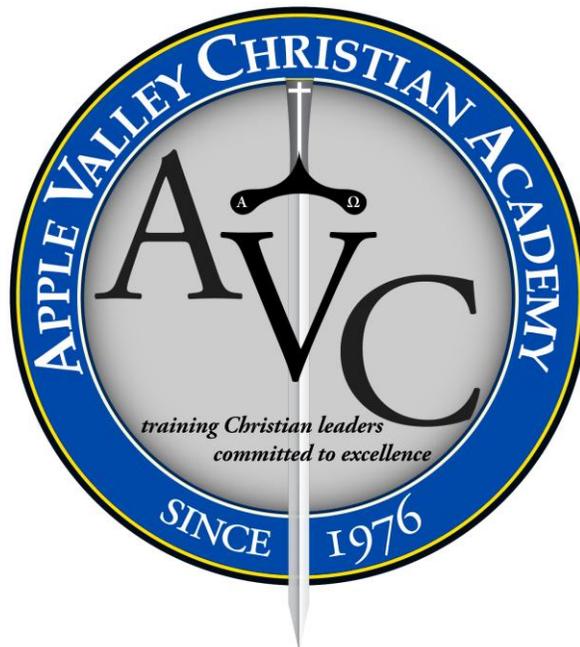


Training Christian Leaders Committed to Excellence

APPLE VALLEY CHRISTIAN ACADEMY

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PARENT-STUDENT HANDBOOK

Grades K-12

Revised: August 25, 2021

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Welcome!

Welcome to Apple Valley Christian Academy! We believe in the value of Christian education and desire to serve you and your children by providing an atmosphere that is nurturing and challenging. We are fortunate to have a school faculty who are deeply committed to integrating God's truth into every aspect of the curriculum and student life. They are academically qualified and certified and have a genuine love for our students.

Few investments have more potential than your children's education. The way they see the world, the way they approach life, and the depth of their character are all influenced by education. The choice of where and how to educate your children can be challenging and complicated. We are so happy you have decided to partner with Apple Valley Christian Academy in the education of your children.

Please carefully read through this handbook. If you have any questions or concerns, please feel free to contact us for further clarification.

Apple Valley Christian Leadership Team

About Apple Valley Christian Academy

SCHOOL HISTORY

Apple Valley Christian School was founded in 1976 as a ministry of the Apple Valley Baptist Church. These wonderful people of faith had a vision for a Christian school in this rural desert area and developed a long-range plan to support Christian education.

The school began providing elementary education with 19 students in kindergarten and first grade. By 1987, AVC had expanded to include a preschool through 12th grade program.

God's hand in the life of Apple Valley Christian School has been very evident. In August 2012, AVC incorporated as an independent Christian school named *Apple Valley Christian Academy* and moved to Hesperia. We finished two years on that temporary campus on May 30, 2014. The school moved back to Apple Valley in June of 2014 to a facility on Ottawa. Then, in 2019, the school relocated to St. Timothy's campus. He has continued to bless this ministry by providing funds, students and families, and a desire for continued growth and improvement. As we look back to the past and anticipate His blessings for the future, we pray that it will be His purposes that are accomplished at AVC, His school.

MISSION

Training Christian Leaders Committed to Excellence

PHILOSOPHY AND PURPOSE OF APPLE VALLEY CHRISTIAN ACADEMY

AVC was established in 1976 as a private, Christian school. AVC is committed to providing a classical and biblically-based education to young people in primary and secondary grade levels. Education at Apple Valley Christian Academy is intended to be inherently different in philosophy and content than that offered in the public schools. Apple Valley Christian Academy strives to operate as a servant to the family under the assumption that the education of young people is the responsibility of parents and the immediate family rather than the responsibility of the state. Apple Valley Christian Academy provides a biblically-based curriculum and teaches all subjects as parts of an integrated whole with the Scriptures at the center.

Apple Valley Christian Academy exists to give its students a complete God-centered orientation of life, providing them with an education founded on a thoroughly Christian and biblical worldview, with the goal of creating, under God, a student with a Christian mind.

