

# Sweethaven Christian Academy Elementary Handbook

*Revised January 2016*

Sweethaven Christian Academy, a ministry of Sweethaven Baptist Church

5000 West Norfolk Road, Portsmouth, VA 23703

Phone: (757) 484-4082

Fax: (757) 638-0739

Office hours: 6:00 a.m. to 6:00 p.m.

School website: [www.sweethavenchristian.org](http://www.sweethavenchristian.org)

Church website: [www.sweethavenbaptist.com](http://www.sweethavenbaptist.com)

*Sweethaven Christian Academy admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded to or made available to students at the school. It does not discriminate on the basis of race, color, national, or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, athletic programs, and other school-administered programs.*



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# 1 PURPOSE, PHILOSOPHY, OBJECTIVES, AND DOCTRINE

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## 1.1 PURPOSE

As a ministry of Sweethaven Baptist Church, Sweethaven Christian Academy's purpose is to prepare our students for life and eternity. We desire for each student to have a personal relationship with the God of the Bible and then to understand Him more deeply through the study of His Word and the natural universe.

At Sweethaven Christian Academy, we provide students with an excellent education in a nurturing environment so that our students will graduate from high school equipped to enter college and begin a life of successful service to God, family, and country.

## 1.2 PHILOSOPHY

Sweethaven Christian Academy believes that because the fear of God is the beginning of wisdom, the greatest education is a Biblical education (Pro 9:10). A proper understanding of God's holiness and our responsibility to Him as our Creator leads us to see our need for salvation in Christ. When Christ is exalted as preeminent in our lives, all the deepest questions of life are answered in Him (Col 2:3). All the universe finds purpose only in relationship to Christ. "For by Him were all things created that are in heaven, and that are in earth, visible and invisible, whether they be thrones, or dominions, or principalities, or powers: all things were created by Him, and for Him: And He is before all things, and by Him all things consist" (Col 1:16-17).

## 1.3 OBJECTIVES

A student of Sweethaven Christian Academy will:

- Value the Bible as the inspired Word of God and the source of wisdom and instruction for life
- Have opportunity to receive Jesus Christ, the Son of God, as his personal Savior
- Receive sound academic training integrated with a Biblical view of God and the world
- Develop the fundamental skills in reading, arithmetic, and English needed to become a life-long learner
- Develop strong moral character and self-discipline
- Grow into a wise and patriotic citizen

With a vibrant, organized learning environment and rigorous, yet attainable academic standards, Sweethaven provides opportunity for each student to reach his full potential.

## 1.4 DOCTRINAL STATEMENT

The foundation of Sweethaven Christian Academy and all its programs is the infallible Word of God, the Bible, as interpreted in the Doctrinal Statement of Sweethaven Baptist Church. The Doctrinal Statement in its entirety may be secured from the church office. A brief summary is as follows:

1. We believe in the verbal inspiration and authority of all Scriptures. We believe that the Bible reveals God, the fall of man, the way of salvation, and God's plan and purpose in the ages.

2. We believe in God the Father, God the Son, and God the Holy Spirit.
3. We believe in the deity, virgin birth, and bodily resurrection of Jesus Christ our Lord.
4. We believe that salvation is “by Grace” plus nothing and minus nothing. The conditions of salvation are repentance and faith.
5. We believe that men are justified by faith alone and are accounted righteous before God only through the merits of our Lord and Savior Jesus Christ.
6. We believe in the visible, personal, and premillennial return of Jesus Christ.
7. We believe in the everlasting conscious punishment of the lost.
8. We believe in the freedom of religion and in the autonomy of the Baptist Church. Sweethaven Baptist Church is to be self-governed by the local body and is never to be dictated to or controlled by any outside persons or forces.
9. We believe that Sweethaven Christian Academy, Preschool, and Extended Care Programs are a direct ministry of Sweethaven Baptist Church and have the mission to preach and teach Jesus Christ, in order to fulfill the Biblical commission of a daily ministry (Acts 5:42).

To this end, no student will be permitted to express or promote any faith or belief contrary to the doctrinal statement of Sweethaven Baptist Church either by conversation, dress, jewelry, or symbolism. All such matters will be subject to the discretion of the administration.

## 2 ADMISSIONS AND WITHDRAWAL

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### 2.1 NEW STUDENT ADMISSIONS

We welcome parents of prospective students to contact the school by phone, email, or in person to request an enrollment packet and to ask questions.

A tour of the school and a meeting with the administrator can then be scheduled.

Prior to acceptance, the student must have an interview with the administrator. In addition, new students will need to either complete an entrance exam at Sweethaven or provide scores from the previous school year on a nationally recognized standardized test.

To complete the enrollment process, the following need to be submitted to our Business Office:

- Completed application
- Registration fee
- Birth Certificate and up-to-date shot records
- Virginia School Entrance Health Form (Kindergarten)
- Completed Record Request Form (Grades 1-12)
- Signed Code of Conduct (Grades 7-12)
- Pastor Recommendation Forms (Grades 9-12)

## 2.2 GENERAL ADMISSIONS POLICIES

A student should be 5 years of age before September 30 to enter Kindergarten. If a student with a fall birthdate displays mature behavior and proves to be academically advanced, the administration will consider early K5 enrollment.

Students should be 6 years of age before September 30 to enter 1st grade.

A student must have a genuine desire to attend Sweethaven. Any student who has been suspended or expelled from another educational institution will not be considered for enrollment until one (1) calendar year has passed from the date of the suspension or expulsion.

