



Huntingdon Valley

— CHRISTIAN ACADEMY —

1845 Byberry Road Huntingdon Valley, PA 19006 (215)947-6595



Isaiah 40:31 “But they that wait upon the LORD shall renew their strength; they shall mount up with wings as eagles; they shall run, and not be weary; and they shall walk, and not faint”.

RISE: Respect, Integrity, Service & Excellence

*At HVCA, we **RISE!***

*We **RESPECT** God, our fellowmen, our environment, and our bodies.*

*We show **INTEGRITY** in speech and in deed.*

*We commit our **SERVICE** to God, our community, and our world.*

*We strive for **EXCELLENCE** in all we do. We are Eagles!!*

Student Handbook

2021-2022

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A Message from the Principal

Welcome to Huntingdon Valley Christian Academy! Whether you are new to HVCA or a returning family, we are grateful that you have chosen this school for your child. Our faculty and staff are talented and dedicated individuals who seek to create the best possible learning environment. The school board, churches, and other individuals who support the school help to make HVCA a great place for children to learn and to grow. Most importantly, we strive to cooperate with the Spirit of Jesus Christ to learn life's most important lessons of service to God and humankind.

We educate the whole person – mind, body, and spirit. Academics at HVCA are rigorous and engaging. Our 20-acre campus provides an ideal environment to learn the wonders of nature and how the human body is designed to function in health and vigor. As a Seventh-day Adventist, Christian institution, spiritual perspectives – love for God and love for humanity – are woven into every class and every activity.

HVCA is a vibrant and responsive community. We view education as a partnership. As such, we welcome your communication and input on anything that you believe will help your child be successful. It is our pleasure to hear from you. Parents, teachers, and staff working together provide a powerful example for students. Knowing that they are part of a supportive community bolsters students' confidence and contributes to high achievement.

This handbook is intended to provide a concise overview of some of the most important opportunities and expectations that make Huntingdon Valley Christian Academy an excellent learning community. Please review this handbook with your child and feel free to contact us at any time if you have any questions about the school and its programs.

May God richly bless you as we work and learn together.

Sincerely,

School Principal

About HVCA

Mission

“Huntingdon Valley Christian Academy is a Seventh-day Adventist school educating students to effectively impact their communities for Christ.”

History

Huntingdon Valley Christian Academy was established in 1969 under the name Greater Philadelphia Junior Academy, as a regional school to provide Christ-centered education for the children of Greater Philadelphia Seventh-day Adventist churches. Prior to 1969, Hatboro Church School served the youth in the area. In May of 1998, the school changed its name to Huntingdon Valley Christian Academy to reflect, more accurately, its location and commitment to the community at large.

The current campus has ten classrooms. In addition, the Academy has a gymnasium, classroom libraries, an interactive playground system, and a large blacktop [paved] play area. The school is situated on approximately twenty acres of beautiful nature preserve-type land. Several large meadows, a small meandering stream, and wooded areas are the setting for Huntingdon Valley Christian Academy.

Huntingdon Valley Christian Academy is sponsored and assisted financially by many Seventh-day Adventist churches: Philadelphia Boulevard, Bucks County, Chestnut Hill, Lansdale, Lawndale Spanish, Maranatha Spanish, and Philadelphia Spanish I, North Philadelphia, Germantown, West Philadelphia, and others.



1845 Byberry Road
Huntingdon Valley, PA 19006
Telephone: (215) 947-6595
Fax: (215) 947-4277
Email: info@myhvca.org
Web: www.myhvca.org

Objectives

Huntingdon Valley Christian Academy is dedicated to preparing young people for unselfish service to God and to humanity. The goal of Christian education is to restore in humanity the image of its Creator.

It is the purpose of the school to do the following:

- Present Jesus Christ as Lord and Savior and encourage students to accept Him as their personal Savior and Friend.
- Help students develop a positive sense of self-worth as children of God.
- Provide a place to learn that is physically and emotionally safe, where students are challenged to develop their full academic potential.
- Create an atmosphere where students may develop higher-level thinking skills, enabling them to become independent thinkers and make wise choices in all areas of life.
- Prepare students for success in their future educational experience.
- Enable students to become productive workers and responsible citizens.
- Treat all individuals with courtesy and respect.
- Help students establish wholesome relationships and demonstrate concern and care for others.
- Involve students in community service activities.
- Promote overall spiritual, mental, and physical health.

Governance

Huntingdon Valley Christian Academy is part of the Seventh-day Adventist educational system and adheres to the policies set forth by the North American Division of Seventh-day Adventists, the Columbia Union Conference of Seventh-day Adventists, and the Pennsylvania Conference of Seventh-day Adventists.

Accreditation

HVCA is accredited by the Middle States Association of Schools and Colleges, the Columbia Union Conference Board of Education, and the North American Division Commission on Accreditation and is a member of the National Council for Private School Accreditation.



Admissions

Application Process

A prospective student should submit a formal application. A transfer student must be interviewed by an administrator or by the Admissions Committee and submit satisfactory character and academic recommendations before action will be taken on the application. The applicant will be notified to confirm his or her acceptance status.

There must be evidence that there is no outstanding financial obligation to any previous school. Membership in the Seventh-day Adventist Church is not a requirement for admission; however, only those students who have a sincere desire to grow spiritually, academically, and physically should apply.

Acceptance Criteria

A student's acceptance is based on the following criteria:

- Transcripts and records from previously attended school(s)
- Attendance records
- Citizenship report
- Finances
- Current medical and immunization records
- Consent to treatment form
- Completed registration forms, including a valid email address
- All admissions are conditional until the above criteria have been met.

Medical Examinations

Medical examinations are required upon original entry into school and into sixth grade. Dental examinations are also required upon original entry into school. Tuberculin testing is required upon original entry into school. These examinations are to be performed by a Pennsylvania resident physician. All medical and dental forms are obtained from the school. These forms are to be completed and returned to the school by September 15 or earlier. Failure to turn in these forms will exclude the child from attending school.

Required Proof of Immunizations

The State of Pennsylvania requires that all students entering school for the first time, those transferring from another school, and those coming from out-of-state or out-of-country, must have written proof of all state-required immunizations before registering and entering any child in the school program.

Medical Information

According to Federal HIPPA law (Health Insurance Portability and Accountability Act), student medical information is regarded as private and may not be accessed by students, teachers, non-custodial parents, or other individuals unless parents or guardians have pre-approved such information sharing. Parents or guardians must sign a release form for full or partial information to be released.

Non-Discrimination Policy

The Seventh-day Adventist Church, in all its church schools, admits students of any race to all the rights, privileges, programs, and activities generally accorded or made available to students at its schools, and makes no discrimination on the basis of race, color, ethnic background, religion/creed, country of origin, or sex in administration of education policies, applications for admission, scholarship or loan programs, and extracurricular programs.

Admission Priority Statement

Student acceptance for a given school year does not guarantee acceptance for the following school year(s). The Admissions Committee will review all students--current and new applicants--to determine their admission status for the coming school year. Current constituent students will have priority over non-constituent or non-Seventh-day Adventist students in determining admission for each school year when classes are filled. Admission to Huntingdon Valley Christian Academy is a privilege and not a right and may be withheld at the school's discretion.

