SWEETHAVEN CHRISTIAN ACADEMY

FAMILY HANDBOOK

A Ministry of Sweethaven Baptist Church

2026-2027



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Welcome to Sweethaven

About Us

Sweethaven Christian Academy was founded in 1971 as an educational outreach ministry of Sweethaven Baptist Church. Our primary goal for each student has always been to foster a personal relationship with God, and to encourage a deeper understanding through the study of His Word and the natural universe. Our greatest purpose is to equip students for a life dedicated to serving God, leading to a joyful eternity with Him. At Sweethaven Christian Academy, we are committed to providing an excellent education in a nurturing environment. Our aim is to graduate students who are well-prepared for college or workforce and ready to embark on a life of successful service to God, family, and country.

Sweethaven Christian Academy and Preschool meets all requirements for a religious, exempt, childcare institution. State fire, health, sanitary, and building inspections are conducted regularly as mandated by the Virginia Department of Social Services. Also, emergency preparedness drills are conducted on a routine basis.

The child-staff ratio at Sweethaven Christian Academy is maintained in accordance with Virginia Department of Social Services and Virginia Department of Education regulations.

Our School holds high standards for the qualifications of our teachers to ensure a nurturing and enriching environment for our learners. Our teachers must have completed a high school program or its equivalent, coupled with one of the following criteria: either possessing an endorsement or degree in a child-related field, or demonstrating substantial work programmatic experience in a field directly linked to childcare. Furthermore, our dedicated staff shares a common commitment to faith, as each member attends churches adhering to a Baptistic doctrine and aligns with the doctrinal statement of Sweethaven Baptist Church. In addition to their educational and faith-based qualifications, every staff member at Sweethaven Christian Academy undergoes rigorous screening processes. This includes background checks to ensure a secure and safe environment for our children. These measures reflect our unwavering commitment to the well-being, development, and safety of the children under our care.

Sweethaven Christian Academy is an educational facility suited for over 200 students from preschool to twelfth grade and seamlessly integrates in its preschool and extended care programs. With designated rooms for our preschool and extended care capable of hosting 90 students, the shared spaces include the school gym, playground, and cafeteria, creating a cohesive and collaborative educational environment.

Sweethaven is covered by public liability insurance, which provides coverage in the event that someone brings a suit for personal or bodily harm suffered during the operation of the school as a result of negligence.

Our Mission

Sweethaven Christian Academy-exists to train and disciple young people to serve the Lord with all of their hearts, souls, and minds.

Then through them, their families, communities, and, ultimately, the world can be reached.

Our Vision

A leading ministry of our church that is organized, has open communication amongst the administration, teachers, and parents, and not only operates with a robust athletic program and fine arts, but also maintains a balanced approach to life and academic needs.

Sweethaven Baptist Church 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 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.

Our purpose as a Christian school is to promote Biblical standards. Certain sins have become acceptable in our society and are clear violations of Scripture. The following is a list of Scriptural statements on important moral issues. This is not an exhaustive list. Marriage is the joining of one man and one woman in a single, covenantal union as delineated by Scripture. (Genesis 2:24, Mark 10:6-9) Any sexual activity outside of marriage, as defined above, is sin. (Hebrews 13:4) God created the human race male and female. All conduct with the intent to adopt a gender other than one's birth gender is immoral and therefore sin. (Genesis 1:27, Deuteronomy 22:5, Mark 10:6)

Steps for Applying to Sweethaven Christian Academy

Information Packet, Tour, and Interview

- **Information Packet:** Stop in by the office or call to receive a hard copy or an email that contains an information packet with detailed information about the school's programs, policies, and admission requirements. You can also set up a tour and interview at that time.
- **Tour:** Prospective parents and students are encouraged to schedule a tour of the school to get acquainted with the facilities and meet the staff.
- **Interview:** An interview will be conducted with the parents and students to discuss the school's mission, values, and expectations.

Submission of Documents

Before a student can attend classes, the following documents must be submitted:

- **Completed Online Application:** The application must be filled out in full through the school's online application portal.
- **Registration Fee:** A non-refundable registration fee must be paid at the time of application.
- **Copy of the Child's Birth Certificate:** A certified copy of the child's birth certificate is required for verification.
- **Virginia Health Form:** This form, completed by a licensed physician, ensures that the child meets the state's health requirements.
- **Immunization Records:** Up-to-date immunization records must be submitted as part of the health requirements.
- **Completed Record Request Form (Grades 1-12):** For students transferring from another school, a completed Record Request Form is necessary. Records must be received before the student can be admitted.

Application Review

- **Review Process:** The school administration will carefully review the submitted application and documents to ensure they align with the values and standards of Sweethaven Christian Academy.
- **Assessment:** An assessment will be conducted to determine the student's academic readiness and placement.

Financial Consultation

- **Contact:** The business office will reach out to parents/guardians to discuss payment options.
- **Financial Contract:** During this consultation, a financial contract will be presented. Parents are encouraged to review and sign the contract to secure their child's placement in the classroom.

Payment and Contract Submission

- **Finalizing Registration:** To finalize registration, parents must have their FACTS account set up, must pay the required registration fee, and return the signed financial contract to the school office.
- **Deadline:** All payments and signed contracts should be submitted by the specified deadline to ensure a place in the desired class.

Confirmation of Registration

- **Final Confirmation:** Registration is considered complete, and a space is reserved for the student in the class once the necessary application fee has been paid, and the signed financial contract has been returned to the office.
- **Notification:** Parents will receive a confirmation notice from the school confirming their child's enrollment.

By following these steps, Sweethaven Christian Academy aims to streamline the application process and ensure a smooth transition for both parents and students into our Christian school community. We look forward to partnering with families to provide a Christ-centered education that nurtures academic excellence and spiritual growth.

General Admissions Prerequisites and Policies

Age Requirement for Kindergarten

- **Eligibility:** New students must be 5 years of age before September 30 to be eligible for enrollment in kindergarten.

Disciplinary History

- **Policy:** Any student suspended or expelled from another educational institution will not be considered for enrollment until one calendar year has passed from the date of the suspension or expulsion. This policy may be contingent on the nature and severity of the incident, with serious offenses warranting stricter scrutiny compared to minor infractions.

Desire to Attend Sweethaven

- **Genuine Interest:** Students must demonstrate a genuine desire to attend Sweethaven. This includes active participation in a pre-enrollment interview or activities. Refusal to cooperate with the overall purpose and program outlined in the signed contract with Sweethaven will result in the student not being allowed to remain in school.

Attitude Towards School Values

- **Positive Attitude:** Students or parents displaying a negative attitude towards the Bible, prayer, parents, teachers, administration, etc., may not be allowed to remain in the school. Examples of negative behaviors include disrespectful language, refusal to participate in religious activities, or undermining school authority.

