Student/Parent High School Handbook

for San Fernando Valley Academy

2022 – 2023

**S***pirituality,*

**F***amily,*

**V***alues,*

**A***cademics.*

# “Where we educate children into HIS image”

Approved by School Board

San Fernando Valley Academy

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SCHOOL OFFICE HOURS

Mon. - Thur. 7:30 am – 4:30 pm

Friday 7:30 am – 3:30 pm



#### 2022-2023

San Fernando Valley Academy High School Parent/Student Handbook

##### This is the official Parent/Student High School Handbook, hereafter referred to as the “Handbook,” for the 2022-2023 school year.

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

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

All high school freshmen, new and transferring during this current school year, will be required to meet graduation guidelines as stated in this Handbook.

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

Faculty and Staff

#### **Administrative Staff Position Email**

Oscar Withmory, M.A. Ed. Principal, Business Manager owithmory@sfva.org

Debbie Baroi, M.D. Vice-Principal dbaroi@sfva.org

Erika Olivares Administrative Assistant eolivares@sfva.org

Cristina Perdomo Registrar/Academic Counselor cperdomo@sfva.org

#### **Teaching Staff Position Email**

Debbie Baroi, M.D. Biology, Chemistry, Health, Spanish dbaroi@sfva.org

Frank Crosgrove, B.A. Mathematics, Government

Economics, Physics, P.E. fcrosgrove@sfva.org

Joel Kindrick, M.A. English, World History, US History jkindrick@sfva.org

Lee Rugless, B.A. Religion, Music, Computer Apps lrugless@sfva.org

#### **Auxiliary Personnel**

Sandra Guzman Day Care Director

Fernando Reyes Plant Services

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**MISSION STATEMENT**

*San Fernando Valley Academy is a Seventh-day Adventist college preparatory institution of primary and secondary education whose Christian principles and values are taught to Enhance and Enrich students, providing them with a solid academic foundation and a heart for missionary service with God's love at the center.*

**STUDENT LEARNING OUTCOMES**

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

1. Increasing their understanding of God and his love for them
2. Developing a relationship with God
3. Identifying and using their spiritual gifts
4. Reaching out to their community in service

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

1. Recognizing the importance of God in the family
2. Treating others with respect and dignity
3. Understanding the value of cultural diversity
4. Being an active participant in the Seventh-day Adventist church

**Values**  SFVA students will demonstrate familiarity with Christian values by:

1. Recognizing the importance of temperate living
2. Exercising self-control and self-discipline
3. Engaging in daily healthful living
4. Developing a work ethic

**Academics** SFVA students will obtain academic competence for higher learning institutions by:

1. Learning new skills to reach academic goals and objectives
2. Improving communication through reading, writing and the arts
3. Demonstrating an ability to think logically, analytically and critically
4. Developing and integrating technology skills in all coursework

**ACCREDITATION**

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

**SCHOOL HISTORY**

Our roots go back to 1902 when the newly organized Southern California Conference of Seventh-day Adventists opened The Fernando College in San Fernando with 37 students. It was located on 40 acres between what is now Brand Boulevard, the Pacoima Wash, Glenoaks Boulevard and Lucas Street at the then-abandoned Maclay Seminary campus (which had moved on to USC by then) that boasted a complete boarding college and farm. As a combined industrial and church-worker training school, it eventually sent over 75 missionaries to foreign fields. Ellen White, one of the founders of the Seventh-day Adventist church, visited the campus several times.

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

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

**STATEMENT OF PHILOSOPHY**

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

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

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

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

Matthew 28:19-20

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

**Admission Information**

##### **Who Should Apply**

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

##### **Statement of Non-Discrimination**

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

##### **Statement of Compliance**

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

**Admission Procedure**

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

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

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

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

**IEP/Special Education**

Admission of disability students is subject to a screening process by the teachers and administration. Student who are discovered to have a possible learning disability are subject to a probationary period while the IEP is pending. If the parent is unwilling to have the student tested then the student will not be accepted for enrollment.

##### **Probationary Admission Status**

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

**Physical Examinations**

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

**Immunizations**

California State Law requires each student to have **completed** a series of TB skin test, DTP/DTAP/DT/TD, MMR, Hepatitis B, Varicella, and Polio**. Students entering grades 9-12 must also have a whooping cough vaccination.** Students entering California schools for the first time must present, from a physician or agency performing immunization, written evidence that they have been fully immunized against measles (Rubella) or that they have had the disease. This evidence **must** be presented upon registration. **If it is not received at registration, the student will not be admitted until it is received. This policy is mandated and regulated by state law.** If after the child is admitted to school and he or she is discovered to lack one or more immunizations, the parent/guardian will be notified. The school, according with state regulations, allows no more than 10 school days for the child to present a record of the immunization after the parent has been notified. After 10 school days, the child must be excluded from further attending school if he or she has not complied with the requirement.