STATEMENT OF FAITH

The statement of faith adopted by the Apple Valley Christian Academy Corporation is limited to primary Christian doctrine, which is considered to be central to all Christian denominations and which sets Protestant Christianity apart from other faiths. The following statement of faith is taken directly from the Apple Valley Christian Academy Corporation Bylaws:

We Believe that the Bible is the inspired, infallible, inerrant, and authoritative word of God. (II Timothy 3:16-17; II Peter 1:16-21; Proverbs 30:5-6)

We Believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit. (I John 5:7; Ephesians 4:4-6; Psalm 147:5)

We Believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return to power and glory. (Matthew 1:18-25; Isaiah 7:14; John 1:1-14; John 3:16; Acts 3:22-25; Acts 1:11; Hebrews 9:24; Titus 2:11-14; I Corinthians 15:22-28; I Thessalonians 4:13-18; Revelation 20:1-6)

We Believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith we are saved. (Hebrews 2:9; Romans 5:10; II Corinthians 5:17-21; Mark 10:45; Romans 10:13-16; John 3:6-8; John 3:16; Romans 3:23)

We Believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation. (II Corinthians 5:10; I Corinthians 3:11-15; John 5:28-29; Acts 24:15; Luke 20:35-38; I Corinthians 15:22-24; I Thessalonians 4:16; II Thessalonians 2:1-18; Revelation 20:10-15; Mark 9:44-48)

We Believe in the spiritual unity of believers in our Lord Jesus Christ, that the church includes the whole company of believers of this age of whatever race, and is known only to the eye of God. The church is a company of believers baptized in the name of the Triune God, and observes the methods, ordinances, and principles laid down in the New Testament. (Colossians 1:18; Ephesians 5:27; Ephesians 2:19-21; I Corinthians 12:27-28; Romans 6:17; II Timothy 1:130)

We Believe in the present ministry of the Holy Spirit by who's indwelling the Christian is enabled to live a godly life. (I Corinthians 6:19; I John 3:24)

NON-DISCRIMINATION POLICY

Apple Valley Christian Academy does not discriminate on the basis of race, color, sex, or national or ethnic origin in administration of its educational policies, admissions policies, scholarship program, and athletic and other Academy-administered programs. Apple Valley Christian Academy does reserve the right to select students on the basis of academic performance, religious commitment, philosophical compatibility, and willingness to cooperate with the Apple Valley Christian Academy administration and abide by its policies.

GOVERNANCE AND ACCREDITATION

Governance

The Apple Valley Christian Academy Board and the administration are planning and praying toward further growth of the school, both in facilities and the scope of the program, as more families become convinced of the necessity and advantages of a classically-flavored, Christ-centered education.

Apple Valley Christian Academy is governed primarily by the Word of God, as understood and applied by the Academy Board and administration. The Academy Board is comprised of between three and five members in accordance with the AVCA Bylaws.

Accreditation

Apple Valley Christian Academy holds accreditation by the following agencies:

WASC = Western Association of Schools and Colleges

ACSI = Association of Christian Schools International

CITA = Commission on International and Trans-Regional Accreditation

NCPA = National Council of Private School Accreditation

THEME, VERSE, MOTTO, COLORS, AND LOGOS

School Theme: "Now to Him who is able to do immeasurably more than all we ask or imagine, according to His power that is at work within us, to Him be glory in the church and in Christ Jesus throughout all generations, forever and ever!" Ephesians 3:20

School Verse: "Not by might nor by power, but by my spirit." Zechariah 4:6

School Motto: "Equipped to Conquer"

School Colors: Royal Blue and Gold

School Logos:



VISION

The vision of AVC is to:

1. Prepare students to go out and defend a Christian worldview
2. Promote a return to traditional Christian values and respect for authority
3. Assist students in identifying their calling and potential life's work

Apple Valley Christian Academy is fully committed to our purpose to fulfill the mission that God has set before us. "Therefore..., offer your bodies as living sacrifices, holy and pleasing to God – this is your spiritual act of worship. Do not conform any longer to

the pattern of this world, but be transformed by the renewing of your mind. Then you will be able to test and approve what God's will is – His good, pleasing and perfect will." Romans 12:1-2

We take our commitment to educate students for the glory of God very seriously. We feel strongly that Christians today must take a strong stand to defend truth. Unfortunately, our current society relegates truth to whatever one chooses to believe.

Many people today (Christians included) cannot adequately give intelligent, coherent reasons for what they believe. We believe it is imperative to prepare young Christians to meet head on the relativistic belief systems, or worldviews, of today's post Christian culture. As scripture teaches, "Always be prepared to give an answer to everyone who asks you to give the reason for the hope that you have. But do this with gentleness and respect, keeping a clear conscience...." I Peter 3:15
Our goal is to equip young Christian leaders, committed to the concept of excellence in all areas of their lives, with the knowledge and real understanding of what truth is so that they can go out into the world and intelligently and lovingly communicate that truth to an unbelieving culture. We fully comprehend the enormity of this task and know that this goal is impossible to accomplish without the total and complete commitment of AVC faculty and staff, students, and parents.

It is important to realize that Apple Valley Christian Academy is not *just* a school and is not *just* a Christian school. There are many schools, and many Christian schools, that are fine academic institutions, and even fine Christian academic institutions. Our mission, however, is unique. And, for that reason, our faculty and staff, students and families, must also be unique and truly committed to that vision and mission.

