

Sweethaven Christian Academy Elementary Handbook

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Sweethaven Christian Academy, a ministry of Sweethaven Baptist Church

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Sweethaven Christian Academy admits students of any race, color, nationality, and ethnic origin to all the rights, privileges, programs, and activities generally accorded to or made available to students at the school. It does not discriminate on the basis of race, color, nationality, or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, athletic programs, and other school-administered programs. However, as a religious institution and a direct ministry of Sweethaven Baptist Church, Sweethaven Christian Academy reserves the right to deny or terminate employment or to deny or terminate any other status of persons whose lifestyle, words, actions, or otherwise do not align with the church's statement of faith, standard of conduct, or other policies of the church and school.

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1 Purpose, Philosophy, Objectives, Doctrine, and Moral Issues

1.1 Purpose

Sweethaven was established in 1971 as an educational outreach ministry of Sweethaven Baptist Church. We desire for each student to have a personal relationship with the God of the Bible and then to understand Him more deeply through the study of His Word and the natural universe. Therefore, our purpose is to prepare our students for a life of service to God and a joyful eternity with Him.

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

1.2 Philosophy

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

1.3 Objectives

A student of Sweethaven Christian Academy will:

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

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

1.4 Doctrinal Statement

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

A brief summary is as follows:

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

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

1.5 Moral Issues

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)

2 Admissions and Withdrawal

2.1 New Student Admissions

Please contact the school by phone, email, or in person to request an enrollment packet and to ask questions. A tour of the school and a meeting with the administrator can then be scheduled.

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

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

- Completed Application
- Enrollment Fee
- Birth Certificate
- Virginia School Entrance Health Form (K3-Kindergarten)
- Immunization Records
- Completed Record Request Form (records must be received before the student can be admitted) (Grades 1-12)
- Signed Code of Conduct (Grades 7-12)
- Pastor Recommendation Forms (Grades 9-12)
- Signed Contract
- FACTS set up
- Enroll in RenWeb
- Confirmation Sent

2.2 General Admissions Policies

A student must be 5 years of age before September 30 to enter Kindergarten.

Any student who has been suspended or expelled from another educational institution will not be considered for enrollment until one (1) calendar year has passed from the date of the suspension or expulsion.

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

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

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

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

Students must graduate from high school before their twentieth birthday.

2.3 Returning Student Enrollment

Current students may re-enroll for the upcoming school year beginning in early February. A re-enrollment contract will be sent home at that time. We encourage you to re-enroll early. Because space is often limited, we cannot place students in classes until appropriate fees have been paid and the signed Financial Contract has been received.

2.4 Withdrawal from School

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

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

No fees will be refunded. This includes the registration fee, enrollment fee, facility fee, textbook/resource fees, and FACTS/RenWeb fees.

2.5 Homeschool Enrollment

A student may enroll under the umbrella of Sweethaven Academy from 4th to 12th grade. This will give them access to attend the required Chapel services and participate in other extra curricular activities. Opportunities to take on or more classes in person may also be available. Please contact the office with any questions and about fees that apply.

3. Arrival and Dismissal

3.1 Early Care and Extended Care

Early Care (6:30 a.m.-7:30 a.m.) and Extended Care (3:30 p.m.-5:00 p.m.) are available for an extra fee. If you need care for your child during these extra hours, **please enroll in Early Care or Extended Care through the Business Office.**

In compliance with the Code of Virginia, Section 22.1-289.031, our Early Care/Extended Care program is religiously exempt from licensure and is classified as a “religiously exempt child day center.”

3.2 Arrival

Students may arrive any time after 7:30 a.m. for no extra charge. For students not enrolled in Early Care, **arrivals prior to 7:30 a.m. will be charged an Early Care drop-in fee.** *Students who are not enrolled in Early Care cannot be dropped off before 7:30 a.m. unless the parent first calls the school office to confirm that there is space available in Early Care. If a child is dropped off early without prior notification, an additional fee may be charged.*

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

3.3 Dismissal

Students are dismissed at 3:10 p.m. and should be picked up by 3:20 p.m. each day.

Students who are not picked up by 3:30 p.m. and not enrolled in the Extended Care program will remain with a staff member and the child's parent will be called. Because after-hours staffing is limited and carefully planned, a fee of \$10.00 per student, per quarter-hour or any part thereof, will be charged to the student account. Please contact the front office as soon as possible regarding last-minute or future late pick-ups.

