

# Parent Student Handbook 2021- 2022

*LOVE. LEARN. LEAD.*

*“And this is my prayer: that your love may abound more and more in knowledge and depth of insight, so that you may be able to discern what is best and may be pure and blameless until the day of Christ.”  
Philippians 1:9-10*



Accredited by:  
Association of Christian Schools International (ACSI)  
Western Association of Schools and Colleges (WASC)

*A Ministry of Community Presbyterian Church*

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# I. INTRODUCTION

## Preamble

Believing that the Bible gives Christian parents the responsibility and privilege of providing a Christian education for their children and believing that this can best be accomplished by concerted action, we hereby make and adopt the following charter:

The San Ramon Valley Christian Academy, hereinafter known as SRVCA, is a vital non-profit ministry of the Community Presbyterian Church of Danville, hereinafter known as CPC. The Elder Overseer,

the Board President and the CPC Designated Leader with the approval of the governing body of CPC, hereinafter known as Session, select the Academy Board. As a ministry of CPC, SRVCA is subject to the Policy Manual.

SRVCA does not discriminate on the basis of any race, color, national or ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school administered programs.

## Our Vision

SRVCA strives to be a renowned Christian school that transforms lives for God's Glory.

## SRVCA Mission Statement

SRVCA's mission is to provide a Christ-centered TK-8 education whereby students develop spiritually, academically, socially, and physically, and are equipped to fulfill God's purpose for their lives.

## SRVCA Values

- We value Christian families and will partner with parents to meet their children's educational needs.
- We value Biblically based teaching.
- We value hiring and developing outstanding Christian teachers, administrators and support staff.
- We value utilizing excellent Christ-centered educational curricula, technology, materials, and extracurricular activities.
- We value healthy competition to develop the mind, the body and the soul.
- We value a safe, clean and caring school environment.
- We value God's plan of reconciliation to Himself and to each other. The relationships between parents, teachers, and administrators will provide a Christ-like model of proper social interaction for students.

## SRVCA Statement of Faith

### ***Core Belief***

As a Christian school, we are committed to more than academic excellence. We are committed to nurturing the spiritual formation of our students through intentional Christian discipleship that is guided by Scripture and focused on Jesus Christ. We pursue this endeavor in close partnership with both the ministries of the Church and the ministry of parents raising their children to know the Lord. As a shepherding school, we seek to serve specifically those families in our San Ramon Valley that share our commitment to Christ and share our mission to raise kids to know God and fulfill His purposes. The following are the foundational beliefs that define our distinctly Christian approach to education and discipleship:

- We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (II Timothy 3:16, II Peter 1:21).
- We believe there is one God, eternally existent in three persons – Father, Son and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).
- We believe in the deity of Christ (John 10:33); His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35); His sinless life (Hebrews 4:15, 7:26); His miracles (John 2:11); His vicarious and atoning death (I Corinthians 15:3, Ephesians 1:7, Hebrews 2:9); His resurrection (John 11:25, I Corinthians 15:4); His ascension to the right hand of the Father (Mark 16:19); His personal return in power and glory (Acts 1:11, Revelation 19:11).
- We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that men are justified on the single ground of faith in the shed blood of Christ, and that only by God's grace and through faith alone we are saved (John 3:16-19, 5:24; Romans 3:23, 5:8-9; Ephesians 2:8-10; Titus 3:5).
- We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of condemnation (John 5:28-29).
- We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, I Corinthians 12:12-13, Galatians 3:26-28).
- We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a Godly life (Romans 8:13-14; I Corinthians 3:16, 6:19-20; Ephesians 4:30, 5:18)
- We believe that the term *marriage* has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18–25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthians 6:18, 7:2–5; Hebrews 13:4). We believe that God's command is that there be no sexual intimacy outside of or apart from marriage between a man and a woman.
- We believe that God wonderfully foreordained and immutably created each person as either male or female in conformity with their biological sex. These two distinct yet complementary genders together reflect the image and nature of God (Genesis 1:26–27).

*\*\*These core beliefs are adopted from the statement of faith published by the Association of Christian Schools International, our accrediting body, and they are fully consistent with Community Presbyterian Church's denominational essentials of the faith.*

## Philosophy and Purpose

The educational philosophy of SRVCA is based on a God-centered view of truth and man as presented in the Bible. Since God created and sustains all things through His Son, Jesus Christ, the universe and all life are dynamically related to God and have the purpose of glorifying Him. This is pointedly true of man who was made in God's image, different in kind from all other creation, with the unique capacity to know and respond to God personally and voluntarily.

However, man is a sinner by nature and choice. He cannot, in this condition, know or honor God. He can do this only by being born again through receiving Jesus Christ as Savior and Lord and thus be enabled to do God's will, which is the ultimate purpose of man's life.

The entire process of Christian education is seen as a means used by the Holy Spirit to bring the student into fellowship with God, to develop a Christian mind in him, to train him in Godly living and to provide him with opportunities for academic excellence. In this way the student can fulfill God's purpose for him, personally and vocationally. He is taught the Bible, so that he may understand God, and his own nature and role as being created in God's image. The student develops his relationship to God as a whole person: spiritually, mentally, and socially. He learns to see all truth as God's truth and to integrate it with and interpret it by God's Word, the Bible. He is educated as an individual with unique abilities and personality. He learns to live and work with others at home, in the church, and in a changing secular society. He interacts with and is taught by parents and teachers who are born again and maintain a Godly perspective on life.

The authority for such an education comes both from God's command that children be taught to love Him and place Him first in their lives, and from the fact that parents are responsible for the total education and training of their children (Proverbs 22:6). At the parents' request, the Christian Academy and the church become partners in giving this education.

## Goals and Objectives

### ***For the spiritual and moral growth of the students, SRVCA strives to:***

- Teach the Bible as God's inspired and infallible Word and to develop attitudes of love and respect toward it
- Teach the basic doctrines of the Bible (as opposed to denominational distinctions of a specific church)
- Lead the student to a decision to confess Christ as Savior and Lord;
- Develop in the student a desire to know and obey the will of God as revealed in the Scriptures and through regular prayer life
- Equip the student to carry out the will of God
- Impart an understanding of each Christian's place in the church and its worldwide task of witnessing, evangelizing, disciplining and stimulating the student's involvement in this task
- Develop a Christ-like attitude toward Godliness and sin
- Encourage the development of self-discipline and responsibility in the student based on respect for, and submission to, God and all other authority
- Help the student develop for himself a Christian worldview by integrating life and studies with the Bible.

### ***For the personal and social development of the students, SRVCA strives to:***

- Help the student develop his personality based both on a proper understanding and acceptance of himself as a unique individual created in the image of God and in the fullest possible development of his own capabilities.
- Teach the student to treat everyone with love and respect since each one is made in God's image.
- Develop the student's awareness of his place in society and his interdependence with others.
- Promote an understanding of time as a God-given commodity, and teach individual responsibility for the effective use of time.



- Show a realistic biblical view of life and work and provide skills for personal relationships and future endeavors.
- Develop both good and proper attitudes toward marriage and family as well as the understanding and skills needed to establish God-honoring homes.
- Promote physical fitness, good health habits, and wise use of the body as the temple of the Holy Spirit.
- Impart biblical attitudes toward material things and to encourage individual responsibility for using them for God's glory.

***Academically, SRVCA strives to:***

- Promote high academic standards within the potential of the individual as uniquely created by God and to help the student realize his full academic potential.
- Help each student gain a thorough comprehension and command of the fundamental processes used in communicating and dealing with others, such as reading, writing, speaking, listening and mathematics.
- Teach and encourage the use of good study habits.
- Teach the student how to do independent research and to reason logically.
- Motivate the student to pursue independent study in areas of personal interest.
- Develop creative and critical thinking and the proper use of biblical criteria for evaluation.
- Promote good citizenship through developing the understanding and appreciation of our Christian/American heritage of responsible freedom, human dignity and acceptance of authority.
- Discuss current affairs in all fields and relate them to God's plan for man.
- Produce an understanding and appreciation for God's world, an awareness of man's role in his environment and his God-given responsibilities to use and preserve it properly.
- Engender an appreciation of the fine arts through the development of the student's understanding and personal expression.
- Develop and encourage a love for learning.

***Working with the student's home, SRVCA strives to:***

- Cooperate closely with parents in every phase of the student's development, especially as it relates to the SRVCA program.
- Help parents understand SRVCA's purpose and programs.
- Aid families in Christian growth and to help develop Christ-centered homes.
- Provide resources for parents to keep up with a changing society and its effects on the home and children.
- Encourage regular attendance and involvement in a Christ centered local church.

## SRVCA School Board

### Structure

The SRVCA Board is a CPC Board, and derives its authority from the CPC Session. The SRVCA Board will consist of a small group of CPC members. No Board Member shall be chosen for a term of more than three years, nor shall a Board Member serve consecutive terms, either full or partial aggregating more than six years. After a full year off the Board, a person may serve another term of three years.

## Composition

- Board Members are required to be active members of CPC.
- The Board is comprised of a CPC Designated Leader, a CPC Elder appointed by Session, and at least three parents / CPC member volunteers.
- Board Members are nominated by the CPC Designated Leader, the SRVCA Elder Overseer and the Board President and are approved by the CPC Session.
- The Principal of SRVCA, Vice Principal, and Preschool Director serve as non-voting members of the Board.
- Board Members serve as president and treasurer of the Board, and serve as committee chairpersons of sub Boards.
- An outgoing member of the School Board may serve as a Board Advisor

### ***Board Advisors***

Recognizing that outgoing School Board Members have significant and invaluable experience that will continue to benefit the ongoing School Board, a new, official position of Board Advisor has been created (2015-16).

- The position of Board Advisor shall not be required.
- The Board Advisor will help the new School Board President transition into the position and is available to assist him/her as needed.
- Attendance at all Board Meetings is required.
- This is a non-voting position on the School Board.
- The term of office shall be one year.
- The position of Board Advisor will be an "A" position under the Parent Service Program.
- The Board Advisor is eligible for Board Membership again after being a non-voting member for a full year. The Board Advisor may attend closed Executive Session Meetings.

## Qualifications

### ***Board Members Requirements***

- Declare a personal commitment to Jesus Christ as Lord and Savior and regularly study God's word.
- Declare in writing their unconditional agreement with the SRVCA Statement of Faith and the Standards for Biblical Morality & Christian Living.
- Have a common commitment to the principles which undergird Christian Education in general and SRVCA in particular.
- Have a good reputation in the community for spirituality and sound judgment.
- Be able to allocate sufficient time and be committed to regular attendance at Board meetings.
- Have an aptitude for, or special knowledge in, at least one area of Board operation.
- Meet the biblical qualifications for church leadership as listed in I Timothy 3 and Titus 1.
- Be able to work harmoniously with others who may have different opinions, support group decisions and have a willingness to serve others with love and humility.
- Understand that Board Members have authority only as delegated by the Board and not as individuals.
- Have a commitment to the proper place of biblical discipline for the purpose of maintaining a safe and positive learning environment.
- With the exception of the CPC Designated Leader, Board Members shall not be employees nor have immediate family members as employees (excluding substitutes) of

SRVCA or CPC.

### ***Responsibilities***

- Provide spiritual leadership and Christ-like model for families, faculty and staff.
- Support through word and action the philosophy, policies, goals and strategies of CPC.
- Determine Board policies in harmony with the governing policies of the Session and beliefs of CPC and submit any changes or additions to the Session for approval. Specifically, the Board will determine:
  - Policies and programs that ensure the protection, health, and safety of students and faculty.
  - Policies relating to standards of conduct and achievement and provide recommended outcomes.
  - Policies affecting students and faculty and provide programs to meet their needs.
- Prior to Session approval, provide recommendations for hiring of faculty members, related salaries and benefits, and the annual budget.
- Provide input for the annual evaluation of the Principal.
- In partnership with SRVCA Principal and PTF, review and recommend a prioritization for the use of non budgeted funds.
- Provide input on SRVCA strategic goals and plans.
- Develop and maintain positive relationships with SRVCA families, CPC and other valley Churches and schools.
- Assist SRVCA in maintaining accreditation with ACSI and WASC.
- Appoint, out of its membership, chairpersons or subcommittees, as it may deem necessary for the performance of its duties.
- The Board is not responsible for resolving issues/concerns that may develop between SRVCA and its families, faculty or staff.