CORE VALUES

Core Values: Godliness * Obedience * Academic Excellence * Leadership

Godliness: AVC is the Lord's school. AVC is a community of people who share a common purpose. It is a welcoming place where the Lord's presence is felt, where His ways are taught, and where youngsters know they are loved. AVC is helping families raise another godly generation. It takes seriously its responsibility to transmit to each new generation the 'common culture' of Christianity. These are the things that bind Christians together as one people. In its highest form, this common culture is the sum of our intellectual inheritance, our legacy from all the ages that have gone before.

Obedience: AVC is committed to developing Christian character in its students. Children are treated as moral beings and taught about right and wrong and to respect authority. Teachers train children in habits that lead to better and fulfilled lives. AVC strives to maintain a safe and orderly atmosphere. Discipline and academic success go hand-in-hand. AVC insists that its students demonstrate sound conduct and mutual respect. The rules are clear and enforced.

Academic Excellence: AVC is committed to providing a quality education that is God-centered. AVC clearly identifies its academic mission. The knowledge and essential skills that children must acquire are outlined in a coherent course of study focused on English, Latin, Logic, Rhetoric, Math, Science, History, Geography, and the Arts. AVC expects its students to maintain high standards of academic excellence. Assignments are designed to be relevant and challenging. Children in Middle School and High School are routinely given homework to reinforce the lessons taught in class and to build good study habits. AVC holds its students accountable for meeting standards. Student performance is carefully monitored and feedback is provided to both students and parents. Teachers give honest grades but intervene in the event of failure. AVC recognizes and rewards academic success.

Leadership: AVC is committed to providing students and their families with strong Christian leadership. AVC employs Christian administrators and teachers of sound character. They take their commitment to Christian education very seriously. AVC surrounds itself with parents who are committed to Christian education and Christian leadership. Parents are expected to monitor and assist with academics, to stay in touch with teachers, and to raise children who are well behaved and ready to learn. The parent-teacher relationship is viewed as a partnership. AVC is looking to make a positive transformation of the culture by training students in Christian leadership.

OBJECTIVES AND EXPECTED SCHOOLWIDE LEARNING OUTCOMES

Students will:

Spiritual and Moral

1. Love the Lord your God with all your heart, with all your soul, and with all your mind (Matthew 22:37):
 - a. Become a member of God's family and mature in that family relationship.
 - b. Grow in wisdom: "We demolish arguments and every pretension that sets itself up against the knowledge of God, and we take captive every thought to make it obedient to Christ" (II Corinthians 10:5).
 - c. Become excellent/virtuous people.
2. Love your neighbor as yourself (Matthew 22:38).

- a. Learn to respect other people/fellow image-bearers of God.
- b. Understand and grasp the implications of man's sinful/fallen nature.
- c. Learn to understand and respect authority.
- d. Learn to apply Biblical thought to all areas of life (what it means to live under God's authority).

Social and Personal

3. Learn to be good stewards in God's world.
 - a. Learn to discover and use their unique talents and gifts.
 - b. Learn to understand and apply God's cultural mandate.
 - c. Learn to live a life of service.
 - d. Learn to be people who respect and apply God's ideas within the various institutions of life.
 - e. Learn to understand and apply God's ideas on material possessions and their use.
4. Learn to be good disciples of their Master, Jesus Christ.
 - a. Learn to understand and apply God's ideas related to a disciplined life style.
 - b. Learn to understand and apply their role as God's ambassadors.
5. Learn to understand and practice servant leadership.

Intellectual and Academic

1. Learn the tools and practices of a skilled reader.
2. Learn the tools necessary to master cultural literacy.
3. Learn strategies for identifying objective truth and the tools to establish real knowledge (a justified, true, belief).
4. Learn to establish the attitudes and habits that lead to academic excellence.
5. Learn to become an excellent thinker.
 - a. Learn the foundational set of facts and particulars of the various subjects that create learning tools that serves the student in later stages of the learning process.
 - b. Learn formal logic, correct argumentation, analysis of information and deductive reasoning in a manner that allows students to analyze the how's and why's of our physical and spiritual world through discussion, deduction, and constructive criticism.
 - c. Learn to be excellent thinkers who can communicate their thoughts both verbally and in written form.
 - d. Learn to become explorers with the tools to seek understanding and truth in the various academic areas.
6. Learn to be able to develop, defend, and communicate a comprehensive Christian worldview.
7. Develop an excellent foundation for higher and lifelong learning.