Student / Teacher Ratio

HVCA strives to maintain a reasonable student to teacher ratio to provide optimum quality instruction. Acceptance into any class is dependent on whether the class has reached capacity enrollment.

Initial School Entrance (PreK – 1st grade)

Generally, the following apply, although there may be exceptions based upon teacher assessments:

- To enter Pre-K, the student must turn 4 by September 30th.
- To enter Kindergarten, the student must turn 5 by September 30th.
- To enter 1st grade, the student must be 6 by September 30th.

Registration

Application may be made anytime; however, all students are evaluated before being granted official acceptance. Requests for information can also be made by fax transmission—215-947-4277—or by calling the school—215-947-6595.

How to Apply

An application may be obtained by:

- Telephone: (215) 947-6595
- Online: www.myhvca.org

Financial Information

Tuition and Fees

Tuition for the 2021-2022 Academic Year	
Grades Pre-K -8	\$4,900 yearly
Grades 9 - 12	\$5,400 yearly

Students from families who are members of HVCA constituent sponsor churches.	
Grades PreK - 8	\$4,500 yearly
Grades 9 - 10	\$5,000 yearly

Fees**	
Application Fee (New Students)	\$50
Registration Fee (Grades PK-10)	\$200
Home and School Association Fee	\$25
I-20 Processing Fee (International Students)	\$100

Additional Information

*Members of the Seventh-day Adventist church support Adventist education with substantial contributions to church and conference subsidies. Therefore, families who are members of Seventh-day Adventist congregations are charged the SDA subsidized rate.

**All fees are non-refundable.

***Additional fees may apply to students in Grade 9 and 10 APLE Program.

Family Discounts

- A 5% discount will be given to the second child in the family. For the third child a discount of 10% will be given and a 15% discount for the fourth and any additional children.

Billing/Refunds

Tuition and fees are billed on an annual basis for the entire school year. Fees are non-refundable.

If a student withdraws during the school year, only the tuition payment will be pro-rated and is based on the number of school days enrolled. The registration fee is non-refundable.

Monthly Payment Plan

For the convenience of families, the annual tuition charge may be divided into ten installment payments and billed August through May. The first month's tuition is due by the first day of school in August. All other monthly installments are due by the 1st of each month.

Student Withdrawal Due to Delinquent Account

Any student whose account becomes more than 60 days past due will be asked to withdraw from school.

Monthly Payments Due:

It is imperative that student accounts be paid on time. The school depends upon receiving prompt tuition payments to meet our monthly financial obligations.

Payment Plan:

The payment is due the 1st. of every month. If the account is not paid by the 10th of the month the account will be considered delinquent.

Delinquent Accounts:

Any student whose account becomes more than 60 days past due will be asked to withdraw from school until the account is paid or satisfactory arrangements have been made. If arrangements are not made, the account will be turned over to the Finance Committee for determination of status.

Late Enrollment

Students transferring from another school after September 30 will be charged a pro-rated tuition based on the number of school days remaining. Other students will be charged for the semesters for which they receive credit. Registration fees are to be paid in full through the second marking period. Thereafter, the registration fee is fifty percent of the full registration fee.

Refunds

If a student withdraws during the school year, only the tuition payment will be pro-rated and is based on the number of school days enrolled. The registration fee is non-refundable.

Late Payment Policy

A student's status in school will be reviewed when an account is more than sixty (60) days past due. A student will not be allowed to attend school until satisfactory financial arrangements have been made on or before the sixty-first day. A late charge of \$30 is assessed for each

month that has an outstanding balance. The school will hold student information and transcripts until the balance due on the account has been paid in full.

Textbooks

Students in K-10 rent textbooks from the school. A parent agrees that if a textbook assigned to his/her child is damaged, misused beyond normal wear and tear, or is lost, the user will pay the school the replacement cost of the book or a pro-rated amount (depending on the age

and/or condition of the book). Subsequent loss or damage to the books will be the responsibility of the student to make restitution. Any charged incurred can be paid in cash or will be billed to a student account.

Returned Checks

A \$35 fee will be charged to the student's account for any check returned due to insufficient funds. Occasionally, it may be necessary to ask that future payments be made by certified check, money order, or cash.

Scholastics and Attendance

Huntingdon Valley Christian Academy subscribes to the belief that all children should have the opportunity to achieve excellence based upon the abilities and capacities with which they have been uniquely gifted. Unlike traditional academic achievement models that expect most students to perform at an average level, HVCA seeks mastery and excellence for all students.

Grades

Grading System Grades 1-2	
	Exceeds expectations
	Meets expectations
	Below expectations
	Modification in level of curriculum
	Accommodations in delivery of instruction

Grading System Grades 3-10		
A	4.00	Superior Achievement
A-	3.67	
B+	3.33	
B	3.00	Above Average Achievement
B-	2.67	
C+	2.33	
C	2.00	Average Achievement
C-	1.67	

Incompletes

If, because of illness or other extenuating circumstances, a student has not completed sufficient class work to earn a grade, he/she may receive an incomplete upon the approval of the teacher and the Academic Standards Committee.

Incompletes should be removed during the two (2) weeks immediately following the end of the grading period or by a date worked out with the teacher(s). No late work will be accepted after the grace period. Any missing work not submitted by the end of the deadline will be recorded as a zero, and the grade will be calculated.

Academic Progress Reports

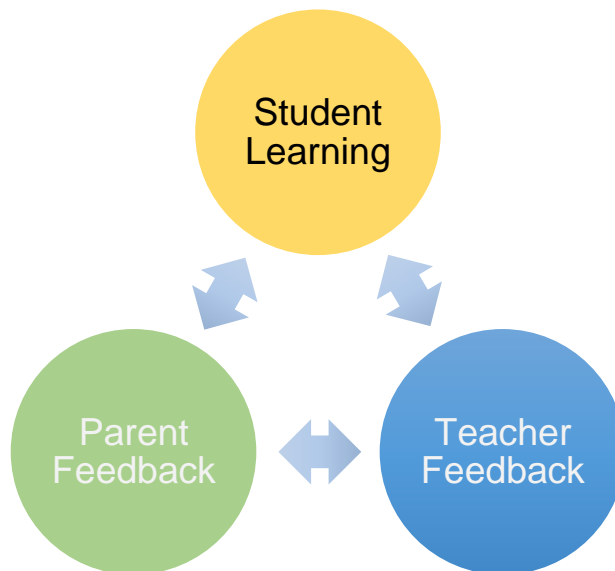
Pupil evaluation is an on-going process that seeks to monitor and measure student performance in all areas, including class work, homework, tests, class participation, and special projects.

For grades 9-10, the school year is divided into two semesters. Each semester is comprised of two quarters of approximately nine weeks apiece. At the end of each quarter, a Report Card will be sent or given to the parent or guardian. Mid-quarter progress reports will be sent home, or parents will be notified of progress. In addition, whenever students are struggling, fail to turn in assignments, or in general exhibit signs of not doing satisfactory work, the teacher or principal will inform the parent or guardian. For the elementary and junior high grades, the school year is divided into four quarters and intermittent progress reports will be sent home. Report cards are provided at the end of each quarter. At least one additional progress report is sent each quarter.

Parents will have access to their child's progress, assignments, and attendance online. Each parent will be given a username to access their child's account. Parents must provide HVCA with a valid e-mail address.