### ***Board Meetings***

- SRVCA board meetings are normally held once a month (except July) at 6:00 pm in the SRVCA Library (room 217). Confirm with the office or check for a notice or posted agenda if you wish to attend.
- Special meetings of the Board can be held upon the request of the majority of the Board.
- Regular meetings of the Board are open to the public except for certain confidential matters that may be addressed in a closed executive session.
- Parents, staff or friends of SRVCA are invited to attend Board Meetings. Guests are given the opportunity to address the board at designated times. If a guest desires to place an item on the Board agenda, it must be received by the second Monday of the month. A request to have an item considered for placement on the agenda shall be directed to the Principal and Board President.

## **Parent-Teacher Fellowship (PTF)**

### **Mission**

The mission of PTF is to bind together parents and teachers in support of SRVCA through the application of gifts, times, and talents to benefit and strengthen SRVCA through the following steps:

- Glorify and reflect Jesus Christ in all that is done, by coming with hearts to serve.

- Support and undergird SRVCA through prayer.
- Facilitate fellowship of parents, teachers, students, SRVCA School Board Members and Community Presbyterian Church (CPC) members.
- Bring about increasing unity of all parties toward greater caring, support, and commitment to SRVCA.
- Seek out the needs of SRVCA where the PTF can help serve by encouraging questions, suggestions, and opinions in order to gain understanding and support and then develop an action plan to meet these needs.

## Purpose

The purpose of PTF is to support and strengthen SRVCA through prayer, service, and financial support. PTF works towards bringing greater unity in the school by coordinating fellowship/social opportunities with parents, teachers, and students. PTF works to enhance the programs of SRVCA in a variety of ways that may include the following: fundraising to assist in providing for non-budgeted items, offering encouragement to the staff through a variety of expressive acts of teacher/staff appreciation throughout the year, providing practical assistance to the classroom teachers, providing cultural assemblies for the student body, enhancing communication between the parents and SRVCA, and offering encouragement to the student body.

## Relationship to SRVCA

- **Non-profit Status:** PTF shall operate under the auspices of SRVCA as a ministry partner with the Principal and SRVCA School Board. As such, it is under the protection of the church's corporate structure and its 501(c)3 non profit status.
- **Collection of Funds:** All funds collected by and under the control of PTF shall be assets of SRVCA and shall be included in any audit or regular reporting of the school's assets. The school shall issue receipts for tax purposes to anyone who makes a contribution to PTF functions or programs. All funds will be raised and controlled in compliance with the policies of SRVCA and CPC. All such PTF funds, however, shall be considered outside of the regular budget/funds of the school.
- **Authority:** PTF derives its authority from the SRVCA School Board and Session of Community Presbyterian Church. PTF must gain approval from the Principal with advice from the Academy School Board before proceeding with any project or activity.

## Membership

- **Eligibility:** Each parent/legal guardian of each currently enrolled student at SRVCA will become a member of PTF upon the start of each new school year (or upon the date of enrollment when it occurs mid-year).
- **Responsibility:** Each SRVCA parent will be encouraged to attend monthly meetings. Although not required, Room Parents are especially encouraged to attend PTF meetings. Regular attendance and participation is required for all PTF Committee Chair members in order to receive service credit. Absence of more than three PTF meetings may result in loss of service points and possible billing for non-fulfillment of service commitment. When a member is not in attendance at a regularly scheduled general meeting, he/she is waiving his/her right to vote on the issues discussed at that meeting.
- **PTF Activities:** Parents can fulfill volunteer hours by serving on or leading PTF Committees. Parents can sign up for these volunteer positions when made available. Standing and/or special committees will be created as needed. Members are expected to fulfill volunteer service hours each school year.

- Some of the PTF Committees include the Annual Fundraiser, Family Events, Staff Christmas Luncheon, Parent/Child Events, Prayer Ministries, Family Ministries, New Family Outreach, Change Drive, Cultural Programs, National Day of Prayer and Grandparent's Day.

## **Prayer and Parents in Prayer**

Prayer is an integral part of the school's life and important to the progress of the students (James 5:16). SRVCA's Parents in Prayer group has a connection to each class and notifies school families of special prayer requests and school emergencies. As one in the body of Christ, your daily prayers are greatly appreciated. The primary purpose of the Parents in Prayer group is to provide an opportunity for parents to meet weekly to pray for students, teachers, and the needs of the school, as well as any other prayer need. The day, time and place are announced at the beginning of each school year. All SRVCA parents are encouraged to attend whenever possible. Each class, teacher and individual student is prayed for on a rotating basis.

## II. GENERAL INFORMATION

### SRVCA Hours

TK and Kindergarten	8:30 am - 1:40 pm
Enrichment Activities	1:40 pm - 3:00 pm
Grades 1-5	8:30 am - 3:00 pm
Grades 6-8	8:10 am - 3:10 pm
Wednesday Early Release	1:40 pm
Minimum Days	
TK-5	8:30 am - 11:30 am
6-8	8:10 am - 11:40 am

*Morning supervision begins at 8:00am for TK-5 students.*

*\*TK and Kindergarten conducts 8:30am -11:30am adjusted schedule for the first 2 weeks of the school year.*

**Students are NOT permitted on campus before or after school hours unless they are under the direct supervision of a staff member or parent.** Parents may not leave the child(ren) outside in a hallway, in the patio area, in the gymnasium or on the playground. The parent must make prior arrangements for the care of their child(ren) before and after the regular Academy hours listed above. **The school day will end at 1:40pm every Wednesday** for all students which will give teachers the opportunity to engage in collaborative, ongoing professional development activities. Homework Club and Eagle's Nest will be available for after school care on Wednesdays.

### Homework Club

Students remaining on campus after carpool pick up will be sent to Homework Club to begin work on their nightly assignments. This supervised study time is available Monday, Tuesday, and Thursday until 4:00pm and 3:00 on Wednesdays. Any family with a student who has attended Homework Club will be invoiced a \$9/day charge at the end of the month. If your child plans to attend Homework Club, please send extra materials (silent reading book, paper, markers, etc.) as this is a quiet workplace and students need to respect others' efforts to study. Homework Club is not available on minimum days and is recommended for students in 3<sup>rd</sup> grade and above.

### Eagle's Nest

Students needing extended day care may use the Eagle's Nest program. Before-school care will be offered beginning at 7:30am. For this service, parents must make a reservation for their child(ren) at least 24 hours in advance by emailing [eaglesnest@srvca.org](mailto:eaglesnest@srvca.org).

- After-school care will be provided until 6:00pm (for full days and minimum days).

- On minimum days, reservations are required and lunch is not provided. Eagles Nest is nut-free.
- Families who have enrolled their child(ren) in Eagle's Nest will be invoiced at the end of the month for the hours their child(ren) have accrued. Eagle's Nest charges \$9/hour (or any fraction thereof). There is a \$30 late pickup fee for any late pick-up after 6pm.

## Attendance Policies

Regular school attendance is necessary to develop the character qualities of diligence, responsibility and good scholarship. It is also required by law. SRVCA expects students to have regular attendance, arrive on time, notify the office of illnesses or other absences and when absent, to complete missed assignments by the specified due date. Please remember that the loss of instructional time in the classroom lessens the academic success of each student.

### Absences

#### **Notification**

- Please notify the office by 9:00am of absences by the attendance line (925-838-9622), email (receptionist@srvca.org), or with a written note. If the parent has not notified the office of an absence and the teacher has marked the child absent, the school office will call the student's home to determine why the child is not at school.
- *If you know the night before that your child will not be attending school the next day, please call and leave a message on the attendance line or send an email.*

#### **Excused Absences**

- Absences are excused due to illness, medical appointments, or bereavement. Please make every attempt to schedule medical appointments outside of school hours.

#### **Unexcused Absences**

- Unexcused absences include family outings or vacations, events, extra-curricular sports, shopping trips, hair appointments, etc. *No work will be accepted without prior notice of at least 3 school days. Unexcused absences without prior notice will result in no credit for missed work.*

#### **Returning To School After an Illness**

- All students must be fever free for 24 hours before returning to school. Students may have their temperature checked upon their return to school.

#### **Chronic Absences**

- Chronically absent students may be considered truant and consequences will result (such as detention, in-school suspension, or retention).

### Off-Campus Appointments

#### **Grades TK - 3 Pre-arranged appointments**

- **TK - 2:** Parents must come to the office to sign their child out. Parents are then given permission to pick up their child by the classroom.
- **3<sup>rd</sup> grade:** Parents must come to the office to sign the child out. Parents must wait in the office while the teacher is notified and the child is called out so as not to interrupt or disturb the class.

#### **Grades 4 – 8 Pre-arranged appointments**

- Parents, please call the office **the day before** your child's appointment
- Students pick up a pass before school the day of the appointment.
- Grade 4/5 students, show the pass to your teacher at the start of the day.
- Grade 6-8 students, show the pass at the start of the class from which you will leave.

- Students must sign out in the office before they leave school.

#### ***Emergency appointments***

- Parents, please call the office as soon as the appointment is scheduled.
- The office will call the student out of class.
- Students must sign out in the office before they leave school.

#### ***Partial Day Absences***

- If students return during the school day, they must check in with the office as soon as they return.
- The office must be notified if someone other than the parent is taking a child out of school early.
- It is the family's responsibility to notify the teacher when a class will be missed in order to receive materials and/or assignments.

## **Tardiness**

Late arrival to school disrupts class activities for all students and causes the child to start the day already behind in his/her academics. Parents are asked to assist the Academy in teaching their children the importance of promptness.

- **All** students (TK-8) who are late must sign in at the office and be given a tardy pass before entering their classroom. During any part of the day, junior high students must get a tardy pass from the office if they are late for class. **Students will not be allowed to return to the classroom without a pass from the office.**
- In Junior High, students must be in their seats with necessary materials at 8:10am. Classrooms open at 8:00am to allow students time to go to their lockers.
- Medical appointments, illness, family bereavement, and unexpected accidents/road construction are considered excused tardies. *A note from the doctor's office is required for a medical appointment to be considered excused.*
- Unexpected accidents/road construction will be verified by the office via traffic reports. *Daily traffic is not considered excused.*
- Elementary (TK-5) will receive 1 fine for each unexcused tardy. In Junior High (6-8), students will receive 2 fines for every unexcused tardy.

## **Make-Up Class Assignments, Homework & Tests**

- TK-5 homework will either be sent with a sibling or will be ready for pick-up after 3:15 pm outside of the school office. Jr. High students can find assignments on RenWeb ([www.renweb.com](http://www.renweb.com)).
- Class Assignments & Homework Due Date: When a student has an excused absence, students have one day for each absent day to make up the missed daily class assignments.
- Make-Up Tests: Tests missed because of an excused absence will be made up at the teacher's discretion. It is the student's responsibility to confirm with the teacher when a missed test may be made up.

## **Family Vacations or Trips**

- Families must notify teachers and the school office by email at least 3 school days in advance and with prior approval to leaving on a family vacation or trip. In junior high, each teacher must be notified.
- **Because family vacations and/or trips are considered unexcused, any student going on a trip without the 3-day notification will be unable to make up missed assignments,**



**homework or tests, and result in a zero.**

- **All missed assignments, including tests, are due on the day of return** to the classroom.
- The re-teaching of concepts missed during the absence is the **parent's responsibility**, not the teacher's. Therefore, if you choose to take your child out of school, the risk of a subject grade being lowered is possible.
- Teachers cannot copy textbooks and homework. Therefore, not all assignments can be provided. It will be the student's responsibility to get class notes from a classmate and ask teachers for any additional assignments given while they are away in an effort to know what was missed.

## Drop Off & Pick Up of Students

### General Guidelines

- Be Patient.
- Allow extra time for drop off and pick up each day.
- No students are to arrive on campus before 8:00 am unless arrangements have been made with Eagle's Nest.
- **NO CELL PHONES are to be used in drop off and pick up lines.**
- Stay in your car while waiting for the carpool procedures to begin.
- Follow the directions of the adults wearing safety vests.
- Please observe the 3-5 mph speed limit while driving through the school/church parking lot and the posted speed limit or slower when driving on West El Pintado. To prevent traffic backup, please follow the guidelines provided at the beginning of the school year.
- Parents are encouraged to participate in a carpool with other families. This will greatly reduce the amount of cars arriving at school at one time.
- **DO NOT PASS VEHICLES IN THE DROP OFF AREA.** Please wait for your turn.
- Make sure to keep the administration informed of any problems or concerns you may have.
- The North Staff Parking Lot is off limits to SRVCA parents. Do not use their parking lot for drop off or pick up.
- When entering and exiting the CPC parking lot, use Diablo Rd (south entrance). SRVCA families are NOT to use the El Cerro entrance/exit. In order to maintain our current enrollment, we are required to keep cars off this portion of El Pintado. Failure to comply with this agreement may lead to significant fines for SRVCA. Please be sensitive to the neighbors, CPC, and our SRVCA community by respecting this important rule.
- Students in junior high are allowed to be picked up in the lower parking lot or walk home with a signed note by the parent. This note must be re-submitted each year.

