SPRING VALLEY ACADEMY

KNOW FOLLOW SHARE JESUS

SCHOOL BULLETIN 2026-2027

Revised 2026

SPRING VALLEY ACADEMY

A Seventh-day Adventist K-12 School

1461 E. SPRING VALLEY ROAD CENTERVILLE, OHIO 45458

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Accredited by:

The Board of Regents of the

GENERAL CONFERENCE OF SEVENTH-DAY ADVENTISTS
and

MIDDLE STATES ASSOCIATION OF COLLEGES & SCHOOLS

and the

OHIO STATE BOARD OF EDUCATION

"But the fruit of the Spirit is love, joy, peace, forbearance, kindness, goodness, faithfulness, gentleness and self-control. Against such things there is no law." Galatians 5:22, 23

Our Vision: Students will develop a Christ-like character as evidenced by valuing and modeling the Fruits of the Spirit.

"In all true teaching the personal element is essential. Christ in His teaching dealt with men individually…the same personal interest, the same attention to individual development, are needed in educational work today." – Education, p.231-232

Our Philosophy for Conduct: Students should be guided and expected to solve the problems they create without creating problems for anyone else.

Teachers and administrators should make every attempt to maintain the dignity of both the student and the adult during a disciplinary situation.

Students should see a reasonable connection between their actions and the consequences that follow.

Student and teacher relationships are built on the principle of mutual respect.

Students should be given the opportunity to make decisions and to live with the consequences, be they good or bad.

Students' misbehavior should be handled with natural and logical consequences.

Students should have the opportunity to invoke a simple "I am not sure this is fair" discussion if they believe the consequences are unfair.

Philosophy of Conduct Statement:

We believe that it is the duty of the parents, the church, and the school to point all students' minds and hearts towards Christ by providing opportunities to understand, practice, and develop the fruits of the spirit. In aiming for this high calling given to us by Jesus, our educational environment needs a baseline set of standards for behavior. These guiding principles are rooted in the purity of thoughts and words, integrity of action, and mutual respect for all, while exemplifying and supporting a culture of school kindness.

Spring Valley Academy (SVA) students are to observe school expectations whether on or off campus. Parents, teachers and administrators are to support students' spiritual, academic, emotional and physical progress by clearly teaching the school expectations. By adhering to the pedagogical hierarchy of student development, SVA faculty and staff will encourage and support a culture of kindness that requires consistency, forbearance, and logical consequences when expectations are broken.

Continued enrollment at SVA is dependent on cooperation from the student, and support from the parent, in building and maintaining the culture of kindness characterized by the fruits of the spirit.

Our Mission: To provide an academically rigorous learning environment where students discover their high calling to live out the fruits of the spirit by getting to Know, Follow, and Share Jesus.

“So, my dear Christian friends, companions in following this call to the heights, take a good hard look at Jesus. He’s the centerpiece of everything we believe, faithful in everything God gave Him to do.” Hebrew 3:1

Table of Contents

Mission Statement 6
Non-Discrimination Policy 6
Philosophy and Goals 6
Letter from the Principal 8
Admissions 9
Finances 9
Other Costs & Fees 11
Student Labor 13
International Students 14
Transportation 14
Communication 15
General Services 15
General Policies 16
Overnight Trip Policy 20
Student Probation 21
Behavior Policy 21
Dress Code Policy 23
Attendance Policy 29
Medical Care 32
Food Allergy & Dietary Accommodation 36
Technology Use Policy 37
Athletics 43
Student Records 43
Academic Policies 44
Course Retake Policy 45
Assessment Retake Policy 46
Elementary Academics 46
Junior High Academics 47
Elementary and Junior High Student Life 48
High School Academics 49
High School Student Life 55
Homeschool Option 59

Appendix A: ***Discipline Matrix*** **60**
Appendix B: ***Schedules*** **71**
Appendix C: ***Attendance Contract*** **73**
Appendix D: ***Academic Intervention Contract*** **75**

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 which inspires students to Know, Follow, and Share Jesus.

NON-DISCRIMINATION POLICY

The governing board of Spring Valley Academy School located at 1461 E Spring Valley Pike in Dayton Ohio 45458 has adopted the following racial nondiscriminatory policies.

The Spring Valley Academy school recruits and admits students of any race, color, or ethnic origin to all its rights, privileges, programs and activities. In addition, the school will not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, employment, scholarship and loan programs, and athletic and other school administered programs.

The Spring Valley Academy school will not discriminate on the basis of race, color, or ethnic origin in the hiring of its certified or non-certified personnel.

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
ACADEMY
KNOW FOLLOW SHARE JESUS

Dear Students, Families, and Staff of Spring Valley Academy,

It is with great joy and anticipation that I welcome you to a brand-new school year at Spring Valley Academy! Whether you are returning for another year or joining us for the first time, we are so thankful to have you as part of our school family.

As a Seventh-day Adventist school, we are deeply committed to nurturing the spiritual, academic, and personal growth of every student. This year, we are especially excited to continue building a Christ-centered learning community where each individual is valued, supported, and challenged to grow into their God-given potential.

The start of a new school year is a sacred opportunity—a chance to begin again, to dream, and to grow together. As we journey through the months ahead, may we hold onto the beautiful promise found in **Jeremiah 29:11**:

> **"'For I know the plans I have for you,' declares the Lord, 'plans to prosper you and not to harm you, plans to give you hope and a future.'"**

This verse reminds us that God is present in every classroom, every hallway conversation, and every challenge or triumph we encounter. It gives us confidence to move forward with hope and enthusiasm, knowing that He is guiding our steps.

I look forward to working alongside our dedicated faculty and staff, and I am eager to see our students thrive academically, socially, and spiritually. Together, let's make this year one of purpose, growth, and joy.

With prayers and excitement,

Peter Cousins
Principal
Spring Valley Academy

ADMISSIONS

Please refer to the Admissions page on the Spring Valley Academy website for admissions procedures.

Ed Choice Admissions Policy
As a non-public charter school, Spring Valley Academy is authorized to admit students who qualify for the Ohio EdChoice Scholarship program. EdChoice applicants are subject to the same admissions criteria as regular applicants.

FINANCES

The following information is supplementary to any tuition plans or arrangements made with the Business Office.

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 on our website under the Admissions tab.

Families requesting financial assistance are required to complete a FACTS application. You are encouraged to apply through FACTS as soon as you have your latest Income Tax completed but no later than April 30.

The local Seventh-day Adventist churches provide tuition assistance for families in their local congregations. Check our website under the Admissions tab 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 for Grade 9-12
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.

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

Final Transcripts
Diplomas, final grades and/or transcripts will not be issued to graduating seniors until their 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 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 family will be notified that they have 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
Tuition billing is sent to parents monthly and is due on the 10th of each month. Accounts that are not fully paid by the 15th of the month will be charged a late fee of $25.00.

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.

OTHER COSTS & FEES - See our Fee Schedule under the Admission Tab on the SVA website.

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 12. Thirty minutes after the close of school, all students must be in the supervision of a staff member. A fee is charged for the program, which is billed monthly on the student tuition statement. An 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 on our website or the school front office.

Athletic Fees
Athletic fees vary for each sport. See our Fee Schedule under the Admissions Tab on the SVA website.

Class Dues
Class dues vary for grades 8-12. See our Fee Schedule under the Admission Tab on the SVA website.

Classroom Activities
Classroom activity fees are charged each year for grades K-8. See our Fee Schedule under the Admission Tab on the SVA website.

Early Exam Fee
Students are expected to take exams during scheduled exam days. A $25.00 fee per exam 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 extenuating 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.

Food Service
Students purchasing food may do so in two ways:

- Charge to their lunch account, once it does not have a negative balance.
- Pay cash at lunch cashier or front office

Funds must be deposited in the student's lunch account at the beginning of the school year before they can purchase meals. Parents are notified through email twice a week when the student lunch account balance is below $10.00.

Students are allowed to charge a plate special (only) when funds on their account are depleted on to a negative $25, giving parents enough time to replenish their child/children's account. However, students are not allowed to charge on their account if it is higher than negative $25.

Graduation Fee
Graduating kindergarten, eighth grade and twelfth grade (seniors), 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 April. See our Fee Schedule under the Admissions Tab on the SVA website.

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

Re-enrollment Fee
When you enroll your child at Spring Valley Academy, we begin a relationship that we hope will continue until they graduate from high school. Our Continuous Enrollment program helps to facilitate this long-term relationship. Once enrolled, you will not be required to submit annual re-enrollment documents, thus reducing requisite paperwork. Once enrolled, your child's spot at SVA will be assured as long as they remain in good standing. Students will automatically be enrolled, and an articulation fee will be applied to your February statement. You only need to notify us if they intend NOT to return. To cancel your Continuous Enrollment agreement for the upcoming school year, complete the Withdrawal Form (found in FACTS family portal Webforms), which must be submitted by January 31st of each year to avoid the articulation 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 August 15 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. See our Fee Schedule under the Admission Tab on the SVA website.

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 August 15 in order for a refund to be given.

Technology Fee
Students in grades 9-12 are charged an annual technology fee. See our Fee Schedule under the Admission Tab on the SVA website.

Trip Fees
Trip fees vary by trip.

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.

Students under the age of sixteen are not allowed to work during the school day; their work hours must begin after the school day is over, according to state law.

INTERNATIONAL STUDENTS

International Student's Foreign Language Requirement for a College Diploma
International students may receive second language credit for secondary level Language Arts classes completed in their home country.

Option 1: If a student starts Spring Valley Academy during their freshman year, the school can count their two years of English in their first language for their American Foreign language credit extending down to seventh grade.
Option 2: The school can grant one credit based on previous study of English in their mother tongue and for the second credit, students must pass an equivalency test in their mother tongue. This option is for students who did not take 7th or 8th grade English in their mother tongue.