EDUCATIONAL MODEL: CLASSICAL CHRISTIAN EDUCATION

Apple Valley Christian Academy students are encouraged and prepared to become "thinking Christians" through an educational system that treats all subjects as part of an integrated whole, with Scripture at its center. The Trivium is the methodological foundation of an AVC education. Comprised of three contributory phases, Grammar, Logic, and Rhetoric, the Trivium leads students through a course of learning that correlates systematically with their natural development. With excellence the highest order, and with Christ as our model, we strive to achieve excellence in all that we do. At Apple Valley Christian Academy, we feel passionately that a classical, Christian education best prepares students to become "thinking Christians," who confront every challenge with confidence and scholarship.

The Grammar Stage: The Tools for Learning

This period of learning, also termed the "Poll Parrot" stage, corresponds with the elementary years of a child's development, when observation and memory are most keen. During this time, students are best equipped to memorize and order the many facts and particulars of various subject areas. All subjects can be broken down into a foundational set of basic facts and rules. These rules are referred to as the grammar of each subject. Students at AVC learn to use the tools that will serve them in the later stages of the Trivium, when reason, analysis, and expression are realized. During the Grammar stage, students are trained in Latin, which is a vital foundation for understanding a wealth of material at its fundamental basis. In addition, AVC students memorize and learn the essential "grammar" of English, History, Science, Mathematics, Geography, and Theology. Knowledge is absorbed collectively and forms the beginnings of a more complete and full Christian understanding of our world.

The Logic Stage: Reason...Engage...Understand

Formal logic, correct argumentation, analysis of information, and deductive reasoning comprise the "master faculties" of the Logic stage. Students will use the tools they have acquired to develop understanding and advance theories and arguments based on logical processes. Learning in all aspects will progress, allowing students to analyze the how's and why's of our physical and spiritual world through discussion, deduction, and constructive criticism. Students will ask questions and develop their own answers systematically, assertively challenging fallacy, faulty reasoning and unsound

arguments. This process is integral to the growth and exploration of a child's imagination: the basis for learning in the final stage of the Trivium.

The Rhetoric Stage: Experience in Bloom

The Rhetoric stage, also known as the "Poetic Phase," affords students with a level of freedom to explore self-expression, creativity, and scholarly appreciation. This period of education meets with students when they are most naturally passionate, providing them with a structured base to explore their scholarly passions with wisdom at its root. Students learn to express themselves with excellence, applying digested and investigated materials in open presentation. Students reinforce the communication skills that blossom most prevalently in these later, high school years. The result is informed, engaging, and articulate students who are representative of the excellent, Christian education provided them at AVC.

Academy Operations

NEW STUDENT ADMISSIONS AND RE-ENROLLMENT PROCESS

Admission to Apple Valley Christian Academy is open to academically qualified students of good character without reference to race, nationality, or color, provided that the family agrees with the child's instruction under the Statement of Faith of the school.

To be admitted, applicants must complete the following steps:

1. Submit an Application for Admission through the online enrollment process
2. Agree to the Middle School-High School Conduct Pledge, either through the online enrollment process or submit a signed paper copy.
3. Submit appropriate reference forms (Pastoral, Teacher)
4. Submit student's latest report card (K-8), as well as transcripts and standardized testing reports (grades 9-12)
5. Submit copies of student's Health and Immunization records
6. Complete the Emergency/Medical Release/Permission forms through the online enrollment process

A place in Apple Valley Christian Academy is reserved for the student after:

1. Completion of a student and parent meeting with a member of the administrative staff.
2. Completion of student's admissions placement testing.
3. Completion of the online enrollment process with all required additional forms completed, signed, and on file in the School Office.
4. Agreement with/commitment to the philosophy, goals, and mission of AVC.
5. Enrollment fees are paid and Tuition Agreement is established.

All new students are accepted on academic and behavioral probation for the first semester. Additionally, all students entering sixth and ninth grades are placed on probation for the first semester.

Apple Valley Christian Academy reserves the right to deny admission to those students who hold beliefs that are contrary to the Word of God or based on another worldview (other than biblical).

Re-Enrollment

Each year, usually in February, we begin our re-enrollment process for the following school year. Early re-enrollment is necessary for those parents who would like to be assured of a space for their child, since enrollment is open to the public on March 1st. Parents use the online enrollment process through TADS to enroll their children. Completion of the online enrollment process for each student is necessary. If the re-enrollment process is not completed, and enrollment fees are not received from the parents during this closed registration time, returning students shall be accepted on a first-come basis along with students enrolling for the first time.

The Academy Board and/or Administrator reserves the right to refuse enrollment or re-enrollment to any student who is determined to be incompatible with the program at Apple Valley Christian Academy.