A student who refuses to cooperate with the overall purpose and program per the signed contract with Sweethaven will not be allowed to remain in school.

Students or parents who manifest a negative attitude toward the Bible, prayer, parents, teachers, administration, etc., may not be allowed to remain in the school.

The administration reserves the right to dismiss any student whose attitude is not an asset to the school.

Students who are pregnant, students who have children, or students who have been married may not attend Sweethaven Christian Academy.

Students must graduate from high school before their twentieth birthday.

## 2.3 RETURNING STUDENT ENROLLMENT

Current students may reenroll for the upcoming school year beginning in early February. A reenrollment form will be sent home at that time. The reenrollment fee must accompany the form in order to receive a financial contract. We encourage you to reenroll early to secure placement for your children. Because space is often limited, we cannot place students in classes until appropriate fees have been paid and the signed Financial Contract has been received.

## 2.4 WITHDRAWAL FROM SCHOOL

Students and parents must remain in full agreement with the policies and procedures of Sweethaven Christian Academy. If at any time it becomes evident that agreement is not there, withdrawal from school is expected. A student who has withdrawn because of philosophy or doctrinal differences will not be eligible for reenrollment.

The parent or guardian must complete the withdrawal or expulsion process in person. A withdrawal fee may be applicable based on the Financial Contract. A Withdrawal Form must be completed in full in order for the family to be released from the financial contract. **Records will not be released until all financial obligations are paid and all textbooks/materials belonging to the school have been returned.**

No fees will be refunded. This includes the registration fee, enrollment fee, facility fee, textbook fees, and operations fees.

## 3 ARRIVAL AND DISMISSAL

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### 3.1 ARRIVAL

Early Care is available from 6:00 to 7:30 a.m. for an extra fee. Please see the Business Office to enroll in Early Care and to receive more information regarding the fees.

Students may arrive any time after 7:30 a.m. for no extra charge. **Arrivals prior to 7:30 a.m. will be charged an Early Care drop-in fee.** Early students must remain in the cafeteria until the classrooms open.

Class starts promptly at **8:10 a.m.** Please drop your children off with enough time walk to class, unpack, and be seated by 8:10 a.m. Students are counted tardy if not in class by this time. (See Section 4.4 for more information regarding Tardiness.)

### 3.2 DISMISSAL

Students are dismissed at **3:10 p.m.** and should be picked up **no later than 3:30 p.m.** each day.

Extended Care is available from 3:30 to 6:00 p.m. for an extra fee. Please see the Business Office to enroll in Extended Care and to receive more information regarding the fees.

**Students who are not picked up by 3:30 p.m. and yet are not enrolled in the Extended Care program will be taken to Extended Care. A fee of \$5.00 per 15-minute increment, or any part thereof, will be charged to the student account.**

Under no circumstances may a student be left unsupervised on the Academy campus. Sweethaven cannot be responsible for children before or after these posted times unless they are fully enrolled in the before or after school programs.

Students needing to return to class to pick up forgotten items must first check at the Front Desk. No student may reenter a classroom after school unless a teacher is present.

If someone other than the parent will be picking up your child, please notify the office before 2:00 p.m. Your child's security is very important to us.

No student will be allowed to leave campus with anyone other than those listed on the Pick-Up List. Written authorization needs to be sent to the office if other arrangements are necessary. Any adult must be prepared to show proper ID when picking up children. Upon arrival at the school, that person must then show his identification.

#### 3.2.1 Early Dismissal

Students who need to leave early for appointments must bring a note to the teacher that morning. The parent or guardian who is picking up the child should report to the Front Desk to sign the child out. The secretary will call for the student to come to the office. Students will not be dismissed from class until the parent arrives.

To ensure your child receives the full benefit of our curriculum and instruction, please refrain from picking him or her up early, except when absolutely necessary.



## 4 ATTENDANCE

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Regular attendance and punctuality are essential for both academic achievement and character development. The administration and faculty are genuinely concerned any time a student is absent from school or late to class.

### 4.1 GENERAL INFORMATION

No student is to exceed ten (10) absences per semester, excused or unexcused. Excessive absences will result in a grade being reduced by 3 points for each day absent. Exceptions may be made by the administration in special cases, such as physical disability or extended illness.

Unless the absence has been pre-approved by the administration, please contact the school prior to 9:00 a.m. each day the student is absent.

You may obtain missed assignments from the teacher or from RenWeb.

### 4.2 EXCUSED ABSENCES

The following reasons will be considered **excused** absences:

- Student illness. Three consecutive days may require a doctor's verification.
- Bereavement. Absences for funerals of immediate family are not counted toward the 10-day limit.
- Verified medical appointments. These are to be pre-approved one day in advance, except in an emergency, and the student must bring verification of the appointment upon returning to school.
- School sponsored activities which require absence from class do not count as absences.

### 4.3 UNEXCUSED ABSENCES

There are two types of **unexcused** absences: **approved** and **unapproved**. For an unexcused absence to be approved, the parent must follow these procedures:

1. Secure a Pre-arranged Absence Form in advance from the Academy office.
2. Fill in the required information.
3. Return the completed form in to the Academy office at least two (2) days before the day of departure.
4. Contact the teacher for a list of missed classwork, homework, and tests. See Section 5.10 for the Make-Up Work policy.

Unexcused absences which are not pre-approved according to the above procedures may affect the student's grades.

### 4.4 TARDINESS

A student is counted tardy if he is not in class when the tardy bell rings at 8:10 a.m.

