

Parent/Student Handbook
San Fernando Valley Academy

2018-2019

Spirituality,
Family,
Values,
Academics.

“Where we educate children into
HIS image”

Approved by School Board
September 18, 2018

San Fernando Valley Academy

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Dr. Deborah Baroi, High School Vice-Principal
Perla Caraveo, Elementary Vice-Principal
Kristina Gaitan, Registrar/Academic Counselor
Alma Wesley, Child Development Center Director

SCHOOL HOURS

Monday to Thursday

Grades K-2 8:00 am to 2:30 pm

Grades 3-4 8:00 am to 2:45 pm

Grades 5-8 8:00 am to 3:15 pm

High School 8:00 am to 3:59 pm

Daycare Hours 2:30am to 6:00 pm

Fridays

Grades K-8 8:00 am to 12:00 pm

Grades 9-12 8:00 am to 12:43 pm

Daycare Hours 12 am to 4:30 pm

Office Hours

Mon. - Thur. 7:30 am – 4:30 pm

Friday 7:30 am – 2:00 pm



2018-2019
San Fernando Valley Academy
Parent/Student Handbook

This is the official Parent/Student Handbook, hereafter referred to as the “Handbook,” for the 2018-2019 school year.

The policies and guidelines contained herein will be used to govern the responsibilities and activities of all parents and students this school year.

We strive to maintain the consistency of this handbook and the policies within. We also recognize that there may be times when policies will need to be changed during the school year. The school reserves the right to change any policies within this handbook as deemed necessary during the school year. Proper notification will be given to all concerned parties in a timely manner.

For all High School Freshmen and new or transfer students enrolling during this current school year, will be required to meet graduation guidelines as stated in this Handbook.

All other students will be held accountable for the graduation requirements as stated in the Handbook published for the year during which they enrolled.

Faculty and Staff

<u>Administrative Staff</u>	<u>Position</u>	<u>Email</u>
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Alma Wesley, B.A	Director, Child Development Center	cdcdirector@sfva.org

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Elida Gonzalez	Day Care Director	egonzalez@sfva.org

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MISSION STATEMENT

*San Fernando Valley Academy provides a Christian education is based on four foundations: **Spirituality, Family, Values, and Academics.** Our goal is to educate students who are productive citizens and actively spread the gospel to the world through the four foundations they have been taught.*

Spirituality. SFVA students will become familiar with Biblical principles by:

- a) Increasing their understanding of God and His love for them
- b) Developing a relationship with God and placing Him first in their lives
- c) Identifying and using their spiritual gifts
- d) Identifying situations in which they can reach out to their community.
K-4 I will learn about the Bible, what Seventh-day Adventists believe and how God wants me to live.

Family: SFVA students will demonstrate an understanding of social awareness by:

- a) Recognizing the importance God places on the family
- b) Treating others with respect and dignity
- c) Recognizing the value of individual diversity
- d) Being part of a church family by participating in church activities K-4 I will value others and treat everyone with respect.

Values. SFVA students will demonstrate familiarity with Christian values and life-style choices by:

- a) Recognizing the Christian values necessary for temperate living
- b) Exhibiting appropriate behaviors through self-control and self-discipline
- c) Engaging in healthful living on a consistent basis.
- d) Practicing a strong work ethic.
K-4 I will develop good habits, behave well, and live a healthy lifestyle.

Academic Competence. SFVA students will demonstrate academic competence by:

- a) Learning new skills to help reach academic goals and objectives
- b) Improving communication through reading, writing, and listening
- c) Demonstrating an ability to think logically, analytically, and critically
- d) Developing and integrating technology skills in all coursework.
K-4 I will speak and write well and always do my best to learn.

STATEMENT OF PURPOSE

To be the local Christian answer to the worldwide search for knowledge. We help our students to be a part of a worldwide mission without leaving home. We encourage our students to live Christ's love in their daily activities and help others find their way to God.

ACCREDITATION

San Fernando Valley Academy is accredited with the Western Association of Schools and Colleges (WASC) and with the National Council for Private School Accreditation (NCPSA).

SCHOOL HISTORY

Our roots go back to 1902 when the newly organized Southern California Conference of Seventh-day Adventists opened the "The Fernando College" in San Fernando with 37 students. Located on about 40 acres between what is now Brand Blvd., the Pacoima wash, Glenoaks and Lucas St. at the then abandoned MaClay Seminary campus (which had moved on to U.S.C. by then) that boasted a complete boarding college and farm. A high school and elementary school were quickly added. As a combined industrial and church-worker training school, it eventually sent over 75 missionaries to foreign fields. Ellen White visited the campus several times.

In 1923, a year after the new La Sierra College had opened, the campus was closed. However, the local SDA church in San Fernando continued to operate a two-room elementary school in one of the buildings Moved from the old campus to a site several blocks north to what is now Newton St. In the 1930's grades 9 and 10 were added and a bus was operated throughout the valley. The Van Nuys congregation was operating another small school during this time.

By the end of WWII, population growth had shifted to the central part of the San Fernando Valley. Accordingly, in 1946 a new 8-grade campus was built with the combined efforts of the churches at San Fernando, Van Nuys, and North Hollywood. It was located on the northwest corner of Hayvenhurst Ave. and Parthenia St. in what is now North Hills.

STATEMENT OF PHILOSOPHY

In the beginning man was created in the image of God and was "endowed with a power akin to that of the Creator-individuality, power to think and to do," Education, p. 17. Man's capacity for free, creative, responsible thinking and acting has been considerably diminished by sin. It is, therefore, the purpose of Christian education to restore this power in each student. A knowledge of God, His plan for redemption, and the kind of person men and women may become as they are restored to His likeness is of first importance throughout the total school experience. Such a transforming restoration involves the development of the whole person, physically, mentally, socially, and spiritually.

San Fernando Valley Academy is dedicated to the fulfillment of one great purpose in cooperation with divine agencies, "to restore in man the image of his maker, to bring him back to the perfection in which he was created, to promote the development of body, mind, and soul, that the divine purpose of his creation might be realized," E. G. White; Education, p. 15, 16.

San Fernando Valley Academy places a high esteem on the infinite worth of every individual and seeks to provide a climate in which a positive self-image may be developed. The necessity of providing opportunities for students to secure a preparation that will fit them to live successfully and productively is recognized. Students are encouraged to take an active interest in making the community a better place to live, to appreciate the cultural, scientific and technological advances of the age, and to develop a positive attitude toward the service of others and God. Each student is challenged to develop a personal sense of mission for giving the gospel message to the entire world in preparation for the soon return of Jesus.

"Therefore go and make disciples of all nations, baptizing them in the name of the Father and the Son and the Holy Spirit, and teaching them to obey everything I have commanded you."

Matthew 28:19-20

"And Jesus grew in wisdom (Mental) and stature (Physical), and in favor with God (Spiritual) and men (Social)." Luke 2:52

ADMISSION INFORMATION

Who Should Apply

Seventh-day Adventist schools are established primarily for Adventist families. However, our school welcomes all those who are in harmony with the philosophy and objectives of Christian education and who will cheerfully agree to comply with all the principles.

Statement of Non-Discrimination

San Fernando Valley Academy does not discriminate on the basis of race, color, or national ethnic origin in the administration of its educational and admissions policies.

Statement of Compliance

The administration, staff and Board of Trustees assume that when a student applies for admission, registers and presents him/herself for class attendance, that both the student and parent or guardian agree to abide by and uphold all the provisions of this handbook and all other written or verbal presentation of the rules and regulations or changes in rules and regulations made at any time during the school year. It is also expected that each student, parent or guardian will make themselves aware of the content of any item published or given verbally that affects the students, individually and collectively. Failure to become familiar with the rules, regulations or procedures of the school will not relieve any person of the responsibility of functioning within the intent of the rules, regulations and procedures.

Admission Procedure

(Forms may be downloaded at www.SFVA.org)

There are three categories of admission forms; Returning students, new students, and I-20 international students. Registration packets can be obtained at the school or online.

New students applying for admission are required to take a placement test before acceptance.

The admissions process will be completed when the above request forms and information has been supplied or submitted to school.

Placement

Various test results and transcript records from previous school(s) attended will determine, in part, the grade and class placement. SFVA reserves the right to test all new and transferring students in determining placement. Students may be placed in remedial classes when test results show such placement is needed.

IEP/Special Education

Admission of disability students is subject to a screening process by the teachers and administration.

Student who are discovered to have a possible learning disability are subject to a probationary period while the IEP is pending. If the parent is unwilling to have the student tested then the student will not be accepted for enrollment.

Probationary Admission Status

All students transferring from another school with acceptable grades and good conduct references will be admitted on a general probationary status for a period of forty-five (45) days. Probation status may be extended by committee. This period of time will give the various school offices and faculty the necessary opportunity to determine placement, citizenship status, financial status, and other data upon which to grant or deny permanent acceptance. The school administration reserves the right to deny admission to SFVA.

Age Requirements

Kindergarten students are required to be five (5) years of age by **September 1**. First graders are required to be six (6) by September 1. A birth certificate or other documentation must be presented at registration. This is a requirement by the state of California and adopted by the Pacific Union Conference Office of Education.

Exception: Children who miss the age requirement by not more than three months may be considered for admission to first grade if they shall have satisfactorily completed an accredited kindergarten program elsewhere. The decision for admission of a child shall be based on a copy of the official birth certificate and kindergarten progress report as well as a letter from the kindergarten teacher recommending the pupil for first grade. The child is also to have a meeting with a school official or first grade teacher.

Physical Examinations

Physical examinations are required **without exception** for all students entering SFVA for the first time in Kindergarten, first grade, or any level of initial entry in the formal educational process in the State of California. Examinations are also required **before registration** in grades 4, 7, and 9. **Verification of a physical examination will be accepted only on the form provided by SFVA and must be completed by a licensed physician.** A statement with a physician's signature indicating the student is in "good health" cannot be accepted. Evidence of physical examination must be presented before students can be admitted to the classroom. The administration reserves the right to require a complete or specific partial physical examination at any time.

