



# SPRING VALLEY

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# ACADEMY

KNOW FOLLOW SHARE JESUS

SCHOOL BULLETIN 2023-2024

Revised July of 2023

**SPRING VALLEY ACADEMY**

**A Seventh-day Adventist K-12 School**

**1461 E. SPRING VALLEY ROAD CENTERVILLE, OHIO 45458**

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

Accredited by:

The Board of Regents of the

GENERAL CONFERENCE OF SEVENTH-DAY ADVENTISTS

and

MIDDLE STATES ASSOCIATION OF COLLEGES & SCHOOLS

and the

OHIO STATE BOARD OF EDUCATION

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

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

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

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

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

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

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

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

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

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

**Philosophy of Conduct Statement:**

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

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

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

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

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

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### **MISSION STATEMENT**

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

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

### **VISION STATEMENT**

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

### **NON-DISCRIMINATION POLICY**

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

### **DISCLAIMER**

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

### **PHILOSOPHY AND GOALS**

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

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

Made in God's image, every human being, although fallen, is endowed with attributes akin to those of the Creator. Therefore, Adventist education seeks to nurture thinkers rather than mere reflectors of others' thoughts; loving service rather than selfish ambition; maximum development of one's potential; and an appreciation for all that is beautiful, true and good. An education of this kind imparts far more than academic knowledge. It is a balanced development of the whole person. Its time dimensions span eternity. In Adventist education, homes, schools, and churches cooperate together with divine agencies in preparing learners for citizenship here on this earth and in the New Earth to come.



*From the Desk of...*

Principal Spencer Hannah

Dear Students & Friends:

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

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

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

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

In His Service,

Spencer Hannah

Principal

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## **ADMISSIONS**

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

### **Ed Choice Admissions Policy**

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

## **FINANCES**

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

### **Late Admittance & Withdrawal**

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

### **Student Financial Assistance**

Each year, through donations to the Worthy Student Fund, limited funding is available to assist families with the cost of tuition. Guidelines and applications for tuition assistance are available on our website under the Admissions tab.

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

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

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



### **Exam Permits for Grade 7-12**

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

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

- The student is not required to be in attendance on semester exam days and will receive excused absences.
- Teachers will give the student a zero (0) as an exam grade.
- Semester exams will be held by the teacher for a period up to nine weeks (63 days from the exam).
- Student accounts must be brought to a current status in order for the student to take the exam within the nine-week period.
- The grade will be adjusted if the student is able to take the exam within the nine-week period.

### **Grades**

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

### **Final Transcripts**

Diplomas, final grades and/or transcripts will not be issued to graduating seniors until their account with the school is paid in full.

### **Delinquent Accounts**

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

If an account should become 60 or more days in arrears, the family will be notified that they have a past-due account that will necessitate a temporary withdrawal from school. The family will be asked to withdraw their child(ren) until the account becomes current.

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

**Service Charges**

Tuition billing is sent to parents on a monthly basis and is due on the 10th of each month. Accounts that are not fully paid by the 15th of the month will be charged a late fee of \$25.00.

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

**OTHER COSTS & FEES****Aftercare Fee**

To maintain adequate supervision, and for the convenience of parent(s)/guardian(s), the school operates an after-school-care program for all students in kindergarten through grade 6. Thirty minutes after the close of school, all students in these grades must be in the after-school-care program unless they are under the specific supervision of another staff member. A fee is charged for the program, which is billed monthly on the student tuition statement. An hourly rate will be charged unless an Aftercare contract has been established in advance. Parent(s)/guardian(s) of students who do not cooperate with the after-school-care program supervisor will be asked to make other after-school arrangements. The Aftercare fee schedule and contract is available on our website or the school front office.

**Athletic Fees**

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

**Class Dues**

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

**Early Exam Fee**

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

### **Food Service**

Students purchasing food may do so in two ways:

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

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

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

### **Graduation Fee**

Graduating kindergarten, eighth-grade and twelfth-grade (seniors), students are assessed a graduation fee that covers some of the expenses associated with graduation, such as diploma, cap, gown, picture and program. This fee is assessed in April. See our Fee Schedule under the Admissions Tab on the SVA website.

### **Gymnastics Team**

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

### **Re-enrollment Fee**

All returning students must submit an application and pay a \$25 pre-registration fee by the deadline for the upcoming school year to avoid being assessed a \$100 late registration fee.

### **Library Materials**

Students will be assessed replacement costs for lost or damaged library materials. If lost library materials are found, they must be returned to the Business Office by August 15 in order for a refund to be given.

### **Music Lessons**

Private music lessons in piano and brass, woodwind and string instruments are available at SVA. See our Fee Schedule under the Admission Tab on the SVA website.

### **Property Damage Fee**

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

### **Textbook Replacement Fee**

Most textbooks at SVA are provided at no rental expense to parent(s)/guardian(s) via the Auxiliary Services Program of the State of Ohio. However, should a student lose or damage a textbook beyond normal wear and tear, the replacement cost will be charged. If a lost textbook is found, it must be returned to the Business Office by August 15 in order for a refund to be given.

### **Trip Fees**

Trip fees vary by trip.

### **Student Accident Insurance**

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

### **STUDENT LABOR**

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

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

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

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

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

### **INTERNATIONAL STUDENTS**

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

International students may receive second language credit for secondary level Language Arts classes completed in their home country.

