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Introduction

“For the Lord gives wisdom, and from his mouth come knowledge and understanding. He holds victory in store for the upright, he is a shield to those whose walk is blameless, for he guards the course of the just and protects the way of his faithful ones.” ~Proverbs 2:6-8

Nondiscrimination Statement

Spring Valley Christian Academy admits students of any race, color, and national origin to all rights, privileges, programs, and activities made available to students in the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, administration policies, or in any other school administered program.

Spring Valley Christian Academy
Was founded in 1995 as a ministry of Spring Valley Assembly of God, Inc.

In light of the public school’s ever increasing commitment to devalue, oppose, and destroy the traditional Judeo/Christian moral values and educational truths, which are in the Word of God, we at Spring Valley Assembly of God, felt the significant need to start our own school with an a priori commitment to uphold the values and teachings of the Bible. We unashamedly support the biblical moral and educational views prescribed in the Holy Scriptures. We believe that we have the legal right to teach our children the Word of God based upon the First Amendment, “Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof; or abridging the freedom of speech thereof. . . .”

The church’s mission for the academy is twofold: first to strengthen Christian young people in their faith by providing them with a Christian environment and training; and secondly to answer the call for higher standards in education and deliver a quality education to students that will profoundly benefit them in this life and the life to come.

Mission Statement

Spring Valley Christian Academy was founded in 1995 as a ministry of Spring Valley Assembly of God. We are a private, Christian school ministering to the spiritual and academic needs of Christian young people. Our mission is to strengthen young people in their faith by providing them academic and spiritual training in a dynamic Christian environment; where the truths of Scripture become the life-defining qualities of personal character.
Philosophy of Education

The foundational premise of Spring Valley Christian Academy is that there is only one true education: a Christian education, where the truths of Scripture become the life-defining qualities of personal character. In 1995, Spring Valley Christian Academy was founded to meet the need for spiritual virtue and academic excellence among young people.

We believe that spiritual and academic eminence are the fruit of godly discipline and training exercised in a student’s life. We believe that godly character is the foundation which produces the initiative and aspiration to achieve excellence in all areas of life. We believe that when Scriptural truths define personal character, students are empowered to achieve distinction. When students are given the opportunity to grow in wisdom and stature and in favor with God and man– and do so, God is glorified.

The Spring Valley Christian Academy faculty and staff seek to accomplish this through the use of 1) Christian curriculum which glorifies God and encourages the student in godly pursuits, 2) hiring excellent people, people of spiritual maturity and commitment as well as academic strength, 3) small class sizes, where the teacher has opportunity to invest one-on-one in the student’s academic and spiritual training through tutoring, mentoring, etc., and 4) spiritual training, which would be accomplished through daily devotions, weekly chapels, and personal investment by Christian teachers speaking into the lives of students.

The Bible Verse in Proverbs 22:6 admonishes adults to train up a child in the way he should go. The S. V. C. Academy is an extension of the home in training young people. The faculty and staff are committed to working closely with the parents to train the whole child.

Attendance at this school is a privilege and not a right. The school stands without apology for high standards of morality and wisdom.

Our Motto

Plus Ultra

In Valladolid, Spain, the city where Christopher Columbus died, stands a monument to the great explorer. Its most interesting feature is that of a lion standing below the words Ne Plus Ultra, which translates “No More Beyond.” At the time of Christopher Columbus, Spain was the dominant nation of the World. “Ne Plus Ultra” was the motto they believed to be true. There was no more beyond what they had discovered or experienced. In the monument, the lion is reaching up with his paw and destroying the first of the three latin words: Ne, making it: “Plus Ultra – More Beyond!” With new worlds just over the horizon, the belief that there was nothing more was replaced by the confident truth of knowing that there was, indeed more beyond. This truth ushered in the beginning of the Age of Discovery.

SVCA’s motto of Plus Ultra means that because of God and His personal involvement in our lives, our students can discover and experience More Beyond in every area of their life that God has for them.
Statement of Faith

1. The Scriptures Inspired  The Scriptures, both the Old and New Testaments, are verbally inspired of God and are the revelation of God to man, the infallible, authoritative rule of faith and conduct.  2 Timothy 3:15-17;   1 Thessalonians 2:13;   2 Peter 1:21.

2. The One True God  The one true God has revealed Himself as the eternally self-existent “I AM,” the Creator of heaven and earth and the Redeemer of mankind.  He has further revealed Himself as embodying the principles of relationship and association as Father, Son, and Holy Spirit.  Deuteronomy 6:4;   Isaiah 43:10,11;   Matthew 28:19;   Luke 3:22

3. The Deity of the Lord Jesus Christ  The Lord Jesus Christ is the eternal Son of God, the Scriptures declare:  His virgin birth, His sinless life, His miracles, His substitutionary work on the cross, His bodily resurrection from the dead, His exaltation to the right hand of God.

4. The Fall of Man  Man was created good and upright; for God said, “Let us make man in our own image, after our likeness.”  However, man by voluntary transgression fell and thereby incurred not only physical death but also spiritual death, which is separation from God.  Genesis 1:26, 27;     Genesis 2:17;     Romans 5:12-19

5. The Salvation of Man  Man’s only hope of redemption is through the shed blood of Jesus Christ the Son of God.  Luke 24:47;   John 3:3  

6. The Ordinances of the Church
  
  Baptism in Water  The ordinance of baptism by immersion is commanded by the Scriptures.  All who repent and believe on Christ as Saviour and Lord are to be baptized.  Thus they declare to the world that they have died with Christ and that they also have been raised with Him to walk in newness of life.  Matthew 28:19

7. The Baptism in the Holy Spirit  All believers are entitled to and should ardently expect and earnestly seek the promise of the Father, the baptism in the Holy Spirit and fire, according to the command of our Lord Jesus Christ.  This was the normal experience of all in the early Christian Church.  With it comes the enduement of power for life and service, the bestowment of the gifts and their uses in the work of the ministry.  Luke 24:49     Acts 1:8     1 Corinthians 12:1-31

8. The Initial Physical Evidence of the Baptism in the Holy Spirit  The baptism of believers in the Holy Spirit is witnessed by the initial physical sign of spseaking with other tongues as the Spirit of God gives them utterance.  Acts 2:4

9. Sanctification  Sanctification is an act of separation from that which is evil, and of dedication unto God.  Romans 12:1, 2;   1 Thessalonians 5:23

10. The Church and its Mission  The Church is the Body of Christ, the habitation of God through the Spirit, with divine appointments for the fulfillment of her great commission.  

