

SAN RAMON VALLEY CHRISTIAN ACADEMY

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Dear Students and Parents,

What a privilege it is to serve your family. San Ramon Valley Christian Academy has been my “home” for almost 25 years. First as a parent, then a teacher, and now as an administrator, it is with great enthusiasm that I write this letter to you.

When people ask me what makes the San Ramon Valley Christian Academy different from other schools I always tell them it’s our families, our staff and, most of all, our Lord Jesus Christ. As the Academy has grown, I feel that our vision has remained the same: “A renowned Christian School that transforms lives for God’s glory.” We are Eagles and when our students leave the Academy they will be:

- E—Effective Communicators of the Truth
- A—Academically prepared
- G—Grow in the Understanding of Biblical Truth
- L—Live in Obedience to Christ
- E—Evaluate Critically

For over thirty years SRVCA has been dedicated to excellence in Christian education. More importantly, our calling as a school and staff has been to teach the whole child; educationally, physically, and spiritually and that they are equipped to affect the world for His glory.

Partnering with our families, and holding to these goals we can truly say, “My son do not forget my teaching but keep my commands in your heart, for they will prolong your life many years and bring you prosperity.” Proverbs 3:1-2

Thank you for this great opportunity to work with you and your child. May God richly bless you and your family.

In Christ,

Jan Brunkal
Principal

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

SRVCA does not discriminate on the basis of any race, color, national and 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 which transforms lives for God's Glory.

SRVCA Mission Statement

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

SRVCA Core 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 extra-curricular 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.

Statement of Faith

The San Ramon Valley Christian Academy is a member of the Association of Christian Schools International and subscribes to their statement of faith.

- 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 10:38); 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).

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.

From this philosophy stem certain GOALS and OBJECTIVES:

SRVCA 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;
- To teach the basic doctrines of the Bible (as opposed to denominational distinctions of a specific church);
- To lead the student to a decision to confess Christ as Savior and Lord;
- To develop in the student a desire to know and obey the will of God as revealed in the Scriptures and through regular prayer life;
- To equip the student to carry out the will of God;
- To impart an understanding of each Christian's place in the church and its worldwide task of witness, evangelism, discipline and to stimulate the student's involvement in this task;
- To develop a Christ-like attitude toward Godliness and sin;
- To encourage the development of self-discipline and responsibility in the student based on respect for, and submission to, God and all other authority;
- To help the student develop for himself a Christian world view 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.
- To teach the student to treat everyone with love and respect since each one is made in God's image.
- To develop the student's awareness of his place in society and his interdependence with others.
- To promote an understanding of time as a God-given commodity, and teach individual responsibility for the effective use of time.
- To show a realistic biblical view of life and work and provide skills for personal relationships and future endeavors.
- To develop both good and proper attitudes toward marriage and family as well as the understanding and skills needed to establish God-honoring homes.
- To promote physical fitness, good health habits, and wise use of the body as the temple of the Holy Spirit.

- To 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.
- To 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.
- To teach and encourage the use of good study habits.
- To teach the student how to do independent research and to reason logically.
- To motivate the student to pursue independent study in areas of personal interest.
- To develop creative and critical thinking and the proper use of biblical criteria for evaluation.
- To promote good citizenship through developing the understanding and appreciation of our Christian/American heritage of responsible freedom, human dignity and acceptance of authority.
- To discuss current affairs in all fields and relate them to God's plan for man.
- To 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.
- To engender an appreciation of the fine arts through the development of the student's understanding and personal expression.
- To 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.
- To help parents understand SRVCA's purpose and programs.
- To aid families in Christian growth and to help develop Christ-centered homes.
- To provide resources for parents to keep up with a changing society and its effects on the home and children.
- To require regular attendance and encourage involvement in a local church.

SRVCA School Board

Composition

- Board Members are required to be active members of CPC.
- The Board is comprised of a CPC Pastoral Administrator, a CPC Elder appointed by Session, and at least three parent and CPC member volunteers.
- Board Members are nominated by the CPC Pastoral Administrator, the SRVCA Elder Overseer and the Board President and are approved by the CPC Session.
- The Principal of SRVCA serves as a non-voting member of the Board.
- Board Members serve as president and treasurer of the Board, and serve as committee chairpersons of sub-Boards.

Qualifications

- Board Members must declare a personal commitment to Jesus Christ as Lord and Savior and regularly study God's word.
- Board Members must declare in writing their unconditional agreement with the SRVCA Statement of Faith.
- Board Members must have a common commitment to the principles which undergird Christian Education in general and SRVCA in particular.
- Board Members must have a good reputation in the community for spirituality and sound judgment.
- Board Members must be able to allocate sufficient time and be committed to regular attendance at Board meetings.
- Board Members must have an aptitude for, or special knowledge in, at least one area of Board operation.
- Board Members must meet the biblical qualifications for church leadership as listed in I Timothy 3 and Titus 1.
- Board Members must 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.
- Board Members must understand that Board Members have authority only as delegated by the Board and not as individuals.
- Board Members must 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 Pastoral Administrator, Board Members shall not be employees nor have immediate family members as employees of SRVCA or CPC.

