



2019-2020

**Student &
Parent
Handbook**



HANDBOOK OF POLICIES

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OUR PHILOSOPHY

For more than one hundred years the Seventh-day Adventist Church has operated a unique system of education. The Church founded its program on the premise that true education “is the harmonious development of the physical, the mental, and the spiritual powers. It prepares the student for the joy of service in this world and for the higher joy of wider service in the world to come.” (White, E.G., Education, p.13)

“To restore in man the image of his Maker, to bring him back to the perfection in which he was created, to promote the development of body, mind, and soul that the divine purpose in his creation might be realized... this is the object of true education.” (Ibid., pp.16-17)

Shenandoah Valley Adventist Elementary School endeavors to provide the setting and the opportunities for this philosophy to be implemented. All activities and instruction focus toward this end.

Adventist Education in Shenandoah Valley Adventist Elementary School for the 21st Century

Adventist Education for the 21st Century is a curriculum initiative established by the Potomac Conference Commission of Education. This initiative was accepted by the Potomac Conference Constituency on November 5, 1995, and was implemented in the Shenandoah Valley Adventist Elementary School beginning the first quarter of the 1997-1998 school year. The underlying aim for this project is to create a K-12 curriculum that will prepare students educated in Seventh-day Adventist schools for the challenges of the 21st Century.

THE MISSION

Shenandoah Valley Adventist Elementary School exists to bring students into a saving relationship with Jesus Christ through their spiritual, mental, and physical development.

*The Aim of SVAE is to provide our students with **HOPE**:*

***H**—Healthy life choices*

***O**—loving Obedience to God’s word as they develop a personal relationship with Christ*

***P**—Practical life skills, as well as superb academic skills*

***E** – Encouragement, nurturing the God-given potential in each child while developing an appreciation for the uniqueness in others*

What Does HOPE Look Like?

H—*Healthy life choices*: hot lunch program daily featuring a variety of low-fat, unprocessed, food; classroom health education; Daily PE and recess; Field Day; frequent exercise breaks; Presidential Fitness training...

O – *loving Obedience*: daily worships; chapels, Bible classes, witnessing opportunities, service opportunities such as Penny War, Christmas shoe box; Bible study and Bible teaching leadership opportunities...

P—Practical life skills as well as academic skills will be taught; rigorous curriculum; educational field trips at all grade levels...

E – Encouraging and nurturing the God-given potential in each child, while developing an appreciation for the uniqueness in others – Learning specialist on staff to assist with differentiation/remediation; small classroom size to promote individualized instruction; active parent and church-member participation in the life of the school; extracurricular activities; develop leadership, social & peacemaking skills...

VISION

Train for life; prepare for Heaven

This vision recognizes the two-fold nature of Seventh-day Adventist Christian education. First, we intentionally educate students to become citizens of Christ's heavenly kingdom, both now and at His second coming. Second, we simultaneously provide each student with the best tools possible to be successful in their earthly occupations, pursuits, and relationships. We do not see these two facets as being in competition with one another, but rather as complementary to and reinforcing of one another.

The achievement of this vision results from an intentional focus on the following areas:

A. Preparation for Heaven

At SVAE, students personally know Jesus Christ and daily choose Him as their Lord and Savior. They develop habits of regular, personal devotions and of making positive life choices. These students learn for themselves, live out, and share Bible truths; they are engaged in witness/outreach activities. In both word and behavior, they exemplify a Christian character and manners. They value people the way Christ does, treating others with love and respect. They are ready and eager to meet Jesus at His second coming.

B. Training for Life

SVAE students excel in a broad range of subjects. They become competent readers and enjoy reading on their own. They master the various subjects and apply them in numerous academic and real-life situations. They become independent thinkers and adept problem solvers. They also become literate in music, art, and technology. They develop practical life and social skills that will enable them to positively interact with others. SVAE students are physically fit and demonstrate at least the following: an understanding of their physiology and health principles; coordination; strength; agility; and good sportsmanship. They also develop health habits for life and are ready for an active life. Through an SVAE education, the children are ready to be positive contributors in high school and competent, productive members of the church and community.

C. School Infrastructure

SVAE's infrastructure and systems are aligned with this vision. The school facility and grounds adequately support the entire school program, are a safe, orderly, attractive environment for the students and staff, and allow for future growth. SVAE's financial system

is stable and provides for the necessary personnel, services, and materials while keeping its costs affordable. Through an implemented marketing and recruitment plan, the community is well aware of and drawn to SVAE as a Christian school of high standards. All children in the local SDA churches and numerous children from the community attend SVAE.

D. Team-based Education

The vision of SVAE is achieved through a team approach to Christian education. This team has at least four components:

1. *Teachers.* SVAE has high quality, Seventh-day Adventist Christian teachers who understand the needs of each student and meet those needs through varied instruction and individual attention.
2. *Students.* SVAE has students who make diligent effort in their studies and cooperate with their teachers.
3. *Parents.* SVAE students have parents who provide support, resources, and guidance for their children and who support and work with the school personnel.
4. *Administration.* SVAE is administrated by a principal and school board who provide the resources, guidance, and support for the teachers and students.

FOCUS

To achieve its stated vision, AE21 Focuses on:

1. The harmonious development of the physical, mental, spiritual, and social powers.

The essential competencies of these four domains become the starting point and, ultimately, the goal of each unit of study. As we develop units, we will use the objectives from North American Division curriculum guides to ensure that we maintain the strong academic program that has been part of our educational history.

As a unique part of each study unit, we will include the concept of service to others. It is an essential aim of AE21 for students to understand that all learning has its truest meaning in serving others.

2. The individual needs of children.

Research in the fields of psychology and education has identified several effective methods of teaching (e.g., 4MAT, cooperative learning, multiple intelligence's, and others) that are designed to meet the individual needs of each child.

The teachers at SVAE will use various teaching methods that will reach each student academically so that each student will grow in the essential competencies of the four domains.

3. The involvement of the school constituency.

The AE21 initiative views the entire school program as a total system. The school's constituency includes students, teachers, parents, school board members, church members, and conference administration and we will view them as subsystems.