Administrative Discretion

- **Right to Dismiss:** The administration reserves the right to dismiss any student whose attitude is not considered an asset to the school. Decisions regarding dismissals will follow a fair and transparent process, including a review and possible consultation with the student's parents or guardians.

Marital and Parental Status

- **Policy:** Students who are pregnant, have children, or are married may not attend Sweethaven Christian Academy. This policy supports the school's commitment to providing a positive and focused educational environment for all students.

Graduation Age Limit

- **Age Limit:** Students must graduate from high school before their twentieth birthday.

Agreement and Awareness

- **Policy Agreement:** It is important for prospective students and their parents to be aware of and agree to these policies before seeking enrollment at Sweethaven Christian Academy. These policies reflect the school's values, expectations, and standards for its students.

Re-Enrollment Procedures

Notification:

- **Notice:** In early February, an email with re-enrollment instructions will be sent to your registered email. A notice will also be sent home with your child.

Early Re-Enrollment:

- **Benefits:** Re-enroll early to secure your child's place and qualify for an early enrollment discount. This aids the school's planning and resource allocation.

Action Required:

- Click on the re-enroll button on the upper right side of MySchoolWorx.
- Update all required information accurately.
- Submit necessary fees promptly.
- Sign and return the Financial Contract to complete re-enrollment.

Important Note:

- **Limited Space:** Due to space limitations, class placement is not guaranteed until all fees are paid, a FACTS account is set up, and the Financial Contract is signed and returned. Early re-enrollment is highly recommended.

Homeschool Enrollment

Sweethaven Academy offers homeschool enrollment opportunities for students. This program allows families to provide a Christ-centered education at home while benefiting from the resources and community of Sweethaven Christian Academy.

Homeschool Enrollment Benefits

- **Chapel Services:** Enrolled students are required to attend Chapel services, fostering spiritual growth and community engagement. Attendance is mandatory, and failure to attend may result in a review of the student's enrollment status.
- **Extracurricular Activities:** Students can actively participate in various extracurricular activities, enhancing their overall learning experience and providing opportunities for social interaction and personal development.
- **In-Person Classes:** There may be opportunities for homeschool students to take one or more classes in person, offering a blended learning approach that combines the flexibility of homeschooling with the benefits of traditional classroom instruction.

If you have questions about homeschool enrollment or want more information about applicable fees, please contact our office.

Withdrawal Procedures

Steps for Withdrawal from Sweethaven Christian Academy

Schedule a Meeting

- **Initiation:** The parent or guardian initiates the withdrawal process by scheduling a meeting with the school administration to discuss the reasons for withdrawal or dismissal.
- **Early Withdrawal Fee:** During this meeting, the early withdrawal fee will be explained and added to the student's account.

Completion of Withdrawal Form

- **Form Submission:** A Withdrawal Form must be completed in full by the family to initiate the process of being released from the financial contract. This form ensures that all necessary information is documented accurately.

Financial Obligations

- **Records Hold:** Records will not be released until all financial obligations, including the early withdrawal fee, are paid in full.
- **Return of Materials:** Any textbooks or materials belonging to the school must be returned before the withdrawal process is considered complete.

Non-Refundable Fees

- **Policy:** Regular fees, which are non-refundable, must be paid in full as part of the withdrawal process.

Agreement with Policies and Procedures

- **Policy Agreement:** Students and parents must remain in full agreement with the policies and procedures of Sweethaven Christian Academy throughout their enrollment.
- **Philosophical Differences:** If there are significant changes in agreement or philosophy, withdrawal from the school is expected. Students who withdraw due to differences in philosophy are not eligible for reenrollment.

Financial Information

Important Notes

- **Late Fees:** Overdue payments will automatically incur a late fee.
- **Account Changes:** Any changes to your account must be made before the scheduled payment withdrawal. We strongly suggest 72 hrs. in advance.

Delinquent Accounts

- **Attendance:** Students with unpaid accounts will be held from attending classes.
- **Payment Concerns:** If there is a concern about making a payment, contact the Business Office in advance to address the issue.
- **Grade Progression:** Students are not allowed to register or progress to the next grade until the previous year's balance has been paid in full.
- **Records:** Records will not be released for any student with an outstanding balance on their account.

We encourage parents to communicate proactively with the Business Office to prevent any issues with delinquent accounts.

MySchoolWorx: Online Family Portal

Sweethaven Christian Academy provides parents/guardians online access to their student's teacher, grades, assignments, school events, and more through MySchoolWorx.

Accessing MySchoolWorx

1. **Email Registration:** To log into MySchoolWorx, first provide the school with an active email address.
2. **Invitation:** You will then receive an invitation via email to create your own login credentials.
3. **Secure Access:** Once registered, you can securely access MySchoolWorx from any computer, smartphone, or tablet.

Features and Support

- **Website Access:** A MySchoolWorx log-in button is conveniently located on our website.
- **Support:** MySchoolWorx provides users with help and support at MySchoolWorx Support.

Contact Information

- **Direct Assistance:** If you have any questions or need any assistance, please do not contact the school office but contact MySchoolWorx directly through their support portal at MySchoolWorx Support.

Lines of Communication

Most communications from Sweethaven Christian Academy will be facilitated through the school portal and app, MySchoolWorx. We encourage parents to check MySchoolWorx daily for updates and important announcements.

MySchoolWorx Features

- **Up-to-date Calendar:** Stay informed about class-specific and schoolwide activities/events directly on MySchoolWorx.
- **Direct Messaging:** Communicate directly with teachers and receive messages from them through MySchoolWorx.
- **Alerts and Broadcasts:** Receive important alerts and schoolwide broadcasts promptly.
- **Academic Information:** Easily access grades, attendance records, and homework/projects for quick reference.

Emergency Contact Information

In case of emergencies requiring immediate communication with a student or teacher, please call the school office at (757) 484-4136.

Other Communication Channels

- **Email:** Important announcements and updates will also be communicated via email.
- **Phone Calls:** Urgent messages or updates will be communicated via phone calls when necessary.

Contacting the Front Office

For questions, meeting requests, or any other informational needs, please contact the front office at (757) 484-4136 or email at info@sweethavenchristian.org

Hours of Operation/Closings

School Hours

- **Drop-off:** Parents may begin dropping off students at 7:30 a.m. each school day.
- **Pick-up:** Students must be picked up by 3:30 p.m. at the end of the school day.

Business Office Hours

- **Office Hours:** The Business Office is open from 8:00 a.m. to 4:00 p.m. on school days.

Extended Care Hours

- **Morning Care:** Extended care is available from 6:30 a.m. to 7:30 a.m. before school starts.
- **Afternoon Care:** Extended care is also available from 3:30 p.m. to 5:00 p.m. after school ends.
- **Extra Fee:** There is an additional fee for extended care services. Contact office for information and space limitations.
- **Compliance:** Our Early Care/Extended Care program meets all requirements under the Code of Virginia, Section 22.1-289.031, and is designated as a "religiously exempt child day center."