Immunizations

California State Law requires each student to have **completed** a series of TB skin test, DTP/DTAP/DT/TD, MMR, Hepatitis B, Varicella, and Polio. **Students entering grades 7-12 must also have a whooping cough vaccination.** Students entering California schools for the first time must present, from a physician or agency performing immunization, written evidence that they have been fully immunized against measles (Rubella) or that they have had the disease. This evidence **MUST** be presented upon registration. **If it is not received at registration, the student will not be admitted until it is received. This policy is mandated and regulated by state law.** If after the child is admitted to school and he or she is discovered to lack one or more immunizations, the parent/guardian will be notified. The school, according with state regulations, allows no more than 10 school days for the child to present a record of the immunization after the parent has been notified. After 10 school days, the child must be excluded from further attending school if he or she has not complied with the requirement.

Immunization shall not be required if the parent or guardian having custody of the child files with the school a letter and/or affidavit stating that such immunization is contrary to his or her beliefs. The possibility of highly infectious conditions may necessitate immediate removal of a student from school until a doctor or health department official sends a written notice that the condition no longer exists.

INTERNATIONAL STUDENTS

Our International program attracts students from around the world to live in the United States and study at San Fernando Valley Academy. We offer I-20 (F1) Visas, and home-stay accommodations. Small class size, which provide individual attention to each student which creates an intimate learning atmosphere, which is the hallmark of our school and has allowed us to create a family-like environment that is highly responsive to the needs of our international. Our International program also contributes to the learning experience of our domestic students, by providing them with exposure to diverse cultures, languages and ideas.

We accept applications to our International program on a year round basis. Application materials include the student's academic records along with teacher recommendations (with English translations).

Strong emphasis is given toward integrating international students into regular academic classes as quickly as possible by first allowing them to acclimate into low-content courses first, such as music, art, and sports while at the same time taking increasingly more challenging English-orientated courses. Our graduating International students typically enroll directly into prestigious private and state colleges, as well as foreign universities.

All foreign students whose primary language is not English and/or have been unable to meet the minimum scores above must take the ELL class offered on campus.

FINANCIAL INFORMATION

School Financial Status

San Fernando Valley Academy (SFVA) is a Certified, Christian Seventh-day Adventist Preparatory School whose main objective is to provide Christian education to the members of the Seventh-day Adventist Churches and community, located primarily in the San Fernando Valley and its surrounding communities. SFVA is a non-profit education organization that operates with two types of financial support: First, the school charges tuition and fees to the families of students that are enrolled and attend school. Second, the school receives monies from the constituent Adventist churches that help subsidize the school expenses and therefore, provide a discounted rate to Adventist families. It is important to recognize another crucial aspect of our financial support. SFVA receives donations that alleviate the needs of the daily operation as well as other costs. Our non-profit status allows us to provide our donors with receipts and letters of donation in order that they may obtain a tax deduction.

Tuition Schedule

Our financial plan is based on three student classifications: Seventh-day Adventist, Community, and Foreign students/I-20. Seventh-day Adventist students are those who, along with their families, are members and attend regularly a Seventh-day Adventist church. Community students are those who themselves and their families are non-members of the Seventh-day Adventist church. I-20 students are those that have a student visa, I-20 non-immigrant student permit, and their source of finance is from a foreign country.

Monthly Tuition Rates

Grade	Constituent	Non-Constituent
K-6	\$428.00	\$536.00
7-8	\$519.00	\$635.00
9-12	\$606.00	\$741.00

International Students (Yearly-Non-refundable/Non-Transferable)

K-6	\$13,000.00
7-8	\$15,000.00
9-12	\$17,000.00

Registration Fees

	<u>K-6 Fees</u>	<u>7-8 Fees</u>	<u>High School Fees</u>
Application Fee	\$125.00	\$125.00	\$125.00
Comprehensive Fee*	\$570.00	\$650.00	\$1,000.00
Emergency Kit (New Students only)	\$25.00	\$25.00	\$25.00

Class Dues

8th Grade	\$50.00	
9th/10th Grade		\$150.00
11th/12th Grade		\$200.00

*Includes Student Accident Insurance and Administrative costs. Students who return books that are damaged beyond use will be charged replacement cost of the book, medical insurance, technology, yearbook, music, ASB.

Graduation Fee

Graduating students are charged a graduation fee to cover the costs of diplomas, gown rentals, invitations, and other graduation expenses. The fee is as follows:

Kindergarten	\$50.00
8th Grade Graduates	\$175.00
12th Grade Graduates	\$275.00

Other Fees:

STEM for Grades 1st to 8th	\$400.00
5th and 6th Grade Outdoor Education	\$300.00
7th and 8th Grade Outdoor Education	\$300.00
Academy Study Tour	\$800.00 (if available)
Leadership Camp	\$175.00 (if eligible)
Bible Camp	\$175.00

CIF Varsity Sport Fee

The cost to participate in any CIF sport is on a sliding scale per student depending on the number of sports a student participates in. For high school, the first sport is \$200, second, \$175, third, \$150. For middle school, the fee is \$150 for each sport. This is a non-refundable fee and must be paid prior to a student participating in that sport.

Monthly Payments Due

It is imperative that student accounts be paid on time. The school depends upon receiving prompt tuition payments in order to meet our monthly financial obligations.

10-MONTH PAYMENT PLAN: The payment is due the 1st. of every month. If the account is not paid by the 10th of the month the account will be considered delinquent. Please see the section below for more information in regards to delinquent accounts.

Delinquent Accounts

Any student whose account becomes more than 60 days past due will be asked to withdraw from school until the account is paid or satisfactory arrangements have been made. If arrangements are not made, the account will be turned over to the Finance Committee for determination of status.

Scholarship and Financial Aid

Discounts and scholarships are available to SFVA families as follows:

- a) **Payment in Advance:** A five percent (5%) discount is applied when annual tuition is paid in full. This is in addition to any other scholarships or discount applies.
- b) **New Families Promotion:** A family that enrolls a student(s) for the first time or semester is entitled to a 25% promotional discount for up to one year.
- c) **Multi-child Discount:** A family with more than one child enrolled is entitled to a discount on tuition of ten percent (10%) for the second child. The tuition for the third child (or more) is discounted by fifteen percent (15%) only if the family does not participate in the NEW FAMILY nor in THE THREE-WAY program.
- d) **Matching or Three-Way Program:** Our constituent churches and SFVA offer a limited amount of tuition assistance for families in need. Parents are encouraged to make their financial needs known to their respective church pastors, to considered in the matching or Three-way program.

Emergency Preparedness Kits

Every new student will be charged a one-time fee of \$25 to cover the cost of emergency equipment on campus. The registration, earthquake kits and comprehensive fees are paid in full and are nonrefundable.

Early Withdrawals

In the case of early withdrawal, the parent or guardian must sign and date the appropriate section at the bottom of the Financial Application. This will ensure that you will not be billed for any month beyond the withdrawal early.

Issued Books

Issued textbooks used during the school year are to be returned at the closing of the school year. SFVA will assign books to all students. Damaged or unreturned books will be billed to the student's account.

Cafeteria/Miscellaneous Charges

No cafeteria service are offered this year. Parents are advised to send lunches with students.

Daycare

San Fernando Valley Academy provides supervision for elementary students half an hour before school begins, and half an hour after school ends on Monday through Friday. The Daycare contract is available at the administrative office.

Students are required to leave the school campus following the completion of the school day. Parents must make transportation or after school care arrangements so students are not loitering on campus after 4:30 pm on Mondays through Thursdays and 1:00 pm on Fridays. **There is no supervision outside of day care and the school assumes no responsibility for students left after school hours.**

Ending times are strictly enforced. Please refer to Daycare Contract and/or information below.

A 20% discount will apply if arrangements for Pre-Paid afternoon Daycare are made for a month in advance. Payment can be made to the administration office or directly to the Daycare Director at the beginning of each month.

Minimum-days are a short school day in which the students are out at 12:00 pm.

The rate is \$8.00 per student per day if a student is left at Daycare. Monday through Thursday up to 6:00 pm and Fridays up to 4:30 pm.

If a student is picked-up after the operating hours the rate is: **\$1.00 per minute per student, up to a maximum amount of \$60.00. This after hours charge shall be paid in cash by the parent/guardian (or person designated) the same day of the service.**

The Director may terminate the student's daycare privileges, if the parent/guardian has incurred after hours services for more than one time in the respective month (Refer to the Daycare Program flier.) For the protection of a student and at the discretion of the Daycare director, the Los Angeles County Child Protective Services Agency may be notified when a student is left before and after hours of operation more than 2 times or for an extended period of time.

If the parent/guardian is in default of payment for more than 2 days the parent/guardian agrees to terminate the use of Daycare until the account(s) is brought current.

Supervision of students at appropriate extra-curricular school activities will be provided by SFVA. However, students are not to remain on campus after school waiting for such activities to begin. Supervision will only be provided during the time of the actual activity. Parents leaving their children on campus unsupervised do so at their own risk.

Check Charge

A service charge of \$35.00 will be billed for any check returned.

Exam Permits

Exam permits are required before students will be permitted to take semester or final tests. Permits are issued by the business manager's office when the account is paid in full, or satisfactory arrangements have been made towards clearing the account. If a student needs to take their final exams prior to the scheduled time, there is a \$10 fee per exam to cover the cost and time associated with creating a separate exam for that student.

Transcript Fee

A graduating student may request one official transcript free of charge. A \$20.00 fee will be charged to all other requests for transcripts.

ACADEMIC INFORMATION

Curriculum

The curriculum in grades K-12 has been developed in harmony with the policies of the General Conference, the Offices of Education of the North American Division, Pacific Union Conference, Southern California Conference of Seventh-day Adventists, and the regulations of the State of California. The curriculum meets all of the basic requirements for promotion and/or graduation, and meets admission standards for the University of California and the California State University systems.