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

##### **INTERNATIONAL STUDENTS**

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

We accept applications to our International program on a year-round basis. Application materials include the student's academic records along with teacher recommendations (with English translations). A minimum TOEFL score of 90 is required to enter SFVA. Students who have been unable to meet the minimum score or whom the Academic Standards Committee deem need extra help must take an off-campus ELS class or have additional tutoring off campus.

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

# **FINANCIAL INFORMATION**

# **School Financial Status**

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

# **Tuition Schedule**

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

# **Monthly Tuition Rates**

# Grade Constituent Non-Constituent

9 – 12 $725.00 $875.00

9 – 12 $21,000.00 **International Students** (Yearly-Non-refundable/Non-Transferable)

**Registration Fees**

High School Fees

Application Fee $125.00

Comprehensive Fee\* $1,000.00

Emergency Kit $25.00

(New Students only)

**Class Dues**

9th & 10th Grade $180.00

11th & 12th Grade $200.00

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

**Graduation Fee**

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

12th Grade Graduates $300.00

**Other Fees:**

Leadership Camp $200.00

Bible Camp $200.00

PUC College Day Trip $50.00

National Junior Honor Society $60.00

National Honor Society $60.00

Home Economics Lab $40.00

**CIF Varsity Sport Fee**

The cost to participate in any CIF sport is on a sliding scale per student depending on the number of sports a student participates in. For high school, the first sport is $200, second, $175, third, $150.

# **Monthly Payments**

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

**10-Month Payment Plan**

The payment is due the 1st of every month. If the account is not paid by the 10th of the month the account will be considered delinquent.

**Delinquent Accounts**

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

**Discounts and Scholarships**

Discounts and scholarships are available to SFVA families as follows:

1. **Payment in Advance:** A five percent (5%) discount is applied when annual tuition is paid in full. This is in addition to any other scholarships or discount applies.
2. **New Families Promotion:** A family that enrolls a student(s) for the first time or semester is entitled to a 25% promotional discount for up to one year only if a family does not participate in the Three-Way Program.
3. **Matching or Three-Way Program:** Our constituent churches and SFVA offer a limited amount of tuition assistance for families in need. Parents are encouraged to make their financial needs known to their respective church pastors, to considered in the matching or Three-Way Program.

**Emergency Preparedness Kits**

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

**Early Withdrawal**

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

##### **Issued Books**

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

##### **Cafeteria/Miscellaneous Charges**

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

##### **Daycare**

Students are required to leave the school campus following the completion of the school day. Parents must make transportation or after-school care arrangements so students are not loitering on campus after 4:30 pm on Mondays through Thursdays and 1:00 pm Fridays. **There is no supervision outside of daycare and the school assume no responsibility for students left after school hours. Ending times are strictly enforced.** Please refer to the daycare contract and/or information below.

A 20 percent discount will apply if arrangements for pre-paid afternoon daycare are made for a month in advance. Payment can be made to the administration office or directly to the daycare director at the beginning of each month.

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

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

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

Cellphones and electronic devices may be used at the discretion of the daycare director.

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

If the parent or guardian is in default of payment for more than two days, the parent or guardian agrees to terminate the use of daycare until the account(s) is brought current.

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

**Check Charge**

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

##### **Exam Permits**

Exam permits are required before students will be permitted to take semester or final tests. Permits are issued by the business manager's office when the account is paid in full, or satisfactory arrangements have been made towards clearing the account.

##### **Transcript Fee**

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

##### **ACADEMIC INFORMATION**

##### **Curriculum**

The curriculum in grades 9 - 12 has been developed in harmony with the policies of the General Conference, the Offices of Education of the North American Division, Pacific Union Conference, Southern California Conference of Seventh-day Adventists, and the regulations of the State of California. The curriculum meets all of the basic requirements for promotion and/or graduation, and meets admission standards for the University of California and the California State University systems.

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

##### **Grade Reports**

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

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

##### **Transcripts and Progress Records**

##### Official transcripts for high school students are maintained in the school office by the registrar. Copies of these records will be furnished upon request and payment of the transcript fee. Official transcripts will be mailed to the school, college, university or other entity with the imprint of the school seal. Official transcripts are not issued to individuals. However, an unofficial transcript for personal use may be issued upon request.