Parent-Teacher Conferences

Two official parent-teacher conferences are scheduled during the school year. These conferences are an essential part of the process in a cooperative relationship with parents to assist in the character development of their child(ren).



- The first conference is scheduled after the first quarter.
- The second conference is after the third quarter.

- Grades for the first and third quarters will be given to the parents at this time.
- The teaching staff encourages additional conferences throughout the school year. We believe communication between home and school promotes the spiritual, the academic, and the social well-being of each student.

Parents and school patrons are welcome to visit classes by making proper arrangements in advance:

- To schedule visits, parents should call the school to make an appointment.
- Teacher(s) are not available during school hours except by special arrangements.

Mandatory Conferences

When students are placed on academic probation, parents or guardians may be mandated to attend the parent-teacher conference. Students may not be allowed to attend classes until parents or guardians have attended the scheduled parent-teacher conference.

Academic Probation

Students who have an F in more than one core subject or a total GPA below 1.50 in the middle of an academic quarter will be placed on academic probation.

Students will remain on academic probation for a minimum of two weeks or longer, if warranted, until their grades meet the stated guidelines. This may include loss of privileges, including school trips, recess, or recreational time, and may involve serving a Friday detention, at the teacher's discretion.

Textbooks

Learning comes through many avenues at HVCA. Textbooks are used as important resources in the classroom, along with various other methods of teaching. Each textbook is carefully selected and screened to meet the highest standards of both education and teachings in compliance with Adventism. All textbooks have been approved by the Pennsylvania Conference and the Columbia Union. We seek to teach each student to think critically and thoughtfully about every piece of literature used in the classroom.

Attendance

Punctual attendance to all appointments is of vital importance. The attendance policy of Huntingdon Valley Christian Academy is designed to encourage all students to develop habits of punctuality and responsibility. A continued pattern of poor attendance limits academic achievement and results in lower grades. Major discipline and possible dismissal may result. Any student who misses more than 25% of school days in a school year will most likely fail regardless of academic performance, due to failure to meet minimum state attendance requirements.

Written excuses for all absences should be submitted to the office when the student returns.

Excused Absences

Compulsory education laws require students to attend school. The only exceptions are

sickness, death in the family, and doctor appointments. For medical absences exceeding three days, a written doctor's excuse is required. Please try to make doctors' appointments after school, if possible.

It is the student's responsibility to obtain any class work that he/she missed due to absence.
Un-excused and Arranged Absences

We realize that parents take their children out of school for reasons other than those stated above. Please understand that these are un-excused absences and will be treated as such. NOTE: Teachers are under no obligation to provide homework, give make-up tests, or in any other way provide work for the student who has missed school due to un-excused leave.

Tardiness

Records will be taken in every class. A student is expected to be in his/her seat prepared for class at the time the bell rings, or that student is marked tardy.

If a child is brought into school after 8:15 AM, they will be marked tardy for the start of the school day.

Attendance Policy (Grades 7-10)

Students receive one point for each unexcused class tardy and three points for each unexcused class absence.

- Five points in a quarter will result in a detention and a letter to the parent(s).
- Ten points in a quarter will result in a one-day suspension, and the child will not be able to return until a conference between school administration and parent(s) has been completed.
- Fifteen points in a quarter will result in a three-day suspension, and the child will not be able to return until a conference between school administration and parent(s) has been completed.
- Twenty points in a quarter will result in a recommendation of expulsion.

Minimum Days

On announced minimum school days, classes will dismiss at 12:30 p.m. for all students, meeting minimum time requirements.

Before- and After-School Supervision

Students are allowed into the school building at 7:30 AM. There is no provision to care for students prior to that time.

Parents are to pick up their children (if they are not riding the bus) in the afternoon by 3:15 p.m. Monday through Thursday. On Fridays, students are to be picked up by 1:00 PM.

After Care is not provided. Please Note: When a student is not picked up within 20 minutes of school dismissal or school activities, students are placed in a supervised room. Parents will be charged a \$35.00 fee for each occurrence. This charge may be paid in cash or placed on student's bill.

Parents need to check in with a staff member before their child leaves school premises.

Please Note: The fees stated above for supervision of students after the pickup time are also applicable for this situation.

Closed Campus / Leaving School Premises

A student who must leave the school building during school hours must check out at the office when leaving.

If a student returns to the school building before dismissal time, he or she must check in with the office, and thereafter check back into class until dismissal time. Students who leave the school premises without permission will be subject to major discipline. This includes being in any area of the school's property that cannot be readily supervised or observed from a normal vantage point of the school. Students may not cross Byberry Road or Pioneer Road, or enter the residential area beside the school or any other commercial area.

Extended Leave Requests and Pre-arranged Leaves of Absence

A written request must be submitted to the office at least 72 hours in advance of any planned absence. These leave of absence requests include mission trips, class trips, and medical leaves. Upon the approval of the Administrator, the student may be permitted to make up and receive a grade for the subject(s) missed during the absence, although any grade received may be reflective of the absence. The student is responsible for completing and submitting all assignments, projects, tests, and other materials prior to the leave of absence or as designated by the teacher.

Approval of the request does not assure that the absence will be counted as excused.

Early Completion of Elementary School

The general policy of the Columbia Union Conference requires a student to acquire eight years of elementary education (grades 1-8) or, under specific conditions, to have reached the age of 13 prior to admittance to secondary school (grades 9-12).

Early completion of the elementary school means the acceptance of a student who has had fewer than eight years of formal education into secondary education. In order to obtain approval for early completion, the following steps should be completed:

1. The Administrator must submit a letter to the Conference Office of Education, including the written consent of the parent.
2. A program of early completion of elementary school is planned, and the application is submitted prior to the completion of sixth grade school work.
3. The application must be approved by the Conference Office of Education and made a matter of record before a student may begin work in the Early Completion Program.

Academic Retention

Retention may be recommended for those students who have not demonstrated mastery of the skills considered basic for the next grade level. In recommending retention, consideration will

be given to age, social/emotional maturity, and physical size, as well as the student's level of academic achievement. Parents will be informed (in writing) at the earliest possible date that the possibility of retention exists. The school will provide frequent updates throughout the year through progress reports and parent/teacher conferences.

Any student receiving an "F" grade in two or more core classes may be subject to retention.

An appeal process may take place by written request of the parent to the Conference Vice-President of Education.

Eighth Grade Graduation Requirements

Diploma

To graduate from eighth grade and to receive a diploma, a student **MUST** have passing grades in 4 out of the 5 core subjects--Bible, English, mathematics, science, and social studies. Students must also complete 25 hours of approved community service.

Certificate of Completion

A Certificate of Completion may be given to those who have been determined to be academically challenged. It shows that a student has completed an individually prescribed course of study. Students must also complete 25 hours of approved community service.

Certificate of Attendance

A student who receives failing grades will be given a Certificate of Attendance which verifies that he/she has been in school but has not met the scholastic requirements.

Student Association

Eligibility to Hold Office

When running for a student association office, students must meet the GPA (grade point average) and citizenship requirements. Student association office holders must have and maintain a minimum GPA of 2.50. Minor offices (secretary, pastor, treasurer, sergeant-at-arms) are required to have and maintain a minimum GPA of 2.00. Every officer maintain excellence in citizenship.