Religion classes are an integral part of the total curriculum, and the study of the Bible is a daily experience. For the school to meet the goals and objectives of Seventh-day Adventist education, enrollment in Bible classes is required for all students. No exceptions will be made.

Grade Reports

Each school year is divided into four grading periods, or quarters, of approximately nine weeks each. At the end of these grade periods a progress report is sent to the parents. Interim Progress Reports may be sent to parents at other times when individual teachers feel it is necessary. Teachers expect and welcome parental response to these reports.

At the secondary level, the semester grade is cumulative for the two quarters making up the semester. This semester grade is entered as permanent grades on the student's Official Transcript. For this reason, when a student is required to repeat a portion of a course, nothing else than a full semester can be accepted, and the course **MUST** be the same in content as the course failed. Courses in which a grade of F or I (incomplete) is earned will receive 0 credit and the course **MUST** be repeated.

Transcripts and Progress Records

Official Transcripts for secondary students are maintained in the school office by the Registrar's; elementary permanent progress records are maintained in the Local Conference Office of Education. Copies of these records will be furnished upon request and payment of the Transcript fee. Official transcripts will be mailed to the school, college, university or other entity with the imprint of the school seal. Official transcripts are not issued to individuals. However, an unofficial transcript for personal use may be issued upon request.

Acceleration

When students meet the acceleration requirements as specified in the Pacific Union Conference Education Code, and it is evident that student and parent/guardian desire acceleration and understand the ramifications, the school will cooperate. Acceleration is not considered advisable.

Acceleration to the next elementary grade requires written permission from the parents, teachers, principal, and the office of education. This permission is only given when the student tests above the 90th percentile on a standard battery test and demonstrates evidence of social, behavioral and emotional readiness.

Retention

The curriculum for K-12 is designed to be progressive from one grade to the next or from one course level to the next. When it is found that a student has not made sufficient progress to succeed at the next grade or level, the student may be asked to be retained or to retake the course. The procedure will follow what is recommended by the Southern California Conference Office of Education. Parents of elementary students are requested to sign a retention form that becomes part of the cumulative records.

Secondary Four Year Course

In harmony with the recommendations of the Pacific Union Conference Education Code, each student is expected to spend four full years in high school. Courses required for graduation/diploma must be taken on this campus unless a student has failed one of these courses. Please refer to the Off-Campus Course Work section and check with the registrar, prior to enrolling in an off-campus class.

Class Standing

Class standing is determined by high school credits earned. (Education Code 1516)

FRESHMAN	Enrolled students who have completed eighth (8th) grade.
SOPHOMORE	Students who have earned a minimum of 60 semester units and completed 25 hours of community service.
JUNIOR	Students who have earned a minimum of 120 semester units and completed 50 hours of community service.
SENIOR	Students who have earned a minimum of 180 semester units, completed 75 hours of community service and who can complete the remaining courses needed for graduation.

If a student does not meet the minimum required semester units during the school year, they will not be promoted to the next class until the minimum units are completed.

Diplomas Offered

San Fernando Valley Academy offers two high school diplomas: General High School and a College Preparatory Diploma. The High School program meets the graduation requirements of the state of California and the Pacific Union Conference of Seventh-day Adventists. Colleges and universities may differ in their requirements for entrance; therefore, students should study the requirements of the college they plan to attend and select their high school courses accordingly. The Registrar's office offers many sources of information for college requirements.

Community Service Requirements

Community Service Hours: All students are required to submit 25 clock hours of community service/service learning hours per school year in attendance in a Seventh-day Adventist school. It is recommended that students not work directly for their parents.

On Campus Community Service Hours

Community Service time sheets are due on the 15th and 30th of each month to the Registrar and will not be accepted more than one month late.

Graduation Requirements

A diploma is granted to a student completing the 12th grade who has:

- 1.- Completed a minimum of 240 semester units of credit for the High School diploma
- 2.- Completed a minimum of 270 semester units of credit with no grade lower than a C- for the College Preparatory diploma
- 3.- Maintained a satisfactory grade in both Attendance and Citizenship.
- 4.- Complete 25 hours of Community Service each school year of attendance at SFVA
- 5.- A test score of at 9th Grade Equivalency level
- 6.- No F's are accepted for graduation and must be repeated
- 7.- Satisfactorily completed the basic sequence of courses for graduation as specified above.

Requirements for Participation in Graduation Services

The graduating class includes seniors who are eligible to graduate based on the following criteria:

1. Full-time student status for the entire second/final semester prior to graduation (40 SP).
2. Passing grades in all diploma requirements by specified date.
3. All transcripts from previous schools attended must be received by the Registrar's Office by **April 1** of current school year.
4. Completion of all correspondence courses with final grades received by the Registrar by **April 1** of current school year.
5. Payment in full of all school accounts before the beginning of the second semester finals.
6. Approval by the academy faculty.

Seniors taking approved correspondence work, which is required for completion of graduation requirements, must complete the work and have a final passing grade on file in the Registrar's office by April 1 for credit to be applied towards June graduation. Failure to meet this deadline and/or those above may affect participation in the graduation exercises, participation as a class officer, or may be designated as a "summer graduate" on the diploma and other documents, such as the graduation program, etc.

All students who have successfully completed the required courses for graduation are automatically entitled to participate in graduation activities. **SFVA reserves the Commencement Service for those students who have completed all requirements for graduation by the stated deadline**

In the Handbook. Students who have not completed all graduation requirements will be allowed to participate in all weekend activities with the exception of Commencement. A diploma may be granted upon completion of all course requirements. A five-year enrollment is an option, another is graduation in absentia.

Graduation in Absentia

Requests to graduate in absentia must be submitted to the Academic Standards Committee before May 15.

Academic Recognition

Academic Recognition is given to students in the following manner:

Honor Roll: Students achieving a semester grade point average (GPA) of 3.00 or higher; attendance grade of A or B; citizenship grade of A or B; and no probation.

Honor Cords: Seniors who meet prescribed diploma requirements and have a cumulative GPA of 3.00 or higher receive the following honor cords:

Highest Honors	Gold cord	3.75 to 4.00 GPA
High Honors	Silver cord	3.50 to 3.74 GPA
Honors	White cord	3.00 to 3.49 GPA

Thirteen Years Honor: Seniors having attended SFVA for 13 years will receive a Green honor cord at graduation.

ASB Officers- Officers for the current year will receive a purple cord.

Class Officers- Officers for the current year will receive a maroon cord.

Off-Campus Coursework

All students must obtain approval from the Academic Standards Committee BEFORE taking any independent study, summer school, private lessons, on-line or other off-campus courses. Students are encouraged to take summer classes for courses in which they previously earned grades of D or F.

All off-campus courses, including final examinations, must be completed by April 1 of the senior year and final grade submitted to the **Registrar's Office by April 15** of the senior year.

Program Changes

Student program changes may not be made later than the end of the second week of the semester, and classes may not be entered later than the second week of the semester. **The parent or guardian, the teacher of both the class being dropped and added, the advisor and the principal, must sign the change of program.** The student and parent/guardian will accept responsibility for any disruption in the student's progress affecting graduation.

Incompletes

An Incomplete Grade may only be given when not completing the work if there are reasons that are beyond the control of the student, including but not limited to extended illness or physical incapacity. An Incomplete Grade may be given to prevent a failure grade under normal circumstances. A student who has received an Incomplete Grade, "I", may remove that mark by completing such work as may be assigned by the teacher of that course. The course work must be completed no later than the four weeks following the end of the quarter or semester in which the incomplete was received. If student does not complete the work by the provided time, all the pending assignments will be changed to zeros ("F") and the student will receive the corresponding final grade.

Academic Dishonesty

San Fernando Valley Academy places a strong emphasis upon academic honesty and integrity. Plagiarism is a form of academic dishonesty in which a person intentionally or unintentionally claims another person's words and ideas without giving credit to the original source. Plagiarism includes: Using, borrowing, lending or copying anyone else's words, ideas, or information in an assignment, without giving proper credit to the original author or turning in work that has been submitted for credit in any other class without prior approval from both teachers. Students who copy other students' work, cheat on tests, and/or assist other students to cheat will receive:

- 1st Offense- no credit for the work involved and may, at the teacher's discretion, be required to attend a conference between the teacher and the student's parents.
- 2nd Offense- will receive no credit for the work involved and will be required to appear before the Discipline Committee for discipline.
- 3rd Offense- will be dropped for the semester from the class in which they were caught. 4th Offense- may be expelled.

Academic Probation

Students who fall below a 2.0 GPA in any quarter will be placed on academic probation. The process is as follows:

A mandatory meeting will take place with the Academic Council, the parents, and the student.

The student will be required to attend tutoring and meetings after school with the teachers who's classes the student is having trouble with.

Academic Council will monitor student's progress throughout the following quarter for improvement.

Parents will be required to assist their child at home in the monitoring and completion of assignments.

At the end of the quarter, it is expected that the student will have raised their grades above a 2.0 GPA and will be removed from academic probation.

If the aforementioned has not taken place, further evaluation will take place to determine a further course of action, which can include dismissal.

Probation Restrictions

Students on citizenship, attendance, or academic probation may be excluded from the following school- sponsored activities: California Interscholastic Federation (CIF) sports, and extra-curricular activities.

Diploma Requirements

Students who plan to go to college should take supporting areas of emphasis and elective choices in keeping with the requirements of the college they plan to attend.