Holiday Closings

Unless otherwise notified, all School/Preschool/Extended Care will be closed on the following holidays:

- Labor Day
- Columbus Day
- Thanksgiving Day
- Christmas Day
- New Year's Day
- Martin Luther King Jr. Day
- Presidents' Day
- Memorial Day
- Juneteenth
- Fourth of July

Additional Closures

This section ensures that families are informed about the days when the school, preschool, and extended care services will be closed for holidays. For specific dates and additional closures, please consult the annual school calendar.

Weather-Related Emergency Closings

In the event of weather-related closings, delays, or early dismissals, announcements will be communicated to parents through email and the parent text alert system. It is crucial to ensure that your contact information stays accurate and up to date with the school office to receive these important updates promptly.

Arrival and Dismissal Procedures

Arrival

- **Drop-off Time:** Drop-off begins at 7:30 a.m. Upon arrival, students will gather in the cafeteria until 7:50 a.m. They will then proceed to their lockers, unpack, and enter their classrooms to begin the day.
- **Start of School:** School starts promptly at 8:10 a.m. Students must be in their seats when the bell rings. Suggested arrival time by 8:00 a.m. to allow sufficient time to reach class, unpack, and be seated to avoid tardiness.
- **Early Arrivals:** Students not enrolled in Early Care arriving before 7:30 a.m. will be charged an Early Care drop-in fee. Please call the school office in advance to confirm space availability in Early Care. *Note- An additional fee will be charged if a child is dropped off early without prior permission.

Car Line

- **Drop-off Procedure:** Drivers should approach the school's front entrance between the designated cones and sidewalk. Students should be ready to exit the vehicle promptly to prevent delays for others.
- **Do not** drop off students at the rear of the building but use the designated drop-off lane or park in a parking space.
- **Parking Restrictions:** For the safety of the students and courtesy of others, DO NOT park in the drop-off lane, at the back of the building, or beyond designated cones. Utilize designated parking spaces in the parking lot if needed.
- **Handicap Parking Notice:** Handicap parking is conveniently located near the front of the school. These designated spaces are reserved exclusively for vehicles displaying valid handicap tags. Please note that vehicles parked in these spaces without the appropriate tags will be requested to move. **Those who park in the handicap area illegally will not be assisted until they have moved.**

Dismissal

- **Dismissal:** Dismissal starts at 3:10 p.m. All parents picking up students will be provided with a **numbered placard** to display in their vehicle. Parents should remain in their cars and follow the designated car line. When your student's number is called, a staff member will notify the student that their ride has arrived. The student will then be escorted to the car line and enter the parent's vehicle. For the safety and efficiency of all students and families, please remain in your vehicle throughout the dismissal process and follow staff directions.
- **Late Pick-up:** Students not picked up by 3:30 p.m. and not enrolled in Extended Care will remain supervised by staff. A late pick-up fee of $10.00 per student, per quarter-hour or part thereof, applies.

Early Dismissal

- **Notification:** Notify the office or provide a note to the teacher if a student requires early dismissal.
- **Procedure:** Parents or guardians picking up a child early should check them out at the Front Desk. The student will be called to come to the office.
- **Early Pick-up:** Please try to avoid picking up your child after 2:30 PM. This is when the class is reviewing the day's work and preparing to pack up, and early pick-ups during this time can be disruptive for all students. Thank you for your understanding and cooperation.

Security Measures

- **Pick-up Authorization:** Notify the office before 2:00 p.m. if someone other than the parent will pick up a child. If someone does not have a numbered placard or needs to pick up a student outside of the regular dismissal process, they must park their vehicle and report to the front office. The individual will be required to present a valid photo ID before the student can be released. Students may only leave with authorized individuals listed on the Pick-Up List, with written authorization and proper ID required for any deviations.

Important Notes

- **Forgotten Items:** Students retrieving forgotten items after school must check in at the Front Desk and may not re-enter classrooms without a teacher present.
- **Half-Day Absences:** Early departures before 12:00 p.m. count as a half-day absence unless deemed necessary. Refer to the Attendance section for details.

Conferences and Parent-Teacher Communication

Pro-Family School Philosophy

Sweethaven Christian Academy (SCA) is a pro-family school, recognizing the importance of the school as an extension of the home. We believe that a collaborative partnership between the school and family is crucial for the spiritual and academic growth of each child. Throughout your child's education at SCA, we aim to foster a strong connection between home and school, ensuring that we work together to achieve the best outcomes for your child.

Communication with Teachers

Parents can communicate with teachers via MySchoolWorx messaging system. To ensure effective communication and respect for teachers' schedules, all conferences with a teacher are by appointment only and are held during after-school hours.

Parent-Teacher Conferences

- **Mandatory Conference:** One mandatory Parent-Teacher conference will be scheduled to review the first report card of the year for students in each grade. The school calendar will provide the specific date for this conference.
- **Additional Conferences:** Teachers or parents may request a conference at any time if they feel it is necessary.

Communication Protocol

To address any concerns effectively, please follow the proper communication protocol:

- **Contact the Teacher First:** If you have concerns, please contact your child's teacher first and try to resolve the matter directly with them.
- **Administrative Involvement:** If the matter is not resolved after speaking with the teacher, please call the office to set up an appointment with the administration.
- By following these guidelines, we can ensure that communication is clear, respectful, and productive, ensuring a positive and supportive environment for our students.

Academics

General

Sweethaven Christian Academy, a ministry of Sweethaven Baptist Church, follows a curriculum aligned with the church's teachings. The Abeka curriculum is utilized from preschool through third grade, and from fourth grade onwards, a combination of Abeka and Bob Jones promotes a well-rounded learning experience emphasizing critical thinking.

Participation in Bible study is mandatory, enhancing comprehension across various subjects and establishing a cornerstone of moral and spiritual values and a deeper understanding of the Lord. For unity and consistency, the King James Version is exclusively used for reading, memorization, and teaching.

This curriculum approach reflects Sweethaven Christian Academy's commitment to a comprehensive, faith-based education fostering academic, spiritual, and character development. Further details on the Abeka and Bob Jones curricula can be found on their respective websites.

Monitoring Academic Progress

MySchoolWorx

Easily track your student's academic progress through the online portal, MySchoolWorx, accessible on any compatible device. With MySchoolWorx, you can:

- Instantly view posted homework assignments and grades for real-time monitoring.
- Review papers and tests sent home weekly.
- Communicate directly with your child's teacher for assignment inquiries.

We encourage you to regularly check MySchoolWorx and stay engaged with your child's academic journey.

Report Cards

- **Distribution:** You will receive an email at the end of each quarter when the report card has been published.
- **Parent/Guardian Signature:** The report card must be electronically signed by a parent/guardian within 7 days.
- **Year-End Report Card:** You will receive an email notification when your student's year-end report card is ready for pick-up in the office. Please note: **Report cards will not be issued until all outstanding accounts have been paid in full.**
- **Final Grade Calculation:** The final grade for the year is the average of the four grading quarters.