## Holidays / Celebrations in the Classrooms

In light of the strong secular influences given to Halloween, Christmas and Easter, the following guidelines will be followed:

- **Halloween:** Emphasize the harvest time and Reformation.
- **Christmas:** Emphasize the birth of Christ, not Santa Claus. The celebration is that of the coming of our Savior, the promised Messiah.
- **Easter:** Emphasize the death and resurrection of Christ, not the Easter Bunny.

## Messages, Deliveries, Visits, etc.

### Messages and Deliveries

Occasionally it is necessary to get a message or some article to a student. All messages and deliveries from parents to students are to be relayed **through the school office**. Parents may not

go directly to the classroom because this disrupts the learning of all the students. Messages and/or items will be delivered at a break.

## Visiting the Campus

All visitors must register in the office. Appearing at a classroom door is disruptive to the entire class. Parent visits in the classroom must be pre-arranged for specific times and purposes. If your child forgets a lunch, you should deliver it to the tables outside of the office in the courtyard where the child will be instructed to retrieve it.

## Cell Phones

Students are not to call or be called on cell phones during the school day. Students are not allowed to use a cell phone during school hours. Consequences for the use of a cell phone during the school day (including having a phone ring in the classroom) will be the confiscation of the phone and/or detention. If a parent needs to contact their child, please call the office and a message will be delivered.

All students are required to turn in their cell phones to their teacher/ home room teachers at the beginning of the day. Students will retrieve the cell phone from their teacher/home room teacher at the end of the day. Once school is dismissed, a student may use their cell phone to contact a parent. However, they may not use their phone in the carpool line.

## Calling Home

If a student forgets an item at home, they may call a parent from the classroom and receive demerits (1 in Elementary grades, 5 in Junior High) or choose not to call home and receive no credit on the assignment. If a parent brings the student their assignment, it must be brought to the office, not delivered to the classroom.

## Dress Code

Each student is expected to be **modestly** and **appropriately** dressed at school and at school-sponsored activities. The Biblical mandates of a dress code are:

- **Moderation** - not extreme in style or fashion, or calling attention to one's appearance (Phil. 4:5)
- **Modesty** - not tight fitting, or revealing (I Timothy 2:9)
- **Neatness** - orderly and clean (I Corinthians 14:40)

The Academy dress code is based on the above mentioned mandates. The office is the final authority regarding the interpretation and implementation of the dress code. All removable clothing (sweaters, coats, jackets, etc.) should have the student's name written on the garment.

### ***Girl's Dress Code***

- **Bottoms:** Pants/Skirts/Short/Capris/Etc. must be khaki, navy or black (the hunter/Classic Navy Plaid from SRVCA's Designated vendor is also allowed) and length may be no more than 4" above the knee in elementary (TK – 5th), or 6" above the knee in Junior High (as measured when kneeling on the ground). Leggings may be worn under a skirt but the skirt must still abide by the length requirement. Bottoms must not be excessively torn, worn, or tight. Flannel and knit (sweatshirt/yoga material), running/athletic shorts and denim are not allowed. Bottoms may be from SRVCA's vendor or any other apparel company.

- **Tops:** All tops must be collared (polos or oxfords) and solid in color with the SRVCA logo, from select SRVCA vendor options. Sweaters worn over collared shirts must also be solid in color with the SRVCA logo from select SRVCA vendor options. Tops must not be tight or torn, and must be long enough to cover a student's midriff. Tops should not be sheer.
- **Dresses:** Girls are allowed to wear dresses and jumpers from our designated vendor that are solid in color with SRVCA logo. Dresses must have a collar. Jumpers are also permitted but must be khaki, navy or black in color with the SRVCA logo (the hunter/Classic Navy Plaid from SRVCA's Designated vendor is also allowed). Both dresses and jumpers may be no more than 4" above the knee in elementary (TK – 5th), or 6" above the knee in Junior High (as measured when kneeling on the ground). When wearing a jumper-style dress, girls should wear a plain, collared blouse or polo underneath.
- **Outerwear:** Sweatshirts/fleeces/jackets with SRVCA logo from our designated vendor may be worn inside the classroom or in the school building. Outside of the school building, outerwear does not need to have the SRVCA logo or be from our designated vendor, but must not display controversial or inappropriate language and/or advertisements. The administration will have final authority if a theme or advertisement is questionable.
- **Other:**
  - **Hair** must be a natural color, neatly trimmed, and out of the face. Mohawks and shaved designs are not allowed.
  - **Shoes** are to be worn at all times and have a back strap. Flip-flops are not allowed. Shoes with a heel higher than 2 inches are not allowed.
  - **Hats** are not allowed in the classroom or the building.
  - A single **ear piercing** is allowed; additional piercings are not allowed. For safety reasons, we advise against oversized earrings.
  - 8<sup>th</sup> Grade girls are allowed to wear **light makeup** (no dark/heavy eyeliner/mascara). Girls in TK through 7<sup>th</sup> grade are not allowed to wear makeup.
  - **8<sup>th</sup> Grade graduation/banquet dresses** must be approved by the administration (see Graduation/Banquet Dress Code below)
  - Girls are not required to wear skirts or dresses on Chapel days, so long as bottoms abide by uniform guidelines.
  - **Undergarments** should not be visible at any time.

### ***Boy's Dress Code***

- **Bottoms:** Pants and shorts must be khaki, navy, or black in color. Bottoms must not be excessively torn, worn, or baggy. Flannel and knit (sweatshirt/yoga material), running/athletic shorts and denim are not allowed. Bottoms may be from SRVCA's vendor or any other apparel company.
- **Tops:** All tops must be collared (polos or oxfords) and solid in color with the SRVCA logo, from select SRVCA vendor options. Sweaters worn over collared shirts must also be solid in color with the SRVCA logo from select SRVCA vendor options. Tank -tops are not allowed.
- **Outerwear:** Sweatshirts/fleeces/jackets with SRVCA logo from our designated vendor may be worn inside the classroom or in the school building. Outside of the school building, outerwear does not need to have the SRVCA logo or be from our designated vendor, but must not display controversial or inappropriate language and/or advertisements. The administration will have final authority if a theme or advertisement is questionable.
- **Other:**
  - **Hair** must be a natural color, neatly trimmed, and out of the face. Mohawks and

- shaved designs are not allowed.
- **Shoes** are to be worn at all times. Flip-flops are not allowed.
- **Piercings** are not allowed.
- **Hats** are not allowed in the classroom or the building.
- **Undergarments** should not be visible at any time.
- **8<sup>th</sup> Grade Graduation attire** - see Graduation/Banquet Dress Code below.

## Thursday Spirit Day

Every Thursday, students are given the privilege of wearing jeans, following the above pants guidelines (not excessively worn, torn, tight, or baggy) with an SRVCA or CPC spirit wear t-shirt sporting the logo and/or ministry campaign. Students are welcome to wear their standard approved uniform should they prefer.

## Dress Code Violations

Students in TK through 5<sup>th</sup> grade will be given one violation for being out of dress code. Students in junior high will be given 5 demerits for a dress code violation.

## Free Dress Days

On occasion, teachers may specify a Free Dress day. These occur at the discretion of the teachers and Principal. Denim and colored pants are allowed. Pants must not be excessively tight, ripped, worn, or baggy. All bottoms must be no more than 4 inches above the knee (as measured when kneeling on the ground). For girls, leggings are allowed to be worn with skirts/dresses, but the skirt/dress must abide by the length requirement. Shirts are not required to have collars. Designs/Logos on shirts are permitted, so long as they are appropriate and have no profanity or derogatory statements. Shirt straps must be at least 2 inches wide. Undergarments are not to be visible.

## PE Uniforms

Students in Junior High are required to wear PE Uniforms during their PE class during the day. Students are required to keep their uniforms in their PE Locker (located in the bathrooms outside of the gym/athletic director's office), secured at all times. Locks for the PE Lockers are provided by SRVCA. Consequences for a lack of uniform (shorts, shirts, sneakers) will result in a grade deduction. Lost uniforms and lock must be replaced.

## Theme Days

Theme Days are sponsored by the Student Council. Students and staff are encouraged to wear clothing according to the theme (pajama/sports/tropical/etc). Clothing/costumes must be in keeping with Free Dress dress code standards. Hats/sunglasses/accessories/etc. can be worn, but must be removed in the classroom.

## Graduation/Banquet Dress Code

Traditionally, boys have rented tuxedos for graduation. Girls' dresses should be no shorter than 4" above the knee both front and back (as measured when kneeling on the ground), and shoulder straps should be at least 2" in width. No backless dresses or low necklines are permitted. All dresses must be approved by the principal prior to graduation.

## Health & Safety

SRVCA uses RenWeb to maintain records, emergency information, and medical details for all students. Please make sure that you maintain an accurate and updated profile

## Illness

If a child becomes ill at school, he/she will be isolated if possible. Parents will be notified and must make provisions for the child to be picked up as soon as possible. Do not send a child to school with an illness because you will be called to pick him/her up. We expect all children who are well enough to be at school to participate in all activities, including recess in the morning, lunchtime and in the afternoon. Children must be supervised at all times, and therefore cannot stay inside during outside play periods.

***If a child displays any of the following symptoms, he/she must be kept at home:***

- Fever – Students will be sent home with a fever of 100°F or more
- Diarrhea
- Nasal secretions that are thick, yellow or green and accompanied by a fever, cloudy or colored nasal secretions may indicate an allergy. Please check with your doctor to rule out infection.
- Sore throat with fever or throat spots
- Cough accompanied by fever, chills and the coughing up of green or yellow mucous, vomiting or nausea.
- Eye drainage of any type. This should be checked by a doctor to rule out infection.
- Unusual rashes should be checked by a doctor to rule out bacterial infection.
- Child not feeling well, showing signs of lethargic behavior and/or crying.
- Head lice

***The child may return to school after illness when:***

- They are fever free for 24 hours
- Nausea, vomiting or diarrhea has subsided for 24 hours
- Appropriate doses of antibiotic have been given over a 48 hour period for any type of strep or bacterial infection
- Child is feeling well again and normal behavior has returned

## Medications

All medications sent from home (including vitamins, aspirin substitutes, prescription medications, etc.) must have parents' written instructions and signature and be kept in the school office to be administered by school personnel. All prescription medication must be clearly identified and must include written instructions as to dosage from the doctor or be in the original prescription container. Medications should be dropped off on the first day of the school year or at Jumpstart and picked up on the last day of the school year.

***Students with severe food allergies must provide 2 epi-pens (one for the classroom teacher and one for the aides). It is the parent's responsibility to record expiration dates for epi-pens and replace when necessary.***

## Immunization

Students must be up-to-date on their immunizations before they can be admitted. There is no grace period. California State law requires all students to be immunized according to its standards. Compliance must be obtained before school begins. The immunization requirements change frequently, please check with your doctor if you have any questions. California State law also requires a dental exam prior to entering Kindergarten.

## Life Threatening Allergies

If your child has a life threatening allergy, you must notify the office of the allergy and sign the

responsibility agreement as part of your child's SRVCA health form before your child's first day of school. Parents must meet with teachers individually to discuss the allergy and necessary treatment in case of an emergency. School staff members will be trained on the emergency procedures including the use of epi-pens.

## **Birthday celebration/Snacks in class**

When sending in birthday treats or snacks, please be mindful of the negative impact that sugary snacks may have on the learning environment here at school. Teachers and parents alike will be grateful for birthday treats that are lower in sugar and artificial ingredients. Please follow the **no-nut policy for any snacks provided**.

## **Accidents**

If your child has an accident, you will be notified to pick up your child as soon as possible. All available assistance will be given to your child while he/she waits. **Please maintain current emergency information via RenWeb**. Every teacher and staff member is First Aid and CPR certified for the protection of your child.