SUBJECT AREA	CLASSES OFFERED	HIGH SCHOOL DIPLOMA (240 Credits)	COLLEGE PERPARATORY DIPLOMA (270 Credits)
Community Service	25 hours each High School year	100 hours	100 hours
English	English I, II, III, IV	40 (10 each year in high school)	40 (10 each year in the high school)
Elective	Publications Marketing Any Class offered	10	10
Fine Arts	Choir Band Drama	5	20
Foreign Language	Spanish I Spanish II	0	20 (2 years same language)
Health	Health	5	5
History/Social Studies	World History US History Government Economics	30 (Mandatory: US History)	30 (US History is mandatory plus a semester of Government or Economics, plus one year of Geography or World History)
Mathematics	Algebra I Geometry Algebra II Pre-Calculus	20 (Mandatory: Algebra I and Geometry)	30 (Mandatory: Algebra I and Geometry)
Physical Education	P. E. I P.E. II P.E. III	30 (Must be taken in 6 of the 8 semesters)	30 (Must be taken in 6 of the 8 semesters)
Religion	Religion I,II, III, IV	40 (10 ea. yr. in high school)	40 (10 ea. yr. in Adventist school)
Science	Biology Chemistry Anatomy & Physiology Physics	20 (Biology is mandatory)	30 (Biology & Chemistry are mandatory)
Varsity Sports	Volleyball Basketball Softball Soccer	5 credits maximum (Pass/Fail) (It does not replace P.E.)	5 credits maximum (Pass/Fail) (It does not replace P.E.)
Vocational Arts/Life Skills	Careers (5 SP) Publications Computer Literacy* Home Economics Keyboarding* PSAT/Study Skills Video Yearbook Computer Applications I Intro to Business Psychology	15 (Careers and Computer App I are mandatory)	25 (Careers and Computer App I are mandatory)
Attendance/Citizenship		Satisfactory	Satisfactory

*Zero Credit Courses

Course Load By Class

All students must take a minimum of 60 semester periods or its equivalent each year. The following is a suggested course load for each of the four years:

Freshmen	Sophomores	Juniors	Seniors
Religion I	Religion II	Religion III	Religion IV
English I	English II	English III	English IV
P.E.	P.E.	P.E.	Government
Physical Science	Biology	Chemistry	Anatomy & Physiology
Algebra I	Geometry	Algebra II	Economics
Careers	World History	U.S. History	Fine Art
Fine Art	Health	Electives	Publications
Computer	Fine Art	Fine Art	Foreign Language
Application I*	Publications	Publications	Physics
Foreign Language	Foreign Language		T.A / Internship

Computer Literacy is the pre-requisite for Computer Application I, or satisfactorily completing the competency test. If not complete, a Freshmen must take Computer Literacy for no credit.

PSAT: Freshmen- Juniors will take the PSAT in October of the current school year on our campus.

SAT: The SAT must be taken by Seniors before Christmas break to meet university application deadlines.

Seniors are strongly encouraged to re-take the SAT during the last half of the school year depending on previous score. Juniors are encouraged to take the SAT as a benchmark for their college readiness.

Varsity Sports: A maximum of 5 SP can be earned with a Pass/Fail grade for the entire 4 years of high school. A varsity sport does not replace the required P.E. classes.

COURSE DESCRIPTIONS

BUSINESS AND TECHNOLOGY EDUCATION (If offered)

Accounting: 5 units

Introductory course in accounting. The course covers topics relating to income statements, balance sheets, and budgets, along with introductions to cost, price, and volume analysis. The class also explores asset management and temperance in regards to time and money. Students are introduced to the manufacturing environment, including terminology and practices related to proprietorship, partnership, and corporations. Practical applications of accounting principles are utilized, along with hands-on microcomputer experiences.

Computer Applications: 10 units

Introduction to Microsoft Excel, Word, and Power Point. Students learn basics of business spreadsheet, word processing and presentation programs. This course is required.

Publications 10 units

This course covers the basics of desktop publishing. Students will engage in the creation of the school yearbook while completing lessons designed to improve their skills with the Adobe software. Students who wish to be a part of the yearbook staff must take this course, as well as any student who wishes to be an editor of this publication. This course will meet every other day for a full two semesters. Those desiring 5 units of credit for the course must attend for the full length of the school year, while those desiring to work on the yearbook alone will receive 2.5 units. Editors alone will receive 10 units of technology credit.

LANGUAGE ARTS

English I: 10 units
Introduction to writing and literature. This required course focuses on sentence and paragraph development in composition and on short stories and poetry in literature. The class incorporates outside reading requirements and introduces students to basic research, including online research.

English II: 10 units
Builds on the foundation of English I. This required course focuses on the development of unified paragraphs in composition and on discussion of literary concepts in regards to short stories and longer works. The class explores the issue of tolerance in studying literature and includes an outside reading requirement each semester. Students continue the online research process.

American Literature: 10 units
Applies tools from English I and II to the study of American writers from colonial times to the present. In this required course, students apply literary concepts in exploring the works of various American authors. Outside reading requirements focus on American literature. Composition centers on expository writing and on the development of the five-paragraph essay. Prerequisite: English I, English II.

British Literature: 10 units
Applies tools from English I and II to the study of British authors from origin of the English language to the present. In this required course, students learn about British literary contributions over the centuries, with an emphasis on the Renaissance period. Outside reading requirements focus on classics in British literature. Composition centers on literature and on the five-paragraph essay in the first semester and on research in the second. Prerequisite: English I, and English II.

Journalism: 5 units
Focuses on methods of gathering news and on news reporting for print media. Students produce the school newspaper. Prerequisite: English I

FINE ARTS

Band: 10 units
Learning and performing organization that enhances student knowledge and appreciation of instrumental music.

Choir: 5 units
Learning and performing organization that enhances student knowledge and appreciation of choral music.

Chorale: 10 units
A choral organization made up of students selected by the music director. The organization participates in various programs and public performances throughout the year.

Private Music Lessons: 2.5 units
Thirty-minute, once-per-week (maximum of 15 lessons per semester) instrumental, keyboard, or vocal lessons. Students must practice three hours per week in order to obtain academic credit for lessons, and students are graded on practice time and progress. Proof of completion and final grade must be submitted by instructor for credit.

Music Drama: 5 units
A spring musical for which preparation begins in late January and continues through early May. The course includes, but is not limited to, the following: script and vocal-part memorization, staging, blocking, set and

performance production, costuming, and makeup. Any student participating in music drama is eligible to receive academic credit.

LIFE SKILLS

Home Economics:

5 units

This course will offer coursework in the general area of home economics. Topics may include sewing, crafts, cooking, consumerism or budgeting to run a household.

Careers:

5 units

This course presents to the student information in the behavioral skills necessary to effectively present himself/herself to potential employers with confidence and professionalism. The student will also have acquired a skill which enables him/her to maintain a position. The student will be presented with the skills and tasks of preparing a personal resume, letter of application, thank you letter and employment application. Interviewing and job search techniques are also studied.

Nutrition

Basic nutrition concepts for health and fitness. Emphasizes current dietary recommendations for maximizing well-being and minimizing risk of chronic disease. Focuses on use of tables, food guides, and guidelines for making healthy food choices. Includes unique nutrition needs for selected stages of the lifecycle, methods for evaluating credibility of nutrition claims, principles of vegetarian nutrition, safe and economic use of supplements, principles of energy balance, basic elements of food safety, diet for exercise and sports, and personal dietary evaluation techniques.

Introduction to Psychology

This class is an introductory course in the field of psychology.

The course will examine such topics as perception, personality, development, and the learning process.

The course will also examine the dynamics of human behavior as it is influenced by cultural and social stimuli. Students will also be exposed to techniques used for managing stress, reducing anxiety, achieving self-control, and developing character.

MODERN LANGUAGE

Spanish I:

10 units

An introduction to the Spanish language. Students learn basic Spanish sentence structure and verb conjugation while building their Spanish vocabulary.

Spanish II:

10 units

Builds on the foundations of Spanish I. This course focuses on irregular verbs and conversational idioms. Prerequisite: Spanish I

MATHEMATICS

Algebra I:

10 units

Continuation of algebra. This required course explores properties and real-world applications of rational numbers, equations, inequalities, polynomials, factoring, rational expressions, functions, linear equations and inequalities, systems of open sentences, radical expressions, quadratics, statistics, probability, and trigonometry. A TI 83 Plus graphing calculator is required, and the course introduces students to computer graphing.

Geometry:

10 units

Introduction to geometry. This required course looks at real-world applications of geometric concepts. The class looks at reasoning, proofs, parallels, congruent triangles, quadrilaterals, similarity, right triangles and trigonometry, circles, polygons and area, surface area, volume, loci and transformations. A scientific calculator is required. Prerequisite: Algebra I, with a grade of "C" or better or permission from the teacher.

Algebra II:

10 units

Builds on the foundation of Algebra I. This course continues exploration of the real-world applications of linear equations, inequalities, relations and functions, conics, polynomial functions, rational polynomial expressions, exponential and logarithmic functions, sequences and series, probability and statistics, trigonometric functions, identities, and equations. A graphing calculator is required (TI-83 or TI-84 strongly recommended). Prerequisite: Algebra I and Geometry with a C" or higher in each

Pre-Calculus:

10 units

Builds on the foundations of Algebra I and II and Geometry, and helps students prepare for college-level calculus. This course looks at the real-world applications of trigonometric functions, along with their graphs, inverses, identities, and equations. The class also explores vectors, parametric equations, polar coordinates, and complex numbers, as well as concepts of analytic geometry, including linear relations, functions, systems of equations, inequalities, nature of graphs, polynomial and rational functions, and conics. Students are introduced to concepts of calculus, including concepts related to limits, derivatives, and integrals. graphing calculator is required (TI-83 or TI-84 strongly recommended). Computer graphing is an integral part of Pre-Calculus. Prerequisite: Algebra I, Geometry, Algebra II, with a grade of "C" or better or permission from the teacher.

PHYSICAL EDUCATION

Fitness and Sports for Life:

10 units

This PE class will enhance all fitness areas of an individual: 1) cardiovascular endurance, 2) Muscle strength and endurance, 3) flexibility, and 4) body composition. Time will be spent engaged in these fitness areas both physically and educationally. The course focuses on individual sports. Examples include golf, bowling, tennis, and personal fitness to name a few. This is a Junior/Senior class.