Meetings

- Academy board meetings are normally held on the 3rd Thursday of each 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 or friends of SRVCA are invited to attend. Guests are given the opportunity to address the board at designated times.

Responsibilities

- Provide spiritual leadership and Christ-like model for families, faculty and staff.
- 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:
 1. Determine policies and programs that ensure the protection, health, and safety of students and faculty.
 2. Determine policies relating to standards of conduct and achievement and provide recommended outcomes.
 3. Determine 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 it's membership, chairpersons or subcommittees, as it may deem necessary for the performance of it's duties.
- Support through word and action the philosophy, policies, goals and strategies of CPC.
- Board is not responsible for resolving issues/concerns that may develop between SRVCA and it's families, faculty or staff.

SRVCA Parent-Teacher Fellowship (PTF)

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 any 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 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 at registration or during the summer coffees. 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 Auction, Red Ribbon Week, Spring and Fall Family Events, Back to School Coffee, and 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 Moms In Touch

Prayer is an integral part of the school's life and important to the progress of the students (James 5:16). Each class has a Prayer Coordinator to notify school families of special prayer requests and school emergencies. As one in the body of Christ, your daily prayers are greatly appreciated. Moms-in-Touch is an international Christian organization with over 35,000 chapters meeting across the United States and throughout the world. Its primary purpose is to provide an opportunity for mothers to meet regularly to pray for students, teachers, and the needs of their child's school, both public and private.

SRVCA has a Moms-in-Touch group that meets regularly each week. The day, time and place are announced at the beginning of each school year. All SRVCA moms are encouraged to attend whenever possible. Each class, teacher and individual student is prayed for on a rotating basis.

II. GENERAL INFORMATION

Academy Hours

Kindergarten	8:30 am - 1:40 pm
Extended Care (except Fridays)	1:40 pm - 3:00 pm
Grades 1-5	8:30 am - 3:00 pm
Grades 6-8	8:10 am - 3:10 pm
Minimum Day K-5	8:30 am - 11:30 am
Minimum Day 6-8	8:10 am - 11:40 am

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.

Attendance Policies

Regular school attendance is necessary to develop the character qualities of diligence, responsibility and good scholarship. It is also required by law. The Academy expects students to have regular attendance, to arrive on time, to 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 9:00 A.M. of absences by telephone (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 your 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 office voicemail or send an email.
- Excused absences: Due to illness, medical appointments, or bereavement. Please make every attempt to schedule medical appointments outside of school hours.
- Unexcused absences: Include family outings or vacations, events, extra-curricular sports, shopping trips, hair appointments, etc.
- Returning To School After an Illness: All students must be fever free for 24 hours before returning to school.
- Chronic Absences: Chronically absent students will be referred to the Administration.

Off-Campus Appointments:

- Any student arriving late or leaving early for any reason must be signed in or out in the office by a parent or responsible adult. No K-5 students are permitted to sign themselves out. Junior High students may sign themselves out if given permission by a parent,

however the parent should call the office to confirm the student has been safely picked up and/or dropped off.

- The office must be notified in writing if someone other than the parent is taking a child out of school early.
- Parents should wait in the office while the teacher is notified. Parents will pick up their child at the office so that classes are not interrupted or disturbed by a parent standing at the door.
- It is the student's responsibility to notify the teacher in advance when a class will be missed.

Tardiness:

- Late Arrival: 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 Late students: All students who are late to school must report to the office to receive an admit slip.
- Excused Tardy: An excused tardy requires a parent note or visit to the office. Excused tardies are situations beyond the student's control, i.e. car trouble, unexpected traffic delays due to accidents or construction, etc.
- Unexcused Tardy: An unexcused tardy is when a student arrives late due to circumstances within the control of the student and/or the parent. These circumstances include arriving without a note, sleeping late, poor time management, student problems, sibling problems, pet problems, etc.
- Consequences for Unexcused Tardiness may include warnings, detentions, and/or other appropriate discipline.

Make-Up Class Assignments, Homework & Tests:

- Requests for Class Assignments & Homework: Requests for makeup class assignments and homework for your child due to illness, medical appointments or bereavement must be requested by calling the school office no later than 9:00 am. K-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 www.renweb.com.
- Class Assignments & Homework Due Date: For daily class assignments, students have one day for each day of an excused absence to make up the missed class assignment. Class assignments and homework should be completed as soon as possible after a student returns to school. The one-for-one due date extension does not apply to long term assignments/projects.
- Make-Up Tests: Tests missed because of an excused absence will be made up at the teacher's discretion. The student is responsible to find out from the teacher when the missed test will be taken.