5
Each believer, born of the Spirit, is an integral part of the General Assembly and Church of the Firstborn, which are written in heaven. Ephesians 1:22, 23, Hebrews 12:23

11. **The Ministry**  A divinely called and scripturally ordained ministry that has been provided by our Lord for the fourfold purpose of leading the Church in: Evangelization of the world; Worship of God; Building a body of saints being perfected in the image of His Son; Meeting human need with ministries of love and compassion.

12. **Divine Healing**  Divine healing is an integral part of the gospel. Deliverance from sickness is provided for in the atonement, and is the privilege of all believers. Isaiah 53:4,5; Matthew 8:16, 17; James 5:14-16

13. **The Blessed Hope**  The resurrection of those who have fallen asleep in Christ and their translation together with those who are alive and remain unto the coming of the Lord is the imminent and blessed hope of the church. 1 Thessalonians 4:16, 17

14. **The Millennial Reign of Christ**  The second coming of Christ includes the rapture of the saints, which is our blessed hope, followed by the visible return of Christ with His saints to reign on earth for one thousand years. Zechariah 14:5; Matthew 24:27

15. **The Final Judgment**  There will be a final judgment in which the wicked dead will be raised and judged according to their works. Whosoever is not found written in the Book of Life, together with the devil and his angels, the beast and the false prophet, will be consigned to the everlasting punishment in the lake which burneth with fire and brimstone, which is the second death. Matthew 25:46; Mark 9:43-48

16. **The New Heavens and the New Earth**  “We according to His promise, look for new Heavens and a new earth wherein dwelleth righteousness.” 2 Peter 3:13; Revelation 21

**Biblical Principals**

One of the basic reasons parents enroll their children in the Spring Valley Christian Academy is to obtain a quality educational experience which is grounded in moral values. This school uses the Biblically based School of Tomorrow curriculum, which includes Scripture memory passages and references to God and Jesus Christ. The curriculum is designed to help students develop moral character, a sense of accountability, and wisdom in their lives. Standards of personal conduct, school policies and curriculum continue to build the student’s sense of responsibility and integrity.
Admissions

“My son, if you accept my words and store up my commands within you, turning your ear to wisdom and applying your heart to understanding, and if you call out for insight and cry aloud for understanding, and if you look for it as for silver and search for it as for hidden treasure, then you will understand the fear of the Lord and find the knowledge of God.”

~Proverbs 2:1-5

Admissions Guidelines

Admission to SVCA is dependant upon previous academic and behavioral records as well as placement testing results. A parent and student interview is required with the Pastor and Principal for all middle and high school students. These students will be required to sign a Standard of Conduct Agreement. Parents and students must sign, and be in full agreement with, the Policies of the Parent and Student Handbook.

Age Requirements

Students in Kindergarten must reach the age for their respective classes (5 and 6) by September 30. A copy of the student’s birth certificate must be on file in the school office prior to the first day of school. There will be no exception as this is required by Nevada State Law.

Immunizations

Kindergarten students must meet immunization requirements for admittance to attend classes. Any new or transfer student must have an updated immunization record submitted to the office prior to the first day of class.

Weekly Church Attendance

The parents of students attending this school are required to attend church services at their home church on a weekly basis along with their children. The home, Church, and school must all speak with one voice in order for the student to achieve God’s best for them.

Admissions Procedures

1. Obtain the Admissions Application from the school office.
2. For each child, complete and return the Admissions Application, accompanied by registration fee and previous report card.
3. Schedule an interview for both parents and the student with the principal and pastor for incoming middle and high school students. There is a $100 fee, payable in advance, for this meeting.
4. The school will notify you of your child’s admission status immediately after the interview or at an appointed time. If the student is denied admission, the $100 Pastoral Interview fee is refunded. If the student is admitted, the $100 is applied towards the first tuition payment. If the family needs to reschedule the date of the Pastoral Interview, they must do so 24 hours in advance of the day of the scheduled interview so the money may be applied to the new date. If a family schedules a Pastoral Interview and does not show up, the Interview fee is not refunded.
5. If accepted into the school, reservations are made for diagnostic testing.
6. Parents/student are notified of results of testing.
7. All supporting documents such as birth certificate, immunization record, transcripts, etc., are collected for the student’s file.
8. Parents attend Parent Orientation before the school year begins. Student/Parent Handbooks are discussed and given out at this meeting.

**Child Abuse and Neglect**

Nevada Revised Statutes (NRS) require that school authorities, school teachers and others are mandated to report any suspected cases of child abuse or neglect to the Division of Child and Family Services (DCFS) through Child Protective Services (CPS) or to the appropriate local law enforcement agency. NRS defines child abuse and neglect as “physical or mental injury of a non-accidental nature, sexual abuse, sexual exploitation, or negligent treatment of a child under the age of 18 years, by a person who is responsible for the child’s welfare.” Immunity from civil or criminal liability is provided under the law to those making such reports. Although the responsibility to report may not be delegated, school personnel should also inform their supervising administrator of a suspected abuse/neglect case. Specific agencies to which suspected abuse should be reported are included in the above-noted regulation or may be obtained from your supervising administrator. Child Abuse Hotline Number (702) 399-0081.

**Parent Notification of Exempt Status**

SVCA is “operated as an exempt school under the provision of NRS394.211 and as such is exempt from the provisions of the Private Elementary and Secondary Education Authorization Act.”

**Registration**

Early Registration begins on February 1, for currently enrolled students. The registration packet and registration fee will be due at this time. All remaining positions will open to the public on March 1. The registration fee covers the administrative cost of enrolling students, screening of students, and some of their PACE books. This fee is non-refundable.

Students seeking to re-enroll must fill out the appropriate paperwork every year. Re-enrollment is conditional based on behavioral, academic, and financial standing. Spaces are limited. Registration secures a position in the grade level your child will be entering. In August, you will receive a letter informing you of your child’s assigned teacher and classroom.