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.

TRANSPORTATION

Free public school bus transportation is provided to students living in Centerville public school district. Student name and address information is automatically submitted to the district upon application to Spring Valley Academy.

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. More information regarding transportation is available from the registrar.

Bus Safety Regulations

- Students are not permitted to get on or off the bus except at regular stops.
- There must be no crowding, and a single file must be maintained while loading or unloading the bus.
- Nothing is to be thrown from the bus at any time.
- Students are to remain in their seats while the bus is in motion.
- Improper language and profanity are not permitted.

- Students are to obey all requests of the bus driver cheerfully and promptly.

COMMUNICATION

School website
The website may be accessed at www.springvalleyacademy.org. The site is updated regularly with current information, calendar of events, and photographs of school activities.

FACTS
FACTS School Management Software makes it possible for our school to provide comprehensive and immediate information for parents and students via ParentsWeb.

ParentsWeb is an integrated, web-based communication system allowing families to securely login to password-protected data. ParentsWeb 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 ParentsWeb 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 FACTS via the internet at https://factsmgt.com/ or log onto FACTS through SVA's website, www.springvalleyacademy.org and click on the link in the top right corner.

Phone Use
Student usage of the phone in the front office is reserved for emergencies only.

Phone Directory Information
The main phone line, (937) 433-0790, will be manned during the school day. 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.

Aftercare may be contacted directly at (937) 433-9417 Monday through Thursday from 3:30 to 6:00 p.m. and Friday from 2:30 to 5:00 p.m.

GENERAL SERVICES

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

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. Thirty 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 outlined on the school's website.

Lockers
In order to make school life more convenient, all students in grades 6-12 are provided with lockers. Students are requested to refrain from writing and/or placing stickers, posters or other 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. During physical education classes, students are welcome to store items in the gym lockers, but they may not be locked. Students will be expected to remove their items when the class has concluded. Personal locks are not allowed and will be removed. Do not 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. Small valuable articles, such as eyeglasses and calculators, should be turned into the school office immediately. All unclaimed articles in Lost and Found are periodically given to a local community service center.

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 trip, including any adults that meet the group at their field trip destination, must complete the Sterling Volunteers education and screening program. This must be completed before the day of the trip.
- 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 advance 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.

Disabled Student Policy

Spring Valley Academy does not have the necessary equipment or staff to meet the special educational needs of students with disabilities. Therefore, students who have serious academic or physical disabilities or social maladjustment 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.

Policy for Special Needs Support

Spring Valley Academy offers limited support for students with diagnosed learning and behavior disabilities as well as reading and English language deficits. As a private school, the extent of the modifications and accommodations offered are strictly at the discretion of SVA Administration, Special Education department, and the English Language and Reading Support Department. An established plan for student support does not exempt the student from the academic and behavior standards and policies of SVA.

There are three types of intervention plans that a student may be provided at Spring Valley Academy. They are the following:

1. *504 Plan*

   Eligibility - The student must be an individual with a diagnosed disability or impairment that substantially reduces or lessens a student's ability to access the

learning in the educational setting due to a learning, behavior or health related condition. Normally, a 504 plan requires a medical diagnosis.

Interventions - An intervention plan, developed by teachers, parents and administrators, will outline strategies and accommodations for helping the student to meet the academic and behavioral standards of Spring Valley Academy. This plan is communicated to and implemented by SVA classroom teachers without direct intervention from the special education department.

2. *Individualized Services Plan for Special Education Services*

Eligibility - Eligibility for special education is determined through a team process that includes the parents, the teachers, the Special Education department, the Administration of Spring Valley Academy, and the psychologist from Centerville City Schools. Once a child is suspected of having a disability, a team meeting occurs to determine if a child will be referred for an evaluation. That evaluation is done by a psychologist from Centerville City Schools, who writes an Evaluation Team Report (ETR). The ETR must indicate that the student will need highly individualized instruction if his/her disability has an adverse impact on his/her learning process in the general education classroom.

Interventions - An Individual Service Plan (ISP) is written for a child who has been determined to be eligible for special education services at Spring Valley Academy. Spring Valley Academy cannot offer the extensive special education programs that a public school can offer. However, Spring Valley Academy offers limited special education services that are supported by the special education staff through an ISP. The ISP will contain the goals and objectives that the student will be working on with the special education staff. The ISP will also indicate what modifications and accommodations the student will be provided within the general education classrooms to facilitate student success.

3. *English Language Plan*

Eligibility - Eligibility for an English Language plan is determined by two factors. First, the home language survey that is completed during registration is the first area that is looked at to determine a second language spoken at home. If a language other than English is spoken at home, the student will be given a language screener to determine the language proficiency needs of the learner. The proficiency level of the student will be the determining factor for services as well as the level of support provided in the classroom.

Interventions - A reading intervention plan, supported by a reading specialist, includes small group pull-out instruction using specific curriculum to meet the varying needs of students. Students will also be closely monitored to track growth and gains in reading levels.

The parent(s) of a new student applicant to SVA must provide all documentation of current intervention plans for evaluation by Centerville Special Education Personnel and SVA Administration.

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.

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:

- Unwanted sexual advances, including propositioning and repeatedly asking someone for a date after it is clear that the person is not interested.
- Explicitly or implicitly offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Nonverbal conduct: leering; making sexual gestures; displaying sexually suggestive objects, pictures, cartoons or posters.
- Verbal conduct: making/using derogatory comments, epithets.
- Slurs or jokes; making sexually based remarks about another person's or one's own body.
- 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.
- Physical conduct: touching, assault, impeding or blocking movement.
- 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.

Sexual Misconduct

Spring Valley Academy does not admit or retain individuals who engage in sexual misconduct, which includes non-marital sexual 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.

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.

OVERNIGHT TRIP POLICY

In an effort to create an atmosphere of consistency, responsibility and fairness for all overnight curricular and extracurricular 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

School Days Missed: All touring groups may have a maximum of 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 May BOT meeting of the preceding school year.

Financial Responsibility: A list of interested students **must 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 in place.

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 always be in sub-groups of three or more 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 always be in blocks and

sponsors on duty. 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 enrolled 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 in the Student Handbook.

- Extreme attendance issues
- Financial requirements are not met
- Students are not academically motivated
- Parents do 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.

BEHAVIOR POLICY

Students are expected to conduct themselves in a manner consistent with Christian values and the mission of Spring Valley Academy. All students should demonstrate respect for God, themselves, others, and school property at all times.

Behavior that disrupts the educational environment, shows disrespect toward others, or compromises the safety and well-being of the school community is not acceptable. This includes, but is not limited to, inappropriate language, bullying, harassment, dishonesty, insubordination, fighting, vandalism, and other conduct contrary to Christian character and school expectations.

These standards apply during the school day, at school-sponsored activities, on school property, and whenever a student's conduct impacts the school community.

Specific behaviors and corresponding disciplinary consequences are outlined in the Discipline Matrix. (See Appendix A)

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 that is determined by the school. This will also be at the expense of the student.

Student Discipline Appeal Process
A student and/or their parent(s) or guardian(s) may meet with the vice principal to discuss a disciplinary grievance. If they are not satisfied with the vice principal's decision, they may submit a written request to appeal to the Staff Administrative Committee within five (5) school days of the administrative decision.
If the appeal involves a suspension, the suspension may remain in effect while the appeal is being reviewed. The Staff Administrative Committee will issue its decision within five (5) school days of receiving the appeal.
If the student and/or parent(s) or guardian(s) are not satisfied with the decision of the Staff Administrative Committee, they may appeal to the Board of Trustees. The student and/or parent(s) or guardian(s) have the right to be present and represented during the Board of Trustees' appeal hearing. A written record of each decision will be provided to the parent(s) or guardian(s) and placed in the student's educational record.
If a family wishes to appeal a decision of the Board of Trustees to expel a student, the request for appeal must be submitted to the Board of Trustees through the principal in accordance with the governing policies of the school and conference.
If an appeal is decided in the student's favor, the disciplinary action will be removed from the student's school record.

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

Vision & Purpose of the Dress Code

1. Our dress code promotes consistent modesty and appropriateness, free from the extremes of current fashion trends.
2. Our dress code fosters a sense of belonging and unity, helping minimize the impact of socio-economic differences.
3. Our dress code supports an atmosphere focused on learning by reducing distractions related to attire.
4. Our dress code ensures students are dressed safely and comfortably, prepared for both learning and playing.
5. Our dress code encourages professionalism by helping students present themselves in a manner that supports confidence, responsibility, and readiness to learn.
6. Our dress code is designed to reflect the Christian standards of SVA as we lead students to Know, Follow, and Share Jesus.

General Requirements for All Students (K-12)

- Clothing must be clean, neat, and in good repair – free from rips, holes, fraying, stains, fading, embellishments, patterns, stripes, contrasting trim, and free of name-brand logos or insignias.
- Clothing must be of appropriate size and fit – not excessively tight, not oversized, and must not expose the midsection when arms are raised.
- Undergarments must not be visible.
- **Jewelry:** is not permitted at school, on the school bus, or while participating in any school-sponsored activity, whether on or off campus. Jewelry includes, but is not limited to earrings, nose rings, bracelets, wristbands, necklaces, rings, and chokers.
- **Hairstyles:** No extreme hairstyles permitted. Only natural hair colors are allowed.
- **Headwear:** No caps, hats, sleep bonnets, athletic sweatbands, bandanas, hair scarves or earmuffs/covers/bands are to be worn inside (unless explicitly permitted by administration).
- **Backpacks:** May be any color or pattern, but must be free of character-themed designs (e.g., cartoon characters, superheroes, video-game characters, movie or TV characters, political messages, social activism etc.)