AE21 calls for each subsystem to work cooperatively within the system. To accomplish this goal, we will analyze and recommend modifications for traditional structures, policies and procedures, as needed.

The school board, administration, and staff will renew efforts to connect the various ministries of the church so the educational systems and these other ministries support each other.

4. The integration of technology into the learning environment.

Since technological advances continue to explode around us, SVAE must develop and use technology as an essential tool for delivering and receiving instruction. The administration and staff of Shenandoah Valley Adventist Elementary see technology as one way to improve productivity, manage information, and display knowledge.

5. A commitment to character.

The system of education God established at the beginning was to be the model forever. The Garden of Eden represented what God wanted for the whole earth. His purpose was that parents should establish homes and schools like the one He had given to Adam and Eve. In the course of time, the whole earth would be fitted to reflect the light and knowledge of His glory.

Following the fall of Adam and Eve, Christ stands as the representative of the Father. He has ordained that men and women should now be His representative before children.

Education centering in the family prevailed in Old Testament times and development of character was its goal (See Education, pp.28-33.) In today's society, we must follow God's desire for the home and congregation. They and schools must join together in showing children how to reflect the light and knowledge of His glory.

STAFF

Qualifications

All of our teachers have a minimum of a bachelor's degree in education and must maintain current teaching certification through the North American Division of Seventh-day Adventists. Background checks and training are completed by all staff members, regular volunteers and substitute teachers. Staff members who supervise students maintain First Aid and CPR certification.

ADMISSION POLICY

WHO MAY ATTEND

Only those students and their parents or guardians who are in agreement with the philosophy and objectives of SVAE and who will willingly live in harmony with SVAE's expectations and policies should apply for admission. Each student will show respect for the authority of the Bible, for God as Supreme Being, and for all SVAE staff as well as students. Each student will be expected to contribute to a kind, peaceful, Christian atmosphere. Students of other religious faiths are welcome provided they show respect at all times for the school's Seventh-day Adventist philosophy.

Shenandoah Valley Adventist Elementary School, as a Christ-centered learning community, welcomes all those whose behavior and lifestyle are consistent with the beliefs of the Seventh-day Adventist Church. Regarding human sexuality, students can remain in good standing providing they conduct their lives in a manner that is consistent with the teachings of the Seventh-day Adventist church on sexual orientation and behavior. SVAE does not admit or retain students who engage in sexual misconduct, which includes but is not necessarily limited to, non-marital sexual conduct or homosexual conduct; or those students who practice or appear to advocate for any form of sexual behavior or orientation that in the judgment of the school's administration is inconsistent with the Christian identity, teachings, beliefs, or faith mission of SVAE and the Seventh-day Adventist Church.

Parents, seeking admission of their children into the SVAE program, place themselves on record as being in harmony with the principles and objectives of the school. They also pledge to promote and uphold the school and its programs both at home and in the community.

To ensure a safe environment, any sexual promiscuity, or known use or possession of dangerous weapons, tobacco, alcohol, or illegal drugs will disqualify a student from admission.

PRE-K THROUGH 1ST GRADE SCHOOL READINESS GUIDELINE

When considering school readiness age is only one factor. At SVAE we pledge to consider the whole child. School readiness is the culmination of several developmental processes, which are not limited to age. We look for signs of social and emotional development, language skills, movement coordination linked to fine motor skills, and the ability for self-reflection.

Criteria:

- To be eligible for the **Early Childhood** program a child must be 3 years old by September 30 and potty trained. Whole child development will be considered before transitioning into the Pre-K program.
- To be eligible for **Pre-k program** a child must meet the exit criteria for the Early Childhood program and be 4 years old by September 30.
- To be eligible for **Kindergarten** a child must meet the exit criteria for the Pre-k program and be 5 years old by September 30.
 - Two year option might be recommended for summer birthdays that fall before Sept. 30.

- Child must complete the Gesell Developmental Readiness Observation
- To be eligible for **1st grade** a child must meet the exit criteria for Kindergarten and be 6 years old by Sept. 30. If child is not 6 years old by Sept. 30 the following steps will be required:
 1. Parent must complete a readiness checklist with the kindergarten and 1st grade teacher
 2. Parent must observe in the 1st grade classroom
 3. Gesell Developmental Readiness Observation must be re-administered
 4. C-TOPP and WRAT 4 testing administered as needed

Signs of readiness to consider are:

- Memory
- Imagination
- Social readiness
- Verbal skills
- Emotional maturity/behavior
- Drawings
- Perceptual abilities

“A child’s readiness for a particular school program is indicated by his or her physical, social, emotional, and academic readiness, leading to his or her ability to cope and sustain in that environment *without undue stress or awkwardness.*”

Gesell Institute of Child Development

Students at this age meet the school entrance age requirement for Virginia and exceptions are not permissible.

Shenandoah Valley Adventist Elementary School does not discriminate; SVAE accepts students without regard to their race, color culture, or gender.

The faculty and staff of Shenandoah Valley Adventist Elementary desire and strive to meet the educational, disciplinary, and emotional needs of every student who applies and is enrolled. Limits on time, space and professional expertise, however, make it impossible for us to adequately and ethically serve every student who applies or enrolled.

Shenandoah Valley Adventist Elementary accepts students with special needs on a limited basis. This acceptance is based on whether SVAE has the necessary resources (time, space and professional expertise) to meet the special need(s) of the student. The student’s record (educational, disciplinary etc.) will be evaluated, prior to acceptance or re-admittance, to determine whether SVAE has the necessary resources to meet the student’s needs.

When a student with special needs is accepted, an Accommodation and/or Action Plan will be developed, if needed, based on the reviewed records and student’s needs. The Accommodation and/or Action Plan will specify the areas (e.g. academic, behavioral etc.) that SVAE’s teachers and staff will be able to meet. The Accommodation and/or Action Plan will allow the student to progress at a rate that is appropriate for the student. It will also serve as a guide for teachers and staff in adequately and ethically meeting the special needs of the student.