## **Accident Insurance**

Accident insurance for students, while at school or at a school sponsored activity, is provided by CPC. This is intended to be secondary to the family's own medical plan and is not 100% coverage.

## **Emergency Preparedness Plan**

Fire and earthquake drills are practiced at regular intervals as required by law. It is essential that when the first signal is given everyone obeys orders instantly and quietly follows the prescribed route of evacuation. A disaster preparedness plan has been developed and emergency supplies are stored on site.

### ***Important Reminders:***

- Children will be evacuated to the blacktop area and will be grouped together by grade level.
- An emergency Student Release Area will be set up.
- Parents should be prepared to walk to the Academy to pick up their children in the event of an emergency (earthquake, fire, power failure, freeway disaster, flood, etc.)
- Parents are to proceed to the Student Release Area on the blacktop or other designated area. Staff members will assist parent in signing out/releasing children. A signature will be required before any child is released to a parent or authorized adult. Authorized adults are those listed on the Emergency /Disaster Student Release Form. No exception will be made.
- Please do not call the school or church, as we must have the lines open for emergency calls. Every effort will be made to disseminate information regarding the nature of the emergency to parents via RenWeb and our school website ([www.srvca.org](http://www.srvca.org)). Parents should keep this in mind when designating emergency phone numbers.
- We are prepared to care for your child(ren) in crisis situations. If you are not able to reach the school, we will care for your child(ren) here. We will also be in touch with various local emergency services. SRVCA has adequate supplies of emergency food, water, and first aid on campus.
- It is important to discuss our Emergency and Disaster Preparedness Plan with your child(ren), spouse, and your designated caretakers. Your child(ren) should know who would be picking them up should you not be able to in the event of an emergency/disaster. Please reassure your child(ren) that they will NEVER be left alone.
- Shelter in Place: Children and staff will be notified of any Shelter in Place situation and will be

secured in their homerooms/work areas until an official ALL CLEAR is given. Parents arriving at school before the ALL CLEAR is given may wait in the gym or in their vehicle.

- Parents are asked to assist the staff in maintaining a safe environment for their child(ren) by remaining calm and helping staff in any way necessary.
- **You are responsible for updating any changes to your contact information on RenWeb.** This is especially important in emergency situations. Once you have completed updating information, please inform the SRVCA office so that we can let the accounting department know.

## Other Information

### Chapel

In order to assist the students of SRVCA in their spiritual growth, a weekly chapel is held for all grades. Each class will have several opportunities to lead chapel opening. This involves leading the flag salute and prayer followed by worship music, sharing scripture, skits, instrumental numbers, etc. Speakers may include pastors, youth pastors, Christian musicians, Christian teachers, professional Christian athletes, Missionaries, Children's Ministers, etc.

Students must enter quietly and sit with their class in assigned rows. Appropriate chapel dress is required. Students should give their attention to the speaker or leader in front of the sanctuary. Parents are invited to attend chapels. We encourage parents to dress as appropriately as their children. When younger siblings are in attendance they should sit quietly in the back of the sanctuary with their parent(s).

TK-5 chapel generally takes place in the CPC sanctuary at 8:45 – 9:30 am on Fridays. Junior High chapel takes place from 10:30-11:15am on Fridays in the chapel. All-school chapels begin in the sanctuary at 9:00 on Friday mornings. Times, places, and dates of Chapel may change from time to time, therefore please watch for announcements in the school newsletter.

### Lost and Found

Any articles found will be placed in the "Lost and Found" located outside room 100. Unclaimed articles are sent to a charitable organization monthly, so it is suggested that students look for their lost belongings as soon as possible. All removable outer clothing must be labeled with the child's name.

### Lunch Program

Students have the option of bringing a sack lunch to school every day or ordering in advance from the school's hot lunch program. Our hot lunch vendor is *ChoiceLunch*. More information can be found at their website ([www.choicelunch.com](http://www.choicelunch.com)) or in the school office. The password is SRVCA. The office does not supply money for students to buy a hot lunch. Report card hold placed on past due lunch accounts. *If a parent brings the child's lunch to school, the lunch should be delivered to the designated lunch drop off zone, not the classroom. The child's name should be clearly marked on the lunch. No glass containers in lunches.*

### Field Trips

We use the community and surrounding area as an educational resource to extend and enrich our curriculum. When a field trip has been planned and approved, the teacher will notify you. Drivers

are responsible for a group of students from the class, therefore siblings are not allowed on these trips. No exceptions will be made. The teacher will determine who will ride in each car and room assignments for overnight trips. Every effort is made to balance family participation on overnight trips to give everyone a chance to attend; however, parents wishing to attend the Washington D.C. trip must apply.

1. **All attending parents must submit a copy of driver's license, proof of adequate insurance, and have a Live Scan clearance form on file in the office.** Cars are expected to be well maintained and have the proper number of seat belts. Please remember that your car is an extension of our ministry when you drive on school-sponsored trips. If you choose to listen to music, it must be faith based or wholesome without any suggestive lyrics or inappropriate innuendo. Drivers are discouraged from showing movies since they limit social interaction; however, if a driver determines that a movie is necessary to maintain safety, only G-rated movies may be shown for grades TK-4, and only G or PG-rated for grades 5-8. All traffic laws and speed limits are to be obeyed, including no texting and only hands-free phone calls.
2. **The school and fellow parents are counting on drivers to create an atmosphere consistent with Christian education.**
3. **The first driver back to SRVCA is responsible for supervising students until the teacher returns.**

## Overnight Field Trips

**5th Grade** The 5th graders will experience a "living history" field trip while on the Balclutha. The ship is docked at the Maritime Museum in San Francisco. Attendance is mandatory because the experience is a part of the curriculum.

**6th Grade (Outdoor Education)** Each year 6th grade spends 3-4 days at Outdoor Education. This experience is part of the curriculum and attendance is mandatory.

**7th / 8th Grades:** The two grade levels attend a spiritual retreat together to build unity and strengthen personal faith. Attendance is mandatory for all students.

**8th Grade (Washington D.C./NYC):** The eighth grade will go to Washington D.C. Deadlines for payments are provided by American Christian Tours. Students have the opportunity to participate in fund raising events during the year to lower the cost per student. All fundraising must be submitted to the principal for approval at least one month prior to the planned date. Monies raised by students who leave the school before the actual trip will not be refunded, but will be divided among the students who participated in the same fundraisers. This experience is considered mandatory, therefore any student who chooses not to attend the Washington D.C. / NYC trip will be given an alternative assignment equivalent to 5 full days of learning.

## Student Council

Two representatives each from grades 6 through 8 and elected officers make up the Student Council. Officers are elected from 7th and 8th Grades. Both representatives and officers must have a 2.5 GPA or better average in core subjects (math, science, English, Bible, social studies, Spanish) and adhere to exemplary behavior standards (including dress code and tardies).

## After School Sports

SRVCA is a member of the Bay Area Christian School Athletic League (BACSAL). Our Junior High students may participate in the following sports: Softball (girls), Basketball (boys and girls), Volleyball (boys and girls), Soccer (boys and girls), Track (boys and girls) and Flag Football (boys).



Failure to field a full team may result in the Academy's withdrawal from all League competition.

Any student participating in after-school sports must maintain a 2.5 or better average in core subjects (math, science, English, Bible, social studies, Spanish), and adhere to exemplary behavior standards (including dress code and tardies). Participation in after school sports is a commitment families make and must honor.

## Library

It is the role of the Library to maintain a minimum number of library books, and materials for students and teachers to enhance the regular curriculum. The Librarian and volunteers should assist the students and teachers in library and research skills.

### ***Check-out Policy***

TK and Kindergarten students will be permitted to check out one book for a period of one week. 1<sup>st</sup> – 5<sup>th</sup> grade students will be permitted to check out a total of two books for a period of two weeks with one two-week renewal, for a maximum check out time of four weeks. 6<sup>th</sup> – 8<sup>th</sup> grade students will be permitted to check out a total of three books for a period of three weeks, with one three-week renewal for a maximum check out time of six weeks. Students will also be permitted to check out materials needed to complete special assignments. These books can be checked out in addition to the quantities noted above. In the event special assignment materials require a longer check out period, additional renewals will be granted upon teacher request.

### ***Lost Or Damaged Materials***

Any materials not returned by the final "due date" will be deemed "lost." At such time the student will not be permitted to check out any additional materials until the lost materials are paid for or returned to the library. Lost and damaged books must be paid for at the current replacement cost as indicated by the Librarian. Report cards will be held for lost and damaged books.

### ***Limited Access Materials***

The Middle School Collection will be available to middle school grade students only. If any fifth grade student wishes access to the collection, written parental permission must be given to the Librarian before access is granted. The student's record will show that they are allowed to check out books from the middle school collection. Parenting/Sex Education materials will not be available to any student without written parental permission. Permission letters will be kept in the student file in the school office and the student's record will show that they are allowed access to such materials.

## School Directory

A school telephone/address directory is available through your RenWeb account. This information may be used for carpooling and other school activities. **School Directory information is confidential** and may not be shared or be used for solicitation purposes.

## School Photos

Every SRVCA student will have an individual picture taken whether or not a photo package is purchased. This picture will be used in the school yearbook and for student identification purposes. Students will also be photographed with their entire class in a group photo.

***Parents/Students may not post pictures of any other students on social media or any other public forum without authorization from the parent/guardian.***

## **Textbooks and Supplies**

Students are required to take care of each textbook checked out to them. Caring for these materials is part of their educational experience. Students are required to keep a book cover on each of their textbooks. In accordance with board policy and State law, the Academy reserves the right to withhold a student's records, and transcripts until loaned materials are returned, or fees are paid in full for lost materials and/or damage to equipment, furniture or facilities. This may include, but is not limited to lost textbooks, lost library books, damage to desks, lab equipment, lockers or buildings. Students will furnish their own Bibles, notebooks, paper, pens and pencils. Lost or destroyed textbooks will be paid for in advance at the replacement cost plus shipping.

## **Yearbook**

A school yearbook is published annually for every student. It contains the highlights of the school year and provides wonderful memories. The cost is included in your monthly tuition. If a student enrolls after the start of the year, it is possible he/she will not be issued a yearbook due to limited number of yearbooks received. Yearbooks will be held in the office if there are outstanding lost or damaged textbook fees or lost or damaged library book fees.

## **Parent Service Program**

Every family is required to participate in our parent service program. Your time, talents and resources are indispensable and provide a wonderful means of modeling the commitment we have to work together. Your service commitment can be satisfied from several areas of service on campus. Parents may choose to pay a fee of \$800 in lieu of service hours. Non-completion of service hours will result in billing of the service fee.

## **Lunchroom and Playground Duty**

As a part of the Parent Service Program, every family is required to participate in five lunchroom and playground duties over the course of the school year. Parents may choose to pay a fee of \$500 in lieu of lunchroom and playground duty. If you cannot fulfill your volunteer commitment, you must make the effort to switch dates with another parent and advise the office of any substitutes. If a parent is considered a "no-show" for their lunchroom/playground duty, they will be charged a \$100 fee and rescheduling for another lunchroom or playground duty. Please report to the lunchroom (Room 100) to sign in and receive your orange safety vest and specific assignment from one of our teachers' aides. Please arrange off campus childcare for younger siblings when you have playground or lunchroom duty.

All parents who work in the classroom, work in the lunchroom, work on the playground, or spend time with the children are required to have a completed and cleared a Live Scan clearance from the DOJ.

## **Students of the Month**

Each month, up to 4 junior high students per grade (6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>) are selected by the faculty to be "students of the month". The criteria for selection go above and beyond the basic expectations of behavior both in and out of class. Students who distinguish themselves in the qualities of reverence, diligence, reliability, integrity, commitment, servanthood, respect for others and compassion within our school community are eligible to be elected "student of the month." Students are nominated and selected by agreement of the entire junior high faculty. Quarterly, those who have been selected as students of the month during that time frame are invited to go off campus for lunch with the Principal and Vice Principal.

## Eighth Grade Student Awards

At the end of the 8<sup>th</sup> grade year, the Junior High faculty prayerfully select students to receive the following awards:

### ***Chris Johnson Award***

This award is given to one 8<sup>th</sup> grader who has distinguished himself or herself with the qualities of reverence, diligence, reliability, integrity, commitment, servanthood, respect for others, and compassion.

### ***Bob Shaffer Award***

The recipient of this award must be deeply committed to applying God's Word to life. This should be demonstrated in relationships, in work ethic, in concern for others, and in sportsmanship.