Health:

5 units

An introductory wellness class. This course seeks to help students develop knowledge, understanding, attitudes, and lifestyle practices that enhance personal and community health. The class focuses on the teachings of the Bible and of Ellen G. White.

Physical Education:

10 units

This class gives students an opportunity to learn and participate in a number of leisure and recreational type of activities. The course focuses on 1) cardiovascular endurance, 2) Muscle strength and endurance, 3) flexibility, and 4) body composition. Team sports are the primary focus and include sports such as: basketball, football, badminton, softball, and soccer.

RELIGION

Religion I:

10 units

An introductory look at the history and reliability of the Bible and of different Biblical translations. This required course explores the experiences of selected families from the book of Genesis and seeks to apply the principles found in these experiences to families today. The class also explores Jesus as recorded by His friends and acquaintances in the books of Matthew, Mark, Luke, and John.

Religion II: 10 units

An overview of the history of God's people from the Exodus out of Egypt to the development of the New Testament church in Jerusalem. This required course also includes a historical overview of the Christian church and its leaders from A.D. 70 to the present time. The class focuses on the origin of Seventh-day Adventism.

Religion III: 10 units

An analytical study of Daniel and Revelation and their relevance to present-day events. Students learn how basic Seventh-day Adventist doctrines are formed. Doctrines are in regards to relevance of the great controversy between Christ and Satan in significance to present-day Adventism. The required course also includes an introduction to self-understanding, friendship, dating, and other challenges facing young people.

Religion IV: 10 units

An introduction to worldwide religious and philosophical viewpoints and their impact on society. This required course stresses the importance of committing one's life to God, of selecting the right life companion, and of making the right career decision. Using Biblical principles, this class challenges students to consider the role of SDA eschatology in asking and, if possible, in answering current moral questions relating to civil responsibility, values, and the role of Christianity in modern society.

SCIENCE (All Science courses are lab-oriented and require a number of lab work hours for a passing grade)

Biology: 10 units

An introduction to the study of living things and how they interact. This required course presents an overview of different biological fields, including the study of cells, genetics, animals, bacteria, the human body, plants, and ecology. This is a lab course.

Chemistry: 10 units

An introduction to the study of inorganic chemistry. Students prepare for college chemistry by studying the elements, parts of the atom, stoichiometry, gases, and solids. The class also introduces students to writing formulas and balancing equations. This is a lab course.

Prerequisite: Minimum of a "C" grade in Algebra I.

Physics: 10 units

An introduction to physics. This course explores motion, waves, electricity, and states of matter, and is designed to introduce students to the field of physics. This is a lab course.

Prerequisite: Minimum of a "C" grade in Algebra II.

SOCIAL SCIENCES:

World History: 10 units

A survey of world history. This required course combines study of the past with study of current cultural, political, literary, and geographic realities. The class explores how humans have shaped—and continue to shape—their planet's physical, economic, and social environment.

American History: 10 units

A study of the development of the United States. This required course explores the economic, political, and social forces which have influenced—and continue to influence—the United States. The class seeks to help students understand their roles as citizens both of Heaven and of earthly societies. The course also explores God's leading in the affairs of the United States.

US Government:

5 units

A study of the American governmental system. This required course seeks to help students understand their dual roles as Christians and as active, constructive, contributing members of society.

World Geography:

5 units

An investigation of the earth's physical and cultural features, especially as they vary across space. This required course seeks to study both the physical and cultural worlds and how they are interrelated.

Economics:

5 units

Introduction to investment, money supply, trading, and market strategy. Students buy, sell, and track stocks in a long-term investment simulation. Along with these market-related activities, extensive information and training materials help students understand the money supply process and how it affects daily living.

ATHLETICS

Academic

Students who wish to participate in CIF activities must maintain a minimum GPA of 2.00. They must also maintain an attendance grade of a "C". Spring quarter grades impact whether a student may participate in fall sports programs. If after two weeks a student fails to raise their GPA to a 2.0, they will be suspended from play until they achieve a 2.0.

Suspensions/Detentions

All student athletes who incur detentions or suspensions for any reason must have all suspensions or detentions served prior to playing in any games.

Athletic Handbook

Refer to the Athletic Handbook for a complete description of SFVA athletic policies.

Conduct and Disciplinary Procedures

6 Step Discipline Program

It is the aim of SFVA to provide all of its students with a safe Christian environment in which to worship, study, socialize, and play.

Step 6 Discipline plan is based on five elements:

1. **Simplicity:** The plan is easily understood and clearly defined
2. **Consistency:** A standardized program provides a consistent enforcement policy as well as fairness for all students.
3. **Communication:** Each time a student is disciplined for a violation, parents are notified. Students and their parents are made aware of the student's behaviour.
4. **Parental Involvement:** When a student reaches the fourth step, a Guidance Committee meeting is scheduled. The staff and the family form a partnership to encourage the student to modify his or her behaviour and make future steps clear should the student continue to make poor choices.
5. **Progressive Disciplinary Action:** With each successive violation, the student advances to another level. If all interventions fail—assigned detentions, conferencing, counselling and suspensions—the student will be asked to withdraw.

Steps Procedures

- Step 1** Verbal warning; explanation of consequences should student continue unwanted behaviour.
- Step 2** Detention and phone call home.
- Step 3** Parent/teacher/student conference and detention.
- Step 4** Vice-Principal/teacher/student/parent conference and suspension. No participation in extracurricular activity.
- Step 5** Alternative educational program (counselling and anger management).
- Step 6** Student is asked to withdraw.

Minor Infractions

A student will begin the step process on the third minor infraction in any area including on campus and off campus infractions.

Infractions in these areas include, but are not limited to the following: disruptive behavior in the classroom, inappropriate dress, jewelry usage, food, gum, electronic devices, cell phone usage, skipping classes, swearing, cafeteria infractions, on-campus vehicle violations, and crude language.

Major Infractions

For violations of a more serious nature, such as open defiance of authority, leaving campus without permission, obscenity, substance abuse, possession of a weapon, violence, attacks on the Christian values of the school, etc., staff members will submit an infraction form, which is sent directly to the Administrative Council.

Major infractions that involve criminal charges will be turned over to the local authorities. All infractions that require a suspension will begin at Step 4 and can begin at a higher Step depending on the severity of the infraction. Below is a list of the major infractions and at which Step they would begin disciplinary action.

(1 day suspension)

Leaving campus without permission
Minor Insubordination

(2 day suspension)

Gambling
Gang Attire
Fire alarm/equipment violations (includes \$50 fine and equipment replacement)

(3 day suspension)

Vandalism Bullying
Intimidation
Initiations
Misuse of keys
Harassment
Inappropriate use of Internet
Pornography

(1 weeksuspension)

Theft
Discrimination/Racism
Fighting
Major Insubordination
Physical threat/intimidation

(2 week suspension)

Smoking Alcohol
use Network
hacking
2nd Major Insubordination
2nd Offense-Bullying

(Withdrawal)

Supplier-cigarettes, alcohol, drugs
Drug use and/or possession Occult
involvement
Sexual activity Weapon
possession and/or use
Physically attack-staff, students, or property

Suspension

A suspension will be up to a maximum of two weeks on or off campus. If the suspension is on campus, community service for the school may be required. Course work will be assigned during this time and must be handed in the first class day after the suspension ends.

Tests missed must be scheduled at the discretion of the teacher.

Withdrawal

Whenever, in the judgement of the faculty, a student's connection with the school is no longer beneficial, or his/her influence becomes detrimental to others, s/he may be dismissed whether or not s/he has broken specific rules.

A withdrawal will be for the remainder of the semester plus one full semester depending on the offense.

A student who has been asked to withdraw may appeal in writing to the Academic Committee for permission to write his/her final exams if his/her withdrawal and other absences result in no more than 18 class absences (according to the attendance policy, credit may be lost if 20% of any course - approximately 18 class periods - is missed). If permission is granted, a student may also complete assignments missed after his/her withdrawal date. It is the student's responsibility to contact his/her teachers for assignments missed. All such assignments are due one week before final exams.

Visitation to Campus (after suspension or withdrawal)

Students who have been suspended or expelled may be permitted to visit the campus during the current school year at the discretion of the Guidance Committee. Approved visits must be pre-arranged with the principal.

Parents/Legal Guardians

If a student violates any of the guidelines listed above, his/her parents are to be notified before the Administrative Council meets. Students and/or parents have the right to meet with the Administrative Council and to propose suggested action. The Ad Council will listen and consider their input; however, the Ad Council is responsible for making the final decision.

Probation

Under some circumstances after a suspension or withdrawal, students may be permitted to return to school on a probationary basis. The Administrative Council will develop the conditions. Each student on probation

will be assigned a faculty mentor.

Administrative Council

Either administration (minor infractions) or the Administrative Council (major infractions) determines discipline for infractions of school rules. Students have the right to appeal any decision that affects them. The appeal procedure is as follows:

Discipline given by:	Student appeals to:
Ad Council	Chair of Ad Council
Administration	Principal
Teacher and/or staff member	Principal

The Vice-Principal or Principal will notify the student of the results of the appeal.

Harassment and Offensive Conduct–Bullying

Students should expect respect and fairness from other students and teachers. Harassment, intimidation, and offensive language, including demeaning jokes, gestures, comments, name-calling, drawings, pictures, and writings, along with deliberate physical or sexual contact, are subject to discipline. Students have the right to a safe school environment. Hazing and initiations are not allowed at SFVA.

Internet and Computer Etiquette

The school has specific guidelines in the use of our computer network and the use of personal computers while on school premises. Students who choose to disregard these guidelines forfeit the right to use the computer network. The school's Network Usage Policy is distributed to each student at the beginning of the year and needs to be signed and turned in prior to using the network.

