



**SPRING VALLEY**

ACADEMY

KNOW FOLLOW SHARE JESUS

**SCHOOL BULLETIN**

**2015-2016**

# SPRING VALLEY ACADEMY

A Seventh-day Adventist K-12 School

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CENTERVILLE, OHIO 45458

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[www.springvalleyacademy.org](http://www.springvalleyacademy.org)

Accredited by:

Board of Regents

of the

GENERAL CONFERENCE OF SEVENTH-DAY ADVENTISTS

and

MIDDLE STATES ASSOCIATION OF COLLEGES & SCHOOLS

and

OHIO STATE BOARD OF EDUCATION

## INDEX (FORTHCOMING SOON)

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## **MISSION STATEMENT**

Spring Valley Academy, a Seventh-day Adventist Christian school, is dedicated to nurturing each student in a personal relationship with God, developing academic excellence and inspiring service to others.

- **CARING:** We demonstrate God's love by how we treat each other and our community.
- **COMPETENT:** We strive for the best at all times.
- **INNOVATIVE:** We inspire imaginative and flexible approaches as we educate for eternity.
- **JOYFUL:** We approach life seeking the positive, hopeful expression of God's creative powers.
- **RESPECTFUL:** We honor the rights and responsibilities of others and ourselves.

## **VISION STATEMENT**

*Christian Education inspiring students to  
Know, Follow, and Share Jesus.*

## **NON-DISCRIMINATION POLICY**

Spring Valley Academy does not discriminate on the basis of race and/or ethnic background in administration of education policies, application for admission, acceptance of students, scholarship programs, athletic and extracurricular programs, and with respect to employment of faculty and staff. Students of any race and/or ethnic background are accorded all the rights and privileges, programs and activities made available to any student.

## **DISCLAIMER**

Every effort is put forth to keep the bulletin information current and up-to-date; however, in the event a discrepancy is found please contact the school office for immediate clarification and/or revision. Please note information is subject to change as deemed necessary throughout the school year.

## **PHILOSOPHY AND GOALS**

The Seventh-day Adventist Church recognizes God as the ultimate source of existence and truth. In the beginning, God created in His image a perfect humanity, a perfection later marred by sin. Through Christ and His Spirit, God determined to rescue humanity from its lost state. Through the Bible, He has revealed His will to the world, a revelation that supersedes human reason. Through His church on earth, He seeks those lost of His kingdom.

The basic tenets of the Seventh-day Adventist Church, as well as the inspired writings of Ellen White, are directed toward God's restorative plan for fallen humanity. The Church conducts its own system of education to engender belief in these tenets, within the context of one's personal relationship with Jesus Christ, and to foster a desire to share that relationship with others.

Made in God's image, every human being, although fallen, is endowed with attributes akin to those of the Creator. Therefore Adventist education seeks to nurture thinkers rather than mere reflectors of others' thoughts; loving service rather than selfish ambition; maximum development of one's potential; and an appreciation for all that is beautiful, true and good.

An education of this kind imparts far more than academic knowledge. It is a balanced development of the whole person. Its time dimensions span eternity. In Adventist education, homes, schools, and churches cooperate together with divine agencies in preparing learners for citizenship here on this earth and in the New Earth to come.



**SPRING VALLEY**  
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*From the Desk of...*

**Principal Darren Wilkins**

Dear Students & Friends:

Welcome to Spring Valley Academy. We are looking forward to a great year as we walk with God on this tremendous journey and strive for knowledge. Knowledge acquired through academics, social, extracurricular, and most of all, spiritual endeavors.

It is my experience over the past years that those who have a balance in all of these areas benefit most from their experience at our Seventh-day Adventist Christian School. While we have a strong academic program with teachers who care, it is the advancement of the whole person that makes our school special.

Since education is our ministry, we will make an effort to weave Christ into the fiber of the life of each student helping them to *"know, follow and share Jesus"* in every facet of their time here at Spring Valley Academy.

It is my prayer that your time at SVA will be an enjoyable learning experience. Faithfully, I remain,

In His Service,

Darren Wilkins  
Principal

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## K-12 INFORMATION

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### School Spirit

Spring Valley Academy strives to foster a wholesome school environment emphasized by teaching students how to be respectful, responsible, and reverent. This school spirit is evidenced by thoughtful consideration for others and by courtesy and goodwill in all relationships. The destruction of property; boisterous, unrefined conduct; or the hazing or humiliation of any student, group of students, or faculty/staff member are out of harmony with the positive spirit the school attempts to create and is therefore not permitted.

### Admission

#### New Student Admission Procedure

Students new to Spring Valley Academy must provide:

- A completed on-line application form
- Three references
- A copy of a current academic report (unless entering school for the first time)
- A completed physical examination form
- Immunization records as required by the State of Ohio
- A birth certificate or approved copy as required by the State of Ohio

These REQUIRED materials will be reviewed by the Admission Committee, and interviews will be scheduled for all students. All new students are accepted for the first year on probation. Official acceptance will not take place until ALL the required documents have been provided and the interview has taken place. SVA reserves the right to test new applicants for the purposes of school/grade placement.

#### Current Student Readmission Procedures

Each spring, students currently enrolled will be given the opportunity to preregister for the following school year. The preregistration process will assure the student of enrollment for the next school year, subject to review by the Admissions Committee. This review will be completed prior to the final reacceptance of a student across all grades.

### International Students

This school is authorized under Federal law to enroll nonimmigrant students. Students living outside the United States who wish to attend Spring Valley Academy must provide:

- International students must be sponsored by an American homestay agency or reside with a relative.
- Completed on-line application forms
- A copy of a birth certificate or current passport
- A copy of a recent physical examination report
- A copy of recent immunization records
- All academic records (certified translation)
- Information for an I-20 form, if necessary.  
*[Forms are available from the Registrar]*
- Year-in-advance payment in United States currency
- TOEFL internet-based scores required.

We are looking for the following or equivalent scores to.  
Grade 9 Toefl 40 or Junior Toefl 725

Grade 10 Toefl 50 or Junior Toefl 750

Grade 11 Toefl 60 or Junior Toefl 775

Grade 12 Toefl 70 or Junior Toefl 800  
with scores fairly evenly spread over the various sections.

In order to ensure a productive academic experience, all international students should be able to read and speak the English language.

### **International Transcript Evaluation**

Transcripts from foreign countries must be submitted to an outside evaluation company to determine credits. See registrar for details.

See **International Foreign Language Requirements** for International Students who wish to attain a college prep diploma under the Student Records: High School Section.

## **FINANCIAL INFORMATION**

It is the goal of Spring Valley Academy to operate the total education program as efficiently and economically as possible so that students may receive a quality Christian education at the lowest possible cost. The annual tuition and fees are established by the Spring Valley Academy Board of Trustees. Because of the uncertainties of business and monetary values, the Board of Trustees reserves the right to revise any published tuition or fee rates without notice. The current year's tuition rates and fees are outlined in the tuition and fees schedule, available in the school office.

### **Pre-Registration Deposit & Application Fee**

#### **Current Students**

Applications are to be submitted with a \$65 pre-registration deposit. Students currently enrolled who do not preregister by the deadline will be assessed a \$100 late registration fee. To enroll for the next school year all accounts must be paid in full. This is in accordance with the decision of the Spring Valley Academy Board of Trustees who voted each student must begin the new school year with a zero balance.

#### **New Students**

Applications for new students are to be submitted with a \$155 registration deposit and application fee, which includes assessment for grades K-5. The registration deposit for grades 6-12 is \$125. Application fees are non-refundable. Registration deposits are non-refundable unless the student moves more than 30 miles from the school or is asked to attend elsewhere. The deposit is applied towards the first month's tuition.

#### **Tuition**

The yearly tuition is divided into 10 equal installments, August through May. Monthly statements will be emailed at the first of each month. Tuition is due on the tenth (10<sup>th</sup>) day of the month. The first month's tuition is due on August 10. Tuition is considered late if payment is not received by the fifteen (15<sup>th</sup>) day of the month for which it is billed. A \$25 late payment fee will be assessed after the 15<sup>th</sup> day.

K-12 students whose families are members of one of the four constituent Seventh-day Adventist churches in the greater Dayton area will have a reduction in tuition, since these churches pay a monthly subsidy for both operations and capital improvements. Likewise, students from other Seventh-day Adventist churches who are members of the Ohio Conference of Seventh-day Adventists will receive a reduction in their tuition rate, since these churches; too, provide partial subsidies for the operation of the school.

The school reserves the right to withhold refund payment of any student's account or credit balance for a period of one month after he/she leaves school. This ensures that all charges have been recorded on the account. Any credit balance that the school is unable to refund due to the lack of an accurate address will be considered a donation to the Worthy Student Fund.

#### **Financial Clearance**

Each student must receive financial clearance to be eligible for an enrolled status. A student who is not officially enrolled will not be permitted to attend school. An enrolled status is given by the Registrar.

## **Payments**

All checks, drafts or money orders should be made payable to Spring Valley Academy. All payments should be sent to the attention of the Business Office. Payments may also be made on-line through the SVA website by clicking on the "on-line payment" tab.

Payments may also be made by MasterCard, VISA, Discover and ACH (automatic bank withdrawal). Arrangements may be made to have tuition and fees automatically charged to a credit card or automatically withdrawn from either a checking or savings account on the tenth of each month by completing a form, available in the Business Office.

Special 12-month contracts are available upon request.

Second-party checks are not accepted.

A service charge of \$20 is assessed on each check or ACH returned because of insufficient funds. Any check or ACH that is returned a second time for insufficient funds must be replaced with cash, cashier's check or money order for the remainder of the school year.

Payments are due on the tenth of each month. If payment is not received by end of the month, a 1% late fee will be assessed on the past due amount.

School records, transcripts and diplomas are held for 10 business days after final payments are made with a personal check.

Foreign Students: Students from outside the United States who wish to attend SVA must provide year-in-advance payment in United States currency.

## **Payment Discounts**

*Monthly:* Parent(s)/guardian(s) whose tuition payments are received by the tenth of the month or the next business day on accounts that are current (30 days) are eligible to receive an early payment discount.

*Semester:* A discount will be given to parent(s)/guardian(s) who opt to pay the semester in advance. Payments are due by August 10 and January 10. Refer to general tuition and fees chart found on the school's website.

*Yearly:* A discount will be given to parent(s)/guardian(s) who opt to pay the year in advance. Payments are due by August 10. Refer to general tuition and fees chart.

## **Family Discounts**

A family discount for families with three or more children will be applied as follows:

- Three children will each receive a 5% discount
- Four or more children will each receive a 10% discount

## **Transportation Discounts**

A transportation discount of 15% on tuition will be given to families who live in excess of a 30-mile driving distance one way from SVA and have no free bus transportation from a public school system and/or do not receive a transportation rebate from their public school district. An application must be completed annually and returned to the Business Office before discounts can be applied.

## **Bring-A-Buddy Coupon**

Families who recruit new students to SVA (and the family of the new student) are eligible to receive a \$125 tuition credit for each new student. Bring-A-Buddy coupons are available to the new student in the front office.

- One Bring-A-Buddy coupon may be redeemed per new student.
- A current student is one who attended at least the second semester of the previous school year.
- A new student is one who did not attend during the previous school year. He/she may be a family member.

- Coupons must be redeemed by the new student and signed by the parent of the new student.
- Accounts of each eligible student will be credited on the February statements.
- Both new and current students must still be enrolled as of the February statement date.
- Coupons must be returned to the school office the time of enrollment. .

## **Other Costs & Fees**

### **Acceleration Fee**

A fee may be assessed for students who enter the Accelerated Graduate Program. Please see Accelerated Graduates.

### **Aftercare Fee**

To maintain adequate supervision, and for the convenience of parent(s)/guardian(s), the school operates an after-school-care program for all students in kindergarten through grade 5. Fifteen minutes after the close of school, all students in these grades must be in the after-school-care program unless they are under the specific supervision of another staff member. A fee is charged for the program, which is billed monthly as a part of the school statement. A per diem hourly rate will be charged unless an Aftercare contract has been established in advance. Parent(s)/guardian(s) of students who do not cooperate with the after-school-care program supervisor will be asked to make other after-school arrangements. The Aftercare fee schedule and contract is available in the school office.

### **Athletic Fees**

Athletic fees vary for each sport.

### **Attendance Fines**

Students are assessed a \$50.00 fine after reaching 15 attendance points. See Attendance Policy.

### **Bus Transportation Fee**

SVA operates limited p.m. bus service throughout a 10 mile radius of Spring Valley Academy, for a small fee. Please see Transportation.

### **Class Dues**

Dues are set for the class members early in the academic year. Parent(s)/guardian(s) will be notified by the Business office of the amount each student is expected to pay or earn per semester to meet his/her dues. Parents are given the option to have these dues spread out over their 10 month payment plan or to be billed twice a year in December and May.

### **Food Service**

Students purchasing food may do so in two ways:

- Pay cash for each purchase.
- Deposit money in a lunch account. Students and parents are notified when the lunch account balance is depleted.

Students may not charge their lunch except in emergencies when approved by administrative personnel. Student may not have more than a \$40.00 balance on their bill.

### **Graduation Fee**

Graduating seniors and eighth-grade students are assessed a graduation fee that covers some of the expenses associated with graduation, such as diploma, cap, gown, picture and program. This fee is assessed in January. Refer to general tuition and fee posted on the school's website.

### **Gymnastics Team**

There will be an additional fee for students accepted as members of the SVA Gymnastics Team.

### **Late Registration Fee**

All returning students must submit an application and a \$65 pre-registration deposit by the deadline for the upcoming school year to avoid being assessed a \$100 late registration fee.

### **Library Materials**

Students will be assessed replacement costs for lost or damaged library materials. If lost library materials are found, they must be returned to the Business Office by September 1 following the billing date in order for a refund to be given.

### **Music Lessons**

Private music lessons in piano and brass, woodwind and string instruments are available at SVA. Fees for these lessons are charged privately by the instructors. The school makes lessons available as a service but is not responsible for the fees; agreements between students, parent(s)/guardian(s) and the teacher(s); or the quality of instruction provided.

### **Property Damage Fee**

Should a student damage school property and/or equipment, a property damage fee may be assessed. The amount charged will depend upon circumstances surrounding the damage and the cost of repair or replacement.

### **Textbook Replacement Fee**

Most textbooks at SVA are provided at no rental expense to parent(s)/guardian(s) via the Auxiliary Services Program of the State of Ohio. However, should a student lose or damage a textbook beyond normal wear and tear, the replacement cost will be charged. If a lost textbook is found, it must be returned to the Business Office by September 1 following the billing date in order for a refund to be given.

### **Trip Fees**

Trip fees vary by trip.

### **Late Admittance & Withdrawal**

A student enrolling or withdrawing will be charged on a prorated basis for actual days in attendance. To secure a tuition refund when a student withdraws from school, the parent(s)/guardian(s) should notify the registrar of the withdrawal in writing. Refunds are not retroactive or allowed for ordinary or weather-related absences. No refunds are granted during vacation periods since these days are not included in the actual number of school days. Students who register for school but do not actually enter are refunded tuition minus the registration fee.

### **Student Financial Assistance**

Each year, through donations to the Worthy Student Fund, limited funding is available to assist families with the cost of tuition. Guidelines and applications for tuition assistance are available in the school office.

Families requesting financial assistance are required to complete both a Financial Assistance Questionnaire and a FACTS application. You are encouraged to apply through FACTS as soon as you have your latest Income Tax completed or by June 1.

The local Seventh-day Adventist churches provide tuition assistance for families in their local congregations. Contact the school Business Office for more information.

*It is the responsibility of each family to make all necessary arrangements for tuition assistance through the Business Office prior to registration.*

### **Exam Permits**

All accounts must be cleared before each semester exam week. Students with unpaid accounts, including athletic fees, class dues, library fines, music uniforms, project fees or other fees/fines, may not be permitted to take semester exams or receive grades and/or transcripts.

A student unable to take his/her semester exams due to not having financial clearance will observe the following procedures:

- The student is not required to be in attendance on semester exam days and will receive excused absences.
- Teachers will give the student a zero (0) as an exam grade.
- Semester exams will be held by the teacher for a period up to nine weeks (63 days from the exam).

- Student accounts must be brought to a current status in order for the student to take the exam within the nine week period.
- The grade will be adjusted if the student is able to take the exam within the nine week period.

### **Early Exam Fee**

Students are expected to take exams during scheduled exam days. A \$25.00 fee per exam fee will be assessed for each exam taken early. This request must be made to administration in writing no later than two weeks before the exam day(s) and the early exam fee must be paid in full before the exam pass can be issued to the student. If there is an extenuated circumstance such as a death in the family, a wedding, or family graduation this fee will be waived. If a student is kept home sick during an exam day, a doctor's note must be submitted to the front office.

### **Grades**

Fourth-quarter/semester or exit grades will not be released until the account with the school is paid.

### **Final Transcripts**

A diploma, final grades or transcript will not be issued to graduating seniors until the account with the school is paid in full.

### **Delinquent Accounts**

SVA is committed to providing Christian education for all the young people in the Seventh-day Adventist churches served by the school. However, in the event that an account becomes more than 30 days past due, the family should contact the Business Office to work out an acceptable financial plan. Families with special financial plans must meet the obligations of these plans if their student(s) are to remain in school.

If an account should become 60 or more days in arrears, the pastor or the finance committee chair of the Seventh-day Adventist church to which the family belongs (if a member of one of the area churches) will be notified that the family has a past-due account that will necessitate a temporary withdrawal from school. The family will be asked to withdraw their child(ren) until the account becomes current.

Accounts that are not paid or in which monthly payments are not received will be turned over to an agency for collection.

Service Charges: Unpaid accounts of students leaving either during or after the school year are charged 1.5 percent (18 percent per annum) on the unpaid balance. The first billing begins 30 days after the time the student leaves school.

### **Student Accident Insurance**

*Excess-only* insurance coverage is provided for each student enrolled. Claims must be filed with any other insurance or coverage plan first, as the school plan provides secondary coverage only. A student accident report must be filed when the accident occurs in order to receive benefits.

### **Student Labor**

Opportunity is provided for some students to pay part of their expenses through employment at SVA. Students working at SVA earn minimum wage.

For a student to be employed at SVA, he/she must:

- Be at least 14 years of age.
- Have a Social Security number.
- Fill out a work application.
- Complete an I-9 form, Federal W-4 form and a State Withholding Certificate.
- Complete a work permit application, available from the school office

If a student worker has an outstanding past-due account or receives student assistance, we would encourage them to utilize their school earnings to pay on the student account.

Tithing is encouraged by SVA and arrangements for receiving 10 percent of the earnings can be made with the Business Office.

### **International Students**

Students from outside the United States who wish to attend SVA must provide year-in-advance payment in United States currency.

## **TRANSPORTATION**

Free public school bus transportation is provided to students living in Centerville and Kettering public school districts. Student name and address information is automatically submitted to these districts upon application to Spring Valley Academy. West Carrollton provides a.m. bus service only.