Dress Code Non-Compliance

- Any dress code violation must be corrected before the student may return to class.
- Violations will be documented in FACTS.
- Parents/guardians will be contacted to bring the appropriate clothing to correct a violation.
- Students will wait in a designated area until the correction is made.

    - Students who miss class time while waiting are expected to:
        - Stay current with classwork
        - Submit any assignments due that day
        - Complete scheduled tests or quizzes
- Repeated non-compliance will be treated as insubordination and could result in additional disciplinary action.

Tops

Students must have a visible SVA logo on their top layer during the school day. Approved items are available through Land's End and the SVA Store.

Monday – Thursday: All students are required to wear an approved SVA embroidered shirt. Approved outerwear may be worn over the shirt, but it must also have an embroidered SVA logo.

Friday: Students are welcome to wear the regular uniform, SVA Branded, or other Adventist affiliated tops and outerwear. SVA branded tops must display the SVA name or logo. Approved items include class T-shirts/sweatshirts, SVA team sports apparel, SVA event shirts, club shirts, and sweatshirts, as well as apparel from Adventist affiliated institutions such as universities, Pathfinders, churches, Conferences/Unions, and Summer Camps, also Kettering Health and Kettering College.

Polos

- SVA embroidered logo
- Colors: Cobalt, Gray Heather and Classic Navy
- Short sleeve or long sleeve
- A long sleeve tee shirt may be layered under a short sleeve polo in corresponding colors

Oxford Dress Shirt

- Grades 6-12
- SVA embroidered logo
- White
- Short sleeve or long sleeve
- Must be tucked in
- Ties may be worn with oxford shirts, but they are optional
    - Approved ties: Gold stripe/Navy, Classic Navy Plaid, Classic Navy

Outerwear/Layered Tops

- SVA embroidered logo
- Crewneck Sweatshirt, Full-zip Fleece, Cardigan Sweater, Zip Front Sweater, and V-neck Sweater

- Approved colors (vary by style): Cobalt, Gray Heather, Classic Navy, Dark Charcoal, Pewter Heather, and Coal Heather
- Hopsack Blazer in Deep Navy, Grades 6-12

Bottoms

The following lower garments must be worn Monday-Friday, unless a casual/dress-down, theme, or jean day is announced ahead of time.

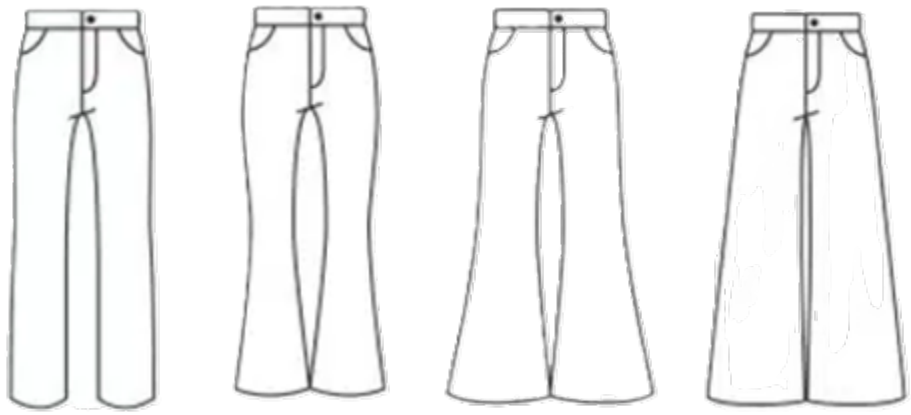
Expectations:

- Colors: Tan (Khaki) and Navy-blue **grades K-12**
- Blue denim **Kindergarten-5th grade only**
- Bottoms must naturally fit on the waist (no rolling or sagging)
- Good repair; No holes, rips, tears, fraying, patch pockets, cargo pockets, carpenter-style pockets, tool or utility pockets, hammer loops, or embellishments

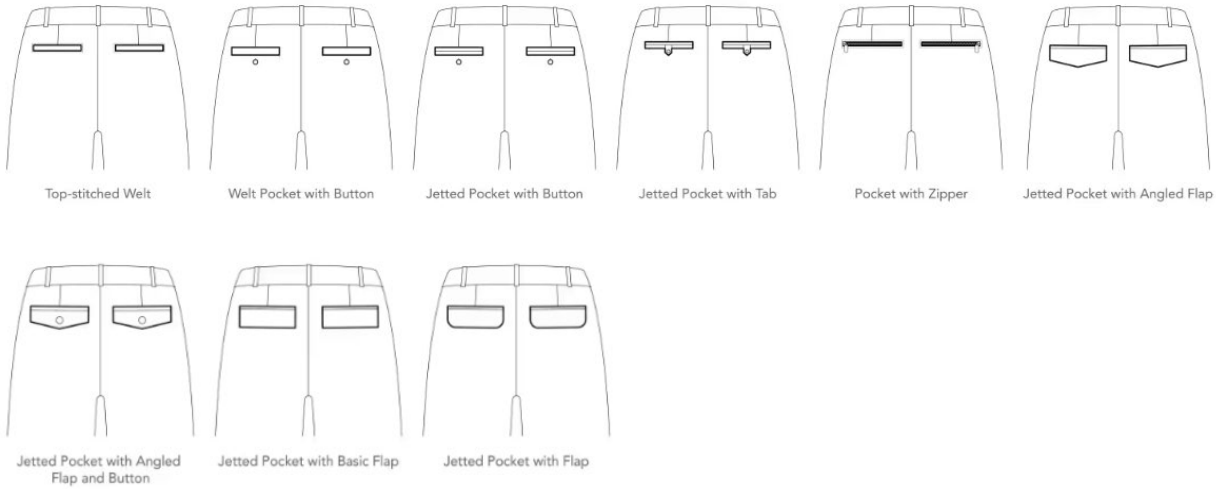
Pants

- Tan (Khaki) or Navy-blue **grades K-12**
- Blue denim/jeans, **Kindergarten-5th grade only**
- Students may not wear leggings, athletic pants, or sweatpants
- Approved style: Traditional unform trousers (chino-style pants) constructed of cotton, twill, or poly-blend fabric with a clean, professional appearance and traditional unform tailoring, featuring welt, jetted, or inset back pockets (see approved examples below).

Straight Bootcut Flare Wide-leg



Approved Back Pockets



Shorts

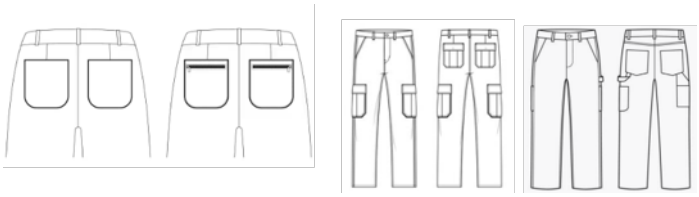
- Tan (Khaki) or Navy-blue **grades K-12**
- Blue denim/jeans **Kindergarten-5th grade only**
- "Bermuda" length (no more than three inches above the top-of-knee; finger-tip minimum length – to measure, a student should be able to stand straight, arms by their side, shoulder at a natural resting position, and their fingertips must not reach past the length of their shorts.)
- Approved style: Traditional unform shorts (chino-style shorts) constructed of cotton, twill, or poly-blend fabric with a clean, professional appearance and traditional unform tailoring, featuring welt, jetted, or inset back pockets (see approved examples above).

Skorts ─ Female Students Only

- Fall at "Top-of-knee"
- Tan (Khaki), Navy-blue, or Classic Navy Plaid

Prohibited styles/materials for all students:

The only exceptions are gym shorts and athletic mesh shorts, which are permitted solely for PE class.



- Leggings or athletic pants
- Cargo pants
- Carpenter pants
- Patch pocket pants
- Jersey or jersey blend fabric
- Athletic mesh/gym-short material (permitted only for PE shorts)
- Sweatpants or fleece material
- Spandex/Lycra

Shoes

- Grades Kindergarten-5 are expected to wear closed-toe, closed-heel sneakers
- Grades 6-12 are expected to wear closed-toe and closed-heel shoes, with athletic shoes required for PE

Prohibited styles:

- Flip flops
- Slides
- Sandals
- Clogs
- Croc-style
- Shoes with wheels
- Slippers or moccasins

Uniform Ordering Information

Land's End – Spring Valley Academy School ID: 900190471

Select Signs – via the "SVA Store" link on the Spring Valley Academy website.

Formal Attire (Banquet, Class Night, etc.)

Dress Code for Female Students:

- Dresses must be screened and approved by the Dress Committee no later than one week prior to the day of the formal event.
- To ensure all attire meets event dress-code standards, students are required to submit a brief video/pictures of themselves wearing their proposed dress. The media must clearly show the dress in its entirety from both the front and the back.
- Dresses must be a flowing style/fabric that flow away from the body
- Length of the dress must be to the top-of-knee or longer
- Dresses must have straps
- Dresses with spaghetti straps must have one strap over each shoulder
- Off-the-shoulder dresses must have a built-in strap that goes over each shoulder
- Dress shoes
- **Resource:** suggested Amazon/Google search: "modest semi-formal/formal dresses"

Features That Will Not Be Permitted:

- Transparent, sheer, or skin-toned materials, including mesh, unless fully lined with solid, non-see-through fabric
- Visible cleavage (alterations should be made for appropriate coverage)
- Cutouts, openings, or holes on the midriff that reveal the area underneath
- Backs lower than the natural line of the bra strap
- No slits above the knee
- Bras and all bra parts (including straps and transparent straps) should be covered
- Styles that are so tight that they cling to the body and the dress rides up as the student walks
- No jewelry
- No visible tattoos
- No flip-flops, slides, crocs, athletic sandals

Dress Code for Male Students:

- Slacks, button-down shirt with sport coat; Tuxedo or Men's dress suit – optional but preferred
- Bow tie or regular tie – optional, but preferred; some events will require a tie, advance notice will be given
- Dress shoes
- Dress hats; fedora, Newsboy cap

Features That Will Not Be Permitted:

- Jeans or sweatpants
- T-shirts, tanks, muscle shirts or graphic tees
- Dress shirts that expose the chest
- Messaging (words, logos, images, etc.)
- Baseball caps
- Jewelry
- No visible tattoos
- Sneakers
- Flip-flops, slides, crocs, athletic sandals

ATTENDANCE POLICY

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 8:30 A.M. to report student's absence(s), 937-433-0790 or attendance.officer@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(s)/guardian(s) shall call the school by 8:30 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**
- Natural Disasters
- College Visits (juniors are allowed 2 days for college visits, seniors are allowed 4 days)

EdChoice Attendance Requirement

Attendance requirements for students receiving an EdChoice Scholarship may differ from the attendance policies outlined in this handbook. Failure to meet EdChoice attendance requirements may affect scholarship eligibility.