Students arriving to school after 8:10 a.m. are to report to the Front Desk to receive a tardy slip prior to entering the classroom. Three unexcused tardies count as a one day unexcused absence. Rare exceptions will be made for those arriving late due to occasional extreme traffic congestion or with verified medical appointments. Chronic tardiness will affect the student's grades. (Please see Section 4.1 for more information about grade reduction.)

## 4.5 SCHOOL CLOSINGS

A schedule of the official holidays for the current school year will be provided at the beginning of the school year. In case of snow or inclement weather, we will try to remain open if at all possible. Emergency closings will be emailed through RenWeb, posted on our school website, and listed with the television station channel 10 (WAVY).

# 5 ACADEMICS

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## 5.1 GENERAL INFORMATION

Sweethaven Christian Academy is a direct ministry of Sweethaven Baptist Church. The curriculum used in the classroom is in accordance with the views and teachings of Sweethaven Baptist Church. No other doctrinal views are to be promoted in the school at any time.

Because of its proven quality and excellent results, we use the *A Beka Book* curriculum and textbooks in every class from preschool through high school. The *A Beka Book* website explains:

“For over forty years, schools and homeschooling families have trusted *A Beka Book* to provide materials using the traditional approach proven successful throughout education's history. Professionally illustrated textbooks and teaching aids, hands-on activities, challenging exercises, purposeful repetition, and the reinforcement of concepts from subject to subject give you all the tools you need to make learning interesting and memorable.”

(<http://www.abeka.com/AbekaDifference.aspx>, accessed August 8, 2015)

For more information on *A Beka Book*, visit their website at [www.abeka.com](http://www.abeka.com).

Bible is a required subject at Sweethaven Christian Academy. The study of Scripture enhances the study of all other subjects, including English, math, history, and science. It enriches the minds and hearts of our students and prepares them for an effective life. The Bible lays a solid foundation of both moral and spiritual values. As a Christian school, we are privileged to use this most important tool in the work of character building. Without a working knowledge and understanding of the Bible, a student cannot be considered educated in the truest sense.

To maintain unity and consistency we use the *King James Version* of the Bible for all reading, memorization, recitation, and teaching.

Kindergarten classes: Bible, phonics, reading, numbers, social studies, health/safety, skills development, music, art, story time, physical education, recess, and computers.

Elementary classes: Bible, phonics/language, reading, spelling/poetry, math, history, science/health, music, art, physical education, recess, and computers.

## 5.2 MONITORING ACADEMIC PROGRESS

Parents are welcome to contact your child’s teacher with any questions or concerns you may have about your child’s academic progress.

We also invite you to stay informed of academic progress through RenWeb, our convenient on-line communication vehicle. By logging in at [www.renweb.com](http://www.renweb.com), you may view your child’s grades and find information about homework.

## 5.3 REPORT CARDS

Report cards will be distributed four times, once at the end of each quarter (nine-week grading period). The end-of-year report card may be picked up in the office after all accounts have been paid.

## 5.4 HONOR ROLL

At the end of each year, students with high academic achievement will awarded Honor Roll.

1. Pastor’s Honor Roll: all A’s with no quarter average lower than a 93
2. Administrator’s Honor Roll: all A’s and B’s with no quarter average lower than an 85
3. Teacher’s Honor Roll: 3.0 GPA (B average) with no quarter average lower than a 76

## 5.5 GRADING SCALE

Letter Grade	Description	Percent Range
A+	Superior	99-100
A	Superior	95-98
A-	Superior	93-94
B+	Above Average	90-92
B	Above Average	87-89
B-	Above Average	85-86
C+	Average	82-84
C	Average	79-81
C-	Average	76-78
D+	Passing	74-75
D	Passing	72-73
D-	Passing	70-71
F	Failing	0-69

## 5.6 CONFERENCES

Parents are encouraged to make appointments with teachers regarding the progress of your child. Conferences will be held during the teacher’s daily planning period, or by appointment before or after school. To protect our instructional time and ensure proper supervision of our students, please refrain from approaching a teacher for a discussion during regular school hours or while supervising students before or after school. It is helpful for appointments to be scheduled at least one day in

advance. To schedule an appointment with a teacher, please email the teacher directly or call our office at 484-4082.

Parental classroom observations are not permitted without administrative approval.

## **5.7 ACADEMIC ASSISTANCE AND PROBATION**

If a student carries a failing grade for two consecutive grading periods, the academic office will place him or her on the Academic Assistance Program. This program is to assist and encourage the student in strong study and organizational habits. A contract will be signed by both the parent and student upon explanation of the program. Should a student carry two failing grades on the semester report card, a conference will be held with the parents to discuss Academic Probation.

## **5.8 RETENTION**

An elementary student with one or more F's in any of the academic subjects on his final report card will be required to attend Summer School. The student must earn the required percentage in Summer School to progress to the next grade level; otherwise, the student will be retained.

## **5.9 HOMEWORK AND PROJECTS**

Homework assignments are an integral part of our school program. It is the student's responsibility to complete all homework assignments. Parents should check with your children to see that all homework assignments are completed and that all books are returned to the classroom each new day. The teacher will notify parents when failure to turn in work becomes a problem. (See Section 6.4.9 for more information regarding our Responsibility System.)

Homework is assigned for several purposes:

- Practice — In order for materials to be mastered, homework is given following classroom instruction and illustration. New material can be reviewed and drilled.
- Remedial Activity — As instruction and comprehension progress, various weak areas in the student's grasp of a subject will become evident. Homework assignments are given to help them overcome such difficulties by giving extra review exercises.
- Special Projects — Outside reading, compositions, book reports, notebooks, and other projects are assigned throughout the year according to our curriculum.