Option 1: If a student starts Spring Valley Academy during their freshman year, the school can count their two years of English in their first language for their American Foreign language credit extending down to seventh grade.

Option 2: The school can grant one credit based on previous study of English in their mother tongue and for the second credit, students must pass an equivalency test in their mother tongue. This option is for students who did not take 7<sup>th</sup> or 8<sup>th</sup> grade English in their mother tongue.

### **International Transcript Evaluation**

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

### **TRANSPORTATION**

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

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

### **Bus Safety Regulations**

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

### **COMMUNICATION**

#### **School website**

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

#### **FACTS**

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

ParentsWeb is an integrated, web-based communication system allowing families to securely login to password-protected data. ParentsWeb provides view-only data that

is populated from the school's data system. All information is posted in real time. Parents can only view their own child's data. Areas of information families can access via ParentsWeb include: attendance, daily grades progress reports, transcripts, report cards, homework, missing assignments, citizenship/discipline records, staff and school directory, teacher email addresses, teacher websites and announcements. Parents can log onto FACTS via the internet at <https://factsmgt.com/> or log onto FACTS through SVA's website, [www.springvalleyacademy.org](http://www.springvalleyacademy.org) and click on the Parents link.

### **Phone Use**

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

### **Phone Directory Information**

The main phone line, (937) 433-0790, will be manned during the school day. Callers to the school's main number after hours may enter the desired extension number as soon as the auto attendant answers. If the extension number is not known, callers may access the employee directory by pressing 1.

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

### **GENERAL SERVICES**

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

#### **Lockers**

In order to make school life more convenient, all students in grades 7-12 are provided lockers. Students are requested to refrain from writing and/or placing stickers, posters or other items on the exterior of the locker. Items left on the floor or on top of lockers will be removed and placed in the Lost and Found area. Money or articles of value should not be kept in lockers, but should be given to office staff or faculty for safekeeping. During physical education classes, students are welcome to store items in the gym lockers, but they may not be locked. Students will be expected to remove their items when the class has concluded. Personal locks are not allowed and will be removed. Do not keep money or valuables of any type in a non-secured location. SVA accepts no responsibility for items lost or stolen from lockers and reserves the right for administration or its designee to inspect any locker at any time. If a lost or stolen item is of significant value, the student and parent(s)/guardian(s) are encouraged to file a report with the Montgomery County Sheriff's Office.

#### **Lost and Found**

The school maintains a Lost and Found area. Small valuable articles, such as eyeglasses and calculators should be turned in to the school office immediately. All unclaimed articles in Lost and Found are periodically given to a local community service center.

## **Aftercare**

To maintain adequate supervision and for the convenience of parent(s)/guardian(s), the school operates an after-school-care program for all students in kindergarten through grade 6. Thirty minutes after the close of school, all elementary students remaining on campus are escorted to the Aftercare facilities. A fee is charged for the program. Students who refuse to attend Aftercare will be considered Insubordinate L3. Please see Aftercare Fees outlined on the school's website.

## **GENERAL POLICIES**

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

### **Field Trip Policy**

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

## **Disabled Student Policy**

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

## **Policy for Special Needs Support**

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

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

### 1. 504 Plan

**Eligibility** - The student must be an individual with a diagnosed disability or impairment that substantially reduces or lessens a student's ability to access the learning in the educational setting due to a learning, behavior or health related condition. Normally, a 504 plan requires a medical diagnosis.

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

### 2. Individualized Services Plan for Special Education Services

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



individualized instruction if his/her disability has an adverse impact on his/her learning process in the general education classroom.

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

### 3. English Language Plan

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

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

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

### **Child Protection Policy**

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

### **Conduct Expectations**

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

## **Sexual Harassment**

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

### **Definition of Sexual Harassment**

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

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

## **Housing**

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

## **Sexual Misconduct**

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

## **OVERNIGHT TRIP POLICY**

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

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

**School Days Missed:** All touring groups may have a maximum of three (3) days of school off.

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

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

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

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

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

## **STUDENT PROBATION**

### **New Student Probation**

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

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

### **Regular Probation**

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

## **BEHAVIOR POLICY**

### **Level I Offenses**

For a description of each term, refer to the glossary at the end of this document.

- **Class Disturbance**
- **Defiance**
- **Dress Code**
- **Inappropriate Worship Behavior**
- **Mischiefous Play**
- **Violating Classroom/School Rules**
- **Unkindness**
- **Unprepared for Class/Activity**

### **Level I Consequences**

Student will be given an opportunity to solve the problem that they have created and receive a logical consequence which may be given in the form of restitution. At the discretion of the educator, parents may or may not be contacted by email or phone call. Misbehavior may be documented. Student will discuss with educator a plan for improved behavior

### **Level II Offenses**

For a description of each term, refer to the glossary at the end of this document.