##### **Retention**

The curriculum for 9 – 12 is designed to be progressive from one grade to the next or from one course level to the next. When it is found that a student has not made sufficient progress to succeed at the next grade or level, the student may be asked to be retained or to retake the course. The procedure will follow what is recommended by the Southern California Conference Office of Education

##### **Secondary Four-Year Course**

In harmony with the recommendations of the Pacific Union Conference Education Code, each student is expected to spend four full years in high school. Courses required for graduation must be taken on this campus unless a student has failed one of these courses.

##### **Class Standing**

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

**FRESHMAN** Enrolled student who has completed eighth grade

**SOPHOMORE** Enrolled students who has earned a minimum of 60 semester units and completed 25 hours of community service

**JUNIOR** Enrolled student who has earned a minimum of 120 semester units and completed 50 hours of community service

**SENIOR** Enrolled student who has earned a minimum of 180 semester units, completed 75 hours of community service and who can complete the remaining courses needed for graduation

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

##### **Diplomas Offered**

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

**Community Service Requirements**

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

##### **On Campus Community Service Hours**

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

##### **Graduation Requirements**

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

1.- Completed a minimum of 240 semester units of credit for the high school diploma

2.- Completed a minimum of 270 semester units of credit with no grade lower than a C- for the college preparatory diploma

3.- Maintained a satisfactory grade in both attendance and citizenship

4.- Complete 25 hours of community service each school year of attendance at SFVA

5.- A test score of at 9th grade equivalency level

6.- No Fs are accepted for graduation and must be repeated

7.-Satisfactorily completed the basic sequence of courses for graduation as specified above

##### **Requirements for Participation in Graduation Services**

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

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

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

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

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

**Graduation in Absentia**

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

**Academic Recognition**

Academic Recognition is given to students in the following manner:

**Honor Roll**: Achieving a semester grade point average (GPA) of 3.00 or higher

Achieving an attendance grade of A or B

Achieving a citizenship grade of A or B with no probation

**Honor Cords:** Seniors who meet prescribed diploma requirements and have a

cumulative GPA of 3.00 or higher

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

**Thirteen Years Honor:** Seniors having attended SFVA for 13 years will receive a

Green honor cord at graduation

##### **ASB Officers:** Officers for the current year will receive a purple cord

**Class Officers:** Officers for the current year will receive a maroon cord

**Off-Campus Coursework**

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

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

**Program Changes**

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

**Incompletes**

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

**Academic Dishonesty**

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

1st Offense: Receive no credit for the work involved and will be required to appear before the Discipline Committee for discipline

2nd Offense: Be dropped for the semester from the class in which they were caught

3rd Offense: Be expelled

**Academic Probation**

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

A mandatory meeting will take place with the Academic Council, the parents, and the student. The student will be required to attend tutoring and meetings after school with the teachers who’s classes the student is having trouble with. Academic Council will monitor student’s progress throughout the following quarter for improvement. Parents will be required to assist their child at home in the monitoring and completion of assignments.

# At the end of the quarter, it is expected that the student will have raised their grades above a 2.0 GPA and will be removed from academic probation. If the aforementioned has not taken place, further evaluation will take place to determine a further course of action, which can include dismissal.

**Probation Restrictions**

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

# **Diploma Requirements**

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

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

# **\*Zero Credit Courses**

**Course Load By Class**

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Freshmen** | **Sophomores** | **Juniors** | **Seniors** |
| Religion I | Religion II | Religion III | Religion IV |
| English I | English II | English III | English IV |
| P.E. | P.E. | P.E. | Government |
| Algebra I | Biology | Chemistry | & Economics  Physiology |
| Careers | Geometry | Algebra II | Anatomy & |
| Fine Art | World History | U.S. History | Physiology |
| Computer | Health | Electives | Physics |
| Applications I\* | Fine Art | Fine Art | Fine Art |
| Foreign Languages lLanguage LaLanguage | Publications | Publications | Publications |
|  | Foreign Language |  |  |
|  |  |  |  |

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

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

SAT: The SAT must be taken by Seniors before Christmas break to meet college application deadlines. Seniors are strongly encouraged to re-take the SAT during the last half of the school year depending on their previous score. Juniors are encouraged to take the SAT as a benchmark for their college readiness.