When SVAE accepts students with special needs, the Office of Special Education for Potomac Conference and the school is able to partner with the public school to provide a service plan per the IDEA Act regulation. The IDEA Regulations allow every student, regardless of whether they are enrolled in public school, to obtain a free full scale evaluation through the local public school district. This evaluation gives further information about the student's academic and ability levels. It is also used to determine if the student has a disability and will require special education services. Each public school district determines what special education services they can provide to students who are not enrolled in their school. A Service Plan is constructed, if the public school is able to provide the needed services, and the parent chooses to take advantage of the public school services.

ADMISSION PROCEDURE FOR NEW STUDENTS

A new student is any student who did not attend SVAE the prior school year.

1. Start with school visitation, tour of the facilities, and receipt of admissions packet (with various forms to complete).
2. Complete the registration and the Consent to Treatment forms. Read and sign (both parents/guardians and child) the Compliance and the Acceptable Use Agreement forms. Have a physician perform a complete medical examination and then complete the medical form.
3. Submit the completed forms from Step 2. Submit the child's immunization records and their original birth certificate. A hospital certificate is not acceptable. If no birth certificate or number is presented or available – An affidavit shall be required from a parent or guardian listing the reason why the birth certificate was unavailable. The affidavit is filed in the student's record until a birth certificate is presented. A copy of the affidavit must immediately be mailed to: Capt. Timothy Carter, Shenandoah County Sheriff's Department, 109 West Court Street, Woodstock, VA 22664 for missing children. Submit names and telephone numbers of prior teachers, as well as any documentation of the child's educational experience (report cards, Iowa tests etc.).
4. May complete and submit financial aid request along with an attached copy of the parent's/guardian's latest U.S. 1040 form (if financial aid is needed). Financial aid requests will be received by the principal and forwarded to the financial aid committee for review. Said committee will make a determination and send a letter to the applicants and a copy to the principal.
5. Meet with the principal, pay the non-refundable registration fee, and sign a financial agreement for the current school year.
6. Set a date for testing and a date for a conference reviewing the test results.
 - a. Pre-kindergarten: Gesell Development Test
 - b. Kindergarten & 1st Grade: Gesell Development Test and Comprehensive Test of Phonological Processing
 - c. Grades 2-8: Wide Range Achievement Test-4 and Qualitative Reading Inventory
 - d. Conference: Review testing and recommendation for class placement.

7. Final action on all applications for admission is subject to the recommendation of the admissions committee. The board reserves the right to refuse admittance to any student whose life style may not be in harmony with its principles.

Note: No student will be allowed in school without the financial agreement completed.

PROBATION

All new students that are admitted are placed on probation for one grading period (9 weeks). During this period, the student's academic progress, behavior, and positive contribution to the school will be reviewed. If it is determined that SVAE is unable to meet the student's needs, or if the student does not seem to be making a positive contribution to the school program, a conference will be held with the parent(s) to discuss the advisability of removing the student from the SVAE program.

ADMISSION PROCEDURE FOR RETURNING STUDENTS

A returning student is one who attended SVAE the prior year.

Any returning student may be accepted on a probationary status for one grading period (9 weeks) for behavior, attendance, or academic concerns by the school board via a recommendation of the Admissions Committee. During this period, the student's progress will be reviewed by the school board. If it is determined that the student has not made the necessary changes, a conference will be held with the parent(s) to discuss the student's continued enrollment.

1. Receive the admissions packet (with various forms to complete).
2. Complete the registration form. Complete the Consent to Treatment form. Read and sign (both parents/guardians and child) the Compliance and Acceptable Use Agreement forms. Students for grades K, 4, and 7 will need a physician to perform a complete medical examination and then to complete the medical form.
3. Submit the completed forms from Step 2.
4. May complete and submit financial aid forms along with an attached copy of the parent's/guardian's latest U.S. 1040 form (if financial aid is needed). Financial aid application will be received by the principal and forwarded to the financial aid committee for review. Said committee will make a determination and send a letter to the applicants and a copy to the principal.
5. Meet with the principal, pay the registration fee, and sign a financial agreement for the current school year.

Note: No returning student will be re-admitted to the school program whose account from the previous year has not been paid in full, unless suitable arrangements have been made with the school board.

Note: No student will be allowed in school without the financial agreement completed.

TEMPORARY STUDENT

Any student – new or returning – will be considered a temporary student until ALL of the Registration Process is completed.

ACADEMICS

Curriculum

The curriculum of our school in grades Pre-K-8 conforms to the requirements of the Potomac Conference Department of Education, and the State of Virginia. Our grades, subjects, and credits are accepted in all Seventh-day Adventist schools, as well as other private and public schools.

The curriculum is organized around major concepts, themes, problems, and issues that require students to use critical thinking and language processing skills. Instruction will employ many different teaching strategies, from direct to experiential.

Assessment

We, at Shenandoah Valley Adventist Elementary, expect each student to show yearly growth in each of the four domains and mastery of the core skills specified by North American Division curriculum guides.

Besides standardized achievement tests, other assessment tools used by SVAE include portfolios, performances, demonstrations, and tests. It is our aim to measure higher order thinking and problem-solving skills, and objectives in the affective and psychomotor domains. Our main goal will be to have children develop their maximum potential.

Students in grades 3-8 are given the Iowa Test of Basic Skills in September. These tests are used to assess student strengths and weaknesses. Pre-k through grade one students are given the Gesell Developmental Test. Kindergarten children are also given the Comprehensive Test of Phonological Processing to assess readiness for first grade.

The report card grades are not a complete assessment of each curricular area. A more accurate measurement of a student's progress can be determined by talking with your child's teacher.

The Letter Grade (3-8)

- A Excellent work; consistently meeting, or even exceeding, high standards; consistently superior; high progress rate.
- B Very good, accurate, above average; consistently making very good progress.
- C Average work, completes assignments; acceptable quality and progress.

D Poor or incomplete work; inconsistent in turning in assignments in a timely manner.

F Very poor quality; assignments not turned in, or incomplete.

Non-core Subjects

The letter grades “E,” “S,” and “N” are also to be utilized for the following non-core subject areas for all grade levels: Art. These grades (E, S, and N) will not be included in the Grade Point Average (G.P.A.) calculation. Other non-core subjects such as Music, Band and Choir which do not meet daily will have a weighted G.P.A. calculation based on the number of days per week which it regularly meets.