Family Vacations or Trips:

- A written notice must be turned in to the school office at least 3 days prior to leaving on a family vacation or trip.
- In grades 6-8 each teacher must have a written notice.
- 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.

- 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.
- NO CELL PHONES are to be used (not even headsets) 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 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 CPP Driveway 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).

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.

Visiting the Classroom:

All visitors must register in the office. Appearing at a classroom door is disruptive to the entire class. Parent visits in the classroom will be pre-arranged for specific times and purposes. If your child forgets a lunch, you should deliver it to the lunchroom (room 100) where the child will be instructed to retrieve it.

Telephone Messages:

The school telephone is a business phone and may only be used by students for emergencies. Forgotten homework or P.E. clothes are not emergencies for which the office phone may be used. Arrangements to have friends over after school are to be made before coming to school.

Student Dress Code

Each student is expected to be modestly, neatly, and appropriately dressed at school and at school-sponsored activities. The Principal is the final authority regarding the interpretation and implementation of the dress code. All removable clothing (sweaters, coats, jackets, etc.) must have the student's name written on the garment.

Boys' General Dress Code

- Khaki or navy colored pants or shorts, fitting at the waist—not to be excessively baggy, tight, or worn looking, fitting at the waist
- Solid colored polo or collared shirts
- Solid colored sweaters or sweatshirts allowed over collared shirts
- No brand names to be visible including embroidery, zippers, and labels.
- Lands End School emblem approved but not necessary
- Hair to be neatly trimmed, of natural color, above the collar, where eyes are visible
- Hats are not to be worn in the classroom or hallways
- No flip flops
- No body piercing
- Outer wear (i.e. jackets) worn in the classroom must be solid in color and without logos

Boys' Free Dress Day Apparel

- Jeans and sports shorts allowed, fitting at the waist—not to be excessively baggy, tight, or worn looking
- T-shirts allowed—may not contain messages considered offensive
- No plain white t-shirts
- No tank tops

Girls' General Dress Code

- SRVCA plaid, khaki, or navy colored pants, jumpers, skirts, skorts, and shorts—must be no less than 4" above the knee when kneeling, must not be excessively tight or worn looking
- Solid colored polos or collared shirts—tight or form fitting are not allowed, midriff and/or undergarments should not be visible
- Solid colored sweaters and sweatshirts over collared shirts
- No brand names to be visible including embroidery, zippers, and labels.
- Lands End School emblem approved but not necessary
- Hair to be of natural color
- Hats are not to be worn in the classroom or hallways
- Camisoles allowed, however collared shirt must still be buttoned and conservative in nature
- No flip flops or platforms of more than 2"
- Light make-up is a privilege for 8th grade girls only—heavy eye make-up and/or excessive foundation is not permitted
- Multiple ear piercing and/or body piercing is not allowed
- On chapel days, girls must wear dresses, skirts, or skorts

Girls' Free Dress Day Apparel

- Jeans and bottoms of any fabrics appropriate—must be no less than 4" above the knee when kneeling, must not be excessively tight or worn looking

- T-shirts allowed—may not contain messages considered offensive, shirts may not be tight, revealing, or have straps less than 2”, midriff and/or undergarments should not be visible

Dress Code Exceptions

Free Dress Days:

On occasion, teachers may specify a day as a “Free Dress Day.” These occur at the discretion of the teachers and Principal. Clothing must be modest and in keeping with Dress Code Standards.

Spirit Wear Days:

Typically, Spirit Wear Days are held on the first Thursday of each month (depending on School Holidays). Students and staff are encouraged to wear their dress code apparel or approved SRVCA Spirit Wear. If the SRVCA logo or Spirit Wear is worn, students may wear denim pants, skirts, or shorts (as long as clothing is in keeping with Dress Code Standards). Tops include SRVCA Polos, T-Shirts, Sweatshirts, or other spirit-wear shirts (approved by administration).

Theme Days:

Theme Days are sponsored by Student Council. Students and staff are encouraged to wear clothing according to the theme (pajama day, sports day, Hawaiian day, etc.), but in keeping with Dress Code Standards. Hats, sunglasses, etc. can be worn but must be removed while in the classroom.

P. E. Uniforms

P. E. uniforms are worn by sixth, seventh and eighth graders and are ordered through Lands End. Clothes are kept in the locked lockers in the boys’ and girls’ bathroom off the gym. Dressing for P.E. is mandatory. Consequences for lack of uniform (shorts, shirts, sneakers) will be from the discipline procedures. Lost uniforms must be replaced.

Graduation/Banquet Dress Code

Traditionally, boys have rented tuxedos for graduation. Girls wear semi-formal dresses that are no shorter than 4” above the knee, and shoulder straps should be at least 3” in width. No backless dresses or low necklines are permitted.