### ***Michael Dowling Award***

This honor is awarded to the 8<sup>th</sup> grade athlete who demonstrates leadership and excellence in athletics at the highest level.

### ***Chachi Corral Award***

Presented to student who have earned the Presidential Fitness Award all eight years at SRVCA.

## Admission Policy for Re-Enrollment of Continuing Students

Currently enrolled students will be offered the opportunity to re-enroll in January each year. Continuing students who re-enroll have priority over new applicants. If a current student has not re-enrolled by the last day in January, that student may drop to the bottom of the waitlist. Families with a current outstanding account balance will not be offered re-enrollment for the next year until the outstanding balance is paid or a payment plan is set up by the Administration and Accounting. This may affect priority status.

## Admission Policy

Applications will be processed in the order they are received when the application queue is opened. On January 31st, re-enrollment for current students and priority application status concludes.

**Beginning February 1**, the applicant's **priority status** will be permanently ranking according to the **priority groups** listed below. Applications received **after February 1** will be part of a new group whose priority status will be determined once all the applicants from the previous year have been placed. Only under rare extenuating circumstances, will the School Board or Administration allow for enrollment outside the established policy. San Ramon Valley Christian Academy (SRVCA) does not discriminate on the basis of race, color, nationality or ethnic origin. However, we do reserve the right to prioritize applicants based on any of the following:

- **Priority Group I:** children of SRVCA staff and CPC Pastoral staff
- **Priority Group II:** siblings of current returning SRVCA students (preschool-8th grade), students enrolled in SRVCA Preschool the year prior to TK/K, students who did not pass the previous year Readiness Test
- **Priority Group III:** children of CPC Members and CPC Staff, siblings or children of SRVCA student graduates

- **Priority Group IV:** all other new student applicants based on application submission date

**All applications within Priority I - III categories will be sub-prioritized by submission date assuming they are received within the priority enrollment period.**

## **Waitlists**

If we reach capacity in a grade level, a waitlist for submitted applications will begin. Waitlists will be managed according to priority status. Students on the waitlist for the current school year will remain on the list until a space becomes available or until the conclusion of the existing school year. Waitlisted applications do not roll over to the next school year. Applicants on the waitlist are encouraged to re-apply for the next year's grade level as soon as applications for that school year open. The application fee will be waived for the next year's application provided it was collected in the prior application process.

## **Parent and Student Commitments**

Each parent and student is expected to sign in agreement with the Parent and Student Commitment forms. The Parent Commitment form will be signed during registration and the Student Commitment form at the beginning of the school year. For your reference, a copy of the Parent Commitment is in Appendix A, and a copy of the Student Commitment is in Appendix C.

## **Resource Inclusion Policy**

SRVCA believes that all students possess their own set of unique God-given skills and abilities (Ps. 139:13-14). Our goal is to provide each student with an authentic sense of belonging in an inclusive classroom where difference is respected and valued. SRVCA students with learning disabilities progress through the general education curriculum with the goal to learn the core concepts of the general curriculum to the greatest extent possible through differentiated instruction at their individual level with accommodations necessary for them to meet with success.

Students with diagnosed learning disabilities are eligible to participate in the SRVCA Resource Program, subject to available space, annual fee, and admissions testing with SRVCA Resource Coordinator.

# **III. ACADEMIC POLICIES**

## **Curriculum**

In line with our Philosophy of Education, we emphasize the following growth areas: Spiritual, Academic, Social and Physical. The curriculum is based on God's Truth. The Bible, the word of God, is the ultimate source of truth in all subjects. The subjects taught are: Bible, Reading, English, English, Math, History and Geography, Science, Music, Art, and Computer. Each subject is reviewed and materials are updated regularly

The classrooms of TK through fifth grades are self-contained and traditional in structure. Sixth, seventh, and eighth grade classes change rooms and teachers for different subjects. Each Junior High class is assigned a homeroom teacher. Students should take their general questions to the homeroom teacher.

## Music

The curriculum at SRVCA includes classroom music instruction twice weekly to all elementary (TK - 5th Grade) students. Classroom music includes singing and music theory. A student is expected to participate in the various programs in which his/her class is involved. In order to audition for a speaking part in any musical, a student must have a 2.0 or above grade average.

## Art

Art instruction in TK-5 occurs once a week. Students will learn art techniques, theory and history in a fun and enjoyable learning environment. Art instruction is part of the elective program in grades 6-8.

## Computers

The computer lab is well equipped to handle the needs of individual learning. Students in TK-8 grades receive instruction. For your reference, a copy of the Technology Agreement is in Appendix D.

## Hands-On Science

Students will experience activities and projects designed to teach and reinforce science concepts and principles from a kinesthetic learning style.

## Spanish

Students in grades TK-5 receive Spanish instruction twice a week. Students in grade 6 have Spanish three times a week. The emphasis is on enjoying the language. The learning in grades 7-8 is more academic in nature covering Spanish 1 course work used in high school. Students may enter Spanish II in high school with teacher approval.

**All junior high students will be enrolled in Spanish as a regular academic course unless they qualify for services through our resource program.**

## Physical Education

Students receive weekly instruction in physical activity ranging from developing gross motor skills to fine skills needed for sports or games. The participation and appreciation of each student is emphasized; students are taught to be positive and to encourage one another no matter what skill level they have. Beginning with first grade, students participate each year in the President's Physical Fitness Award program. PE classes will be moved indoors when temperatures reach 95 degrees or above.

## Adolescence Curriculum

In support of SRVCA families and students, the 6th-8th grade P.E. curriculum will offer age-appropriate instruction around issues of adolescence. Clear biblical teaching on matters such as health, sex, dating, marriage, alcohol and substance abuse will be taught by appropriate SRVCA staff member or designate. All materials are previewed and approved by SRVCA Board. Parents will be given notice of opportunities to preview the materials and may exclude their children from participation if they so choose.

# Grading Policies

## Grades TK-5

Citizenship and Work Habits are described using performance descriptors:

- O Outstanding
- G Good
- S Satisfactory
- N Needs Improvement

## TK and Kindergarten

Grading at the TK and Kindergarten level is on a broad-range basis due to developmental variances. Nonetheless, SRVCA has specific performance expectations in academic, social, and physical domains. The progress of TK and Kindergarten students is described in two broad range levels:

- Meets Kindergarten expectations
- Not yet mastered expectations
- / Not yet taught or assessed

## Grades 1-3

A performance grade is used in grades 1-3. During the second semester of grade 3, the teacher will begin the transition from performance grades to letter grades. The following symbols and descriptions are used:

- O Outstanding
- G Good
- S Satisfactory
- N Needs Improvement

## Grades 4-8

The traditional letter grades based on percentages are used in grades 4-8. A+'s are not given. The following scale should be used in calculating grades.

Grade	%	Pts.	Grade	%	Pts.
A	93+	4.0	C	73-76	2.0
A-	90-92	3.7	C-	70-72	1.7
B+	87-89	3.3	D+	67-69	1.3
B	83-86	3.0	D	63-66	1.0
B-	80-82	2.7	D-	60-62	0.7
C+	77-79	2.3	F	0-59	0.0

## **Report Cards**

Students will receive a grade report each quarter. The first quarter report card will be presented at the parent/teacher conference. The second, third and fourth quarter report cards will be sent home with the students or be available via RenWeb. (Third quarter conferences will be held at the discretion of the teacher or parents.)

## **Progress Reports**

Junior High parents and students have access to daily grades on the Renweb System.

## **Honor Roll: Grades 6-8**

Junior High Honor Roll will be determined at the end of each quarter for Grades 6-8. All letter grades on the report card will be included in the calculation of the student's grade average. Honor Roll requires a 3.5+ grade average based on the above listed scale. Grade point averages will be weighed proportionate to the amount of instructional class time.

# **Promotion & Graduation Policies**

## **Grades TK- 3**

The student must satisfactorily complete the core subjects for the specific grade level.

## **Grades 4 - 7**

Five out of six core courses must be passed for the year: English/Reading/Spelling (averaged), Math, Science, Social Studies, Bible and Spanish. Two or more F's per quarter will result in the student being placed on academic probation. Failure to pass five out of the six core courses for the year may cause a student to be retained or make up the failed coursework during the summer. In addition, all junior high students must participate in a service project.

## **Graduation Requirements Grade 8**

Each student must pass the six core courses: Bible, Math, Science, Social Studies, English and Spanish. Failure to pass the six core courses may cause a student to be retained, not graduate, or make up the failed course work during the summer. All grade 8 students must participate in a service project. All grade 8 students are required to attend the graduation ceremony.

### ***Valedictorian/Salutatorian***

The Valedictorian and Salutatorian are chosen based on 8<sup>th</sup> grade core subject percentages (for students enrolled in Geometry and Spanish).

# **Academic Probation**

## **New Students**

New students to the Academy may be placed on probation (academic or behavior). New students will be on probation for one quarter with reassessment by teachers and the principal at that time. It is the policy of SRVCA to admit students who can succeed at the Academy within the parameters of our academic standards.

## Grades 4-5

A student is placed on academic probation if he receives a D or F.

## Grades 6- 8

A student is placed on academic probation if he/she receives a D or F in any course or when a student's GPA falls below an average of 2.0.

- Parents are requested to secure tutoring if their child is on academic probation. A list of tutors is available in the office. Failure to secure tutoring may result in the student leaving SRVCA. This is to be determined by the Principal and the child's teachers.
- Make-up work is done during the summer. A committee made up of middle school teachers and the principal will review special cases.
- Future enrollment of a student with repeated quarters of probation will be reviewed by the teachers and administration.

## Standardized Achievement Testing

SRVCA administers the Iowa Assessments in grades K-8 during the month of April of each year. Students in grades 3, 5, & 7 also take the CogAT test. Annual testing helps parents understand how their students are learning compared to other students in the country and test results are helpful to SRVCA administration in evaluating curriculum and instructional programs. Student attendance is important and vacations, appointments, and other planned absences are strongly discouraged.

## Homework Policy

Homework and independent reading assignments begin in kindergarten and become progressively more extensive each year. Homework reinforces concepts taught in class, prepares students for classes the following day, and provides an opportunity for students to learn and practice good study habits, including organization, time management, and studying for tests. Reading, both orally and silently, is an essential part of becoming a successful student. It allows students to experience a myriad of exciting people, places, and events within the cover of a book. Both homework and independent reading are vital links in the learning chain. An average student should expect to do a certain amount of focused homework and a certain amount of independent reading within the following guidelines:

<b>Grade</b>	<b>Nightly Homework</b>	<b>Nightly Reading</b>
K	10 - 20 minutes	0-15 minutes
1	15 - 40 minutes	0 - 20 minutes
2	20 - 45 minutes	0 - 20 minutes
3	30 - 50 minutes	0 - 20 minutes
4	40 - 60 minutes	300 - 400 pages per quarter
5	60 - 90 minutes	500 pages per quarter
6	60 - 90 minutes	600 pages per quarter



7	90 - 120 minutes	700 pages per quarter
8	90 - 120 minutes	800 pages per quarter

These guidelines are for the average student, as all students do not work at the same pace. These guidelines are intended to help families at SRVCA plan and schedule extra-curricular activities. There may be times throughout the year when a student will struggle with a particular concept and will need to spend extra study time at home in order to master the material. There may also be times throughout the year when important school projects will require some extra time and effort. Generally, homework is not assigned on weekends for students in grades K-4. Students are expected to complete all assignments given and parents are expected to share in the responsibility to see that the work is done and turned in.

## Make-Up Homework

- Makeup homework for a K-5 student (due to illness, medical appointments, or bereavement) should be ready for pick-up after 3:15pm outside the school office. Junior high parents can access homework assignments via ParentsWeb/RenWeb.
- Homework and/or class work should be completed as soon as possible after a student returns to school after an absence. For each day absent due to illness, students have one day to make up the missed work.
- Tests missed because of illness will be made up at the teacher's discretion. The teacher will inform the student as to when the missed test will be taken.
- Planned absences without three school day notification are considered unapproved. The re-teaching of concepts missed during the absence is the parent's responsibility, not the teacher's. Therefore, if a family chooses to take a child out of school, the risk of a subject grade being lowered is possible. Prior to leaving, a three-day written notice must be turned into the teacher requesting assignments. In grades 6-8 each teacher must be issued a written notice.
- Teachers cannot always copy textbooks and homework. Therefore, not all assignments can be provided. All missed assignments, including tests, are due on the day of return. It is the student's responsibility to get class notes from a classmate and ask teachers for any additional assignments missed.