**Currently Enrolled Students**

At the end of January, all currently enrolled families will be sent an email regarding registration details.

**New Students**

Registration opens to the public on March 1. Registration for a new student is conditional based on a completed registration packet, a placement test, and an interview with the Principal. Please
have your Admissions Packet completed and payment ready; this will expedite your admissions process.

**Attendance**

Excessive absences will inhibit a student’s progress. Attendance enforcement is a shared responsibility between the student and student’s parent. The primary aim of attendance enforcement is to protect student achievement.

Limitation of Absences   Regular student attendance is critical to the student completing course work required for earning credit and/or being promoted to the next grade. Both in-school and field trip activities and assignments contribute to a student’s ability to master the standards for each course of study. Individual student absences should not exceed twenty (20) total absences per school year. Students who exceed twenty (20) unapproved absences may be retained in the current grade.

Note: A written excuse signed by a parent or guardian must be presented to the Supervisor when a student returns to school after an absence. If the absence is foreseeable, a note should be sent in advance. Doctor, dental, music, and other appointments should be scheduled after school hours whenever possible. Absence for reasons other than for sickness and emergency will be excused only if arrangements are made in advance with the supervisor and if the student is sufficiently advanced in his work. If, in the opinion of the administration, the absences are unnecessary, the student will be considered truant.

Tardiness is a serious disruption to the educational process. Tardiness interferes with the educational atmosphere of the classroom and results in the student missing valuable instructional activity and work time. A student is tardy if he is not physically present in the Learning Center at the start of the instructional day. A detention will be given for each tardy. Continued tardiness will necessitate a conference with parent and principal, possibly leading to revocation of student privileges or suspension.

**Tuition Payments**

Tuition payments may be paid in full prior to August 1st or in ten (10) consecutive monthly payments (August 1st – May 1st). There is a 10% discount for paying the full tuition in advance. Payments can be made by check, cashier’s check, money order or debit/credit card. Cash payments can only be made to the BBP Director, Judy Nelson, or SVCA Principal, Madeline Childers.

If tuition was not paid in full, then your monthly payment is due on the 1st of the month for ten months beginning August 1st and ending May 1st. Monthly tuition payments are due no later than 4:00 pm on the 5th day of the month, August through May. Should the 5th fall on a holiday or weekend, your payment is due the next business day by 5:00 pm.

If you have a balance due on your account, you will receive an e-mail and a message.
If, for any reason, you decide to withdraw your child, tuition will not be refunded. Should your account become delinquent and be sent to our collections agency, you will not be allowed to return to SVCA in the future.

Registration money is non-refundable.

Parental Involvement

Parent orientation, meetings, and conferences promote a good understanding between parents or guardians and the faculty/administration of this school. Every parent is required to participate in these informative and helpful programs.

Individual parent conferences with the supervisor are scheduled following the first quarter. Parents may request a conference at any time during the school year.

**Academics**

"Whoever loves discipline loves knowledge, but he who hates correction is stupid.”

~Proverbs 12:1

**Grading Scale**

<table>
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<tr>
<th>Percentage Range</th>
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<tbody>
<tr>
<td>98-100%</td>
<td>A+</td>
</tr>
<tr>
<td>96-97%</td>
<td>A</td>
</tr>
<tr>
<td>92-93%</td>
<td>B+</td>
</tr>
<tr>
<td>90-91%</td>
<td>B</td>
</tr>
<tr>
<td>88-89%</td>
<td>B-</td>
</tr>
<tr>
<td>86-87%</td>
<td>C+</td>
</tr>
<tr>
<td>83-85%</td>
<td>C</td>
</tr>
<tr>
<td>80-82%</td>
<td>C-</td>
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**PACE Grade Levels**

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>1001 – 1012</td>
<td>First Grade</td>
</tr>
<tr>
<td>1013 – 1024</td>
<td>Second Grade</td>
</tr>
<tr>
<td>1025 – 1036</td>
<td>Third Grade</td>
</tr>
<tr>
<td>1037 – 1048</td>
<td>Fourth Grade</td>
</tr>
<tr>
<td>1049 – 1060</td>
<td>Fifth Grade</td>
</tr>
<tr>
<td>1061 – 1072</td>
<td>Sixth Grade</td>
</tr>
<tr>
<td>1073 – 1084</td>
<td>Seventh Grade</td>
</tr>
<tr>
<td>1085 – 1096</td>
<td>Eighth Grade</td>
</tr>
<tr>
<td>1097 – 1108</td>
<td>Ninth Grade</td>
</tr>
<tr>
<td>1109 – 1120</td>
<td>Tenth Grade</td>
</tr>
<tr>
<td>1121 – 1132</td>
<td>Eleventh Grade</td>
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<tr>
<td>1133 – 1144</td>
<td>Twelfth Grade</td>
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**PACE Academic Load**

Twelve (12) PACEs in a subject is the equivalent of one year’s work. If a student is completing 12 PACEs in a year, (s)he is making average progress. If a student completes less than 12 PACEs a year, and if (s)he is working at or below grade level, (s)he is either moving at a slower pace, or falling behind. If a student completes more than 12 PACEs in a year, they are progressing at a quicker pace.
PACES

PACES are private property and are not to be shared among students.

After a PACE is complete, the student waits until the following school morning before receiving the Test; he will wait until the following school day to receive Test results and a new PACE.

Repeat PACES. When a student fails a PACE they will be issued a repeat PACE and the parents will be billed for the PACE. Work in PACES is done in pencil only.

Calculators are permitted in the Learning Center only at the Supervisor’s discretion. In most cases, calculators will be permitted only for students in Math PACE 1075 and above.

Progress Reports

The grading system of SVCA is designed to give parents a true indication of the student’s progress. Progress Reports are sent home quarterly. They are given to students to present to their parents on Friday following each nine-week period. The family envelope is to be signed by the parent and returned to the school promptly. For the 2011/2012 school year, the quarterly dates are listed below. Progress Reports will go out within one week of the end of quarter.