SVA provides bus transportation to the south RTA hub. Students riding the RTA bus in the a.m., must arrive at the south hub by 7:30 a.m. as the SVA bus will leave the south hub at that time.

Several other districts offer transportation reimbursement to parent(s)/guardian(s), returning a portion of the tax dollars they receive to transport students in lieu of providing transportation. School enrollment and attendance-verification information is submitted to each of these districts for those students residing in districts offering reimbursement. More information regarding transportation is available from the registrar.

### **Bus Safety Regulations**

For the safety of all students who use the school bus, either for daily transportation or on school trips, the following safety regulations must be observed:

1. Students are not permitted to get on or off the bus except at regular stops.
2. There must be no crowding, and a single file must be maintained while loading or unloading the bus.
3. Nothing is to be thrown from the bus at any time.
4. Students are to remain in their seats while the bus is in motion.
5. Improper language and profanity are not permitted.
6. Students are to obey all requests of the bus driver cheerfully and promptly.

## **COMMUNICATION**

### **School Web Site**

The web site may be accessed at [www.springvalleyacademy.org](http://www.springvalleyacademy.org). The site is updated regularly with current information, calendar of events, and photographs of school activities.

### **RenWeb**

RenWeb School Management Software makes it possible for our school to provide comprehensive and immediate information for parents and students via "Parents Web".

Parents Web is an integrated, web-based communication system allowing families to securely login to password-protected data. Parents Web provides view-only data that is populated from the school's data system. All information is posted in real time. Parents can only view their own child's data. Areas of information families can access via Parents Web include: attendance, daily grades progress reports, transcripts, report cards, homework, missing assignments, citizenship/discipline records, staff and school directory, teacher email addresses, teacher websites and announcements. Parents can log onto RenWeb via the internet at [www.Renweb.com](http://www.Renweb.com) or log onto RenWeb through SVA's website, [www.springvalleyacademy.org](http://www.springvalleyacademy.org) and click on the Parents link.

### **Phone Use**

Student usage of the phone in the front office is reserved for emergencies only. Students may request permission to go to the office to use their personal cell phone for necessary phone calls.

### **Phone Directory Information**

SVA has an automated phone system that provides several options for callers to get information and/or leave voice mail messages for school personnel.

During school hours the main number, (937) 433-0790, will be answered by the school receptionist and secretary, who will direct calls to the proper individuals.

Callers to the school's main number after hours may enter the desired extension number as soon as the auto attendant answers. If the extension number is not known, callers may access the employee directory by pressing 1.

You can call After Care directly at (937) 433-9417 Monday through Thursday from 3:30 to 6:00 p.m. and Friday from 3:30 to 5:00 p.m.

## **GENERAL SERVICES AND POLICIES**

In addition to the general school curriculum, a number of school services and programs are available to students and/or their families at Spring Valley Academy.

### **Lockers**

In order to make school life more convenient, all students in grades 6-12 are provided lockers. Students are requested to refrain from writing and/or placing stickers, posters or others items on the exterior of the locker. Items left on the floor or on top of lockers will be removed and placed in the Lost and Found area. Money or articles of value should not be kept in lockers, but should be given to office staff or faculty for safekeeping. Students in physical education classes may obtain lockers and official school locks to protect valuables during class time. Personal locks are not allowed and will be removed. It is inadvisable to keep money or valuables of any type in a non-secured location. SVA accepts no responsibility for items lost or stolen from lockers and reserves the right for administration or its designee to inspect any locker at any time. If a lost or stolen item is of significant value, the student and parent(s)/guardian(s) are encouraged to file a report with the Montgomery County Sheriff's Office.

### **Lost and Found**

The school maintains a Lost and Found area. Articles found should be turned in to the school office immediately. All unclaimed articles in Lost and Found are periodically given to a local community service center.

### **Aftercare**

To maintain adequate supervision and for the convenience of parent(s)/guardian(s), the school operates an after-school-care program for all students in kindergarten through grade 5. Fifteen minutes after the close of school, all elementary students remaining on campus are escorted to the Aftercare facilities. A fee is charged for the program. Students who refuse to attend Aftercare will be considered Insubordinate L3. Please see Aftercare Fees outlines on the school's website.

## **GENERAL POLICIES**

The ultimate objective of education is the development of character. It should be the student's purpose to observe the regulations and information of Spring Valley Academy as a matter of honor, realizing that these regulations are considered necessary to the successful guidance and education of young people.

## **Field Trip Policy**

- **Drivers:** Any person driving for a field trip at Spring Valley Academy is required to fill out the *Volunteer Driver's Form* which must be resubmitted every year. The Ohio Conference requires a \$100,000/\$300,000 policy. In addition, all drivers need to submit a copy of their state driver's license on file.
- **Volunteers:** Any adult that accompanies any Spring Valley Academy's field trip must have on file a current background check. This includes all adults that meet the class at their field trip destination.
- **Cost:** Any field trip that exceeds \$10 per person must have special permission from administration.
- **Students:** Only students enrolled in the class giving the field trip may attend. A parent may bring along younger siblings that are not enrolled in Spring Valley Academy but must be able to chaperone other students as well.
- **Cars:** Students that require a car seat must ride the bus or be in a designated passenger car with a car seat provided by their parent(s).
- **Bus:** Non-SVA students cannot ride the bus.
- **Adult Age:** The adult age for a volunteer field trip driver is 25. The adult age for chaperoning a field trip is 21.
- **Notification:** Parents and teachers must be given a two-week advanced notice of a field trip that is to take place.
- **Student/Chaperone Ratio:** There should be a chaperone for every ten (10) students who attend a field trip.

## **Non-Discrimination Policy**

Spring Valley Academy does not discriminate on the basis of race and/or ethnic background in administration of education policies, application for admission, acceptance of students, scholarship programs, athletic and extracurricular programs, and with respect to employment of faculty and staff. Students of any race and/or ethnic background are accorded all the rights and privileges, programs and activities made available to any student.

## **Handicapped-Student Policy**

Spring Valley Academy does not have the necessary equipment or staff to meet the special educational needs of handicapped students. Therefore, students who have serious academic or physical handicaps or social maladjustment problems will not be accepted at SVA. Should these problems be indicated after the student is enrolled, the school administration will assist the parent(s) in transferring the student to a school or program where assistance is available.

## **Child Protection Policy**

As mandated by Ohio law, SVA administrators, counselors and teachers who have reasonable cause to suspect child abuse or neglect MUST file a report immediately with Children's Services, which, at their discretion, may conduct an investigation.

## **Conduct Expectations**

Students are to conduct themselves as Christians at all times. Obscene language, lewd remarks and conduct and/or those activities that are harmful to others have no place at SVA. This standard of good conduct is expected at all assembly programs, social functions and religious services. Boisterousness, running in halls, scuffling anywhere on the campus or any conduct of a discourteous nature are always out of order. There is to be no loitering on the campus or in the school buildings during class or work hours, after school hours or during any program. During evening activities everyone is expected to be involved in the group activity.

## **Sexual Harassment**

SVA is committed to eliminating and preventing sexual harassment at the school or during school-sponsored activities. *Sexual harassment is improper, immoral, and illegal and will not be tolerated at SVA.* This policy is implemented to help inform both students and staff as to what sexual harassment is and what procedures are to be followed in dealing with sexual harassment within the school.

## Definition of Sexual Harassment

Ohio and federal laws define sexual harassment as unwanted sexual advances and/or unwanted visual, verbal or physical conduct of a sexual nature. Such offensive behavior includes, but is not limited to:

1. Unwanted sexual advances, including propositioning and repeatedly asking someone for a date after it is clear that the person is not interested.
2. Explicitly or implicitly offering employment benefits in exchange for sexual favors.
3. Making or threatening reprisals after a negative response to sexual advances.
4. Nonverbal conduct: leering; making sexual gestures; displaying sexually suggestive objects, pictures, cartoons or posters.
5. Verbal conduct: making/using derogatory comments, epithets.
6. Slurs or jokes; making sexually based remarks about another person's or one's own body.
7. Verbal abuse of a sexual nature; graphic verbal commentaries about an individual's body; sexually degrading words used to describe an individual; suggestive or obscene letters, notes or invitations.
8. Physical conduct: touching, assault, impeding or blocking movement.
9. This sexual harassment policy is intended to protect against sexual harassment before it becomes actionable sexual harassment. The term sexual harassment is intended to mean sexual harassment in the broadest meaning of that term in current popular as well as legal usage.

## Housing

SVA does not maintain dormitories. All students admitted must be under the direct supervision of their own parent(s) or legal guardian(s). If a student plans to live with someone other than a parent or guardian, arrangements must be approved by the school administration.

## Sexual Misconduct

Spring Valley Academy does not admit or retain individuals who engage in sexual misconduct, which includes non-marital sexual conduct, homosexual conduct, or the encouragement or advocacy of any form of sexual behavior that would undermine the Christian identity or faith mission of Spring Valley Academy and the Seventh-day Adventist Church. - *Columbian Union Policy*

## TRIP POLICY

In an effort to create an atmosphere of consistency, responsibility and fairness to all overnight curricular and extra-curricular trips, the following guidelines apply (in addition to NAD policy where applicable):

**Types of Overnight Trips:** Regular (Senior, band, choir, athletics); Academic (History, Art, Science, etc.); Mission

**Attendance Requirements:** Touring is an expectation on Regular Trips and optional on Academic and Mission trips.

**School days missed:** All touring groups may have three (3) days of school off.

**Cost:** student out-of-pocket expenses for a single trip should not exceed 1/2 monthly constituent tuition payment with a maximum cost of one monthly payment per year if more than one trip is taken. All trips that cost in excess of one monthly payment must be approved by the March BOT meeting of the preceding school year.

**Financial:** A list of interested students may be submitted to the business office for financial clearance as deemed appropriate by the Business Manager. All financial responsibilities must be current or have satisfactory arrangements.

**Academic:** A predetermined GPA is not required to participate in these trips, however, students who have 2 or more D's, Any F's, or a GPA less than 2.0 may not attend any overnight trips. These grades are subject to 9 week grades for trips that require pre-arranged travel arrangements.

**Responsibility:** Students are to observe school regulations in effect during all trips. When a group is divided for an activity, students must be in sub-groups of three or more at all times and check-in with sponsors on a regular basis. Students that elect not to go on regular class trips will attend school as usual.

**Sponsor Stipulations:** Ratio of adults to students will be one to ten or less. Sponsors must be approved by administration with an adequate male/female balance. If staying in hotel rooms, students will be in blocks and a sponsor on duty at all times. Sponsors will give warnings for misbehavior before sending someone home but some offenses, i.e., sexual activity, shoplifting, alcohol/drug use or blatant breaking of rules will result in an immediate trip home at the student/family's expense.

## **STUDENT PROBATION**

### **New Student Probation**

Students enrolling at Spring Valley Academy for the first time are under a probationary period for the first year. At any time, we may ask a child to withdraw for the following reasons without the 3-step behavior process outlined the Student Handbook.

- Extreme attendance issues
- Financial requirements are not met
- Student is not academically motivated
- Parent does not cooperate with teachers or administration
- Consistent classroom or school wide behavior issues
- Failure to demonstrate Christian standards

### **Regular Probation**

Students who are not new to Spring Valley Academy but have been put on a reacceptance probationary status are on probation for the one year or until administration takes them off. At any time, the school may ask the child on probation to withdraw for behavior, academic, or attendance issues without the 3-step behavior process outlined in SVA's Student Handbook.

## **STUDENT CODE FOR DISCIPLINE**

*The ultimate objective of education is the development of character. It should be the student's purpose to observe the regulations and information of Spring Valley Academy as a matter of honor, realizing that these regulations are considered necessary to the successful guidance and education of young people.*

### **Spring Valley Academy's Philosophy of Self-Discipline**

Students are to conduct themselves as Christians at all times. Parents, the church, and the school play a key role in shaping students, into the expressed image our Lord and Savior. Developing a student's self-discipline is a legitimate and constructive goal of Christian education. The Bible provides clear guidelines as to maintaining just and reasonable standards of conduct and discipline for students. All students have the right to learn, and no student has the right to disrupt the learning activities of others. The *Student Code for Self-Discipline* outlines expected Christ-like student behavior and those that interfere with or endanger the school's ability to provide a Christian learning environment characterized by safety, reverence, respect, grace and love.

When disciplinary actions are necessary, Spring Valley Academy will strive to maintain a constructive Christ-like approach that focuses on positive character and behavioral changes and minimizes any interruption of the educational process. Age and maturity level requires different types of disciplinary actions; thus, these factors will be considered when corrective measures are necessary. It is the right of the school to prescribe and enforce its standard of conduct. This authority will be exercised in a manner consistent with student's rights.

The school's *Student Code for Self-Discipline* provides examples of expected behaviors, definitions of behavioral infractions including its severity (Level I, II, or III), and possible corrective strategies. Some definitions include examples. Examples are not intended to be exhaustive lists; that is, the behaviors covered by the definitions include, but are not limited to, the examples given. Persistent violations (four offenses, either all Level I or in

combination with Level II) of the *Student Code for Self-Discipline* are considered incorrigible conduct. Prompt and effective corrective actions will be taken to address these behaviors.

## Level I Offences

Students who commit, attempt to commit, aid or abet the commission of, conspire to commit, or participate in any manner, even though unaccomplished, any of the offenses designated in this section. A student charged with behavior is that classified as a **Level I** offense should receive corrective strategies in the classroom. **Level I** offences include conduct that impedes the orderly operation of classrooms, schools, and/or school vehicles.

### Consequences Level I

**Level 1 Consequences-** **Level 1** offenses should receive corrective strategies in the classroom and may or may not be recorded on Renweb. A student who receives a **Level I** offense in the same category more than three times by the same or multiple teachers during one quarter, will be recorded as a **Level II** Repeated Violation for that offense.

### Definition of Level I Terms

**Class Disturbance:** Intentional acts, behaviors, or conduct in the classroom, in the school, upon school grounds, to or from school, or while engaged in school related activities that cause minor disruptions to the educational process.

**Defiance:** Willful disregard or non-cooperation towards school personnel acting in their official capacity; or disseminating ideas or displaying attitudes that undermine the philosophy, ideals, and objectives of the school or the Bible.

**Dress Code:** Refer to dress code policy included in this document. Students must correct their dress code violation before going back to class.

**Inappropriate Worship Behavior:** Conduct during worship that is disorderly, inattentive, irreverent and inappropriate for the worship event. Not honoring or showing respect for holy things and precepts, Bible and worship, and handling them with carelessness and indifference.

**Mischievous Play:** This includes play but is not limited to, roughhousing, clowning, pranks, rowdiness, trickery, and horseplay.

**Violating Classroom/School Rules:** Noncompliance with established procedures for playground activities, hallway behavior, proper assembly conduct, use of the lunchroom facilities, and/or codes of conduct that are specific to buses/vehicles. Students found guilty of being an accessory to, assisting, planning, participating, and/or encouraging, etc., any violation of school rules are subject to the same corrective action as students, who are actively involved in committing such offenses.

**Unprepared for Class/Activity:** Lacking the materials and/or equipment such as books, paper, writing utensil, sports attire, etc. required for class or school related activities.

## Level II Offences

Students who commit, attempt to commit, aid or abet the commission of, conspire to commit, or participate in any manner, even though unaccomplished, in the commission of any of the offenses designated in this section. A student charged with behavior that is classified as a **Level II** offense may be removed from the building. **Level II** offences include serious misconduct that impedes the orderly operation of classrooms, schools, and/or school vehicles.

### Consequences Level II

**Level II Consequences:** A student charged with behavior that is classified as a **Level II** offense may be dealt with directly by the teacher, referred to administration, be suspended, and/or removed from the building. All **Level II** offenses are recorded on Renweb and reported to Administration. Most **Level II** consequences result in a school issued detention. After receiving three detentions for **Level II** infractions, the next **Level II** infraction will result in a suspension. A suspension will start a student's *Behavior Modification Contract*.

### Definition of Level II Terms

**Academic Dishonesty:** No student will copy the work of another without citation. This includes previously written work, or part thereof, on a test or assignment, or improperly consulting notes or other answer sources (e.g. Cha Cha). Failure to do so **will result in a zero for the assignment** and a **Level II** offense consequence for all papers, projects, quizzes, tests, and major assignments.

**Bullying:** Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated or has the potential to be repeated over time. Both kids who are bullied and who are bullied by others may have serious lasting problems.

#### **Verbal Bullying**

Verbal bullying is saying or writing mean things. Verbal bullying includes: Teasing, name-calling, inappropriate sexual comments, taunting, or threatening to cause harm.

#### **Social Bullying**

Social bullying, sometimes referred to as relational bullying, involves hurting someone's reputation or relationships. Social bullying includes: Leaving someone out on purpose, telling other children not to be friends with someone, spreading rumors about someone, and embarrassing someone in public.

#### **Physical Bullying**

Physical bullying involves hurting a person's body or possession. Physical bullying includes: Hitting, slapping, kicking, pinching, spitting, tripping, pushing, taking or breaking someone's things.

#### **Cyber Bullying**

Cyber Bullying takes place using electronic technology such as cell phones, computers, tablets, social media sites, text messages, chat, and websites. Examples include mean text messages or emails, rumors sent by email or posted on social networking sites, embarrassing pictures, videos, websites, or fake profiles.

***Any bullying that takes place during school hours or outside of school that disrupts the school environment will be recorded and consequences will incur.***

**Bus Behavior:** Any behavior or action that distracts a bus driver, causes a dangerous situation, or disturbs the orderly operation of a bus. Students must comply with the Ohio Department of Transportation (ODOT) regulations posted on the bus. Eating, drinking, being out of seat, transporting of animals or glass containers, spitting, throwing of any objects, extending any body parts through a school bus/vehicle window, or using the emergency exit when there is no emergency are prohibited. State law prohibits parents or any unauthorized individual from boarding or impeding the orderly boarding or departing of students on school buses. Should there be a situation or problem relating to the school bus, the parent(s) must contact the principal to resolve any concerns. **Failure to comply with bus behavior expectations will result in temporary suspension of bus pick-up or loss of privileges indefinitely.**

**Dishonesty:** Acts, not limited to, any form of misrepresentation including lying, stealing, cheating, altering and/or use of documents with the intent to defraud, falsifying school records, forging signatures, making or providing false statement, counterfeiting, bribery, and/or using an unauthorized computer user ID or password.

**Destruction of School Property:** Loss, destruction, defacement, inappropriate use of textbooks, media center materials, computers and/or computer related materials. **The student will be responsible for replacing the total or pro-rated cost of the material destroyed.**

**Electronic Devices during School Hours: Grades K-6:** Electronic equipment and cellphones are not to be used between the hours of 7:50 AM – 3:00 PM.