CLOSED CAMPUS

AVC is a closed campus. A closed campus helps us maintain a safe, organized, and supervised environment. Students may not leave the school grounds at any time during the day, unless a parent or guardian comes to pick him/her up. Students who leave school without authorization will be classified truant and subject to disciplinary action. All visitors must sign in at the front office. Visitors must also wear an identification badge while they are on campus. Upon completion of their visit, all visitors must return to the front office and sign out.

ARRIVAL AND DEPARTURE GUIDELINES AND INFORMATION

Arrival:

- *Middle School and High School:* School opens for student drop-off at 7:45 a.m. When dropping off Middle School and High School students, please follow the instructions provided. Your Middle School and High School students will walk directly to their classrooms.
- *Elementary School:* Please park your car in the designated parking lot. Students will be walked to their classrooms by their parents/guardians. Classes begin at 8:00 a.m. Students are expected to be in classrooms by 8:00 a.m. **Any students entering after that time will be considered tardy and must report to the front office for a tardy pass.**

Departure:

- *Elementary School:* When picking up your child, please park your car in the designated parking lot. After parking your car, proceed to your child's classroom.
- *Middle School and High School:* When picking up Middle School and High School students, please follow the instructions provided.

Student Drop-Off and Pick-Up Procedures:

We expect that all parents will follow these drop-off and pick-up procedures. ***The life of a child is not worth the attempt to save a few minutes.***

These rules apply to all students:

1. Students should not arrive at school before 7:45 a.m., unless they are taken to Daycare (Grades K-5) or are participating in a before-school activity (with signed permission form).
2. Parents are not to use the morning time to discuss concerns with their student's teacher, unless a meeting has been arranged in advance.
3. Students must be picked up at the end of the school day by 2:40 pm, unless they are able to attend Daycare (Grades K-5 only). ***Students are not allowed to wait unsupervised on campus to be picked up after hours.***
4. Only one single file line of cars will be permitted through the drop-off/pick-up lane. Parents should wait to move forward and NOT drive around a stopped vehicle (a student may be crossing that this driver may not see).
5. Under no circumstances will cars be allowed to be unattended in the drop-off/pick-up lane. A driver should be in the vehicle at all times.
6. Parents of elementary students need to park in the designated parking lot and pick up their child from the classroom.
7. Drivers should move slowly and respect the safety of the students that may be crossing the drop-off/pick-up lane.
8. Drivers are expected to be considerate and polite to other drivers, staff, and students, following the guidelines at all times. If there is an immediate need for assistance, please park in the designated parking lot and come into the front office.

ATTENDANCE/ABSENCE POLICIES AND PROCEDURES

Developing practices of regular attendance and punctuality are life skills needed for all professional adults. Students are expected to be at school each day school is in session. Additionally, being on time is expected and monitored. "Committed to EXCELLENCE" covers attendance and punctuality also.

All students who have written or verbal phone permission to leave campus must check out and check back in through the front office. Parents collecting students before the end of the school day must also check their child out and check them back in through the front office. Parents may not go directly to the classroom to pick up students.

Parents of Middle School and High School students who are absent for more than three(3) days without prior approval may be asked to schedule a conference with the Administrator.

Excused Absences

Apple Valley Christian School grants excused absences for:

1. Illness.
2. Family Emergency.
3. Medical or Dental Appointments.
4. Prearranged Trips (forms may be obtained from the school front office).

Policies and procedures concerning excused absences are as follows:

1. The front office should be notified of all absences. Parents should check RenWeb for assignments. For special trips, a Prearranged Absence form must be completed and circulated to teachers ONE WEEK PRIOR to the trip, so teachers are aware and are able to compile work to be given on return.
2. A note verifying a student's absence must accompany them upon their return to school. Elementary students are to submit the absence excuse to their teacher. Middle School and High School students should submit the absence excuse to the front office.
3. Middle School and High School athletes must be in school, and on time, to participate in games or practices. Unexcused absence or tardiness may disqualify participation in the day's event.
4. Students are allowed additional time for each school day excused absence to complete missing work, except in cases of long-term scheduled assignments.
5. Students who are absent may not participate in activities on that day, for example, choir programs, field trips, and sports.

Unexcused Absences

Absences are considered unexcused if:

1. The student and/or parent fails to comply with guidelines stipulated for excused absences.
2. The student is truant/absent from school without parental permission.
3. The student has been suspended from school.

No make-up work or credit will be given for work missed.

Please note that students attending late-night school activities are still required to be at school at 8:00 a.m. the following morning.

Tardiness

Students are expected to be in class, seated, and ready to learn by 8:00 a.m. All students who are late (without excuse) will be issued an unexcused tardy. All students must go to the front office to sign in and receive a tardy slip.

A note or phone call from a parent (with an accepted excuse) is required to excuse a tardy.