- **Academic Dishonesty**
- **Bullying (Level II)**
  - **Verbal Bullying**
  - **Social Bullying**
  - **Physical Bullying**
  - **Cyber Bullying**
- **Bus Behavior**

- Dishonesty
- Destruction of School Property
- Electronic Devices during School Hours (Grades K-6)
- Electronic Devices during School Hours (Grades 7-12)
- Foul or Obscene Language
- Hazing
- Internet Usage
- Inappropriate Physical Contact
- Insubordination (Level II)
- Parking Violations
- Repeated Violations
- Unauthorized Picture or Video Posting

### **Level II Consequences**

A student with behavior that is classified as a Level II offense will be given an opportunity to solve the problem that they have created and receive a logical consequence which may be in the form of detention. They may be dealt with directly by the teacher, referred to administration, be suspended, and/or removed from the building. Parents will be contacted by email or phone call. All Level II misbehaviors are recorded on RenWeb and reported to Administration. A suspension will start a student's *Behavior Modification Contract* and the student may be required to write a Behavior Modification Essay with an assigned educator.

### **Level III Offenses**

For a description of each term, click on the term.

- Assault
- Bomb Threats
- Bullying (Level IV)
- Conduct Outside of School Hours or Away from School
- Fighting
- Gambling/Gambling Devices
- Insubordination (Level IV)
- Leaving School Without Permission
- Loitering/Trespassing
- Membership in a Secret Society
- School Disturbance
- Sexual Misconduct
- Theft/Attempt/Possession
- Threats to Staff/Student
- Verbal, Written, Audio, or Video Posting of Staff Members or Verbal Abuse of Staff

### **Level III Consequences**

Level III misbehaviors will result in suspension or the student may be removed from school and placed on probation. All Level III infractions are recorded on RenWeb, reported to parents, and reported to Administration. Suspensions start each student's

*Behavior Modification Plan* or progress a student to the next step of their *Plan* and the student may be required to write a Behavior Modification Essay with an assigned educator. All illegal infractions are also recorded to outside personal such as the police or fire department. When interventions fail and further violations occur, expulsion may be recommended. In the case of non-illegal activities, students will be given an opportunity to solve the problem that they have created and receive a logical consequence which may be in the form of restitution in lieu of expulsion.

#### **Level IV Offenses**

For a description of each term, click on the term.

- **Arson**
- **Possession of Tobacco or Tobacco Products**
- **Possession/Intent/Sale/Distribution/Use of Controlled Drugs**
- **Possession/Intent/Sale/Distribution of Drug Paraphernalia/Look-a-Likes/Non-Controlled Substances**
- **Possession/Under the Influence of Alcohol**
- **Possession/Use/Sale/Distribution of a Firearm**
- **Possession/Use/Sale/Distribution of a Dangerous Weapon**
- **Serious Bodily Injury**
- **Undermining School Leadership**
- **Tampering with Fire Equipment/False Alarms:**
- **Unwelcome Sexual Conduct:**
- **Vandalism**

#### **Level IV Consequences**

Level IV infractions will result in 3-5 day suspensions with interventions or expulsion. All Level IV infractions are recorded on RenWeb, reported to the parents or guardians, reported to Administration, and likely reported to law enforcement for illegal actions. Illegal and/or serious misconduct that is life or health-threatening as defined by state, county, or federal laws and/or school standards. A student charged with any of these grave behaviors that are classified as Level IV may be removed from the school immediately and placed on probation. When interventions fail and further violations occur, expulsion may be recommended. In the case of non-illegal activities, every effort will put forth to intervene before expulsion is recommend. If the student is allowed to remain in school their *Behavior Modification Plan* will start on step-three.

#### **Substance Abuse and Drug Testing:**

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

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

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

### **Behavior Modification Contract**

A *Behavior Modification Contract* is started when a student has been suspended due to a Level II, III, or IV. These contracts continue at the discretion of the Guidance Counselor or other educator. Elementary students can be put on a Behavior Modification Contract when regular classroom management is unsuccessful. Any student on a *Behavior Modification Contract* is subject for review for next year's enrollment/acceptance review.

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

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

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

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

#### **Step 3 Third out of School Suspension**

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

### **Detentions**

- Time: Elementary, Middle School, and High School Lunch
- Arrival: Student must be in the detention room on-time.
- Where: Student will be notified of the location by the administrator in charge.
- Truant: Failure to attend lunch detention: miss one, add one. Four detentions will trigger a Behavior Modification Contract.
- Who: The vice principal or principal always run detentions.
- Lunch: Student must bring a sack lunch that does not need to be warmed up.
- Behavior: Students can study, read, and eat lunch. They may not sleep, visit their lockers, talk, take bathroom breaks, or be on their electronic devices.

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

## **GRIEVANCE, DUE PROCESS, AND APPEAL PROCEDURES**

### **TYPES OF GRIEVANCES THAT MAY BE APPEALED:**

- A. Problems arise between Student or Parent(s)/Guardian(s) and a staff member.
- B. Suspension or Expulsion is issued and Student or Parent(s)/Guardian(s) disagree.

### **STATUTE OF LIMITATIONS:**

- A. Appeal must be filed in writing within five (5) school days of administrative decision.
- B. Committee decision must be issued in writing within five (5) school days of filed appeal.

### **Appeal Process**

A student and/or parent(s)/guardian(s) may meet with principal to discuss grievance. If student and/or parent(s)/guardian(s) are unsatisfied, they may request to make an appeal to the Standards of Behavior Committee within five (5) school days of administrative decision. If the appeal is against a suspension or expulsion, the discipline may be carried out during the appeal process while it is in action. Committee decision will be issued within five (5) school days.