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
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<tr>
<td>November 2, 2011</td>
<td>End of First Quarter</td>
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<tr>
<td>January 25, 2012</td>
<td>End of Second Quarter</td>
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<tr>
<td>March 29, 2012</td>
<td>End of Third Quarter</td>
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<tr>
<td>June 8, 2012</td>
<td>End of Fourth Quarter</td>
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Graduation Requirements

Only semester grades are placed on a student’s transcript. A student will earn the general elective credit for any elective class where their credits have already been met.

General Diploma (22 ½ Credits)

(4) English/Language Arts
(3) Mathematics*
(2) Science
(1) World History or Geography
(1) US History
(1) US Government
(2) Physical Education
(2) Bible
(1/2) Health
(1/2) Computers
(5 ½) General Electives

*Mathematics course units must include At least Algebra I or Algebra 1A and 1B.

College Preparatory (25 Credits)

(4) English/Language Arts
(4) Mathematics **
(3) Science
(1) World History or Geography
(1) US History
(1) US Government
(2) Physical Education
(2) Bible
(1/2) Health
(1/2) Computers
(2) Foreign Language
(4) General Electives

** Mathematics course units must include Algebra I, II, and Geometry.
Millennium Scholarship Requirements

### Course Requirements
- (4) English
- (4) Mathematics (including Algebra II)
- (3) Natural Science
- (3) Social Science and History
- (14) Total Credits

### Nevada High Proficiency Exam
- Must pass all areas of the Nevada High School Proficiency Examination

### Cumulative G.P.A.
- 3.25 or higher

For up-to-date information, please refer to the Millennium Scholarship Program Policy and Procedures of the NHSE Board of Regents at: [http://nevadatreasurer.gov](http://nevadatreasurer.gov).

**Nevada Proficiency Exam (NPE)** – One of the requirements to receive the Millennium Scholarship is for students to pass all areas of the Nevada Proficiency Exam (NPE). SVCA encourages students to begin taking the test in their freshman year. The NPE consists of four parts, reading, math, science, and writing. Students are required to pass all portions of the NPE in order to be eligible to receive the Millennium Scholarship. Locations and dates will be sent home with students so they may participate in this exam.

### Homework

The responsibility for scholastic achievement is placed on the student. Most students should not need to take academic work home. The goals set by the student and reviewed by the supervisor usually are no more than the student is capable of completing during the school day. Should the student not meet his goals for that day he will be required, at the discretion of the Supervisor, to complete the work at home or after school in the Learning Center. Should the student have homework, a Homework Slip giving the pages to be completed will be stapled to the PACE. The slip is to be signed by the parent and returned the following day. No resource books may be taken home.

**SAT / ACT** – Colleges and universities, as well as scholarship selection committees throughout the United States use results from the SAT and/or ACT to determine eligibility to their programs and placement within their respective institutions. The College Board, which conducts the SAT testing program, also provides subject tests measuring student’s academic aptitude in specific areas. Locations and dates will be sent home with students so they may participate in these.

### Awards Program

Awards of different sorts highlight the annual Awards Program held each spring. Students compete during the year to attain these awards. Following is a list of awards commonly presented:
Learning Center Awards:

Academic Awards
84 or more PACEs Completed
Best Office Awards
Penmanship Certificates (primary)
Scripture Memorization
Perfect Attendance
Honor Roll
Literature Certificates
Art
Music
Miss Most Improved Student
Mr. Most Improved Student
School Spirit Award

Citizenship Award
Outstanding Character Award
Supervisor’s Award (#3 overall upper level student)
Principal’s Award (#2 overall upper level student)
Pastor’s Award (#1 overall upper level student)
Christian Service Award

Literature Certificate

Students who want an additional challenge are encouraged to strive for the Literature Certificate. During the school year, students must read and report on at least 20 character-building books or at above their English curriculum level. Books must be approved by the supervisor prior to reading. No more than ten books maybe associated with English PACEs.

Honor Roll Trips

Students who have met Honor Roll requirements during the previous quarter (monthly Scripture memorized and three PACEs in each of the core academic subjects, with at least an 88 percent average) are eligible for the Honor Roll trip.

Christian Leadership Training

Daily Devotions: Immediately following opening exercises, the students will read one Chapter of Scripture each morning. Principles of life which apply to the read Scripture are organized and discussed in these meaningful sessions.

Chapel: The students take part in a weekly chapel held on Wednesday afternoon. During this time students receive Biblical instruction from the Bible. The format will usually include lively discussion and questions from the students. Chapel time is a favorite with the students.

The students are encouraged to bring their Bibles to all devotions, chapels, and special meetings.

Christian Americanism

Christian Americanism places emphasis upon the greatness of America’s heritage and the sacrifices of her heroes. America’s Constitution guarantees liberties to educate in order to preserve freedom. We unashamedly teach the Biblical doctrines of self-discipline, respect for those in authority, obedience to law, and love for God, flag, and country.
Pledge of Allegiance to the Bible

“I pledge allegiance to the Bible, God’s Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its words in my heart that I might not sin against God.”

Pledge of Allegiance to the Christian Flag

“I pledge allegiance to the Christian flag and to the Savior for Whose kingdom it stands. One Savior, crucified, risen, and coming again, with life and liberty for all who believe.”

Pledge of Allegiance to the American Flag

“I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands; one nation under God, indivisible, with liberty and justice for all.”

Learning Center Rules and Guidelines

“The Lord abhors dishonest scales, but accurate weights are his delight. When pride comes, then comes disgrace, but with humility comes wisdom.” ~Proverbs 11:1-2

General

A student is not permitted to communicate or be out of his office without permission. He should not turn sideways or around in office or tip back in his chair.

Activities not related to prescribed material are not to be conducted in an office unless privileges have been earned.

A flag (such as the Christian flag) should be raised for supervisor guidance in academic difficulties. The American flag is to be raised for monitor assistance in non-academic activities (check out reference book, tape player, use restroom, sharpen pencil, etc.) Personal questions should be asked on break time.

Gum is not allowed on school property.

Student Offices

Offices are assigned and changed only by supervisor. They must be cared for by the student.

A chair cushion and approved background material for the bulletin board may be brought in by the student. Anything to be placed in the office must be approved by the supervisor.
Students are not to lean or sit on desks.

Electrical outlets are for approved school equipment only.
The Goal Card is to be kept up-to-date and is placed on student office bulletin board.
A Progress Card is also placed on the student office bulletin board. No marks are to be made on it.