Dress Code Violations

Grades K-5:

The first violation will be a private verbal warning. The classroom teacher will have a discussion with the student and make sure he understands the violation. A second violation will result in a written notice sent home and signed by a parent and/or a phone call home for a change of clothing.

Grades 6-8:

The first violation will be a private verbal warning. The student may be asked to wear alternative clothing provided by the office. A second violation will result in a written notice sent home and detention. See the Detention Policy.

Health & Safety

Illness

If a child becomes ill at school, he/she will be isolated if possible. PARENTS WILL BE NOTIFIED AND MUST MAKE PROVISION FOR THE CHILD TO BE PICKED UP AS SOON AS POSSIBLE, AND NO LATER THAN ONE HOUR AFTER NOTIFICATION.

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° 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 and picked up on the last day of the school year.

****Students allergic to bee sting must have bee sting kits in the office. 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. Children entering Kindergarten must have 3 doses of Hepatitis B vaccine, 2 doses of measles containing vaccine and a TB booster will be recommended if it has been 5 years since their last dose. 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.

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 in the office. 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.

A few things to remember are as follows:

- 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 on or near the green backboards on the blacktop.
- 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). Parents should keep this in mind when designating emergency phone numbers. Turn to KCBS 740 AM for news from the Office of Emergency Services.
- 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.
- Please inform SRVCA immediately if you have any change of phone numbers or email so we can update our records.

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).

K-5 chapel generally takes place in the CPC sanctuary at 8:45 – 9:30 am on Fridays. Junior High chapel takes place at 11:45 -12:30 on Wednesdays 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 Eagle newsletter.

Lost and Found

Any articles found will be placed in the "Lost and Found" located outside room 200. Unclaimed articles are sent to a charitable organization quarterly, 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 Children's Choice. More information can be found at their website (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. If a parent brings the child's lunch to school, the parent should bring it to Room 100, not the classroom.

Field Trips

We will be using 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. **All attending parents must submit a copy of driver's license, proof of adequate insurance, and official background check.** Cars are expected to be well maintained and have the proper number of seat belts. Drivers must follow speed limits. The first driver back to SRVCA is responsible for supervising students until the teacher returns.

4th Grade (Rock-N-Water):

Our 4th grade students experience life as a miner while camping on a river, touring a mine, and visiting Sutter's Mill. Attendance is mandatory.

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 Grade:

The 7th grade class goes to the beautiful Kidder Creek. This spiritual retreat is also filled with outdoor challenges. Attendance is mandatory for all students.

8th Grade (Washington D.C.):

Every other year 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. Trip participation is mandatory.

Student Council

Two representatives each from 6th through 8th Grades 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 and adhere to exemplary behavior standards.

After School Sports

SRVCA is a member of the Bay Area Christian School Athletic League (BASCAL). Our Junior High students may participate in the following sports: Softball (boys and girls), Basketball (boys and girls), Volleyball (boys and girls), Soccer (boys and girls) and Track (boys and girls). 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. Participation in after school sports is a commitment families make and must honor.

Library

SRVCA's library has over 10,000 books. Reference materials, fiction and non-fiction books are available for the students use. Each K-5 class usually visits the library once a week. Contents of the library are reviewed and new books are added each year. The librarian hosts a book sale at the beginning of the year in which parents may buy books that are then

donated to the school in their child's name. One to two book fairs are held during the school year. In addition, the Library is now accessible online! Teachers, parents, and students can search our entire catalog, place holds, renew books, write book reviews, search for books by reading level, access the Contra Costa County Library website, and utilize research tools and helpful databases.

School Directory

A school telephone/address directory will be prepared and made available as soon as enrollment is complete. This can be used for carpooling and other school activities. Keep in mind that it is confidential and may not 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.

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. Replacement fees are listed below:

- Paperback Reading: \$10.00
- Consumable Textbook: \$20.00
- Hardback Textbook: \$70.00

Home Textbook Purchases

Parents of 4th-8th grade students may optionally purchase textbooks for use only at home, thereby saving the child from having to carry home several heavy textbooks. The Academy office will coordinate these purchases during the first weeks of September. The books become the property the parent and can be resold the next year to upcoming students.

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.

Parent Service Program

We require that every family represented at the Academy participates 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

Every family is required to participate in two lunchroom and three playground duties during the course of the school year. Sign ups begin at the volunteer sign-up registration in May. Additional sign ups and/or changes happen in the school office. If you cannot fulfill your volunteer commitment, you must make the effort to switch dates with another parent. No-shows and/or tardies result in a \$50 fee. Please report to the lunchroom (Room 100) for 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.

III. ADMISSION POLICIES

Reenrollment of Continuing Students

Currently enrolled students will be offered the opportunity to reenroll in January each year. Continuing students who re-enroll have priority over new applicants. If a current student has not reenrolled by the first day of April, the continuing student drops down to the same priority level (III) as new students. Students with a current outstanding account balance will not be offered reenrollment for the next year until the outstanding balance is paid.