By using MySchoolWorx and staying on top of report card dates, you will be well informed about your child's academic progress and can support their success throughout the school year.

Grading Scale

Letter Grade	Description	Percent Range
A+	Superior	98-100
A	Superior	94-97
A-	Superior	90-93
B+	Above Average	87-89
B	Above Average	84-86
B-	Above Average	80-83
C+	Average	77-79
C	Average	74-76
C-	Average	70-73
D+	Passing	67-69
D	Passing	64-66
D-	Passing	60-63
F	Failing	0-59

Honor Roll

At the end of each year, students with high academic achievement will be awarded Honor Roll status. The categories for Honor Roll are as follows:

Pastor's Honor Roll-

- All A's with no quarter average lower than a 90.

Administrator's Honor Roll

- All A's and B's with no quarter average lower than an 80.

Teacher's Honor Roll

- 3.0 GPA (B average) with no quarter average lower than a 70.

Note: Handwriting will NOT be included in determining Honor Roll eligibility.

Honor Roll recipients will be announced at the end of the academic year as part of a special assembly.

Graduation Requirements

Minimum Graduation Requirements: To graduate, students must earn a minimum of 24 credits. One credit is equivalent to two full semesters of instruction.

- **Bible:** 1 credit per year attending Sweethaven
- **English:** 4 credits
- **Math:** 4 credits
- **Science:** 3 credits
- **History:** 3.5 credits
- **Foreign Language:** 2 credits
- **Electives:** 3.5 credits, including Health (.5 credit) and Physical Education (1 credit)

Valedictorian Requirements:

- **GPA:** Highest cumulative GPA of 3.5 or higher (Grades 9-12)
- **Attendance:** Must have attended Sweethaven Christian Academy for at least the last two years.
- **Credits:** Valedictorian status is determined solely by credits earned at Sweethaven Christian Academy.
- **Standing:** Must be in good standing with faculty and administration in academics, behavior, and spiritual attitudes.

Salutatorian Requirements:

- **GPA:** Second highest cumulative GPA of 3.5 or higher (Grades 9-12)
- **Attendance:** Must have attended Sweethaven Christian Academy for at least the last two years.
- **Credits:** Salutatorian status is determined solely by credits earned at Sweethaven Christian Academy.
- **Standing:** Must be in good standing with faculty and administration in academics, behavior, and spiritual attitudes.

Graduate with Honors:

- **Cum Laude:** GPA of 3.5 – 3.65
- **Magna Cum Laude:** GPA of 3.66 – 3.85
- **Summa Cum Laude:** GPA of 3.86 – 4.0

Retention or Failing Policy

At Sweethaven Christian Academy, it is our desire to help each child reach their full potential. If retention becomes necessary, the parent and teacher should make it understood to the child to see this as an opportunity for growth and to their advantage rather than a setback.

Retention of a Student

- Retention will be based on the teacher and principal's recommendation, considering the child's maturity in relation to motor skills, social skills, and academic achievement.
- Parents will be told of the possibility of retention no later than four weeks before the school year ends.
- The school reserves the right to decide on class placement.

Failing a Core Subject

- Students who receive one or more failing grades in any academic subject on their final report card must attend Summer School or repeat the grade in the following year.
- To advance to the next grade level, students must achieve the required percentages during Summer School (65% in math and English, 60% in all other subjects). If these percentages are not met, retention will occur.
- Students who earn a D in any subject on the final report card may choose to attend Summer School to improve their final grade.

Supportive Environment: SCA offers tutoring and additional academic support to help students meet their potential. Please contact the school office for more information on available resources.

Clear Communication: We aim to keep open lines of communication regarding your child's academic performance. If there are concerns, please contact your child's teacher or the administration as soon as possible.

Achievement Tests

Achievement tests are taken by students each Spring. These tests provide students, parents, and teachers with information on how children ranked nationally. A report will be included with the final Report Card sent home. It is particularly important that students do not miss the week of testing. Testing dates can be found on the school calendar in MySchoolWorx.

Homework

Homework is designed to:

- **Reinforce Learning:** Provide an opportunity for students to practice and reinforce what has been taught in class.
- **Review and Practice:** Help students review material and practice skills.
- **Develop Responsibility:** Encourage students to manage their time and complete assigned work on schedule.

Homework Guidelines

- **Homework Deadlines:** Homework is expected to be turned in on time. Parents will be notified if a student consistently misses turning in homework assignments.
- **Wednesdays:** No written homework will be assigned on Wednesdays to allow families to attend midweek church services without the added pressures of homework.
- **Long-Term Projects:** Long-term projects may still be due on Thursdays.
- **Holidays:** No homework will be assigned over long holidays such as Christmas and Spring Break.
- **MySchoolWorx and Student Folders:** Regularly check MySchoolWorx and student folders for homework assignments.
- **Contacting Teachers:** For any questions or issues with completing homework, contact the teacher through MySchoolWorx.

Attendance Policy

In order to comply with Virginia truancy laws, it is important for students to maintain regular attendance to ensure academic success and compliance with state requirements.

General Information

- **Absence Limit:** Students may have up to 18 absences total per academic year with the exception of reasonable time missed for funeral, wedding, or overnight hospital stays.
- **Tardies:** Three unexcused tardies equal to one absence.
- **Excused Absences:** Illness, doctor's appointments, and approved family trips are excused; however, still count towards the total absent limit.
- **Documentation:** All absences, tardies, and early dismissals must be excused with a note or phone call from a parent/guardian.
- **Notification:** Inform the school before the start of the school day if your child will be absent or tardy.
- **Partial Day:** Arriving after 10:00 a.m. or leaving before 12:00 p.m. counts as a half-day attendance.

Attendance Details

- **Absence Notification:** Parents must write a note or call the front office explaining the student's absence. The absence remains unexcused until we have received proper documentation for it.
- **Risk of Not Passing:** Students who miss 18 days risk not passing the school year, necessitating a conference with the administration regarding the situation.
- **No Tuition Refund:** Violations of attendance policies do not entitle students to a tuition refund.

Excused VS Unexcused Absences

- **Excused:** An absence is excused if we have communication from the parent/guardian
- **Unexcused:** An absence is unexcused if there is no communication from the parent/guardian
- **Make-up Work:** Students are required to make up all graded assignments given during the time of absences.

Tardiness

- **Tardy Bell:** Students must be in class by 8:10 a.m. Late arrivals must get a tardy slip from the Front Desk. Arriving no later than 8:00 should supply sufficient time to get to class on time.
- **Excused Tardies:** Include early morning appointments and severe road conditions or extenuating circumstances. Parents must call or come to the front office to explain the tardy. Tardies may or may not be excused depending on circumstances.
- **Unexcused Tardies:** Include oversleeping or general running behind without good reason.