If student and/or parent(s)/guardian(s) are unsatisfied with the committee decision, an appeal may be made to the Board of Trustees. Both the student and/or parent(s)/guardian(s) have a right to be represented at the time of the Board of Trustees' appeal hearing. A written account of all decisions will be sent to the parent(s)/guardian(s) and placed in the student's file.

If the final outcome is in the student's favor, the disciplinary action will be expunged from their school record.

### **Suspension and Expulsion for Students with Disabilities**

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

## **UNIFORM POLICY**

### **TOPS/ SHIRTS:**

**Monday - Thursday:** E5/K-12th grade students will wear a Spring Valley Academy logo polo in the heather/light gray or royal/cobalt blue. These may be purchased online through SVA's



vendor, Lands' End School. Note that a polo must be worn and be visible under all outerwear on Monday-Thursday.

**Friday:** E5/K-12th grade students have the option to wear a SVA sponsored club, extra-curricular, or other school program t-shirt. Lands' End has an SVA collarless t-shirt available for purchase that may be worn on Fridays. Students may also wear an SVA logo polo as they do on Monday-Thursday.

**TOPS/ SHIRTS continued:**

Layering a shirt under the polo or Friday shirt is allowed in colder months: long sleeved shirts (no hoodies) in the following solid colors may be worn under short sleeved SVA shirts; white, navy blue, gray, black, yellow, or royal/cobalt blue. No prints or stripes are allowed.

**OUTERWEAR:** All items should be marked with the student's name. Teachers may ask students to remove outerwear should the circumstances or classroom temperature warrant. A top or shirt as listed above should be worn under all outerwear.

**Three Outerwear Options: Monday-Friday**

1. Outerwear with the SVA logo. These are available at Lands' End School
2. Students may wear SVA school program or class hoodie outerwear. Note that students should not wear outerwear from non-Spring Valley Academy organizations.
3. Plain zipper front hooded jackets in either solid heather/light gray or royal/cobalt blue (the same shades as the SVA Lands' End outerwear) purchased from another vendor. Note that brand name logos, such as "nike", must be small if visible. No additional writing, slogans, or designs should be present.

**HATS/ HOODS:** Attached hoods, caps, and any other hats are not allowed to be worn inside the building.

**BOTTOMS: Monday - Friday**

**Grades 5-12th students** will wear pants, shorts, or skirts in a variety of solid colors.

- Pants or skirts should be plain. No stripes, prints, embroidery, or added decorations are allowed.
- Pants must have a zipper and/or button closure. All bottoms must adhere to \*modesty guidelines listed below.

**\*5-12 Modesty Guidelines:** Refrain from spandex, skintight pants or shorts, leggings, jeggings, ripped/holes/frayed, shorter than mid-thigh, sagging/bagging, or sweatpants/joggers/athletic wear.

**Gr E5/K – Gr 4** students may only wear solid-colored bottoms (no prints or stripes). Elastic waistbands are permissible.

**\*E5/ K- Gr 4 Modesty/ safety guidelines:** Shorts should be worn under skirts, ripped/holes/frayed, closed toe shoes should be worn to protect feet on the playground and in gym class.

**JEWELRY:** \* is not worn at school, on the school bus, or while participating in any school function, on or off campus.

\*Jewelry – earrings, nose rings, bracelets/ wristbands, necklaces, rings, chokers, etc.

**HAIRSTYLES:** No outlandish hairstyles permitted. Only natural color (for your age) hair dye

**SVA ID BADGES:** Students in grades 7-12 are expected to wear their SVA ID badge on a visible lanyard or clip while in the building. The only exception would be while participating in sports or PE class.

## **ATTENDANCE POLICY**

### **Philosophy**

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

### **Attendance Reporting Policy**

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

### **Absences**

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

### **Excused Absences**

- Illness of the student
- Illness in the family
- Death in the immediate family
- Medical, dental, and court appointments\*
- Religious observance
- Quarantine for contagious disease
- Pre-arranged Excused Absence\*\*
- An act of God
- College Visits (juniors are allowed 2 days for college visits, seniors are allowed 4 days)

### **Illness/Sick Days**

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

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

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

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

When students know ahead of time that they will be absent, a pre-arranged absence request form available in the office must be submitted to the office with a parent/guardian's signature present. This request will be presented to the administration for approval. The EdChoice scholarship program policy does not recognize these types of absences, thus students participating in this program will be marked as unexcused for an absence of this type.

### **School Approved Absences**

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

### **Unexcused Absences**

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

- Family days off that are not prearranged
- Too tired after school activities (i.e. trips, athletic events)
- Appointments other than medical, dental or court related

- Transportation problems
- “Personal reasons”
- Work

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

### **Make-up work**

Student(s) who have absences are allowed to make up work if it does not exceed fifteen percent of the grading period. Students are responsible for contacting their teacher(s) and printing all lessons and homework from RenWeb to obtain missed assignments on the first day of their return to school. Students missing school for prearranged absences are advised to complete their work before the absence.