Rather than incurring late fees, you may wish to enroll in the Extended Care program. Extended Care is available from 3:30 to 4:00 *or* 3:30 to 5:00 p.m. Please see the Business Office for pricing and availability. Because Extended Care staffing is limited and carefully planned, students not picked up by the contracted Extended Care pick-up time will incur a fee of \$10.00 per student, per quarter-hour or any part thereof, charged to the student account. Please contact the front office as soon as possible regarding last-minute emergency or possible future Extended Care late pick-ups.

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

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

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

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

3.4 Early Dismissal

If a student needs to leave early for any reason, a note should be given to the teacher or call the office as early as possible.

The parent or guardian who is picking up the child should report to the Front Desk to sign the child out. The secretary will call for the student to come to the office.

To ensure your child receives the full benefit of our curriculum and instruction, please refrain from picking him or her up early, except when absolutely necessary. *If a student leaves school prior to 3:10 p.m., it will be counted as ½ absence. See Attendance, sections 4.2 and 4.3 below.*

4 Attendance

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

4.1 General Information

- A student is allowed up to twenty (20) absences per academic year. Each day absent counts as one (1) toward the total.
- Three (3) tardies count as one (1) toward that total.

4.2 Excused Absences

Excused Absences relate to sickness and/or pre-planned absences with at least one weeks notice given beforehand. We have a form to fill out to care for pre-planned absences.

4.3 Unexcused Absences

Unexcused Absences are days missed for other causes such as taking a vacation without a weeks notice given or competition days (non-school related) without a weeks notice given. We have a form to fill out to care for pre-planned absences.

4.4 Tardiness

A student is counted tardy if he is not in class when the tardy bell rings at 8:10 a.m. Students arriving to school after 8:10 a.m. are to report to the Front Desk to receive a tardy slip prior to entering the classroom. Rare exceptions will be made for those arriving late due to occasional extreme traffic congestion or with verified medical appointments. Chronic tardiness will affect the student's grades.

There are two (2) kinds of tardies: Excused and Unexcused
Excused examples would be early morning appointments, poor road conditions, etc.
Unexcused tardies would be along the lines of sleeping in. The administration reserves the right to determine whether it is excused or unexcused.

4.5 Special Absence

Special absences will not be continued in the total days missed as long as the time missed is reasonable. Funerals and weddings would fall under this category. Also, absences due to a chronic illness situation, with appropriate doctor's note held in the office, will not count into the total.

4.6 Excessive Absence

A quarterly reminder will be given if a student is on track to miss too many days (5 per quarter). Once a student has exceeded twenty (20) days - excused, unexcused, and tardies (not special absences) all counted together - arrangements will need to be made to make up the time missed by staying after school until 4:10. A charge of \$5 per day will be required for staying after to make up that time unless that student is already enrolled in the after-care program. It will take four (4) days of staying after to make up one (1) day of excess absence.

For general sickness (not chronic conditions), funerals, and weddings, only homework, quizzes, tests, and projects must be made up.

If a student exceeds twenty (20) days absence (from absence and tardies together) and time is not made up after school, then the student needs to attend summer school long enough to make up the time. One morning of summer school will equal one day of excess absence. If that is not done, the student may be retained in the current grade level.

4.7 School Closings

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

5 Academics

5.1 General Information

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

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

“For over forty years, schools and homeschooling families have trusted *Abeka* to provide materials using the traditional approach proven successful throughout education’s history. Professionally illustrated textbooks and teaching aids, hands-on activities, challenging exercises, purposeful repetition, and the reinforcement of concepts from subject to subject give you all the tools you need to make learning interesting and memorable.” (<http://www.abeka.com/AbekaDifference.aspx>, accessed August 8, 2015)

For more information on *Abeka*, visit their website at www.abeka.com.

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

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

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

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

5.2 Monitoring Academic Progress

Please know that you may contact the teacher with any questions or concerns you may have about your child’s academic progress.

Renweb (our online communication vehicle) is the main way to view grades and keep up with upcoming quizzes as well as homework.

In Kindergarten through 4th, you also should monitor your child’s progress by looking over the papers and tests that are sent home each week.

In the upper grades, 5th and 6th, you will need to refer to Renweb. Please contact your child's teacher if you would like to see a specific test or assignment.