**Electronic Devices during School Hours: Grades 7-12:**

- I. **School Issued iPads** are to be brought to school. Personal devices are to be left at home. Classroom procedures must be followed with the use of iPads, which are also subject to being confiscated by the teacher.
- II. **Cell phones** are to be put away, out of sight, and on vibrate during the designated class time, study halls, work between 7:50 AM – 3:00 PM. Students who need to use their phone to make calls should do so in the main office only.
- III. **Head Phones** Listening to music or walking around with ear plugs on in any electronic device during school hours, PM 7:50 AM – 3:00 PM, is prohibited on school grounds. Ear plugs should never be seen during school hours between 7:50 AM – 3:00 PM.

#### **Electronic Devices Consequences**

Failure to comply with these requests will result in a confiscated device that is kept at school for 24-36 hours, Level 2 offence record, and/or loss of privilege to bring device to school.

- I. **Step One:** Confiscated Device which will be given back at the end of the following 1-day 3:00 PM, (24 hour attainment of property) and a recorded as an L2 Offence.

- II. **Step Two:** Confiscated Device which will be given back at the end of the following 2-day 3:00 PM, (48 hour attainment of property) and a recorded L2 Offence.
- III. **Step Three:** Confiscated Device which will be given back at the end of the following 3-day 3:00 PM, (72 hour attainment of property) and a recorded L2 Offence.
- IV. **Step Four:** Device is no longer allowed to be brought to school. They may sign-in the property at 7:50 AM at the front desk and sign-out the property at 3:00 PM. Level 3 offense will be recorded.

**Spring Valley Academy will not be held responsible or liable for any lost, stolen, or damaged electronic devices.**

**Foul or Obscene Language:** Crude names, slang expressions, concerning God or about one's ancestry, race, gender or anatomy; God's name as a curse; any generally offensive word, phrase, conversation or gesture or swearing and/or cursing in school buildings, on school buses/vehicles or on school grounds.

**Hazing:** Hazing includes any humiliating or dangerous activity expected of a student to belong to a group, regardless of their willingness to participate.

**Internet Usage:** All students are required to comply with the school's internet acceptable usage guidelines included in this booklet.

**Inappropriate Physical Contact:** No fondling, touching, holding hands, sitting on one another, or kissing in school facilities, on school grounds or at school related activities or while on buses transporting students to and from school related events is permitted.

**Insubordination:** Refusing to comply with a reasonable request from school personnel or disobeying any general rule of the school, including not following directions of teachers, school administrators, or other staff members. This includes refusing to leave an area or stop engaging in aggressive/disruptive behavior, etc.

**Parking Violations:** Parking on school property or in designated areas of the parking lot without a permit during instruction, extracurricular activities, or authorized school business is prohibited. **Spring Valley Academy and its employees will not be liable under any circumstance for any loss or damage to students' vehicles or the content(s) of said vehicles parked on Spring Valley Academy premises.**

**Repeated Violations:** Level I offenses that are repeated continually.

**Unauthorized Picture or Video Posting:** Nothing should be posted to any social media of school activities, personal, or student body that takes place between 7:30 AM – 3:30 PM, therefore, students are NOT to take pictures or video of activities during the school day unless directed by administration.

## Level III Offences

Students who commit, attempt to commit, aid or abet the commission of, conspire to commit, or participate in any manner, even though unaccomplished, in the commission of any of the offenses designated in this section. A student charged with behavior that is classified as a **Level III** offense may be removed from the building. **Level III** offences include serious misconduct that impedes the orderly operation of classrooms, schools, and/or school vehicles.

### Consequences Level II

**Consequences Level II:** Almost all **Level III** infractions will result in a 1-5 day suspension or the student may be removed from school and placed on probation. All **Level III** infractions are recorded on Renweb, reported to parents, and reported to Administration. Suspensions start each student's *Behavior Modification Plan* or progress a student to the next step of their *Plan*. All illegal infractions are also recorded to outside personal such as the police or fire department. When interventions fail and further violations occur, expulsion may be recommended. In the case of non-illegal activities, every effort will put forth to intervene before expulsion is recommend.

### Definition of Level III Terms

**Assault:** physical attack that does not result in serious bodily injury and the student's actions does not represent reasonable self-defense.

**Bomb Threats:** Making a knowingly false statement regarding the possession or location of explosive materials.

**Bullying:** Continual **Level II** bullying.

Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated or has the potential to be repeated over time. Both kids who are bullied and who are bullied by others may have serious lasting problems.

**Conduct Outside of School Hours or Away From School:** Conduct outside of school hours or away from school which may adversely affect the educational process or endanger the health, safety, morals, reputation, and/or well-being of other students, teachers, or other employees of the school.

**Gambling/Gambling Devices:** Betting money or items on card games, dice games, the outcome of games or activities and/or possession of gambling materials or paraphernalia.

**Fighting:** A physical altercation between one or more students, in which a student's actions do not represent reasonable self-defense. This also includes the mutual participation in an incident involving physical violence. Actions can include physical restraining with the intent to harm, intimidation, or slapping.

**Leaving School Without Permission:** Leaving class, school, or school grounds during the designated school day without first obtaining permission from the principal or principal's designated representative and/or not reporting or returning to class or school activities.

**Loitering/Trespassing:** Refusing to leave any school property after being instructed by school staff or law enforcement staff or visiting/returning to school property during the instructional day without appropriate authorization.

**Membership in a Secret Society:** Determined to be a member of a gang or secret society by membership, imitating or by verbal admission as a member. Gang or secret society behavior(s) not limited to, recruiting members; wearing gang/society colors; or using hand gestures/signals, graffiti, literature, names, rap, pictures, or other paraphernalia, whether in possession of or on the person, school grounds, school buses, or in a locker.

**Insubordination:** Insubordination shown to an administrator and/or refusal to be escorted to an administrator by a teacher. See **Level II** for definition.

**School Disturbance:** Acts which cause disruption of the school environment and/or threaten the safety or well-being of other students and/or staff, which may include, but is not limited to, walk-outs, sit-ins, rioting, picketing, trespassing, reckless or careless operation of a vehicle on or near school property or near a school bus or inciting disturbances, threats to the school, pranks, or actual violence during a period of disruption.

**Sexual Misconduct:** Engagement of any sexual acts including, but not limited to, vulgar/obscene words or gestures, indecent exposure, possession of profane/vulgar/obscene material, possession/distribution of derogatory/offensive poster, cards, pictures, cartoons, graffiti, or drawings on school property/buses or at a school sponsored activities.

**Theft/Attempt/Possession:** Unlawful taking or disposition of another's property with the intent to deprive the person of the property. Receiving stolen property or attempted theft by deception, including public property, possession of stolen property, counterfeit items or missing items and/or possession of any federal, state or school mandated test(s). Students are encouraged not to bring inappropriate non-instructional or valuable items and large sums of money to school.

*Spring Valley Academy will not be liable for any loss, stolen or damaged item brought to school.*

**Threats to Staff/Student:** Intentional threat by word or action to do violence to a staff member/student, his/her property, or the doing of any act which creates a well-founded fear within the staff member/student.

**Verbal, Written, Audio, or Video Posting of Staff Members or Verbal Abuse of Staff:** Any profane or insulting remarks or gestures directed at any Spring Valley Academy staff member, volunteer, visitor, student teacher or bus driver. Any written, audio, or video posting to social media about any Spring Valley Academy staff members is strictly prohibited.

## **Level IV Offenses**

Illegal and/or serious misconduct that is life or health-threatening as defined by state, county, or federal laws and/or school standards. A student charged with any of these grave behaviors that are classified as **Level IV** may be removed from the school immediately and placed on probation. When interventions fail and further violations occur, expulsion may be recommended. In the case of non-illegal activities, every effort will put forth to intervene before expulsion is recommend.

## Consequences Level IV

**Level IV Consequences:** All Level IV infractions will result in 3-5 day suspensions with interventions or expulsion. All Level IV infractions are recorded on Renweb, reported to the parents or guardians, reported to Administration, and likely reported to law enforcement for illegal actions. If the student is allowed to remain in school their *Behavior Modification Plan* will start on step-three.

### Definition of Level IV Terms

**Arson:** Setting fire, or attempting to set fire to school property, any property belonging to, rented by, or on loan to the school, or the property of persons employed by the school or in attendance at the school.

**Possession of Tobacco or Tobacco Products:** Smoking or the use of any tobacco products shall be prohibited on all lands and inside all facilities and motor vehicles owned or rented by SVA. The use of or the possession of any form of tobacco or tobacco products while in or upon the school premise is prohibited.

**Possession/Intent/Sale/Distribution/Use of Controlled Drugs:** Possessing, carrying, using, selling, distributing, or concealing any controlled drug other than prescription medication that has been administered in accordance with the school's policies. No such items shall be in possession at school-related activities, buses, or in students' desks or lockers; neither shall they be found any place on any property of Spring Valley Academy.

**Possession/Intent/Sale/Distribution of Drug Paraphernalia/Look-a-Likes/Non-Controlled Substances:** Possessing, carrying, and/or concealing drugs or items that may be considered as look-alike drugs or substances represented to be drugs of the seller or distributor and/or thought to be drugs by the buyer or receiver. Attempting to sell or distribute any prescription and over-the-counter medicines, chemicals substances, and all other legal substances. Drug related paraphernalia includes, but is not limited to, pipes, clips, rolling papers, and other items used or related to drug use. No such items shall be in possession at school-related activities, buses, or in students' desks or lockers; neither shall they be found any place on any property of Spring Valley Academy.

**Possession/Under the Influence of Alcohol:** Possessing, carrying, concealing, consuming, showing evidence of having consumed alcoholic beverages.

**Possession/Use/Sale/Distribution of a Firearm:** A firearm is any weapon which will, is designed to, or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any machine gun. This includes zip guns, starter guns, and flare guns. Possession of a firearm will result in an expulsion for 1 full year. The Board may lessen this suspension based on intent, age, previous discipline record, academic record, and/or disability on a case-by-case basis.

**Possession/Use/Sale/Distribution of a Dangerous Weapon:** Possession of, on or about their person (e.g. locker, desk, book bags, or bus.); any weapon, device, instrument, material, or substance, animate or inanimate, that is used or, or is readily capable of causing death or serious bodily injury. (e.g. Bowie, dirk, lock blade, hunting, or switchblade). Possession of a knife may result in an expulsion for one (1) full year.

**Serious Bodily Injury:** An incident that results or is intended to result in serious bodily injury to oneself or others. Serious Bodily Injury is defined as "A bodily injury that involves substantial risk of death; extreme physical pain; protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ or faculty".

### Substance Abuse and Drug Testing:

The school reserves the right to test students for use of illegal substances (drugs, alcohol, tobacco) when it is deemed appropriate by the staff in consultation with the principal. The school will cover the cost of negative tests while positive tests will be billed to the student. Additionally, it will be assumed that students found to be in possession of banned substances have been using them.

If a student tests positive or is found through other means to be involved in substance abuse, he/she will receive disciplinary action ranging from suspension to expulsion. If the student is allowed to remain in school the following conditions will apply:

1. The student will be tested periodically at the student's expense.

2. The student will submit to mandatory counseling for a time period that is determined by the school. This will also be at the expense of the student.

**Unwelcome Sexual Conduct:** Unwelcome sexual advances, requests for sexual favors, other physical or verbal conduct or communication of a sexual nature, including gender-based harassment that creates an intimidating, hostile, or offensive education or work environment (i.e., pinching, grabbing, suggestive comments, gestures or jokes or pressure to engage in sexual activity).

**Tampering with Fire Equipment/False Alarms:** No student shall touch or tamper with fire alarms or those emergency equipment in the school during a non-emergency situation. This includes reporting a fire when no fire exists or attempting to activate the fire alarm system on school property or buses.

### **Vandalism**

Destruction/damage/attempts/threats to destroy/damage/deface school, private, or public property. It is also the willful destruction or defacement of school or personal property. This includes, but is not limited to, setting fires, attempting to destroy/damage/deface a school or staff property or property used by the school including, but not limited to, breaking windows, graffiti, destroying restroom fixtures, using paints or any other materials to deface school property (e.g. furnishings and equipment housed within or upon the school property). Student must make restitution for damage to school property.

## **Cumulative Infractions**

### **Level I Infractions**

**Consequences Level 1** offenses should receive corrective strategies in the classroom and may or may not be recorded on Renweb. If a student receives a **Level I** offense in the same category more than three times by the same or multiple teachers during one quarter, administration will record a **Level II** Repeated Violation for that offense and the student will receive a detention. Students who have received a 4th recorded infraction in the same **Level I** category will be recorded as **Level II** Repeated Violation

### **Level II Infractions**

A student charged with behavior that is classified as a **Level II** offense may be dealt with directly by the teacher, referred to administration, be suspended, and/or removed from the building. All **Level II** offenses are recorded on Renweb, sent home, and reported to Administration. Most **Level II** consequences result in a school issued detention. After receiving three detentions for **Level II** infractions, the next **Level II** infraction will result in a suspension. A suspension will start a student's *Behavior Modification Contract*.

## **Behavior Modification Contract**

A *Behavior Modification Contract* is started when a student has been suspended due to a Level II, III, IV or multiple detentions. These contracts continue throughout the duration of the school year. Elementary students can be put on a Behavior Modification Contract when regular classroom management is unsuccessful. Any student on a *Behavior Modification Contract* is subject for review for next year's enrollment/acceptance review. The three step due process does not apply to students on a probationary status. See **Probation**.

### **Step 1 First Out of School Suspension**

Student will meet with administration to sign the contract upon the student's first suspension from school. The parent is notified by an email home and/or phone call home. Copies of the contract are sent/given to both parent(s) and student. **Student will lose their current Leadership Position.**

### **Step 2 Second out of School Suspension**

The student, parent, vice principal, and guidance counselor will meet to discuss behavior concerns. At the parent(s)/student meeting, all parties present will sign the *Behavior Modification Contract*. Copies will be given to the student and parent(s). A plan will be developed for the student to be mentored with the goal of improving behavior. **Student will lose their NHS Membership.**

### Step 3 Third out of School Suspension

The student and parent(s) meet with the administration counsel to review a plan for suspension or expulsion.

## Detentions

**Time:** Elementary, Middle School, and High School Lunch

**Arrival:** Student must be in the detention room on-time.

**Where:** Detention takes place in the main conference room or Vice Principal's office.

**Truant:** Failure to attend lunch detention: miss one, add one. Remember four detentions will start your Behavior Modification Contract.

**Who:** The vice principal or principal always run detentions.

**Lunch:** Student must bring a sack lunch that does not need to be warmed up.

**Behavior:** Students can study, read, and eat lunch. They may not sleep, visit their lockers, talk, take bathroom breaks, or be on their electronic devices.

Failure to attend a student's make-up detentions in the affect that a detention was skipped, will result in a L3 infraction and suspension.

## GRIEVANCE AND DUE PROCESS PROCEDURES

When a problem arises between a student and/or parent(s)/guardian(s) and a staff member, the student and/or parent(s)/guardian(s) are to first try to resolve it in a meeting with the staff member. Should the problem not be resolved the aggrieved party should complete a Grievance Procedure Form, the following hierarchy of meetings will be used until the conflict or problem is resolved:

1. The principal will arrange a meeting with all parties involved.
2. The student and/or parent(s)/guardian(s) may request a meeting with the Standards of Behavior Committee.
3. The student and/or parent(s)/guardian(s) may request a meeting with the Spring Valley Academy Board of Trustees. **Their decision will be considered final.**

### Appeal Process

A student and/or parent(s)/guardian(s) may appeal a suspension or expulsion. The student and/or parent(s)/guardian(s) may request a hearing with the Standards of Behavior Committee.

If the situation is not resolved, an appeal may be made to the Board of Trustees. Both the student and/or parent(s)/guardian(s) have a right to be represented at the time of the Board of Trustees' appeal hearing. A written account of all decisions will be sent to the parent(s)/guardian(s) and placed in the student's file.

### Suspension and Expulsion for Students with Disabilities

All federal and state laws (e.g. Manifestation Determination), Board policies and administrative procedures must be followed in suspending and/or recommending expulsion for students with disabilities/impairments on Individualized Education Program (IEP)/Section 504 Related Aids and Services Plan. This does not necessarily preclude exclusion from school or school buses/vehicles, as a result of a crisis or any emergency or as provided by law.

## DRESS CODE POLICY

BOYS	GIRLS
<p><b>SHIRTS</b></p> <ul style="list-style-type: none"> <li>• Polo shirts or dress shirts that button-down all the way with a manufactured collar.</li> <li>• Turtlenecks can be worn.</li> <li>• No sleeveless clothing allowed.</li> <li>• No printed slogans or inappropriate wording.</li> </ul> <p><b>PANTS</b></p> <ul style="list-style-type: none"> <li>• Pants should be worn at the natural waist line, not dragging or touching the floor.</li> <li>• No frayed or threadbare pants, sweats, jeans or low riders.</li> <li>• Walking Shorts that are no more than 1-2 inches from the knee.</li> <li>• Denim is allowed for Grades K-5.</li> </ul> <p><b>SHOES</b></p> <ul style="list-style-type: none"> <li>• Footwear must be worn at all times.</li> </ul> <p><b>JEWELRY</b></p> <ul style="list-style-type: none"> <li>• No jewelry</li> </ul> <p><b>HEAD WEAR</b></p> <ul style="list-style-type: none"> <li>• Caps, hats, bandannas, or sweat bands are not allowed.</li> </ul> <p><b>HAIRSTYLES</b></p> <ul style="list-style-type: none"> <li>• No outlandish hairstyles permitted.</li> <li>• Only natural color for hair dye.</li> </ul> <p><b>PE UNIFORM</b></p> <ul style="list-style-type: none"> <li>• PE uniform and gym shoes are to be worn during gym, weights, and gymnastics for grades 6-12.</li> </ul> <p><b>Grades 9-12 Formal Banquet Attire</b></p> <ul style="list-style-type: none"> <li>• A sport coat, suit or tuxedo.</li> <li>• Dress shirt and tie.</li> <li>• Dress socks and shoes.</li> <li>• Men should be in compliance in order to gain admission to the event.</li> </ul>	<p><b>SHIRTS</b></p> <ul style="list-style-type: none"> <li>• Polo shirts or dress shirts that button-down all the way with a manufactured collar in any pattern or color.</li> <li>• Turtlenecks can be worn.</li> <li>• Sheer and/or tight-fitting clothing is not allowed</li> <li>• Shirts must be modest.</li> <li>• No sleeveless clothing allowed.</li> <li>• No printed slogans or inappropriate wording.</li> <li>• No cleavage, midriff, or underwear should be showing underneath the shirt.</li> </ul> <p><b>PANTS</b></p> <ul style="list-style-type: none"> <li>• Pants should have an in and outside seam and a working zipper in the front.</li> <li>• No frayed or threadbare pants, sweats, jeans, yoga pants, leggings, or low riders allowed.</li> <li>• Walking Shorts should be no more than 2-3 inches from the knee.</li> <li>• Denim is allowed for Grades K-6.</li> </ul> <p><b>SKIRTS, SKORTS, JUMPERS</b></p> <ul style="list-style-type: none"> <li>• Skirts, skorts, or jumpers should not be more than 2-3 inches from the knee.</li> <li>• Spandex of any kind cannot be in the material of a skirt or dress.</li> <li>• Skirts cannot be excessively tight or see through.</li> </ul> <p><b>SHOES</b></p> <ul style="list-style-type: none"> <li>• Footwear must be worn at all times</li> </ul> <p><b>JEWELRY</b></p> <ul style="list-style-type: none"> <li>• No jewelry</li> </ul> <p><b>HEAD AND/OR NECK WEAR</b></p> <ul style="list-style-type: none"> <li>• Caps, hats, bandannas, sweat bands, are not allowed.</li> </ul> <p><b>HAIRSTYLES</b></p> <ul style="list-style-type: none"> <li>• No outlandish hairstyles permitted</li> <li>• Only natural color for hair dye</li> </ul> <p><b>PE UNIFORM</b></p> <ul style="list-style-type: none"> <li>• PE uniform and gym shoes are to be worn during gym, weights, and gymnastics for grades 6-12.</li> </ul> <p><b>DRESSES</b></p> <ul style="list-style-type: none"> <li>• No dresses</li> </ul> <p><b>Grades 9-12 Banquet Attire</b></p> <ul style="list-style-type: none"> <li>• No strapless, sheer, tight-fitting, or spandex material allowed.</li> <li>• No cleavage or underwear should be visible.</li> <li>• Back of gown must not fall below natural bra line.</li> <li>• You must bring in your banquet attire for approval and a photo shoot.</li> </ul>

## **SVA SWIMWEAR**

Modest one piece, tankini where the top meets the bottoms, no string bottoms, or a bikini with a tee-shirt over top that is not white that stays on the entire time.