Conduct on or Off Campus

Whenever a student is on campus or participating on a school sponsored activity off campus, he/she is expected to obey all rules of the school. Students also need to be aware that any staff member has the authority to make a request of the student, and that it is to be honored.

Conduct in the Classroom

Each teacher will have rules and regulations to be followed in their particular class. They will be fair and consistent with school policies. If a disturbance or disruption occurs and the teacher feels it is necessary for the good of the class, the student may be asked to report to the administrative office to wait for counseling with the teacher and/or the principal. Students must follow all directions of the instructor. They must take all the items that are necessary to class.

At the beginning of each school year, each elementary teacher may set up a discipline contract for his/her class. Please read it carefully before signing so as to be clear on the procedures.

High School Attendance Requirements

Expectations

The following policies support our philosophy.

1. Students who attend classes regularly receive better grades.
2. High school-aged young people are expected to exercise self-discipline and responsible behavior.
3. Regular attendance is the responsibility of the students and parents.

Attendance Objectives

In order for the home and school to effectively work together, expectations for all must be clearly understood. SFVA's attendance policy is based on the following

Students

1. Are to be on time and regular in class attendance.
2. Be aware of their daily attendance record.
3. Are expected to know, understand, and abide by the attendance requirements delineate by this handbook.

Parents

1. Are to know and understand the attendance policy.
2. Are to support the policy by emphasizing student compliance.
3. Are to be aware of the student's attendance record.
4. If it is necessary, a pre-arranged absence form is to be filled out and approved ahead of time.

Please note that:

- A. The benefits of the classroom experience that a student loses during an absence cannot ever be replaced by quizzes, tests and assignments.
- B. Pre-arranged absences do count as part of the 15% limit. If an anticipated absence puts the student over this limit, you will be informed that credit will not be given in the affected class.

Teachers

1. Take record in each class and maintain a record as well as turn in a daily report.
2. Keep track of potential attendance problems and alert students.

Administration

1. Is to keep up-to-date records on all students' attendance.
2. Is to keep parents and students informed of current and potential attendance problems.
3. Is to enforce the attendance policy.

Chapel Attendance

Students must attend chapel, which is an important part of the SFVA spiritual program. Students who choose to sit in any seat not assigned to them will be marked absent.

Attendance Awards

In order to receive a perfect attendance award a student must have no excused or unexcused absences. Students must have an acceptable attendance record in order to participate in off-campus extra- curricular activities.

In order to have outstanding attendance a student must have no unexcused absences or tardiness.

Tardiness

1.- In order for a first-period tardy to be excused, a late student must bring a note to the office. Parents may only excuse first-period tardies. Tardies to other periods can only be excused by a staff member.

2.- Students are given two free first-period tardies per quarter.

Excused Absences

Absences will only be excused in two situations:

I. Emergencies

If a student misses a class due to an emergency, he or she must, upon returning to school, bring a note to the school office explaining the absence. Students who fail to bring such a note to the office on returning to school will not have absences excused.

II. Prearranged Absence(s)

Students must prearrange all non-emergency absences, including those involving school and family trips and medical appointments. Absence forms are available in the office. Students must fill out an absence form at least two days before missing class.

A completed absence form must include a parental or guardian signature, along with a student's name, the date, and the dates of planned absences. Students must obtain approval from the office and from each of their teachers (in writing) in order to excuse absences.

It is the student's responsibility to complete absence forms and to get these forms into the office on time. Students who return early from prearranged absences must return immediately to class.

Students who become sick during the day must report to the office. It will then be determined whether a student needs to go home or rest for a while at school.

Family Vacations

Each student is allowed five days per semester to go on non-required school trips or on family vacations. Students will receive unexcused absences for missing more than five days due to non-required trips and will not be permitted to make up missed class work. Students who wish to take personal trips must fill out an Absence Form at least one week prior to the trip.

Unexcused Absences

Unexcused absences include all non-emergency and non-prearranged absences. Absences of students who miss classes for disciplinary reasons will not be counted toward the student's 21 attendance points. Students may not make up work due on a day of an unexcused absence. If a student skips one or more classes during the day, the action will be considered as a disciplinary issue as well as attendance.

If a student's unexcused absence causes him or her to miss a major test or project, he or she may or may not be able to make up the work at the discretion of the teacher involved.

Students are credited with 21 attendance points at the beginning of each quarter. Students must bring a note of explanation to the school office within 24 hours of returning from a non-prearranged absence for that absence to be excused. Students will lose three attendance points for each class period missed. When a student receives 10 points, parents will be notified.

Absence and tardy records will be posted daily on the school's main bulletin board. Students are responsible for checking with the office to correct attendance record mistakes.

Attendance Probation

Students who lose all 21 attendance points will be placed on attendance probation. Students on probation:

- Will be required to attend a conference with school administration and parents.
- Will be fined a \$100 re-admission fee to continue in school.
- Attendance will be recorded on students' transcripts as a letter grade.

Daily Absence List for High School:

IT IS THE STUDENT'S RESPONSIBILITY to check the posted list of absences and tardies. In the event of an error, student must see teacher for correction. All students receive an Attendance Grade once a quarter.

20% Policy for High School

Students must be in class a minimum of 80% of class time. A student that is absent (excused or unexcused) 20% or more of the times a particular class meets, the semester grade and credit in that class will be lost. All absences, except school-sponsored activities, are included.

Attendance Grade:

A grade is issued for each quarter/semester; the semester grade becomes a part of the transcript record for secondary students. Attendance grades are based on the following table:

QUARTER	SEMESTER
A = 0 - 1 unexcused absences	A = 0 - 3 unexcused absences
B = 2 - 3 unexcused absences	B = 4 - 6 unexcused absences
C = 4 - 5 unexcused absences	C = 7 - 10 unexcused absences
D = 6 - 7 unexcused absences	D = 11- 14 unexcused absences
F = 8+ unexcused absences	F = 15+ unexcused absence

(Three tardies in the same period of class equal one absence for that class)

School Day

The student's school day begins from the time the student first arrives on campus and ends with the student's last class, study hall, varsity practice/game, or other school activity.

Half Days

Half days will be necessary from time to time to allow teachers to attend school or conference- sponsored in-service meetings, or before major vacation days. Half days will have a dismissal time of 12:00 p.m. and will be announced in advance.

Closed Campus Policy

At no time during the daily session of the school are students allowed to leave the school grounds - even during recess or lunch period -- except by previous arrangement from parent or guardian. If arrangements have been made and the child is to be picked up, the parent or legal guardian must present himself/herself to the office (not the classroom) before the child is released. The child is then signed out and released. If someone other than the parent or guardian is picking up the child, a signed note from the parent/guardian must be presented before the child will be

released. A student who leaves campus without permission will be suspended for one school day (Step 4 Discipline Process). Chronic offenders may be asked to withdraw from school. The school assumes no liability in cases where a student leaves the premises in violation of the above policy.

Parental Visits

While parents are encouraged to visit the school, in order to minimize classroom interruptions and maintain teaching integrity, no parent may visit a classroom or seek a conference with teachers during school hours unless previous arrangements have been made with the teacher involved and/or the vice-principal. Preferably, conferences with teachers are to be scheduled within one hour after school dismissal.

Campus Visitors

Visitors are welcome on our campus, however, their visit must be pre-arranged, and must not disrupt classes or programs in progress. The following guidelines must be followed:

1. All visitors must report to the administration office when arriving on campus to obtain a visitor's pass.
2. Passes are to be returned to the office at the conclusion of the visit or the end of the day.
3. Unauthorized visitors may be subject to police inquiry
4. Prearrangements for visitors must be made at least one week in advance. There may be times when school activities would not be conducive to having a visitor, and permission will be denied.
5. Students are to inform their guests of school regulations before they come, and visitors must conform to these regulations.
6. Students shall not leave campus at any time with visitors unless arrangements are made in advance with parent authorization

A high school student of any age must present parent/guardian permission (written or by phone) and sign out in the Administration's Office before leaving campus during the school day.

DRESS CODE

Uniform Style of School Attire

San Fernando Valley Academy's student image and dress policy seeks to instill in students respect and pride in their physical appearance and school image. The school's dress code clearly indicates that appearance matters and is linked to being successful. Students' clothing should be clean and neat. The dress policy seeks to draw the attention of SFVA students away from current fashion fads, and encourages modesty and appropriateness.

A Dress Code for all K-12 students adopted by the San Fernando Valley Academy Faculty and approved by the Board of Trustees will be strictly enforced, thus, parental and student cooperation is appreciated and expected. Students who remain on campus after last class must remain in uniform until they go home.

Uniform Guidelines for All Students

School Uniform

- Girls K-6 Crusader Plaid Jumper with White Peter Pan Short Sleeve Blouse
- Girls 7-12 Crusader Plaid Skort with White Over blouse Short Sleeve Blouse
- Girls K-12 Universal Black Twill Pants (December thru February Only)
- Boys K-12 Universal Black Twill Pants and Shorts
- Boys K-12 White Universal Oxford Short or Long Sleeve White Shirt
- Girls & Boys K-12 Green, Black, or White Polo Shirt with Embroidered Logo

OUTERWEAR

- Girls & Boys K-12 Cardigan Sweater Green with Embroidered Logo
- Girls & Boys K-12 Vest Black or Green with Embroidered Logo
- Girls & Boys K-12 Universal Jacket Black with Embroidered Logo
- Girls & Boys K-12 Timberland Jacket Green with Embroidered Logo
- Other outerwear allowed with no writing and in the colors of green, black, or white.

Attire Guidelines for All Students

General Guidelines

- All clothing is to be bought at the school's designated uniform dealer.
- All pants are to be worn at the natural waist.
- All shirts are to be buttoned within two buttons of the top of the shirt.
- Only school uniform outerwear is to be worn.