**Goal Card**

The student should keep his/her Goal Card posted on his/her bulletin board. He should set the exact page numbers of the work for that day. He should cross off daily goals when they have been scored and corrected.

**Congratulations Slips**

Take Congratulations Slip home to parents the day it is received.

**Score Station**

1. Score Keys are to be handled carefully.
2. Mark a red “X” beside each wrong answer.
3. If working on a PACE with has a score strip, put a red “X” in the first box of the score strip.
4. Use only red pen supplied at Score table (red pens are never to be kept at the office).
5. Score Key answers are for scoring work only.
6. Correct wrong answers in pencil at office.
7. If working on a PACE which has a score strip, put an “X” in pencil in the second box of the strip.
8. Rescore – circle each red “X” in red when answer is correct.
9. When scoring is completed, put a red “X” in the third box of the score strip in the PACE.
10. Replace pen in holder.
11. Replace Score Key in proper place.

**Test Table**

After the PACE is completed, scored, restudied, and turned in, the Test is issued the following school morning. Tests are administered at the Test Table. Test days are Tuesday, Wednesday, and Thursday.

**Incentive Program**

**Level “A” Responsibilities**

1. Completes number of PACE’s listed on the chart on Page 10.
3. Accumulate no more than 45 minutes detention the preceding week.
4. Memorize previous month’s Bible education.
   * Academic balance means having the same number of PACEs completed in each core subject
as prescribed. Academic balance is required in order to achieve privilege status and honor roll, unless a student is bringing a subject up to grade level.

Level “A” Privileges

1. Fifteen minute morning breaks (students without A privilege get only 10 minutes).
2. May read approved literature or listen to inspirational tapes after daily goals are completed.
3. May engage in approved extracurricular activities in office (i.e. crafts, puzzles, games, inspirational tapes, and computer).

Level “C” Responsibilities

1. Complete number of PACEs listed on the chart on page 10.
3. Accumulate no more than 30 minutes detention the preceding week.
4. Memorize previous month’s Bible selection.
5. Present a special monthly 5-minute oral report on an interest area or project.

Level “C” Privileges

1. Twenty minute morning breaks.
2. May read approved literature, listen to inspirational tapes, etc., in office at any time during the day (except at required classes (i.e. art, music, P. E.))
3. May engage in approved extracurricular activities in office or participate in other assignments and projects outside of the Learning Center.
4. May be out of seat without permission in the Learning Center.

Level “E” Responsibilities

1. Complete number of PACE’s listed on the chart on page 10.
3. Accumulate no detention the preceding week.
4. Memorize previous month’s Bible selection.
5. Read and report on a literature book or a book selected from a prepared list. The report qualifies for a 4-week period.
6. Be available for participation in school activities (i.e. chapel/assembly/and guest tours).
7. Must be engaged in some community service or ministry on a regular basis (i.e. music, drama, and visiting widows/widowers/shut-ins) or church related service (i.e. bus ministry, evangelism, music, ushering, junior church, janitorial work, and greeting visitors.)

Level “E” Privileges

1. Same as “C” privileges, plus
2. May leave office and Learning Center at will for approved projects when not committed to other responsibilities or functions.
3. May attend approved off-campus functions of a spiritual nature (i.e. Biblical conference, youth function, etc.).
Application for Privileges

Students who believe they have fulfilled the responsibilities for a level of privilege and desire privilege status should assume responsibility for requesting an Application for Privileges form on the Friday preceding their desired week of Privileges. They should complete the form and submit it that day. At opening exercises on Monday, the Principal will present the privilege status emblem for the student to display during the week.

A student may earn more and more privileges as he assumes more and more responsibilities.

Computers and Technology

“For these commands are a lamp, this teaching is a light; and the corrections of discipline are the way to life,” ~ Proverbs 6:23

Computers/Computer Lab

Computers are a way of life, therefore, all students are given an opportunity to learn how to use computers starting as early as grade one.

Computer Lab

Computer-related academics are completed in the Computer Lab or at a student’s office if individual computers are throughout the Learning Center. Students will be required to purchase and maintain specific computer disks.

Information Technology Use and Student Responsibility

Computers and associated S. V. C. A. technology resources are essential, and steps must be taken to ensure appropriate use and to prevent misuse or abuse. For educational purposes the SVCA has provided various electronic media for student use. It is the responsibility of each student to be aware of and comply with S. V. C. A. policies, regulations, and procedures. The use of these resources is a privilege, not a right. Any student who violates these policies, regulations, or guidelines is subject to disciplinary action up to and including expulsion and prosecution under applicable state and federal laws.

The use of S. V. C. A. various electronic information and computer resources shall be consistent with the purpose, mission, and goals of S. V. C. A. Students who use S. V. C. A. technologies are reminded that:

- Information communicated and accessed via S. V. C. A. technology, Internet, and computer software programs, is the property of S. V. C. A. and is to be used only for professional and educational purposes.
- S. V. C. A. may at its discretion, review, audit, and/or download information contained on S. V. C. A. computer files; and when these media are used, students must understand
and recognize there is no right or expectation to privacy. Assignment of a password does not mean there is any right of privacy in communication via Internet or S. V. C. A. owned software, etc.

- Activities that may be construed as harassment or as offensive to others based on sex, race, disability, age, or national origin, or as abusive, offensive, and/or sexually explicit Communications are not acceptable and have no place in S. V. C. A., and therefore, are not to be transmitted via S. V. C. A. electronic media. Should students receive such materials from another person(s), the student must immediately advise the sender that such information is not permitted on S. V. C. A. computers and not to send it again. Activities that continue after an individual is informed of its offensiveness may constitute intent to harass. If told by an individual to stop transmitting such materials, the sender must immediately stop. All violations must be reported to the Principal.

Students, parents, visitors, or others are not permitted to use S. V. C. A. or personal computer equipment to access any S. V. C. A. systems deemed confidential by law, S. V. C. A. policy or regulation, or S. V. C. A. procedures without specific authorization of the appropriate administrator. When authorized, access is strictly limited to that area covered by the administrative authorization.