### **Tardy**

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

### **Early Dismissal**

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

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

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

Unexcused tardy = 1 point per occurrence

Unexcused class absences = 3 points per occurrence

Unexcused Worship absences = 1 point per occurrence

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

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

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

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

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

### **Enforcement Procedure**

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

5 Attendance Points: Warning given to student and parent.

10 Attendance Points: Parent/student notification and a Lunch Detention is assigned for students in grades 7-12

15 Attendance Points: Step 1 of a student's *Attendance Contract* will start. A \$50.00 fine will be given to the student

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

### **Fifteen Percent Absence Policy**

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

### **Management of the Fifteen Percent Attendance Policy**

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

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

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

### **Attendance Contract**

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

### **Attendance Contract Procedures**

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

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

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

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

### **ACADEMIC INTERVENTION**

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

#### **Criteria for Intervention:**

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

For students meeting the above criteria the following will occur:

At the end of any 4 ½ weeks, the guidance counselor will meet with the child individually. The teacher will call home for all F's and email/or call home for all D's. This correspondence will be recorded on RenWeb under the private P/T Conference tab. At the end of any quarter, students receiving any F's will have a mandatory intervention meeting with the student, parent(s), teacher(s) and guidance counselor. At this

meeting an *Academic Intervention Contract* will be developed with the student, parent(s) and Spring Valley Academy.

### **Academic Eligibility for Tuition Assistance**

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

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

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

### **Academic Intervention Contract**

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

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

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

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

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

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

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

#### Step 4: Third out of school suspension

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

## **TECHNOLOGY USE POLICY**

## **Privacy Notice**

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

## **School Website**

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

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

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

### **Purposes for the School website include:**

Educational

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

### **Informational**

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

### **Communication**

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



**1. Guidelines for posting materials to the school website:**

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

**Computer Technology Use Agreement**

Spring Valley Academy is pleased to make access to computer technology, connectivity to the internet, and other school networks, use of software programs and peripherals (henceforth also referred to collectively as “the system,” “network,” or “technology resources”) available to students. The internet or World Wide Web (WWW) is the worldwide network that provides various means of accessing significant educational materials and opportunities via a connected computing device.

In order for the school to be able to continue to make these technology resources and connectivity available for appropriate and lawful use of this system, students must understand that one student’s misuse of the network and/or the internet connection may jeopardize the ability of all students to enjoy such access. While the school’s teachers and other staff will make reasonable efforts to supervise student use of computers, network use, and internet access, they must have student cooperation in exercising and promoting responsible use of these resources.

In order to maintain and encourage appropriate and effective use of computer technology and connectivity, Spring Valley Academy has defined a set of Rules for Computer and Network Use and an Acceptable Use and Internet Safety Policy (henceforth referred to as Computer Rules and AUP respectively). The AUP is part of a series of Spring Valley Academy policies and guidelines. All students and staff are

required to sign a Technology User Agreement that signifies their understanding and commitment to follow these regulations.

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

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

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

### **Personal Responsibility**

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

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

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

- Do not use any “hacking” software. Possession of and/or distribution of any software tools designed to facilitate hacking or compromise a computer or network will also be considered an offense.
- Do not bring viruses, spyware, or other malware to the school’s computers.

### **Unacceptable Use**

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

### **Internet Safety**

#### **Individual responsibility**

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

#### **Practice Personal Safety**

Do not reveal personal information such as your full name, home address, phone or credit card numbers or other information which might allow a person to locate you. Do not arrange a face to face meeting with someone you “meet” on the internet without your parent’s permission. Avoid the use of websites that allow you to share

such private information about you, your family, and/or friends with others. Do not share any personal information of another family, another student, faculty, or friends.

### **Confidentiality of Student Information**

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

### **Active Restriction Measures**

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

### **Privacy**

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

### **Warranties/Indemnification**

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

### **Policy Updates**

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

### **ATHLETICS**

Spring Valley Academy believes that part of a well-rounded Christian education includes a strong program of physical exercise and interaction with other students. As with all SVA

programs, the athletic department strives to help students Know Follow Share Jesus. Accordingly, this focus on Jesus will be exhibited by a commitment to excellence, respect for teammates, coaches, officials, and opponents, and a willingness to sacrifice personal glory for the success of the team. The core values of the athletic department are:

- Spiritual maturation
- Physical fitness
- Excellence
- Teamwork
- Leadership
- Integrity

### **Athletic Programs**

Spring Valley Academy operates the following organized athletic teams

- Varsity, junior varsity, and middle school boys' and girls' basketball
- Varsity and middle school girls' volleyball
- Varsity and middle school coed soccer
- Acro-Gymnastics

### **Eligibility for Participation in Athletics**

#### **Part Time Students**

Seventh-day Adventist home school students, who are not enrolled full time at SVA may gain eligibility to play on an athletic team if they enroll in at least one class taught during the normal school day (8:00 a.m. to 3:00 p.m.) and meet academic eligibility. These enrolled home school students must present a letter/transcript from their school district and/or State of Ohio documenting their current home school status to establish eligibility to join SVA's athletic program. Any exceptions to these guidelines must be approved by school administration.

#### **General Eligibility Requirements**

- Students must be enrolled at SVA
- Students must have no Fs and no more than two Ds on the previous quarter's grade report. For fall seasons, the fourth quarter grades from the prior school year will be used to determine eligibility.
- Students must be in grades 8-12 to play on a high school JV or varsity team. Students must be in grades 6-8 to play on middle school teams. If there are not enough students in grades 6-8 to fill the available spots on a middle school team, school administration may approve tryouts for 5<sup>th</sup> graders to fill the empty spots.
- Students must pay the varsity fee.