Special Absences

- **Special Events:** Absences for funerals or weddings, and chronic medical conditions (with a doctor's note); Special Events absences **do not** count toward the total missed days. All graded work missed will still need to be completed.
- **Pre-planned Absences:** Parents are encouraged to inform teachers of upcoming planned absence or event as early as possible. All graded work missed will still need to be completed.

Excessive Absence

- **Quarterly Reminders:** Issued if a student is on track to miss too many days (5 per quarter).
- **Making Up Time:** After 18 absences, students must stay after school until 4:10 p.m. to make up missed time, at $5 per day even if they are enrolled in after-care already. Four days of staying after school make up one absence.
- **Summer School:** Required for making up excess absences if after-school sessions are not completed, with one morning of summer school equaling one excess absence day. Failure to comply may result in grade retention.

This policy ensures accountability and academic progress while addressing various absence scenarios.

Make-Up Work Policy

General Guidelines

- **Time Frame**: For every day a student is absent, they are granted a 2-day window to complete any missed assignments.
    - *Example*: A one-day absence allows 2 days for submission, and a two-day absence extends the deadline to 4 days.

Extended Absences

- **Eligibility**: Students experiencing extended absences may be eligible for additional time to complete make-up work.
- **Case-by-Case Basis**: Extended time will be granted on a case-by-case basis, considering the nature and duration of the illness.
- **Extenuating Circumstances**: Students struggling to meet make-up deadlines should communicate with their teachers to explore viable solutions and seek additional support.

Absence During Testing Period

- **Same-Day Attendance**: If a student is absent during a test but attends school later the same day, they may be required to take the test that day, even if it means staying after school. Homework due in that class must also be submitted the same day.

Leaving School Before a Test

- **Test Make-Up**: If a student leaves school before a scheduled test, they are expected to make up the test on the day of their return.

Tests and Quizzes for Extended Absences

- **Make-Up Day Policy**: For extended absences, tests and quizzes follow the general make-up day policy. Students must obtain classwork or review materials from the teacher to prepare for the test.

Illness and Virtual Learning

- **Virtual Learning**: Students absent from school may be able use virtual learning to keep up with their classes.

Dress Code Policy

The dress code rules are in effect during the regular school day and at all school-sponsored functions. Any changes in dress code requirements for a particular activity will be announced well in advance. Neatness and cleanliness are essential, and all clothing should be free from stains, tears, and excessive wear.

Our high school dress code embraces a business casual approach, designed to foster professionalism and prepare students for their future careers. This policy encourages a polished appearance that reflects the seriousness of their academic and future endeavors.

Students not adhering to the dress code may be sent home or required to have a change of clothes brought in if deemed necessary.

Tattoos

Tattoos are not permitted. Students who are accepted to Sweethaven and already have tattoos must ensure they are covered at all times. Students should refrain from showing, promoting, or discussing their tattoos with others.

Hats and Hoods

Hats and hoods must be removed upon entering the building and should remain off while inside.

Please adhere to these guidelines to maintain the appropriate academic and spiritual environment. Contact the office with any questions or concerns.

Note: This dress code policy is subject to the discretion of the administration and may be modified or adjusted as deemed necessary to maintain the appropriate academic and spiritual environment.

Dress Code for Boys

Shirts:

- **Grades K-8:** Red, white, or black solid color polo shirts.
- **Grades 9-12:** Collared polo or button-down dress shirt with minimal or no large logos or designs.
- **Grades 7-12:** White dress shirt for chapel days (Thursday). Shirt must be tucked in. A tie is encouraged but not required.
- You may not wear both black pants and a black shirt; one must be a different color.

Pants:

- **Grades K-8:** Black or khaki pants worn at the waist.
- **Grades 9-12:** Dress pants, khakis, or slacks.
- Plain brown or black belt.

Sweaters:

- **Grades K-8:** Button-down red, black or white sweater.
- **Grades 9-12:** Optional dressy sweater
- No coats or sweaters with hoods are not permitted to be worn in class.
- Please contact the office with questions on sweater style.

Footwear:

- Socks and closed sneakers, dress, or loafer style shoes. Sneakers are preferred for grades who have daily recess.
- Clogs, crocs, sandals, flip-flops, and shoes with wheels are not permitted.

Jewelry:

- Necklaces must have a chain width of no more than **5 mm** and may include a pendant measuring no more than **¾ inch (19 mm)** at its largest dimension.
- No body piercings.

Grooming:

- Must be clean-shaven.
- No nail polish or makeup.
- Hair must be clean, neat, well-groomed, and maintained in a manner consistent with the Academy's Christian educational environment.
- The following are **NOT** permitted:
    - Hair coloring that is bright, fluorescent, or otherwise an unnatural color intended to draw undue attention.
    - Hair designs, carvings, patterns, words, symbols, or images that are disruptive, offensive, gang-related, profane, or inconsistent with the Academy's Christian values.
    - Hairstyles that create a health or safety concern.
    - Hairstyles that substantially interfere with the educational process.
- Hair may be worn in any style or texture provided it meets the standards outlined above.

The administration reserves the right to determine whether a particular hairstyle complies with the spirit and intent of this policy.

Dress Code for Girls

Shirts:

- **Grades K-8:** Red, white, or black solid color polo shirts. Must be tucked in.
- **Grades 9-12:** Blouses, dressy shirts, or sweaters must have sleeves and not be low-cut or revealing.
- You may not wear both a black skirt and a black shirt; one must be a different color.

Skirts/Jumpers/Dresses:

- **Grades K-8:** Skirts and jumpers should be khaki, black, or plaid, and must fully cover the knee while standing. Plaid skirts and jumpers should only include the colors red, black, gray, and white.
- Girls may wear shorts underneath skirts, provided the shorts are not visible below the hem. For additional warmth, leggings may be worn under skirts; however, baggy pants are not permitted to ensure a neat appearance.
- **Grades 9-12:** Loose fitting dresses or skirts that cover the knee when standing with slits **no higher than** the bottom of the knee.
- Tights, socks, or hose that follow the business casual appearance and are free of holes, excessive peeling, or picks. No fishnet styles.

Sweaters:

- **Grades K-8:** Button-down red, black or white sweater.
- **Grades 9-12:** Optional dressy sweater for classroom wear.
- Coats and sweaters with hoods are not permitted to be worn in class.
- Please contact the office with questions on sweater style.

Footwear:

- **Grade K-8:** Sneakers or casual closed-toe, closed-heel, or dress style shoes.
- **Grade K-8:** Must wear tights, socks, or leggings.
- **Grade 9-12:** Dress or athletic style shoes that do not easily slip off when walking.
- Sneakers are preferred for grades who have daily recess.
- Clogs, crocs, shoes without a heel strap, or shoes with wheels are not permitted.

Jewelry:

- No more than two earrings per ear.
- Earrings should not dangle longer than 2 inches.
- No other body piercings.
- No excessive amount of jewelry.