All S. V. C. A. computers and computer systems/technologies, such as networks, e-mail systems, and databases are S. V. C. A. property and subject to search, review, and audit at all times. No employee should have an expectation of privacy as to any SVCA computer or other referenced system/technologies. Questions about computer technology resources should be referred to the supervising administrator and/or to the Principal.

### Conduct and Discipline

*The Lord has dealt with me according to my righteousness; according to the cleanness of my hands he has rewarded me. For I have kept the ways of the Lord; I have not done evil by turning from my God.* ~Psalm 18:20-21

#### Standard of Conduct

Students of the Academy are expected to refrain from talking about or engaging in cheating, cursing, smoking, gambling, rap music, unwholesome rock and roll music, drinking alcoholic beverages, and illegal drugs and narcotics. Students who participate in and/or encourage participation in these activities are subject to suspension and expulsion. Students are expected to behave in an orderly and respectful manner at all times, maintain Biblical standards of social courtesy and moral behavior. Students must agree to strive toward unquestionable character in their dress, appearance, conduct, and attitude.

Any student observing questionable activities or overhearing conversations which are contrary to the policies of this Academy should immediately discuss the matter with a supervisor. This is not tattling. “All it takes for evil to triumph is for good men to do nothing.” . . . “To him that knoweth to do good, and doeth it not, to him it is sin.” James 4:17.
The student must at all times conduct himself/herself in a manner becoming a lady or gentleman. Gripping is not tolerated! If your child does come home complaining about a policy or discipline, please follow this procedure.

1. Give the staff the benefit of the doubt.
2. Realize that your child’s reporting is emotionally biased and may not include all the information.
3. Realize that the school has reasons for all rules and that they are enforced without partiality.
4. Support the administration and call the school for all the facts.

When a child’s attitude is not in accord with school policies or principles, the child will be placed on probation and both parents will be called for a conference. If the administration feels the situation has not changed within a designated time, parents will be asked to withdraw the child.

Older school students in particular – because of their influence on younger children – are trained to adhere to the school’s philosophy and Biblically-based program. Such adherence includes abstinence from smoking, use of alcoholic beverages, use of narcotics, swearing, viewing or discussing pornographic items, and other questionable practices. All conversations must be G-rated.

This school is dedicated to the training of children in a program of study, activity, and living that is Bible-centered. We all believe that “all things should be done decently and in order” and that our students should be taught to accept the responsibility to “walk honorably before all men.”

Here, a discipline is maintained which is firm, consistent, fair, and tempered with love. Our staff maintains standards of behavior in the Learning Center through kindness, love, and a genuine regard for the student. However, when disciplinary action becomes necessary, it is firmly carried out, tempered by good judgment and understanding.

Students are reminded that God expects us to be disciplined in all areas of life.

“My son, keep your father’s commands and do not forsake your mother’s teaching. Bind them upon your heart forever; fasten them around your neck. When you walk, they will guide you; when you sleep, they will watch over you; when you awake, they will speak to you.”
Proverbs 6:20-22

“Children, obey your parents in all things; for this is well pleasing unto the Lord.”
Colossians 3:20.

“Obey them that have the rule over you, and submit yourselves . . . . “ Hebrews 13:17

“He is in the way of life that keepeth instruction; but he that refuseth reproof err eth.”
Proverbs 10:17
“Chasten thy son while there is hope, and let not thy soul spare for his crying.” Proverbs 19:18

SVCA is not a corrective institution, consequently, we ask that a child not be enrolled with the idea that he will be reformed. We are here to work with the home, but not to take the place of parents who have experienced difficulty in fulfilling their roles. It is the parents’ job to deliver a disciplined child, one who is teachable.

All new students are admitted on probation for the first six weeks. Once a student reaches the sixth grade, his/her attitude towards the school rules and staff will be a major deciding factor for admittance to each new school year.

“Six-Inch Rule”

All students should keep their hands off the other students. This is the “six inch rule.”

General comments for Parents and Students

Gripping  Gripping is not tolerated (detention for violations).

Property  Marked on, defaced, or broken property is to be replaced at offending student’s expense.

Guns, matches, lighters, knives, radios, student’s tapes, Pokemon cards, Yugio Cards, Gameboys, CD players and gum are not permitted on campus. Toys and nail polish should remain at home unless it is Show and Tell day.

Language  Use only words which glorify the Lord.

Uniforms

“A good name is more desirable than great riches; to be esteemed is better than silver and gold.” ~Proverbs 22:1

The purpose of having uniforms is to prevent distractions that would undermine the educational experience of our school. Our guidelines are meant to provide clarity of our uniform requirements, not to impose a restrictive set of rules. If you are unsure about a uniform policy, please get prior administrative approval.

Clothing Regulations and Personal Appearance

Learning Center and P. E. Attire: Each student’s appearance must be discreet and modest. Uniforms must be kept in good repair; missing buttons, broken zippers, tears, etc., are not acceptable. It is vital that each student wholeheartedly support the dress standards.
The general rule is that if the President of the United States would not wear the hairstyle, color, or accessory during the State of the Union Address; the student should not wear it to school. Boys are required to maintain short, modest haircuts. Boys and girls must limit hair coloring to natural human colors (no pinks, oranges, blues, etc.). We reserve the right to deem any hairstyle, accessory, article of clothing, jewelry . . . as unacceptable.

**School Uniform must be purchased from Dennis Uniform.**

The P. E. uniform is sold at Dennis Uniform. Students not in complete uniform will receive detention and the parents will be notified of the discrepancy.

**School and P. E. Uniforms**

**Girls:** Navy Blue Skorts  
White Polo Shirt with Embroidered Emblem  
Navy Blue Short (P.E.)

Navy blue athletic warm-ups may be worn during the winter months.  
Above uniforms must be purchased from Dennis Uniform.  
Black Dress Shoes (loafers or similar, closed heel and toe).  
White Tennis Shoes  
White Socks

**Boys:** Navy Blue Pants  
White Polo Shirt with Embroidered Emblem  
Navy Blue Short (P.E.)  
Red Shirt (P. E.)

Navy blue athletic warm-ups may be worn during the winter months.  
Above uniforms are purchased from Dennis Uniform.  
Black or Navy Blue Semi-casual Shoes (loafers or similar)  
Dark Socks  
Black or Navy Blue Belt

Absolutely no jeans at any time.  
Uniforms must be clean and in good condition.