Grading System (3rd-8th)

A+	98.50-100%	C	72.50-77.49%
A	92.50-98.49%	C-	69.50-72.49%
A-	89.50-92.49%	D+	67.50-69.49%
B+	87.50-89.49%	D	62.50-67.49%
B	82.50-87.49%	D-	59.50-62.49%
B-	79.50-82.49%	F	0-59.49%
C+	77.50-79.49%	I	Incomplete

The Letter Grade (1-2)

All teaching at this level is done until mastery has been reached. Once a child has completed an assignment, and has accomplished the objectives indicated, *satisfactory* (S) progress has been made.

When a child successfully completes the objectives and is able to extend his learning and understanding beyond the objectives indicated; *extended* (E) or *excellent* work has been made.

If a child cannot progress beyond the awareness stage of the concepts/objectives presented, and reteaching has *not* been *successful*, (N) or *needs improvement* is recorded.

Kindergarten

The kindergarten progress report has been developed by the Columbia Union Conference of Seventh-day Adventists, and is developmental in nature. We realize that children grow in various areas at their own rate of speed. A concept understood by one child in October may not be understood by another child until May. Because of this, children cannot be compared to their peers.

A cross (+) indicates that the student displays an understanding of the concept of behavior indicated.

A check mark (✓) indicates that the student is working towards an understanding of the concepts or behaviors indicated.

A little circle (o) indicates that the student has not yet consistently demonstrated an understanding of the concepts or behaviors.

The letters N/A indicate that the child has not been introduced to the concepts or behaviors.

Kindergarten is a very important experience in a child's educational journey. The foundation for further growth and development is laid during this phase of your child's educational experience. The important concepts and skills that your child learns in kindergarten will help determine how he feels about school, and if he feels that school is an exciting place to be.

Honor Roll

Students in grades 5-8 who earn at least 79.5 % in every class qualifies for the Honor roll.

Students in grades 5-8 who earn at least 89.5 % in every class qualifies for the High Honor roll.

Scholastic Excellence

Our school encourages high achievement, and promotes scholastic excellence. We encourage each student to work to the best of his ability. At the completion of eighth grade we hope to have a student:

- A. who understands the love of God and Jesus as his personal friend;
- B. who is able to assume responsibility for physical and emotional wellness;
- C. who is able to demonstrate personal academic excellence; and
- D. who has developed skills necessary for life-long learning.

Diploma

To receive a Diploma, students must meet the following requirements:

- A. have an overall C average for both 7th and 8th grades;
- B. have no grades lower than D; and
- C. have re-taken courses for which they receive failing grades.

Presidential Academic Fitness Award

Eighth grade students that meet the following criteria will be awarded this honor at graduation:

- A. Students must earn an 85th percentile or higher score on the core subject areas of the Iowa Test of Basic Skills during 8th grade.
- B. Students must earn a cumulative 3.5 GPA for the 7th & 8th grade years.

Certificate of Completion

Any student who does not meet the criteria to receive a diploma will receive a certificate of completion. Students may convert the Certificate of Completion to a Diploma by removing the deficiencies.

Academic Probation Policy

Students whose grades fall below 60% in any subject at the end of any quarter will be placed on academic probation.

Students whose cumulative grade in any subject is below 60% at the end of the second semester may be required to withdraw, or be placed on academic probation for the following year. These students and their parents must meet with the administration before the start of the school year. A written academic probationary contract will be required. The classroom teacher and principal will monitor the academic progress of these students during the probation period as defined in the academic probation contract. The school board will make final decisions concerning enrollment ineligibility.

Cheating Policy

Cheating is when students turn in our attempt to turn in work that is not their original work and do not attempt to credit another source. Students who provide other students with their work so that it can be copied are also contributing to the cheating and will be disciplined. Parents as well should not do work for students. Cheating undermines the very essence and purpose of school. Students cannot learn or grow if they are not completing their own work.

Procedure

When students are caught cheating on any assignment from a final exam to homework, then the consequence will be the same. For the first offense students will receive an automatic zero on the assignment. The student will meet with the teacher and principal to discuss the problems with cheating as well as the many forms that cheating can take. The student's parents will be informed. If students are caught cheating for a second time they will receive a zero on the work and a one-day suspension. The 3rd offense will result in a school board review and may result in expulsion.

Extra-Curricular Academic Eligibility

Students who choose to participate in extra-curricular activities such as, but not limited to bells, robotics, and basketball must maintain for each class at a minimum of 70% with no missing work at the end of each calendar month. Students that meet the eligibility expectations at the end of the previous month are eligible to play for the following month. Students are on probation and ineligible to play sports games if at the end of the previous month the student has less than 70% grades. The student is eligible to practice when on academic probation. The student will be dismissed from the team/activity if the student has poor grades and/or missing work for the two consecutive months.

Students must also remain in good standing without behavioral issues. If a student's behavior has warranted principal intervention, he/she is suspended, or under behavioral probation, the student will not be eligible for extra-curricular activities.

Algebra I

Students entering 7th grade who have earned a final grade of an “A“ in 6th grade math are eligible to take the 8th grade math course if they score satisfactorily on the placement test given at the beginning of their 7th grade year, and if their math teacher recommends the acceleration . In this way, the students may take Algebra I through Shenandoah Valley Academy during their 8th grade year. If the student promoted for math during their 7th or 8th grade year is not performing successfully in math, the student may be reassigned to another math class or required to repeat the course. If the student successfully completes 8th grade math during 7th grade but decides not to take Algebra I at SVA, the student will repeat the 8th grade math course during 8th grade.