## **5.10 MAKE-UP WORK**

For each day that a student is absent, he is given one day to complete make-up work. For example, if a student is absent one day, he is given one day to turn in any required assignments; if he is absent two days, he has two days to turn in assignments.

- If a test or quiz is scheduled and a student is absent during the period of testing, but comes to school later that same day, the student will be required to take the test or quiz that day (after school, if necessary), and to turn in any homework due in that class that same day.
- If a student leaves school before the scheduled test or quiz, he will be expected to make up the test and turn in homework the day of return.

- If a student is absent on the day of a scheduled test and the test was announced at least three days in advance, the student will be expected to make up the test the day of return.
- If a student is absent for an extended period of time, tests and quizzes fall under the make-up day policy. In any case, the student is responsible to obtain any classwork or review work from the teacher to prepare for the test.

Students with pre-approved absences need to make up tests on the day of return if all material was covered and the test was announced before the student left.

## 6 DISCIPLINE

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“Train up a child in the way he should go: and when he is old he will not depart from it.” Proverbs 22:6

### 6.1 FOUNDATION

Webster defines discipline as “training that corrects, molds, or perfects the mental faculties or moral character.” Sweethaven Christian Academy is committed to upholding standards consistent with Scripture for the purpose of training young people to think and act in a reasonable and proper manner.

The primary source of right conduct is the heart of the Christian who loves Christ and seeks to obey and submit to His Word. While the Bible clearly teaches that outward conduct does not of itself signify inward righteousness, it is also clear that a person’s heart condition will show itself in that person’s behavior. If the heart is right before God, it will bring forth right conduct.

The standards of the school’s conduct code should not be seen as a test of spirituality. Some of the rules do have a strict biblical basis (e.g., prohibition of alcohol and pornography); others are reasonable guidelines based on general biblical principles (e.g., hair standards). Still others are issued in order to assist the smooth operation of the school (e.g., no talking in class).

All of these rules have a definite purpose, whether to enable the students to abstain from worldliness or to facilitate decency and order.

### 6.2 GOAL OF DISCIPLINE

The biblical goal of discipline is repentance and restoration. The Bible gives us the mandate to do all things “decently and in order.” Therefore, it is necessary to develop self-discipline in the lives of our students that they might grow and mature in their Biblical convictions of right behavior. When inappropriate behavior occurs, discipline will be used to bring a student to the point of repentance and restoration. Repentance and restoration, however, do not mean there will be no consequences.

### 6.3 CODE OF CONDUCT

No student will be admitted to, or retained in, the school who engages in openly unscriptural, immoral, or worldly practices. This includes, but is not restricted to the use of tobacco, illicit drugs,

narcotics, alcoholic beverages, evil language, pornographic or lewd materials (verbal or written), and involvement in vandalism.

Students are to show proper respect for all authority. This extends to administration, faculty, staff, custodial staff, coaches, bus drivers, substitute teachers, teachers' aides, or any other person acting in an official capacity with the school.

In the classroom, students are expected to be prepared and on time for each class. They are not to talk or be out of their seats without permission. They are to conduct themselves in a non-distracting manner.

Students are to exhibit kindness toward their classmates. Courtesy and proper deportment are to be the rule rather than the exception.

Students are to exhibit proper conduct toward the opposite sex. Holding hands and other forms of physical contact between the sexes are not permitted.

No student is to express approval of, promote, or participate in any form of homosexuality, bisexuality, lesbianism, or transsexualism. All student dress must be in character to the gender of their natural birth.

Certain questionable items are not to be brought to school. These include entertainment electronics, playing cards, dice, magazines, song lyrics, pop culture items, or any other items that are considered offensive by the administration.

The following are strictly prohibited: explosives, knives, guns, or any other object which could be used as a weapon.

Books brought to school for personal reading are subject to examination by the administration.

Students are not to be in restricted areas without permission.

Other general rules include the following: No gum chewing at any time in the buildings. No petitions are to be circulated. No running or horseplay in the buildings.

Students are to demonstrate such common Christian virtues as honesty, self-control, deference, promptness, orderliness, and submission.

## **6.4 DISCIPLINE SYSTEM**

The tally system is a means of communication between the teacher and the parent regarding the student's conduct at school. The tally system also helps students understand the consequences of misbehavior. Tallies are intended to give parents a simple but clear picture of any behaviors or actions with which your child struggles, as well as an understanding of the steps we are taking at school to help your children make right choices.

The categories for tallies are listed below:

1. Disturbance (known as Hullabaloo, Out of Order, and Talking)

2. Unkindness (known as Courtesy Lacking)
3. Disobedience (known as Intentional Disobedience)
4. Disrespect (known as Attitude Lacking)

The tally known as Work Not In will be dealt with separately as irresponsibility. See Section 6.4.9 for more information about the Responsibility System.

The Bible places the responsibility for the discipline of a child upon the parents. At Sweethaven Christian Academy our goal is to partner with you in the Biblical training of your children. Therefore, the discipline system informs you of discipline problems to address with your children at home.

The Bible also teaches that consequences for wrongdoing are most effective when given immediately after the offense (Eccl. 8:11). Based upon this truth, the discipline system incorporates consequences at school so that students learn to do what is right. Consequences given upon receipt of a tally include loss of recess time, loss of privilege, or extra work. Upon accumulation of multiple tallies, demerits will be issued. Demerits will then result in After School Detentions.