#### **Tryouts**

Fair and open tryouts will be held each season for all athletic teams. Parents and students will receive notification of tryouts from the SVA Athletic Director at least 1 week before the first tryout. Coaches will make player selections based on student effort, skill, physical fitness, knowledge of the sport, character, and positional need. These decisions will be made entirely on student merit and never on parent or political pressure.

## **Athletic Probation**

A student may be placed on athletic probation for two reasons:

1. Academic performance – During a season, student athletes must maintain academic eligibility standards. If a student has an F or more than two Ds on any quarter or mid-term grade report during a season, will be placed on athletic probation for a period of 2 weeks. During the probation period the students will not attend practices or games to allow focused time on academic study and grade improvement. If the student has no Fs and no more than 2 Ds at the end of the probationary period, he/she will be fully reinstated to the team. If not, the student will be ineligible to participate with the team for the remainder of the season.
2. Discipline – If a student receives a suspension from school for any reason, he/she will be ineligible to practice or play with the team for 2 full weeks following the end of the suspension.

## **Parent Conduct**

- If a parent wants to communicate a concern about the athletic program her/she should:
  1. Meet privately with the head coach to discuss the concern and reach a resolution.
  2. If the issue is not resolved the parent should request mediation from the athletic director.
  3. If the concern persists, the parent should request a meeting with the school principal. All of these meetings should take place in the spirit of mutual respect and a sincere desire to achieve a fair resolution.
- Understanding that athletic events are a primary vehicle for our witness to the wider community, parents are requested to:
  1. Cheer enthusiastically for SVA teams and players.
  2. Interact positively with fans of opposing teams.
  3. Refrain from criticizing officials. They have hard jobs. It is far easier to officiate from the safety of the stands. The way these men and women are treated by our fans is a big part of our witness. If issues need to be addressed with officials, the athletic director, not parents, should do it.
  4. Whether things do or do not go our way, our positive, Christ-like witness should remain the same. This is far more important than our on-court success or the fairness of the officials.

## **Coach Conduct**

Student athletes look to coaches as examples of how to conduct themselves both in practice and in games. Accordingly, SVA coaches are expected to embrace the school mission to help students Know Follow Share Jesus. They should teach students to strive for excellence, give their all for their teammates, and show respect for opponents and officials. The following are specific best practices expected of SVA coaches:

- Make prayer and worship a regular feature of practices.
- Set an example for respectful, Christ-like behavior at all times.
- Communicate with players about their roles on the team and expected playing time.
- Conduct well-organized practices that set a high bar for student effort and execution.
- Begin and end practices at scheduled times. Don't keep parents waiting.
- Never leave students unsupervised during and after practices.
- Technical Fouls
  1. Apologize to the official following the game.

2. Report to the athletic director within 24 hours.

### **Athletic Schedule Formula**

Teams will meet for a combination of no more than 3 games and practices per week.

### **Games in A Season**

Soccer – No more than 12 regular season games and one tournament.

Volleyball – No more than 12 regular season games and one tournament

### **STUDENT RECORDS**

Student records are maintained by the Registrar's Office at Spring Valley Academy.

These records are private and may be seen by the following people:

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

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

Records may also be requested by:

- A school clerk or principal of a school to which a student is transferring or applying.
- An employer for job-application-requirement verification.
- An official responsible for the health and safety of a student during emergencies. Reproduction costs of records for personal use will be borne by the adult student or parent(s)/guardian(s) requesting the copies.

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

### **COURSE RETAKE POLICY**

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

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

#### **ASSESSMENT RETAKE POLICY**

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

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



blishes a yearbook annually. Each student in the elementary/junior high receives a copy of the yearbook at the end of the school year.

## **JUNIOR HIGH ACADEMICS**

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### **Curriculum**

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

### **Testing**

Each fall, winter, and spring students in grades 3-8 are given the MAP Growth Assessment. These are national normative tests used to assist in the evaluation of the academic progress of each student. The results will be made available to parent(s)/guardian(s) as soon as possible after the results have been obtained.

## **ELEMENTARY SCHOOL (Grades K-6) ACADEMICS**

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Students in kindergarten through grade 6 are part of the elementary division. The learning program in this division operates primarily in self-contained classrooms. The students will also receive instruction by specialists in art, music and physical education.

### **Grading Policy**

The following grade system is used in the elementary division:

#### **Kindergarten**

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

#### **Grades 1-2**

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

#### **Grades 3-6**

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

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

**Homework**

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

**Testing**

Each fall, winter, and spring students in grades 3-6 are given the MAP Growth Assessment. These are national normative tests used to assist in the evaluation of the academic progress of each student. The results will be made available to parent(s)/guardian(s) as soon as possible after the results have been obtained.