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 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 the administration for approval. The EdChoice scholarship program policy does not recognize these types of absences, thus students participating in this program will be marked as unexcused for an absence of this type.

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

An absence that takes place without pre-approval 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 are responsible for contacting their teacher(s) and printing all lessons and homework from FACTS 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.

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 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 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 minutes, the student will be considered tardy unexcused.

Chronic Absence Policy

Attendance is a very important part of the educational process and should be taken seriously. A student who is absent from school for any reason, excused or unexcused, for more than fifteen percent (15%) during the duration of a grading period may not be given passing marks for that 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 (High School Only)

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.

Attendance Contract

Students with continual attendance issues may be placed on an Attendance Contract. This contract will outline the expectations for the students and the consequences of their failure to meet those expectations. The Attendance Contract will remain in effect for the remainder of the school year. Note that any student(s) on a contract are subject for next year's enrollment/acceptance review.

*See Appendix C for the Attendance Contract

MEDICAL CARE

Immunization Requirements

Ohio law requires students to meet specific immunization requirements – or to have an approved immunization waiver on file – to attend school. Immunization records must be submitted to the school by the 15th day of the school year.

Updated immunization documentation is required for the following grade levels:

Kindergarten and New Enrollment: All required childhood immunizations for school entry

- Seventh grade:
  - Tdap (Tetanus, Diphtheria, Pertussis)
  - Meningococcal (Types A, C, W, and Y)
- Twelfth grade:

- Second dose of Meningococcal (Types A, C, W, and Y)

Families who choose not to provide immunizations must submit a completed Immunization Waiver Form. Waiver forms are required to be submitted annually and must be on file before the 15th day of school.

Students who do not have current immunization records or a valid waiver on file may be excluded from attendance after the 15th day of school in accordance with state law.

Health Examination

In addition to immunization records, all students enrolling for the first time are required to have a health examination/physical completed by a licensed physician within the twelve (12) months prior to the date of enrollment. Documentation for this examination must be on file with the school within 30 days of the student's first day of attendance.

Permission to Treat

Ohio law requires that a parent or guardian complete a Permission to Treat form for each student enrolled at Spring Valley Academy. This form is completed upon initial enrollment and authorizes the school to obtain permission for medical treatment for a student who becomes ill or injured while at school, on school property, or while participating in school sponsored trips or activities.

The purpose of this form is to ensure that prompt medical care can be provided in the event of an emergency when a parent or guardian cannot be reached.

Administration of Medication

Prescription Medication

The Spring Valley Academy School Board has adopted policy whereby designated personnel can administer prescribed medication (per state law) as indicated by a licensed physician, dentist, physician assistant, or an advanced nurse practitioner. Spring Valley Academy, in an effort to accommodate families of the school, will in certain instances, administer required medications to students during the school day, or during approved school sponsored trips or activities (before or after regular school hours, weekends, holidays, and/or overnight trips). If possible, all medications should be given at home. Parents may also come to school to administer medication to students as needed. If neither alternative is possible and the health or welfare of other students is not affected, designated school staff will administer medication when parent/guardian has submitted a written request and a valid prescription on file.

The Medication Authorization form must be completed and renewed each school year. Medications to be administered at school must be delivered by a parent/guardian in the original labeled container.

Students in grades 5-12 who require medication administration during overnight school-sponsored trips must also have the appropriate Overnight Medication Administration Form completed and on file. This form is required to be completed each school year.

Non-prescription Medication

Non-prescription medications can be given with a parent's permission form signed. Over-the-counter medication will be given on a limited basis and will be monitored. Parents will be notified of increased usage or patterns that develop and may be asked to review the use of the medication with a doctor. The intent of non-prescription medication use at school is for acute situations. All medications given at school must follow the guidelines listed in the ORC 3313.713. Please note that these rules are very specific. No medication will be given at school unless the Medication Authorization form is filled out and signed by the medical provider for prescription medication, or the Parent Permission form is signed for over-the-counter medication.

If medication is required to be given at school, it will be in accordance with the following guidelines:

1. A person(s) appointed by the principal shall supervise the secure and proper storage and dispensation of medication. This person must be a licensed health professional, or by someone that has received medication administration training.

2. Medications administered in school must be received in the container(s) in which they are dispensed by the prescribing physician or licensed pharmacist, or in their original container.

3. Written permission must be received from the parent or guardian of the student, requesting the school comply with the physician's order. (There is a place for parents to sign the authorization form.)

4. The designated individual must receive and retain a statement signed by the physician who prescribes the medication.

5. The parent, guardian, or other person having care or charge of the student must agree to submit a revised statement, signed by the prescribing physician, to the designated individual whenever there are changes to the medication, including dosage, frequency, or type.

6. No employee authorized by the principal to administer a prescribed drug and who has a copy of the most recent physicians' statement shall be liable in civil damages for administering or failing to administer the medication unless he/she acts in a manner that constitutes "gross negligence or wanton reckless misconduct."

7. No person employed by SVA shall be required to administer medication to a student except in accordance with the requirements established under this policy. SVA shall not require an employee to administer medication to a student if the employee objects based on religious convictions to administering the medication.

8. In cases where the prescribing physician and the parents permit the student to self-medicate, (a) the medication must be kept in the school clinic, unless a self-carry note is included in the authorization for an inhaler or an epi-pen, (b) the medication authorization must still be completed and submitted to the school nurse, and (c) the medication is to be taken in the school clinic or in the presence of a designated school person. Students should notify a teacher when taking medication. Students should not

be permitted to administer their own medication in the restroom or hallway and must never share their medication with another student.

9. Students in grades 9-12 attending school sponsored trips may be permitted to self-carry and self-administer some medication(s) with prior parent/guardian written authorization, including a self-carry permission note; medication must be in the original labeled container, used only as directed, and self-carry privileges may be revoked if school policy is not followed or safety concerns arise. Controlled medications may not be self-carried and must be administered by appointed school personnel.

Testing and Screening

Vision and hearing screenings are conducted in accordance with the requirements and guidelines of the Children's Hearing and Vision Program. At SVA, screenings begin during the first semester and continue through the second semester. Parents/guardians will receive a referral letter by mail if a student does not pass a vision and/or hearing screening. When a referral is issued, it is the responsibility of the parent/guardian to follow up with the qualified medical provider and to return the completed evaluation report to the School Nurse. Students are typically screened for vision and/or hearing if they fall into one of the following categories:

- Students in Kindergarten, 1st, 3rd, 5th, 7th, 9th, or 11th grade
- New students to SVA in any grade
- Students with a 504 Plan or Individualized Education Program (IEP)

First Aid

The school health room is equipped with basic first aid supplies to respond to minor accidents or illnesses during the school day. Supplies typically maintained in the health room may include acetaminophen (Tylenol) liquid and tablets, ibuprofen (Motrin) liquid and tablets, cetirizine (Zyrtec) liquid and tablets, diphenhydramine (Benadryl) liquid and tablets, cough drops, and ice and heat packs. The use of these items follows school policy and applicable health guidelines, and medication is administered only with proper authorization.

Illness Exclusion and Return to School

To protect the health and safety of students and staff, the school follows Ohio Department of Health guidelines regarding illness, communicable disease control, and school attendance. A student may be excluded from school when symptoms of illness are present that may pose a risk to others, prevent the student from participating in school activities, or require care beyond what school staff can safely provide.

Students may be excluded from school for, but not limited to, the following conditions:

- Fever: oral temperature of 100°F or higher
- Vomiting or Diarrhea
- Rash with or without fever
- Eye redness or discharge
- Untreated or weeping skin lesions
- Difficulty breathing or persistent cough

- Signs or symptoms of a communicable disease
- Or any illness or condition that interferes with the student's ability to remain safely at school

Students who are excluded due to illness may return to school when they meet return-to-school criteria, which may vary by condition and include:

- Fever, diarrhea, and/or vomit free for at least 24 hours without the aid of medication
- Absence of excessive coughing, sneezing, and runny nose
- A doctor's note to excuse absences after the third consecutive day of a health-related condition
- At least 24 hours after starting antibiotics, when prescribed for an illness

Food Allergy & Dietary Accommodation Policy

Purpose
The purpose of this policy is to support the health, safety, and inclusion of students with documented food allergies or dietary restrictions during school-sponsored events and activities.

Policy Statement
Spring Valley Academy will make reasonable efforts to provide appropriate food alternatives for students participating in school-sponsored events, activities, celebrations, field trips, athletic events, after-school programs, over-night trips, and other school functions when a student has a documented food allergy or dietary restriction.