5.3 Report Cards

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

5.4 Honor Roll

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

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

5.5 Grading Scale

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

5.6 Conferences

Parents are encouraged to make appointments with teachers regarding the progress of your child. Conferences will be held during the teacher's daily planning period, or by appointment before or after school. To protect our instructional time and ensure proper supervision of our students, please refrain from approaching a teacher for a discussion during regular school hours or while supervising students before or after school. It is helpful for appointments to be scheduled at least one day in advance. To schedule an appointment with a teacher, please email the teacher directly or call our office at 757-484-4136.

Parental classroom observations are not permitted without administrative approval.

5.7 Retention

An elementary student with one or more F's in any of the academic subjects on his final report card will be required to attend Summer School or repeat the grade level the following year. The student must earn the required percentage (73% in math and English, 70% in all other subjects) in Summer School to progress to the next grade level; otherwise, the student will be retained.

Students who has earned a D in any subject on final report card may opt for summer school in order to improve their final grade.

5.8 Homework and Projects

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

Homework is assigned for several purposes:

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

5.9 Make-Up Work

For each day that a student is absent, he is given 2 days to complete make-up work. For example, if a student is absent one day, he is given 2 days to turn in any required assignments; if he is absent two days, he has four days to turn in assignments.

Students with extended absences due to illness may be given more time for make-up work. However, it is in the student's best interest to keep current with work as much as possible.

- If a test or quiz is scheduled and a student is absent during the period of testing, but comes to school later that same day, the student will be required to take the test or quiz that day (after school, if necessary), and to turn in any homework due in that class that same day.
- If a student leaves school before the scheduled test or quiz, he will be expected to make up the test and turn in homework the day of return.
- If a student is absent on the day of a scheduled test and the test was announced at least three days in advance, the student will be expected to make up the test the day of return.
- If a student is absent for an extended period of time, tests and quizzes fall under the make-up day policy. In any case, the student is responsible to obtain any classwork or review work from the teacher to prepare for the test.

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

Students excluded from school for illness may temporarily use virtual learning to keep up with their classes.

6 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

Sweethaven Christian Academy believes that good education can only take place in an atmosphere that is conducive to learning. Structure and discipline according to Christian principles are necessary to promote a quality educational experience. To promote a proper learning environment rules of conduct have been established.

6.1 Rules of Conduct

1. Students are to follow the rules of conduct when attending school or school related activities.
2. Respect and kindness are to be shown to all staff, volunteers, and other students.
3. The dress code is to be followed by all students when on school property or attending school related functions. Respect and care are to be given to all school/ church materials and property.
4. Students are to be quiet in the halls to ensure respect for classes in session.
5. Complete all homework and classwork in the time frame given.

6. Keep your hands and feet to yourself! Play fighting as well as public displays of affection are not permitted.

6.2 PROHIBITED Behaviors & Items On and Off Campus

1. Profanity/Obscenities
2. Stealing, Cheating, Gamblin, Lying or Plagiarism
3. Fighting/ Bullying (repeated acts of intimidation threatening the safety or self esteem of another)
4. Destruction of property. Any destruction of school/church property will result in the student's family being financially responsible for all repairs and may result in the expulsion of the student.
5. Use or possession of tobacco, vaping products, alcohol, or drugs
6. Weapons of any kind. (On campus)
7. Pornography
8. Unscriptural/Immoral sexual practices. This includes but is not restricted to participating in any form of premarital sex, homosexuality, bisexuality, lesbianism, or transsexualism.
9. Dress in character not of the gender of natural birth.
10. Use of restroom/locker room not in corresponds to the gender of natural birth.
11. Students are expected to refrain from watching movies or playing video games that promote unscriptural, immoral, or worldly practices, including indecent language, violence, sexual immorality, or drug abuse.

The Rules of Conduct will apply whether students are on or off campus and includes conduct on social media. Students found to be in violation will be subject to administrative withdrawal.

Any student who has been arrested by public law enforcement authorities will be suspended until such time as that student is adjudicated either guilty or not-guilty. Any student who is adjudicated guilty will be dismissed from Sweethaven Christian Academy.

6.3 Character Training

Structure and proper discipline are conducive to a good learning environment. Teachers will use positive reinforcement and incentives to promote positive behavior. SCA has implemented a disciplinary/character training system to help students develop good habits, and deter poor habits, which may lead to serious behavior problems.

Classes will use a classroom management system that has a base of **rewards** and **reminders**. Teachers will use positive reinforcement and incentives to promote desirable behaviors as well as use correction to remind the students of proper behavior and good habits.