**Special Activities**

Students who attend official school activities after school hours (either on or off campus) must wear clothing consistent with the Learning Center standards.
Discipline Guidelines

“As iron sharpens iron, so one man sharpens another.” ~Proverbs 27:17

Merits – Positive Control The use of positive incentive is helpful in motivating and controlling students. Students may earn merits for various academic and behavioral achievements (such as completing goals at school). Students accumulate merits and cash them in periodically at the Merit Store for items such as pencils, erasers, plaques, or toys.

Demerits – Negative Control Training children to take responsibility for their actions means teaching them that they are accountable for committing misdeeds or for omitting required actions. Students who violate Learning Center procedures should be corrected and given an appropriate penalty as soon as possible. Three demerits in a day results in a detention. Three detentions in a week results in a required Parent Conference.

Detention

The paramount rule is “do right; do not disturb.” Demerit marks are given for disturbances or broken rules. Here or more marks in one day result in detention time as follows:

<table>
<thead>
<tr>
<th>Marks</th>
<th>Detention Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 marks</td>
<td>10 minute detention</td>
</tr>
<tr>
<td>4 marks</td>
<td>15 minute detention</td>
</tr>
<tr>
<td>5 marks</td>
<td>20 minute detention</td>
</tr>
<tr>
<td>6 marks</td>
<td>30 minute detention</td>
</tr>
</tbody>
</table>

When a student receives a detention, a “Corrective Action Notice” is sent home with the student and is to be signed by the parents. The next day the slip is returned and detention time is served. (Note: There will be times when detention will be served the day it is received.)

Demerits are an indication that a student may need direction in the development of principles of character in his life. Conferences with the supervisor, principal, and parents are sometimes necessary to assure this growth.

<table>
<thead>
<tr>
<th>Behavior</th>
<th>1st Offense</th>
<th>2nd Offense</th>
<th>3rd Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abuse of School Personnel, Physical</td>
<td>Parent/Principal Contact, Move to Expel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Abuse of School Personnel, Verbal</td>
<td>One (1) Day Suspension, Behavior Contract</td>
<td>3-5 Day Suspension, Possible move to expel</td>
<td>Move to expel</td>
</tr>
<tr>
<td>Disrespect to School Personnel</td>
<td>Detention, Parent Notified</td>
<td>(3) Consecutive Detentions</td>
<td>1-3 Day Suspension, Notify Parent, Behavior Contract</td>
</tr>
<tr>
<td>Alcohol/Drugs, Sale or Possession</td>
<td>Contact Parent/Principal Move to Expel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arson/Setting Fires</td>
<td>Contact Parent/Principal Move to Expel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cheating/Improper Scoring</td>
<td>Detention, Send to Principal</td>
<td>Notify Parent (3) Consecutive Detentions</td>
<td>1-3 Day Suspension Notify Parent Behavior Contract</td>
</tr>
<tr>
<td>Discipline</td>
<td>Response</td>
<td>Same as First Offense, Plus a 1-3 Day Suspension</td>
<td>Same as First, Plus a 3-5 Day Suspension, Behavior Contract</td>
</tr>
<tr>
<td>----------------------------</td>
<td>--------------------------------------------------------------------------</td>
<td>--------------------------------------------------</td>
<td>----------------------------------------------------------</td>
</tr>
<tr>
<td>Destruction of School Property</td>
<td>Refer to Principal, Pay for Cost of Repair or Replacement</td>
<td>Same as First Offense, Plus a 1-3 Day Suspension</td>
<td>Same as First, Plus a 3-5 Day Suspension, Behavior Contract</td>
</tr>
<tr>
<td>Disruptive Behavior (includes notes, e-mails, etc.)</td>
<td>Written Warning, Supervisor Contacts Parent, Confiscate Note</td>
<td>Supervisor Contacts Parent, Detention</td>
<td>RPC Behavior Contract</td>
</tr>
<tr>
<td>Dress Code Uniform Violation</td>
<td>Correct Violation, Written Warning</td>
<td>Parent Required to Bring Uniform, Detention</td>
<td>RPC Behavior Contract</td>
</tr>
<tr>
<td>Dress Code Violation Unacceptable Appearance</td>
<td>Change Appearance, Parent Notified</td>
<td>Change Appearance, 3 Consecutive Detentions</td>
<td>Send Home Behavior Contract</td>
</tr>
<tr>
<td>Explosives, Bombs, Firecrackers, etc.</td>
<td>Move to Expel.</td>
<td>Move to Expel.</td>
<td>Move to Expel.</td>
</tr>
<tr>
<td>Fighting, Mutual Combat</td>
<td>Move to Expel.</td>
<td>Move to Expel.</td>
<td>Move to Expel.</td>
</tr>
<tr>
<td>Extortion</td>
<td>Suspension 1-3 Days, Behavior Contract</td>
<td>Move to Expel.</td>
<td>Move to Expel.</td>
</tr>
<tr>
<td>Fighting, Assault &amp; Battery</td>
<td>Move to Expel.</td>
<td>Move to Expel.</td>
<td>Move to Expel.</td>
</tr>
<tr>
<td>Forgery</td>
<td>Contact Parent, 1-3 Day Suspension</td>
<td>3-5 Day Suspension</td>
<td>3 Consecutive Detentions, Send to Pastor</td>
</tr>
<tr>
<td>Gossip</td>
<td>Verbal Warning, Submit Incident Report, Send to Principal</td>
<td>Detention</td>
<td>Detention, including Gum Removal from Furniture, Send to Pastor</td>
</tr>
<tr>
<td>Gum Chewing</td>
<td>Detention</td>
<td>Detention, including Gum Removal from Furniture</td>
<td>Detention, including Gum Removal from Furniture, Send to Pastor</td>
</tr>
<tr>
<td>Habitual Offender: Behavior Contract</td>
<td>Begin 3-Strike Policy, Any Offense Applies</td>
<td>3 Consecutive Detentions</td>
<td>3 Consecutive Detentions, Send to Pastor</td>
</tr>
<tr>
<td>Homework Missed</td>
<td>3 Missed Per Month, Detention, Call Parent.</td>
<td>Detention for every missed assignment.</td>
<td>Parent Conference</td>
</tr>
<tr>
<td>Leaving School Without Permission</td>
<td>Detention, Contact Parent, Possible move to Expel.</td>
<td>3 Consecutive Detentions</td>
<td>1-3 Day Suspension, RPC Behavior Contract.</td>
</tr>
<tr>
<td>Littering: Inside and Outside Buildings</td>
<td>Contact Parent 1 Day-1 Week Lunch Clean-up.</td>
<td>1 Week Grounds Clean Up.</td>
<td>1 Month Clean-Up, RPC.</td>
</tr>
<tr>
<td>Lying</td>
<td>Refer to Principal. Detention</td>
<td>Detention, Contact Parent.</td>
<td>3 Consecutive Detentions, Behavior Contract.</td>
</tr>
<tr>
<td>Objectionable Material, Gothic, Metal, etc., Displayed ANYWHERE</td>
<td>Remove Immediately. Verbal Warning, Confiscate, if necessary. Possible move to Expel.</td>
<td>Detention, Contact Parent.</td>
<td>Possible Move to Expel.</td>
</tr>
<tr>
<td>Theft: From Students and/or Staff</td>
<td>Pay For or Replace Materials. Contact Parent.</td>
<td>Same as First, Plus Suspension.</td>
<td>Move to Expel.</td>
</tr>
<tr>
<td>Tobacco: Possession, Chewing, Smoking</td>
<td>Confiscate, Contact Parent. Detention.</td>
<td>Same as First, Plus Suspension.</td>
<td>Move to Expel.</td>
</tr>
<tr>
<td>Verbal Abuse; Obscenities, Harassment</td>
<td>Contact Parent, 1 Day Suspension.</td>
<td>3 Consecutive Detentions. Behavior Contract.</td>
<td>Possible Move to Expel.</td>
</tr>
</tbody>
</table>