Admission 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:

- The family must agree with the Statement of Faith and be active in a Christian church
- Receipt date of the fully completed application and applicable fees
- A sibling currently enrolled in or graduated from SRVCA
- Children of employees of CPC, SRVCA and of current members of Community Presbyterian Church
- For Kindergarten, enrollment at CPP in the year prior to entering Kindergarten
- Family interview and completion of the Pastor Recommendation Form
- Birth date and the boy to girl ratio in a class
- Readiness for Kindergarten
- Academic readiness for grades 1-8 based on SRVCA testing and standardized testing
- Student's current school 's Confidential School Recommendation Form
- Priority Group I: children of Academy staff, Board members, and CPC Pastoral staff
- Priority Group II: siblings of current students, CPC members and staff, students who did not pass the previous year Kindergarten Readiness Testing
- Priority Group III: all other new student applicants
- Priority Group IV: all students who were offered admission but declined it

Parent and Student Commitments

Each parent and student is expected to sign their 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. Sample copies are in the appendix.

IV. 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, Language Arts, English, Math, History and Geography, Science, Music, Art, Computer, and Science. Through a seven-year curriculum plan, each subject is reviewed and materials are updated.

The classrooms of Kindergarten 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 (Kindergarten - 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 the Christmas musical, a student must have a 2.0 or above grade average.

Art:

Art instruction in K-5 occurs once a week. Students will learn art techniques, theory and history in a fun and enjoyable learning environment. Students demonstrating excellence may have the opportunity to have their work adjudicated in the ACSI Art Festival. Art instruction is part of the elective program in 6-8 grades.

Computer:

The computer lab is well equipped to handle the needs of individual learning. Students in K-8 grades receive instruction. Some programs presently available include: Microsoft Word, Excel, PowerPoint, Front Page, Encarta and the Kid Pix.

Spanish:

Students in K-6 grades receive Spanish instruction twice 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.

Hands-On Science:

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

Physical Education:

Students receive instruction two to five times weekly 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.

Grading System

Grading Policies

Kindergarten:

Grading at the Kindergarten level is on a broad-range basis due to developmental variances. None the less, the Academy has specific performance expectations in academic, social, and physical domains. The progress of Kindergarten students is described in two broad range levels:

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

Citizenship and Work Habits are described using performance descriptors:

O	Outstanding
G	Good
S	Satisfactory
N	Needs Improvement

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. The following scale should be used in calculating grades.

Grade	%	Pts.	Grade	%	Pts.
A	93-100	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	59-0	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.)

Honor Roll: Grade 6-8:

The Honor Roll will be determined at the end of each quarter. All letter grades on the report card will be included in the calculation of the student's grade average. The Honor Roll requires a 3.5 grade average or higher based on the above listed scale. Grade point

averages will be weighed proportionate to the amount of instructional class time. Students electing out of Spanish will not be eligible for Honor Roll.

Promotion & Graduation Policies

Grades K- 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: Language Arts/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 course work during the summer.

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 20-hour service project. All grade 8 students are required to attend the graduation ceremony.

Academic Probation

New Students

New students to the academy may be placed on academic and/or behavior probation. 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 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.
- A student with repeated quarters of probation will be reviewed by the teachers and administration.

Achievement Testing

The Stanford Achievement Test 10 is given to grades 1-8 during the month of April to measure the progress of the students and benchmark standards for our continuing accreditation. The Otis-Lennon School Ability Test is also taken in grades 3, 5, and 7 to compare achievement and ability. Results of both tests are sent home to parents. 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:

<i>Grade</i>	<i>Nightly Homework</i>	<i>Nightly Reading</i>
<i>K</i>	<i>10 - 20 minutes</i>	<i>0 - 15 minutes</i>
<i>1</i>	<i>15 - 40 minutes</i>	<i>0 - 20 minutes</i>
<i>2</i>	<i>20 - 45 minutes</i>	<i>5 - 20 minutes</i>
<i>3</i>	<i>30 - 50 minutes</i>	<i>5 - 20 minutes</i>
<i>4</i>	<i>40 - 60 minutes</i>	<i>0 - 30 minutes</i>
<i>5</i>	<i>60 - 90 minutes</i>	<i>0 - 30 minutes</i>
<i>6</i>	<i>90 - 120 minutes</i>	<i>400-700 pages per quarter</i>
<i>7</i>	<i>90 - 120 minutes</i>	<i>800 - 900 pages per quarter</i>
<i>8</i>	<i>90 - 120 minutes</i>	<i>900 - 1000 pages per quarter</i>

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:

- Request for makeup homework for a student due to illness, medical appointments, or bereavement must be requested by calling the school office no later than 9:00 AM. It should be ready for pick-up after 3:15 PM in the school office. Junior high parents can access homework assignment via RenWeb on the SRVCA website.
- 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 two days or more after the student's return to school, allowing time for study. The teacher will inform the student as to when the missed test will be taken.
- Planned absences without three day notification are considered unexcused. 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 the Academy 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 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 the highest performance in each meet area. Academic meets may include the following:

- Speech Meet
- Creative Writing Festival
- Art Festival
- Leadership Conference
- Math Olympics
- Math League
- Science Fair
- Spelling Bee
- Piano Festival
- Geography Bee

V. 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:

1. The responsibility and authority to discipline comes from God. (Ephesians 6:1-4)
2. The standard of conduct has been set by the life of Christ. (I Peter 1:16)
3. 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. (Proverbs 3:11-12)
4. All discipline is designed to show the students their sinful will, lead them to trust Christ and 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. These include:

- Cheerful obedience to authority (parents, teachers, yard duty supervisors, room mothers, 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, 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, keeping one's desk neat and dressing neatly.
- 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.

Handling Parent Concerns

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.
- 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.

Parent Responsibilities

Parents are asked to follow these guidelines:

- Read and understand the discipline policy.
- 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 from detention as consequence of your child's behavior.
- Accept responsibility for payment of costs associated with in-school suspension as applicable to the student.
- Participate in necessary conduct related conferences when needed.

Rules and Guidelines

- 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.
- Radios, cassette, CD, and MP3 players, electronic devices, laptops or valuables are not to be brought to school.
- Cell phones are to be turned off. 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.
- 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 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.
- SRVCA does not encourage students to carry cell phones. Students are not to turn on cell phones during school hours and their use during school hours is prohibited.

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.
- Once a student chooses a seat he must remain there until dismissed—unless given permission to move by a supervisor.
- 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 pick up 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.

Playground Rules

- No talking back to anyone. No vulgarity, profanity, or name-calling.
- No pushing, hitting, or aggressive play such as wrestling, tackle football or play fighting.
- No misuse of the restroom. Students must acquire a restroom pass in order to go to the restroom. Grades K-2 must go in pairs.
- No interrupting games.
- No spitting.
- No improper use of equipment such as, bouncing balls against the walls or swinging on the tetherballs. No organized games are to be played on the Big Toy and no running or walking on the slide.
- There is no throwing of anything except balls. Students may not retrieve a ball from outside the fenced areas.
- No playing or loitering in unsupervised areas (i.e. the quad or Ministry Center)
- Any maliciously destroyed property must be replaced, at student's expense.

Consequences for Misbehavior on the Playground K-5:

- 1st offense: 5 minutes of bench time
- 2nd offense: 10 minutes of bench time
- 3rd offense: Bench time during the entire recess & a written note to teacher

Note: Dependent upon the infraction, the student may be sent to the Principal as the first step. Attendance at SRVCA is a privilege. A student whose conduct or attitude, in or out of school, is in opposition to the basic principles and purpose of the school or who maliciously destroys school property may be suspended or expelled from school.

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. 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

Gym use at lunch:

- Monday- After all PE classes are over and an aide is in gym
- Tuesday – No use because of Prime Time
- Wednesday – After all PE classes are over and supervision in the gym
- Thursday – Only with an aide
- Friday – Only with an aide

Locker rooms:

- Off limits until 1:15 pm when the whistle is blown by aides.
- After changing, go to the gym, or the numbers outside 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. Go up the stairs located by Room 100; sit quietly outside the room until it is time for you to enter.

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 you already have books and are prepared to study.
- Remain downstairs until 1:15pm.
- JH students should always use the restrooms in Junior High wing, except after eating.

Steps in Disciplining JH Students:

Instruction:

Instruction is the teaching of expectations, limits and/or boundaries. All teachers go over classroom and school rules at the beginning of the school year and review them as necessary.

Warning:

The adult in authority tells the student that an infraction has occurred and warns that the next violation will result in disciplinary action. Note: If the teacher deems the infraction serious, the warning step may be skipped and correction may follow immediately.

Correction:

This is the firm action that must be taken to be consistent with the instruction and warning.

General Consequences

Correction by a teacher may result in a conduct report being filed. Depending on the severity of the offense, a report will indicate "Warning" or "Detention". Warnings and detentions will have an effect on the student's conduct grade for the quarter. Two copies of this report will be sent home with the student. One copy is to be signed and returned, and the other copy is kept at home. Any of the following may result from a student's behavior:

1. Verbal warning given. Every effort will be made to talk to the student privately.
2. Parents called to report the behavioral problem.
3. "Notice of Discipline" form sent home. Depending on the severity of the offense, the form will indicate "Warning" , "Detention" and/or other combination of disciplinary measures. Receiving a "Notice of Discipline" will affect a student's conduct grade. Two copies will be sent home, however one copy must be signed by the parent(s) and returned the following day to the teacher who issued the report. Failure to return this form will result in further disciplinary actions.
4. After school detentions are on Mondays for 50 minutes with teacher supervision.
5. For serious infraction, a Disciplinary Referral may be given to the student. This level of discipline involves the Principal directly.