Any infraction of the classroom/school rules will result in 1 Reminder.

Upon accumulation of multiple reminder infractions, demerits will be issued and the following consequences will follow.

6.4 Reminder to Demerit Equivalents

1. Kindergarten
 - 6 offenses in one day = 1 demerit
 - 12 offenses in one week = 1 demerit
2. First through Third Grades
 - 6 offenses in one day = 1 demerit
 - 10 offenses in one week = 1 demerit
3. Fourth through Sixth Grades
 - 4 offenses in one day = 1 demerit
 - 8 offenses in one week = 1 demerit

Counts for Reminder infractions will reset each week to 0.

Counts for Demerits will reset each semester to 0; however, a student receiving a high number of demerits in one semester will be placed on disciplinary probation the following semester.

6.5. Demerit Disciplinary Measures

Kindergarten

- A. First demerit = phone call to parent
- B. Second demerit, and each additional demerit = after-school detention
- C. Fourth demerit = teacher/parent conference at school
- D. Fifth demerit = administrator/teacher/parent conference at school
- E. Sixth demerit = suspension
- F. Eighth demerit = two-day suspension
- G. Tenth demerit = three-day suspension
- H. Eleventh demerit = administrator/teacher/parent conference at school
- I. Twelfth demerit = expulsion

First through Sixth Grades

- A. First demerit = phone call to parent
- B. Second demerit, and each additional demerit = after-school detention
- C. Fourth demerit = teacher/parent conference at school
- D. Fifth demerit = administrator/teacher/parent conference at school
- E. Sixth demerit = suspension
- F. Eighth demerit = two-day suspension
- G. Tenth demerit = expulsion

After School Detention

Detention will be held as needed from 3:15 to 4:10 p.m. When a student earns a detention, the teacher will send home a Detention Notice to be signed by the parent and returned. The Detention Notice will include the date and reason for the detention. Students will be assigned extra work to do during detention. Major offenses will result in an immediate Demerit and After School Detention.

Suspension

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

Disciplinary Probation

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

Expulsion

Repetitive or serious offenses may result in immediate Expulsion.

6.6 Responsibility System

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

Incomplete or Missing Homework

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

Papers Not Signed

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

Unprepared for Class

- Students need to be prepared for class with all necessary textbooks and supplies each day. Students should also have their PE uniforms on PE days.

7 Dress Code

7.1 General Guidelines

Sweethaven instructs young people in such virtues as modesty and propriety. The outward appearance reflects a person's heart and mind, and our dress should reflect our Christian walk and character. We encourage students to magnify Christ in the wearing of clothing which displays decency and modesty. We teach students to dress appropriately for specific activities, such as school instruction, athletic contests, special events, and formal banquets.

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

Dress should not draw attention to oneself or cause a distraction to others. Styles promoting influences in opposition to a Biblical Christian world view should not be worn or displayed.

Students may not wear an all-black outfit. Either the shirt or the pants/skirt must be a different color than black.

Students whose clothing does not meet dress code standards will be issued an "Out of Order" reminder and may be required to change before attending classes if deemed necessary.

Sweethaven Christian Academy has a uniform dress code. *For specifics regarding the uniform dress code and to view examples of clothing articles, please visit our school website, www.sweethavenchristian.org, and click on the links to French Toast and Flynn O'Hara uniform supply companies. **Uniforms are not required to come from these online stores but they are examples of what is required.***

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

Neatness and cleanliness are essential. All clothing should be free from stains, tears, or excessive wear.

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

Outerwear/Sweaters: Heavy coats or other garments designed for outerwear may be worn to school but should not be worn in the classroom. Students may wear a uniform

style sweater in the classroom. Please visit our school website, www.sweethavenchristian.org, and click on the links to French Toast and Flynn O'Hara uniform supply companies to see the approved style of sweater. Sweaters may be purchased elsewhere but must comply with the uniform style. We suggest that the uniform sweater be kept in the locker to be used on cooler days.

P.E. Uniforms: Each student must have a Sweethaven Christian Academy P.E. uniform, which can be purchased through the school office. This uniform consists of black P.E. shorts and a red T-shirt, which both have the Sweethaven logo. P.E. shorts should come to the knee while standing. During the colder months, black wind pants may be worn. All elementary students wear their P.E. uniforms to school on the scheduled day. See your child's teacher for information regarding the specific P.E. schedule. *Please label all outerwear (coats, sweaters, hats, etc.) and P.E. uniforms with your child's name.*

Hats/Hoods are expected to be removed upon entering the building.