## **SVA WINTER WEAR POLICY**

### **Sweaters, Non-Hooded Sweatshirts, and Zip-Up Sweatshirts**

- Knit button-up sweaters, pullover sweaters, non-hooded sweatshirts, and zip-up sweatshirts must have a collared shirt underneath, which can be seen.
- Sweater turtlenecks are permitted.

**No Heavy Winter Coats are to be Worn in the Classroom.**

## **SVA SPIRIT WEAR**

SVA Spirit Wear May be Worn on Friday

- SVA's Integrity T-shirts
- Spring Valley Academy's Spirit wear must be apparel done in school colors, royal blue, gold, or white. These can be purchased through our Spirit Wear provider.

## ATTENDANCE POLICY

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### Philosophy

There is a positive relationship between class attendance and academic success. Classroom experiences are inherent to the learning process and cannot be replicated through simply “making up the homework.” Much of the learning at SVA takes place through cooperative interaction between students and teachers. Absences affect not only the student who is absent from the class, but the other students enrolled in the class as well. Therefore, it is our endeavor to maintain consistent and regular attendance for all students.

### Attendance Reporting Policy

Class attendance at Spring Valley Academy is an integral part of its strong academic program. The absence policy is meant to enhance school attendance laws in Ohio. SVA is required by these laws to contact a parent or guardian whenever a student is absent from school. PARENTS/GUARDIANS are requested to call or email the school’s attendance officer/receptionist by 9 **A.M.** to report student’s absence(s), 937-433-0790 or [erbreakie@springvalleyacademy.org](mailto:erbreakie@springvalleyacademy.org). Truancy Laws within the State of Ohio will be enforced and reported to the truancy officer of the school district in which the student resides.

### Absences

An excused absence is one which has been classified excused by administration or the attendance officer. An absence that falls under the School Board’s approved reason(s) for absences will be classified as excused if the school attendance procedure is followed by the student, parent, and/or person acting as a parent if the student is absent. The parent/guardian shall call the school by 9:00 a.m.

#### Excused Absences

- Illness of the student
- Illness in the family
- Death in the immediate family
- Medical, dental, and court appointments\*
- Religious observance
- Quarantine for contagious disease
- Pre-arranged Excused Absence\*\*
- An act of God

#### Illness/Sick Days

If a student is sick for less than three days in a row, the parent/guardian may call or email the office to have this absence excused. If a student is sick for up to three (3) days in a row, he/she must have a written doctor’s note for the absences to be excused and to attend school.

#### \*Medical, Dental, Sick Day(s) and Court Appointments

If a student leaves school to attend a medical, dental, or court appointment, they **must** bring back a note from the doctor’s office or court/lawyer for that absence to be excused.

#### \*\*Pre-arranged Excused Absence Family day(s) off/Vacations/Funerals/Religious Observance

When students know ahead of time that they will be absent, a pre-arranged absence request form available in the office must be submitted to the office with a parent/guardian’s signature present. This request will be presented to administration for approval.

#### School Approved Absences

All School Approved Absences must be approved through administration before the absence(s) occur(s). These absences are school planned activities that take place during school hours. Examples of such activities, but not limited to, are: band tour, choir tour, field trips, sports tours, mission trips etc. Students and parents need to carefully consider the number of days that will be missed when a student elects to take part in a school approved activity. All work that is missed must be made up to gain the necessary skills taught in the course.

## Unexcused Absences

This type of absence takes place without pre-approval or falls under the category of unexcused absences. It should be noted that if a student misses a class to complete work for another class, the absence will be regarded as an unexcused absence. Work missed cannot be made up.

- Family days off that are not prearranged
- Too tired after school activities (i.e. Trips, athletic events)
- Appointments other than medical, dental or court related
- Transportation problems
- “Personal reasons”
- Work

The number of absences excused or unexcused will become part of the student’s permanent record. Absences may greatly affect the academic progress of the student.

## Make-up work

Student(s) who have absences are allowed to make up work if it does not exceed fifteen percent of the grading period. Students must check with their teacher(s), Renweb’s lesson plan and homework tabs, and course outlines for other work stipulations. Students are responsible for contacting their teacher(s) and printing all lessons and homework from Renweb to obtain missed assignments on the first day of their return to school. Students missing school for prearranged absences are advised to complete their work before the absence.

## Tardy

SVA emphasizes that timeliness in getting to school each morning and to class throughout the day is vitally important to the educational process. If a student is late to school in the morning, he/she must stop by the school office to receive an excused or unexcused tardy slip to gain entrance into class. If the student is more than twenty (20) minutes late, the tardy becomes an absence for the class period. The number of tardies excused or unexcused will become part of the student’s permanent record. Tardies may greatly affect the academic progress of the student.

Students receive three (3) excused transportation tardies per quarter for the following reasons.

- Heavy traffic,
- Accident,
- Morning fog,
- Car won’t start.
- Flat tire,
- Ride was late,
- Stopped by a train, and
- Parent/guardian running late.

## Early Dismissal

When a parent/guardian needs to pick up his/her child before school dismisses, the parent/guardian must sign the student out of school on the sign out sheet located in the office. The office staff will contact the classroom teacher, who will dismiss the student to the office. If the student misses more than twenty (20) minutes of a class period, either at the beginning or ending of the class, he/she will be counted absent for the class. If a student leaves school early less than twenty (20) minutes, the student will be considered tardy unexcused.

## Attendance Points System (7-12<sup>th</sup> Grade)

Points are assigned to students for unexcused absences and tardies as follows. These points start over each quarter.

Unexcused tardy =	1 point per occurrence
Unexcused class absences =	3 points per occurrence
Unexcused Worship absences =	1 point per occurrence

The maximum amount of unexcused points a student can earn per day is 8. See **Enforcement Procedures** for levels of consequences that relate to a student’s attendance points.

## Attendance Points System (K-6<sup>th</sup> Grade)

Points are assigned to students for unexcused absences and tardies as follows. These points start over each quarter.

Unexcused morning tardy =	1 points per occurrence
Half day unexcused absence =	1.5 points per occurrence
Full day unexcused absence =	3 points per occurrence

For actions which occur once students are at specific levels of attendance points, please see the **Enforcement Procedure**.

### Enforcement Procedure

The following steps will be taken as student(s) accrue unexcused attendance points. Attendance will be reset each quarter, however the *Attendance Contract* continues throughout the year. See Attendance Contract for repeat offenders.

5 Attendance Points:	Warning given to student and parent.
10 Attendance Points:	Parent/student notification and a Lunch Detention is assigned for students in grades 7-12
15 Attendance Points:	Step 1 of a student's <i>Attendance Contract</i> will start. A \$50.00 fine will be given to the student

*In rare cases, discretion may be exercised by administration with consequences at each step of the enforcement procedure.*

### Fifteen Percent Absence Policy

Attendance is a very important part of the educational process and should be taken seriously. A student absent from school for any reason excused or non-excused for more than fifteen percent (15%) during the duration of a grading period will not be given passing marks for that class. This works out to be about 10 days for a block class or 15 days of a non-block class. Excused or Unexcused absences count. The only exception(s) are **School Approved Absences**. In rare cases, discretion may be exercised by administration due to extended illness.

### Management of the Fifteen Percent Attendance Policy

Administration is responsible for the management of the attendance policy. Students who lose credit in a class due to the 15% Absence Policy have two options:

1. Drop the class with a failing grade and transfer to study hall or
2. Remain in the class and receive no credit.

If a student loses credit in two or more classes, the student and his/her parent or guardian will appear before the Administration Council to determine whether or not the student will remain enrolled at Spring Valley Academy.

### Appeal Process

If a student or parent believes that there has been an error in the implementation of the Attendance Policy, the appeals process can be initiated.

1. The student or parent discusses the issue with the attendance officer and teacher involved.
2. If the problem is not resolved at this level, the student/parent submits a written request for an appeal to administration.
3. Administration contacts parent(s)/guardians and arranges for an appeal hearing date and time.
4. Administration will conference with parent(s)/guardian to explain the situation and discuss correctives strategies.
5. Parents are notified in writing of the administration decision.

During the appeal process, teachers and administration will evaluate the attendance situation, making judgments related to the student's ability to meet curricular standards or the necessity to repeat a portion or all the classes/subjects.

### Attendance Contract

Any student who reaches 15 attendance points during a quarter will start an *Attendance Contract*. These contracts will be in effect for the duration of the school year. Note any student(s) on a contract are subject for next year's enrollment/acceptance review.

## Attendance Contract Procedures

Attendance points start over each quarter. However the next time a student earns another 15 points either during the subsequent quarter or in the same quarter they move to the next step. In rare cases, discretion may be exercised by administration with consequences at each step of the enforcement procedures.

**Step 1 (at 15 points):** The student will meet with an administrator to discuss attendance concerns. At the meeting, administration and student will sign the Attendance Contract. Copies will be given to the student and parent(s). A \$50.00 fine will be accessed and must be paid in full within one week of notification or the fine will appear on the family's school bill.

**Step 2 (at 30 points):** The student, parent, vice principal, and guidance counselor will meet to discuss attendance concerns. At the parent(s)/student meeting, all parties present will sign the *Attendance Contract*. Copies will be given to the student and parent(s). A plan will be developed for the student to be mentored with the goal of improving attendance. A \$50.00 fine will be accessed and must be paid in full within one week of notification or the fine will appear on the family's school bill. The student will lose all Leadership positions and membership in National Honors Society if applicable at this Level.

**Step 3 (45 points):** The student and parent(s) meet with the administration counsel to review a plan for suspension or expulsion. A \$50.00 fine will be accessed and must be paid in full within one week of notification or the fine will appear on the family's school bill.

## ACADEMIC INTERVENTION

Spring Valley Academy takes academic excellence seriously. While enrolled at our school, it is expected that all students work to the best of their ability. If those expectations are not being met, the following will occur.

### Criteria for Intervention:

- 2 or more D's
- Any F's
- GPA less than 2.0

For students meeting the above criteria the following will occur:

At the end of any 4 ½ weeks, the guidance counselor will meet with the child individually. The teacher will call home for all F's and email/or call home for all D's. This correspondence will be recorded on Renweb under the private P/T Conference tab. At the end of any quarter, students receiving any F's will have a mandatory intervention meeting with the student, parent(s), teacher(s) and guidance counselor. At this meeting an *Academic Intervention Contract* will be developed with the student, parent(s) and Spring Valley Academy. See the *Academic Intervention Contract*. Contract may contain such elements as:

- a. Study skills development
- b. Level of improvements to be met
- c. In-class behavior expectations
- d. Student attendance
- e. Academic performance criteria
- f. Other elements deemed necessary by the committee
- g. Reductions in assignments due to an ISP.

## Academic Eligibility for Tuition Assistance

Students that receive tuition assistance through their local church or Spring Valley Academy must achieve a minimum of 2.0 GPA at the end of any semester in order to receive assistance the following semester. The aid packages may be reinstated after completion of a semester with the required minimum GPA.

## **More than Two F's Policy**

Students who have earned two F's in any core subjects such as Bible, Science, Social Studies, Language Arts, or Math at the end of any semester will be withdrawn from Spring Valley Academy. At that time all parties involved have been worked with extensively. However a student may re-apply to Spring Valley Academy after showing an F free report card for the subsequent semester.

## **Academic Intervention Contract**

Any student who has an F at any 9 week marking period will be put on an Academic Intervention Contract. These contracts will be in effect for the duration of the school year. Note any student(s) on a contract are subject for next year's enrollment/acceptance review.

### **Step 1 Student has an F at a 9 week marking period:**

Student will meet with the teacher, guidance counselor, and parent to sign the contract. Copies of the contract are sent/given to both parents and student. A plan will be developed for the student to be mentored with the goal of improving their academics. Student will lose their Leadership Position.

### **Step 2 Student has an F for a second 9 week marking period:**

Student will meet with the teacher, guidance counselor, parent, and vice principal to sign the contract. Copies of the contract are sent/given to both parents and student. A plan will be developed for the student to be mentored with the goal of improving their academics. Student will lose their Leadership Position.

### **Step 3 Student has an F for a third 9 week marking period:**

Student will meet with the teacher, guidance counselor, parent, vice principal, and principal to sign the contract. Copies of the contract are sent/given to both parents and student. A plan will be developed for the student to be mentored with the goal of improving their academics. Student will lose their Leadership Position.

### **Step 4 Third out of School Suspension**

The student and parent(s) meet with the administration counsel to review a plan for suspension or expulsion.

# **SVA TECHNOLOGY USE POLICY**

## **Privacy Notice**

Spring Valley Academy's computer technology network and internet system is to be used for educational and professional purposes. Users are reminded that all computer, network, and internet use may be monitored by the school and that there is no assurance of privacy or warranty of any kind, either expressed or implied, that all services provided through this system will be error-free or without defect. All users of the system agree to abide by all school policies as noted in the Spring Valley Academy School Bulletin and Acceptable Use Policy.

## **School Web Site**

Spring Valley Academy makes every effort to insure that all links are operational and all information is accurate, appropriate, and of high quality. The viability of links that are not created through our school cannot be guaranteed. The linked sites are not under the control of the school and the school is not responsible for the content of any linked site or any sites contained in a linked site or any changes or update such sites.

*SPRINGVALLEYACADEMY.ORG is the only official website of Spring Valley Academy. Any attempts to mimic this web site, create web sites advertising themselves as official web sites of Spring Valley Academy and/or creating redirection links to or from this are illegal and are not condoned by Spring Valley Academy. Students of the school engaged in any of these activities will be dealt with under school student conduct codes.*

## **Purposes and Guidelines for Web Content and Use**

### **Purposes for the School Web Site include:**

#### **Educational**

Content provided in the Web Site should be suitable and usable by student and teachers to support the curriculum and course of studies within the school.

#### **Informational**

Its content provides information for students, teachers, staff, parents and the community concerning schedules, events, curriculum and course of study and policies, etc. It also provides a repository for various applications and forms used by students, parents of students, and prospective parents and students in the normal course of operations. Information is also provided to the SLA Alumni through the Alumni tab.

#### **Communication**

The website serves as a means for the school to communicate information concerning the school and its activities to the members of the community and other parties that may be affected by the school's activities. This site provides a portal for the receipt of payments through the schools webpage by using the "On-line Payment" link at the top of the page.

### **1. Guidelines for posting materials to the school web site:**

- a. All materials must meet the provisions of the federal Children's Internet Protection Act (CIPA).
- b. All materials shall be in compliance with Spring Valley Academy policies, operating procedures, and applicable Federal and state statutes.
- c. No photographs or other information identifying individual students will be posted without prior written permission of the student's parent(s) or guardian(s) or the student (for students over 18 years of age).
- d. All materials shall meet the purpose of the school web site as stated above.
- e. Posting of grades, test results or similar materials for individual students will be done only within a well-defined framework of a secure password protected access system, limited to the student(s), parent(s), guardian(s), teacher(s), administrator(s), or the individual student. Spring Valley Academy uses RENWEB for the purpose.
- f. Control of the posting of materials and editing of pages will remain with the principal or his designee.

## **Computer Technology Use Agreement**

Spring Valley Academy is pleased to make available to students access to computer technology, connectivity to the internet, and other school networks, use of software programs and peripherals (henceforth also referred to collectively as “the system,” “network,” or “technology resources”). The internet or World Wide Web (WWW) is the worldwide network that provides various means of accessing significant educational materials and opportunities via a connected computing device. In order for the school to be able to continue to make these technology resources and connectivity available for appropriate and lawful use of this system, students must understand that one student’s misuse of the network and/or the internet connection may jeopardize the ability of all students to enjoy such access. While the school’s teachers and other staff will make reasonable efforts to supervise student use of computers, network use, and internet access, they must have student cooperation in exercising and promoting responsible use of these resources.

In order to maintain and encourage appropriate and effective use of computer technology and connectivity, Spring Valley Academy has defined a set of Rules for Computer and Network Use and an Acceptable Use and Inter Safety Policy (henceforth referred to as Computer Rules and AUP respectively). The AUP is part of a series of Spring Valley Academy policies and guidelines. All students and staff are required to sign a Technology User Agreement that signifies their understanding and commitment to follow these regulations.

### **Scope of Coverage for all Technology Policies**

Policies, guidelines, and rules described in this guide refer to all computing devices, including the following but not limited to:

1. Desktop computers
2. Laptop computers
3. Handhelds or PDA
4. MP3 players, iPods
5. Portable memory storage devices
6. Calculators with interfacing capability
7. **Cell phones, I-Phones, Smart phones, etc.**
8. Digital cameras
9. Technology infrastructure, associated peripheral devices and/or software
  - a. Owned by, leased by and/or on loan to Spring Valley Academy
  - b. Any computing or telecommunication devices owned by, in the possession of, or being used by students and staff that are operated on school grounds or connected to any equipment on school grounds by means of direct connection, telephone line or other common carrier or any type of connection including both hardwired, fiber, infrared and/or wireless.