## Retention Policy

Retention is necessary when there is a developmental lag in the social, emotional, physical, and academic life of a student. Students with learning disabilities are usually not good candidates for retention. Any student who may need to be retained should be brought to the attention of the principal by the end of March. Considerations for pursuing a retention are as follows:

### Observation

The teacher begins to observe that the student is having difficulty socially/academically. Upon conferring with the Principal, it is at this point the parents are first approached.

### Conference

A formal conference will be held with the parents in late April to evaluate the student's progress and discuss any further observations. As needed, outside professionals may be included in the conference.

### Decision

When the retention proposal is substantiated in the opinion of the teacher and principal, a letter of

intent to retain will be presented to the parents. If a learning disability is discovered, a recommendation will be made as to whether or not SRVCA can meet the student's needs, if outside therapy is in order, or if placement in another school is best for the student.

## ACSI Academic Meets

In addition to the normal Academy curriculum, selected students will also have the opportunity to be challenged and encouraged in their academic development by the ACSI academic meets. Some of these are highly competitive events, and some are individual adjudications to develop personal excellence. Student participants will be selected on the basis of performance in each meet area and student interest. Academic meets may include the Speech Meet, Creative Writing Festival, Art Festival, Leadership Conference, Math Olympics, Math League, Science Fair, Spelling Bee or the Geography Bee.

## IV. CONDUCT AND DISCIPLINE

### Philosophy

The school and home must be parallel in disciplinary philosophy for moral training to be effective. Only a philosophy based on God's Word is acceptable to Him. The following guidelines are the basis for discipline at SRVCA:

- The **responsibility** and **authority** to discipline comes from God. (Eph. 6:1-4)
- The **standard of conduct** has been set by the life of Christ. (I Pet. 1:16)
- **Christian love** is at the heart of all discipline. Correction and chastening are as much a part of that love as encouraging and leading. Firmness must be balanced with love. Firmness minus love becomes harsh, whereas love without firmness is sentimentality. (Prov. 3:11-12)
- All discipline is designed to show the students their sinful will due to the sin nature and lead them to trust Christ and rely on the indwelling life of the Holy Spirit to become self-disciplined children who want to do God's will. (Gal. 3:19-24)

### Good Habits

SRVCA's desire is to cooperate with the home so that good habits are formed within students. We ask for:

- **Cheerful obedience** to authority (parents, teachers, yard duty supervisors, room parents, custodians, etc.) is obeying willingly and immediately.
- **Respect and courtesy for others** (students, teachers, substitutes, visitors, etc.) is being quiet in class, raising a hand to speak and not interrupting others.
- **Responsibility** is doing the assigned and expected tasks.
- **Cooperation with others** is being considerate of others while playing and working at school and on the playground.
- **Cleanliness** is putting all trash in trash cans, picking up paper on the floor and grounds, and keeping one's desk and locker clean and neat.
- **Truthfulness** is being honest in all that is said and done.
- **Respect for property** is taking care of school and personal possessions.
- **Punctuality** is being prompt in attendance and assignments.
- **Morally good conduct** is showing a Godly example in recreation, social relationships and language.
- **Positive and appropriate lunchtime behavior.**

### Handling Parent Concerns

During school hours all SRVCA students are under the care and supervision of SRVCA staff. Concerns/problems involving SRVCA students should be directed to the appropriate teachers and/or school administration. Teachers will try to respond to phone calls and emails within a 24 hour time frame during the school week.

As in any organization, questions and complaints may arise. There is a godly way to handle these problems in a Christian school. **Matthew 18:15-17** says, "If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony

of two or three witnesses.” (NIV)

- **Keep the matter confidential:** The very pattern of sharing the problem only with those directly involved establishes the principle of confidentiality.
- **Keep the circle small:** The first step needed in solving a person-to-person problem is for one of the two people involved to initiate face-to-face dialogue. Most problems are solved at the two-person level.
- **Be straightforward:** Sometimes it is difficult to be straightforward and tell someone the very heart of the matter, but restoration and improvement can only come when the issues are lovingly, yet clearly presented.
- **Be forgiving:** Once the matter is resolved we should wholeheartedly forgive and restore the person whose fault has offended us.

## Parent Responsibilities

- **Read and understand** the Conduct and Discipline section of the handbook.
- **Encourage students to practice appropriate behavior** and abide by school discipline policy.
- **Support the staff and administration** in the application of the policy.
- **Accept timely responsibility** for your student's transportation and payment of costs resulting from detention as a consequence of your child's behavior.
- **Accept responsibility** for payment of costs associated with in-school suspension
- **Participate** in necessary conduct-related conferences.

## Discipline Policy

1. At SRVCA, we believe that there is a relationship between discipline in a school and the quality of education offered. If students are undisciplined, their education and the education of those around them suffers.
2. Giving consideration to the students' age and emotional maturity, the steps of discipline should lead him to submit himself to God's will and to develop self-discipline under the guidance of the Holy Spirit.
3. Attendance at SRVCA is a privilege. Any student whose conduct or attitude, in or out of school, shows him to be in opposition to the basic principles and purpose of SRVCA, and/or who maliciously destroys SRVCA property, may be dismissed from SRVCA or placed on probation.
4. Probation may be invoked when a student has a serious academic, attitude or behavioral problem. It may be invoked only after counseling with the student, parents and faculty. Student activities may be limited during the probation period. If there are violations to the conditions of the probation contract the student will be asked to withdraw from SRVCA.
5. Parents enrolling their children in SRVCA will be required to sign a Parent Commitment Form acknowledging this discipline policy.
6. The steps of discipline will be in keeping with the seriousness of the offense and will be consistent with the student's needs.
7. After school detention may be assigned as a consequence of misbehavior. Parents will be notified in advance and may be asked to supervise the detention.

# Anti-Bullying Policy

## Introduction to SRVCA Anti-Bullying Policy

As a school proclaiming the mission of Christ to make disciples and “teach them to obey everything I have commanded you” (Matt 28:20), SRVCA seeks to teach students how to treat all people with the love and respect that Christ calls us to show. To help our students and families understand what bullying is and how it can negatively impact a student and our school, the Administration and School Board have adopted a formal SRVCA Bullying Policy. The purpose of the Policy is to ensure a consistent and unified approach to the prohibition of bullying at school. Bullying creates a climate of fear and disrespect that can seriously impair a student’s health and learning and it undermines the safe learning environment that students need to achieve their full potential.

Bullying, cyber-bullying, and retaliation against any person associated with a report of bullying or the investigation thereof is prohibited. SRVCA staff shall take all reasonable measures to prevent bullying at school. Such measures may include professional development and prevention activities, parent education workshops and student assemblies.

SRVCA staff, at all times, will model courteous behavior to each other, to students, and to school visitors. Abusive or humiliating language or demeanor will not be accepted. Humiliation is any act that causes another person’s self respect, dignity or self-esteem to be attacked in an unbiblical manner. Such expression, physical act or gesture may include, but is not limited to an incident that may be reasonably perceived as being motivated by characteristics such as: race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression or mental, physical, or sensory disability, intellectual ability or by any other distinguishing characteristics. Additionally, students and their families are expected to exhibit courteous behavior to all members of the SRVCA community both at school and during school-sponsored events.

As a Christian school, our goal is to teach and discipline with redemption. That means we desire both correct behavior and the spiritual formation of the heart that only God can accomplish through His Holy Spirit. As sinners saved by grace, we recognize the position each of us has in being a recipient of grace, a recipient of forgiveness and a child of God who has been bought with a price. Students who are repentant, who demonstrate a contrite spirit and observable changes in their actions are more likely to be restored to the privileges of SRVCA. Students who demonstrate an attitude of mockery, or lack of change of behavior or attitude may be placed on probation. Lack of change in attitude or behavior will result in greater sanctions or dismissal from the school on the basis of being out of harmony with the goals and spirit of SRVCA.

## What is Bullying?

Bullying is the repeated or extreme use by one or more students of an unprovoked written, verbal or electronic expression or threat, or a physical act or gesture, or any combination thereof, directed at a student that:

- Causes physical or emotional harm to the student or damage to the student’s property
- Places the student in reasonable fear of harm to himself/herself or of damage to his/her property
- Creates an intimidating, threatening, hostile or abusive educational environment for the student
- Infringes on the rights of the student to feel safe and participate fully in school activities
- Materially and substantially disrupts the education process or the orderly operation of the school

## Types of Bullying

Examples include but are not limited to the following: verbal, emotional, physical, relational, cyber-bullying through media or other electronic source

### **What constitutes “At School”?**

For purposes of the policy, “at school” means:

- On school premises.
- At any school-sponsored activity or event, whether or not it is held on school premises.
- While riding in a parent’s car on a school-sponsored event.
- Using property or equipment provided by the school.
- Weekend cyber-bullying that impacts the school day may be considered “at school” by the Administration.

## **Policy Oversight & Responsibility**

### ***Administration***

- Implements and oversees SRVCA Bullying Policy
- Informs SRVCA community how to file Bullying Report & action taken following a report
- Reviews and investigates reports of bullying

### ***Staff & Volunteers***

- Must report to the Administration any acts of bullying or circumstances that reasonably indicate a student is being bullied.

### ***Students***

- Must report observed or known acts of bullying to Staff or Administration
- Failure to report bullying may result in disciplinary action
- May report bullying or retaliation anonymously, though no disciplinary action shall be taken against a bully solely on the basis of an anonymous report
- A victim of bullying shall not be disciplined for failing to report his/her own bullying situation.

### ***Parents***

- Shall be notified immediately by teacher or administrator when there is reasonable suspicion that their child is either the victim or perpetrator of bullying
- Shall be notified within 24 hours of a formal Bullying Report involving their child

### ***Reporting***

The victim of bullying, anyone who witnesses an act of bullying, and anyone who has credible information that an act of bullying has taken place may file a report of bullying. Any student or staff member who believes s/he is being bullied should immediately report such circumstances to an appropriate staff member, teacher or administrator, using a Bullying Report Form which can be located in the office or online at [www.srvca.org](http://www.srvca.org), under Parent Resources.

### ***Prohibition against Retaliation***

Retaliation or threats of retaliation in any form designed to intimidate the victim of bullying, those who are witnesses to bullying, or those investigating an incident of bullying shall not be tolerated. Retaliation or threat of retaliation will result in discipline according to the SRVCA Behavior/Consequence Policy.

### ***Reports in Good Faith***

A school employee, school volunteer, student, parent/legal guardian, or caregiver who promptly reports, in good faith, an act of bullying to the appropriate school official designated in the SRVCA Bullying Policy shall be immune from a cause of action for damages arising from reporting bullying.

### ***Intervention Response***

Actions taken to respond to the bullying situation will have the following goals in mind:

- Provide the student with a safe educational environment.
- Develop responses, if possible, with input for the student, his/her parent/guardian and staff.
- Parents/guardians of a victim shall also be notified of the action taken to prevent further acts of bullying or retaliation.

**Disciplinary Action**

The disciplinary actions for violating the SRVCA Anti-Bullying Policy shall be determined by the Administration, with input from staff.

Disciplinary actions for violation of the SRVCA Anti-Bullying Policy shall balance the need for accountability with the need to teach appropriate behavior. The severity of disciplinary action shall be aligned to the frequency and severity of the behavior.

The range of disciplinary actions that may be taken against a student for bullying, cyberbullying or retaliation shall include, but not be limited to:

- Admonitions and warnings
- Parent/Guardian notification and meetings
- Detention
- Loss of privilege to participate in school social or extra-curricular activities
- Loss of privilege to participation in graduation exercises
- Suspension
- Expulsion
- Contact law enforcement officials, as required.

**ACE Counseling Program**

Referral to the Community Presbyterian Counseling Center ACE Counseling Program may be made and/or required for perpetrators and/or victims of bullying.

## Student Behavior/Consequence Policy

(Revised 04/18/18)

### Elementary Behavioral Expectations

The behavioral system used by SRVCA teachers and staff is not punitive but is an accurate reflection of a student’s choices; each student is therefore encouraged to be wise in his/her decisions (Galatians 6:7). As humans we often rush and act before thinking. Using a traffic theme, students are encouraged to slow down and walk in the Spirit of God (2 Timothy 2:7).