Grooming:

- Hair must be clean, neat, and well-groomed.
- No spikes, razor cuts, or shaved areas.
- Natural-looking highlights are allowed.
- Small amounts of other colors are permitted as accessories.
- No extreme or distracting styles.
- Hair must be styled to not hang in front of the eyes.

Dress-Down Guidelines

The following guidelines apply to all athletic events and pre-announced dress-down days:

- **Appearance:** Students should maintain a neat and tidy appearance.
- **Appropriate Messaging:** Clothing must not display or promote anti-God or anti-authority messages, or any ideas that contradict a Biblical Christian worldview. Any writing on shirts must be non-negative and non-offensive according to Sweethaven Christian Academy's values. Large or inappropriate writing on pants, especially on the seat, is not allowed.
- **Shorts:** Shorts are not permitted
- **Leggings:** Leggings may only be worn if paired with a skirt that covers the knee while standing. Leggings cannot replace pants on their own.
- **Pants:** No rips or holes. If girls choose to wear pants, they must be loose-fitting and not of the "legging," "skinny," or pajama/lounge style.
- **Skirts:** All skirts must fully cover the knee while standing.
- **Hats:** Hats are not allowed unless specified otherwise in advance for special dress days.

These guidelines complement the standard dress code policy outlined in the handbook. All other dress code rules still apply.

Rules of Conduct and Character Training

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

At Sweethaven Christian Academy, we believe that effective education thrives in an environment that supports learning. Adhering to Christian principles of structure and discipline is essential for fostering a high-quality educational experience. To ensure a conducive learning environment, we have established specific rules of conduct.

Rules of Conduct

- **K-4**
- **Middle School (5th & 6th)**
- **Secondary**

Prohibited Behaviors & Items On and Off Campus

- **Profanity/Obscenities:** Use of inappropriate language, hand gestures, or written expressions are prohibited.
- **Dishonesty and Theft:** Stealing, cheating, gambling, lying, or plagiarism is not tolerated.
- **Bullying and Fighting:** Fighting or repeated acts of intimidation that threaten another's safety or self-esteem are prohibited.
- **Destruction of Property:** Destruction of school or church property will result in financial responsibility for repairs and may lead to expulsion.
- **Substance Use:** The use or possession of tobacco, vaping products, alcohol, or drugs is forbidden.
- **Weapons:** Possession of any weapons on campus is prohibited.
- **Pornography:** The use or possession of pornography is not allowed.
- **Unscriptural/Immoral Sexual Practices**
- **Gender Incongruence:** Dressing or behaving in a manner inconsistent with one's gender at birth is not permitted.
- **Restroom/Locker Room Use:** Use of restrooms or locker rooms must correspond to the student's gender at birth.
- **Media and Entertainment:** Students should avoid movies and video games that promote unscriptural, immoral, or worldly practices, including indecent language, violence, sexual immorality, or drug abuse.

These rules apply to both on-campus and off-campus behavior, including conduct on social media. Violations may result in administrative withdrawal.

Legal Issues: Any student arrested by law enforcement will be suspended until adjudication. A student adjudicated guilty will be dismissed from Sweethaven Christian Academy.

Discipline Policy and Procedures

SCA exists to assist parents in training and discipling the young people entrusted in our care to serve the Lord with all of their hearts, souls, and minds.

Discipleship includes instruction that equips students to live out the principles of Micah 6:8, "He hath shewed thee, O man, what is good; and what doth the Lord require of thee, but to do justly, and to love mercy, and to walk humbly with thy God?"

The goal of discipline is the continuing spiritual maturity of young believers in Christ who are developing self-discipline to the glory of God. This training will also help to ensure an environment conducive to learning and personal growth.

While offenses may appear similar, no two disciplinary circumstances are exactly alike. Therefore, it is the policy of the Administration to be consistent and non-preferential toward families and students in all disciplinary matters, and to evaluate each situation individually and apply the appropriate response with love and grace.

Procedures

Kindergarten through 4th grade:

Classroom expectations:

- Listen to and follow directions.
- Use appropriate hand signals.
- Stay focused and on task.
- Keep hands, feet, and objects to yourself.
- Treat classmates, teachers, and the school with respect.
- Rules may vary by grade level based on age.

Behavior management progression:

1. **Redirect:** Verbal reminder/warning, and possibly a reminder card.
2. **Sideline:** Short break in the classroom where the student quietly observes the lesson and resets before returning to their seat.
3. **Think Time:** Time in a designated area, another classroom, or the office. The student completes a reflection sheet about the behavior.
4. **Letter Home:** After a fourth offense in one day, parents receive a letter that must be signed and returned the next day.

Repeated behavior:

If a student repeatedly receives Think Time or Letters Home without improvement, the student may be referred to the office. Consequences can include parent/teacher/administrator meetings, detention, loss of preferred activities, silent lunch, suspension, or other appropriate interventions.

Serious behavior:

Serious incidents—such as significant disrespect, inappropriate language or gestures, or not keeping hands/feet/objects to oneself—can result in **immediate referral to the office** and potentially a request for the parent/guardian to pick up the student. Such incidents may also lead to an **administrative review of the student's continued enrollment at SCA**.

Middle School- 5th/6th

Demerits will be earned for failure to comply with the school policies and classroom conduct rules. Demerit notification will be sent home for parent/guardian signature.

Middle School Demerit List	
Offense	***Demerits***
Dress Code or hair violation	1
Chewing gum/food/drink in class	1
Unprepared for class	1
Disorderly conduct or horseplay	1
Direct Disobedience	2
Disrespect to faculty or staff or school property	2
Damaging another student's property	2
Profanity	3
Lying	10
Cheating	10
Stealing	At least 10
Bullying	At least 10
Inappropriate physical conduct	At least 25
Fighting	At least 30
Vulgarity or obscene gestures	At least 30
Sensual language or innuendo – written, spoken, physical, etc.	At least 40
***Other offenses/repeat offenses will be addressed according to Administration discretion. No two situations are alike, Administration reserves the right to assign demerits or other consequences as deemed fitting.**	

Demerits will not be carried over from semester to semester. This excludes students who are already on disciplinary probation.

*Administration may assign suspension apart from the demerit process if the situation is deemed to warrant the suspension.

*Accumulating excessive demerits will jeopardize both a student's participation in school activities and re-enrollment at Sweethaven Christian Academy.

Middle School Cumulative Consequences	
Demerits per semester	***Consequence***
10	After School Detention – 30 minutes
25	1 day out-of-school Suspension
30	2 day out-of-school Suspension
30	Disciplinary Probation
40	Expulsion
20 additional (during Disciplinary Probation)	Expulsion

Secondary- 7th –12th

Demerits will be earned for failure to comply with the school policies and classroom conduct rules. Demerit notification will be sent home for parent/guardian signature.