### **Personal Responsibility**

Students agree to not only follow the rules in this policy, but are agreeing to report any misuse of any computer system to the person designated by the school for such reporting. Misuse means any violations of this policy or any other use that is not included in the policy, but has the effect of harming another or his or her property.

### **Rules for Computer and Network Use**

1. Do follow the rules.
  - a. Do not share passwords or logins.
  - b. Do ask a teacher or staff member when you’re unsure of how to do something or you have a problem.
  - c. Do not remove or add any programs or files to computers.
  - d. Do not change system settings.
  - e. Do not change internet browser settings.
  - f. Do not unplug cables or open computer cases.
  - g. Do not have any food or beverage near computers.
  - h. Do not force discs, CD’s, or flash drives into or out of drives.
  - i. Do not visit inappropriate internet sites.
  - j. Do not download programs from the internet.
  - k. Do not attempt to learn or steal other’s passwords or access unauthorized systems.
  - l. Do not use any “hacking” software. Possession of and/or distribution of any software tools designed to facilitate hacking or compromise a computer or network will also be considered an offense.
  - m. Do not bring viruses, spyware, or other malware to the school’s computers.

## **Unacceptable Use**

1. Uses that violate any of the computer rules listed in the section above.
2. Uses that violate or encourage others to violate the law.
3. Viewing, uploading, or downloading material to social media sites. (Facebook, YouTube)
4. Viewing, transmitting, or downloading pornographic, obscene, vulgar and/or indecent materials or offensive or harassing messages.
5. Uses that violate copyright laws.
6. Uses that cause harm to others or damage to their property. For example, don't engage in defamation (harming another's reputation by lies or hearsay).
7. Uses that jeopardize individual computers, the network, or user account security.
8. Uses that contribute to the violation of any other student conduct code including but not limited to: cheating, plagiarism, hazing or harassment, theft, falsification of records, possession of banned substances etc.
9. Uses that are designed to establish a commercial enterprise or provide system resources to an outside third party (including but not limited to: proxy server, remote access, file transfer, file sharing, or storage capability, etc.).
10. "Hacking" and other illegal activities. Use of computer resources to attempt to gain unauthorized access to other computers, files, or networks. Uploading a worm, virus, Trojan, "time bomb" or any other harmful form of programming or malware, bypass filters, install any type of server, proxy, aliasing/spoofing peer to peer networking or remote-control software (including but not limited to "Napster" like programs Grokster, Limewire BackOrifice, VNC, etc.). Possession of and/or distribution of any of the above software tools designed to facilitate any of the above actions will also be considered an offense.

## **Internet Safety**

### **Individual responsibility**

Users/parents/guardians are advised that use of any network includes the potential for accessing web sites with inappropriate materials. It is the responsibility of all users to attempt to avoid these sites through prudent use of the internet. If a student accidentally accesses one of these sites, they should immediately exit from that site and/or notify a staff member. If a student finds that other users are visiting offensive or harmful sites, they should report such use to the proper authorities

### **Practice Personal Safety**

Do not reveal personal information such as your full name, home address, phone or credit card numbers or other information which might allow a person to locate you. Do not arrange a face to face meeting with someone you "meet" on the internet without your parent's permission. Avoid the use of web sites that allow you to share such private information about you, your family, and/or friends with others. Do not share any personal information of another family, another students, faculty, or friends.

### **Confidentiality of Student Information**

Personal identifiable student information may not be disclosed or used in any way on the internet without the permission of a parent or guardian or a student who is 18 or older.

### **Active Restriction Measures**

The school, either by itself or in combination with the provider of internet access, will utilize filtering technologies to prevent students from accessing visual depictions that are obscene, child pornography, or harmful to minors. The school reserves the right to monitor student's computer/online activities through direct observation and/or technological means to ensure that students are not accessing such depictions or other such materials. It is important to note that any filtering system is not 100 percent effective. Students should follow all school rules to avoid inappropriate web sites. 4

### **Privacy**

The school reserves the right to monitor, inspect, copy, review and/or store at any time and without prior notice any and all results of usage of computers, network and/internet access and any and all information transmitted or received in connection with such usage. All such information shall be and remain the property of Spring Valley Academy and users shall have no expectation of privacy regarding such materials.

**Warranties/Indemnification**

Spring Valley Academy makes no warranties of any kind, either express or implied in connection with its provision of access to and use of its computer networks and the internet provided under this policy. It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly by any user by his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the internet under this policy. By agreeing to this policy, users are taking full responsibility for his or her use, and the user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the school, faculty, and staff harmless from any and all loss, costs, claims or damages resulting from their user's access to its computer network and internet.

**Policy Updates**

Due to the rapidly changing nature of technology, this policy will be reviewed annually.

## **ATHLETICS**

Spring Valley Academy believes that part of a well-rounded Christian education includes a strong program of physical exercise and interaction with other students. It also believes that many of the lessons of life are learned through a carefully organized, conducted, competitive sports program.

### **Athletic Programs**

Our school offers three inter-league sports activities: Soccer, volleyball, and basketball with two divisions of play; middle school (Grades 6-8) and high school (Grades 9-12). Spring Valley Academy offers a variety of inter-scholastic sports, including volleyball, soccer, and basketball as well as softball and baseball when possible. SVA also offers a unique performance gymnastics team that combines elements of gymnastics and acrobatics. Our cheerleaders spread school spirit throughout SVA. While SVA does not participate directly in any interscholastic sports leagues, the school does have the following sports teams:

- Varsity, junior varsity, and middle school boys and girls basketball
- Varsity and middle school girls' volleyball
- Varsity coed soccer
- Cheerleading
- Girls' softball
- Varsity coed tennis
- Varsity coed golf

### **Part Time Students**

Seventh-day Adventist home school students, who are not enrolled full time at Spring Valley Academy, may gain eligibility to play in our sports program if they enroll in at least one class taught during the normal school day (8:00 am to 3:30 pm) and meet academic eligibility. No other special arrangements will be made to accommodate enrollment or eligibility. These enrolled home school students must present a letter/transcript from their school district and/or State of Ohio stating their current home school status to establish academic eligibility to join SVA's athletic program. Any exceptions from the guidelines stated above must be approved by school administration.

### **General Eligibility Requirements**

Students must be enrolled at SVA and meet the academic eligibility requirements in order to tryout and participate in the SVA athletic program. All teams are available to students on a tryout basis. Eligibility for tryouts is based on the last quarter grades issued. Schedules for tryouts for each sport can be obtained by contacting SVA's athletic director or the school office. A sports physical is a requirement for participation in the athletic program. Sports physical forms are available in the school office. Each sport has a varying fee. Student must be in attendance the full school day in order to participate in any athletic event, the exception of those having a doctor or dental appointment. Athletes must submit a note from physician confirming appointment. Probation information is available through the athletic director.

### **Team Roster and Placement**

Since Spring Valley Academy has a limited number of students there will be instances when students may be recruited from the 5th and 8th grades to fill the player roster. When this is done, parents from all involved grades must be notified that try-outs will be conducted by all involved coaches for a position on the team and placement will be by voted approval of the respective team coaches. Since safety of our children is of prime importance, open positions will be filled with 5th and 8th grade students only.

### **Athletic Director**

SVA employs an Athletic Director who provides our teams rigorous schedules with other Christian schools, smaller public schools, and other club teams. Our teams are led by volunteer coaches who provide excellent skill and character development opportunities to our students. Because SVA is a relatively small school, our older athletes mentor our younger ones and unique bonds are created on and off the athletic field.

## **Athletic Program's Mission**

Our Athletic Program's Mission is squarely within SVA's Mission: *Christian Athletics inspiring students to know, follow, and share Jesus.* In our Athletic Program, we honor Jesus, win or lose.

## **Academic Eligibility & Student Athlete Probation**

Student athlete eligibility is essential to uphold the integrity of an athletic department. Athletics should be used as a learning tool for life skills and responsibility. Students' academics are to be held as a priority over sports at all times. However, athletics has much to offer in the development of life experiences for students. Athletics should be used as an academic motivator. An academic eligibility program requires check points.

### **Academic Eligibility**

Student athletes must have a quarter grade point average (GPA) of 2.0 with no more than two D's and no F grades. This standard is enforced both each quarter and at the mid-term of each quarter. Quarter grades are based on a nine week period. Student athletes that do not have a GPA of 2.0 or have more than two D's and at least one F are made ineligible to play in games, receive a uniform or travel to games as a team member. These student athletes may attend and participate in practices and tryouts as long as OHSAA eligibility requirements are met (1.6 quarter GPA, *no* F grades and *no more than* two D grades). Students who do not meet OHSAA eligibility requirements will not be afforded the opportunity to try out for a sports team until they meet OHSAA and SVA standards.

### **Spring Valley Academy's Academic Eligibility Requirements**

All students must maintain the following academic standards to participate in the sports program:

- A 2.0 cumulative grade-point average
- No grades of F at any quarter
- No more than two grades of D at any quarter
- No grades of I (Incomplete) at any quarter

### **OHSAA Eligibility Requirements**

- A 1.6 cumulative grade-point average
- No grades of F at any quarter
- No more than two grades of D at any quarter
- No grades of I (Incomplete) at any quarter

## **Athletic Probation**

A student athlete can be placed on Primary Probation only one time within one sports season. Student athletes can be placed on Secondary Probation twice in one sports season. Student athletes must be enrolled in five one credit classes. All classes for which a student athlete is enrolled will be used in determining eligibility. A student athlete must either fall below a 1.6 GPA, have an F or more than two D's at the previous quarter in order to be ineligible for Primary Probation. Students receiving an incomplete are placed on suspension until the grade change is received by the Registrar. Team fees will be paid by student athletes that are on probation. If, at any time, a student athlete is made ineligible because of their grade status, no refund of sport fees will be applicable.

### **Primary Probation**

Student athletes who meet OHSAA eligibility requirements but do not meet the requirements set forth by Spring Valley Academy will be placed on student athlete **Primary Probation**. Student athletes who find themselves under primary probation will not participate in games, will not travel to away games and will not receive a uniform. They will be given the opportunity to tryout and practice with that team. They will remain on Primary Probation as a non-playing member until mid-term grades are available. Full eligibility will be reinstated if the student does not receive any F grades or more than two D's. The student athlete will be ineligible for the remainder of the quarter, until the next quarter grades are issued, if an F or more than two D's is received.

## **Secondary Probation**

Student athletes who meet OHSAA eligibility requirements and those set forth by Spring Valley Academy will be eligible to participate in extracurricular athletic team sports. If at mid-term, a student athlete receives an F, or more than one D and is not currently on Primary Probation, they will be placed on student athlete **Secondary Probation**. Students on Secondary Probation have a mandatory two week suspension to bring themselves out of Secondary Probation status. During Secondary Probation, student athletes will not have the opportunity to participate in any games and will not travel to away games. Student athletes will be considered non-playing team members, therefore, team expectations and team rules still apply. At the end of the two week period of Secondary Probation, student athletes will be required to either schedule appointments with the teacher of each class where grades were unacceptable or bring the athletic director (AD) a RenWeb printout of current grades. Teachers must provide the student athlete a written note indicating the current grade in their class which the student must provide to the AD. The AD will then inform the student athlete and coach of their eligibility status. Students who do not meet the academic requirements at the end of the two week period will remain on Secondary Probation until the next quarter grades are issued. All eligibility is removed if the student athlete does not meet academic requirements when the next quarter grades are issued.

## **Student-Athlete Guiding Principles**

The focus of the Spring Valley Academy Athletic Program is the spiritual development of the student-athlete. Character and skill development are accomplished through the lens of learning to “Follow Jesus”, and student-athletes are encouraged to participate in Sabbath and Wednesday evening spiritual activities. Spring Valley Academy Stallion teams “Share Jesus” by participating in service activities and community projects. Practice sessions contain a worship time and end with prayer. Our athletic events begin with prayer and end with an invitation to all participants to pray together.

Coaches and team members are to conduct themselves with exceptional and exemplary sportsmanship such that our SVA Stallion teams win and lose with modesty and class. This level of sportsmanship is demonstrated by the respect shown opponent players and coaches, officials, and the Athletic Program Representatives. Exemplary sportsmanship requires student-athletes to understand and follow the rules of the game and maintain self-control at all times. Student-athletes play their hardest, and play to win, but not at all costs; never letting their intensity become personal with their opponents. They do not taunt other players or draw undue attention to themselves with celebration. They execute the lessons learned in practice and are able to leave the playing forum friends with the other team, equally appreciating and acknowledging the skill of teammates and opponents.

Student-athletes represent God, His Church, His School, the SVA Athletic Program, their team and lastly themselves at all athletic events. They concentrate on developing and executing the fundamental skills of the game. They remember that playing time is earned, not a privilege; and that there are consequences to missing practice. Student-athletes are mentored in leadership, and in turn are mentors and examples for younger student-athletes. They are committed to living with integrity in all areas of their life, including living substance free.

## **Champions of Character**

Spring Valley Academy Student-Athlete Champions of Character Pledge:

Each game and practice I participate in will provide me with an opportunity to be a “Champion of Character”.

I pledge, as a Spring Valley Academy student-athlete, to accept the five core “Champions of Character” values and will do my best to represent Spring Valley Academy, my teammates, myself and the game;

1. Respecting my opponent, the officials, my teammates, myself and the game.
2. Taking responsibility for my actions in all areas of my life;
3. Have the integrity to stand by my word;
4. Providing Christian servant leadership where I serve others while striving to be a personal and team leader;
5. And being an example of sportsmanship by holding myself to the highest Standards of fair play.

## **Athletic Schedule Formula**

**Soccer and Volleyball** Middle School, Junior Varsity, and Varsity soccer and volleyball will have no more than 2 weekday games per week and one tournament.

**Basketball** Middle school basketball will have 10 weekday games and 2 weekend games. Junior varsity basketball will have 12 weekday games and 2 weekend games, and 1 annual tournament. Varsity basketball will have 14 weekday games, 2 weekend games, and 1 annual tournament.

**Tennis**

### **Practice Guidelines**

**Middle School and High School** will practice no more than three (3) group dates during school week, i.e., 1 game/2 practices, 2 games/1 practice/1 weekend practice. Games are scheduled on Tuesday or Thursday.

## STUDENT RECORDS

Student records are maintained by the Registrar's Office at Spring Valley Academy. These records are private and may be seen by the following people:

- Parent(s) or legal guardian(s).
- Students who are at least 18 years of age.
- Students younger than 18 who have written parental permission.
- Administrators.
- Teachers.
- Others whom the principal has determined have legitimate educational interests (records will be kept of these individuals).

Parents and adult students must make a request to view a record a minimum of 48 hours in advance. An appointment will be scheduled with one of the administrators to review the record. If the parent or adult student has an objection to anything in the cumulative record, a letter may be placed in the file record that delineates their objection. This letter will become a part of the permanent student record. Often copies of records are asked for by schools and employers. Records will be released **if the student's bill at SVA is considered current and proper written authority is given** by the parent, guardian or adult student.

Records may also be requested by:

- A school clerk or principal of a school to which a student is transferring or applying.
- An employer for job-application-requirement verification.
- An official responsible for the health and safety of a student during emergencies.

Reproduction costs of copies of records for personal use will be borne by the adult student or parent(s)/guardian(s) requesting the copies.

SVA reserves the right to release directory information, which includes the following: Student's name; names of parents and/or guardians; address; telephone number; e-mail address; date and place of birth; sex; participation in officially recognized activities; dates of attendance; awards received.

## Course Retake Policy

### Rationale

SVA seeks to give every student the opportunity to be career and college ready upon graduation. SDA colleges calculate a student's GPA based on what has been submitted on the transcript, regardless of minus and plus grades (A-, B+, etc.). Understanding that a course grade of a C-, B+, A- can be the deciding factor in obtaining financial assistance for college; students achieving below an A/93% are allowed 1 retake of a course as a whole/semester portion that is required for graduation. This comes with the caution that students should always do their best in every course the first time around. Our SVA schedule does not provide much space for retaking a course. SVA offers the opportunity for High School students to retake a course based on the following conditions:

- The course taken at SVA must be taken during the regularly scheduled class.
- The time in which the retake is scheduled does not conflict with a required course for graduation. In cases of such conflicts, the required course must be taken.
- At the expense of parents, a student can choose to retake the course away from SVA; once the student has received proper approval. Grade recording:
  - The higher grade will be computed into the student's GPA, and averaged in on the transcript.
  - Both the first and second grade will be visible on the transcript.
  - Courses taken away from SVA will have to be completed by seniors by May 1st of the school year in which the course began. All other students will arrange a completion date with the registrar.

## Assessment Retake Policy

### Rationale

Spring Valley Academy seeks to have every student obtain mastery in every subject. To aid in their success students will be given an opportunity to retake assessments at the teacher's discretion. Students will be allowed to attempt one redo of assessments (exceptions being semester tests and challenge examinations) for full credit. However, to standardize this process the following stipulations and protocols will apply:

1. Spring Valley Academy expects that students will attain (at minimum) a 75% level of mastery in each of their assessments.
2. Students not meeting the prescribed level of mastery will be strongly encouraged to redo the assessment.
3. Students will be allowed to retake assessments at the teacher's discretion.
4. The teacher reserves the right to change the format of the assessment being redone.
5. Students must request the redo opportunity.
6. The student must request the redo within 5 school days of the work being posted and returned.
7. The teacher will authorize the redo after he/she is satisfied that the student is ready for the redo/retake.
8. The student will work with the teacher to determine the date by which the assessment is retaken.
9. Students will staple or attach their original assessment to the redone version.
10. For assessments that are redone, the teacher may opt to record the highest grade or the 2nd assessment grade.
11. Students will not be allowed to redo assessments during the last two weeks of the semester

## ELEMENTARY SCHOOL ACADEMICS

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Students in kindergarten through grade 5 are part of the elementary division. The learning program in this division operates primarily in self-contained classrooms. The students will also receive instruction by specialists in art, music and physical education.

### Grading Policy

The following grade system is used in the elementary division:

#### Kindergarten

VG	Very good progress
S	Satisfactory progress
N	Needs time/experience/improvement

#### Grades 1-3

E	94 - 100 percent	S	74 - 85
E-	90 - 93	S-	70 - 73
S+	86 - 89	N	0 - 69

#### Grades 4-5

A+	99-100	C	73-77
A	93-98	C-	70-72
A-	90-92	D+	68-69
B+	88-89	D	63-67
B	83-87	D-	60-62
B-	80-82	F	0-59
C+	78-79		

Grades are issued every nine weeks. Parent-teacher conferences are held at the end of the first and third quarter. Grade cards will be sent home at the end of the second and fourth quarter.

#### Homework

Homework is an integral part of the educational program in the elementary division. Grade-appropriate assignments may be given to provide the student additional opportunities to grow in responsibility and good study habits. Homework should be an extension of the student's school day and may include completion of work, projects and practice of skills that are a vital part of each grade.