Acceleration Requirements

In order for a student to be considered for acceleration the following requirements must be met:

- 1) The student must have a minimum of an A- for the final grade in all core classes (Bible, Reading, Science, Social Studies, Math, and Language) for the past two years.
- 2) The student is expected to have scored the 90th percentile or above in each area of the Iowa Test of Basic Skills.
- 3) The student must have an excellent attendance record for the past two years.
- 4) The student must have a history of responsibility for the past two years. This is demonstrated through compliance with behavioral guidelines and promptness in submitting assignments.
- 5) The student’s age must be within six months of the expected age of a student in the anticipated grade.
- 6) The parents must submit an Acceleration Request by the end of the second academic quarter of the current year.
- 7) The student’s current teacher must submit an Acceleration Recommendation.
- 8) All core classes (Bible, Reading, Science, Social Studies, Math, and Language) must be passed through Griggs home study program by August 1. For advancement of kindergarten through second grade, a developmental test and individualized acceleration program may be used instead.
- 9) Acceleration needs to be approved by the school board as well as by the Potomac Conference K-12 Board during the student’s fifth grade year or earlier. Advancement of grades seven or eight is not permitted.

DISCIPLINE

The discipline policy at SVAE has been designed to change or modify student behavior. It is not intended to be punitive or controlling, but redemptive in nature. The ability of the student to grow in self-discipline is the goal.

Step One

Our discipline plan is based upon Lee Canter’s Assertive Discipline Model. This plan’s premise is that the teacher has the right to teach and the students have the right to learn; anyone who interferes with these rights shall receive consequences for their own behavior. This plan teaches self-control and responsibility for one’s actions as well as maximizing instructional time and minimizing disciplinary time.

Usually, the first couple of consequences for misbehavior include a warning and then a time-out. *Time out is not suspension. The student will be brought back into the learning environment as*

quickly as is appropriate. The third consequence will be communication with the parents. The fourth consequence will be removal from the classroom and a visit to the Principal's Office.

Severe behavior, such as bullying, dishonesty/theft, sexual inappropriateness, profanity, possession or use of weapons, tobacco, alcohol or illegal drugs, or physical violence/threats, will not follow the consequence sequence but will be dealt with individually as each case warrants. Students must understand that consequences for such serious behaviors will occur regardless of whether the behaviors take place on or off campus.

Students who persistently have behavior issues will be put under a behavior contract, which will be reviewed by the parent, student, and principal during a formal meeting. Students who continue to not meet the expectations set forth in the behavior plan may be brought to the school board for review and action may result in expulsion.

Principal Intervention/Parent Notification

Students needing to understand the seriousness of a behavior may be sent to the office. If a child is sent to the office, a parent will be contacted by phone.

Suspension

If a student's behavior seems to indicate that he needs to be removed from the classroom, suspension may be recommended. Suspension is the removal of the student from school as soon as practical while waiting further clarification of the student's status.

The student will be given the opportunity to explain the facts about the behavior before the decision to suspend.

The principal shall verbally notify the parents immediately about the decision to suspend their child. The principal shall prepare a written statement explaining the circumstances that make the suspension necessary, its duration, and expectations for future behavior.

If the suspension is more than three days, the parents may request and receive a hearing before a person appointed by the school board chairperson to determine if the circumstances warrant the longer period of suspension.

Expulsion

Only the school board has the authority to expel a student. The board shall use the following procedures when expelling a student from school.

At least three days before the meeting to expel, the board chairperson or principal shall give written notice to the parents of the board's plan to expel their child. The notice shall outline the reasons for the expulsion and inform the parents of their right to meet with the board.

The notice and hearing shall precede the student's expulsion. If the student's presence poses a continuing danger to person/property or threatens the integrity of the educational process, the principal can suspend the student until the action is approved.

Should parents wish, they may voluntarily withdraw their child before the hearing.

The principal shall notify the superintendent of education about the meeting to expel at least 48 hours before the meeting.

INTERNET SAFETY PLAN

Purpose

Pursuant to the Children's Internet Protection Act (CIPA) [Pub. L. No. 106-554 and 47 USC 254(h)], Shenandoah Valley Adventist Elementary (SVAE) implements procedures that provide for the safety and security of all users of the school's technology resources. Security measures include monitoring online activities on the school's network; restricting access to materials that are harmful to minors; and annually educating all users on board policy and acceptable use guidelines with emphasis on ethical and safe use.

Network Usage Monitoring and Filtering

Electronic mail, chat rooms, instant messaging, and other forms of electronic communications shall not be considered confidential and may be monitored at any time by designated staff to ensure appropriate use and steps shall be taken to promote the safety and security of all users of the school's network.

Inappropriate network usage includes: (a) unauthorized access, including so-called "hacking", and other unlawful activities; (b) unauthorized disclosure, use, and dissemination of personally identifying information; and (c) vandalism of electronic communication systems or equipment.

Access to Inappropriate Material

Technology protection measures (or "Internet filters") shall be used to block or filter Internet or other forms of electronic communications to prevent access to inappropriate information. Specifically, as required by CIPA, restricting access to materials that are harmful to minors shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Education, Supervision and Monitoring

It shall be the responsibility of SVAE staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet. Education will be designed to promote the district's commitment to:

1. The standards and acceptable use of the school's technology resources as set forth in the school's Internet Safety Plan, Board Policy, and Acceptable Use Guidelines;
2. Student safety with regard to
 - a. safety on the Internet
 - b. appropriate behavior while on online
 - c. cyber bullying awareness and response

Additional measures currently in place include:

- Parents/guardians of all SVAE students must sign a form at registration that informs them of the district’s technology resources policy and acceptable use guidelines.
- All educators must have a signed parent permission to post a picture or last name of their student.
- The school’s Acceptable Use Policy is signed yearly by students and their parents/guardians.
- Each year the school provides staff training for ethical and safe use of technology resources and provides specific training to teachers and staff who supervise children.

CIPA definitions of terms:

MINOR. The term “minor” means any individual who has not attained the age of 17 years.

TECHNOLOGY PROTECTION MEASURE. The term “technology protection measure” means a specific technology that blocks or filters Internet access to visual depictions that are:

1. OBSCENE, as that term is defined in section 1460 of title 18, United States Code;
2. CHILD PORNOGRAPHY, as that term is defined in section 2256 of title 18, United States Code; or harmful to minors.
3. HARMFUL TO MINORS. The term “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:
 - a. Taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
 - b. Depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
 - c. Taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

SEXUAL ACT; SEXUAL CONTACT. The terms “sexual act” and “sexual contact” have the meanings given such terms in section 2246 of title 18, United States Code.