For serious discipline issues, some of the above steps may be skipped at the discretion of the Principal, resulting in suspension or eventual expulsion.

Steps of Discipline

Infraction	Action	Consequence
I. Minor Infractions: <ul style="list-style-type: none"> • Not following established rules • Tardy to school or class • Talking out of turn • Not on task • Not obedient • Not considerate of others • Disrespectful to persons and property • Dress code and hair violations • Arguing with teacher or a person in authority • Other infractions of a similar nature 	Verbal warning	Any of the following: <ul style="list-style-type: none"> • counseling • rebuke • warning
	Various Teacher Disciplines	Any of the following: <ul style="list-style-type: none"> • counseling / warning • card pulled • time out • loss of privilege • detention • call to parent • and other appropriate discipline
	Notice of Discipline: <ul style="list-style-type: none"> • copy signed and returned next day • copy retained by parent 	All of the following: <ul style="list-style-type: none"> • call to parent • counseling / warning Any of the following: <ul style="list-style-type: none"> • verbal or written forgiveness • restitution (if needed) • detention • and other appropriate discipline
II. Serious Conduct Infractions: <ul style="list-style-type: none"> • Willful injury to another person • Threatening bodily injury (Assault) • Inflicting harm (battery) and /or fighting • Cheating • Lying • Forgery • Stealing • Vandalism of any property • Profanity or obscenity • Disrespect to teachers, staff or other adults (of a severe or intentional nature) • Special circumstances of an unusual nature • Active or passive rebellion toward authority • Bringing a weapon to school • Sexual harassment • Other infractions of a similar nature 	Disciplinary Referral: <ul style="list-style-type: none"> • copy signed and returned next day • copy retained by parent 	All of the following: <ul style="list-style-type: none"> • call to parent • counseling / warning Any of the following: <ul style="list-style-type: none"> • Written apology • Verbal forgiveness and reconciliation • Monetary Restitution • Detention • Service activity • Suspension • Recommendation for Disciplinary • Probation • Dismissal from the Academy
III. Disciplinary Probation <ul style="list-style-type: none"> • Chronic misbehavior or rebellious attitude(s) • Very serious behavior or attitude problems • Automatic with the 3rd Disciplinary Referral 	Notice of Probation: <ul style="list-style-type: none"> • Parent conference with the Principal and teacher • Notice of Probation delineates the specific behaviors/attitudes to be corrected within a specific time period, usually 9 weeks. • On the last day of each week during the Probation period, the teacher will evaluate the student against the specific behavior/attitude to be corrected. 	One of the following: <ul style="list-style-type: none"> • End of Probation – behavior corrected • Continue Probation – behavior only somewhat improved • Dismissal from the Academy – behavior clearly not improved
IV. Dismissal <ul style="list-style-type: none"> • Failure of all reasonable measures and steps of correction • Failure of Disciplinary Probation • Severe discipline issues which endanger other students and staff in an obvious manner • Obvious rebellion against the policies, principles, rules and authority of the Academy 	Letter of Dismissal <ul style="list-style-type: none"> • Parent conference with the Principal and teacher • Letter of dismissal presented to the parents • Dismissal finalized 	<ul style="list-style-type: none"> • No further attendance or participation in Academy classes or activities.

VI. FINANCIAL POLICIES

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 the Academy. The Academy also welcomes matching corporate giving, which may be available from employer. 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 April. Financial aid is not given to any family who has any outstanding balance.

Delinquent Accounts

- 10 Days Past Due: A late notice will be sent with a \$25.00 late charge
- 20 Days Past Due: A follow-up letter will be sent.
- 30 Days Past Due: If the account has not been settled, a representative from the Academy will make contact. 15 days will be given to either pay the account in full or submit a written payment plan outlining the full settlement of the account (given to the Principal for Committee approval).
- Beyond 45 Days: If the account has not been settled or a written payment plan has not been received or there has not been adherence to a repayment plan, the student(s) will be suspended from attending the Academy or the student(s) will be dropped from the Academy roster until the account is current (defined as “all accounts/fees paid in full plus two months prepaid tuition—considered the first and last month’s tuition”).

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 a prior exception has been made. Therefore, families who withdraw prior to the start of school will be assessed a withdrawal fee equal to one month’s tuition (unless written notice of more than 45

days is given). Families who withdraw during the school year will be assessed the same charge if less than 45 days written notice is given.