If an officer fails to maintain the requirements of GPA the student has three weeks to meet the acceptable standard required. If the officer fails to raise their GPA, they will be removed from office and an election will take place to fill the vacant position. In addition, students may not have or have had any F's, or be placed on probation due to attendance or discipline in the previous or current grading period. If an SA officer has been found violation of the Student Code of Conduct, his/her office will be revoked for the remainder of the school year.

Class Trip and School Functions

Students in danger of failing or falling below a C in citizenship may not go on class trips or participate in other school functions.

Testing

Standardized achievement testing is administered to grades 3 through 10 each school year to determine the level of academic learning. Test results are analyzed to improve current instructional practices and to focus on weaknesses in individual students. Parents receive a copy of the Fall results.

Testing may be required for all new applicants to determine their placement and academic standing. The school reserves the right not to accept a student based on test results. The Montgomery County Intermediate Unit also provides testing for students who may be experiencing difficulties in the classroom.

Resource and Special Education

Huntingdon Valley Christian Academy does not provide full time special needs education to students. However, a limited number of students may be provided with extra help during the school day. Because this service is limited, students with special needs cannot be guaranteed tutorial and special needs help.

Montgomery County Intermediate Unit offers remedial help in reading, math, and speech for students in grades one through eight two days a week. Students with apparent disabilities may be recommended for testing and consultation with parents and guardians. Psychological testing through the MCIU is provided at no charge to parents.

Dress Code and Uniform Policy

The dress code of Huntingdon Valley Christian Academy has been developed over many years and serves the purpose of maintaining a standard which is consistent with the philosophy of the school. The students are to dress in a neat, clean, appropriate, and modest manner. The uniform dress code provides for these objectives to be met.

Uniforms may be purchased at the following uniform stores:

Flynn & O'Hara Uniforms
10905 Dutton Road
Philadelphia, PA, 19154.
800-441-4122
215-637-4600
www.flynnohara.com

French Toast
Shop online by School
www.frenchtoast.com/shop-by-school

Parents, please be sure that children arrive at school in proper school uniform. Parents are encouraged to teach their children to adhere to the dress code policy. Students are expected to comply with the code and parents are expected to monitor compliance before their children leave home.

Uniform Dress Code

Pre-K- 4 Girls:

- Red/navy-Plaid Split Neck Jumper
- Red/navy-Plaid Round Neck Jumper
- Peter Pan Collar Blouse blue or white (Short or Long Sleeved)
- Navy Biker Shorts
- White or Navy Cuffed Socks
- Black Shoes
- Velcro Shoes are strongly encouraged for grades Pre-K and K

Pre-K-4 Boys:

- Flynn & O'Hara Brand Navy Pant
- Light Blue Oxford Shirt w/ Logo (Short or Long Sleeved)
- Red/Navy Plaid Tie
- Navy or White Socks
- Black Belt
- Black dress shoes
- Velcro Shoes are strongly encouraged for grades Pre-K and K

5 -10 Girls:

- Red/navy plaid knee length skirt
- Navy Biker Shorts
- White or blue Oxford Shirt w/Logo (short or long sleeved)
- Red/Navy Plaid Tie
- Navy Knee Socks or stockings
- Black shoes

5-10 Boys:

- White or blue Oxford Shirt w/Logo (short or long sleeved)
- Red/Navy Plaid Tie
- Navy blue socks
- Black Belt
- Black shoes
- *All Grades/Genders wear the Navy Cardigan with Logo, V-Neck Logo Sweater, or Sweater Vest with Logo.

Additional Dress Code Information:

- For the Winter months, the girls uniform policy has been amended to allow girls to wear black or blue leggings **under** the uniform skirts. The uniform skirt must be worn with the leggings and the leggings must be plain black or plain navy blue.
- Another option is for girls during the winter months is for girls to wear **uniform slacks** that are khaki or navy color.
- No pants are allowed under skirts.
- Pant hems should be neat and not frayed or cut off and worn at the natural waistline.
- Boots are prohibited in the building. A change of shoes is required when students are in the school building.
- No caps or other hats, scarves, doo-rags, skull caps, or sunglasses are to be worn in the building.
- No hoodies are permitted. When weather changes to cold, school sweaters are required.
- No jewelry is allowed. (A wristwatch may be worn).
- No piercings, tattoos, or drawing, permanent or temporary, are allowed to show on the body.

Physical Education/Recess Dress

For students who are required to change clothes for PE or for those who choose to change for recess or PE, the dress standard is as follows:

- HVCA T-shirt and basketball shorts must be purchased at Flynn & O'Hara uniform.
- Athletic shoes and socks should be worn.
- No sandals, flip-flops, bare feet, or stocking feet without shoes are permitted.

Discipline for Failing to Adhere to Dress Code

First Offense: Student will be issued a warning. Parents will be contacted and informed of the problem and the consequences of next offense.

Second Offense: Parents are contacted, and student is given a detention.

Third Offense: Student will receive a one-day suspension and must acknowledge and re-sign the school uniform policy.

Fourth Offense: Subsequent offenses will be viewed as insubordinate behavior, and the

student will be suspended for three days and will not be able to return until a conference between school administration and parent(s) has been completed.

Fifth Offense: Student may be suspended indefinitely or may be expelled per the decision of the Administrative Council.

Students who have not been able to purchase school uniform items due to items not being stocked will be issued a special pass to wear similar attire or attire approved by the administrator until items become available.

It is the responsibility of parents and guardians to ensure that students come to school in proper uniform. Knowledge of the Dress Code is the key to avoiding school discipline.

Discipline Policy/Student Code of Conduct

HVCA wishes to develop a strong Christian character in all students and to enable them to develop self-control and responsibility. The basic guidelines for student conduct grow out of the school's philosophy and objectives.

The following guidelines govern the curricular and extracurricular program of the school:

- Respect for God is always shown
- Respect for teachers, staff, volunteers, and fellow students is to be always shown.
- National, State and Local laws are to be followed
- Good Attitudes, Cooperation, Participation, and Positive Contributions are expected
- No dishonesty, theft, foul, or irreverent language is permitted on HVCA premises

Discipline may include, but is not limited to verbal counsel, warnings, community service, fines, detention, suspension, or expulsion from school. Classroom teachers handle most discipline, but in cases of major violations, the principal and/or Administrative Council (which includes all HVCA teachers) will be consulted. Recommendations to expel a student are made to the HVCA Board by the Administrative Council. Decisions of the board may be appealed to the PA Conference Vice President of Education.

Whenever a child is involved in serious misconduct, a parent will be called as soon as possible. If a disciplinary meeting is deemed necessary, a student may request a teacher or staff member of their choice to represent them. A student or parent may also request to have their case presented to the committee in person. Lesser violations will be given a warning, fine, letter/email, phone call to parent, or parent conference.

In cases of serious disciplinary action, a student is entitled to the following:

- An oral and written notice of the charges.
- If the student denies the charges, he/she should be informed of the nature of evidence against him/her and given an opportunity to respond to the charges.

A hearing before the Administrative Council/Discipline Committee, in which the student, a faculty representative of the student's choice, and a parent may be present at the hearings.

The decision of the Administrative Council may be appealed to the HVCA School Board. If the Board reverses the decision, the student shall be reinstated as per the recommendation of the Board.