PARENT RESPONSIBILITIES

Home Habits

The staff at SVAE does everything they can to uphold and support the home. We want to communicate with you concerning your child, and encourage your involvement in the school program in whatever way is possible for your family. The following suggestions may help your child do his best in school each day.

- Provide a loving, caring, peaceful, and forgiving home atmosphere. “By beholding we become changed...”
- Make sure that your child has eaten an adequate breakfast each morning before coming to school.
- Limit reading materials, television, music, and VCR programming to selections that encourage positive Christian values.
- Make sure your child gets sufficient sleep, relaxation, and recreation.
- Have a definite time and quiet location where your child can do homework undisturbed.
- Attend church with your child regularly to allow for the cooperation of home, school and church in your child’s spiritual development.

Lunches

Provide well-balanced lunches that are consistent with Seventh-day Adventist teachings and health standards. Seventh-day Adventists do not eat meats which are identified as “unclean” in the Bible, such as pork products and shellfish. Also, caffeinated drinks shall not be brought to school. Students may bring a lunch from home or purchase a vegetarian hot lunch from Shenandoah Valley Academy. (Small=\$3.00; Large=\$4.00) Lunches need to be prepaid (for the day or the week) in the main office and will not be provided on credit.

Finance

Please meet financial obligations to the school promptly. Our primary source of revenue is tuition. When tuition payments are delayed, it is difficult for the school to meet its financial obligations.

Home and School Association

The Home and School Association is a bridge between the home and school. Many activities will be provided throughout the year that are intended to help parents get involved with their children at the school. These activities are informational, recreational, or educational. We encourage you to take an active part in this organization.

Support School and Teachers

Please do not criticize the school or teachers in front of your child. The principles of Matthew 18 are the rule of action in addressing classroom concerns. If you have a classroom concern, discuss the matter with your child’s teacher. Our teachers appreciate your input. If you feel that after talking with the teacher you are still concerned, talk to the principal. He will be happy to mediate the problem if you have first talked to the child’s teacher. Should you still be concerned, you may submit something to the chairman of the board to be presented at the school board meeting. Only concerns that have been discussed first with the teacher and then with the principal shall be brought before the school board for consideration.

The relationship between the parent and school is essential to the success of the child in all aspects of the school experience. The school recognizes that failure to maintain a positive working relationship between the parent and the school will have a negative effect on the child. Therefore, if the school board determines that the parent/school relationship is counterproductive to the student’s success, the parent/s will be required to withdraw their child/children from the school program.

Parent/Teacher Conferences

Parent/teacher conferences are held twice per year one first semester and one second semester. You may schedule a conference at other times if you wish, by contacting your child’s teacher. Please show interest and concern in the daily progress of your child by attending scheduled conferences.

School Property Damage

Parents are responsible, along with their child, for any damage done to school property by the child. All school property will be inventoried by the classroom teacher at the beginning of the school year. At this time the condition of the school property will be noted. The child will be responsible for any damage done to any and all school property during the year.

Chaperone/Driver Field Trip Policy

Please provide a copy of your most current auto insurance coverage to the school office before volunteering and driving for any field trip. According to Potomac Conference policy, each driver must have the following coverage: \$50,000 property damage liability and \$250,000/\$500,000 bodily injury. Friendly reminders: Observe speed limits at all times and make sure each child is wearing a seat belt.

Library Books

If your child damages or loses a book, you will be billed \$10 plus the cost of replacement. Billing will occur each quarter.

Newsletter

Please stay informed of school events by reading the weekly Parent Bulletin e-mailed to parents each Friday. Parents who would like a paper copy sent home with their child may make arrangements with the school office.

RenWeb

Parents are encouraged to use this web-based system to access their children's data through a secure log-in from anywhere, anytime. The system allows parents to view attendance and grade information. Instructions and training for log-in procedures and usage will be provided to parents at the beginning of the school year.

Procedure for Administering Medications at School

It is the policy of the Potomac Conference office of Education that no drug or medicinal preparation, either over-the-counter or prescription drug, will be administered to a student on any school premises by school personnel unless the student has a current valid doctor's prescription and instructions, and unless a written request from the child's parents is received by the school.

Guidelines for the policy:

- A. Physicians should provide written orders stating the name of the drug, the dosage and the time to be given with the recommended intervals between doses, and possible side effects.
- B. A Physician's Medication Order Form (PMOF) must be signed by the physician and parent. A separate form is required for each medication. This form will include:
 1. request for medication to be given,

2. student's name, grade, and teacher
 3. medication
 4. dosage,
 5. time to be given, including recommended interval,
 6. what the medication is for, and
 7. physician's name, address, and phone number.
- C. All medication will be in the original container. The label will include the child's name, current date, name of the drug, dosage and time to be given. Drugs will not be combined in a single container.
- D. The above criteria are also used if a student presents a prescription medication at school for a short-term illness.
- E. Parents shall be responsible for transporting medication to and from school for students in grades Pre-K-8 unless other arrangements are made with school personnel. At the end of the school year, parents of Pre-K-8 students must pick up any unused medication on or before the last day of school. All medication will be destroyed in the presence of a witness unless prior arrangements have been made through the school nurse or medication assistant.
- F. Prescription and non-prescription medication must be administered by the school nurse or designee (medication assistant). Parents must provide a written request with instructions for administration. All medication must be in the original container. For the student's protection, the nurse or designee will not give dosage in excess of the recommended dosage on the label of the container unless a written physician's order is received.
- G. Inhalers may be self administered if the physician completes a health care plan (Emergency Medical Plan), if both the physician and the parent sign the Annual Contract for Self-Administration of Inhaled Medication for Asthma, and if the student demonstrates management to appropriate monitoring health personnel. The principal may revoke the permission to possess and self-administer inhaled asthma medication for the remainder of the school year if it is determined that the student is not safely and effectively self-administering the inhaled medication.