Secondary Level Demerit List	
Offense	***Demerits***
Dress Code or hair violation	1
Chewing gum/food/drink in class	1
Unprepared for class	1
In the halls without permission	1
Completing unrelated work	1
Disorderly conduct or horseplay	3
Damaging another student's property	3
Headphones, cell phone, ear buds, smart watches	5
Direct Disobedience	5
Leaving without permission (classroom or campus)	At least 5
Disrespect to faculty or staff or students	5
Tampering with another student's locker	5
Bullying	10
Misuse of school property	10
Profanity	10
Skipping class or chapel	10
Lying	10
Cheating/Plagiarism	15
Inappropriate physical contact	At least 20
Vulgarity or obscene gestures/body language	At least 20
Sensual language or innuendo – written, spoken, physical, etc.	At least 40
Fighting	At least 40
***Other offenses/repeat offenses will be addressed according to Administration discretion. No two situations are alike, Administration reserves the right to assign demerits or other consequences as deemed fitting.**	

Demerits will not be carried over from semester to semester. This excludes students who are already on disciplinary probation.

*Administration may assign suspension apart from the demerit process if the situation is deemed to warrant the suspension.

*Accumulating excessive demerits will jeopardize both a student's participation in school activities and re-enrollment at Sweethaven Christian Academy.

Secondary Cumulative Consequences	
Demerits per semester	***Consequences***
10	After School Detention – 45 minutes
20	1 day out-of-school Suspension
30	2 day out-of-school Suspension
40	3 day out-of-school Suspension
40	Disciplinary Probation
50	Expulsion
20 additional (during Disciplinary Probation)	Expulsion

Glossary Cumulative Consequences

Detention - There will be a $10 charge added to the student's FACTS account for each detention assigned. Students who are tardy to detention will be marked absent and receive an additional detention. Following the end of the detention period, parents/guardians have a 10-minute window to pick up their child. Failure to do so will require the student to report to After Care where charges will apply.

Suspension - Students who are suspended from school are also suspended from any after school activities, extracurricular school activities, sports practices, etc. As school leaders, student athletes who are suspended from a school day, will also be suspended from an equal number of games, whether the game falls on the day of suspension or not. Suspension is marked as an unexcused absence. Work due on suspension days will be treated the same as work from an unexcused absence.

Disciplinary Probation - If 30 demerits are accumulated in one semester, the student will be placed on disciplinary probation for the remainder of the semester **and** the following semester. Students on disciplinary probation will not be allowed to participate in any extracurricular activities. Disciplinary probation received in the spring semester will carry over to the following school year.

Expulsion

In Middle School: if 40 demerits are accumulated during one semester or 20 demerits are accumulated while on disciplinary probation, the student will forfeit the privilege of attending Sweethaven Christian Academy for the remainder of that semester and **at least** one additional full semester.

On the Secondary Level: if 50 demerits are accumulated during one semester or 20 demerits are accumulated while on disciplinary probation, the student will forfeit the privilege of attending Sweethaven Christian Academy for the remainder of that semester and **at least** one additional full semester.

In addition, A student may be dismissed or expelled from school at any time he/she is found out of harmony with the rules and policies of the school. Decisions in these matters are the full responsibility of the administration. Sweethaven Christian Academy expects that its students show respect to God, country, family, faculty, and fellow students. Anyone who will not cooperate spiritually, morally, or scholastically will not be allowed to remain in SCA.

Students expelled during a semester will receive a zero on all remaining assignments and assessments.

Examples of actions resulting in expulsion include:

- • A parent will not cooperate with the administration or the school
- • A student's conduct, attitude, negative influence, or continued lack of effort following interventions makes it inadvisable for that student to remain enrolled.
- • Following appropriate supports and interventions, continual failure to achieve academically or continual lack of effort
- • Failure to remain current on one's school account
- • Students engaged in questionable conduct (e.g., inappropriate conduct on digital platforms/social media such as TikTok, Facebook, Instagram, Twitter, Snapchat. Or with liquor, drugs, smoking, etc.), which, in the opinion of the administration, brings reproach on the testimony of Sweethaven Christian Academy are subject to dismissal. This policy is true regardless of time or location.
- • Drugs or alcohol (use, possession, or association)
- • Threats (by parents or students) to administration, faculty, staff, or students
- • Destruction of personal or school property
- • Forcible entry into any building after school hours (includes entering any unlocked windows)
- • Obscene gestures and language directed at the faculty, staff, or other students
- • Immorality (all sexual activity outside of marriage, including homosexuality or other morally deviant behavior)
- • Inappropriate social media content (as explained earlier)
- • Accumulation of 40 demerits (middle school) or 50 demerits (secondary)

This system aims to address behavior issues constructively while maintaining a respectful and orderly educational environment.

Students must follow all school rules as well as the rules set by individual teachers.

Athletics

Support and Attendance

- All students and parents are encouraged to attend athletic events to cheer on our Sweethaven Lions.
- Game schedules will be available on the MySchoolWorx calendar.

Eligibility and Participation

- Students in grades five through twelve may try out for a variety of sports.
- Fourth grade students may be invited to participate with practice squads or clubs.

For additional information or specific inquiries, please contact the school office. An Athletic Handbook with specific policies will be issued to athletes.

Church Attendance and Christian Service

As a ministry of Sweethaven Baptist Church, Sweethaven Christian Academy is dedicated to preparing students for a life of service to God and a joyful eternity with Him. To support this mission, we have established requirements for church attendance and Christian service for our secondary students.

Requirements

Junior High (Grades 7-8):

- **Christian Service:** Students must participate in Christian service for one hour per month, totaling 9 hours over the school year.
- **Church Attendance:** Students are encouraged to attend church regularly.

Senior High (Grades 9-12):

- **Personal Faith:** Students must either confess faith in Jesus as their personal Savior or be open to exploring this faith.
- **Christian Service:** Students are required to complete four hours of Christian service each month, totaling 36 hours during the school year.
    - **At School:** It is recommended that students perform two hours of service each month within the school.
    - **At Home Church:** It is recommended that students perform two hours of service each month at their home church.
    - **Church Attendance:** Students are expected to faithfully attend the Sunday morning service at their home church. Students without a home church are invited to attend Sweethaven Baptist Church.

Additional Note: High school students must submit a Pastoral Recommendation with their enrollment application, reinforcing their commitment to church attendance and service.

These guidelines are designed to cultivate the habit of church attendance and the spirit of service, ensuring that students are prepared for lifelong service to God and meaningful participation in their faith communities.

Health and Wellbeing

Medication Policy

At Sweethaven Christian Academy, we aim to support the health and wellbeing of our students through our medication policy. Below are the guidelines for administering medications:

- **Short-Term Medications**: We can administer short-term medications (10 working days or less) and over-the-counter medications with a completed and signed "Medicine Authorization Form," available at the front desk. Note that nebulizers and epinephrine auto-injectors are excluded from this category and require special consideration.