### **Testing**

Each fall, students in grades 3-5 are given the ITBS (Iowa Test of Basic Skills) and COGAT (Cognitive Abilities Test). These are national normal tests used to assist in the evaluation of the academic progress of each student. The results will be made available to parent(s)/guardian(s) as soon as possible after the results have been obtained.

Prior to any other standardized or special testing of students at SVA, permission of the parent(s)/guardian(s) will be secured. The results of all testing will be made available to parent(s)/guardian(s) as soon as possible after the results have been obtained.

### **Student Life**

#### **Spiritual Emphasis**

In addition to daily Bible class, classroom worship and scheduled chapels, a week of spiritual emphasis is planned twice a year for students in the elementary division. Guest speakers often lead out in these programs.

#### **Gymnastics**

All students in grades 1- 4 are given the opportunity to try out for the elementary gymnastics team. Practice occurs weekly during the school day.

#### **Yearbook**

The school publishes a yearbook annually. Each student in the elementary/middle school receives a copy of the yearbook at the end of the school year.

## **MIDDLE SCHOOL ACADEMICS**

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### **Curriculum**

The curriculum of Spring Valley Academy is reviewed annually and textbooks are updated on a regular basis. In addition to the state-mandated curriculum for chartered schools, students at SVA are required to take a Bible class every year.

### **Testing**

Students in grades 6-8 are given the ITBS (Iowa Test of Basic Skills), COGAT (Cognitive Abilities Test) and the OAT (Ohio Achievement Test). These are national normal tests used to assist in the evaluation of the academic progress of each student. The results will be made available to parent(s)/guardian(s) as soon as possible after the results have been obtained.

Prior to any other standardized or special testing of students at SVA, permission of the parent(s)/guardian(s) will be secured. The results of all testing will be made available to parent(s)/guardian(s) as soon as possible after the results have been obtained.

### **Eighth-Grade Graduation Requirements**

Students graduating from eighth grade must pass the required subjects for promotion into high school. Students who have not received a passing grade must complete the work in a summer school program that has been approved by the registrar and Academic Standards Committee.

### **High School Classes**

Grades obtained from high school classes taken by eighth-grade students will go towards the students' cumulative grade-point average and will be part of their permanent high school record.

## 8th Grader Enrollment to Keyboarding, Computer Literacy and Physical Science

1. Students in 8th grade have the option for Keyboarding, Computer Literacy and Physical Science count as MS or HS credit. The decision needs to be submitted to the registrar by the mid-point of the class.
2. Once the decision has been made as to how the credit is applied it cannot be switched.
3. When opting to have the courses count for MS credit, students will be able to retake in HS as long as the schedule permits, and space is available.
  1. Students taking the courses for the first time receive first priority in course enrollment.
  2. If schedule and space prohibits the retake opportunity at SVA, Parents will need to pay for students to retake the course(s), *Griggs International offers the course(s), if the parent(s) so choose to enroll there for the retake (other options might also be available).*
4. Any questions will be in consultation with the registrar.

## Algebra I for High School Credit

Students taking Algebra I are required to maintain a minimum of a B- each quarter and an overall cumulative G.P.A. of a 2.00 or higher to remain in the class. Eligibility is dependent upon achievement test results, course placement test(s), grades and the recommendation of their prior teacher(s).

## Issuance of Grades

Grades are issued at the end of each quarter. Parent-teacher conferences are held at the end of the first and third quarters.

## Interim Reports

Interim reports for students who are doing unsatisfactory work will be mailed/emailed to the parent(s)/guardian(s) midway through the quarter.

## Grade Standards

The following grading system is used

A+	99-100
A	93-98
A-	90-92
B+	88-89
B	83-87
B-	80-82
C+	78-79
C	73-77
C-	70-72
D+	68-69
D	63-67
D-	60-62
F	0-59

## STUDENT LIFE

### Spiritual Emphasis

In addition to daily Bible class instruction and daily worship, the students will participate in regularly scheduled chapel programs as well as fall and spring Week of Prayer programs. Occasionally, middle school students will attend high school chapel or Week of Prayer programs. In order to make this experience the best it can be, book bags, textbooks, homework assignments or other distractions should not be taken into chapel programs.

### Homeroom

Each middle school student will be assigned to a homeroom. The homeroom teacher will have worship with the student, keep attendance records, fill out the report card and hold the parent-teacher conference for that student.

### Student Association

The middle school division has a Student Association that plans activities and special events throughout the school year, with the guidance of faculty advisors. The president, social vice-president, secretary, treasurer, and religious vice-president are elected each spring for the following school year.

In order to hold office, each of these Student Association participants must meet the requirements as outlined in the Middle School Student Association Constitution.

### Yearbook

The school publishes a yearbook annually. Eighth-grade students have the opportunity to work on the yearbook staff. Each student receives a copy of the yearbook in the spring of the year.

## HIGH SCHOOL ACADEMICS

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Six credits are considered a normal class load. Students may have no more than two study hall periods a day unless approved by the Academic Standards Committee.

### Class Membership

To be a member of any class, a student must have the required minimum unit credits at the beginning of the year:

Seniors	18 credits
Juniors	12 credits
Sophomores	6 credits

### Credit Flex Plans

Ohio Senate Bill 311 allows alternate pathways for those students who are eligible to receive high school credit through the use of Credit Flexibility Plans (CFPs). Spring Valley Academy students are now able to earn high school credit in three ways, or in a combination of these ways:

1. By completing traditional coursework.
2. By testing out or otherwise demonstrating achievement of the course content; or
3. By pursuing one or more “educational options” (e.g., distance learning, educational travel, independent study, an internship, music, arts, afterschool program, community service or engagement project and sports).

Ohio’s plan for credit flexibility is designed to broaden the scope of curricular options available to students, increase the depth of study available for a particular subject, and tailor the learning time or conditions needed (to shorten or

lengthen the time necessary to complete a high school diploma and/or postsecondary degree). In these ways, students can customize aspects of their learning around more of their interests and needs. The opportunity to take advantage of this program is just that, an opportunity, to gain knowledge and skills outside of the traditional school setting and one that is generated on the part of an individual student. Students approved for off-campus CFPs are required to adhere to the Spring Valley Academy Code of Conduct.

Spring Valley Academy is not responsible for developing a Credit Flexibility Plan (CFP) for a student or for the cost incurred by a student's participation in a CFP. Spring Valley Academy students who receive credit for a CFP will have:

1. Completed a detailed application process outlining learning goals and expectations.
2. Received prior approval from the SVA Review Panel for their learning activity.
3. Stayed within the agreed upon timetable.
4. Met rigorous, measurable standards.

A review panel established by the principal or his/her designee consisting of representation from the learning experiences' content area, school counseling department, administration, and other staff as appropriate, will determine the final awarding of credit. Their role will be to approve and set expectations utilizing the CFP Review Panel Approval Report.

See registrar for details

At **Spring Valley Academy** Credit Flex is for enrichment or students who are off-track in their schedules. It is not for credit recovery or to improve a class grade. Students on a three-year graduation track will not be eligible to take Flex Credit courses. Administration will grant final approval

### **Cost of Credit Flex**

The cost per credit of Credit Flex courses will be comparable with Griggs or regular courses taken by Keystone. A Credit Flex Plan that requests a teacher from Spring Valley Academy to be the mentor or instructor must be approved through administration. Of that cost, the teacher will receive 90% in compensation. The cost of Flex Credit should be the same as an actual course from Griggs or keystone.

### **Correspondence Courses**

SVA accepts correspondence work from correspondence schools with state accreditation and/or those accredited by the North Central Association, although each school must be approved by the Curriculum Committee.

Students may take correspondence classes for the following reasons:

- To make up credit for a failing grade from a previous class
- To take credit for a graduation-requirement course not currently offered at SVA
- To solve scheduling conflicts that prevents a graduation-requirement course from being taken at SVA
- To meet extenuating circumstances as approved by the registrar and the Curriculum Committee
- To improve their cumulative GPA even though the student passed the class. Students must retake the course within one year of completing the original course.

Students meeting one of the above criteria should adhere to the following guidelines:

- The student applies to the registrar and the Curriculum Committee for approval to take a correspondence course.
- The registrar specifies the date by which the course must be completed; most institutions allow a maximum of one year to complete a course.
- Seniors: **All correspondence work must be completed by May 1 of the graduating year or the senior will forfeit the senior class trip and possibly graduation.**

## Summer School Work

SVA accepts summer school work from schools with state accreditation and/or those accredited by the North Central Association.

## Educational Travel

This option is available for the student whose family is traveling extensively as a family activity or part of employment.

To receive credit a student and parent/guardian must:

- Submit a request to the registrar and the Curriculum Committee
- Submit a travel proposal outlining activities and evaluation procedures
- Gain approval from the registrar and the Curriculum Committee

## Credits

SVA offers quarter-unit, half-unit and full-unit credits. One unit of credit is earned by attending 200 minutes per week for 36 weeks. Lab classes must meet 250 minutes per week for 36 weeks. Physical education courses are offered with credits of one-sixteenth unit, one-eighth unit, one-fourth unit and one-half unit.

## Course Outlines

At the beginning of each course, the teacher will provide each student with a course syllabus that includes:

- Course requirements.
- Course content
- Grading standards.
- Homework policies.
- Pertinent information and expectations for the course.

## Grades

The following grading and quality point system is used at SVA:

Grade	Percent	Standard Quality Points	Modified Quality Points With Grade*
A+	99 – 100	4.0	3.0
A	93 – 98	4.0	3.0
A-	90 – 92	3.667	2.75
B+	87 – 89	3.00	2.5
B	83 – 86	3.0	2.25
B-	80 - 82	2.667	1.75
C+	77 – 79	2.33	1.5
C	73 – 76	2.0	1.4
C-	70 – 72	1.667	1.33
D+	67 – 69	1.33	1.33
D	63 – 66	1.0	1.0
D-	60 – 62	0.667	0.667
F	0 – 59	0.0	0.0

\*Modified curriculum is the practice of altering the adopted curriculum to meet the unique needs of student(s) by adjusting the concepts and/or skills taught. This includes the quantity and/or complexity of information and concepts taught and evaluated. Standard curriculum adjusted for the quantity or complexity of information and number of concepts taught is dependent on the unique needs of the student.

- A student may receive a grade of I (Incomplete) for a grading period when a certain class requirement has not been met as a result of an excused absence. ALL Incompletes must be completed within two weeks after grades are published. At that time, the Incomplete will be changed to the appropriate grade or to an F if the work has not been completed.
- Students with a 3.75 quarter grade-point average will be designated as Principal Scholars.

- Students with a 3.33 grade-point average will be placed on the Honor Roll for that quarter.
- Any student with Principal Scholar- or Honor Roll- status for the first three quarters of the year will be honored at the annual Awards Dinner.

### **Issuance of Grades**

Grades are issued at the end of each quarter. Transcript grades (those counting towards the cumulative grade-point average) are semester grades unless the class ends at the quarter.

Interim grades (at each four-and-one-half-week period between quarters) are submitted to the registrar for students with grades of D, F or I. These grades are forwarded to the parents. Parents should feel free to contact the teacher at any time during the course of the year.

Students who receive a failing grade for a semester in a required class must remove the deficiency before advancing in their studies in that subject area.

### **International Student's Foreign Language Requirement for a College Diploma**

Foreign students may receive second language credit for secondary level Language Arts classes completed in their home country. They may also receive 2 credits of foreign language by passing a standardized equivalency test in their first language (i.e. SAT Chinese Subject Test)

### **International Transcript Evaluation**

Spring Valley Academy requires all international high school transcripts to be evaluated by an outside company at the expense of the family.

### **Testing Programs**

During a student's high school program, he/she will be expected to take a number of tests measuring academic progress. All enrolled students are required to participate in annual standardized tests (ITED-Iowa Test of Educational Development and COGAT-Cognitive Abilities Test). Other specific grade-level tests may include:

- End of Course Exams
- PLAN - Produced by ACT, this test for sophomores includes a career interest inventory, high school course planning guide and achievement test. Results of this test are used by the guidance counselor and registrar to counsel and assist students in planning their high school courses and preparing for the ACT/SAT.
- PSAT (Preliminary Scholastic Aptitude Test) - A national test administered in the fall to sophomores and the juniors. The test instrument is used by the National Merit Scholarship Corporation in its annual scholarship competition for juniors.
- ACT (American Collegiate Test)/SAT (Scholastic Aptitude Test) - These two college entrance exams are used by many schools to assist in determining college acceptance and scholarships. SVA is a non-Saturday test site for both exams.

Numerous test dates are available throughout the year. Test registration forms, information and practice materials are available to students through the testing department or available online. Juniors and seniors are encouraged to take these tests prior to graduation.

Prior to any other standardized or special testing of students at SVA, permission of the parent(s)/guardian(s) will be secured. The results of all testing will be made available to parent(s)/guardians(s) as soon as possible after the results have been obtained.

### **College Credit Plus**

We partner with Sinclair Community College to offer College Credit Plus (CCP) which offers general college education classes for college and high school credit. You must meet certain course completion or test score requirements from Sinclair to show that you are academically ready for classes; contact our guidance counselor for more information.

## Add/Drop/Withdraw Policy

### Rationale

Spring Valley Academy seeks to have students enrolled in courses that align with their interests and graduation requirements. Thus this policy is in place to allow students to add/drop and withdraw from courses. Add/Drop/Withdraw from a course: Students will be granted the request to add/drop/withdraw from a course at the discretion of the registrar and curriculum chair.

### Add/Drop

Add/Drop (without transcript reflection): Students may add/drop classes within the first 5 days from a block class and within the first 10 days from a non-block class each semester and be assigned to another class or study hall by the registrar.

### Withdraw

**Student-initiated withdrawal (with transcript reflection):** Students may initiate withdrawal from a course after the first 10 days and until the end of second week for a block class and end of fifth week for a non-block class of each semester. They will receive a WP (60% -100% average) or WF (0% - 59% average). This will be reflected on the transcript, but will not affect the grade point average.

**Teacher-initiated withdrawal (without transcript reflection):** Teachers may initiate a student withdrawal, when the student has not demonstrated the basic skills needed to aid in successful completion of the course. This will not be reflected on the transcript. The deadline to have a teacher-initiated withdrawal is the end of the fifth week of each semester.

**To add, drop or withdraw, students must complete the following process:** All requests must be submitted to the registrar to add/drop:

- Obtain written permission from parents. See registrar for form.
- Obtain a withdraw form from the registrar.
- Obtain necessary signatures from parents.
- Return the form to the registrar before the deadline to withdraw.

\*\*\*Note: The students are not officially added, dropped or withdrawn from a course until their status is altered on the course roster.

### Diplomas

Spring Valley Academy offers three diplomas:

- Standard: 25 Credits
- College Preparatory: 26 Credits

### Grading Policy

All Spring Valley Academy seniors must complete all Ohio and Seventh - day Adventist (SDA) graduation requirements in order to participate in the graduation ceremonies. However, students awarded a Certificate of Attendance may be allowed to participate in graduation but will not be qualified to receive an SVA diploma through subsequent coursework.

- Seniors who have a cumulative grade-point average of 3.75 in their first seven semesters in high school will graduate with High Honors.
- Those who have a cumulative grade-point average of 3.33 for the first seven semesters will graduate with Honors.
- The student(s) with the highest grade-point average in the senior class for the first seven semesters of high school will be designated the valedictorian.
- The student(s) with the second highest grade-point average in the senior class for the first seven semesters of high school will be designated the salutatorian.

## **STEM Endorsement**

The goal of the SVA STEM program is to encourage students to prepare for and enter into careers in STEM fields.

### **STEM Requirements:**

1. **Math courses.** 5 math credits are required. (One course must be College Algebra/Pre-Calculus.)
2. **Science courses** 5 science credits are required. Three of these credits must be considered higher level junior and senior courses such as Biology II, Anatomy and Physiology, Physic, Chemistry, etc...
3. **Technology courses** 2 technology courses (does not include keyboarding).
4. **Outside collaboration or internship** a minimum of 2 STEM classes, or internship program during at least 2 summers at an approved university summer approved program in a STEM-related field for a minimum of 80 hours, which curriculum committee approves.

Upon completion of all 4 areas, students will receive a STEM endorsement on their transcript. Universities place high value on the endorsement and the internship.

### **Accelerated Graduation**

While not generally recommended, there are circumstances where it is in the student's best interest to graduate after three years. Students and families must meet the following criteria:

- A request must be submitted to the registrar and the Curriculum Committee at the beginning of the sophomore year.
- The student must demonstrate initiative, responsibility, emotional stability, self-control and adequate social adjustment.
- A minimum grade-point average of 3.5 must be maintained. Any student who would reach the age of 19 in a regular four-year graduation process may have this requirement waived.
- A score of 85 percent or higher must be received on the standard achievement test.

Residency Status: In compliance with Columbia Union Policy (2.12.02) to qualify for graduation and receipt of diploma, students must attend SVA full-time for at least the entire semester immediately prior to graduation.

All regular four-year graduation requirements must be fulfilled by the end of the third year of this program for the student to participate in graduation exercises.

### **Seniors Graduation Course Work Requirements**

Seniors must have all SVA coursework completed before attending the Senior Class trip that leaves the Friday before graduation. No work will be accepted after this time. All correspondence courses must be completed in time for the registrar to receive the transcripts before graduation ceremonies.

All Spring Valley Academy seniors must complete all Ohio and Seventh-day Adventist (SDA) graduation Requirements in order to participate in the graduation ceremonies. However, students awarded a Certificate of Attendance may be allowed to participate in graduation ceremonies but will not be qualified to receive an SVA diploma through subsequent coursework.

## **COURSE DESCRIPTIONS**

### **BUSINESS & COMPUTER EDUCATION**

#### **Accounting:**

Prerequisite - none

Credit - 1 for year

Year - Junior/Senior

Class size limited to 10

This course is an introduction to basic accounting skills and practices. Accounting cycles for service and merchandising businesses and a corporation will be covered. Practical applications for daily life are also explored.

**Computer Literacy:**

Prerequisite - Keyboarding

Credit - 1/2 for semester

Year - Freshman/Sophomore is suggested

Students may test out of this class by passing a North American Division of Seventh-day Adventists proficiency test.

This course is an introduction to computers. Hardware, software, terminology, history, ethics, future computers and telecommunications are explored. This course also introduces students to word processing, desktop publishing, spreadsheets and graphics.

**Desktop Publishing:**

Prerequisite - Computer Literacy

Credit - 1/2 for year

Year - Sophomore/Junior/Senior

Class size limited to 10

This course builds on information from Computer Literacy and introduces students to the power of creating publish-worthy materials using basic computer software and specialized desktop publishing software. Publishing hardware tools such as scanners and digital cameras are explored. Children's books, letterheads, slide shows, cards, Web pages and business cards are some of the materials created.

**Keyboarding:**

Prerequisite - none

Credit - 1/2 for semester

Year - Freshman/Sophomore is suggested

Students may test out of this class by passing a North American Division of Seventh-day Adventists proficiency test.