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

**COURSE DESCRIPTIONS**

## **BUSINESS AND TECHNOLOGY EDUCATION**

**Accounting (if offered):** 5 units

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

**Computer Applications:** 10 units

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

**Publications (if offered):** 10 units

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

## **LANGUAGE ARTS**

**English I (Writing, Grammar and International Literature):** 10 units

This course is an introduction to the fundamental skills of writing, grammar, reading, thinking, speaking, presenting and international literature, including novels, plays and poetry. Vocabulary and composition skills will be ongoing. This required course focuses on sentence and paragraph development to apply to essays and introduces students to research skills.

**English II (American Literature):** 10 units

This course builds on the foundation of English I by the studying of American writers from colonial times to the present. In this required course, students apply literary concepts in exploring the works of various American authors while developing their own writing abilities. Composition centers on expository writing and on the development of the five-paragraph essay. This course focuses on the development of unified paragraphs in composition and on an understanding of literary concepts in regard to short stories and longer works. The class includes outside reading requirements each semester. Students continue the research process. Prerequisite: English I

**English III (British Literature):** 10 units

This course builds on the foundation of English II in the study of British writers from the first known stories in the English language to the present. Students apply literary concepts in exploring the works of British authors while developing their own writing abilities. Composition centers on expository writing and on the continued development of the five-paragraph essay. This required course focuses on the development of unified paragraphs in composition and on discussion of literary concepts in regard to short stories and longer works. The class and includes outside reading requirements each semester. Students continue the research process. Prerequisites: English I and English II

**English IV (Essay Writing):** 10 units

This course focuses on essay writing. From description essays to narrative essays to comparison and contrast essays to argument essays and all other essays in between. The focus is on college and beyond. Special attention is paid to transitions between sentences and paragraphs and the development of vocabulary. An emphasis on research and citation is explored and practiced. Prerequisites: English I, English II and English III

**Journalism:** 5 units

This course focuses on methods of gathering news and on news reporting for print media. Students produce the school newspaper. Prerequisite: English I

**FINE ARTS**

**Band:** 10 units

Learning and performing organization that enhances student knowledge and appreciation of instrumental music.

**Choir:** 5 units

Learning and performing organization that enhances student knowledge and appreciation of choral music.

**Private Music Lessons:** 2.5 units

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

**LIFE SKILLS**

**Home Economics:** 5 units

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

**Careers:** 5 units

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

## **MODERN LANGUAGE**

**Spanish I:** 10 units

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

**Spanish II:** 10 units

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

Prerequisite: Spanish I

## **MATHEMATICS**

**Algebra I:**  10 units

This required course explores properties and real-world applications of rational numbers, equations, inequalities, polynomials, factoring, rational expressions, functions, linear equations and inequalities, systems of open sentences, radical expressions, quadratics, statistics, probability, and trigonometry. A TI 30 calculator is required, and the course introduces students to computer graphing.

**Geometry:** 10 units

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

**Algebra II:**  10 units

Builds on the foundation of Algebra I. This course continues exploration of the real-world applications of linear equations, inequalities, relations and functions, conics, polynomial functions, rational polynomial expressions, exponential and logarithmic functions, sequences and series, probability and statistics, trigonometric functions, identities, and equations. A TI 30 calculator is required. Prerequisite: Algebra I and Geometry with a C" or higher in each

**Pre-Calculus:** 10 units

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

## **PHYSICAL EDUCATION**

**Fitness and Sports for Life:** 10 units

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

**Health:** 5 units

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

**Physical Education:** 10 units

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

## **RELIGION**

**Religion I:** 10 units

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

**Religion II:** 10 units

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

10 units

**Religion III:**

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

**Religion IV:** 10 units

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

## **SCIENCES**

**Biology:** 10 units

An introduction to the study of living things and how they interact. This required course presents an overview of different biological fields, including the study of cells, genetics, animals, bacteria, the human body, plants, and ecology. This is a lab-oriented class and requires a number of lab work hours for a passing grade.

**Chemistry:** 10 units

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

Prerequisite: Minimum of a C in Algebra I. This is a lab-oriented class and requires a number of lab work hours for a passing grade.

**Anatomy and Physiology:** 10 units

An introduction to the human body’s muscles, organs, bones and various systems.

Students will learn how to identify and understand how each of these intricate pieces

of the body work in perfect harmony. This is a lab-oriented class and requires a number of lab work hours for a passing grade.

**Physics:** 10 units

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

Prerequisite: Minimum of a C in Algebra II. This is a lab-oriented class and requires a number of lab work hours for a passing grade.