RESPONSIBILITIES OF STUDENTS

Language

Every student is expected to use respectful language (as well as behavior) befitting a follower of Christ. Respect is due not only to teachers and staff, but also toward fellow students. *Students will not tease or ridicule, but will show acceptance and respect for others in their speech. Bullying or threatening behaviors will not be tolerated and will be handled as serious behavior violations.* Students will not use profanity in any form, impure or vulgar phrases, or abusive language. *Sexually inappropriate behavior and communication, whether verbal or written, between students will not be tolerated and is grounds for expulsion.*

Honesty

Each student is expected to be honest; to refrain from theft, deceit, lies, falsehoods, fraud, or any act of dishonesty.

Safety

Each student is expected to observe proper safety precautions, and is not to bring to school weapon-type objects, such as knives, guns, etc. The bringing of a weapon on school property is grounds for expulsion. Any individual having a weapon will be suspended until the School Board reviews the situation.

Leaving Grounds

Students are not permitted to leave the elementary school property during school hours, except by permission of the principal and the parent. The academy property is off limits to students while under our care.

School Property

Respect for school property is essential. Every student and his parents or guardians will be accountable for any damage the student may cause to school property.

Gum Chewing

Students are not permitted to chew gum in school.

Drugs, Alcohol, Tobacco

Drugs, alcohol, and tobacco will not be allowed in any form. Students found possessing and/or using these substances at school or away from school will be subject to suspension or expulsion.

Reading Materials, Media, Etc.

Students are not to bring to school any material containing spiritualistic, immoral, abusive, or mind-controlling concepts. Such materials, if found, will be confiscated, and the student may be suspended.

Jewelry

The principles and standards that were important in the development of the early church are still important today. Historically, Adventists have not worn jewelry. We wish to preserve our heritage. At SVAE we stress the inward beauty that is possible with Christ.

Students are not to wear earrings, rings, necklaces, and other unnecessary items of adornment while in school. We know that many people wear jewelry outside of the school setting. This policy is not a criticism of those who have chosen to do so, but a position that has been taken in regards to our dress code. Students wearing jewelry to school will be asked to remove it.

Hair

All students are to come to school in a manner that is representative of the respectful attitude expected at SVAE. Therefore, all students will come to school with their hair well-groomed, of a natural color, and presentable. Furthermore, the boys shall maintain their hair length above the shirt collar, above the eyebrows, and so that part of the ears are visible. Any adult whose child is not in compliance with these guidelines will be given no more than a week to comply with this code.

Make-up and Nail Polish

Make-up and nail polish of a natural appearance may be worn only by girls in grades 5-8.

Dress Standards

Each student is expected to be neat, clean, and well groomed in a moderate and modest manner. All clothing is to reflect a Christian decorum and avoid any reference to extreme fads, alcohol, drugs, abused substances, violence, rock and roll music or music groups, movies, foul language, or sexual innuendo.

Footwear

- Shoes or sneakers are safe and appropriate school footwear.
- No sandals or sandal-like articles may be worn.
- Shoes that come off easily or slippery-soled shoes are unsafe are not allowed.
- Shoes with built-in wheels are not allowed.

Permitted Shirts for Boys and Girls

- ONLY Polo style shirts with sleeves and a fold-over collar.
- Students may wear SVAE school spirit clothing on Fridays.

NOTE: For extra warmth, students may wear a button-up sweater or zippered sweatshirt on top of an approved polo-style shirt.

- The sweater or zippered sweatshirt needs to open completely in the front of the garment. The sweater/sweatshirt may be unbuttoned/zippered or not, but the polo-style shirt **collar** must be clearly visible.
- Jackets and coats will be reserved for outdoors and may not be worn inside the classrooms.
- Long-sleeved t-shirts or turtlenecks worn under polo-style shirts are also a cool-weather alternative.

NOTE: Any top **MUST** cover the waist at all times. (This means that no skin should be visible when leaning forward or backward, or when the arms are above the head.)

Tops Not Permitted

Collared shirts that are not polo-style (including shirts/blouses that snap, button, or zip up in the front)

Hoodies without full zippers are not permitted

Inappropriately unbuttoned or unbuttoned polo-style shirts (1-3 buttons may be unbuttoned depending on the shirt design)

Any top with a low neckline (no cleavage can show)

Any type of armed forces, hunting attire, or camouflage

Any clothing that represents:

- Alcohol, drugs, or abused substances
- Extreme fads
- Violence
- Rock and roll music or music groups
- Movie themes and/or logos
- Foul language
- Sexual innuendo
- Any representation of any kind that does not reflect Christian values and decorum

Pants, shorts, skirts, and dresses:

- Both boys and girls may wear slacks, including jeans, if they are in good repair and not tight fitting. **Sweatpants and athletic pants/shorts are not permitted.**
- Jeans that are baggy and hang low are not appropriate for school wear.
- The waistbands of skirts, shorts, and pants shall be worn no lower than the waist.
- Shorts, dresses, or skirts shall be no shorter than four inches above the knee.

Miscellaneous:

- Cut-offs or any clothing with ragged edges or tears is not allowed.
- Only solid (not sheer) one-piece bathing suits are appropriate swimwear for girls.
- Use of excessive cosmetics will not be allowed.
- Any SVAE touring group (such as band, hand bell ensemble, or choir) may have further requirements for members when performing and/or on tour.
- All students must wear the SVAE red field trip shirt to attend any field trip.

Note: These guidelines apply to clothing worn for P.E. classes and at recess, as well as any other part of the school day.

Dress Code Consequences for Non-compliance

- If a student comes to school with clothing not in conformity to the dress code herein stated, then the student will be required to call the parent to bring suitable clothing. If the parent cannot do this, then the student will remain in the office for the school day.

Harassment

No one is allowed to harass or hurt another person. This includes physical, emotional, sexual, and verbal abuse of any kind. Any student involved in the harassment of another student may be expelled from SVAE.

Cell Phone Policy

The bringing of cell phones to school by students is prohibited.

Sexting

The uses of any digital technology, or other device, to send, disseminate, or forward any image containing sexually explicit photos, videos, or other imagery of another person, whether or not that person is enrolled at the school, or the distribution by such means of any indecent language or material, is strictly forbidden and shall be punishable by suspension or expulsion.