APPENDIX A: Commitment (Parent & Financial)

A. Parent Commitment

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 the Academy 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 the Academy'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 Academy 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 the Academy with our time, talents and resources through involvement in Parent Teacher Fellowship activities, participating in the Academy's Family Service Program and, whenever possible, attending Academy-sponsored activities.
10. It is a privilege to attend the San Ramon Valley Christian Academy and therefore we will uphold the Academy through our prayers and positive attitude, and follow the Matthew 18 principle with regard to concerns.

B. Financial Agreement:

1. 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.
2. We understand that there will be a \$25 late charge assessed on accounts not paid by the 10th 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.
3. We understand that there will be a \$15 charge for any check returned to the school by the bank.
4. 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 the Academy and all extracurricular activities.
5. We agree to pay the balance of our account before requesting transcripts to be released.
6. 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.
7. 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.
8. 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 school will be assessed a withdrawal fee of one month's tuition. Families who withdraw during the school year will be assessed the same charge if less than 45 days notice is given. There will be no withdrawal charge if 45 days notice is given.
9. This document is understood to be legally binding, and we have read and agree to comply with the above commitment.

****Both of these forms are to be signed by the parents of students.*

APPENDIX B: Student Commitment

I, _____, 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. Demonstrate morally good conduct.
11. Follow lunch and playground rules.
12. Remain in supervised areas.
13. Adhere to the dress codes.
14. Agree not to cheat by giving or receiving inappropriate help on assignments or tests.

Student Signature

Student Signature

Student Signature

Student Signature

Parent Signature

Date

Parent Signature

Date

APPENDIX C: 2010-2011 Calendar

MONTH					NOTES
August					
16	17	18	19	20	Aug 18-24 Teacher Work Days
23	24	25	26	27	Aug 24 New Student Orientation; JH Orientation
30	31				Aug 25 1 st day of school – Minimum Day Aug 30 K-3 Back To School 7:00 p.m. * Aug 31 4-8 Back To School 7:00 p.m. *
September					
		1	2	3	Sept 6 No School – Labor Day
6	7	8	9	10	Sept 7 Kindergarten Full Day
13	14	15	16	17	Sept 7-10 7 th Grade Kidder Creek
20	21	22	23	24	Sept 15-17 8 th Grade Asilomar
27	28	29	30		
October					
				1	Oct 1 No School – Teacher Accreditation Work Day
4	5	6	7	8	Oct 22 End of 1 st Quarter – Minimum Day
11	12	13	14	15	Oct 28-29 No School – ACSI Conference
18	19	20	21	22	
25	26	27	28	29	
November					
1	2	3	4	5	Nov 2-5 Parent/Teacher Conferences – Minimum Days
8	9	10	11	12	Nov 11 No School – Veteran’s Day
15	16	17	18	19	Nov 22-26 No School – Thanksgiving Vacation
22	23	24	25	26	
29	30				
December					
		1	2	3	
6	7	8	9	10	Dec 7 3-5 Christmas musical 7:00 p.m. *
13	14	15	16	17	Dec 17 K-2 Christmas musical 9:00 a.m. *
20	21	22	23	24	Dec 20-31 No School – Christmas Vacation
27	28	29	30	31	

MONTH					NOTES
January					
3	4	5	6	7	Jan 3 School Resumes
10	11	12	13	14	Jan 17 No School – MLK, Jr. Day
17	18	19	20	21	Jan 21 End of 2 nd Quarter – Minimum Day
24	25	26	27	28	Jan 28 No school (Teacher accreditation work day)
31					
February					
	1	2	3	4	Feb 12-18 8 th Grade Washington DC
7	8	9	10	11	Feb 21 No School – President's Day
14	15	16	17	18	
21	22	23	24	25	
28					
March					
	1	2	3	4	Mar 25 End of 3 rd Quarter – Minimum Day
7	8	9	10	11	Mar 31 Optional Conferences – Minimum Day
14	15	16	17	18	
21	22	23	24	25	
28	29	30	31		
April					
				1	Apr 1 Optional Conferences – Minimum Day
4	5	6	7	8	Apr 11-15 SAT Testing
11	12	13	14	15	Apr 18-25 No School – Easter Vacation
18	19	20	21	22	Apr 26 School resumes
25	26	27	28	29	Apr 26-29 6 th Grade Outdoor Education
May					
2	3	4	5	6	May 5 National Day of Prayer
9	10	11	12	13	May 12 Open House (Students Welcome)
16	17	18	19	20	May 17 3-5 musical 7:00 p.m. *
23	24	25	26	27	May 27 Teacher Appreciation Day – Min Day K-2 musical *
30	31				May 30 No School – Memorial Day
June					
		1	2	3	Jun 3 8 th Grade Banquet
6	7	8	9	10	Jun 8 8 th Grade Graduation
					Jun 9 Last Day of School – Minimum Day
					Jun 9 Kindergarten Graduation