## **SOCIAL SCIENCES**

**World History:** 10 units

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

**U.S. History:** 10 units

A study of the development of the United States. This required course explores the foundation and establishment of the country, its progression through time and its effect on its citizens and the world. The class seeks to help students understand their roles as citizens both in this country and of God’s kingdom. The course also explores God’s leading in the affairs of the United States.

**U.S. Government:** 5 units

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

**Economics:** 5 units

Introduction to investment, money supply, trading, and market strategy. Students buy, sell, and track stocks in a long-term investment simulation. Extensive information and training materials help students understand the money processes and how it affects daily living.

**ATHLETICS**

**Academics**

Students who wish to participate in California Interscholastic Federation (CIF) activities must maintain a minimum GPA of 2.00. They must also maintain an attendance grade of at least a C. Spring quarter grades impact whether a student may participate in the fall sports programs. If after two weeks a student fails to raise his or her GPA to a 2.0, he or she will be suspended from play until they achieve a 2.0.

**Suspensions/Detentions**

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

##### **Athletic Handbook**

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

**6-Step Discipline Program**

##### It is the aim of SFVA to provide all of its students with a safe Christian environment in which to worship, study, socialize, and play. The 6-Step Discipline Program is based on five elements:

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

##### **Steps Procedures**

##### **Step 1** Verbal warning and explanation of consequences should student continue unwanted behavior

##### **Step 2** Phone call home and be written up with parental signature

##### **Step 3** Parent/teacher/student conference and detention

##### **Step 4** Vice-principal/teacher/student/parent conference and suspension

##### No participation in extracurricular activities

##### **Step 5** Alternative educational program suggestions, i.e., counselling and anger management

##### **Step 6** Student is asked to withdraw

##### **Minor Infractions**

A student will begin at Step 3 for minor infractions in any area including on campus and off campus infractions.

Infractions in these areas include, but are not limited to the following: disruptive behavior in the classroom, inappropriate dress, cell phone or other electronic usage not being used for class purposes, skipping classes, swearing, on-campus vehicle violations, and crude language.

##### **Major Infractions**

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

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

**1-day suspension:** Leaving campus without permission for any reason

Minor insubordination

**2-day suspension:** Gambling

Fire alarm/equipment violations

(includes $50 fine and equipment replacement)

**3-day suspension:** Vandalism

All forms of bullying

Intimidation

Initiations

Misuse of keys

Harassment

Inappropriate use of internet

Pornography

**1-week suspension:** Theft

Discrimination/Racism Fighting

Major Insubordination

Physical threat/intimidation

**2-week suspension:** Smoking

Vaping

Alcohol Use

Network hacking

2nd Major Insubordination

2nd Offense of Bullying

**Withdrawal:** Supplier-cigarettes, alcohol, drugs

Drug use and/or possession

Occult involvement

Sexual activity

Weapon possession and/or use

Physically attacking-staff, students, or property

##### **Suspensions**

A suspension will be up to a maximum of two weeks on or off campus. If the suspension is on campus, community service for the school may be required. Coursework will be assigned during this time and must be handed in on the first day after the suspension ends. Tests missed must be scheduled at the discretion of the teacher.

##### **Withdrawal**

Whenever, in the judgement of the faculty, a student’s connection with the school is no longer beneficial, or his or her influence becomes detrimental to others, s/he may be dismissed whether or not s/he has broken specific rules. A withdrawal will be for the remainder of the semester plus one full semester depending on the offense.

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

##### **Visitation to Campus (after suspension or withdrawal)**

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

##### **Parents/Legal Guardians**

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

**Probation**

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

##### **Conduct and Disciplinary Procedures**

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

1. The principal, an administrative assistant, or a faculty committee will suspend the student. The student will remain suspended until it is determined if the student should continue at SFVA and, if so, under what conditions.
2. The student, if reinstated, will be put on probation. Probation gives the student opportunity to change his or her behavior
3. When a student’s citizenship status becomes probationary, he or she is ineligible to hold offices, participate in athletic programs, or participate in extracurricular activities. In some cases, probation may occur before suspension
4. The student will be asked to withdraw from SFVA by action of the school board
5. Student behavior that is not in compliance with school guidelines will be initially handled by classroom teachers in an incident report, which notes behavior problems. A copy of this report will be sent to parents

##### **Conduct Expectations for Class Officers and Athletes**

Students who wish to hold class offices or participate in athletic activities must maintain a 70 percent cumulative grade average. A student whose actions result in major disciplinary action will lose his or her right to hold class office and/or an athletic position. Exceptions can be made by the teacher’s discretion. Refer to the Athletic Handbook for policies concerning discipline.