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

7.2 Specific Requirements for Boys' Dress

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

Footwear: Socks are to be worn at all times. Boys should not wear sandals, flip-flops, crocs, clog style footwear, or shoes with wheels. Shoes with laces should be tied.

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

Haircuts: Hair must be neat, clean, and well-groomed. Boys hair should be of appropriate length to lie off the collar and ears (without hair accessories) and trimmed so it does not hang in the eyes. Coloring and razor design cuts are not permitted. Boys may cut their hair as short as they like, but NO portion of the head may be shaved.

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

7.3 Specific Requirements for Girls' Dress

Skirts/jumpers: Black, khaki, or red plaid *uniform skirts or jumpers* are to be worn. (The red plaid skirts and jumpers may be purchased from Flynn O'Hara Uniforms.) Appropriate black or khaki skirts may be purchased elsewhere. The skirt

must completely cover the knee while standing. Girls may wear shorts underneath skirts to help with modesty at recess. The shorts should not be visible below the hem of the skirt. Tights or leggings may be worn for warmth and modesty. No baggy or loose pants under the skirt as a neat appearance must be maintained at all times.

Footwear: Casual or dress style shoes are to be worn. Girls should not wear crocs, clog style footwear, open toed, shoes without a heel strap, or shoes with wheels. Shoes with laces should be tied.

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

Hair: Hair should be neat, clean, and well-groomed. Extreme hairstyles or colors that distract from the learning environment are not allowed. No styles, such as spikes, razor cuts, or stripes are permitted. Hair should be styled so it does not hang over or in the eyes.

7.4 Dress-Down Guidelines

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

1. Student's appearance should be neat and tidy.
2. No clothing should be worn that identifies with any anti-God or anti-authority group, person, or idea. Clothing promoting influences in opposition to a Biblical Christian world view should not be worn or displayed.
3. Shirts may have writing on them, but that writing must not be negative or offensive in the opinion of Sweethaven Christian Academy's Biblical values. Pants should not have large writing or writing on the seat of the pants.
4. No jeans, shorts, or capris may be worn.
5. Girls may NOT wear leggings in place of pants. Leggings may only be worn if they are underneath a skirt which covers the knee while standing.
6. If girls choose to wear pants, they must be loose-fitting and not of the "legging," "skinny," or pajama/lounge style. Pants may not be tucked into boots or any other article of clothing.
7. All skirts must completely cover the knee while standing.
8. No hats may be worn unless specified otherwise in advance.
9. Students may not wear an all-black outfit. Either the pants or shirt must be of a different color from black.
10. Dress-Down Guidelines apply to clothing. All other dress guidelines from the handbook still apply.

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.

8 Financial Information

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

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

The administration retains final authority with all parent accounts.

8.1 FACTS Tuition Management

All parents are required to set up an online account with FACTS Tuition Management through our website, www.sweethavenchristian.org.

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

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

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

8.2 Delinquent Accounts

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

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

8.3 Release of School Records

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

9 Health and Wellbeing

9.1 Medication Policy

Sweethaven will administer short-term (10 working days or less) medications (**except for nebulizers or epinephrin auto-injectors**) and over-the-counter medications and with a completed and signed "**Medicine Authorization Form,**" **which is available at the front desk.** Special cases may be discussed with the administration.

Sweethaven will administer **LONG-TERM** prescription medication and **nebulizers and epinephrin auto-injectors** in accordance with the physician's instructions and in accordance with the standards of practice in the Medication Administration Training (MAT). Written authorization (from the child's physician and parents) is required before

medication can be administered. With a completed and signed **“Medicine Authorization Form,”** which is available at the front desk. Special cases may be discussed with the administration.

If your child needs medication at school, please complete and sign the “Medicine Authorization Form,” which is available at the front desk.

Only a provider who has successfully completed the MAT training will be permitted to administer prescription medications at Sweethaven. We will administer prescription medications if the scheduled dosage time for that medication falls between 9:00 a.m. - 4:00 p.m. Sweethaven will administer emergency medications (such as epi-pens and inhalers) in emergency situations. **All medications must be in their original containers.**

Sweethaven will have staff available with the following training:

- Medication Administration Training (MAT) certificate
- CPR certificate which covers all ages of the children in our program
- First Aid certificate which covers all ages of the children in our program.