Excused tardies are issued for:

1. Medical or Dental Appointments.
2. Vehicle Problems.
3. Extreme Weather Conditions.
4. Family Emergencies.

Please note that excessive excused or unexcused tardiness may result in a parent/student discipline conference with the Administrator.

Discipline procedures for unexcused absences and tardies are outlined in the Elementary Disciplinary Plan and the Demerit/Merit Policy.

BEFORE AND AFTER-SCHOOL DAYCARE

Daycare is under the direction of the Preschool. Elementary-aged children will receive a more structured and fun program, including snacks, outside playtime, crafts, board games, learning centers, and quiet time.

- **Morning daycare is available from 6:00 a.m. to 7:50 a.m.** Children will be received through the Preschool gate. At 7:50 a.m., children will be escorted to their classrooms.

- **Afternoon daycare will be available from the end of school until 6:00 p.m.** Children not picked up by 10 minutes after dismissal time will be escorted to daycare and signed in there.
- The **daycare cost** - \$9.00 per hour or \$2.25 per quarter hour.
- Upon arrival and departure, **your child will need to be signed out.** Parents will receive an **invoice at the end of the month.**
- Daycare Agreements and Emergency Forms will be available the first day of school through Preschool, and they must be filled out before your child may attend.

STUDENT HEALTH RECORDS, ILLNESS, AND INJURIES POLICY

Immunizations: All students attending Apple Valley Christian Academy must have on record with the school office either a current immunization record or an exemption statement from their doctor according to California Code before entering school. Standard immunization record forms may be obtained from the family doctor and a copy given to the school office.

Authorization to Consent for Treatment of a Minor: All parents must sign (during online enrollment) an Authorization to Consent for Treatment of a Minor form at the time of enrollment. This form gives Apple Valley Christian Academy the authorization to act as agent in the absence of a parent in case medical care is required for the student. This consent DOES NOT give authorization to provide a non-aspirin pain reliever. School staff may NOT dispense any form of medication at any time, with the exception of prescription medication with a doctor's note.

Administration of Medication: Apple Valley Christian Academy must have authorization from the parent and physician to administer medication to a student. Parents must complete and sign the Request for Medication Administration form.

After the proper documents are on file in the School Office, any medication sent to school must follow these guidelines:

1. Any medication sent with a student must be given to the School Office immediately upon arrival at school. The medication and authorization are recorded in the Medication Log.
2. Medications must be in their original container with the pharmacy label/instructions attached.
3. Students will go to the School Office to receive their medication at the prescribed times. School Office staff will then administer the medication and record the time, medication, and dosage in the Medication Log.

Guidelines for Keeping Sick Children Home:

1. **Fever:** The child should remain at home with a fever greater than 100 degrees. The child can return to school after he has been fever free for 24 hours (without fever-reducing medicine such as Tylenol or Motrin).
NOTE: If a student becomes ill at school, parents will be notified and asked to pick up the student.
2. **Colds:** Please keep your child at home if he has a fever over 100 degrees or is experiencing discomfort that would interfere with his ability to perform in school (i.e. uncontrollable coughing, severe lack of energy).
3. **Conjunctivitis (pink-eye):** Follow your doctor's advice for returning to school.
4. **Diarrhea/Vomiting:** A child with diarrhea and/or vomiting should stay at home and return to school only after being symptom-free for 24 hours.

Communicable Diseases: The school notifies parents if they have knowledge a student has been exposed to a communicable disease such as chicken pox, scarlet fever, covid, etc. The school adheres to state guidelines for students returning to school following communicable illness absences. Measles, cholera, and other highly communicable diseases are immediately reported to the health department by telephone.

Injuries: Any injury involving a student or staff member must be reported immediately using the Injury Report form, no later than the end of the day. The parents/guardians are notified.

LUNCHROOM POLICIES AND PROCEDURES

The AVC campus is not equipped with a kitchen and is prohibited by law from cooking or preparing lunches or snacks for students or staff. AVC does not have a lunch program, and Students must bring their own lunches from home.

STUDENT DRIVERS AND ADULT DRIVERS POLICIES

Student Drivers:

1. Student drivers must have the following documents on file in the School Office:
 - Current Proof of Insurance
 - Copy of a valid California Driver's License
2. Students must drive slowly (10 mph) and carefully on campus.
3. Students are not permitted to loiter in/near their cars at any time during school hours.
4. Students may not transport other students.
5. Students must park in the east parking lot.
6. Going to cars is prohibited during the school day unless teacher and/or office staff permission is given.
7. Off-campus lunch privileges are extended to SENIORS only and parental approval must be on file in the school office. Students must formally check in and check out through the school office. Tardiness will result in the loss of this privilege.