Students must attend school punctually and regularly. Absences because of sickness, funeral attendance, medical appointments, and other prior arrangements will be excused. Students who miss more than 15 percent or more of unexcused absences of a semester’s class time in any course will fail that class according to the Pacific Union Education Code guidelines.

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

Students with excessive unexcused absences will be required to perform one hour of approved community service for every unexcused absence above the 15 percent stated. In order for a first-period tardy to be excused, a late student must bring a parent’s or guardian’s note to the office.

**Administrative Council**

The Discipline Committee determines discipline for infractions of school rules. Students have the right to appeal any decision that affects them. The appeal procedure is as follows:

**Discipline given by: Student/Parents appeals to:**

Discipline Committee Chair of Discipline Committee

Administration Principal

Teacher and/or staff member Principal

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

**Harassment and Offensive Conduct – All Forms of Bullying**

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

**Internet and Computer Etiquette**

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

**Conduct on or off Campus**

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

**Conduct in the Classroom**

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

**High School Attendance Requirements**

**Expectations**

The following policies support our philosophy.

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

**Attendance Objectives**

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

**Students**

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

**Parents**

1. Are to know and understand the attendance policy
2. Are to support the policy by emphasizing student compliance
3. Are to be aware of the student’s attendance record
4. If the student arrives after 8:10 a.m. on a school day, the parent must accompany their child to the registrar’s office to check in.
5. If it is necessary, a pre-arranged absence form is to be filled out and approved ahead of time. Please note that:
   1. The benefits of the classroom experience that a student loses during an absence cannot ever be replaced by quizzes, tests and assignments
   2. Pre-arranged absences do count as part of the 15 percent limit. If an anticipated absence puts the student over this limit, you will be informed that credit will not be given in the affected class

**Teachers**

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

**Administration**

1. Keeps up-to-date records on the student’s attendance.
2. Keeps parents and students informed of current and potential attendance problems
3. enforce the attendance policy

**Chapel Attendance**

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

##### **Attendance Awards**

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

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

**Tardiness**

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

##### **Excused Absences**

Absences will only be excused in two situations:

1. Emergencies

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

1. Prearranged Absence(s)

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

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

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

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

##### **Family Vacations**

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

**Unexcused Absences**

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

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

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

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

##### **Attendance Probation**

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

1. Be required to attend a conference with school administration and parents
2. Be fined a $100 re-admission fee to continue in school
3. Have their attendance recorded on the student’s transcripts as a letter grade.

##### **Daily Absence List for High School**

**It is the student’s responsibility** to check the posted list of absences and tardies. In the

the event of an error, the student must see the teacher for correction. All students receive an attendance grade once a quarter.

##### **20 Percent Policy for High School**

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

##### **Attendance Grade**

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

**QUARTER** **SEMESTER**

A = 0 – 1 unexcused absences A = 0 – 3 unexcused absences

B = 2 – 3 unexcused absences B = 4 – 6 unexcused absences

C = 4 – 5 unexcused absences C = 7 – 10 unexcused absences

D = 6 – 7 unexcused absences D = 11 – 14 unexcused absences

F = 8+ unexcused absences F = 15+ unexcused absence

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

##### **School Day**

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

##### **Half Days**

Half days will be necessary from time to time to allow teachers to attend school or conference- sponsored in-service meetings, or before major vacation days. Half days will have an earlier dismissal time and will be announced in advance.

**Closed Campus Policy**

At no time during the daily session of the school are students allowed to leave the school grounds, even during recess or lunch period, except by previous arrangement from a parent or a legal guardian. If arrangements have been made and the child is to be picked up, the parent or guardian must present himself or herself to the office (**not the classroom**) before the child is released. The child is then signed out and released. If someone other than the parent or guardian is picking up the child, an email, text or signed note from the parent or guardian must be presented to the teacher and office before the child will be released. A student who leaves campus without permission will be suspended for one school day (Step 4 Discipline Process). Chronic offenders may be asked to withdraw from school. The school assumes no liability in cases where a student leaves the premises in violation of the above policy.

##### **Parental Visits**

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

##### **Campus Visitors**

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

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

**DRESS CODE**

##### **School Attire**

SFVA’s student image and dress policy seeks to instill in students respect and pride in their physical appearance and school image. It is the desire of SFVA’s faculty and administration that the Christian atmosphere, which parents have chosen for their children, should include an awareness of appropriate clothing choices. Provided are guidelines for comfortable dress.