Eligibility for Accommodations
To qualify for food accommodations under this policy, the following must be provided to the school annually:

1. A written request from the student's parent or guardian; and
2. Documentation from a licensed physician or other qualified healthcare provider that includes:
    - The student's diagnosed food allergy or dietary restriction;
    - Foods or ingredients to be avoided;
    - Recommended substitutions or accommodations, if applicable; and
    - Any emergency response instructions related to the condition.

Documentation shall be submitted to the school nurse or designated administrator and updated as requested by the school.

School Responsibilities
Upon receipt of proper documentation, the school will:

- Make reasonable efforts to provide safe and appropriate food alternatives during school-sponsored events;
- Communicate relevant dietary needs to appropriate staff, food service personnel, coaches, advisors, and event organizers as necessary;
- Attempt to minimize exposure to known allergens when feasible;
- Allow students to bring approved alternative food items from home if appropriate accommodations cannot reasonably be provided; and
- Maintain confidentiality of student medical information in accordance with applicable federal and Ohio laws.

Parent/Guardian Responsibilities
Parents or guardians are responsible for:

- Providing complete and current medical documentation;
- Informing the school of any changes to the student's allergy or dietary needs;
- Reviewing event information and communicating concerns in advance when possible; and
- Providing emergency medication as required by the student's healthcare provider.

Limitations
While the school will make reasonable efforts to accommodate documented food allergies and dietary restrictions, the school cannot guarantee an allergen-free environment.

Compliance
This policy shall be implemented in accordance with applicable state and federal laws, including Section 504 of the Rehabilitation Act, the Americans with Disabilities Act (ADA), and relevant Ohio Department of Education guidance.

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.

Electronic Devices during School Hours (Grades K-5): Electronic equipment, cellphones and smart watches are not to be brought to school

without a written parental request submitted to the Elementary Vice Principal. Requests will be granted on a case-by-case basis.

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

Electronic Devices during School Hours (Grades 6-12):

I. ***School-Issued iPads or Laptops*** (grades 9-12) 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 placed in the phone caddies when the student enters the school building. Phones may be retrieved at the end of the school day. Seniors may get permission to retrieve their cell phone if they are going off campus. Any cell phone found in a student's possession during the school day (or during Aftercare if that applies) will be confiscated until the end of the day and a $25 fine will be levied. Students who are in Aftercare must leave their phones checked in with school personnel until they are released to authorized pickup (parent pickup or approved, supervised activity).

III. ***Headphones:*** Listening to music or walking around with headphones on in any electronic device during school hours is prohibited on school grounds.

IV. **Smart Watches:** Smart watches (e.g. Apple Watch) are not allowed during school hours or Aftercare, if applicable.

School Website

Spring Valley Academy makes every effort to ensure 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 updates of such sites.

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

*Spring Valley Academy i*s the only official Facebook page of Spring Valley Academy.

@svaohio is the only official Instagram page of Spring Valley Academy.

Purposes and Guidelines for Web Content and Use

Purposes for the School website include:
Educational Content provided on the website should be suitable and usable by the student and teachers to support the curriculum and course of studies within the school.

Informational
The website's 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 SVA 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 school's web page by using the "Online Payment" link at the top of the page.

1) **Guidelines for posting materials to the school website:**
   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 website as stated above.
   e) Posting 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 FACTS SIS 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 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") available to students. 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 Internet 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, smart phones, smart watches, 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 agree 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

- Do not share passwords or logins.
- Do ask a teacher or staff member when you're unsure of how to do something or you have a problem.
- Do not remove or add any programs or files to computers.
- Do not change system settings.
- Do not change internet browser settings.
- Do not unplug cables or open computer cases.
- Do not have any food or beverage near computers.
- Do not force discs, CD's, or flash drives into or out of drives.
- Do not visit inappropriate internet sites.
- Do not download programs from the internet.
- Do not attempt to learn or steal other's passwords or access unauthorized systems.
- 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.
- Do not bring viruses, spyware, or other malware to the school's computers.

Unacceptable Use

- Uses that violate any of the computer rules listed in the section above.
- Uses that violate or encourage others to violate the law.
- Viewing, uploading, or downloading material to social media sites. (Facebook, YouTube)
- Viewing, transmitting, or downloading pornographic, obscene, vulgar and/or indecent materials or offensive or harassing messages.
- Uses that violate copyright laws.
- Uses that cause harm to others or damage their property. For example, don't engage in defamation (harming another's reputation by lies or hearsay).
- Uses that jeopardize individual computers, the network, or user account security.
- 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.
- 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.).
- "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. 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 websites 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 websites 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 student, 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 students' 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 websites.

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

For policies and information regarding athletics, please refer to the Athletic Handbook for Parents and Students.

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 to 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 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.

ACADEMIC POLICIES

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.

Academic Intervention

Spring Valley Academy takes academic excellence seriously. While enrolled at our school, it is expected that all students will work to the best of their ability.

Criteria for Intervention:

- 2 or more D's
- Any F's
- GPA is 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 FACTS 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 students, parent(s) and Spring Valley Academy.

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
Students who meet the academic criteria outlined in the Academic Intervention Contract will be placed on a contract and provided with additional academic support. Student process will be reviewed at designated grading periods to determine continued placement on or removal from the contract. Students who require continued academic intervention may be subject to review as part of the following year's enrollment/acceptance process.

*See Appendix D for Academic Intervention Contract and complete details regarding the academic intervention process.

Course Retake Policy

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 the 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. This will apply regardless of whether the class was taken at Spring Valley Academy or from another accredited institution.
- 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

Students may be allowed to retake assessments at the teacher's discretion. The retake score will be capped at 85%.

Retakes will not be available for classes that are dual credit college courses or enriched courses.

ELEMENTARY SCHOOL (Grades K-5) ACADEMICS

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

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.

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 1-2

E	93 - 100 percent
E-	90 - 92
S+	86 - 89
S	74 - 85
S-	70 - 73
N	0 - 69

Grades 3-8

A	93-100	C	73-76
A-	90-92	C-	70-72
B+	87-89	D+	67-69
B	83-86	D	63-66
B-	80-82	D-	60-62
C+	77-79	F	0-59

Grades are issued every quarter. Grade cards are emailed after each quarter. Parent-teacher conferences are held after the first and third quarters.

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, winter, and spring students in grades 1-5 are given the MAP Growth Assessment. These are national normative 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.

JUNIOR HIGH ACADEMICS

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 Junior High students will go towards the students' cumulative grade-point average and will be part of their permanent high school record.

Algebra I for High School Credit

7th graders that meet the following requirements have the opportunity to take algebra their 8th grade year.

1. The student will maintain an A average in 7th grade math assessments throughout the school year.
2. The student will score in the 80th percentile or higher on 2 out of 3 MAP tests during the school year.

3. The student will score in the 60th percentile or higher on the Algebra MAP test.
4. The student will complete the summer math self-study (IXL) program by August 1.

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.

Grade Standards

The following grading system is used:

A	93-100	C	73-76
A-	90-92	C-	70-72
B+	87-89	D+	67-69
B	83-86	D	63-66
B-	80-82	D-	60-62
C+	77-79	F	0-59

Elementary (Gr. K-5) and Junior High (Gr. 6-8) 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 Spiritual Emphasis programs. Occasionally, students will attend high school chapel or Week of Spiritual Emphasis 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.

Gymnastics
All students in grades 1- 5 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/junior high receives a copy of the yearbook at the end of the school year.

HIGH SCHOOL ACADEMICS

Six credits are considered a normal class load. All students are expected to be enrolled in a minimum of six classes each semester.

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

Correspondence/Online Courses
SVA accepts credits from approved correspondence/online schools. Each school must be approved by the Curriculum Committee.

Students may take correspondence/online classes for the following reasons:

- To make up credit for a failing grade from a previous class.
- To take credit for a 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 meeting one of the above criteria should adhere to the following guidelines:

- The student applies to the registrar and the Curriculum Committee for approval before beginning the 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.

Spring Valley Academy maintains a strong working relationship with Kettering College for dual-credit classes as well as online courses. Registration is completed through the SVA Guidance Office.

College Credit Plus (CCP) Program
College Credit Plus is a statewide program that allows eligible high school students to earn both high school and college credit by taking approved college courses.

Students who wish for Spring Valley Academy to accept CCP credit must complete the required CCP approval form and obtain all necessary signatures **before enrolling in the course**. The form can be picked up from the school counselor's office.

Please note that while students may participate in the CCP program, **Spring Valley Academy does not cover the cost of textbooks or course materials** associated with these classes. Students and families are responsible for any book or material fees required by the college or university.

Students interested in participating should speak with the school counselor early to ensure deadlines and requirements are met.

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.- Physical education courses are offered with credits of 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	Points
A	93 – 100	4.0
A-	90 – 92	3.75
B+	87 – 89	3.333
B	83 – 86	3.0
B-	80 - 82	2.75
C+	77 – 79	2.333
C	73 – 76	2.0
C-	70 – 72	1.75
D+	67 – 69	1.333
D	63 – 66	1.0
D-	60 – 62	0.75
F	0 – 59	0.0

- Students with a 3.75 quarter grade-point average or above will be designated as Principal's Scholars.

- Students with a grade-point average between 3.5 and 3.74 will be placed on the Honor Roll for that quarter.

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. 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.

Testing Programs
During a student's high school program, Students in grades 3-12 are required to participate in the MAPS Growth Testing Program. Other specific grade-level tests may include:

- End of Course Exams (or their state-approved equivalent).
- 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.