Adult Drivers for K-12 Student/Athletic Trips

1. Adult drivers (25 years of age and older) must have the following documents on file in the School Office prior to driving for any study/athletic trip:
 - Proof of Insurance (personal liability and property damage)
 - Copy of a valid California Driver's License
2. Each student, in accordance with California State law, must have his/her own seat belt and must remain secured while the vehicle is in motion. All car seat laws must be strictly adhered to.
3. Students under 12 years of age may not ride in the front passenger seat if the vehicle has a passenger-side air bag.
4. Drivers must carry with them students' emergency forms in case of accident or injury or to contact parents if students will be delayed.
5. High School students are not permitted to drive for student trips.

EMERGENCY PLANS/DRILLS (Evacuation, Fire, and Lockdown)

Parents will be notified as soon as possible in the event of an emergency. There are established procedures for emergency situations that could occur at AVC. Individual school procedures for evacuation, fire drills, lockdowns, etc. will be reviewed annually with AVC staff. Faculty and staff members will be trained in these plans, procedures, and escape routes. Drills for practice are held regularly in accordance with the Apple Valley Fire District's regulations.

PARENT INVOLVEMENT

At Apple Valley Christian Academy, we are continually seeking ways to actively involve the parents, siblings, and grandparents of our students in the programs of the school. Below are just a few ways we do this. Please feel free to ask if you would like to try additional ideas. ***Some involvement suspended due to COVID 19 policies.**

1. *Visit the school/class.* Please make arrangements through the front office at least 1 day prior to your visit out of courtesy to the teacher.
2. *Assist in the classroom, regularly or infrequently.* Arrangements should be made with the teacher concerned and requires the approval of the administrator.
3. *Act as chaperone on field trips and/or library visits.*
4. *Serve as a story-reader (in K-3rd), guest artist or offer your special talents.*
5. *Present your vocation to the class.* Please obtain permission and make arrangements with the teacher prior to your visit.
6. *Share your experiences, trips, vacations,* as they may relate to an area of study in a class.
7. *Volunteer* your help in the preparations for the many tasks related to the annual fundraisers.
8. *Help host class parties* at home or in the classroom.
9. *Attend all Parent-Teacher Conferences* that are formally conducted after the first grading quarter each year. Informal conferences may be held anytime at the parent's request.
10. *Closely monitor and praise your child's progress* by reading all teacher notes and student papers sent home.
11. *Volunteer through the Parent-Teacher Fellowship (PTF).*

Parent-Teacher Fellowship (PTF)

Purpose: The purpose of the Parent-Teacher Fellowship is to develop positive and supportive working relationships between parents, friends, and staff of Apple Valley Christian Academy. These united efforts shall aid the Academy Board and staff of AVC to meet the goal of equipping and securing the educational advantages needed to help students grow as

Christian leaders committed to excellence. The PTF is an organization authorized by the AVC Academy Board and recognizes its obligation to function with the advice and consent of the Academy Board through the authority of the Administrator or his/her designated officer.

Objectives

1. To promote a program of prayer support.
2. To acquaint the parent with the philosophy of Christian education.
3. To provide an opportunity for parent and teacher to know and fellowship with each other.
4. To assist in school functions as requested by the Administrator or his/her designated officer.
5. To promote the school in the community.
6. To promote family growth - the importance of the family.
7. To assist with fundraising for equipment and/or activities under the direction of the Administrator or his/her designated officer.
8. To assist with elementary fundraising.
9. To coordinate the activities of room parents, volunteer aides, transportation of school-sponsored field trips through the direction of the classroom teacher, etc.

Membership: The membership of the Apple Valley Christian Academy PTF consists of the parents of AVC students, teachers, and interested friends.

Officers

President (Fundraising Chairperson)
 Vice-President (Room Mother Chairperson)
 Secretary/Treasurer
 Hospitality Chairperson
 Prayer Chairperson

Officers must be Christian parents whose basic Christian conviction would permit them to unquestionably sign the school's Statement of Faith.

SCHOOL AND HOME COMMUNICATION

ParentsWeb

- Master Calendar
- Announcements
- School Events
- MS/HS Class Schedules
- Resource Documents
- Homework
- Attendance
- Student grades
- Behavior issues
- Family Information - you may edit information here
- Reenrollment
- Username/Password – you may change at any time

Paper Flyers and Bulletins (Elementary): Please check backpacks of your child(ren) daily.

Master Calendar: The Master Calendar can be found on the opening page of our school website (<https://applevalleychristianschool.com>) as well as on your ParentsWeb page.

Warrior Newsletter: The Warrior Newsletter is published throughout the year and is delivered to your email. Please be sure to supply your email address to the front office so you can keep informed of school activities and announcements.

Parent Alert: Parents will receive periodic notices from AVC through text messages. Please be sure to supply your cell phone number to the front office so you do not miss important announcements.