Students are expected to dress in a manner that does not detract from a positive and productive learning environment. In areas of disagreement, the administration reserves the right to render a final decision. Failure to abide by the dress code may result in disciplinary action up to and including suspension and expulsion.

**Shirts**

Polo shirts must be worn. These shirts must be any solid color of black, dark green, blue, red or burgundy. One of these shirts must be black or green with the SFVA logo on it from Michael’s Uniform Store. Only the SFVA logo is acceptable. Clothing must not be torn, ripped or have any non-buttoned holes of any kind.

**Pants/Shorts**

Pants or knee-length shorts of a Dickie type in the colors of navy blue, tan or black must be worn. All pants or shorts must cover the waist and hips. Writing of any kind on the pants or shorts is not acceptable. Pants and shorts must appropriately fit. They must not be oversized or undersized. Pants and shorts must be in good repair without holes or rips of any kind. Jeans or denim may only be worn on free-dress Fridays.

**Shoes**

Shoes must be close-toed and have non-skid soles. They must be worn at all times. Shoes with rollers under the soles are not allowed.

**Head Coverings**

Hats, caps, visors, hoodies and other head coverings may not be worn indoors and may only be allowed out of doors.

**Outerwear**

Solid-colored sweaters, sweatshirts or jackets must be worn with a collared polo shirt underneath. They must not contain logos with the exception of SFVA or SDA-college logos.

**P.E.** **Class Uniform**

Students are required to wear the dictated (by the physical education instructor) physical education uniform during P.E. classes. Noncompliance with this requirement will adversely affect a student’s grade. P.E. uniforms can be purchased from the registrar’s office.

**Jewelry**

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

**Consequences for Dress Code Violations**

1. First Infraction: Verbal warning
2. Second Infraction: Call to the parents to have them bring the required attire
3. Third Infraction: Referred to the discipline committee

**Four Respects**

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

1. **Respect for God – Students who respect God will:**
   1. Not use God’s name in vain
   2. Be reverent and respectful in places of worship, including the chapel and the church
   3. Actively seek to be of service to others
   4. Show respect to presenters during programs
   5. Respect God’s natural creation
   6. Respect others who speak about their relationships with God
2. **Respect for Self – Students who respect themselves will:**
   1. Live healthfully physically, mentally, socially and spiritually
   2. Be honest in classwork and in life. Refuse to cheat, steal, plagiarize
   3. Not use drugs (including energy enhancers such as caffeine tablets), narcotics, alcohol, tobacco or vape. Prescription drugs may be taken under the care and supervision of the administration
   4. Avoid the occult and its paraphernalia such as Ouija boards
3. **Respect for Others – Students who respect others will:**
   1. Avoid lewd, indecent, and obscene language, conduct, and literature
   2. Not supply others with drugs (including energy enhancers such as caffeine tablets), narcotics, alcohol, tobacco or vape
   3. Avoid sexual contact with people of either sex
   4. Refuse to participate in harassment, initiations, or any other act that injures or degrades a student or faculty member
   5. Avoid possessing or using weapons, including guns, knives, explosives and firecrackers
   6. Avoid insubordination
   7. Treat others’ property as if it were your own
   8. Refuse to help or cover for any student violating school policy
4. **Respect for the School – Students who respect the school will:**
   1. Avoid ideas and attitudes that undermine school philosophies, ideals, objectives, and policies
   2. Avoid wearing or displaying things that promote violence or anti-Christian principles
   3. Treat school property as if it were their own

**Motorized Vehicles and Parking Regulations**

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

Transportation to and from school with other students is the sole responsibility student and his or her parents. The school is not responsible for any action that takes place off campus.

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

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

##### **Associated Student Body**

All enrolled students are members of the ASB. The purpose of this organization is to provide student leadership for spiritual as well as social aspects of school life.

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

**ASB and Class Office Eligibility and Qualifications**

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

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

##### **Major Office Definition**

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

##### **Non-Academic Extracurricular Trips**

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

##### **Principal’s List**

##### **Criteria**

1. An average of 90% in all classes
2. No disciplinary actions
3. “A” in attendance

##### **Privileges**

A special reward will be had with the principal

##### **National Junior Honor Society and National Honor Society**

The school has Chapter in both the National Junior Honor Society for 9th graders and the National Honor Society for 10th – 12th graders. The purpose of this organization is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of secondary schools. If you and your child have an interest in these organizations, please speak with administration. There are requirements and an application process for each.

