION REQUIREMENTS FOR GENERAL DIPLOMA

EXAMPLE

Bible 4
Hebrew History: Kings of Israel (1)
Bible Doctrines (1)
New Testament: Jesus and His
Followers (1)
Old Testament: Genesis &
Revelation (1)
English 4
English 9 (1)
English 10 (1)
English 11 (1)
English 12 (1)
Math 4
Algebra 1 (1)
Consumer Math (1)
Business Math (1)
Algebra 11 or Geometry (1)
Science 3
Physical Science (1)
Biology (1)
Chemistry (1)
Social Studies 3
World Geography
World History
U.S. History
American Govt. (2)
Economics (2)
Health & Physical
Education 1
Health (2)

Physical Education (2)
Electives 5
Spanish I (1)
Spanish II (1)
Physical Education (2)
Consumer Math (1)
Plane Geometry (1)
Business Math (1)
Advanced Math (1)
Physics (1)
Speech (2)
Family/Cons. Sci. (2)

STUDENT VEHICLES

Parking on school property is a privilege, not a right. Students are to park in the designated parking area.

Students with a valid California driver's license and parental permission are eligible to drive to school. Any student that demonstrates careless or reckless driving will forfeit the privilege of driving on campus. All students are to leave their vehicle and report to the school building area upon arrival. There is to be no loitering in automobiles before or after school. Once a vehicle is parked in the morning, a student is not permitted to return to the car until the end of the school day. No loud and/or inappropriate music is allowed.

By parking on school property, students demonstrate acceptance of the following conditions by implied consent. Students unwilling to accept these terms should decline to park on school property.

- 1) Students park vehicles on school property at their own risk. The school disclaims responsibility for loss of contents or damage to vehicles in the school owned parking lot;
- 2) Students will drive on school property in a safe manner at all times, respecting the rights of pedestrians and other drivers;
- 3) When students arrive at school, they are expected to park and lock their vehicles in the assigned area. The driver and the occupants are expected to exit the vehicle immediately, and they are not to return to it without written permission or until the end of the student's school day;
- 4) Students are expected to stay off all grass on campus while driving;
- 5) The law allows searches of vehicles on school property to be conducted if there is reasonable suspicion to believe that a violation of school policy or law has been committed. If prohibited items are found, they will be confiscated and a report will be made to the Administrator who will determine whether further investigation is warranted.

***The Administrator reserves the right to suspend the privilege of any student to drive on school grounds if there is evidence of violation of any regulation outlined in this handbook.**

EARLY DISMISSAL FROM SCHOOL

If parents want students to leave school for an appointment or other preplanned commitment, a phone call or text should be placed to either Mrs. Dysert, Mrs. Hubbard, Mrs. Munn. The student will be signed out by the parent of guardian.

Upon returning from the appointment, the student's parent must sign their student back into school and the student report back to their teacher.

Students must never leave school without prior administrative permission for early dismissal. This offense will result in suspension.

ACADEMIC GRADING PERIODS

The academic year consists of 2 semesters of 18 weeks each. Each semester is divided into two, nine week grading periods. The purpose of the reporting system is to give parents and students an indication of progress being made by the student.

FIELD TRIPS

Field trips are an important and fun part of the learning process. Many trips will be planned throughout the year. Permission slips must be signed in order for your child to participate in field trips. Parents may be asked to drive if transportation is needed. Any parent driving SVCA students, other than their own, will be asked to provide a copy of their CDL and current insurance card. This information will be kept on file at SVCA.

PROHIBITED ARTICLES/WEAPONS

The following list is not all-conclusive, but these items are not permitted at school: tobacco in any form, alcoholic beverages, illegal drugs, knives, spiked jewelry and/or belts, guns, explosives of any kind (including fire crackers), lighters, skateboards, water guns, radios, tape players, electronic audio/video players, beepers, electronic games, pornography of any type, and magazines and books not related to class work. These items are subject to confiscation by the administrator and/or teacher and may be disposed of as seen necessary by the school.

CURRICULUM

Kindergarten Curriculum:

Scott Valley Christian Academy will use the ABEKA DVD/Book curriculum. This program is a phonetically-based word recognition and early reading program. ABEKA provides a lively academic program for five year olds which gives the children an enjoyable educational foundation and a desire to learn more. Students learn to identify the name and sounds of each letter through picture association with an alphabet story. The creative and colorful approach makes learning language fun. Basic concepts are taught through brightly illustrated readers that emphasize comprehension and language skills.

Subjects include the alphabet and letter sounds, consonants and vowels, blended sounds, reading, spelling, rhyming, sequence, nouns, verbs, pronouns, and contractions. Review of previous concepts helps students achieve mastery in skills and is ideal for the reading-ready student. The phonics-based reading readiness pages are full of carefully sequenced activities in recognition, sound, and formation of vowels (long and short), consonants, consonant-vowel blends, and one-syllable words with one or two vowels.