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

**ELEMENTARY (Gr. K-6 ) and JUNIOR HIGH (Gr. 7-8) STUDENT LIFE**

**Spiritual Emphasis**

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

**Gymnastics**

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

## **Yearbook**

The school pu

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

## **Eighth Grade Graduation Requirements**

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

## **High School Classes**

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

## **7th and 8th Grade Enrollment to Computer Apps and/or Computer Literacy**

1. Students in 7th and 8th grade have the option for Computer Apps, Computer Literacy count as HS credit. The decision needs to be submitted to the registrar by the mid-point of the class.
2. Once the decision has been made as to how the credit is applied it cannot be switched.
3. When opting to not have the courses count for credit, students will be able to retake in HS as long as the schedule permits and space is available.
  - a. Students taking the courses for the first time receive first priority in course enrollment.
  - b. If schedule and space prohibits the retake opportunity at SVA, Parents will need to pay for students to retake the course(s), Griggs International or Keystone offers the course(s), if the parent(s) so choose to enroll there for the retake (other options might also be available). Taking the course by correspondence requires approval by the registrar.
2. Any questions will be addressed by the registrar.

## **Algebra I for High School Credit**

**8th grade** Students taking Algebra I are required to maintain a minimum of a B- each quarter and an overall cumulative G.P.A. of a 2.00 or higher to remain in the class. Eligibility is dependent upon achievement test results, course placement test(s), grades and the recommendation of their prior teacher(s).

## **Issuance of Grades**

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

## **Grade Standards**

The following grading system is used:

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

## **HIGH SCHOOL ACADEMICS**

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Six credits are considered a normal class load. Students may have no more than 100 minutes of study hall per day. If a student exceeds 100 minutes due to a dropped class, they will be assigned to alternate supervised area.

### **Class Membership**

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

Seniors	18 credits
Juniors	12 credits
Sophomores	6 credits

### **Correspondence Courses**

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

Students may take correspondence classes for the following reasons:

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

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

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

### **Summer School Work**

SVA accepts summer school work from schools with state accreditation and/or those accredited by the North Central Association, **this must approved by the Registrar before taking the course.**

### **Educational Travel**

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

To receive credit a student and parent/guardian must:

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

### **Credits**

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

**Course Outlines**

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

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

## Grades

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

Grade	Percent	Points
A	93 – 100	4.0
A-	90 – 92	3.667
B+	87 – 89	3.33
B	83 – 86	3.0
B-	80 - 82	2.667
C+	77 – 79	2.33
C	73 – 76	2.0
C-	70 – 72	1.667
D+	67 – 69	1.33
D	63 – 66	1.0
D-	60 – 62	0.667
F	0 – 59	0.0

- A student may receive a grade of I (Incomplete) for a grading period when a certain class requirement has not been met as a result of an excused absence. ALL Incompletes must be completed within two weeks after grades are published. At that time, the Incomplete will be changed to the appropriate grade or to an F if the work has not been completed.
- Students with a 3.75 quarter grade-point average will be designated as Principal's Scholars.
- Students with a 3.5 grade-point average will be placed on the Honor Roll for that quarter.

## Issuance of Grades

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

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

## Testing Programs

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

- End of Course Exams (or their state-approved equivalent).
- PSAT (Preliminary Scholastic Aptitude Test) A national test administered in the fall to sophomores and the juniors. The test instrument is used by the National Merit Scholarship Corporation in its annual scholarship competition for juniors.
- ACT (American Collegiate Test)/SAT (Scholastic Aptitude Test) - These two college entrance exams are used by many schools to assist in determining college acceptance and scholarships. SVA is a non-Saturday test site for both exams.

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

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

### **College Credit Plus**

Students may take advantage of the College Credit Plus (CCP) program which offers general college education classes for college and high school credit. Students must meet certain course completion or test score requirements from the college to show academic readiness for classes; contact the guidance counselor for more information.

### **Add/Drop/Withdraw Policy**

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

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

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

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



## **Diplomas**

Spring Valley Academy offers two diplomas:

- Standard
- College Preparatory

## **Graduation Policy**

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

- Seniors who have a cumulative grade-point average of 3.75 in their first seven semesters in high school will graduate with High Honors.
- Those who have a cumulative grade-point average of 3.33 for the first seven semesters will graduate with Honors.

## **Accelerated Graduation**

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

- A request must be submitted to the registrar and the Curriculum Committee at the beginning of the sophomore year.
- The student must demonstrate initiative, responsibility, emotional stability, self-control and adequate social adjustment.

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

## **Senior Graduation Course Work Requirements**

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

## **Course Information:**

### **Study Hall**

Study hall is offered during every period. A maximum of 100 minutes of study hall allowed for each student per day. Students are expected to work quietly and obey all study hall rules.

### **Dual Credit**

Our dual credit classes are offered in conjunction with Kettering College. College credit is issued from them, as well as the college transcript. They have their own

acceptance requirements. See SVA's registrar for additional information. Additional fees apply.

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

- All high school students must demonstrate proficiency by passing the end of course exams (or their state-approved equivalent).
- Three year graduates must earn 4 credits of religion.
- English classes must be taken each year of high school. English elective credits will not substitute for core English classes; seniors must take English IV or College Writing.

## **HIGH SCHOOL STUDENT LIFE**

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

### **Spiritual Emphasis**

Not only is worship time purposefully set aside on a daily basis for small worship groups, but the high school division meets each week for chapel. Additionally, worship groups are where the school's Olweus anti-bullying meetings are held.