Administrative Rights

The administration reserves, without additional parental consent, the right(s) to proceed in the following manner:

- Question a student about his or her conduct.
- Inspect lockers, desks, and personal property.
- Inspect cars (with the student present).
- Confiscate phones and/or any electronic devices.
- Conduct alcohol and/or drug testing.
- Require counseling, education, or treatment programs as deemed necessary.
- Recommend a student to withdraw from school if the student's conduct, influence, or attitude is no longer in harmony with the philosophy and objectives of Huntingdon Valley Christian Academy.
- A teacher may convene a meeting of the Administrative Council to discuss student behavior and possible disciplinary action or suspend a student pending faculty ratification.

Suspensions

Regarding student suspensions:

- A student may be suspended in school for up to three school days.
- The student may be suspended at home for up to fourteen days.
- Students may be suspended indefinitely upon major infractions until the Administrative Council can meet to discuss the facts and the discipline required.

IMPORTANT: It is the student's responsibility to obtain and turn in any missing assignments, projects, or tests incurred during a suspension. The respective teacher(s) will decide whether a student will be allowed to make up this work. If approved, a student must turn in this work within one week of returning to school following a suspension and may receive up to a maximum of 65% for this work.

Scholastic Dishonesty

HVCA expects each student to exhibit honesty in every aspect of his/her life, including individual work on daily assignments, special assignments, quizzes, and tests. Dishonesty can occur in many forms, including, but not limited to, the following:

- Allowing another student to copy or borrow from one's own work.
- Copying or borrowing answers from another student's work or teacher's answer key.
- Using unauthorized notes or looking on another student's paper during a test.
- Working together on assignments when the assignment was not given as a team project.
- Copying a theme or other writing assignment from any source, including the Internet, without giving credit to the original author.

Any student found cheating will be subject to the following:

- 1st Offense - The student will receive a zero on the assignment or test. The student will be suspended from class one day and a parent/teacher conference will be held within 24 hours (may be held via the telephone). Student(s) will not be allowed to make up homework, tests, or projects for the duration of the suspension.
- 2nd Offense - The student will receive a zero on the assignment or test and will be suspended from school for three (3) days. Students will not be allowed to make up any work, tests, or projects for the duration of the suspension. Any office held will be forfeited.
- 3rd Offense - The student will be expelled from school and receive a zero for all class work in the course for the semester in which the offense occurred.

Theft of Tests, Quizzes, or Teacher's Key

Any student who steals quizzes, tests, keys, or teacher's edition books will be subject to the following:

- 1st Offense - The student will receive a three-day suspension without the privilege of making up missed schoolwork. The student will forfeit any office held for the remainder of the year.
- 2nd Offense - The student will be dismissed from school and receive a loss of credit in all classes during the semester when the second offense occurred.

Weapons Policy

Possession of weapons such as guns, knives, chains, or the like, (anything deemed harmful to the general population of the school) will result in immediate suspension and possible expulsion. These instruments are not to be on the grounds, in the buildings, or in any conveyance that provides transportation to and from school.

Bringing firearms or look-alikes, ammunition, or any type of explosive materials to school is grounds for immediate expulsion under federal and state guidelines. Threats or perceived threats of violence may also be reported to local police authorities.

Many factors may be considered when deciding whether it is appropriate to notify law enforcement, including:

- Motivation
- Perpetrator
- Victim
- Potential for injury or harm
- Potential for escalation
- Parental request for law enforcement involvement.
- A parental request that law enforcement NOT be involved shall not be binding on the school.

Students that violate the Weapons Policy are subject to immediate, indefinite suspension until

the Administrative Council with school board chair and conference Vice-President of Education present, convene to determine the extent of the discipline, including reinstatement, continued suspension, and/or expulsion. The Council will meet no later than seven days following the suspension.

Students referred to police because of Weapons Violations are to be suspended until the police have finished their investigation and have provided a written report.

Students under a Weapons Violation, if allowed to return to school, will be required to undergo counseling or a personality assessment to guarantee their safety and that of others, if so recommended. Students with a Weapons Violation will be placed on probation for the remainder of the school year. Counseling required.

Bullying or Intimidation

The purpose of this policy is to defuse issues before they evolve into serious conflict. Every report of bullying or intimidation from Pre-Kindergarten to High School will be investigated. If an incident of bullying or intimidation proves to be accurate, appropriate actions will be taken to correct the situation.

In bullying there is a real, perceived power imbalance between the perpetrator and victim. Bullying is designed to cause the victim to worry and to be annoyed to the point of distraction and often leads the victim to fear coming to school. Attempts to damage someone's reputation, intentional repeated hurtful acts and words, badgering, provoking anger or resentment, creating feelings of persecution, threatening language, manipulating, or influencing as if by teasing are included in the areas considered bullying.

Aspects to Bullying

- Physical: Punching, poking, hair pulling, beating, or biting.
- Verbal: Name-calling, teasing or gossip.
- Emotional or Threatening: Rejection, humiliating, ostracizing, berating personal characteristics such as perceived sexual orientation.
- Sexual: Harassment, inappropriate touching, innuendos, and actual abuse.
- Cyber-bullying: Any bullying or intimidation that occurs over social networks, e-mail, etc.

Students found to have been engaging in bullying, intimidation, or sexual harassment will face discipline to be determined by the Administrative Council. Depending on the severity of the bullying incident, students may face school sanctions, be suspended, or be expelled. Counseling and community service required.

Fighting

Every student is to always behave in a courteous and cooperative manner. Any behavior that may lead to physical harm to another will not be tolerated at HVCA. Students who engage in violent physical conduct toward another individual, whether considered justified or not, will be suspended until the Administrative Council meets to determine the length of suspension. A second incident may result in the student being expelled from school. Community service and counseling required.

Sexual Harassment/Sexual Behavior / Use of Swear Words

Students who engage in sexual harassment including (sexting), inappropriate sexual behavior, coarse, crude, or vulgar language, sexual innuendo, the telling of vulgar jokes, or making fun of or by inappropriate actions causing someone else to be humiliated or degraded will be subject to detention, suspension, and/or expulsion. This includes the use of any swear or curse words in any language and in posts on Tik Tok, Instagram, Twitter, Facebook, or any social networking sites. Counseling and community service required.

Tobacco, marijuana (electronic cigarettes including vape or hookah), Alcohol, and Drugs

The use, possession, and/or distribution of tobacco, alcoholic beverages, non-prescribed drugs, narcotics, and controlled substances is prohibited, as well as sharing prescription drugs with other students. Violation of this policy is just cause for immediate suspension and/or expulsion. Community service and counseling required.

Vandalism or Damage to School Property

When accidental damage to school property occurs and is reported, the student is expected to pay for the actual cost of replacing or repairing the damage. Students may be required to assist in the repairs where possible. Frequently, the parents' personal liability insurance will pay for the damage. Willful damage or destruction of school property such as writing on walls, lockers, restroom stalls, etc. is subject to full restitution and/or discipline. This includes library materials. Community service and counseling required.

Verbal Threats (Bomb Threats/Shooting Threats)

HVCA recognizes that bomb/shooting threats are a significant concern to the school department. Whether real or intended as a prank or for some other purpose, a bomb/shooting threat represents a potential danger to the safety and welfare of students and staff and to the integrity of school property. Bomb/Shooting threats disrupt the instructional program and learning environment and place significant demands on school financial resources and public safety services. These effects occur even when such threats prove to be false. Any bomb/shooting threat will be regarded as an extremely serious matter and treated accordingly. HVCA directs the Superintendent of Education and the Discipline Committee to react promptly and appropriately to information concerning bomb/shooting threats and to initiate or recommend suitable disciplinary action.