Tally counts reset each week. Demerit counts reset each semester; however, a student receiving a high number of demerits in one semester will be placed on disciplinary probation the following semester.

#### **6.4.1 Tally Descriptions**

1. Disturbance: any behavior which undermines the learning environment. Includes such behavior as talking without permission, leaving seat without permission, and failure to follow established procedures.
2. Unkindness: any word or action which is unkind toward another student.
3. Disobedience: any choice contrary to the direction of an authority.
4. Disrespect: any expression of disrespect toward an authority. Includes wrong attitudes displayed through words, body language, or facial expression.

#### **6.4.2 Consequences**

- Tally = Loss of recess time, loss of privilege, or extra work
- Demerit = After school detention, beginning with second demerit

#### **6.4.3 Tally/Demerit Equivalents**

Kindergarten:

- 6 tallies in one day = 1 demerit
- 12 tallies in a week = 1 demerit

1st – 3rd Grades:

- 6 tallies in one day = 1 demerit
- 10 tallies in a week = 1 demerit

4th – 6th Grades:

- 4 tallies in one day = 1 demerit

- 8 tallies in a week = 1 demerit

#### **6.4.4 Demerit Disciplinary Measures**

##### Kindergarten

- Second demerit, and each additional demerit = after school detention
- Fourth demerit = teacher/parent conference at school
- Fifth demerit = administrator/teacher/parent conference at school
- Sixth demerit = suspension
- Eighth demerit = two-day suspension
- Tenth demerit = two-day suspension
- Eleventh demerit = administrator/teacher/parent conference at school
- Twelfth demerit = expulsion

##### 1st – 6th Grades

- Second demerit, and each additional demerit = after school detention
- Fourth demerit = teacher/parent conference at school
- Fifth demerit = administrator/teacher/parent conference at school
- Sixth demerit = suspension
- Eighth demerit = two-day suspension
- Tenth demerit = expulsion

#### **6.4.5 After School Detention**

Detention will be held on Thursdays from 3:15 to 4:10 p.m. When a student earns a detention, the teacher will send home a Detention Notice to be signed by the parent and returned. The Detention Notice will include the date and reason for the detention. Students will be assigned extra work to do during detention.

Major offenses will result in an immediate Demerit and After School Detention.

#### **6.4.6 Suspension**

One or more days of Suspension will be issued for serious offenses including but not limited to fighting, bullying, inappropriate language, threats, and theft.

#### **6.4.7 Disciplinary Probation**

A student who receives two Suspensions in one semester will automatically be placed on Disciplinary Probation for the following semester and/or school year.

#### **6.4.8 Expulsion**

Repetitive or serious offenses may result in immediate Expulsion.

#### **6.4.9 Responsibility System**

Responsibility is a vital character quality for a successful life. However, because responsibility does not come naturally to children, training in responsibility is a necessary part of school. The following system provides a framework through which we at Sweethaven Christian Academy, in partnership with parents, can train our students to be responsible.



### Incomplete or Missing Homework

- If homework is incomplete or missing, an Incomplete Slip will be sent home. The Incomplete Slip will inform you of which assignments were not done satisfactorily. Please sign the Incomplete Slip and help your child complete the work. Both the signed Incomplete Slip and the completed homework should be returned to school on the next school day.
- Multiple Incomplete Slips in one week will result in an After School Detention. If a student is assigned an After School Detention due to multiple homework problems, that student will spend the detention time completing homework assignments.

### Papers Not Signed

- Students are often asked to have papers signed and return them to school the following day.
- Not returning signed papers will result in extra work, and eventually, detention.

### Unprepared for Class

- Students need to be prepared for class with all necessary textbooks and supplies each day. Students should also have their PE uniforms on PE days.
- Students who are not prepared for class will be given a reminder note to be signed by the parent and returned to school.

## 7 DRESS CODE

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### 7.1 GENERAL GUIDELINES

Sweethaven seeks to support the instruction of young people in such virtues as modesty and propriety. We consider dress standards to be an important means toward that end. It is our goal to teach proper dress habits for appropriate activities, such as school instruction, athletic contests, special events, and formal banquets.

Our dress should reflect our Christian walk and character. Our outward appearance is a reflection of our hearts and minds. It is the desire of this school to encourage all teachers and students to magnify Christ in the wearing of clothing which displays decency and modesty. We do not condemn styles or trends, but for ease of enforcement, must maintain a standardized dress code.

Since styles and fads change rapidly in our society, we reserve the right to adopt and enforce appropriate dress code standards not specified in this dress code. The administration will have final authority concerning any questionable clothing.

Dress should not draw attention to oneself or cause a distraction to others.

Styles promoted by secular rock groups (gothic, punk, grunge, etc.) are not to be worn.

Students who are dressed unacceptably will be required to change clothing before attending classes.

Sweethaven Christian Academy has a uniform dress code. To ensure uniformity and neatness, uniform clothing must be purchased through a pre-approved supplier or store. Parents may obtain

uniform details at the school office, or you may visit our school website for links to the uniform dress code suppliers.

Each student must have a Sweethaven Christian Academy P.E. uniform, which can be purchased through the school office. This uniform consists of black P.E. shorts and a red T-shirt, which both have the Sweethaven logo. During the colder months, black sweat pants may be worn. Kindergarten through second grade students wear their P.E. uniforms to school. Third through sixth grade students bring their P.E. uniforms to school and change before the P.E. class. Please see your child's teacher for information regarding the specific P.E. schedule.