- **Long-Term Medications**: For long-term prescription medications, nebulizers, and epinephrine auto-injectors, we follow the physician's instructions and adhere to Medication Administration Training (MAT) standards. Written authorization from both the child's physician and parents is required, along with a completed and signed "Medicine Authorization Form" from the front desk.
- **Administration Guidelines**:
    - Only staff members who have completed MAT training are authorized to administer prescription medications.
    - Emergency medications, such as epi-pens and inhalers, will be administered as needed in emergency situations.
    - All medications must be in their original containers.
- **Staff Training**: Our staff holds the following certifications to ensure safe and effective medication administration:
    - Medication Administration Training (MAT) certificate
    - CPR certificate covering all ages in our program
    - First Aid certificate covering all ages in our program
- **Student Medication**: Under no circumstances are students allowed to keep any medication in their possession. Emergency rescue devices with proper doctor, administration and parent permission are allowed to stay on their person.

For any special cases or further discussion, please contact the administration.

Communicable Diseases

Sweethaven Christian Academy is committed to maintaining a healthy environment and preventing the spread of communicable diseases. Communicable diseases include, but are not limited to, Pink Eye, Fifth Disease, Ringworm, Head Lice, Scabies, Chicken Pox, Measles, Rubella, Meningitis, Mumps, and COVID-19.

- **Reporting**: Staff members who suspect a student or employee has a communicable disease must immediately notify school administration.
- **Exclusion**:
    - **Immunizable Diseases**: Students or employees with communicable diseases that are vaccine-preventable or require immunization by law will be temporarily excluded from school while ill and during contagious periods.
    - **Non-Immunizable Diseases**: Students or employees with diseases for which no vaccine is available will be dismissed from school while ill.
- **Physician Verification**: If necessary, the administration may require an independent physician's examination to verify the diagnosis of a communicable disease.
- **Final Decisions**: The administration reserves the right to make final decisions to control the spread of communicable diseases within the school.

Lice

- **Treatment Requirement**: If lice or nits are detected in a child's hair, treatment at home is required before returning to school. For guidelines, refer to the Portsmouth Health Department website.

Illness

- **Communicable diseases:** Students must stay home until they are symptom free or have a doctor's release.
- **Fever:** Students must be fever free for 24 hours without medication before they can return to school.
- **Stay Home**: Students who are sick must remain at home until they are symptom-free without medication. Students showing symptoms of contagious illness should not attend school.

Child Abuse Policy

- **Reporting Obligations**: 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 do not investigate the claims; this is the responsibility of social services.

Lunchroom Program

- **Bringing Lunch:** Students may bring their own lunch from home.
- **Microwave Access**: Grades 5-12 can use the microwave to heat their meals. Teachers are not allowed to heat the student's food in the microwave for PreK3 through 4th grade.
- **Purchasing Lunch**: Students can buy from the daily prepackaged menu or select items from the a la carte options.

Eating lunch with your child: Parents are encouraged to eat lunch with their student. Parents may purchase lunch from the school cafeteria by notifying the front office and placing their lunch order **before 9:00 a.m.**

For the safety and security of all students, parents must:

- Dress appropriately for the school environment.
- Sign in at the front office upon arrival.
- Meet their student in the cafeteria for lunch.
- Return to the front office and sign out before leaving the building.

Lost and Found

Parents can inquire at the front office to check the Lost and Found for any missing items. At the end of each month, unclaimed items will become the property of the school and may be disposed of.

Care of Property

Sweethaven Christian Academy is considered a sacred space, and maintaining its appearance is part of our Christian witness. We expect all students to contribute to keeping our campus clean and orderly.

Guidelines

- **Gum Chewing:** Gum chewing is not permitted anywhere on the campus.
- **Practical Jokes:** Practical jokes involving school property are prohibited. Any involvement in such activities will be addressed appropriately.
- **Damage to Property:** Students who damage, deface, or destroy school property or equipment will be responsible for covering the cost of repairs or replacement. In addition, they will face disciplinary actions.

Locker Inspections

Security and Compliance

- Student lockers are considered school property and are subject to inspection at any time, with or without prior notice, regardless of the student's presence or knowledge..
- Student personal belongings brought on campus are subject to inspection at any time, with or without prior notice.
- Lockers should remain unlocked at all times. Use of personal locks on lockers is not permitted.
- Regular inspections will be conducted periodically throughout the school year.
- Students are not allowed to go into other student lockers at any time for any reason. In doing so will result in disciplinary action.

Locker Maintenance

- Students are expected to keep their lockers clean and neat at all times.
- Attaching items to the exterior of lockers is not permitted except for approved School Spirit or other approved decor during particular times of the year. Only to be displayed for a given timeline.
- Only appropriate pictures of family and friends may be displayed inside lockers. Pictures of secular groups or sports heroes are not allowed.
- Food and drink must not be stored in lockers overnight.

Phones and Smart Devices

- Phones and all smart devices are defined as, but not limited to: smartphones, smart watches or bands, smart glasses, tablets, and phablets.
- Students are not permitted to use a cell phone/smart device in the school building before or during school time.
- After school, students may not use their phones until after they have left the school property unless they secure permission due to extra-curricular activities.
- Phones and all smart devices must be secured in the student locker and remain off during the school day.
- If a device makes noise during the day, it will be confiscated and returned only at the request of the parent.
- For more information, please contact the office to review the Academy Student Cell Phone/Smart Device Policy Agreement.

Visiting the Campus

Sign-In Procedure

- All visitors must sign in at the Front Desk upon arrival and will receive a Visitors Badge.

Appointments and Meetings

- To schedule meetings or visit a specific individual, please contact the office in advance to make an appointment.

Volunteers

We greatly appreciate the support of parents who are willing to volunteer their time and services. If you are interested in volunteering at Sweethaven Christian Academy, please reach out to the office for details about volunteering.

Expectations:

As a volunteer, you represent Sweethaven Christian Academy. Therefore, it is important that your attire conforms to Sweethaven Christian Academy's standards and your behavior reflects the values and standards of our school.

If you have any questions or need further information, do not hesitate to contact our office staff. We are here to assist you and ensure a positive volunteer experience.

Student Drivers

Driving to campus is a privilege and comes with important responsibilities.
All student drivers are required to complete the parking permit application, sign and agree to the driver's regulations, and pay the associated fee. These guidelines are in place to ensure the safety and well-being of everyone on campus. Thank you for doing your part to maintain a safe and respectful environment.

Future Policies

Sweethaven Christian Academy reserves the right to revise existing policies or establish new ones as needed. Our goal is to continuously enhance our Christ-centered environment, ensuring that both learning and character development proceed without interruption.

Policy Updates:

- **Refinement of Existing Policies:** Current policies may be updated to better align with our mission and values.
- **New Policies:** We may introduce new policies to address emerging needs or to improve the overall school experience.