Verbal Threats are taken seriously and can be considered a felony in the state of Pennsylvania. Verbal Threats are punishable by suspension or expulsion. Community service and counseling required.

Gang Related Activities

HVCA strives to create a safe, orderly, caring and inviting school environment. Gangs and gang-related activities have proven contrary to that mission and are prohibited within the school. A gang is any ongoing organization, association, individual or group of persons, whether formal or informal, having as one of its primary activities the commission of criminal acts and having a common name or common identifying sign, colors, or symbols. The violence and crime that accompany gangs pose a serious threat to the safety of students and employees of the school system. Even absent acts of violence or crime, the existence of gang-related activity within the schools creates an atmosphere of fear and hostility that obstructs student learning and achievement. Conduct prohibited by this policy includes:

1. Wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblems, badges, symbols, signs, or other items with the intent to convey membership or affiliation in a gang,
2. Communicating either verbally or non-verbally (gestures, handshakes, slogans, drawings, etc.) with the intent to convey membership or affiliation in a gang;
3. Tagging, or otherwise defacing school or personal property with symbols or slogans intended to convey membership or affiliation in a gang.

Thus, the HVCA condemns the existence of gangs and will not tolerate gang-related activity in the school system. Gang-related activity is strictly prohibited within the schools.

Student(s) found to be involved in gang or gang related activities are subject to suspension or expulsion from the school.

General Information

Accident Insurance

HVCA automatically covers all students with an accident insurance program while they participate in HVCA-sponsored/ supervised activities. The insurance provides coverage for students whose parents/guardians do not have medical insurance. Travel directly and uninterrupted to and from a school sponsored/supervised activity is also covered. Students are not covered while at home or while participating in activities which are not school sponsored and supervised. In all other cases, the parents are to request reimbursement from their medical insurance carrier directly. For detailed information about the policy, contact the school office.

Accident, Illness and/or Injury

Please do not send students who are ill to school. HVCA does not have the space or facilities to take adequate care of them, and they infect other students. If students get sick at school, we ask parents to arrange to have them picked up right away. It is recommended that if students have a fever, they should remain at home one day after the temperature returns to normal.

Attempts will be made to notify parents of serious injury or sudden illnesses that occur during school hours. For this reason, parents must notify the school office when there is a change of phone numbers or persons to be contacted when they cannot be reached. It is understood that enrollment at HVCA confers upon the school the obligation to select emergency care providers in the absence of our ability to reach the parents, and that no liability would attach to such a decision. Notice of any injury that occurs on campus or on the way to or from school must be given to the school immediately so that an accident report can be filled out.

After parents have been notified that their child is ill, or after such attempts have been made, they will be allotted two hours to arrange for the pickup of this student from school. After this time, there will be a charge of \$25.00 per hour, up to a maximum of \$150.00 per day, for any sick student who is not picked up from school.

Asbestos Notification

There is no known asbestos contamination in HVCA buildings.

Agendas for Constituency Meetings

Agenda items for constituency meetings must be submitted to the principal or board chair at least three weeks prior to a meeting. Only items on the agenda will be discussed.

Birthday Policy

If parents want to bring in items for their child's birthday, the following protocols **MUST** be followed:

- Communication with teacher must be made 48 hours in advance.
- Check with classroom teacher about allergies
- Only store-bought items are allowed (no homemade items for precautionary reasons)
- The parent is responsible for all supplies.
- Scheduled parties will take place 1 hour before dismissal (2 PM on most days) unless otherwise arranged by the classroom teacher.

Cell Phones

Cell phones are to be put away during school hours. Parents should not expect to reach their children at school by calling the child's cell phone. Parents may call the school office to contact their child.

- First Offense: As a warning, the teacher will confiscate the phone and will return it to the student at the end of the school day.
- Second Offense: The phone will be confiscated, and parents will be required to come to the school's office to retrieve the confiscated phone.
- Third Offense: The phone will be confiscated and the school reserves the right to sell it or may give parents the option to purchase it back for \$50.

The school is not responsible for lost, stolen, or damaged items.

Christian Service Award

Students completing 50 hours of approved community service are eligible for the Christian Service Award.

*Note: 25 hours of approved community service is required for 8th grade graduation.

Citizenship Grades

Citizenship grades will be issued quarterly. All students begin each quarter with an A. Grades will be lowered for bus write-ups for inappropriate behavior, detentions (1/2 letter grade), and suspensions (1 grade level). Attendance, dress code, respect for authority and others, and exhibiting Christ-like behavior will also be considered. Students must maintain a C grade in citizenship to participate in school or class trips. Students may have the opportunity to raise their grades by planning to participate in a school service project.

Computer Network Acceptable Use Policy

All students and teachers are encouraged to use Huntingdon Valley Christian Academy computers to improve learning and teaching through research, collaboration, and dissemination of successful educational practices, methods, and materials available through use of the computer.

The Huntingdon Valley Christian Academy's network is protected with software which restricts access to objectionable sites on the Internet and eliminates a vast amount of potential problem situations. Students are expected to abide by all the rules established for computer use. The terms and conditions for use of Huntingdon Valley Christian Academy computers are listed below.

1. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted materials, threatening or obscene materials, or material protected by trade secret. Use for commercial activities by for-profit institutions is generally not acceptable. Use for product advertisement or political lobbying is also prohibited. Illegal activities are strictly prohibited.
2. Privileges - The use of Huntingdon Valley Christian Academy computers is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. Based upon the Acceptable Use guidelines outlined in this document, the system administrators will deem what is inappropriate use, and their decision is final. Also, the system administrators may deny a student the use of Huntingdon Valley Christian Academy computers at any time. The administration, faculty, and staff of Huntingdon Valley Christian Academy may request the system administrator to deny, revoke, or suspend specific students' use of the computers.
3. Netiquette - Students are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
 - a. Be polite. Do not write or send abusive messages to others.
 - b. Use appropriate language. Do not swear or use vulgarities or any other

- inappropriate language.
- c. Do not reveal your personal address or phone numbers of students or faculty.
 - d. Note that electronic mail and messaging is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
 - e. Do not use the network in such a way that you would disrupt the use of the network by other users (ex: downloading huge files during prime time, sending mass e-mail messages, annoying other users.)
 - f. All communications and information accessible via the network should be assumed to be private property.
4. Reliability - Huntingdon Valley Christian Academy makes no warranties of any kind, whether expressed or implied, for the service it is providing. Huntingdon Valley Christian Academy will not be responsible for any damages students suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by the system's negligence or user errors or omissions.
 5. Use of any information obtained via the Internet is at your own risk. Huntingdon Valley Christian Academy specifically denies any responsibility for the accuracy or quality of information obtained through its services.
 6. Vandalism - Vandalism will result in cancellation of privileges. For this policy, vandalism is defined as any malicious attempt to harm, disrupt, or destroy data, computers, or the network. This includes, but is not limited to, the uploading or creation of computer viruses. Fines for vandalism will be determined according to the destruction of the property.
 7. Installation Restrictions - No software of any kind is to be loaded on a computer's hard drive without prior approval from a system administrator.
 8. Should a student lose his/her computer privileges, he/she must find other sources or avenues to complete the required class work assignment(s). The loss of privileges may not be used as an excuse for not completing assigned class work.
 9. Students are expected to always exercise responsible behavior when on the network.
 10. Additional internet use/social media
 - a. In keeping with HVCA's objectives, students will be held accountable for acceptable Internet practices, including posting information on websites (including social networking sites, Tik Tok, Twitter, Facebook, YouTube, Instagram, Snapchat, etc.), emails, texts, and instant messages. This accountability extends to Internet activity outside of school, especially when this activity reflects badly upon the school or upon the reputation of the school, or when it harms a member of our school community.