This course teaches the touch method for alpha and numeric keyboarding. The first half of class emphasizes accuracy and speed. The second half emphasizes formatting documents such as letters, reports, memorandums and tables.

**Advanced Desktop Publishing:**

Prerequisite - Computer Literacy & Desktop Publishing

Credit - 1/2 for semester

Year - Junior/Senior

This course builds on information from Desktop Publishing.

**ENGLISH****Applied English:**

Prerequisite - none

Credit - 1 for year

Year - Freshman/Sophomore/ Junior/ Senior

This course is designed to reinforce basic language concepts through practical usage in a reading and writing program. Special emphasis of the writing process, building an expanded vocabulary through literature and improving study skills will form the class core. Practice in the essentials of public presentations and speaking will also be covered.

**English I:**

Prerequisite - none

Credit - 1 for year

Year - Freshman

Students will become acquainted with several genres of literature while continuing to hone their grammar and writing skills. Essays, poetry, drama, short stories, and novels will be read. Students will also write essays, poetry, and a research paper. Vocabulary development and public speaking skills will also be covered in this course.

**English II:**

Prerequisite - English I

Credit - 1 for year

Year - Sophomore

This course focuses on sharpening and extending composition skills through the creation of four writing portfolios featuring descriptive, narrative, expository, persuasive, creative and technical writing. Literature study is approached through theme and genre, including the study of a Shakespearean drama, *Julius Caesar*, and the novel *To Kill a Mockingbird*. Vocabulary and public speaking round out the topics studied in this course.

**English III:**

Prerequisites - English I/II

Credit - 1 for year

Year – Junior

A survey course of American Literature marks this class, beginning with its roots in the 1760s through the twentieth century. Critical thinking, analysis and response are practiced through the literary study. Students will increase competency and fluency of writing by composing descriptive, expository, and persuasive works, literary analysis essays, a research paper and poetry. Vocabulary and public speaking will also be covered.

**English IV:**

Prerequisites - English I/II/III

Credit - 1 for year

Year - Senior

From the early English legends to contemporary works, this survey study will familiarize students with notable British authors and works. Along with critical literary response and analysis, English IV students will, in preparation for college, review the elements of grammar and descriptive, persuasive, expository, and research writing. Students' verbal skills will be honed through presentations, discussions and vocabulary study.

**Family & Consumer Science****Basic Foods:**

Prerequisite - none

Credit - 1/2 for semester

Year - Freshman/Sophomore/Junior/Senior

Class size is limited to 15

Through this course the student will gain an understanding of basic nutritional needs. Learning activities are designed to develop skills in meal planning, grocery purchasing, and food preparation. Student class projects will include development of a recipe file for personal use and the preparation of two meals at home for the individual's family.

**Basic Sewing:**

Prerequisite - none

Credit - 1/2 for semester

Year - Freshman/Sophomore/Junior/Senior

Class size is limited to 12

This course will develop and improve specific skills in clothing construction and selection through machine and hand-sewing projects. Beginning machine skills such as sewing a straight seam to the more advanced skills of zipper installations will be taught on an individual basis. The student will also gain a knowledge and understanding of fabrics and clothing values.

**Child Development:**

Prerequisite - none

Credit - 1/2 for semester

Year - Freshman/Sophomore/Junior/Senior

This course presents the growth of human life from prenatal development through the age of six years. Each area of development, physical, intellectual, emotional, and social, is studied. Students will gain knowledge of themselves and the young children around them through studying our general patterns of development. Students also participate in a monthly practicum with the Kinder Care children and will experience 48-hours of adult parenthood responsibilities through the Infant Simulator.

**Interior Decorating:**

Prerequisite - none

Credit - 1/2 for semester

Year - Freshman/Sophomore/Junior/Senior

The home is a place for self-expression and creativity which provides an opportunity to build an environment for pleasant living. This course will help the student analyze housing styles and needs and develop his/her ability to make selections of furniture and accessories for the home. The student will learn to draw floor plans to scale and plan the interior of a home.

**Life skills**

Prerequisite - none

Credit - 1/2 for semester

Year - Freshman/Sophomore/Junior/Senior

Life in the world of work, financial responsibilities including banking and insurance, and planning for an apartment will be the focus of this class. Other areas of practical skills will include clothing selection and care, cooking basics, and an ongoing budget based on the student's projection of their life after college.

**ART & VISUAL ARTS****Ceramics I**

Prerequisites – Art History or Intro to Design and Teacher Approval

Credit – .5 per semester

Year- Sophomore/Junior/Senior

Class size limited to 16 students

Ceramics I is a semester long class where students learn pinch, slab and coil hand building techniques through different projects. Students also learn different glazing techniques as well. Past and present artists will also be considered to study their use of the media. Beyond just learning how to create art using the Elements and Principles of art, the organizational concepts of visual literacy will be studied.

**Ceramics II**

Prerequisites – Ceramics I and Teacher approval

Credit – .5 per semester

Year- Junior/Senior

Class size limited to 8 students

Ceramics II is a semester long class where students learn ceramics through different technique based projects. It is a workshop like class focusing on wheel throwing, advanced hand building, and glazing techniques. Past and present artists will also be considered to study their use of the media. Beyond just learning how to create art using the Elements and Principles of art, the organizational concepts of visual literacy will be studied.

## **Photo & Design**

Prerequisites – Art History or Intro to Art and teacher approval

Credit – 1 per year

Year Sophomore/Junior/Senior

Class size limited to 8 students

Photo & Design is a yearlong class where students learn art through different media based projects. It is a workshop like photo class focusing on digital photography and graphic design. The first three quarters are spent on creating the school yearbook. The last part of the year is focused on photography and design. Beyond just learning how to create art using the Elements and Principles of art, the organizational concepts of visual literacy will be studied.

*The following list of classes are all quarter long classes, they meet: Monday, Wednesday or Tuesday, Thursday. The classes alternate days each year. Each class is also on a four-year curriculum rotation.*

### **1<sup>st</sup> Quarter**

#### **Introduction to Art**

Prerequisite – none

Credit – .25 a quarter

Year – Freshman/Sophomore/Junior/Senior

Class size is limited to 18

This is an introduction to the elements and principals of art. Students will complete projects using different media to reinforce concepts and ideas on organizing and creating art.

#### **Art History**

Prerequisite – none

Credit – .25 a quarter

Year – Freshman/Sophomore/Junior/Senior

Class size is limited to 18

Art History surveys the history of art from pre-history through contemporary art. Students study a variety of artists and movements that have influenced art. Students learn through reading, lecture and small projects.

### **2<sup>nd</sup> Quarter**

#### **Drawing**

Prerequisite – Intro to Art or Art History

Credit – .25 a quarter

Year – Freshman/Sophomore/Junior/Senior

Class size is limited to 18

Drawing class focuses on a different techniques and media through a variety of projects. Beyond just learning how to create art using the Elements and Principles, students will learn the organizational concepts of visual literacy.

#### **Design/Digital Art**

Prerequisite – Intro to Art or Art History

Credit – .25 a quarter

Year – Freshman/Sophomore/Junior/Senior

Class size is limited to 18

Design/Digital Art students must find solutions to a variety of visual problems and/or organizational concepts. Students work two dimensionally developing their technical drawing skills. Students also learn to use Adobe Illustrator to complete some of the projects.

### **3<sup>rd</sup> Quarter**

#### **Painting**

Prerequisite – Drawing or Design/Digital Art

Credit – .25 a quarter

Year – Freshman/Sophomore/Junior/Senior

Class size is limited to 18

Painting class focuses on different techniques and media through a variety of projects. Students will build on what they have learned in drawing class or design/digital art. Beyond just learning how to create art using the Elements and Principles, students will learn the organizational concepts of visual literacy.

### **3D Modeling/Sculpting**

Prerequisite – Drawing or Design/Digital Art

Credit – .25 a quarter

Year – Freshman/Sophomore/Junior/Senior

Class size is limited to 18

Students will learn to create three-dimensional objects from two-dimensional concept drawings. Students will use Blender 3D modeling software and also create a physical model through sculpting. Beyond just learning how to create art using the Elements and Principles, students will learn the organizational concepts of visual literacy.

### **4<sup>th</sup> Quarter**

#### **Mixed Media**

Prerequisite – Painting or 3D Modeling/Sculpting

Credit – .25 a quarter

Year – Freshman/Sophomore/Junior/Senior

Class size is limited to 18

This is an advanced art class. Students will need to know a variety of different media and techniques. This course is more student-centered with the teacher presenting an initial concept and students then work on the project over the whole quarter. Beyond just learning how to create art using the Elements and Principles, students will learn the organizational concepts of visual literacy.

#### **Animation/Movie**

Prerequisite – Painting or 3D Modeling/Sculpting

Credit – .25 a quarter

Year – Freshman/Sophomore/Junior/Senior

Class size is limited to 18

This is an advanced art class. Students will create a short movie or animation working as a team. Beyond just learning how to create art using the Elements and Principles, students will learn the organizational concepts of visual literacy.

## **MUSIC**

### **Choir:**

Prerequisite - Audition

Credit - 1/2 for year

Year - Freshman/Sophomore/Junior/Senior

The choir sings for all major school events, gives three or four major concerts per year, sings for Sabbath services at surrounding area churches and takes one major tour per school year.

### **Koraliers:**

Prerequisites - Audition and member of choir

Credit - 1/2 for year

Year - Freshman/Sophomore/Junior/Senior

Koraliers is a select choral group that performs for many of the small churches in the Dayton area. Emphasis is given to musicianship and interpretation of choral literature.

**Applied Music:**

Prerequisite - none

Credit - 1/2 for year

Year - Freshman/Sophomore/Junior/Senior

A minimum of one-half-hour lesson per week and one-half-hour daily practice are required for Applied Music credit. The student is expected to perform in public recitals and/or provide performances for school or church functions. The teacher must be on SVA staff.

**Piano:**

Credit - 1/4 for semester

Year - Freshman/Sophomore/Junior/Senior

36 weeks of study

**Concert Band:**

Prerequisites - Audition and permission of instructor

Credit - 1/2 for year

Year - Freshman/Sophomore/Junior/Senior

Concert Band is a performance-oriented class that performs in the metropolitan area, with frequent performances at area churches and one major tour per school year.

**Ensemble Groups:**

Prerequisite - Permission of instructor

Credit - 1/2 for year

Year - Freshman/Sophomore/Junior/Senior

There are several performance-oriented ensemble groups: Trombone Quartet, Saxophone Quartet, Flute Choir, Percussion Ensemble, etc. These groups perform in Dayton-area churches. Ensemble groups must meet a minimum of 50 minutes per week to be eligible to receive credit.

**Stage Band:**

Prerequisite - By invitation only

Credit - 1/2 for year

Year - Freshman/Sophomore/Junior/Senior

The Stage Band is a group with a traditional "Big Band" sound that performs frequently in the metropolitan area.

**Valley Brass:**

Prerequisite - By invitation only

Credit - 1/2 for year

Year - Freshman/Sophomore/Junior/Senior

Valley Brass is a brass quintet that performs in the metropolitan area, with frequent performances at area churches.

**MATHEMATICS**

*Placement in initial mathematics courses will be determined on the basis of achievement test results, middle school grades and a placement test at the beginning of the school year. A student must satisfactorily complete a lower-level mathematics class before enrolling in the next level of mathematics class.*

**Algebra I:**

Prerequisite - see above

Credit - 1 for year

This course is a study of the process involved in the solution of problems by algebraic methods, equations, inequalities, polynomials, radicals, quadratics and graphs of equations and inequalities.

**Algebra IA:**

Prerequisite - see Algebra I

Credit - 1 for year

By the end of the second semester, the student will have completed one half of the Algebra course. Additional review of mathematical concepts will be given.

**Algebra IB:**

Prerequisite - Algebra IA

Credit - 1 for year

The course will complete the regular study of Algebra. The student will have a thorough review of general math concepts during the year. Geometry may be taken simultaneously with Algebra IB if desired.

**Algebra II:**

Prerequisite - Algebra I or Algebra 1A/1B and Geometry

Credit - 1 for year

This course is a review of topics from Algebra I and includes further study of quadratic equations and function, linear and quadratic systems, graphs and an introduction to imaginary numbers, exponents and logarithms, elementary analytic geometry and trigonometry.

**Geometry:**

Prerequisite - Algebra I or Algebra 1A/1B

Credit - 1 for year

This course is a study of the principles of Euclidean geometry. The techniques of deductive reasoning will be used in the designing of acceptable proofs and constructions as the properties and relationships of geometric figures are studied.

**Personal Finance:**

Prerequisite - Algebra I or Algebra 1A/1B

Credit - 1 for year

The course includes a review of general mathematical concepts. Consumer issues such as income taxes, checking accounts, savings, revolving credit accounts, automobile and housing costs, investments, sales and purchasing are a central part of the course.

**Pre-calculus:**

Prerequisites - Algebra I, Geometry, and Algebra II (with a B)

Credit - 1 for year

The course will review and introduce concepts necessary to perform calculus, including trigonometry, advanced algebraic techniques, analytic geometry, geometric min/max and related rates.

**Calculus:**

Prerequisites - Algebra I, Geometry, Algebra II and Pre-Calculus (with a B)

Credit - 1 for year

Year - Senior

This course addresses the topics from differential and integral calculus normally encountered during the first semester of college calculus.

**Transition to College Math:**

Prerequisite - Algebra I or Algebra 1A/1B and Geometry recommended

Credit - 1 for year

This course is designed for college-bound students who lack the preparation needed for pre-calculus courses. The mathematical ideas of the course are developed through a large collection of problems set in instructional, informative contexts. Problems are frequently approached first arithmetically through numerical computation, then geometrically with graphic representation, and then algebraically by the writing and solving of equations.

## MODERN LANGUAGES

### Spanish I:

Prerequisite - none

Credit - 1 for year

Year - Freshman/Sophomore/Junior/Senior

This course is a foundation for understanding basics of Spanish language/sounds, vocabulary, speaking skills, writing, grammar and comprehension skills. It will develop a new understanding of language and culture within the Hispanic world.

### Spanish II:

Prerequisite - Spanish I with a grade of C-plus or higher

Credit - 1 for year

Year - Freshman/Sophomore/Junior/Senior

This course will build upon skills learned in Spanish I. It will continue with a larger vocabulary and will use more complex grammar, focusing on real-life situations. This course will also develop better communicating and writing skills.

### Spanish III:

Prerequisite - Spanish II with at least a B average.

Credit - 1 for year

Year - Sophomore/Junior/Senior

This course will continue to build upon skills learned in Spanish I and II. A better development of reading skills and vocabulary will be the focus.

## PHYSICAL EDUCATION

*All students, grades 9-12, are required to participate in physical education classes unless they have valid medical reasons that exempt them from this requirement. Students with extended medical exemptions will be given academic assignments during their restricted time.*

### Basketball:

Prerequisite - none

Credit - 1/16 for quarter

Year - Junior/Senior/Sophomore

Along with further building the foundational skills of dribbling, passing and shooting, this class will challenge players to develop both offensive and defensive play.

### Badminton:

Prerequisite - none

Credit - 1/16 for quarter

Year - Sophomore/Junior/Senior

Development of offensive and defensive play on the badminton court is the focus of this activity class featuring skill building and game playing.

### Contract PE:

Prerequisite - none

Credit - 1/4 for semester

Year - Sophomore/Junior/Senior

Students work independently to develop a fitness plan. A weekly activity journal is kept and turned in to the instructor. Demonstrations of physical fitness are required at mid-term and quarter through timed fitness activities.

**Floor Hockey:**

Prerequisite - none

Credit - 1/16 for quarter

Year - Sophomore/Junior/Senior

The fundamentals of shooting, passing and defensive game playing are featured.

**Football:**

Prerequisite - none

Credit - 1/16 for quarter

Year - Sophomore/Junior/Senior

Throwing, catching, passing patterns and game playing comprise this course.

**Gymnastics:**

Prerequisite - Tryout and invitation of the instructor

Credit - 1/2 for year

Year - Freshman/Sophomore/Junior/Senior

This performance class stresses basic and advanced team gymnastics and tumbling. Regional touring can be expected. This class fulfills a physical education requirement.

**Health:**

Prerequisite - none

Credit - 1/2 for semester

Year - Sophomore/Junior/Senior

This course includes all aspects of health with a special emphasis on application of health principles on one's everyday life. Common health-related problems and healthy lifestyles are major topics of study. This course fulfills the health graduation requirement.

**Physical Fitness:**

Prerequisite - none

Credit - 1/8 for year

Year - Freshman/Sophomore/Junior/Senior

This course will show the students how to get and stay fit. The class will teach the importance of staying active through proper exercise.

**Skiing/Snowboarding:**

Prerequisite - none

Credit - 1/16 for quarter

Year - Freshman/Sophomore/Junior/Senior

This activity class requires 25 hours of mountain skiing time, one hour of classroom instruction, one hour video presentation, two hours to prepare a two-page typed research paper relating to the sport and one hour for taking and passing a test about the fundamentals of skiing and/or snowboarding.

**Soccer:**

Prerequisite - none

Credit - 1/16 for quarter

Year - Sophomore/Junior/Senior

The fundamentals of dribbling, shooting and defensive play are featured and practiced through game playing.

**Softball:**

Prerequisite - none

Credit - 1/16 for quarter

Year - Sophomore/Junior/Senior

Students will play games and practice the fundamental skills of hitting, catching and fielding a softball.

**Team Sports:**

Prerequisite - none

Credit - 1/2 for year

Year - Freshman or a student that has not taken this class

This class introduces students to many sporting activities. Skill-building, knowledge of the rules and physical fitness are stressed. Both individual and team sports are included in the class.

**Weight Training:**

Prerequisite - none

Credit - 1/4 for semester

Year - Sophomore/Junior/Senior

This course includes body development, muscular coordination and cardiovascular endurance. It utilizes exercises with weights and an individual circuit training program.

**Volleyball:**

Prerequisite - none

Credit - 1/16 for quarter

Year - Sophomore/Junior/Senior

The fundamentals of hitting, setting, serving and court movement are practiced through game playing.

**RELIGIOUS STUDIES**

*Each student is required to take a Bible credit for each year of enrollment at Spring Valley Academy. All courses are based on the Seventh-day Adventist Crossroads Series.*

**History of Religion:**

Prerequisite - none

Credit - 1 for year

Year - Freshman

This course is a study of early Biblical history, beginning with the book of Genesis and concluding with a look at the life of Jesus through the eyes of the Gospels. Emphasis is placed on applying basic principles of Christianity to the life of the student.

**Bible II:**

Prerequisite - Preferably the History of Religion

Credit - 1 for year

Year - Sophomore

This course is designed to survey the history of God's people. Time periods from Moses to the prophets and from the resurrection of Christ to the mission of the Seventh-day Adventist church are covered. Students are taught that God has chosen human agents to keep His message of love and redemption continually within human history as the earth goes through the "Great Controversy" between God and Satan.