## 7.2 SPECIFIC REQUIREMENTS FOR BOYS' DRESS

All dress code rules are in effect during the regular school day, anytime a student is on school property, and at all school-sponsored functions such as field trips. Any change in dress code requirements for a particular activity will be announced well in advance of the activity.

For more specifics regarding the uniform dress code, please visit our school website, [www.sweethavenchristian.org](http://www.sweethavenchristian.org), and click on the links to French Toast and Flynn O'Hara uniform supply companies.

**Pants:** Black or khaki uniform pants are to be worn at the waist with a simple black or brown belt. Boys should not wear their pants below the hips. Belts should not have noticeable designs or studding.

**Shirts:** Red, white, or black uniform shirts must be tucked in at all times.

**Footwear:** Socks are to be worn at all times. Boys should not wear sandals, clog style footwear, or light-up shoes.

**Jewelry:** Boys are not permitted to wear bracelets or necklaces. Facial, nose, tongue, ear, or body piercing is not acceptable. Boys are limited to one ring and one watch.

**Haircuts:** Hair must be cut neatly to lie off the collar and ears, and trimmed so it does not hang in the eyes. Extreme fad styles, coloring, razor design cuts, or braiding are not permitted. Boys may cut their hair as short as they like, but NO portion of the head may be shaved.

**Facial Hair:** Boys must be clean-shaven at all times. Facial hair is not permitted.

**Tattoos:** Tattoos are not acceptable. If a student is accepted to Sweethaven and already has a tattoo, it must be covered at all times. Students are never to show, promote, or discuss their tattoos with other students.

**Outerwear:** Heavy coats or other garments designed for outerwear may be worn to school, but should not be worn in the classroom during school hours. We suggest that a uniform sweater be kept in the locker to be used on cooler days.

### 7.3 SPECIFIC REQUIREMENTS FOR GIRLS' DRESS

All dress code rules are in effect during the regular school day, anytime a student is on school property, and at all school-sponsored functions such as field trips. Any change in dress code requirements for a particular activity will be announced well in advance of the activity.

For more specifics regarding the uniform dress code, please visit our school website, [www.sweethavenchristian.org](http://www.sweethavenchristian.org), and click on the links to French Toast and Flynn O'Hara uniform supply companies.

**Skirts/jumpers:** Black, khaki, or red plaid uniform skirts or jumpers are to be worn. (The red plaid skirts and jumpers must be purchased from Flynn O'Hara Uniforms.) The length must completely cover the knee while standing.

**Shirts:** Red, white, or black uniform shirts are to be tucked in at all times.

**Footwear:** Casual or dress style shoes are to be worn. Girls should not wear clog style footwear, open shoes without a heel strap, or light-up shoes.

**Jewelry:** Fad or distracting jewelry should not be worn. Earrings should not dangle more than 2 inches. Girls may not have more than two holes in each ear. Facial, nose, tongue, or body piercing is not acceptable.

**Hair:** Fad styles, such as spikes, razor cuts, stripes, or extreme designs or coloring are not permitted. Hair should be styled so it does not hang over or in the eyes, or cause a distraction to others. Highlighting must be of natural color only.

**Tattoos:** Tattoos are not acceptable. If a student is accepted to Sweethaven and already has a tattoo, it must be covered at all times. Students are never to show, promote, or discuss their tattoos with other students.

**Outerwear:** Heavy coats or other garments designed for outerwear may be worn to school, but should not be worn in the classroom during school hours. We suggest that a uniform sweater be kept in the locker to be used on cooler days.

### 7.4 DRESS-DOWN GUIDELINES

The following are guidelines to use for all athletic events and pre-announced dress-down activities:

1. Student's appearance should be neat and kempt.
2. No clothing should be worn that identifies with any anti-God or anti-authority group, person, or idea. Examples include Rock, Rap, Grunge, Goth, studded belts, chains, etc.
3. Shirts may have writing on them, but that writing must not be negative or offensive in the opinion of Sweethaven Christian Academy's administration. Pants should not have any noticeable writing on them.
4. No jeans, shorts, or capris may be worn.
5. No hats may be worn unless specified otherwise in advance.
6. Students may not wear an all-black outfit. Either the pants or shirt must be of a different color from black.

7. The girls may choose to wear pants; however they must be loose-fitting and not of the “legging” or “lounges” style. Pants may not be tucked into boots or any other article of clothing.
8. All skirt lengths must completely cover the knee while standing.
9. Dress-Down Guidelines apply only to clothing. All other dress guidelines from the handbook still apply.

The administration will have the final decision as to the appropriateness of any dress or appearance.

## **8 FINANCIAL INFORMATION**

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Sweethaven Christian Academy seeks to maintain reasonable and affordable tuition rates for our families who desire Christian education. The school does not receive government assistance or funding, and is not endowed or supported by outside organizations.

Prompt payment of tuition is vital to the organization of Sweethaven Christian Academy.

The administration retains final authority with all parent accounts.

### **8.1 FACTS TUITION MANAGEMENT**

All parents are required to set up an online account with FACTS Tuition Management through our website, [www.sweethavenchristian.org](http://www.sweethavenchristian.org).

Payments will be automatically withdrawn from the bank account on the selected date(s) each month. Payments may also be made by credit card through FACTS but will be charged a convenience fee.

Late payments will be charged a late fee and may also be subject to overdraft fees.