Add/Drop/Withdraw Policy

Spring Valley Academy seeks to have students enrolled in courses that align with their interests and graduation requirements. Students may add classes during the first ten school days of each semester. Dropping classes must be approved by parents, students, and the registrar. Requests for dropping a class that are approved during the first 10 school days will have no record of the class on their transcript. After ten school days, students' transcripts will either show a WP (Withdrew Passing) or WF (Withdrew Failing) grade. The WP or WF will not average into the student's GPA. A student who wishes to withdraw from a course must do so before the first exam session day.

To add, drop or withdraw, students must complete the following process:

- Obtain an add/drop/withdraw form from the registrar.
- Obtain necessary signatures from parents.
- Return the form to the registrar before the deadline to add/drop/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 two diplomas:

- Standard
- College Preparatory

Graduation Policy

All Spring Valley Academy seniors must complete all Ohio and Seventh-day Adventist 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 and above in their first seven semesters in high school will graduate with High Honors.
- Those who have a cumulative grade-point average of 3.33 and above for the first seven semesters will graduate with Honors.

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.

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.

Age Requirement:

- Student will reach 20 years of age before graduation in a traditional four-year program

OR

- To be considered for early graduation, a student must meet at least three (3) of the following four (4) criteria:
  1. 85th percentile or higher on a standardized achievement test battery
  2. Minimum cumulative GPA of 3.75

3. Faculty Recommendation – Character and Readiness – Student demonstrates initiative, responsibility, emotional stability, self-control, and positive social adjustment.
    a. A recommendation from both an English and a Math teacher
4. Written Request: The student must submit a formal early graduation request that includes:
    a. 1–2-page essay explaining the request for early graduation
    b. Why they are requesting early graduation
    c. Their academic readiness
    d. Their future educational or career plans
    e. How early graduation will benefit their goals

Additional Requirements:

- Students pursuing early graduation must also meet all academic graduation requirements established by the school and conference

Final approval of early graduation requests will be determined by the Academic Standards Committee.

Senior Graduation Course Work Requirements

Seniors must have all SVA coursework completed before attending the Senior Class Trip. No work will be accepted after this time. All correspondence courses must be completed in time for the registrar to receive the transcripts by May 1.

Dual Credit

Our dual credit classes are offered in conjunction with Kettering College. College credit is issued from them, as well as the college transcript. They have their own acceptance requirements. See SVA's school counselor for additional information. Additional fees apply.

Dual Credit/College Courses Outside of SVA

Students in **grades 10–12** may take approved dual credit or college courses outside of SVA under the following conditions:

Eligibility Requirements

- Students must be a Sophomore, Junior, or Senior
- Students must have a minimum cumulative GPA of 3.0 to enroll
- Students must maintain a cumulative GPA of 3.0 while enrolled in outside college coursework
- Parent approval is required
- Students may take no more than two (2) college courses outside of SVA per semester
- Bible courses cannot be replaced with outside coursework. Students must complete one Bible course per year of attendance at SVA.

Approval Process

- Students must meet with the Guidance Counselor to discuss eligibility and course selection
- Students must then meet with the Registrar to submit the request
- The Registrar will present the request to the Academic Standards Committee for final approval
- Courses may not be taken without prior approval from the Academic Standards Committee

	COURSE GRADUATION REQUIREMENTS	
Subject	**College Prep Diploma**	**Standard Diploma**
Applied Arts	1 unit: .5 unit of Personal Finance	2 units: .5 unit of Personal Finance
Technology	1 unit	1 unit
English	4 units	4 units
Fine Arts	1 unit	1 unit
Foreign Language	2 units of the same language	None required
Mathematics	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
Physical Education	1.5 units: .5 units of Health and 1 unit of PE	1.5 units: .5 units of Health and 1 unit of PE
Religious Studies	4 units: 1 unit for each year of attendance	4 units: 1 unit for each year of attendance
Science	3 units: 1 Physical Science and 1 Life Science	3 units: 1 Physical Science and 1 Life Science
Social Studies	3 units: 1 unit of World History 1 unit of American History .5 units American Government	3 units: 1 unit of World History 1 unit of American History .5 units American Government
Electives	.5 units	1.5 units
TOTAL UNITS	**25 units** 2.5 cumulative or above grade-point average	**25 units** 1.0 cumulative or above grade-point average

- All high school students must demonstrate proficiency by passing the end-of-course exams (or their state-approved equivalent).

HIGH SCHOOL STUDENT LIFE

Spring Valley Academy offers its students a variety of activities, clubs and programs.

Spiritual Emphasis
Not only is worship time purposefully set aside on a daily basis for small worship groups, but the high school division meets each week for chapel..

Special Week of Spiritual Emphasis programs are conducted three times 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 various homes, vespers provides for an experience of inspiration and refocus.

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 holds a 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 abide by the school rules and policies and must not have had any major disciplinary infractions in the preceding semester.
- Must not hold a current Academic, Attendance, or Behavior Contract during the school year they wish to run for office.

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 abide by the school rules and policies and must not have had any major disciplinary infractions in the preceding semester.
- 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.

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 opportunities, parties, and outreach.

Class dues fund various class activities including the class trip in the senior year. The school sets the dues which are charged to the student's account. Classes may do additional fundraising to help offset class expenses.

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.
- Officers must abide by the school rules and policies and must not have had any major disciplinary infractions 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.

National Honor Society

SVA sponsors a chapter of the National Honor Society. Society may sponsor community and social events.

Benefits to the members may include:

- Scholarships
- Ease of college admission
- Future job placement

To be invited to join the National Honor Society, the following must take place:

- Sophomores, Juniors, and Seniors with a minimum cumulative 3.5 GPA are notified of eligibility and given a student information sheet.
- Student application sheets are evaluated by a faculty committee. Emphasis is placed on community service, leadership, and character.
- The student much not hold a current Academic, Attendance, or Behavior Contract.

Students may lose their NHS membership 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

Spring Valley Academy recognizes the valedictorian and salutatorian of the graduating class. This distinction is based on the cumulative GPA at the end of the first semester of the graduation year. Only one valedictorian or salutatorian will be awarded each year. In the case of identical GPAs a student's ACT scores will be used as a second criteria. Any appeal of this policy should be directed to the Curriculum Committee.

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.

Campus Leave Privilege

Students are NOT to leave campus during the school day without permission. 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 privileges are granted to seniors according to the SVA Open Campus Policy available in the main office.

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

Driving Privileges
All students that wish to drive to school must register with the school. Students should fill out the Vehicle Registration form.

The school assumes no responsibility for any damage to vehicles while on campus. Should damage occur, it is recommended that a report be filed with the Montgomery County Sheriff's Office, who will take appropriate action.

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
- 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.
- 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 pre-approval 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.

HOMESCHOOL OPTION

While SVA does not have a home school program, it does offer educational opportunities 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 does not issue diplomas* to home schooled students, it will issue transcripts of any credits earned on campus. Tuition for any course taken would be based on current per-class rate.

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

- Proof that they are enrolled in an approved homeschool program
- Birth certificate or approved copy as required by the State of Ohio
- Current physical examination

- Immunization record

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

The following guidelines apply to part-time students:

1. Must be *currently* enrolled in at least one class during the school day 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, fundraisers and vespers
    - Junior Year: parties, fundraisers, vespers and Junior/Senior Outing
    - Senior Year: parties, fundraisers, vespers, college days, Junior/Senior Outing, Senior Dedication and class trip

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

APPENDIX A

SPRING VALLEY
ACADEMY

KNOW FOLLOW SHARE JESUS

Discipline Matrix

Thoughts on Discipline

"Fathers, provoke not your children to wrath: but bring them up in the nurture and admonition of the Lord."
— Ephesians 6:4

"Fathers, provoke not your children to anger, lest they be discouraged."
— Colossians 3:21

"The servant of the Lord must not strive; but be gentle unto all men, apt to teach, patient."
— 2 Timothy 2:24

"No chastening for the present seemeth to be joyous, but grievous: nevertheless afterward it yieldeth the peaceable fruit of righteousness unto them which are exercised thereby."
— Hebrews 12:11

"The object of discipline is the training of the child for self-government. He should be taught self-reliance and self-control."— Education, p. 287

"If we err, let it be on the side of mercy rather than on the side of condemnation and harsh dealing." Ellen G. White in Letter 16, 1887:

"The true object of reproof is gained only when the wrongdoer himself is led to see his fault, and his will is enlisted for its correction."—