**Bible III:**

Prerequisites - Preferably the History of Religion and

Bible II

Credit - 1 for year

Year - Junior

First semester focuses on friendships and maintaining meaningful relationships with others and Christ. Much emphasis is on the writings of Paul. Second semester is a study of key Biblical doctrines and the prophetic books of Daniel and Revelation.

**Senior Bible:**

Prerequisites - Preferably the History of Religion, Bible II and Bible III

Credit - 1 for year

Year - Senior

A Biblical-based course that provides guidance to seniors in four major areas:

Life Philosophy and Moral Issues

College and Career Selection

World Views and Religion

Marriage and Family

**SCIENCE**

*The science curriculum teaches Biblical-based creation beliefs. Secular beliefs such as evolution are introduced and discussed.*

**Anatomy and Physiology: (Offered every other year)**

Prerequisite - Biology

Credit - 1 for year

Year - Junior/Senior

This course is designed for students interested in medical careers. In-depth studies on the structure and function of the human body make up the core of the course.

**Biology I:**

Prerequisite - Physical Science

Credit - 1 for year

Year - Sophomore

This is a survey course covering the broad range of living organisms. The study includes chemical genetics and structure and function of organisms from viruses and bacteria to mammals.

**Biology II:**

Prerequisite - Biology I

Credit - 1 for year

Year - Junior/Senior

This course takes a cutting-edge approach to biology. It includes topics in plant breeding, genetics, scientific methods, statistics, human biological rhythms, DNA, biotechnology, microbiology, critical observation, bio-ethics, freshwater ecology and space medicine.

**Environmental Science: (Offered every other year)**

Prerequisite - none

Credit - 1 for year

Year – Juniors/Seniors

This course enables students to develop an understanding of the natural environment and the environmental problems the world faces.

**Chemistry:**

Prerequisite – Biology & Algebra II

Credit - 1 for year

Year - Junior/Senior (Sophomores concurrently taking Algebra II)

This course offers the following concepts: atomic theory, periodicity of elements and how to use the periodic table effectively, compound formations, stoichiometry, bonding, kinetic theory, gas laws, solutions, acids, bases, and PH and oxidation-reduction reactions.

**Intermediate Chemistry**

Prerequisites – None

Credit: 1 for year

This is an introductory course that covers basic concepts of the study of the composition and changes in matter.

**Physical Science:**

Prerequisite - none

Credit - 1 for year

Year – Freshman

This course provides students with an understanding of the physical sciences, and integrates aspects of Earth and Space Science, allowing students to explore how Physics and Chemistry concepts are applied to Earth and Space Systems.

**Physics:**

Prerequisites - Algebra I, Geometry and Algebra II

Credit - 1 for year

Year - Senior

This is a laboratory course in which students build an understanding of the fundamental concepts and laws of physics through guided inquiry and problem solving. Students address topics from mechanics, thermodynamics, electricity and magnetism.

**Plant Science:**

Prerequisite - Earth Science (or a freshman-level science class)

Credit - 1 for year

Year - Sophomore/Junior/Senior

This is a practical course that includes landscaping, plant anatomy and physiology, pruning, lawn care, greenhouse growing, salesmanship and advertising.

**SOCIAL STUDIES****American Government:**

Prerequisite – American History

Credit – ½ for semester

Year – Senior

In this class students will become aware of the importance of the United States political system. The class will study the beginning of this country, discussing in depth how the Constitution still survives in today's world. The three branches of government will be studied, both how they function and their importance. The class will also discuss how God has led our country and His expectations of us as Christian citizens.

**American History:**

Prerequisite – World History I or II

Credit – 1 for year

Year – Junior

The purpose of American history is to show students the development of the United States. They will be able to evaluate their heritage, seeing how the foundation of this country affects us today. The class will also examine how God has led in this nation's history and how He continues to lead in current events. Each student will develop a sense of how America started, the struggles and triumphs of its history, and the issues that still need to be resolved.

**Current World Issues:**

Prerequisite – Government or Honors Government

Credit – ½ for semester

Year – Senior

The purpose of this class is to make students aware of the importance of current issues and events that are shaping our world. This class will strive to encourage each student to come to a deeper understanding of these issues. Formal debates over current issues will also be used throughout the semester. Some of the issues to be discussed are in the areas of federal government, domestic policy, foreign policy, and other important events going on in the world. More than in any other class, it is important that discussion be held in a religious context as well, for this helps the students understand the leading of God.

**Economics:**

Prerequisite – Government

Credit – ½ for semester

Year – Senior

This honors class covers various topics related to the way the U.S. economy works, including issues such as poverty, welfare, taxes, the stock market, banking and investing, etc. Students will also see the foundations of economics and the people who helped shape them, including the economy of the early American colonies, the Civil War, and the Great Depression.

**Government:**

Prerequisite – American History

Credit – ½ for semester

Year – Senior

This is an honors course that studies the United States' system of government, both its early beginnings and its current form. Students will study the three branches of the U.S. government and compare it to other forms of government around the world. This class will also include participation in the Model United Nations conducted by the University of Dayton.

**World History I: Early World History**

Prerequisite – None

Credit – 1 for year

Year – Freshman/Sophomore

This is a course designed to be a survey of events and people who have helped to shape the world. It will explore the development of Western and non-Western cultures, examining the attributes that made them great or led to their downfall. There will also be a geography component to this class. The time period is from approximately 3000 B.C. to the French Revolution.

**World History II: Modern World History**

Prerequisite – None

Credit – 1 for year

Year – Sophomore

This is a course designed to be a survey of events and people who have helped to shape the world. It will explore the development of Western and non-Western cultures, examining the attributes that made them great or led to their downfall. There will also be a geography component to this class. The time period is from the French Revolution to the present.

## COURSE GRADUATION REQUIREMENTS

Subject	Honors Diploma	College Prep Diploma	Standard Diploma
<b>Applied Arts</b>	1 unit	1 unit	2 units
<b>Technology</b>	1 unit: .5 unit of Keyboarding .5 unit of Computer Literacy	1 unit: .5 unit of Keyboarding .5 unit of Computer Literacy	1 unit: .5 unit of Keyboarding .5 unit of Computer Literacy
<b>English</b>	4 units	4 units	4 units
<b>Fine Arts</b>	1 unit: Art, Band, Choir, Drama	1 unit: Art, Band, Choir, Drama	1 unit: Art, Band, Choir, Drama
<b>Foreign Language</b>	3 units of the same language or two units each of two languages	2 units of the same language	None required
<b>Mathematics</b>	4 units: which shall include Geometry, Algebra II, Pre-Calculus	4 units: which shall include 1 unit of Algebra II or its equivalent	4 units: which shall include 1 unit of Algebra II or its equivalent
<b>Physical Education</b>	1.5 units: .5 unit of Health and 1 unit of PE	1.5 units: .5 unit of Health and 1 unit of PE	1.5 units: .5 unit of Health and 1 unit of PE
<b>Religious Studies</b>	4 units: 1 unit for each year of attendance	4 units: 1 unit for each year of attendance	4 units: 1 unit for each year of attendance
<b>Science</b>	4 units: Which shall include Life Science, Chemistry, and Physics	3 units: 1 Physical Science and 1 Life Science	3 units: 1 Physical Science and 1 Life Science
<b>Social Studies</b>	4 units: 1 unit of American History .5 unit American Government	3 units: 1 unit of American History .5 unit American Government	3 units: 1 unit of American History .5 unit American Government
<b>Electives</b>	1.5 units	.5 units	1.5 units
<b>TOTAL UNITS</b>	<b>29 units</b>	<b>25 units</b>	<b>25 units</b>
	3.5 cumulative or above grade-point average	2.5 cumulative or above grade-point average	1.0 cumulative or above grade-point average

- All high school students must demonstrate proficiency by passing all sections of the Ohio Graduation Test (class of 15-17), or end of course exams (class of 2018 and beyond).
- Students have the option of testing out of keyboarding and/or computer literacy. Students will receive a Pass/Fail on their transcript with no academic credit offered. Students testing out of keyboard and/or computer literacy will be required to take another credit in the area of business education in order to meet graduation requirements.
- Transferring students must earn a minimum of 22 units for the Standard Diploma, 23 units for the College Preparatory and 25.5 units for the Honors Diploma.
- Honors Diploma Criteria: Students must meet the requirements for the regular diploma plus criteria for honors diploma. Students may exchange one credit of foreign language for one of the additional units required under the elective section with a composite score of 27 on the ACT or a score of 1210 on the SAT. The last class able to receive an Honors diploma will be the class of 2017.
- Three year graduates must earn 4 credits of religion.

## STUDENT LIFE

Spring Valley Academy offers its students a variety of activities, clubs and programs. This section of the bulletin is designed to help the parent and student understand each of these areas.

### Spiritual Emphasis

What makes SVA different from any other college-preparatory high school? Its spiritual emphasis makes all the difference. Not only is worship time purposefully set aside on a daily basis for small “family” groups, but the high school division meets each Wednesday for an hour of spiritual renewal. Special “Week of Prayer” programs are conducted twice a year. These spirit-filled weeks--led by both students and guest Christian speakers--challenge the youth in their spiritual journeys. Friday evening vespers also serve as a meaningful time for students to relax and worship in a variety of styles and settings as they welcome the Sabbath hours. From outdoor bonfires to fellowship in faculty homes, vespers provides for an experience of inspiration and refocus.

At SVA, serving others plays a vital role in spiritual nurturing. The students grow as they help others grow.

Project Impact Day, held in the fall and spring, finds students serving at head start schools, nursing homes, animal shelters, parks and soup kitchens, sharing their talents for the betterment of their community.

The spiritual focus goes far beyond these scheduled programs. An attempt is made to infuse the Spirit of Christ in all activities. At the beginning of all events God’s spirit is invited to be present. Most class sessions begin with worship and/or prayer. Sporting events, social activities, meetings, issues of discipline—all are grounded in the love and mission of Christ. It is Spring Valley Academy’s goal to put Christ first in ALL it does!

### Student Association

The Student Association (SA):

- ❖ Hosts many activities during the school year, playing an important function on the SVA campus
- ❖ Organizes and plans social and religious activities for the high school division and sponsors assembly programs
- ❖ Acts as the medium through which students can express their concerns about the school program and policies

Each class elects class representatives to the Student Association. The SA President has standing position on both the high school Faculty Committee and the Board of Trustees. Each spring current freshmen, sophomores and juniors may run for Student Association offices.

Officers and requirements for offices include:

#### President

- Must have a 2.5 grade-point average based on the previous semester grades.
- Must be a junior or senior at SVA in the school year in which he/she is president.
- May not hold multiple offices.
- Must be supportive of the school rules and policies and must not have had major discipline infraction.
- Must not hold a current Academic, Attendance, or Behavior Contract during the school year they wish to run for office.

#### Secretary

- Receives the second highest number of votes in the election for Student Association President.

#### Religious Vice-President, Social Vice-President, Secretary/Treasurer and Public Relations Officer

- Must have a 2.5 grade-point average based on the previous semester grades.
- Must be a sophomore, junior or senior at SVA in the school year in which he/she is an SA officer.

- May not hold multiple offices.
- Must be supportive of the school rules and policies and must not have had major discipline infraction.
- Must not hold a current Academic, Attendance, or Behavior Contract during the school year they wish to run for office.

Any student that falls below the grade-point-average requirement any quarter will be put on probation and removed from any office if the grade-point average is not raised by the end of the next quarter.

### **Class Organizations**

Each student is a member of the freshman, sophomore, junior or senior class. Each class sponsors activities throughout the year for their class. Activities often include: Vespers, Fund-raising, Parties, and Outreach.

Class dues fund various class activities including class trip in the senior year and junior/senior banquet in the junior year. The school sets the dues which are charged to the student's account. Parent(s)/guardian(s) will be notified by the class sponsors and officers of the amount each student is expected to pay or earn per semester to meet his/her dues.

Elections for sophomore, junior and senior class president, vice-president and pastor take place in the spring, shortly before the end of the school year. Other class officers and all freshman officers are elected during the first quarter of the fall semester. Requirements for class office include:

- Officers must have a 2.5 grade-point average based on the previous semester grades. Sophomore and Freshman president and vice-president must have a 2.0 for the previous semester.
- Students are not eligible to be elected for junior or senior offices if they have any classes they need to repeat.
- Officers must be supportive of the school rules and policies and must not have had major discipline action in the preceding semester.
- Officers may not hold multiple offices.
- Must not hold a current Academic, Attendance, or Behavior Contract during the school year they wish to run for office.

Any student that falls below the grade-point average requirement any quarter will be put on probation and removed from any office if the grade-point average is not raised by the end of the next quarter. If the officer receives an F- they are on probation for one quarter. The grade must be improved or they are out of office. No second F is allowed.

### **Advisors**

Annually, students will be assigned a worship group advisor to provide:

- Spiritual and emotional nurture
- Important announcements
- Grade distribution

The school's goal is to provide a caring adult who will share a positive, personal relationship with each student.

### **National Honor Society**

SVA sponsors a chapter of the National Honor Society.

Benefits to the members may include:

- Scholarships
- Ease of college admission
- Future job placement

The society sponsors several community and social events each year. To be invited to join the National Honor Society, the following must take place:

- Sophomores, juniors and seniors with a minimum cumulative 3.33 grade-point average are notified of eligibility and given a student information sheet.
- Student applications sheets are evaluated by a faculty committee. Emphasis is placed on community service, leadership and character.
- Must not hold a current Academic, Attendance, or Behavior Contract during the school year they wish to run for office.

\*\*Students may lose their NHS office if they are put on a Behavior Contract Step 2. The student may reapply the next year to be reinstated during the spring application process if they meet all the NHS requirements for that year.

### **Valedictorian/Salutatorian**

High School students must have seven (7) semesters of letter grades and credits on their transcript in order to be eligible for the position of valedictorian or salutatorian unless the student is accelerating their graduation and then five (5) semesters of letter grades and credits on their transcript would qualify them for eligibility from an accredited program. The entire senior year, seventh and eighth semester, unless the student is accelerating and the fifth and sixth semester would be considered the senior year, must be taken at Spring Valley Academy in order to qualify as valedictorian or salutatorian. At Spring Valley Academy the position of valedictorian and salutatorian are awarded based on grades from seven (7) semesters, or five (5) semesters in the case of an accelerated graduation, plus any high school grade and credit earned either during the eighth grade year or College Credit Plus (CCP) if applicable. Students eligible for the position of valedictorian or salutatorian may have no more than two (2) total credits on their transcript with Pass (P) grades. Students taking Essentials or Reduced Expectation classes will be ineligible for the position of valedictorian or salutatorian. Only one valedictorian or salutatorian will be awarded each year. In the case of identical G.P.A.s a student's junior and senior amount of core academic credits will be accessed as secondary measure. In the case of identical amount of core academic credits, ACT or SAT scores will be used to determine as a third criteria. Any appeal of this policy should be directed to the Curriculum Committee.

### **Clubs**

Ski Club, Future Physicians Club, Spanish Club, Drama Club and History Club are optional activity clubs that SVA students may elect to join. Meetings for these clubs take place both during lunch and after school hours. Students wishing to participate in these clubs need to work with the school sponsors for club activities and membership.

### **Yearbook**

The school publishes a yearbook, *Reflections*, annually. Students are encouraged to become active in the publishing of this book by joining the Yearbook Staff. Academic credit is available for those who take the class and receive a passing grade.

The editor of the yearbook is considered a major position. The student editor may not hold any other offices concurrently.

### **Campus Leave Privilege**

With the exception of seniors who have been granted "open campus privileges," students are NOT to leave campus before the end of school without securing permission from a member of administration. If a student leaves for any reason, such as a medical appointment, open campus privilege, emergencies or with parent(s)/guardian(s), the student MUST sign out in the office and sign in upon returning. Students who leave campus without permission will be considered unexcused from school under the provision of the attendance policy.

Open campus for seniors is allowed during first, lunch, fourth, and fifth period. Parental authorization must be secured for students under 18 before open-campus privilege is granted. Authorization forms are available in the school office.

Seniors may receive open-campus privileges if they meet the following criteria:

- A 2.0 grade-point average for the previous quarter
- Attendance grade of B or above for the previous quarter
- Absence of D, F, I restrictions for the midterm or previous quarter
- Absence of major disciplinary infraction

## **Campus Leave Infraction Procedure**

Abuse of the open-campus privilege can result in loss of the privilege and even suspension.

### **Driving Privileges**

Students driving automobiles or motorcycles to school must observe the following regulations:

- After arriving at school, students are not to be in or around any vehicle until they are dismissed from school, with the exception of seniors with open campus privileges or those who have permission from an administrator or his/her designee.
- Students must keep their cars free of any items detrimental to the health and safety of fellow students or staff members. Cars thought to contain items considered detrimental to the educational process and/or health and safety are subject to inspection while on campus. All student vehicles are to be parked in the assigned student parking areas. The school assumes no responsibility for any damages to vehicles while on campus. When damage occurs, it is recommended that a report be filed with the Montgomery County Sheriff's Office, which will take appropriate action.
- Safe driving is a constant concern. The campus speed limit of 10 miles per hour is to be observed at all times. Pedestrians are to be given the right-of-way at all times.
- Students are not to use their own vehicles for off-campus field trips without preapproval from administration.
- The use of a vehicle while on campus is a privilege, not a right. Students are expected to follow these regulations or their driving privileges may be suspended or revoked.

## HOME SCHOOL OPTION

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While SVA does not have a home school program, it does offer an educational opportunity for grades K-12 homeschoolers. Home school students may enroll in a class on an individual basis if there is space available in that class.

The homeschooled student will be under the same attendance and dress code policy as full-time students. The grade will be issued by SVA. Although SVA would not be issuing diplomas to home schooled-students, it will issue transcripts of any credits earned on campus.

Students wishing to apply for this option must provide the following:

- Proof that they are enrolled in an approved home school program
- A copy of their most recent standardized achievement testing results.
- Birth certificate or approved copy as required by the State of Ohio
- Current physical examination
- Immunization record Tuition for any course taken would be based on current per-class rate

Any student enrolling as a part-time student would be a member of the Student Association and therefore welcome to events sponsored by that organization. They would also be eligible to try out for SVA sport teams and participate in other extracurricular activities. Each would receive a yearbook.

The following guidelines apply to part-time students:

1. Must be *currently* enrolled in at least one class at SVA to be eligible to participate in general school activities
2. Must pay class dues as set by the class, thus paying for activities in which they are *eligible* to participate. These include:
  - Eighth grade: parties, trip, banquet, fundraisers and vespers
  - Freshman & Sophomore Year: parties, fund raisers and vespers
  - Junior Year: parties, fund raisers, vespers and Junior/Senior banquet
  - Senior Year: parties, fund raisers, vespers, college days, senior dedication and class trip

**Eligibility does not include any graduation activities during any year of attendance**