Special Week of Spiritual Emphasis programs are conducted three times a year. These spirit-filled weeks--led by both students and guest Christian speakers--challenge the youth in their spiritual journeys. Friday evening vespers also serve as a meaningful time for students to relax and worship in a variety of styles and settings as they welcome the Sabbath hours. From outdoor bonfires to fellowship in various homes, vespers provides for an experience of inspiration and refocus.

### **Student Association**

The Student Association (SA):

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

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

Officers and requirements for offices include:

#### **President**

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

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

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

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

### **Class Organizations**

Each student is a member of the freshman, sophomore, junior or senior class. Each class sponsors activities throughout the year for their class. Activities often include: vespers, fund-raising, parties, and outreach.

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

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

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

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

the next quarter. If the officer receives an F, they are on probation for one quarter. The grade must be improved or they are out of office. No second F is allowed.

### **National Honor Society**

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

Benefits to the members may include:

- Scholarships
- Ease of college admission
- Future job placement

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

- Sophomores, juniors and seniors with a minimum cumulative 3.5 grade-point average are notified of eligibility and given a student information sheet.
- Student applications sheets are evaluated by a faculty committee. Emphasis is placed on community service, leadership and character.
- Must not hold a current Academic, Attendance, or Behavior Contract.

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

### **Valedictorian/Salutatorian**

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

## **Yearbook**

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

The editor of the yearbook is considered a major position.

## **Campus Leave Privilege**

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

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

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

- Attendance grade of B- or above for the previous quarter
- minimum GPA average of 2.0 for previous quarter, with no F’s and not more than 2 D’s
- Absence of major disciplinary infraction

## **Campus Leave Infraction Procedure**

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

## **Driving Privileges**

All students that wish to drive to school must register with the school. Students should fill out the Vehicle Registration form, and will be assigned a parking spot for the school year.

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

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

- After arriving at school, students are not to be in or around any vehicle until they are dismissed from school, with the exception of seniors with open campus privileges or those who have permission from an administrator or his/her designee.

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

## HOME SCHOOL OPTION

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

The homeschooled student will be under the same attendance and dress code policy as full-time students. The grade will be issued by SVA. Although SVA does not issue diplomas to home schooled students, it will issue transcripts of any credits earned on campus. Tuition for any course taken would be based on current per-class rate.

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

- Proof that they are enrolled in an approved home school program
- A copy of their most recent standardized achievement testing results.
- Birth certificate or approved copy as required by the State of Ohio
- Current physical examination
- Immunization record

Any student enrolling as a part-time student is a member of the Student Association and therefore welcome to events sponsored by that organization. They are also

eligible to try out for SVA sport teams and participate in other extracurricular activities. Each will receive a yearbook.

The following guidelines apply to part-time students:

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

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



## **Appendix**

### **Glossary of Behavioral Terms**

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

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

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

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

**Bullying (Level II):** Bullying is unwanted, aggressive behavior that involves unwanted, negative actions, involves a pattern of behavior repeated over time, and involves an imbalance of power or strength.

**Bullying (Level IV):** Continual Level II bullying.  
Bullying is unwanted, aggressive behavior that involves unwanted, negative actions, involves a pattern of behavior repeated over time, and involves an imbalance of power or strength.

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

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

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

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

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

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

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

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

**Electronic Devices during School Hours (Grades K-6):** Electronic equipment and cellphones are not to be brought to school without a written parental request submitted to the Elementary Vice Principal. Requests will be granted on a case-by-case basis.

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

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

I. **School-Issued iPads** (grades 9-12) are to be brought to school. Personal devices are to be left at home. Classroom procedures must be followed with the use of iPads, which are also subject to being confiscated by the teacher.

II. **Cell phones** are to be handed in on arrival to the student's first period class. Phones may be collected at the end of the school day. Seniors will hand in their phones to the office, where they may collect them when they leave campus at the end of their classes. Any cell phone found in a student's possession during the school day will be confiscated until the end of the day and a \$25 fine will be levied. Students waiting in the lobby after school will limit their cell phone use to responding to texts, contacting parents, or listening to music. Extended game play/app usage/video viewing will not be allowed.

- I. **Headphones:** Listening to music or walking around with headphones on in any electronic device during school hours, PM 7:50 AM – 3:00 PM, is prohibited on school grounds. Headphones should never be seen between 7:50 AM – 3:00 PM.

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

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

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

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

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

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

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

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

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

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

**Leaving School Without Permission:** Leaving class, school, or school grounds during the designated school day without first obtaining permission from the principal or

principal's designated representative and/or not reporting or returning to class or school activities.

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

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

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

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

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

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

**Possession of Tobacco or Tobacco Products:** Smoking or the use of any tobacco or nicotine products shall be prohibited on all lands and inside all facilities and motor vehicles owned or rented by SVA. The use of or possession of any form of nicotine or tobacco products while in or upon the school premises is prohibited. Any paraphernalia used for tobacco or nicotine products (vapes, e-cigarettes, etc.) will be considered drug paraphernalia, regardless of contents.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Undermining School Leadership:** Sustained opposition by student and/or lack of parent support for corrective measures to repeated lower level offences.

**Unkindness:** Behavior that demeans or diminishes others including trash-talking, humiliating others, and gossiping.

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

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

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

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

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

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