Classroom Assignments

It is the responsibility of the student to turn all assignments in on time. If the student has been ill, parents/students should speak to the teacher and obtain a list of all assignments that are to be completed. If a student will be out of school for any reason other than illness, arrangement for work that will be covered while the student is absent should be requested prior to the student's absence, and returned with the student when he returns to school.

ATTENDANCE

Absences

Our school is bound by state law to maintain regular attendance and punctuality. The only legal excuses are illness of the student or death in the immediate family. Excuse slips must be signed by the parent or guardian. If a student is absent from school for any reason for more than seven days in a grading period, his grades may be forfeited and the School Board notified unless satisfactory arrangements are made with the teachers for make-up work. Notification should be given in advance of anticipated absences. When a student is sick, notify the school; we worry about our kids!

Tardiness

Any student who is not in the classroom ready to begin by 8:15 is considered tardy. Repeated tardiness will affect grades, and parents will be notified.

Excessive Unexcused Absences and/or Tardiness

The responsibility for each student's attendance belongs solely to the parents and/or guardians. If a student has more than 7 unexcused absences within one marking period (quarter) and/or 5 unexcused tardies within a two week period within one marking period (quarter), the administration will send a letter to the parents or guardians with a copy sent to the Potomac Conference Superintendent of Schools. If a student's attendance exceeds the aforementioned criteria for more than one marking period (quarter), then the parents/guardians will meet with the principal to resolve this problem. If the same student's attendance exceeds the criteria for another quarter after the parents have met with the principal to resolve the matter, then said parents/guardians will come before the school board to resolve the matter.

Perfect Attendance

Students who receive no tardies or absences (excused or unexcused) during an academic quarter will earn recognition for perfect attendance for that quarter.

Vacations

We try very hard to protect the integrity of the school year. Observe carefully the dates and times listed in the school calendar for the beginning and ending of vacation periods.

School Hours

8:15 a.m. to 3:15 p.m. Monday through Thursday; 8:15 a.m. to 2:00 p.m. Friday.

Students are not to arrive before 7:50 a.m. and must leave by 3:30 p.m. unless participating in a supervised SVAE after-school activity. Before and after school care is available for a fee.

Emergency Closing Policy

If school opening is delayed, or a school day is canceled because of weather or road conditions, it will be announced by 6:30 AM on WSVA–550 AM, WBTX–1470 AM, WLTK–103.3 FM or WINC–92.5 FM. Another way to find out the school’s status is to visit our website at www.svaelementary.org. Click on “LINKS” and then click on “SCHOOL CLOSINGS AND DELAYS” which takes you to <http://www.whsv.com/closings>. Thank you for utilizing these communication sources that will help to keep you informed of decisions regarding school delays or closings.

FINANCIAL RESPONSIBILITY

1. Before a student is enrolled, the parent or legal guardian must accept financial responsibility by signing an agreement to pay, when due, all tuition fees, charges for supplies, and all other costs incurred while the student is enrolled at SVAE.
2. Students having an unpaid balance at any previous school may not register until clearance has been obtained from the school.
3. Tuition is charged on an annual basis, but may be divided into 10 or 12 monthly payments. A non-refundable registration fee is due at registration. (the registration fee includes school insurance, testing costs, library fees, office expenses, book rental, art supplies, computer fees, and workbooks for the year.) Monthly tuition payments are due on the first day of the month from August – May (10 months) or July – June (12 months).
4. Each family will be sent a statement each month for the 10 or 12 tuition payments. Payment is due on the first of the month, and will be considered delinquent after the tenth. Checks may be made payable to SVAE. A \$30.00 fee will be charged for returned checks. Parents can choose to receive monthly statements via U.S. mail or e-mail.
5. Any unpaid balances past the **7th of each month will receive a late fee of \$20.00.**
6. We cannot be responsible for cash sent to the school. Please make all payments by check or money order.
7. If an account becomes 60 days delinquent, the child(ren) will be permitted to remain in school only by special arrangements with the school board. Students with unpaid accounts at the end of the year may not be allowed to march at graduation. If satisfactory

arrangements are made so that the student is allowed to march, a diploma will not be issued until the balance is paid in full.

8. Any outstanding balance from the prior year must be paid before the registration fee payment can be applied to the family's account.
9. No student's enrollment is complete until all financial arrangements are made. Any request for special arrangements concerning tuition or fees must be addressed to the School Board.

Tuition rates will be adjusted by the month for students entering after the school year has begun. Registration fees are not reduced for late enrollment.

PRE-SCHOOL

Licensure: In compliance with the Code of Virginia, Section 63.2-1716, our preschool is religiously exempt from licensure and is classified as a "religiously exempt child day center." Our exemption status was approved by meeting documentation and other requirements specified within the religious exemption law. The statements below have been prepared and distributed to meet the requirements of the exemption law.

Staff Qualifications: Please refer to the "Staff" section under "Qualifications."

Physical Facilities: Our preschool is operated within the 16,800 square foot well-maintained building of Shenandoah Valley Adventist Elementary School located at 115 Bindery Road, New Market, Virginia 22844. The preschool utilizes two large classrooms in addition the following other areas: gymnasium, kitchen, cafeteria/art room, music room, library and playground.

Enrollment: The maximum number of children who may enroll in the preschool is 15. The student-teacher ratio for preschool students is maintained at a 10-1 ratio in order to provide individualized attention to the children. The maximum occupancy for the daycare is 41 people (children and adults). The student-Day care person is maintained at a 20-1 ratio.

Food Service: Please refer to the "Parent Responsibilities" section under "Lunches" for information about lunch options. A mid-morning snack may be provided by the parents for their own child.

Health Requirements for Staff: Our preschool staff obtain certification annually (by a practicing physician or nurse practitioner) to be free from any disability which would prevent them from caring for children. Documentation is on file in the school office.

Public Liability Disclosure Statement: The Center is covered by public liability insurance which provides coverage for the Center in the event that someone presents a claim for personal or bodily harm suffered during the operation of the Center as a result of negligence. Such public liability insurance is subject to all terms and conditions of the policy and this statement neither expands nor restricts coverage.