##### **Lockers**

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

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

**Boundaries**

Unless invited or pre-approved, high school students are not allowed to enter the elementary area, including the playground.

**Cell Phones**

Cellular phones use is left up to each teacher’s discretion. School telephones are also located in the administration office.

##### **Translator Devices**

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

##### **Electronic Devices**

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

##### **Working Permit**

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

**GENERAL GUIDELINES**

##### **At the Right Place, at the Right Time**

Students are not to enter a room without a teacher or supervisor’s permission.

There are scheduled times and specific rules for student use of the lunch area, gymnasium, blacktop and field areas. Students may use these areas when supervision is provided and rules are observed. Before school, students should wait quietly where supervision is provided.

Students who walk, take public transportation or bike should leave the campus immediately when school is over. A signed statement from the parent or guardian stating that their child has permission to arrive at school by one of these manners must be maintained on file.

Supervision on campus by a parent, sibling or student is not permitted. While on campus after school, all students are to be in the paid daycare program.

##### **The Right Behavior**

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

##### **Please remember**

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

##### **The Right and Wrong Things to Bring to School**

1. Textbooks and teacher-assigned learning materials should always be with the student during the appropriate class
2. All students should bring a lunch
3. Bicycles, skateboards, scooters, roller skates, inline skates, shoes with wheels, etc. may be ridden to and from school. They are to be secured by the student either in their locker or by a chain of the student’s own expense. They are to remain secured until the end of the school day. They may not be ridden on campus.
4. Weapons, matches, explosives, firecrackers obscene pictures or literature, illegal substances, knives, firearms, etc., may not be brought to school.
5. Cell phones and electronic devices can be brought to school only under special guidelines. Refer to the sections on cell phones and electronic devices.

##### **Student Evaluation**

RenWeb is the online grade portal that students and parents must check frequently. Teachers regularly input grades into this system and up-to-date scores on assignments and progress can be monitored here. Regularly check RenWeb. Report cards are also sent quarterly. Parent/teacher/student conferences are held at the end of the first grading period. Students should attend these conferences. More frequent conferences may be arranged by making an appointment with the teacher.

##### **P.E. Information**

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

##### **OTHER GENERAL INFORMATION**

##### **Child Abuse Reporting Obligations**

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

##### **Accident Insurance**

SFVA carries secondary accident insurance for each student. This is a group plan and must be participated in by all students. Details are available in the school office. In the event of an injury/accident, parents must obtain a notification of injury form from the school office. This insurance is a secondary coverage for accidents at school or school-related activities only. Parents must submit claims to their insurance first, which is primary, then the amount not covered by primary insurance will be covered by the school’s secondary coverage. Proof of family insurance must be provided to the office. If a family does not have insurance, the school does not have a plan to cover your child. The school does not carry primary health insurance for students. The school does not provide health insurance for a student except as a back-up or secondary insurance to supplement the family’s insurance.

##### **Lost or Stolen Items**

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

##### **Medicines, Medications, First Aid**

It is not the policy of the school to administer any over-the-counter medication without the written consent of the student’s parent. The school will administer first aid when necessary. At the discretion of the school, professional emergency care will be notified and the parent will be informed immediately.

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

1. A written statement from the physician detailing the method, amount and time schedules the medication is to be taken
2. A written statement from the parent or guardian indicating the desire that the school assist the student in matters set forth in the physician's statement. Schools do not permit self-administration of drugs by students, whether or not prescribed

##### Asthma of EPI-pen students are required to have two inhalers or pens on campus—one on their person and the other in the office. The medication must be delivered to the school in the original container bearing the original pharmacy label. This label must contain the name and place of business of the pharmacist, the prescription number and date, the student's name, directions for use and the doctor's name

1. The school can administer over-the-counter medication (i.e., aspirin, Tums,) only with written permission of the parent

**Sick at School**

Students who become sick at school are to notify their teacher and go to the administration office. If the student is too ill to continue school, the parents or guardians will be contacted.

##### **Parent/Teacher/Student Conferences**

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

##### **Worships, Chapels, and Assemblies**

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

##### **The Spirit and Intent of the Mission of SFVA**

The faculty and the school board have the right to review, recommend, and discipline a student for any action, behavior or dress that is not within the spirit and intent of the mission of San Fernando Valley Academy.

##### San Fernando Valley Academy

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