**Elementary (TK-5) fines are accumulated per quarter, and set to zero at the beginning of a new quarter.**

Violation	Fine	Fix-It Ticket
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<b>Category 1</b> Disruptive talk and/or behavior (pushing in line, throwing toys, etc.), tantrums, name calling, littering, dress code violations, unexcused tardy, chewing gum, out of bounds	1	Warning
<b>Category 2</b> Repeated category 1 offenses, disrespectful talk/behavior, out of bounds, rough play	2	Loss of play time
<b>Category 3</b> Disobedience, rough play resulting in injury, property damage, tech device violations, inappropriate computer usage, disregard for another's personal space (spitting, hitting, etc.), lying,	5	Loss of play time, teacher to call home and discuss demerits with parents
<b>Category 4</b> Repeated category 1 or 2 offences, profanity, stealing, cheating, lying, racial harassment, sexual misconduct, possession/distribution of controlled substances, possession of weapons, property damage	10	Loss of play time, a visit with the Principal, and possible suspension or expulsion (depending on severity)

Notes:

1. After careful consideration of the circumstances, the administration may add or deduct the fines at their discretion
2. Subject to the discretion of the administration, an accumulation of fines will result in the penalties below:
  - 5 = result in a loss of play time, and the teacher will call home to discuss demerits with parents.
  - 10 = result in a loss of play time, a visit to the Principal, and possible suspension, depending on the severity of the offense.
  - 20 = result in suspension.

## Junior High Behavioral Expectations

The behavioral system used by SRVCA teachers and staff is not punitive but is an accurate reflection of a student's choices; each student is therefore encouraged to be wise in his/her decisions (Galatians 6:7). As humans we often rush and act before thinking. Using a traffic theme, students are encouraged to slow down and walk in the Spirit of God (2 Timothy 2:7).

***Junior High (6-8) fine are accumulated per semester, and set to zero at the beginning of a new semester.***

Violation	Fine	Fix-It Ticket
<b>Category 1</b> Unexcused tardy, calling home for forgotten items, rough housing	2	



<b>Category 2</b> Disruptive talking/behavior, eating/drinking in class, dress code violation, chewing gum, insulting comments	5	
<b>Category 3</b> Tech device violation, leaving class without permission, failing to sign in or out, off limits, unacceptable displays of affection, vulgarity, property damage,	10	Detention
<b>Category 4</b> Disrespect, disobedience, profanity, tech device violation, intentional property damage, leaving class without permission,	20	Two-day detention, possible removal from athletic team, student council, or other activity
<b>Category 5</b> Insubordination, graffiti, visual or verbal obscenities, lying, racial remarks	25	1-day suspension*, removal from athletic team, student council, or other activity
<b>Category 6</b> Cheating/plagiarism, repeated tech violation, forgery, pornography, non-premeditated fighting, threats/intimidation,	35	1-day suspension*, removal from athletic team, students council, or other activity
<b>Category 7</b> Premeditated fighting, stealing, vandalism, vaping/ smoking, endangerment of others	50	2-day suspension*, restitution, removal from athletic team, students council, or other activity.
<b>Category 8</b> Weapons, controlled substances, sexual misconduct, immoral behavior, overt racism or harassment, gross violation of technology, gross endangerment of others	100	Expulsion (report to law enforcement as required), restitution, removal from all athletics

Notes:

1. After careful consideration of the circumstances, the administration may add to or deduct fines at their discretion.
2. Subject to the discretion of the administration, an accumulation of fines will result in the penalties below:
  - o 25 = 1-day suspension
  - 50 = 2-day suspension
  - 75 = 3-day suspension
  - 75 during the first semester or 100 during one school year may result in the termination of enrollment or rejection of application for re-enrollment.

*Assignments due while a student is suspended are up the discretion of the Administration*

# Campus Safety Guidelines

## General Campus Rules

- Once on campus, walk bikes to the bike racks and properly lock them up.
- Skateboards, scooters, roller blades and bikes may not be brought on campus.
- A student may not leave the school grounds without parent's permission given to his/her teacher. Parents must check student in and out of the school office.
- No ball games on the patio or around the ministry center. Balls should not be bounced on walls, windows or rooftops.
- Smart watches, electronic devices, Radios, CD, and MP3 players, laptops or valuables are not to be brought to school unless granted permission by the administration.
- Students are encouraged to leave cell phones at home. However, if a cell phone is brought to school, it is to be turned off and handed to the teacher/homeroom teacher at the beginning of the day. Students are responsible to pick up their phone at the end of the day. If a student is found using a cell phone or a cell phone should ring during the school day, it will be confiscated by the teacher and given to the Principal, resulting in disciplinary action.
- No weapons of any kind, including toy weapons, are allowed on campus or field trips. This includes guns, knives, fireworks or explosive devices.
- Respect the rights and property of others and the Academy.
- Rough play, spitting, hitting or fighting is not allowed.
- Profanity, vulgarity, gossiping, bullying, or name-calling will not be tolerated.
- Students may not verbally threaten or harass other children or staff.
- No loud voices, playing or running in the halls.
- Chewing gum is not permitted on campus.
- No student is to be in the classrooms without an adult.
- Any room, including the gym, is off limits except when a teacher or yard duty supervisor is present.
- Cheating will not be tolerated. Suspension or expulsion may result.
- Pick up any litter whether it belongs to you or not.

## Lunchroom Rules

- Students should speak softly AND respectfully to all supervisors and obey their instructions.
- Students may not run in the lunchroom, building, or hallways.
- Students are to eat their own food and keep their hands to themselves.
- Students will finish eating their lunch in the lunchroom, not outside.
- Students will dispose of their own trash and push in their own chair at dismissal.
- Students who are appointed as table monitors will wipe off tables thoroughly, gathering the debris into the cloth— not dropping it onto the floor. Messy chair seats should be wiped off also.
- There are no microwaves in the lunchroom. Students should not bring lunches to be heated.
- No glass containers.
- If a parent is bringing their child(ren) lunch and it is not in the lunchroom by the time their class is seated, the child(ren) will be given an emergency lunch and the family will be charged by Choice Lunch.
- Due to food allergies, please refrain from sending any snacks or lunches that contain nut products or are cooked in nut oils or nut products.
- **Before** eating lunch, students should use the restrooms near their classrooms.
- **After** eating, students should use the restrooms near the gymnasium.

## Playground Rules

- Respect others with your words. Vulgarity, profanity, name-calling, and/or bullying will not be tolerated.
- Respect others with your actions. No pushing, hitting, spitting, or aggressive play such as wrestling, tackle football, or play fighting.
- Students must acquire a restroom pass in order to go to the restroom. Grades TK-2 must go in pairs.
- Be respectful of organized games. Do not interrupt a group game but ask to be included.
- The slide on the play structure is to be used for sliding down only.
- Use equipment appropriately. Balls should not be bounced against the building walls.
- Balls and frisbees are the only items that may be thrown on the playgrounds.
- No tree climbing or breaking of branches.
- Playing or loitering in unsupervised areas such as in the quad or around the Ministry Center is strictly prohibited.
- Any maliciously destroyed property must be replaced at student's expense

## Classroom Rules

Each teacher will be giving a conduct grade. Built into the system are both immediate and cumulative consequences for inappropriate or unacceptable behavior based on the demerit system. Each teacher has four scripture-based classroom rules rooted in the principles stated from the verses below and expects the students to abide by the principles stated in those rules.

- **1 Peter 2:17** Show proper respect to everyone: Love the brotherhood of believers, fear God, and honor the King.
- **Philippians 2:14-15** Do everything without complaining or arguing, so that you may become blameless and pure, children of God without fault in a crooked and depraved generation, in which you shine like stars in the universe.
- **Ephesians 4:25** Therefore each of you must put off falsehood and speak truthfully to his neighbor, for we are all members of one body.
- **Ephesians 4:26** "In your anger do not sin;" Do not let the sun go down while you are still angry."

## Junior High Rules

### Locker rooms:

- Off limits unless being used for PE classes.
- After changing, go directly to the gym for class. Do not linger in the locker room or hallway.
- After class, change back into your school clothes, and go to your next class.
- At all times, your locker must be secured.
- Report cards will be held if locks are lost and not paid for.

### Lunchtime:

- The patio may be used for eating and studying providing students do not disturb others.
- After eating, students must go up to the playground beyond the flagpole unless they already have books and are prepared to study.
- Students must remain downstairs until 1:15pm.
- JH students should always use the restrooms in Junior High wing, except during lunchtime and PE, when they may use restrooms on the first floor. Students should not use the restrooms in the Church annex.

## V. FINANCIAL POLICIES

### Tuition Payments

Parents are responsible to meet all tuition and other financial obligations to SRVCA. Tuition is charged monthly and paid in ten monthly payments August through May or one annual payment due August 1. All parents must sign up for our FACTS system. Monthly tuition payments are automatically withdrawn through FACTS.

**Clarification of Annual Payment:** The annual payment is due by August 1st. Those who choose to pay annually must have their payments in by August 10th or their payment will change to a monthly payment schedule.

### Donations and Gifts

Tuition and fees cover the cost of education for the basic instruction for the students. However, to improve instruction, develop new programs, or expand existing ones, donations are welcomed from parents/friends of SRVCA. SRVCA also welcomes matching corporate giving, which may be available from employers. Because SRVCA is a ministry of Community Presbyterian Church, a 501(c)3 non-profit corporation, all gifts are IRS tax deductible. When making out your check it should be payable to "CPC for SRVCA". You may designate how you want it used (i.e. Library, Computer, Faculty Fund, general contribution, etc.). Please inform SRVCA of your donation to assist our bookkeeper in maintaining accurate records.

### Financial Aid

Each year, a portion of the operations budget is allocated for financial aid to help families who are experiencing problems paying tuition. This financial aid is granted on the basis of need rather than scholarship. To apply for financial aid, families must submit an application. The Finance Sub board then grants financial aid based on this data (and other pertinent information). To receive financial aid, students must meet the minimum SRVCA academic and conduct standards. Applications are due the last school day of March. Financial aid is not given to any family who has an outstanding balance.

### Delinquent Accounts

- Monthly tuition payments are automatically withdrawn through our FACTS system.
- Any payment not honored by the bank will be reprocessed once. If not honored a 2<sup>nd</sup> time a NSF fee of \$25.00 is charged.
- 30 Days Past Due: A follow-up letter will be sent and a representative of the Academy will make telephone contact, informing the family that they have 15 days to either pay the account in full or submit to the Principal for sub-Board approval a written payment plan outlining full settlement of the account. In addition, access to the student's grades and report cards will be withheld or blocked during this time.
- Beyond 45 Days: If the account has not been settled or a written payment plan outlining full

settlement has not been received or there has been no adherence to a repayment plan, the student(s) will be suspended from SRVCA and not allowed to attend class until all delinquent and current tuition accounts and fees are paid in full.

## Withdrawal Policy

SRVCA does not enroll students on a month-to-month or semester basis. It is understood that once enrolled, each child will attend for the entire school year, unless an exception has been made by the Administration. Therefore, families who withdraw prior to the start of school or mid - year will be assessed a withdrawal fee equal to 75% of the remaining tuition for that current year. We are unable to forward transcripts until we are given written notification of withdrawal.

# APPENDIX A:

## Parent Commitment

*This is a copy of the commitment that was made when enrolling/re-enrolling your child:*

**I/we understand and agree to the following commitments:**

1. To support wholeheartedly a God-centered view of truth and man as presented in the Bible. Seeking to grow in our relationship with Jesus Christ, we will regularly attend a biblically based church as a family, will comply with God's standards for marriage and family living and will encourage our children to be involved in church youth activities.
2. To show honor and respect to the Holy Trinity and to the Bible, as God's Word. Further, we agree that our children will be respectful of adult authority and will be obedient to the Academy's procedures, rules and policies, and uphold biblical standards of discipline at home.
3. To accept that SRVCA is a ministry of CPC and is governed by the Principal and the School Board which in turn are under the leadership of and are responsible to the Session of Community Presbyterian Church.
4. To accept all rules and regulations of the Academy and to accept and support the decisions and authority of SRVCA teachers, Principal, Administration, and Board.
5. To authorize the school to administer such disciplinary measures as may be deemed necessary and proper by the Administration.
6. To uphold SRVCA's standards of excellence spiritually, academically, socially and physically. We will work closely with the teachers in these areas by providing a place of study at home, by supervising homework, encouraging timely completion of all assignments and taking an active role in our child(ren)'s education.
7. To provide at the time of admission any information that will assist the SRVCA faculty and staff in assessing and effectively meeting the educational needs of our child(ren), such as reporting any prescribed program of medication, reporting results of educational testing or tutoring and reporting any past problems.
8. To be financially responsible for any injury to any person, or damage to the property of others caused by our child(ren).
9. To support SRVCA with our time, talents and resources through involvement in Parent Teacher Fellowship activities, participating in SRVCA's Family Service Program and, whenever possible, attending SRVCA sponsored activities.
10. It is a privilege to attend the San Ramon Valley Christian Academy and therefore we will uphold SRVCA through our prayers and positive attitude, and follow the Matthew 18 principle with regard to concerns.