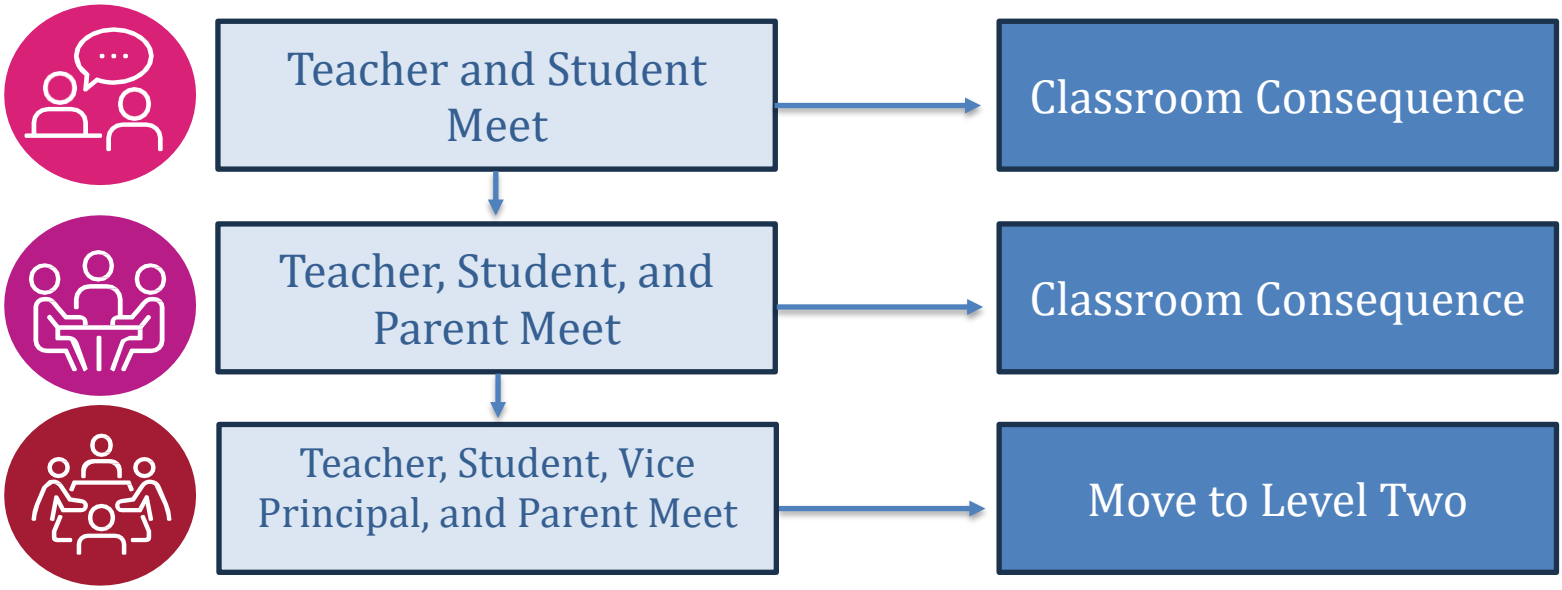
Education, p. 291

“Never should a child be caused to feel that he or she is unwanted or unloved. Reproof may be necessary, but let it be given in love.”— paraphrased from themes found throughout Child Guidance and Education

“Harshness and censure are not reformative. Avoid ordering and dictation; for these become causes of resistance.”— Counsels to Parents, Teachers, and Students, p. 76

Discipline Ladder

Discipline Ladder for Level 1 Infractions



*Consult with support staff at any level to explore if a 504 plan might

Discipline by Level

Level One	Level Two	Level Three	Level Four	Level Five
• Discipline Ladder • Move to Level Two	• 1-2 Days Suspension	• 2-3 Days Suspension • Counseled to Consider Withdraw	• 3-5 Days Suspension • Asked to Withdraw • Expulsion Review	• Asked to Withdraw • Mandatory Expulsion

LEVEL ONE		
CONDUCT		SIMPLIFIED DESCRIPTION
	Disturbance	Ongoing disturbances that are sufficiently severe to impede the teaching and/or learning environment.
	Minor damage or defacement of school property	Deliberate harm to school property that does not require expensive repair or replacement.
	Minor defiance of authority/ disobedience	Refusal to follow the directions of a staff member that does not result in a disruption of school activity.
	Minor physical aggression with another student and/or inappropriate physical contact (non-sexual in nature)	Low-level, physical pranks, horseplay, pushing, shoving, etc.
	Possession of firecrackers or lighter	A lighter or flammable devices designed to produce small displays of fire, light and/or emit loud noises.
	Unauthorized use of school equipment	Unauthorized or prohibited use of a machine, device, or tool owned by the school and intended for activities, courses or programs.
	Loitering	Wrong place, wrong time. When a student is in an area of the school that is unsupervised by a staff member or at a wrong time of the day.
	Dress Code Violation	Wearing anything that violates the school dress code policy.
	Academic Dishonesty	Any form of academic dishonesty is prohibited. This includes, but is not limited to, plagiarism, sharing or receiving test answers, copying homework or assignments, submitting work completed by another person or generated by artificial intelligence (AI) as your own, unauthorized collaboration, and any other act intended to gain an unfair academic advantage.

LEVEL TWO		
CONDUCT		SIMPLIFIED DESCRIPTION
	Recurring Type One Behaviors	If after classroom interventions have not impacted student behavior and the teacher has followed the discipline ladder, the student has now moved level one behavior to level two.
	Severe defiance of authority/ disobedience	Refusal to follow the directions of a staff member that involves expressions of anger, irritability, arguing and/or vindictiveness and that results in a disruption of school activity.
	Transient Threat (Unlikely/Heat of Moment)	Threat indicates intent to cause someone harm. These threats are limited and are often delivered “in the heat of the moment.”
	Nicotine Offenses (including vaping/vaping device)	Use or possession of any products that contains nicotine.
	Destruction or theft of an individual’s property (under $499)	Knowingly taking, using, destroying or abandoning property of value less than $499 without permission or by threat or deception with the intent that the property will not be returned.
	Destruction or theft of school property, including graffiti (under $499)	Knowingly taking, using, destroying or abandoning school property of value less than $499 without permission or by threat or deception with the intent that the property will not be returned.
	False activation of a fire alarm	Knowingly activating a fire alarm without a real and imminent threat to the safety of a school community, especially in the absence of an actual fire.
	Possession of Contraband (No Threat)	Possession of substances or materials prohibited by SVA school policy, (e.g., pepper spray, graffiti tools).

LEVEL THREE		
CONDUCT		SIMPLIFIED DESCRIPTION
	Recurring Type Two Behaviors	Type Two conduct that persists, may be elevated to a Type Three.
	School-based misconduct that substantially disrupts the school environment	Behavior that interferes with the ability to provide a safe, productive educational environment.
	Substantive Threat I (Conceivable)	Reasonably likely to make the threatened individual believe that the threat will be acted upon, and includes the potential for substantial confinement, limitation, harm or destruction.
	Aiding and Abetting (Staging or Instigating Fights)	Directly encouraging, aiding, promoting or video recording prohibited behavior by another student (e.g. aiding, promoting and/or encouraging).
	Being under the influence of drugs or alcohol	Impairment to any degree, as a result of consuming a prohibited substance (i.e. alcohol and/or drugs).
	Possession of alcohol or marijuana	Knowingly possessing (direct physical control) alcohol or marijuana or mushrooms, including liquids, gels, wax, plants, edibles, etc.
	Possession of Schedule I-V controlled substance	Knowingly in possession of dangerous prescription medications.
	Destruction or theft of an individual's property ($500 - $1,999)	Knowingly taking, using, destroying, or abandoning property of value between $500 and$1,999 without permission or by threat or deception with the intent that the property will not be returned.
	Destruction or theft of school property ($500 - $1,999)	Knowingly taking, using, destroying or abandoning school property of value between $500 and $1,999 without permission or by threat or deception with the intent that the property will not be returned.

	Bullying, Verbal/Gestural	Using verbal, gestural or electronic means to assert dominance or cause harm to someone physically, mentally or emotionally. (Not Physical)
	Harassment/Bias Based Behaviors, Physical or Recurring, gender, race, color, religion, national origin, immigration/citizenship status, ancestry, age, disability, or genetic information of another student or their family.	Any verbal or non-physical act, including written or electronic communications which is discriminatory or harmful in nature. (Not Physical)
	Weapons Search Refusal	School staff have reasonable suspicion that the student may be in possession of a weapon, and despite all efforts by staff, the student is refusing to cooperate with the search

LEVEL FOUR		
CONDUCT		SIMPLIFIED DESCRIPTION
	Recurring Behaviors from Previous Levels.	Recurring offenses.
	Disorderly Conduct (Fighting)	Any fighting with another person by agreement or in anger, breaching the peace and/or causing a disturbance. Use for discrete fights that begin with consent or fights that are not planned.
	Substantive Threat II (Realistic/Plausible)	Threatening or intimidating conduct with intent to cause physical injury to others or serious damage to their property (imminent serious injury).
	Indecent Exposure	Knowingly exposing one's genitalia to the view of others with the intent to arouse or satisfy the sexual desire of any person.
	Witness Intimidation or Retaliation	Threatening, harassing or causing harm to an individual (or their property) who has testified, or is expected to testify in a criminal, civil or school process with possible disciplinary consequences.
	Robbery	Knowingly taking anything of value from a person or surroundings of another by the use of force, threats or intimidation.

	Destruction or theft of an individual's property over $2,000	Knowingly taking, using, damaging or abandoning another's property of value $2,000 or greater without permission or by threat or deception with intent that the property will not be returned.
	Destruction or theft of school property over $2,000	Knowingly taking, using, damaging or abandoning school property of value $2,000 or greater without permission or by threat or deception with intent that the property will not be returned.
	Bullying, Physical or Mental	Continual pressuring or intimidating another to gain control or to inflict physical, mental or emotional harm through direct physical actions.
	Harassment/Bias Based Behaviors, Physical or Recurring, gender, race, color, religion, national origin, immigration/citizenship status, ancestry, age, disability, or genetic information of another student or their family.	Any physical, recurring or other act or conduct, whether in written or electronic form, aimed at a member or perceived member of a protected category within the school community, which is discriminatory or harmful in nature.
	Dangerous Weapon (Possession Only)	Possession of any object, device, instrument, material or substance used or intended to be used to inflict death or serious bodily injury.
	Detrimental Behavior	Behavior that creates a threat of physical harm to students and endangers the welfare or safety of other students or school personnel.
	Terroristic Threat (Substantive/Plausible)	A serious and imminent threat to commit any act of violence against individuals or property, including bomb threats, swatting or a school shooting.
	Unlawful Sexual Behavior or Contact	Knowingly and without consent making sexual contact with another student's intimate parts for the purpose of sexual arousal and/or gratification.