All changes to accounts must be requested a minimum of 2 business days prior to the withdrawal of the payment.

### **8.2 DELINQUENT ACCOUNTS**

If accounts are not paid, the student will be held from class. If you anticipate a problem with making a payment, contact the Business Office in advance.

No student may continue on to the next grade until the previous year’s balance has been paid in full.

### **8.3 RELEASE OF SCHOOL RECORDS**

No school records will be released for any student when there is a balance owed on the student’s account.

## 9 HEALTH AND WELLBEING

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### 9.1 MEDICATION POLICY

Sweethaven Christian will not administer over-the-counter or short-term medications.

We will administer prescription medications if the scheduled dosage time for that medication falls between 11:00 a.m. and 6:00 p.m. Sweethaven will administer emergency medications (such as epi-pens and inhalers) in an emergency situation.

All medications must be in their original containers.

Written authorization from the child's physician and parents is required before medication can be administered. The Medicine Authorization Form must be completed and signed.

If there is a change in the student's dosing, a Medicine Authorization Form must be completed with the updated dose. If the medication is discontinued, a written request signed by the parent must be bought in and the parent must pick up the medication within 10 days of discontinuation or it will be disposed of.

Under no circumstances is a student allowed to keep any medication in his/her possession.

### 9.2 COMMUNICABLE DISEASES

Sweethaven Christian Academy maintains a healthy environment by instituting controls designed to prevent the spread of communicable diseases. The term "communicable disease" shall mean an illness which arises as a result of a specific infectious agent which may be transmitted either directly or indirectly by a susceptible host or infected person or animal to other persons. This includes but is not limited to: Pink Eye, Fifth's Disease, Ringworm, Head Lice, Scabies, Chicken Pox, Measles, Rubella, Meningitis, and Mumps.

Any staff member who reasonably suspects that a student or employee has a communicable disease shall immediately notify the school administration.

Any student or employee with a communicable disease for which immunization is required by law or is available, shall be temporarily excluded from school while ill and during recognized periods of communicability. Students and employees with communicable diseases for which immunization is not available shall be dismissed from school while ill. If the nature of the disease and circumstances warrant, the administration may require an independent physician's examination of the student or employee to verify the diagnosis of communicable disease.

The administration reserves the right to make all final decisions necessary to control the spread of communicable diseases within the school.

#### 9.2.1 Lice

If lice are found in your child's hair, he will be required to be sent home and treated. The student will then be required to be re-examined by a member of the administration upon their return to school.

If lice or nits are still present, the student must return home to be treated again. If no lice or nits are found, the student may return to their classroom.

### **9.3 ILLNESS**

For the welfare of your child and others in the school, all children who are sick must be kept at home until they are symptom-free without the use of medication.

### **9.4 CHILD ABUSE POLICY**

If we suspect that a child is being abused or neglected, we are required by law to immediately report our concerns to the local department of social services or to the Child Abuse and Neglect Hotline.

We need not investigate whether abuse or neglect has taken place; local departments of social services are responsible for making this determination.

## **10 TECHNOLOGY**

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### **10.1 ELECTRONIC DEVICES**

No portable game devices, portable video players, etc., are permitted at school or at any school-sponsored function such as athletic events, field trips, or after school activities. If they are found, whether they are in use or not, they will be confiscated. A parent will need to come to the office to pick up the device.

Because cell phones and other electronic devices (tablets, Kindles, iPads, etc.) also function as data storage devices, all electronic devices brought to school are subject to inspection and review by school staff. Any content which is contrary to our Code of Conduct (see Section 6.3) or which is deemed inappropriate at the discretion of the administration may be grounds for further discipline.

### **10.2 CELL PHONES**

Students are not permitted to use a cell phone in the school building before or during school time. After school, students should not use cell phones until they have left the school property unless they secure permission due to extra-curricular activities. Students will be required to provide the school with their cell phone number.

Any use of a cell phone in school during school hours by a student will result in disciplinary action. If a student brings a cell phone to school, the cell phone must be secured in the student's locker and must be turned off. If a student brings a cell phone to class or the phone rings while in a student's locker, the teacher will initiate disciplinary action and the phone may be confiscated for the remainder of the day. (Confiscated phones may be returned by the administration to parents upon request. Students whose phones have been confiscated will lose the privilege of bringing their cell phone to school.) Note: "Forgetting" to turn off the cell phone is not an excuse.

Use of a cell phone during a test for any reason (i.e. text messaging, photos) will automatically be considered cheating, and appropriate academic and disciplinary action will be taken at the sole discretion of the administration.

Cell phone photography/videography is not permitted. Students may not use cell phones to capture, record, display, or otherwise access photos/videos during the school day. Particularly, no cell phone photographs/videos are permitted in the restrooms or locker areas at any time. Violation of this prohibition is a serious discipline offense.

Parents who need to contact their child during the school day for emergency purposes should use the school's normal emergency contact process and call the main school phone number. School staff will assist parents in communicating with their child in appropriate emergency situations. Parents should not consider their child's cell phone as a means of contacting their child for any reason during the school day.

Students are not permitted to use cell phones during the school day. If a student becomes ill or needs to go home, the school office will contact the parent.

### **10.3 TECHNOLOGY USE POLICY**

This policy applies to all forms of information technology used at Sweethaven Christian Academy. The school provides access to information technology and the internet only for educational purposes.

Sweethaven Christian Academy has an internet content filter and internet guidelines in place to prevent students from accessing unacceptable material. If a student disregards the school's guidelines or attempts to bypass the filter, he or she will be held accountable for accessing inappropriate material, and will be disciplined accordingly.