Please note that all of the above Discipline Guidelines are subject to the discretion of the school administration. The administration reserves the right to expel any student for any reason- if that student is believed to be a threat to the integrity, purity, or mission of the school.
General Policies and Information

“Humility and the fear of the Lord bring wealth and honor and life.”
~Proverbs 22:4

Medical Guidelines

No staff member will be allowed to administer any medicines without parent authorization in writing. All medicines must be kept and administered at the school office.

School Supplies

General supplies all students should have:

* Personal King James Version Bible
* #2 Pencils
* Colored Pencils
* Red Pens (2)
* Lined Paper
* Spiral Notebook for Compositions

* Rubber Erasers
* Kleenex
* Glue Stick
* Markers
* 3-Ring Binder for PACEs.
* Small Box for Supplies
* Ruler

Lost and Found

The Lost and Found Department of the school is operated from the school office. A handling charge of one demerit will be given for each article recovered through lost and found. At the end of a reasonable time, all items which have not been picked up will become the property of the school and may be disposed of through a student auction.

P. E. Equipment

When a student checks out physical education equipment, he is responsible to return it or pay for it.

Lunch Procedures

Eat only at assigned areas.
Do not ask other classmates for food. Bring your own lunch. Put trash in wastebaskets.
Clean off table.
Go to recreational area after receiving permission to be dismissed.

Off Limits

Other students’ offices
Learning Center Control Station and files.
Computer and related equipment and materials.
Learning Center when staff is not in attendance.
Autos and parking area.
**Closed Campus**  We have a closed campus policy: students may not leave the school grounds during school hours without permission.

**Music**  Only that which has been approved by staff is permitted. Please leave ipods and other such electronics at home.

**Books/Magazines**  Only “positive” approved items are allowed.

**Parties**  Parties are not school-sponsored unless parents receive a notification letter from the principal.

**Cell Phones and Electronics**  Cell phones and electronics will be collected in the morning and returned to the students at the end of the day. The only exception to this rule would be authorized personal computers.

**Visitors**  Visitors must obtain a pass from the office before entering Learning Center.

**Transportation**  Cars and bikes should be locked. All students must stay out of parking lot and off of vehicles from arrival time until departure. Only licensed drivers are permitted to drive automobiles to and from the school.

**Telephone Use**  The school phone is reserved for official school business and emergencies. Students desiring to place emergency calls must have their supervisor’s permission.

**Physical Education**

It is our policy that no student is excused from the required physical education course without a doctor’s written excuse.

Detentions will be given if a child fails to be in complete P. E. uniform each P. E. period. Repeated offenses double the penalty and affect the grade.

The athletic program of this school is a coordinated effort, therefore, students are requested not to bring athletic equipment from home. They are not to expect use of school equipment except during planned and/or authorized activities.
Emergency Procedures

“Do not boast about tomorrow, for you do not know what a day may bring forth.”
~Proverbs 27:1

Fire and Shelter-In-Place Drills

Practice drills will be held during the school year. Students must walk in a single line during a drill evacuation. They are expected to refrain from talking, pushing, or running. Each Supervisor will be with his/her group.

Emergency Evacuation Plan

In the event an emergency evacuation of the school property would become necessary, the staff and students of SVCA would evacuate to one (or both) of the following two locations:

1) Frank Kim Elementary School
   7600 Peace Way, Las Vegas, NV 89147
   (702) 799-5990

2) Helen Meyer Community Center
   4525 New Forest Drive, Las Vegas, NV 89147
   (702) 45-7723

Any emergency evacuation would be initiated by the Principal who would 1) act in cooperation with State agencies (such as police or fire) or 2) exercise a judgment call in response to an immediate threat to the safety of the staff and student body.

Emergency Evacuation Procedures

1.) Principal initiates evacuation by notifying teachers and all personnel.

2) Teachers are familiar with the plan of action.
   Each teacher will take attendance book and remain with his/her class at all times.
   Roll will be taken prior to evacuation to ensure no student is left behind.
   Roll will be taken upon arrival of emergency destination location.

3) A checklist procedure will be implemented during the emergency.

4) All incoming calls will be forwarded to Principal’s cell.

5) Office personnel will begin procedures to notify parents of emergency evacuation and location of their children.

6) Parents will be informed of guidelines to pick up their child. Parents or authorized persons (as listed on Admissions packet), must sign out their child upon pick-up.