	Possession with intent, sale or distribution of unauthorized drugs or controlled substances	Knowingly sells, distributes or possesses with intent sell a controlled substance; or conspires with another to sell or distribute a dangerous weapon. Whether evidence is sufficient to constitute possession with intent will be determined by the district on a case-by-case basis based on the evidence gathered and presented.
	Extortion/Sextortion	Obtaining a benefit (e.g. money or goods) through intimidation, pressure and/or threat of sharing private information, sexual images or other sexual information.
	Arson	Intentionally, knowingly or recklessly setting fire to, burning or using an explosive with the intent to cause damage to or destroy property.
	Unlawful Use of Technology	Exploiting weaknesses in a computer system or network to gain unauthorized access to personal or organizational data.
	Infractions against school employee: Assault, harassment, false allegation of abuse or willfully causing property damage	Knowingly assaulting, harassing, making a false allegation of abuse, or damaging the personal property of a school employee.

LEVEL FIVE		
CONDUCT		SIMPLIFIED DESCRIPTION
	Dangerous Weapon (Possession with Threat)	Any object, device, instrument, material or substance, used or intended to be used to inflict death or serious bodily injury. (Possession with Threat is the possession of a dangerous weapon while actively displaying or threatening the use of the item.)
	First degree assault	The most serious type of assault that involves using a deadly weapon to cause serious bodily injury or shows extreme indifference to human life.
	Second degree assault	A serious assault that causes serious bodily injury, such as a broken bone, or involved the use of a deadly weapon. May include sustained, purposeful choking.
	Sexual Assault	Inflicting sexual intrusion or sexual penetration through the use of force, without consent.
	Firearm	Any firearms, including handguns, automatic weapons, revolvers, pistols, rifles, shotguns, ghost guns, etc. (excluding items that resemble or simulate firearms.)
	Homicide	Causing the death of another person.
	Attempted Homicide	Attempting to cause the death of another person.
	Motor Vehicle Theft (Individual)	Knowingly acquiring or exerting control over another's motor vehicle without authorization whether via intimidation or deception.
	Motor Vehicle Theft (School Vehicle)	Knowingly obtains or exercises control over a school-owned motor vehicle without authorization or by threat or deception.

APPENDIX B

Schedules

High School Bell Schedule

High School

Regular Schedule		
Bell Schedule		**Minutes**
8:00-9:20	Period 1	80
9:24-10:44	Period 2	80
10:48-12:08	Period 3	80
12:08-12:20	Assembly/Group	12
12:23 - 1:00	Lunch	37
1:00 - 1:50	Period 4	50
1:54 - 3:14	Period 5	80

Friday Schedule		
Bell Schedule		**Minutes**
8:00-9:20	Period 1	80
9:24-10:44	Period 2	80
10:48-12:08	Period 3	80
12:11-12:41	Chapel	30
12:44-1:21	Lunch	37
1:25-2:45	Period 5	80

2 Hour Delay		
Bell Schedule		**Minutes**
10:00 - 10:45	Period 1	45
10:49 - 11:34	Period 2	45
11:38-12:23	Period 3	45
12:23 - 1:00	Lunch	37
1:00 - 1:50	Period 4	50
1:54 - 3:14	Period 5	80

Week of Prayer		
Bell Schedule		**Minutes**
8:00-9:08	Period 1	68
9:12-10:20	Period 2	68
10:24-11:32	Period 3	68
11:36-12:26	Week of Prayer	50
12:30 - 1:08	Lunch	38
1:12-2:02	Period 4	50
2:06-3:14	Period 5	68

Class Competition		
Bell Schedule		**Minutes**
8:00-9:00	Period 1	60
9:04-10:04	Period 2	60
10:08-10:58	Class Comp	50
11:05-12:05	Period 3	60
12:09 - 12:19	Group Time	10
12:23 - 1:00	Lunch	37
1:00 - 1:50	Period 4	50
1:54 - 3:14	Period 5	80

Class Competitions run on B days

Junior High School Bell Schedule

Junior High School

Regular Schedule		
Bell Schedule		**Minutes**
8:00-9:20	Period 1	80
9:24-10:44	Period 2	80
10:48-11:43	Period 3a	55
11:45-12:16	Lunch	31
12:16-12:56	Period 3b	40
1:00-1:50	Period 4	50
1:54-3:14	Period 5	80

Friday Schedule		
Bell Schedule		**Minutes**
8:00-9:20	Period 1	80
9:24-10:44	Period 2	80
10:48-11:43	Period 3a	55
11:45-12:16	Lunch	31
12:20-12:47	Period 3b	27
12:51-1:21	Chapel	30
1:25-2:45	Period 5	80

2 Hour Delay		
Bell Schedule		**Minutes**
10:00 - 10:45	Period 1	45
10:49 - 11:34	Period 2	45
11:45-12:16	Lunch	31
12:20 - 12:56	Period 3a	36
1:00 - 1:50	Period 4	50
1:54 - 3:14	Period 5	80

Period 3b Does Not Meet on a 2-Hour Delay

Week of Prayer		
Bell Schedule		**Minutes**
8:00-9:08	Period 1	68
9:12-10:20	Period 2	68
10:24-11:14	Week of Prayer	50
11:18-11:41	Period 3b	23
11:45-12:16	Lunch	31
12:20-1:08	Period 3a	48
1:12-2:02	Period 4	50
2:06-3:14	Period 5	68

Period 3a and 3b switch

School Start and End Times

Doors Open/Morning Supervision 7:30 AM	Mon-Thu		Friday
Kindergarten - 5 Students to Classrooms at 8:00 AM	**Start**	**Dismissal**	**Dismissal**
K-2	8:15 AM	2:50 PM	2:25 PM
3rd-5th	8:15 AM	3:00 PM	2:35 PM
6th-12th	8:00 AM	3:14 PM	2:45 PM

Friday Chapel Times

	Time
K-5th	1:30-2:00 PM
6th - 8th	12:51-1:21 PM
9th-12th	12:11-12:41 PM

Appendix C
Attendance Contract

Attendance Contract

Name: _____ Grade: _____ Date: _____

This Attendance Contract provides a summary of the Spring Valley Academy's Attendance Policy. A full, detailed version of the policy is published in the official Student Bulletin, which supersedes this summary in the event of any discrepancies.
This document outlines the responsibilities, consequences, and expectations related to student attendance. It is intended to ensure clear communication between the school, student, and parent/guardian.

Philosophy

Regular school attendance is essential to academic success. Classroom instruction, discussion, and collaborative activities cannot be fully replicated when a student is absent. Absences impact not only the individual student but the classroom community as well.

Fifteen Percent (15%) Absence Policy

Students absent for more than ten percent (15%) of a class period – regardless of whether the absences are excused or unexcused – may not receive credit for that class. This is approximately 11 days per class per semester.

Management of the Fifteen Percent Attendance Policy

If a student exceeds ten percent (15%) absences in a class, the following options apply:

- The student may drop the class with a failing grade and transfer to study hall.
- The student may remain in the class but will receive no academic credit.

If a student loses credit in two or more classes, the student and their parent/guardian will meet with the Administration Council to determine continued enrollment status.

Statement of Understanding

By signing below, we acknowledge that we understand the attendance requirements outlined in this policy and agree to comply with the expectations and consequences describe

☐ **First Attendance Offense (5 days per semester)**
An email notice will be sent to the student parent/guardian through FACTS SIS reminding them of the attendance policy.
Class(es) compromised: _____
_____

Student Responsibilities
Student is expected to:

- Attend all classes on time
- Communicate proactively regarding absences
- Make up missed work promptly
- Monitor attendance records through FACTS SIS

Student Signature: _____ Date: _____

☐ **Second Attendance Offense (9 days per semester)**
A mandatory meeting will be held with the student, parent/guardian, and an administrator to sign an Attendance Contract. The attendance records may be reviewed by the Administration Council to discuss a plan of action.
Class(es) compromised: _____
_____

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

Administrator Signature: _____ Date: _____

☐ **Third Attendance Offense (11 days per semester)**

- ☐ Parent/guardian has been notified
- ☐ Student is retained in current grade level
- ☐ Student has lost credit *(High School)*
- ☐ Student to be assigned to Study Hall *(High School)*
- ☐ Student will remain in class and receive no credit *(High School)*

Administrator Signature: _____ Date: _____

Appendix D
Academic Intervention Contract

Name: **Grade:** **Start Date:**

The student earned a D and/or F in the following core subject(s):

- Bible
- Science
- History
- English
- Math

Other:_____

Statements from the School Bulletin:
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. Academic intervention begins when a student is receiving F's or more than 2 D's in core subjects such as Bible, Science, History, English, or Math.

Phase 1: Students with more than 2 D's or any F's at any quarter midterm will begin academic intervention.
Phase 2: Students with one F at the end of a quarter will be placed on an Academic Contract.
Phase 3: Students with 2 or more Fs at the end of any semester may be asked to withdraw from SVA after thorough review by the Staff Administration Committee.

This Academic Intervention Contract includes:

- Students earning any F's at the end of a quarter will have a mandatory intervention meeting to place the student on an Academic Intervention Contract.
- This meeting will include the student, parent(s), teacher(s), intervention coordinator, and administrator.
- Students will remain on the Academic Intervention Contract for a minimum of one midterm period. At midterm, students with two or fewer D's and no F's may be removed from the Academic Intervention Contract.
- During study hall periods, the student will report to the resource room for academic support.
- Students who remain on an Academic Intervention Contract for two consecutive midterms may be removed from leadership positions following review and approval by the Staff Administration Committee.
- The student may lose their eligibility for off-campus privileges and extracurricular activities, including sports and school trips, following review by the Staff Administration Committee.
- With parent/guardian permission, the student's schedule may be changed to allow for additional study time at school.
- The team will meet at the end of each grading period.
- Parents may request that the Academic Standards Committee review the student's status for possible removal from the contract.
- Other: _____

Signatures:

Student:_____Parent:_____

Intervention Coordinator:_____Teacher:_____

Administrator: _____