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

9.2 Communicable Diseases

Sweethaven Christian Academy maintains a healthy environment by instituting controls designed to prevent the spread of communicable diseases. The term “communicable disease” shall mean an illness which arises as a result of a specific infectious agent which may be transmitted either directly or indirectly by a susceptible host or infected person or animal to other persons. This includes but is not limited to: Pink Eye, Fifth Disease, Ringworm, Head Lice, Scabies, Chicken Pox, Measles, Rubella, Meningitis, Mumps, and COVID-19.

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

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

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

9.3 Lice

If lice or nits are found in your child’s hair, he will be required to be treated at home before returning to school. The guidelines provided by the Portsmouth Health

Department can be found at <http://www.vdh.virginia.gov/epidemiology/epidemiology-fact-sheets/pediculosis-head-lice-infestation/>

9.4 Illness

For the welfare of your child and others in the school, all children who are sick must be kept at home until they are symptom-free without the use of medication. *It is imperative that students not attend school with symptoms of contagious illness.*

9.5 Child Abuse Policy

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

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

10 Technology

10.1 Electronic Devices

Electronic entertainment devices are NOT permitted at school or at any school-sponsored function such as athletic events, field trips, or after school activities. If they are found, they will be confiscated. A parent will need to come to the office to pick up the device.

All electronic devices brought to school are subject to inspection and review by school staff. Any content which is contrary to our Rules of Conduct and Character (see Section 6) or which is deemed inappropriate at the discretion of the administration may be grounds for further discipline.

10.2 Cell Phones

Students are required to provide the school with their cell phone number.

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

Any use of a cell phone in school during school hours by a student will result in disciplinary action. If a student brings a cell phone to school, the cell phone must be secured in the student's locker and must be turned off. If a student brings a cell phone to class or the phone rings while in a student's locker, the teacher will initiate disciplinary action and the phone may be confiscated for the remainder of the day. The administration will return confiscated phones to parents upon request.

Students who use cell phones without permission will lose the privilege of bringing a cell phone to school.

Use of a cell phone during a test for any reason is considered cheating, and appropriate academic and disciplinary action will be taken by the administration.

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

Parents should not consider their child's cell phone as a means of contacting their child for any reason during the school day. Parents who need to contact their child during the school day for emergency purposes should use the school's normal emergency contact process and call the main school phone number. School staff will assist parents in communicating with their child in appropriate emergency situations. If a student becomes ill or needs to go home, the school office will contact the parent. Students are not permitted to use cell phones during the school day.

10.3 Smart Watches

Smart watches may not be used to play games, send or receive messages, or to be used for classwork during school hours. Watches must be removed for quizzes and tests.

10.4 Technology Use Policy

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

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

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

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

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

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

- the content of any advice of information received by a student from an outside source

- any costs, liability or damages caused by the way the student chooses to use his/her network access
- any consequences of service interruptions or changes, even if these disruptions arise from circumstances under the control of Sweethaven Christian Academy
- Privacy of electronic communication, which cannot be guaranteed and should not be used for confidential correspondence. (Student communication over the internet in any form is strictly prohibited.)

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

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

11 Lunch Program

Students will need to bring their own lunch at this time. Use of the microwave will be available for students in 5th and 6th grades.

Avenues to expand our lunch options are being evaluated and an update will be sent out as those options become available. There will be items available at different times such as ice cream, chips, and drinks. Cost and days these will be available will be announced in advance.

12 Lost and Found

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

13 Athletics

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

Students in fifth through twelfth grades may try out for a variety of sports. Fourth grade students may be invited to participate with practice squads or clubs. The following sports may be offered as a club or as a team. Fall sports include boys' soccer, boys', girls' volleyball, and boys' and girls' basketball. In the spring, we offer boys' and girls' track and field.

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

14 Locker Inspections

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

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

15 Visiting the Campus

All visitors must sign in at the Front Desk. Please contact the office to schedule meetings prior to visiting campus. To meet with someone specific, please make an appointment by calling the office.

15.1 Volunteers

Parents who can volunteer their services are greatly appreciated. Please contact the office for more information regarding volunteer opportunities. As a volunteer for Sweethaven Christian Academy please be mindful that you are a representative of our school. Dress and conduct should reflect that of a representative of the school. If you have any questions please feel free to call our office staff who will be glad to assist you.

16 Future Policies

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

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