Unacceptable sites include those which contain pornography, immorality, derogatory or grossly inaccurate information, or anything else which is potentially offensive to users.

If a student accesses inappropriate sites accidentally, then he or she should immediately notify a teacher so that the site can be added to the internet filtering software.

Furthermore, students and parents must understand that the provided internet access is a privilege, not a right, and the management, faculty, and administration of Sweethaven Christian Academy may deny, revoke, or suspend specific user accounts, accesses and privileges as a result of irresponsible or inappropriate behavior.

Sweethaven Christian Academy makes no warranty with respect to network services and specifically assumes no responsibilities for:

- the content of any advice of information received by a student from an outside source
- any costs, liability or damages caused by the way the student chooses to use his/her network access
- any consequences of service interruptions or changes, even if these disruptions arise from circumstances under the control of Sweethaven Christian Academy

- privacy of electronic communication, which cannot be guaranteed and should not be used for confidential correspondence. (Student communication over the internet in any form is strictly prohibited.)

In regards to the use of technology on campus, Sweethaven Christian Academy deems the following behaviors inappropriate:

1. Sending, by any means, personal information to any internet contact.
2. Communicating in any form over the internet without direct supervision. This includes, but is not limited to, e-mail, instant messaging, and message boards.
3. Willfully transmitting or receiving information containing pornography, hate literature/graphics offensive or obscene literature/graphics, pirated software/programs, hacking software/tools, viruses.
4. Downloading and/or installing programs/software on any network computer(s).
5. Accessing the files or account information of another network user.
6. Violating network security.
7. Willfully damaging or removing components or data of any network computer.

## **11 LUNCH PROGRAM**

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Our lunch program provides a variety of reasonably-priced, healthful, and delicious options for students who wish to purchase lunch at school. Lunch money is paid directly to the Business Office and is applied to the student's account.

Lunch menus are sent home each month. Menu items are also posted on RenWeb. Parents may order through RenWeb, or students may order through their homeroom teacher. All elementary orders should be placed by 8:15 a.m.

Tardy students may not order specialty items. Late orders may be placed through the front office before 9:00 a.m.

Students with delinquent lunch accounts may only order a basic lunch to keep costs manageable for parents. See the Business Office to settle all delinquent lunch accounts.

Should a child forget to bring his or her own lunch, provisions will be made by the school and charged to the child's account, or parents may bring the child's lunch to the school office and it will be delivered to the child.

## **12 LOST AND FOUND**

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Parents may inquire at the front office for an opportunity to look in Lost and Found. At the end of each month, all items that have not been picked up will then become the property of the school and will be disposed of.



## 13 ATHLETICS

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All students and parents are invited to attend athletic events to cheer our Sweethaven Lions on to victory. See the school office for game schedules.

Students in fifth through twelfth grades may try out for a variety of sports. Fall sports include boys' soccer, girls' volleyball, and boys' and girls' basketball. Spring sports include girls' soccer, and boys' and girls' track and field.

An Athletic Handbook with specific policies will be issued to athletes at tryouts.

## 14 SCHOOL PROPERTY

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### 14.1 CARE OF PROPERTY

Sweethaven Christian Academy is considered to be God's property. Respect for the appearance and care of the school is a part of our Christian testimony. We expect all students and staff to work together in keeping our campus neat and orderly.

Gum chewing is not allowed anywhere on the campus.

Practical jokes involving school property are not permitted, and offenders will be dealt with accordingly.

Students who disfigure property, break windows, or do other damage to school property or equipment will be required to pay for the damage done or replace the item in addition to being disciplined.

### 14.2 LOCKER INSPECTIONS

Student lockers are school property and are therefore subject to inspection at any time without notice. Regular inspections will also be held periodically throughout the school year. Students are expected to keep lockers clean and neat at all times. Students are not to attach anything to the exterior of the lockers. There are to be no pictures of secular groups or sports heroes displayed inside the locker. The only pictures allowed will be those of family and friends that are appropriate in nature. Food or drink may not be stored in lockers overnight. Lockers are to remain unlocked at all times. At no time is any lock approved for use on a student locker.

Sweethaven reserves the right to inspect a student's locker at any time with or without the student's presence or knowledge.

## 15 VISITING THE CAMPUS

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All visitors to campus must sign in at the Front Desk.

### **15.1 ADMINISTRATIVE OFFICES**

Our administrator and assistant administrator are available to meet with you by appointment. Appointments can be made by calling our office at 484-4082.

### **15.2 FORMER STUDENTS AND GRADUATES**

Former students and graduates of Sweethaven who wish to return for a visit should first call the office to arrange an appropriate time to visit. Please come dressed according to our school dress code and standards of modesty.

### **15.3 PROSPECTIVE STUDENTS**

Parents of prospective students should make arrangements in advance of the visit. Please see Section 2.1 of this Handbook for further information regarding prospective student visits. All visiting students should conform as much as possible to our dress code.

### **15.4 VOLUNTEERS**

Parents who are able to volunteer their services are greatly appreciated. Please contact the office for more information regarding volunteer opportunities. All volunteers are asked to abide by our school dress code.

## **16 FUTURE POLICIES**

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Sweethaven Christian Academy reserves the right to further refine present policies and/or to establish new policies that are deemed necessary and appropriate.

We intend to maintain a Christ-centered school where learning and character development occur. We will take necessary measures to see that this is accomplished on an uninterrupted basis.