The math program lays a foundation for order and exactness. The daily practice in the student book teaches the recognition and printing of the numerals 0 to 100. simple addition and subtraction from 0 to 10 are taught. Principles of place value, measurement, calendar use, telling time, graphing, comparisons, and money concepts are also introduced. Each morning will begin with Prayer and Bible lessons.

Grades 1-2 Curriculum:

Scott Valley Christian Academy will use the ABEKA DVD curriculum. This program is supported by a wide range of phonics-based language arts materials that increase reading comprehension and refine thinking skills. With this intensive phonics approach, even lower ability students can learn to read successfully. This program also includes spelling, vocabulary, penmanship, telling time, fractions, graphs, estimation, measurement, addition & subtraction, decimals, multiplication, metric system, geometry, map reading, etc. In addition to math and language arts, the Bible will be taught. Each and every morning will begin with prayer and Bible lessons. These Bible lessons foster students' moral and ethical values by combining in-depth study of the Old and New Testaments with practical application of spiritual principles and truths in daily life.

The social sciences, Enjoying God's World and Exploring God's World will be thoroughly explored. Health, Safety, and Manners will be taught as well.

Grades 3-6 Curriculum:

Scott Valley Christian Academy will use the ABEKA DVD curriculum in grades 3-6. Consistent penmanship practice, creative writing, spelling improvement, novel readings, research skills, public-speaking opportunities, listening skills, and much more awaits you at SVCA. Mathematics will involve an abundant practice of new and review concepts and facts, and daily word problems. Problem solving strategies are scattered throughout the text to help students gain the skills necessary to be expert problem solvers. Emphasis is placed on whole numbers, fractions, decimals, measurement and algebraic equations, basic geometric problems, and much more. Old World History and New World History will be incorporated during the day. Understanding God's World, Investigating God's World, and Observing God's World will be the Science titles covered. Each and every day will begin with Prayer and Bible Lessons.

Grades 7-12 Curriculum:

Scott Valley Christian Academy will use ABEKA's DVD for Schools program, which presents the five core subjects of Bible, Language Arts, Math, History & Geography, and Science. Additional courses include Spanish I and II, Health Q, Consumer Math, Advanced Math, Family/Consumer Sciences, Speech, Economics, Business Math, Hebrew History, and much more. This curriculum engages students in a world of fun and learning through exciting lessons taught by master teachers in DVD format. ABEKA's master teachers will teach students via DVD everyday for an entire course. In addition, students will benefit by exclusively using the high-quality textbooks from ABEKA Book. Your on-site teacher will follow the progress of each student by helping students with seat work, assignments, grading, homework, etc. Seat work, independent work time, recess, lunch, and restroom breaks are built into the master schedule.

The ABEKA Academy DVD program is as traditional and productive as the one-room schoolhouse, but as high tech as tomorrow. It's an exciting educational program and it works!

SVCA COMPUTER NETWORK - ACCEPTABLE USE POLICY

The primary purpose of the SVCA Computer Network is educational. Users are responsible for ensuring that their activities adhere to generally accepted educational standards. The computer network is intended to enhance the established school curriculum. The network serves as a resource for improving and enriching teaching and learning at Scott Valley Christian Academy. Deliberate, inappropriate utilization can result in cancellation or restriction of access privileges, as well as disciplinary or legal action. Intentional unacceptable behaviors include, but are not limited to, the following:

- involvement in any activity prohibited by law;
 - the storage or transferring of unnecessarily large files;
- attempting to establish commercial ventures on the network;
storing or transferring obscene materials;
transferring chain type letters;
sharing passwords;
copying protected software;
involvement with on-line games.

The school maintains and manages the computer network in such a way as to ensure availability and reliability in performing its educational mission. This requires the ability and authority to inspect any and all materials transferred and stored within the network by any and all users. Therefore, accounts of users are not private and may be accessed by system administrators or their designee(s) for any reason at any time without prior notice to the account holder.

All students who wish to access the computer Network must sign an Acceptable Use Network Contract before gaining privileges. This gives students access to the World Wide Web, the Internet, and electronic mail (e-mail). Parents must cosign the contract.

**** I understand that once I have committed, in writing to Administration that my child will attend Scott Valley Christian Academy, and their curriculum has been ordered, I am responsible for the cost of that curriculum. If I decide for any reason they will not attend, I understand I will be billed for that amount.**

**SCOTT VALLEY CHRISTIAN ACADEMY
PARENT AND STUDENT HANDBOOK**

2017 – 2018

PLEASE SIGN AND RETURN WITH SVCA STUDENT APPLICATION

I/WE HAVE READ AND AGREE TO COMPLY WITH THE RULES AND INFORMATION, TERMS AND FEES STATED IN THE 2017 – 2018 SVCA PARENT AND STUDENT HANDBOOK.

PARENT(S) / GUARDIAN SIGNATURE & DATE

PARENT(S) / GUARDIAN SIGNATURE & DATE

STUDENT SIGNATURE & DATE

STUDENT SIGNATURE & DATE

ADMINISTRATION SIGNATURE & DATE