Hair Styles

Natural hairstyles are required. Extreme hairstyles that attract undue attention or produce an artificial appearance are unacceptable. These include, but are not limited to the following styles:

- Dyed, bleached, or tinted hair must be in a natural hair color.
- Heads that have shaved designs are not acceptable.
- Boys must not wear pony tails, long hair, or unusually long sections of hair (rat-tails, floppy bangs, man-bun, mohawks, etc.).

Glasses: Glasses other than prescription are not to be worn inside school buildings.

Other Accessories

Belts, bandannas, purses, insignias, colors, writings, depicting gangs, professional, college, and/or non- SFVA clubs or teams, or messages inconsistent with Christian principles are not acceptable.

Footwear

Closed toe and heel shoes must be worn at all times and laces should be tied. Flip-flops or slippers, and/or slipper type wear are not acceptable.

Jewelry

Jewelry, including, anything and everything that can be stuck in a body piercing or worn around any appendage of the body are best left at home. They are not to be worn at school or at any school function. If the student decides it is worth the risk, items will be confiscated and they will not be returned to the student until the end of each semester. If the parent requests, in writing, for the jewelry it will be given back to the student's parent.

Hats/Caps/Headscarf/Headbands

These items are not to be worn on campus (exception: when appropriate for Physical Education class and school outings). Such attire shall be free of all forms of logos (SFVA logo is acceptable).

Jackets

Our uniform store, Michael's Uniform, provides the school approved jackets. Other jackets are to be in school colors only. Class jackets ordered through the approved jacket company and approved style, color, and with school emblem is appropriate.

P.E. Class Uniform

Students are required to wear the physical education uniform during PE classes. Disregard of this requirement will affect student's grades. This P.E. uniform can be purchased from the registrar's office.

Elementary Field Trip/Chapel T-shirt

A green color t-shirt with school logo is worn during field trips to identify students.

Fads & Gang Alert: For reasons of safety and protection of our students, fads, clothing, or hairstyles adopted by certain elements of society are not acceptable at San Fernando Valley Academy.

Dress for Extracurricular Activities: Students should harmonize with the school's image and dress policy on and off campus at all extracurricular and after-school events (banquets, trips, programs, athletic games, vespers, etc.) Any variation from approved school attire for special events will be approved and announced by the administration.

Compliance

Students who do not wish to comply with the dress code will be given the opportunity to participate in the 5 Step Discipline process. Students will receive an infraction notice and they will have to make arrangements to have appropriate uniform wear brought to them. The student can be removed from the classroom with an unexcused absence until proper clothing is acquired. The school assumes no responsibility for confiscated items that might be lost, stolen, or damaged.

High School GUIDELINES AND INFORMATION

Four Respects

The school expects students to live in accordance with the ethical standards of the Seventh-day Adventist church. We maintain four basic behavioral principles for our students:

- i. Respect for God - Students who respect God will:**
 - Not use God's name in vain.
 - Be reverent and respectful in places of worship, including the chapel and the Church.
 - Actively seek to be of service to others.
 - Show respect to presenters during programs.
 - Respect God's natural creation.
 - Respect others who speak about their relationships with God.

- ii. Respect for Self - Students who respect themselves will:**
 - Live healthfully physically, mentally, socially, and spiritually.
 - Refuse to use (or to supply others with) drugs (including energy enhancers, such as caffeine tablets), narcotics, alcohol, or tobacco. Prescription drugs may be taken under the care and supervision of the school secretary.
 - Avoid the occult and occult paraphernalia (such as Ouija Boards and Dungeons and Dragons)

- i. Respect for Others - Students who respect others will:**
 - Avoid lewd, indecent, and obscene language, conduct, and literature.

- Be honest in class work and in life, and refuse to steal, plagiarize, or deceive.
- Avoid sexual contact with people of either sex.
- Refuse to participate in harassment, initiations, or any other act that injures or degrades a student or faculty member.
- Avoid possessing or using weapons, including guns, knives, explosives, and firecrackers.
- Avoid insubordination.
- Treat others' property as if it were their own.
- Refuse to help or cover for any student violating school policy.

ii. Respect for the School - Students who respect the school will:

- Avoid ideas and attitudes that undermine school philosophies, ideals, objectives, and policies.
- Avoid wearing or displaying things that promote violence or anti-Christian principles.
- Treat school property as if it were their own.

Motorized Vehicles and Parking Regulations

Students who use an automobile or other motor vehicle as a means of transportation to and from school must complete a driver information form at the time of registration. The administration office should be notified of any changes concerning this information during the school year. The form must be completed and on file before a student parking space will be assigned.

Transportation to and from school with other students will be the responsibility of the parents and the students.

Student drivers must comply with the following if they wish to maintain driving privileges:

1. All vehicles, driven to school by students, must have current California registration and must be registered with the Administrative Office.
2. Parking is at the discretion of the student. We encourage students to park inside the gate for safety reasons.
3. All motorized vehicles, including motorcycles, are to remain parked until the end of the day with the exception of Seniors with privileges.
4. Vehicles may not be used during school hours except by permission of the school administration.
5. Student drivers are not permitted to transport other students except with written and signed authorization of all parents involved.
6. All students must have a valid driver's license and must be covered by auto insurance in compliance with California state regulations. Proof of valid insurance must be maintained on file in hard copy every six months.
7. The school is not responsible for the student's vehicle or its contents, or any damage to it. Students assume full responsibility for their vehicle.
8. Visiting your vehicle during the day is frowned upon except with permission.
9. A student may not borrow another student's vehicle.
10. There will be no speeding (over 5 M.P.H.) on school premises and there shall be no form of reckless driving on the school premises or the areas surrounding the school. Students **will lose** campus-driving privileges for reckless driving.
11. Student vehicles may be subject to search.
12. Parking regulations are strictly enforced.
13. Suspension of driving privileges, towing of vehicles, and/or suspension from school may occur when a violation of these regulations occur.
14. The California Vehicle Code is applicable on school property.

15. Vehicles left inside the gates after hours will be locked in until the following day.

Associated Student Body (ASB)

All students enrolled in grades 9-12 are members of the Associated Student Body (ASB). The purpose of this organization is to provide student leadership for spiritual as well as social aspects of school life.

Business is conducted in harmony with the ASB constitution and the school handbook. The ASB takes the lead in spearheading banquets, recreation activities, local trips, picnics, beach vespers, athletic and academic contests, and inter-school events. Elections of ASB officer for the upcoming school year take place during the last week of school current school year.

ASB Eligibility/Qualifications for Class Office

A student must have a GPA of 2.5 or above and must not receive any "D" or "F" grades in order to qualify to run for ASB president, vice president, and any major seat in class office. A student must have a GPA of 2.0 with no F's, and a grade "B" or better in attendance and citizenship to qualify to run for any office of the ASB and to hold a minor office seat for class office.. All other Student Association officers must maintain a GPA of 2.00 or above and receive no "F" grades. Officers must have good attendance (B or better) and exemplary conduct. If an officer loses 21 attendance points in any one quarter, he/she will lose his/her office.

As student leaders of the school, an officer of the ASB must maintain eligibility while in office, and are encouraged to be active in their local church. Officer's academic eligibility will be checked at the end of quarter. If a student no longer qualifies to be an officer, the student will be placed on probation for four (4) weeks. If at the end of the probation period the student has not shown acceptable improvement, the student will lose his/her office for the remainder of the school year. This applies to all ASB officers.

Major Office Definition

Major offices include all class presidents, all vice-presidents, all pastors, and junior and senior treasurers. The Student Association presidency and vice-presidencies, along with the yearbook and newspaper editorships, are also major offices. All other offices are considered minor offices. Fulfillment of offices may change due to high school enrollment.

Non-Academic Extra-Curricular Trips

Students who are consistently on the F & I list are ineligible to attend non-academic extra-curricular trips.

Principal's List

Criteria

1. 90% or higher in all classes
2. No disciplinary actions
3. "A" in attendance

Privileges

A special reward with the principal.

National Junior and National Honor Society

The school has Chapters in both the National Junior Honor Society and the National Honor Society. The purpose of this organization shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of secondary and middle schools. If you and your child have an interest in these organizations', please speak with administration. There are requirements and an application process for each.

Lockers

SFVA provides lockers in the gymnasium and in the school's hallway for the convenience of students and for the safety of their personal items. SFVA does not provide locks for these lockers. The school is not responsible for lost or stolen items.

1. Every student is responsible for the contents of his/her locker. Only the following items may be kept in the student lockers: school books and supplies, lunches, clothes for the day and athletic clothing.
2. Lockers are subject to random search at any time by school officials under any circumstances. San Fernando Valley Academy does not recognize any right to privacy, which a student may wish to claim with regard to their locker.
3. Lockers will be kept clean, neat and will not be damaged or defaced in any way..
4. Any locker that is damaged or defaced is subject to a minimum fine of \$100.00 or the replacement value of a locker unit.

Cell Phones

School telephones are located in the administration offices. Cellular phone use is left up to each teacher's discretion.

First Offense: Phone will be returned to student at the end of the day and student will receive a referral.

Second Offense: Phone will be returned to the parent.

Third Offense: Phone will be returned to the parent with the understanding that if the phone is confiscated again, it will remain in the possession of the school until the end of each semester.

Translator Devices

Students whose first language is not English may use translators in the classroom if necessary. Cell phones may be used as translators at the teacher's discretion for ESL students.

Electronic Devices

Electronic devices are strictly controlled in classrooms for educational purposes, school events, and school trips. Administration reserves the right to limit use of these devices per policy. Electronic devices that are confiscated will only be returned to the parents and the school reserves the right to hold any device until the end of a semester before returning the item.

Working Permit

A student must have a work permit to be eligible for paid work. Permits may be obtained from the public high school nearest the student's home address. See the Registrar's Office.