- b. It should be noted that HVCA does not actively monitor student use of technology outside of the school as we feel students and parents are primarily responsible for the appropriate and ethical use of technology, especially in the home. However, sometimes we become aware of information disseminated over the Internet.
- c. A student may be subject to disciplinary action, including expulsion, for abusive use of the Internet. This includes communications originating in or outside of the school by computer or by mobile devices (such as cell phones, iPods, iPads, etc.) which threaten other students or school personnel, violate school rules, or disrupt the educational process promoted by the school.
- d. Abusive Internet communications include posting or disseminating of written material, graphics, photographs, or other representations which communicate, depict, promote, or encourage:
 - i. the use of any illegal or controlled substance, including alcoholic beverages and tobacco;
 - ii. violence or threats of violence, intimidation or injury to the property or person of another;
 - iii. lewd, offensive, sexually suggestive or other inappropriate language or behavior.
- e. Any HVCA student's Internet activity, posting, or publishing that references HVCA must not be defamatory, libelous, slanderous, or obscene.

Electronic Devices, MP3 and CD Players, iPods

Hand-held video games, iPods, mp3 players, CD and DVD players, etc. are NOT permitted for use at school. The device is to be off when the child enters the school and may NOT be used during school hours unless permission has been granted by a staff member. HVCA is NOT responsible for any lost electronic devices that may be lost or stolen while at school or at school-related functions

- First Offense: As a warning, the teacher will confiscate the device and will return it to the student at the end of the school day.
- Second Offense: The device will be confiscated, and parents will be required to come to the school's office to retrieve the confiscated device.
- Third Offense: The device will be confiscated, and the school reserves the right to sell it or may give parents the option to purchase it back for \$50.

Fire Alarms and Fire Extinguishers

Any student who tampers with fire alarms and fire extinguishers is subject to detention, suspension, or expulsion and a \$100.00 fine.

Fire drills are conducted monthly in accordance with state regulations. All students and adults are expected to exit the building and proceed in an orderly fashion to the designated assembly area.

Fundraising

Fundraising activities at HVCA could involve the whole school or could be limited to classrooms for specific periods. Any parent not wishing their child(ren) to participate need only send a letter to that effect to the principal. Parents will always be notified of school-sponsored fundraising activities. Other organizations or entities may not engage in fundraising activities at the school without the approval of the principal.

Grievance Procedure

Parents are encouraged to work together with the staff and school board in making this a quality Christian school. The school is committed to being open to communication and to listening to parent input. If there is a problem with a staff member, parents should call the office to make an appointment to speak with that person directly. If the problem is not resolved, the parent should again discuss the situation with that person along with that person's immediate supervisor. If the problem is still unresolved, a pastor and/or the school board chairperson may be involved. Problems still unresolved may be presented to the school board. Agenda items for constituency or board meetings must be submitted to the principal or board chair at least three weeks prior to a constituency meeting and three days prior to a board meeting. Only those items on the agenda will be discussed.

Some suggestions for working with the school:

- Express your concerns first directly to the individual involved rather than to others.
- Present your concerns courteously, respectfully, and at an appropriate time. If you are angry, give your anger time to calm down before approaching the person with whom you are upset.
- Recognize that the teachers and staff care about your child too.
- Though an issue or concern may be dealt with differently than you might wish, this does not mean you were not listened to.
- Remember that while you have the best interest of your child at heart, the school must consider what is best for all students, families, etc. as well.
- Realize that HVCA is part of a system of Seventh-day Adventist schools which may influence our response to parents' requests.

Hall Behavior

Students are expected to maintain a quiet and respectful demeanor while in the hallways of the school. Students should not engage in running, shoving, yelling, and other boisterous behavior or "horse-play" inside the buildings. Lockers should be closed quietly.

Health Services

Students who require medical attention are sent to the office for care. Students with more chronic ailments are encouraged to see the school nurse.

Jewelry and Body Art

Only a watch and/or medic alert bracelet/necklace may be worn on the wrist or neck. Nothing is to be worn on the hands, ankles, neck, or ears. Jewelry will be confiscated from the student. Confiscated items can be picked up from administration by the students' parents/legal

guardians.

No piercings, tattoos, or drawings, permanent or temporary, are allowed to show on the body.

Lockers

Each student in grades 7 - 10 is assigned a locker. The school will provide a lock to each student. A student will be fined \$10.00 for any lock that is lost or purposely damaged. It is recommended that students keep their lockers locked. It is expected that the lockers will be maintained in a clean and orderly fashion. Photos consistent with Christian standards of decency and modesty are allowed. Lockers must be locked at the end of each school day.

Meals

The Seventh-day Adventist Church has long been an advocate of healthy living. This whole-health foundation will be highlighted at HVCA through educational programs presented to promote a healthy lifestyle in all areas as suggested by the acronym N-E-W-S-T-A-R-T.

N	utrition
E	xercise
W	ater
S	unlight
T	emperance
A	ir
R	est
T	rust in God

The HVCA staff will encourage good habits in all of the above with the expectation of full parental support of the same. One area on the home front where parents' supervision is particularly important is that of starting their child's day off with a good breakfast. Studies show that without that crucial meal to start the day, students are observed to demonstrate less energy, lower test scores, increased behavioral problems, and less attentiveness. Parental guidance is greatly urged in assuring adequate rest for the student. The lack of sleep markedly affects student attitude and performance.

School Meals

Much scientific research supports Biblical counsel regarding the benefits of a low-fat, high-fiber, vegetarian diet (no meat, fish, or fowl). As in many of our schools, ONLY vegetarian menus will be planned for all functions at HVCA. Parents are requested to provide wholesome,

nutritious lunches, free from caffeine and excessive sugar. A reminder that HVCA is peanut-free.

Magazines, Books, and Music

Literature and music that is brought to school, whether printed or recorded digitally, must be in harmony with Christian values and standards. Inappropriate materials will be confiscated and may not be returned.

Make-up and Accessories

In the use of cosmetics, students are expected to follow the simple guidelines of the “natural and clean” look. Natural tones for nail polish, lipstick, and other make-up accessories are accepted as natural and clean in appearance. Bold colors, such as primary colors, black, or “electric” colors are unacceptable.

Medications

Any medication brought to school must be in the original labeled container and must be kept in the office. Medication includes over-the-counter medicines, pain relievers, cough medications, and any prescription drug or treatment. With it must be written parental permission to administer during school hours. Forms are available from the school office. The following information must be provided:

- Name of student
- Name of medication
- Dosage
- Time to be given
- Reason for medication
- Length of time medication is to be administered

Publications

Directory-type information (i.e. student and parent names, addresses, phone numbers, awards received) may be published in school publications such as the school newsletter, yearbook, directory, or on the school website. From time to time, HVCA uses pictures of students as well. Please notify us in writing if you do not want your child’s photo or information published.