# APPENDIX B:

## Financial Commitment

*This is a copy of the commitment that was made when enrolling/re-enrolling your child:*

**We agree to pay the tuition according to the following arrangement and to conclude all required payments before the last day of school. Our payment preference is (please checkmark one of the following):**

- Monthly payments August through May due on the 1st of each month.**  
 **Payment in full in advance on August 1.**

1. We understand that there will be a \$50 late charge assessed on accounts not paid by the 15th of the month. Any waiver by the school in enforcing a late charge assessment with regard to any delinquent payment in no way should be construed as a waiver or a bar against the school enforcing and adding on such late charge assessments for subsequent delinquent payments.
2. We understand that in the event the accounting office has not received any payment within 45 days after the due date, our student(s) may be suspended from SRVCA and all extracurricular activities.
3. We agree to pay the balance of our account before requesting transcripts to be released.
4. In the event that our account should remain delinquent after the said time in paragraph four and upon the discretion of San Ramon Valley Christian Academy, our account may be turned over to a professional agency for collection.
5. Tuition and fees from the previous year must be paid in full before June 1st in order to continue at San Ramon Valley Christian Academy the following year.
6. We understand that SRVCA does not enroll students on a month-to-month or semester basis. It is understood that once enrolled each child will attend for the entire school year, unless a prior written exception has been granted. Therefore, families who withdraw prior to the start of the school or mid-year will be assessed a withdrawal fee equal to 75% of the remaining tuition for that current year.

**This document is understood to be legally binding, and we have read and agree to comply with the above commitment.**

# APPENDIX C:

## Student Commitment

*This is a copy of the commitment that was made when enrolling/re-enrolling your child:*

**Students agree to follow the rules of San Ramon Valley Christian Academy as stated in the Parent/Student Handbook.**

1. Demonstrate cheerful obedience to authority.
2. Respect and be courteous to others.
3. Turn in completed assignments when due.
4. Cooperate with others.
5. Have a high standard of personal hygiene.
6. Keep your work area and the school areas clean.
7. Be truthful.
8. Respect the property of others, the school and CPC.
9. Be punctual.
10. Respect and honor the opposite gender, as well as your own.
11. Demonstrate morally good conduct.
12. Follow lunch and playground rules.
13. Remain in supervised areas.
14. Adhere to the dress codes.
15. Agree not to cheat by giving or receiving inappropriate help on assignments or tests.



# APPENDIX D:

## Responsible Technology Use Policy Agreement

*This is a copy of the commitment that was made when enrolling/re-enrolling your child:*

### **Purpose**

San Ramon Valley Christian Academy provides technology resources with a firm belief that the educational advantages outweigh the potential for misuse. In return, SRVCA expects students to exercise appropriate personal responsibility in their use of these resources. Our goals are to provide access to educational tools, resources, and communication, and to encourage innovation and collaboration. Our policies are intended to promote the most effective, safe, productive, and instructionally sound uses of these tools.

### **Expectations & Rules**

Responsible use of SRVCA's technology resources is ethical, respectful, academically honest, and supportive of the school's mission. We expect students to avoid computer activities which interfere in any way with the learning process. Some activities are expressly prohibited by law; other activities are inappropriate as defined by the administration of the school. The following rules are intended to clarify expectations for conduct, but should not be construed as all-inclusive, as we cannot outline every possible permutation of student behavior with technology. We require students to use technology in accordance with general expectations for appropriate student behavior as outlined in various other school policies and the honor code. Violating any portion of this signed agreement may result in disciplinary review, including possible suspension or expulsion from SRVCA, and/or legal action. SRVCA will cooperate fully with law enforcement officials in any investigation related to any potentially illegal activities conducted through our network. The school reserves the right to apply disciplinary consequences for computer-related activities conducted off-campus if such activity adversely affects the safety or well-being of students or other members of our community, or constitutes behavior embarrassing to the school.

### **Online Behavior**

- I understand that I continuously represent SRVCA whenever and wherever I use online communications (both at school and at home.) This includes, but is not limited to: email, chat, instant messaging, texting, gaming, and social networking sites. In all of my online communication with classmates and teachers I will be respectful and polite.
- If I am uncertain whether a specific computer activity is permitted or appropriate, I will ask a teacher, parent, or the technology department before engaging in that activity.

### **Privacy**

- I will not share my network password with anyone, or use anyone else's network password. If I become aware of another individual's password, I will inform that person or a member of the technology staff.
- I will be ethical and respect the privacy of others throughout the SRVCA network and internet, and will not share or access others' folders, files, or data without authorization.
- I understand that SRVCA has the right to look at any data, email, logs, or files that exist on the network or on individual computers without the prior consent of system users. In addition, SRVCA reserves the right to view or remove any files on the network or on individual computers without prior notice to users.
- I will not share or post online personally identifying information about any members of the

SRVCA community without permission (addresses, phone numbers, email addresses, photos, videos, etc.)

- I will not make audio or video recordings of another student or teacher without his/her permission.

### **Use of School Technology Resources**

- I will not use personal email accounts/addresses on school technology devices and will use my school email address for any online activities on campus.
- I will not play games, instant-message, or access music or videos at school, unless it is part of the curriculum and is authorized by a teacher.
- I will use my SRVCA email and network space only for school-related activities.
- I will not use my SRVCA email account to send out mass unsolicited messages or to forward chain letters, joke collections, or other objectionable materials.
- I will not use SRVCA technology resources for commercial activity or to seek monetary gain.
- I will not deliberately perform any act which will negatively impact the operation of anyone's computers, printers or networks. I will make an effort to keep my computer free from viruses and other destructive materials. If my computer is accidentally infected, I will seek help from the technology department.
- I will not store, transfer, or use software or settings for hacking, eavesdropping, network administration/monitoring, or network security circumvention.
- I will not install or boot to non-approved operating systems on SRVCA computers.
- I will not evade monitoring or hide my technology activity from SRVCA staff.

### **Obscene or Inappropriate Materials**

- I will not search for or download any material that is offensive, lewd, or pornographic. (Offensive material is pro-violence, hateful, discriminatory, or anti-social.)
- If I mistakenly access inappropriate information, I will notify a teacher or staff person immediately.

### **Copyright & Plagiarism**

- I will properly cite any resources that I use in my school-work.
- I will not plagiarize from any sources. (Plagiarism is taking someone else's writing, images, or idea and presenting it as your own.)
- Except for "educational fair use" as defined by a teacher, I will not copy, save, or redistribute copyrighted material (files, music, software, etc.) Users should assume material is copyrighted unless it is stated clearly to the contrary.

### **Personally Owned Computer Equipment & Devices**

- Equipment not approved by the technology department shall not be allowed to connect to the SRVCA network. This includes, but is not limited to: cell phones, iPods, and non-SRVCA laptops/tablets.
- Connecting to other networks while on campus is prohibited. This includes using cell phones to connect SRVCA tablets to the Internet.

### **Limitation of Liability**

SRVCA takes precautions to restrict access to objectionable material online, but it is not possible to have full control over access to resources and materials on the internet. SRVCA reserves the right to block content that negatively impacts the academic performance of students. SRVCA cannot guarantee that network services will be without error. The school will not be responsible for any lost data or interrupted service caused by malfunction, negligence, or omission. SRVCA is not responsible for the accuracy or quality of information obtained through the network. The school will not be responsible for

financial obligations arising from unauthorized use of the network.

**Acceptance of Agreement**

**Student:**

I have read all of this responsible use policy, and agree to follow all of the rules and expectations outlined above.

\_\_\_\_\_  
STUDENT'S NAME (PRINTED) GRADE \_\_\_\_\_

\_\_\_\_\_  
STUDENT'S SIGNATURE GRADE \_\_\_\_\_

**Parent/Guardian:**

I have read this **Technology Responsible Use Policy** and give permission for my child to use SRVCA technology resources in accordance with it. I will instruct my child regarding the importance of following all guidelines included in this agreement.

\_\_\_\_\_  
PARENT/GUARDIAN'S SIGNATURE DATE \_\_\_\_\_

# APPENDIX E

## Easy Dress Code Reference Chart

Girls	Tops	Skirts/Slacks	Dresses	Hair/Accessories/Shoes
<b>Color</b>	<ul style="list-style-type: none"> <li>• Solid color only</li> <li>• SRVCA logo</li> </ul>	<ul style="list-style-type: none"> <li>• Solid color, khaki, navy or black only</li> <li>• Land's End Hunter plaid</li> </ul>	<ul style="list-style-type: none"> <li>• Solid color</li> <li>• Land's End Hunter plaid</li> </ul>	<ul style="list-style-type: none"> <li>• Hair must be child's natural hair color</li> <li>• No hats in building/class</li> <li>• Light makeup for 8th grade only</li> </ul>
<b>Style</b>	<ul style="list-style-type: none"> <li>• Collar required</li> <li>• 2in. Strap minimum</li> <li>• No bare midriff</li> </ul>	<b>Grades TK-5</b>		<ul style="list-style-type: none"> <li>• Hair must be out of face</li> <li>• No mohawks/shaved designs</li> <li>• Shoes required at all times</li> <li>• No flip-flops</li> <li>• Heels no higher than 2 inches</li> </ul>
		<ul style="list-style-type: none"> <li>• No shorter than 4" above knee (front and back)</li> <li>• Collar required on dresses</li> </ul>		
		<b>Grades 6-8</b>		
		<ul style="list-style-type: none"> <li>• No shorter than 6" above knee (front and back)</li> <li>• Collar required on dresses</li> </ul>		
<b>Fabric</b>	<ul style="list-style-type: none"> <li>• No sheer fabrics</li> <li>• No running/athletic shorts</li> <li>• No pants made of flannel, knit, spandex or yoga-type pants</li> </ul>			
<b>Fit / other</b>	<ul style="list-style-type: none"> <li>• No tight or torn clothing</li> <li>• No undergarments showing</li> <li>• Legging under skirts are okay but skirt must still meet length guidelines above</li> <li>• Single piercing in ears only</li> </ul>			
<b>Outerwear</b>	<ul style="list-style-type: none"> <li>• Sweatshirts/Jackets of choice may be worn in classroom</li> </ul>			
<b>ALL - No undergarments showing</b>				
Boys	Tops	Slacks/Shorts	Shoes	Hair/Accessories
<b>Color</b>	<ul style="list-style-type: none"> <li>• Solid color only</li> <li>• SRVCA logo</li> </ul>	<ul style="list-style-type: none"> <li>• Solid color, khaki, navy or black only</li> </ul>	<ul style="list-style-type: none"> <li>• Shoes required at all times</li> </ul>	<ul style="list-style-type: none"> <li>• Hair must be child's natural color</li> <li>• No hats in building / class</li> </ul>
<b>Style</b>	<ul style="list-style-type: none"> <li>• Collar required</li> <li>• No tank tops</li> </ul>	<ul style="list-style-type: none"> <li>• No running or athletic shorts</li> </ul>	<ul style="list-style-type: none"> <li>• No flip-flops</li> </ul>	<ul style="list-style-type: none"> <li>• Hair must be out of face</li> <li>• No mohawks/shaved designs</li> </ul>

<b>Fabric</b>	<ul style="list-style-type: none"> <li>● No pants or shorts made of flannel, knit, spandex or yoga-type pants</li> </ul>
<b>Fit / other</b>	<ul style="list-style-type: none"> <li>● No tight or torn clothes</li> <li>● No undergarments showing</li> <li>● No piercings</li> </ul>
<b>Outerwear</b>	<ul style="list-style-type: none"> <li>● Sweatshirts, fleeces, jackets with the SRVCA logo from our designated vendor may be worn inside the classroom or in the school building. Outside of the school building, outerwear does not need to have the SRVCA logo or be from our designated vendor, but must not display controversial or inappropriate language and/or advertisements.</li> </ul>