ELEMENTARY GUIDELINES AND INFORMATION

Conduct and Disciplinary Procedures

The faculty and staff of SFVA seek to encourage, by example, the willing acceptance of school standards. When students disregard these standards, the following disciplinary procedures will be followed:

1. Verbal counsel conferences either in person or by phone at some or all of the following levels:
 - a. Teacher-student
 - b. Teacher-parent
 - c. Vice-principal-student
 - d. All together
2. A notice of citizenship irregularity will be sent to a student's parents and to his or her teacher or advisor.
3. A written statement will be sent to a student's parents expressing serious concern about the trend of that student's behavior.
4. The principal, an administrative assistant, or a faculty committee will suspend the student. The student will remain suspended until he or she, along with his or her parents, request reinstatement and indicate how he or she will conduct himself or herself differently in the future. The faculty will then determine if the student should continue in school at SFVA and, if so, under what conditions.
5. The student, if reinstated, will be put on probation. Probation gives the student opportunity to change his or her behavior.
6. When a student's citizenship status becomes probationary, he or she is ineligible to hold offices, participate in athletic programs, or participate in extracurricular activities. In some cases, probation may occur before suspension.
7. The student will be expelled from SFVA by action of the School Board.
8. Student behavior that is not in compliance with school guidelines will be initially handled by classroom teachers in an incident report, which notes behavior problems. A copy of this report will be sent to parents.

Conduct Expectations for Class Officers and Athletes

Students in grades K-4 who wish to hold class offices or participate in athletic activities must maintain a 70% cumulative grade average. Students in grades 5-8 who wish to hold class offices or participate in athletic activities must maintain a 70% grade average in each subject. A student whose actions result in major disciplinary action may lose his or her right to hold class office and/or athletic position. Exceptions can be made by the teacher's discretion. Refer to the Athletic Handbook for policies concerning discipline.

ELEMENTARY ATTENDANCE REQUIREMENTS

Students must attend school punctually and regularly. Absences because of sickness, funeral attendance, medical appointments, and other prior arrangements will be excused. Students who miss more than 15% (14 days) of a semester's class time in any course may fail that class, according to the Pacific Union Education Code and California State Education guidelines.

Attendance records become part of a student's permanent files. Attendance reports are sent home with grade reports. Students make up work missed due to absence.

Students with excessive unexcused absences will be required to perform 1 hour of approved community service for every unexcused absence above the 15% stated.

Tardiness

In order for a tardy to be excused, a late student must bring a parent's note to the office.

The main entrance gates to the school will close at 8:00 am. Parents dropping off their children after that time will need to come directly to the classroom. The student will be marked tardy after 8:10 am. Please note: 3 unexcused tardies equals 1 unexcused absence.

ELEMENTARY GENERAL GUIDELINES

At the Right Place at the Right Time

All students must remain in the unobstructed sight of their teacher or assigned supervisor. Students are not to enter a room without a teacher or supervisor's permission.

There are scheduled times and specific rules for student use of the lunch area, gymnasium, blacktop, sandbox and field areas. (See Playground Rules) Students may use these areas when supervision is provided and rules are observed. Before school, students should wait quietly on the elementary blacktop area where a supervisor is provided. Students in grades K-8 arriving before 7:45 a.m. are to report to the gymnasium.

Students who walk, ride buses or bikes should leave the campus immediately when school is over. A signed statement from the parent or guardian must be maintained on file.

Those students in grades K-8 who will not be picked up within half an hour (30 min) of dismissal are to report to the daycare supervisor after school closes.

Supervision on campus by an older sibling or student is not permitted. While on campus all students are to be in the paid Daycare program.

The Right Behavior

We expect our students to be good citizens. We feel that our parents and faculty want a productive learning atmosphere at school, where the names of God, family and school are honored by appropriate behavior and we firmly believe that inappropriate behavior will not be tolerated.

Please remember!

1. Be respectful and obey those in authority.
2. Always observe all classroom rules.
3. Show proper respect for God and Church.
4. At all times be trustworthy. Respect school property. Don't tamper with, damage or misuse school equipment, books or supplies.
5. Respect the belongings of others.
6. Always be honest. Don't lie, steal or cheat.
7. Be careful to preserve your reputation. Profane, obscene language or gestures should never be used. Be sure your conduct with each other is neither embarrassing nor improper.
8. Never possess alcohol, tobacco, drugs, gambling equipment, weapons, firecrackers, obscene pictures or literature, or any potentially dangerous materials.
9. Be considerate of others. Remember the Golden Rule — "Whatsoever ye would that men should do to you, do ye even unto them." (Matthew 7:12) Be careful of the feelings and rights of others.

The Right and Wrong Things to Bring to School

- Textbooks and teacher-assigned learning materials should always be with the student during the appropriate class.
- All students should bring a nutritious lunch. All eating should be done in the assigned areas.
- NO GUM ON CAMPUS.
- Students are to bring to school only educational materials and their meals and snacks. Play items are not to be brought to school except by special arrangement.
- Bicycles may be ridden to and from school. They are to be locked with a chain and lock provided by the student. Bicycles are to remain in the bike rack until the end of the school day. They may not be ridden on campus.
- Skateboards and scooters shall not be ridden on campus.
- Roller skates, In-line skates, or shoes with wheels are not allowed on campus.
- **DO NOT** bring the following items to school or any school-sponsored event: electronic devices, weapons, matches, explosives, firecrackers, obscene pictures or literature, illegal substances, knives, fire arms of any kind, etc.
- Cellular phones: refer to cell phone section.

Playground Rules

1. We will walk when going from the classroom to the playground.
2. We will use a quiet voice in the walkways and in the restrooms.
3. We will play only in the designated play areas; not in the hall, restrooms, academy area, parking lot, bike racks or around the music department stairs.
4. We will play without hitting, fighting, biting or kicking.
5. We will come quickly when called by a playground supervisor or teacher.
6. We will leave the assigned play areas only with the permission of the teacher or assistant on duty, and a pass.
7. We will keep food off the playground.
8. We will clean the lunch areas and leave only after being dismissed by the teacher.
9. We will follow these rules while playing in the sandbox:
 - a) No sand or rock throwing
 - b) No fence climbing
 - c) No sticks
 - d) Use swings only for swinging
 - e) Swing straight; no twisting
 - f) No jumping out of the swings
 - g) No double swinging
 - h) No climbing up the slide
10. We will stay away from field area behind the sandbox, unless allowed by teacher.
11. We will not walk outside the safety zones.
12. We will stay away from the classroom windows.
13. We will stop and wait for the teacher to motion to line up when the lunch bell rings.

Pupil Evaluation

Report cards are sent quarterly and parents can regularly check RenWeb. Parent/teacher/student conferences are held at the end of the first grading period. Students should attend these conferences. More frequent conferences may be arranged by making an appointment with the student's teacher.

PE, Music and Homework Information

Physical education is offered at all grade levels. Physical education uniforms should not be altered without permission from the instructor.

Music is offered for K-8. Music programs are a part of the Fine Arts curriculum. Students must participate. Non-attendance will affect the music grade.

The homework policy at San Fernando Valley Academy is based on the Rule of 10 (10 minutes for every grade level):

- Grades K-2 0-20 minutes a night on average.
- Grades 3 & 4 30-40 minutes a night on average.
- Grades 5 & 6 50-60 minutes a night on average.
- Grades 7 & 8 70-80 minutes a night on average.

Timeframes for homework are an estimate only. A student's homework level is dependent on how much work they are able to complete at school.

Other GENERAL INFORMATION

Child Abuse Reporting Obligations

In accordance with Southern California Conference Office of Education policy and California state law, school staff members are required to report to proper authorities the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation. Suspected cases are to be reported without investigation on the basis of visual evidence, child report or third party report. Guidelines adopted by the Southern California Conference Office of Education will be followed.

Accident Insurance

SFVA carries secondary accident insurance for each student. This is a group plan and must be participated in by all students. Details are available in the school office. In the event of an injury/accident, parents must obtain a notification of injury form from the school office. This insurance is a secondary coverage for accidents at school or school related activities only. Parents must submit claims to their insurance first, which is primary, then the amount not covered by primary insurance will be covered by the school's secondary coverage. If the family has none, the school does not issue health insurance.

Lost or Stolen Items

Unfortunately, lost and/or theft of items does take place on our campus. The school will do everything it can to help individuals find their belongings, however, the school is not responsible for any personal property that is stolen or lost on our campus, including items that are confiscated and become misplaced. Any items found will be taken to a lost and found receptacle. Claiming these items will be the responsibility of the owner and/or parent.

Medicines, First Aid, Medications

It is not the policy of the school to administer any over-the-counter medication without the written consent of the student's parent. The school will administer first aid when necessary; at the discretion of the school we will call professional emergency care and the parent will be notified immediately.

Designated school personnel will assist any student who is required to take prescribed medication during school hours if the school receives:

1. A written statement from the physician detailing the method, amount and time schedules by which such medication is to be taken.
2. A written statement from the parent or guardian indicating the desire that the school assist the student in matters set forth in the physician's statement. Schools do not permit self-administration of drugs by students, whether or not prescribed.
3. Asthma students are required to have two inhalers on campus; one on their person and the other in the office. The medication must be delivered to the school in the original container bearing the original pharmacy label. This label must contain the name and place of business of the pharmacist, the prescription number and date, the student's name, directions for use and the doctor's name.
4. The school can administer OTC medication (i.e. aspirin, Tums, etc.) only with written permission of the parent.

Ill at School

Students becoming ill at school are to notify their teacher and go to the Administration Office. If the student is too ill to continue at school, parents will be contacted.

Parent/Teacher/Student Conferences

There will be a parent/teacher/student conference scheduled for once a year. All parents are encouraged to participate. Parents and/or teachers may also schedule additional conferences as necessary. Individual parent-teacher conferences should be scheduled before 4:00 p.m.

Worships, Chapels, and Assemblies

Daily morning worships and weekly chapels or assemblies are an important aspect of the school program. The school's attendance policy applies to all worship, chapel, and assembly meetings. Students are encouraged to come to chapel with a spirit of reverence and be prepared for a spiritual blessing. We ask that students please leave all distractions at the chapel door.

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