Personal Possessions

The school is not responsible for personal possessions. Students are advised to keep their lockers locked and to refrain from bringing valuables to school or on outings. Students are encouraged to report any intrusion of their lockers by unauthorized persons.

Public Displays of Affection/Physical Relations

Inappropriate public displays of affection are not permitted. Included in the inappropriate category are holding hands, kissing, unnecessary touching, prolonged hugging, massaging, stroking of the hair, etc.

Students are expected to be in the right place at the right time. Students who are found in an unsupervised area or who are engaged in inappropriate behavior are subject to detention, suspension, and/or expulsion.

Huntingdon Valley Christian Academy does not admit or retain individuals who engage in sexual misconduct, which includes non-marital sexual conduct, homosexual conduct, or the encouragement or advocacy of any form of sexual behavior that would undermine the Christian identity or faith mission of Huntingdon Valley Christian Academy and the Seventh-day Adventist Church.

Jupiter – School Information System

All parents must have an active email address on file for Jupiter set up. Parents are expected to utilize the system to further enhance their child's educational experience, keep updated with the happenings at HVCA, and keep their child's family/living information up to date.

Rollerblades and Skateboards

Rollerblades (in-line skates) and skateboards or any type of wheeled footwear are NOT allowed on school property at any time.

Visitors

Communication between parents and teachers is a very important aspect of the home and school connection. We encourage parents to visit the school to find out what is going on in the classroom. To set up such a visit, please contact the office prior to the visit.

All visitors must check in with the office. No visitors, including alumni and other HVCA supporters are allowed in the school without the consent of an administrator or administrative assistant.

Weather Announcements

In adverse weather, students, parents, and teachers are urged to listen carefully to one of the radio or TV stations listed, for an announcement regarding HVCA. Parents may also visit myhvca.org, join us on Facebook (Huntingdon Valley Christian Academy), or follow us on Twitter (TheReal_HVCA). Parents with a correct email address submitted will also receive an email message stating any important closure information. The announcements begin at 6:30 a.m. and continue throughout the morning. Radio and TV stations that provide this service include the following: KYW (News radio AM 1060), KYW-TV3, WCAU (NBC10), WPVI (ABC TV6). Our weather code number is 435 for KYW and the school is in Montgomery County.

Listen / watch the following stations:

KYW News radio 1060 AM or KYW1060.com. Our school number is 435.

At 25 minutes after the hour or 55 minutes after the hour, the school number will be announced telling you the status of the school. You may also call 1-900-737-1060 [You will pay \$.95] to find out immediately if HVCA is closed.

TV 10 NBC [WCAU] or www.nbc10.com

and

TV 6 ABC [WPVI] or www.6abc.com will announce school closings beginning at 11:00pm if the storm or closing will affect the following day's operation, or beginning at 5:00am if the closing is uncertain the night before. These stations will announce schools by name, not a number.

Important: Please do NOT contact your driver or your teachers asking whether school has been cancelled or delayed. Please utilize the different methods that the school has provided

for you to find out this important information. Thank you for your kind consideration of this matter.

Transportation

Huntingdon Valley Christian Academy provides transportation within a designated radius around the school. The bus transportation provided by the school is not a guaranteed service. All requests to receive door-to-door service may not be granted. The school has set an approximate ninety-minute time limit on the commute to and from school.

When the routing of a bus deviates from the set standards of time restraints and additional costs to the school, parents are asked to transport students to a pick-up point on the



established route. To provide efficient service, parents are asked to have children ready ten minutes prior to scheduled pick-up. Traffic mishaps, closed roads, and inclement weather often play havoc with schedules; therefore, parental cooperation is vitally important.

Primary Busing Information

Students must be at

the pickup point ten minutes before pickup time. If the student is not at the pickup point by the scheduled time, the driver will continue the route without waiting. Bus drivers are not required to return to pick up a student who is late to their pickup time.

Parents must give advance notice if the student is not riding to or from the school on any given day because of illness or other circumstances. Parents must notify the school of their intentions following an absence. Failure to notify the school will result in their child NOT being picked up the next school day.

A parent or guardian must give written permission when there is a deviation in the student's transportation. Examples: To go to another student's home or when parents intend to pick up their child at school.

A student pickup point is a carefully planned item. When changes are requested, they must be submitted three school days before the requested change is to take place. Such requests might NOT be granted based on difficulties in establishing a new route.

Parents MUST be at the drop-off point to meet children returning from school. When a bus

driver has to assume responsibility for a child (in the absence of parents or care-givers), a \$30.00 minimum charge will be charged to the parents for the first hour; thereafter, \$25.00 per hour. Repeat offenders may lose the privilege of bus service.

Parents are encouraged to speak to the Transportation Director to resolve disputes, lodge complaints, provide suggestions, or to request route changes.

Parents must communicate any transportation changes by written notes, fax, email, or phone to the office in the morning before such a change will occur.

Riders of Public School System Buses

As a reminder to parents of applicable students: if your child will be absent from school, please call your respective transportation office to inform them of this occurrence.

Discipline Problems on the Bus

- First incident: a written warning to the parents (must be signed by parents for child to ride the following day).
- Second incident: student is given detention.
- Third incident: student is suspended from bus for one day.
- Fourth incident: student is suspended from riding the bus for three days.
- Fifth incident: student is suspended indefinitely from riding the bus and is required to attend a meeting with his/her parents, Transportation Director, and Principal before bus privileges are restored. The Administrative Council also reserves the right to restrict bus privileges.

Incidents include (general school rules apply unless specified by the driver):

- Disobedience of driver or bus monitor
- Eating/chewing gum without permission
- Littering
- Loud talking or noise
- Getting out of seat
- Severe behavior may result in immediate suspension from riding the bus for an indefinite time, or the student may be prohibited from riding the bus for the remainder of the year. Severe behavior includes anything that puts the bus or its occupants at risk, i.e.:
 - Fighting
 - Behavior that distracts the driver
 - Behavior that requires the driver to stop the bus to intervene
 - Standing, getting out of seat, or not being in assigned seat, if one is assigned
 - Willful disobedience
 - Interaction/communication with people outside the bus
 - Throwing things outside the bus
 - Using inappropriate language (cursing, swearing, name-calling)

Bus behavior is part of the overall citizenship grade. It is fully expected that discipline notes sent home to parents are given prompt attention. Discipline notes or discipline assignments not

returned as specified will result in loss of riding privileges the next school day.

Parent-Student Contract

We the parent and enrolled student, agree to abide by and follow the rules and policies as described in the Student Handbook. By initialing the following you agree and understand the rules and policies stated below. This contract must be signed before the end of the first week of each student's classes. Be advised that the following are specific areas that may require more clarification:

Student/Parent Initial:

_____	_____	Parent-Teacher Conferences
_____	_____	Before and After School Supervision
_____	_____	Dress Code and Uniform Policy
_____	_____	Discipline Policy
_____	_____	Cell Phones
_____	_____	Computer Acceptable Use Policy
_____	_____	Jewelry and Body Art
_____	_____	Lunches
_____	_____	School Bus Transportation
_____	_____	Jupiter

Student Signature _____ Date /__/_/____

Parent Signature _____ Date /__/_/____