Summer Office Hours:

Monday through Thursday (Closed Friday):
 June - 9 am to 1 pm

July - 9 am to 1 pm

August - 9 am to 1 pm (until school begins)

School Closure for Inclement Weather: Radio stations KAVR (am 96, fm 102), KVVQ (am 910), and Y102 (fm 102.3) are notified of school closings for snow or other emergencies. These stations are contacted prior to 7:15 a.m. when weather conditions are questionable. Parents will also receive a text message from AVC through Parent Alert when necessary.

CLASSROOM VOLUNTEERS

ALL classroom volunteers are required to complete the necessary paperwork, including paperwork for a background check. All volunteers must be 18 years old or older. Scheduling of volunteers is solely at the discretion of the teacher and Administrator and is not guaranteed. The volunteer must sign in and out at the front office when scheduled to volunteer.

VISITING THE CLASSROOM

Parents may visit the school/class at any time; however, please make arrangements through the front office at least 1 day prior to your visit out of courtesy to the teacher. Parents may also assist in the classroom, regularly or infrequently; again, arrangements should be made with the teacher concerned and require the approval of the administrator. In addition, any parent who assists in a classroom must follow the same procedure as a Classroom Volunteer (listed above).

HOLIDAY OBSERVANCES AND CLASSROOM PARTY GUIDELINES

The following list provides consistent guidelines for holiday observances at AVC:

Birthdays Parties: Birthday parties are left to the discretion of the classroom teacher. Birthday parties should be limited to the last 30 minutes of the school day (Elementary).

Halloween: Teachers deal discreetly with the issues of "good and evil" at a level appropriate for the class. No Jack-O-Lantern faces, skulls, witches, black cats, or ghosts are allowed.

Christmas: The emphasis is placed on Christ's birth.

Valentine's Day: The emphasis is placed on God's love for us, our love for Him, and our love for each other.

Easter: The emphasis is placed on Christ's resurrection.

Academic and Student Progress

ELEMENTARY EDUCATION

Using a Classical Christian approach and in a loving and nurturing environment, students receive:

- Challenging and rich academic content.
- Creative, age appropriate methods to memorize and retain information.
- Character growth and development training.
- Instruction in effective study habits to aid higher learning.
- Various extra-curricular opportunities to use God given gifts and talents.

SECONDARY EDUCATION

We are a college preparatory school that offers its students a challenging academic program.

- The classical method inspires learning.
- A lifelong love of learning is communicated.
- The Christian worldview integrates all subjects.
- Our Scholar Athlete emphasis is demonstrated by CIF Academic Champion awards and consistent placement in the top 10 of Southern California schools with fewer than 1500 students.
- Assistance is provided on the secondary level in college planning, preparation, and admissions.
- Students achieve high SAT scores.
- Our graduates have excelled at many universities and colleges, including the U.S. Naval Academy and the Air Force Academy, USC, UCLA, UCSB, UCR, UCSD, Cal Poly Pomona, the Medical University of South Carolina, Azusa Pacific University, Biola University, California Baptist University, Point Loma University, University of La Verne, and Calvin College.

HIGH SCHOOL GRADUATION REQUIREMENTS

BIBLE	Four (4) years or every semester in attendance at AVC
ENGLISH	Four (4) years
SOCIAL STUDIES	Four (4) years
MATHEMATICS	Three (3) years* (*Plus one additional year of math or
SCIENCE	Three (3) years* science is recommended.)
FOREIGN LANGUAGE	Two (2) years
PHYSICAL EDUCATION	Two (2) years - Each school team sport counts for ½ year
FINE ARTS	One (1) year in the categories of Art, Music, or Drama

Students must have 270 credits to graduate.

All Students must take a minimum of four (4) classes per semester.

COLLEGE ENTRANCE REQUIREMENTS*Cal State University System*

ENGLISH:	Four (4) years
SOCIAL STUDIES:	Two (2) years – Including one year of US History and US History and Government
MATHEMATICS:	Three (3) years (Algebra, Intermediate Algebra, and Geometry)
SCIENCE:	Two (2) years of lab science (Biological and Physical)
FOREIGN LANGUAGE:	Two (2) years in the same language
FINE ARTS:	One (1) year (Art, Dance, Drama, or Music)
ELECTIVES:	One (1) year (Selected from English, Advanced Mathematics, Social Science, History, Foreign Language, Fine Arts, Agriculture)

University of California System

ENGLISH:	Four (4) years
HISTORY/SOCIAL SCIENCE:	Two (2) years
MATHEMATICS:	Three (3) years; Four (4) years Recommended
LAB SCIENCE:	Two (2) years; Three (3) years Recommended
FOREIGN LANGUAGE:	Two (2) years; Three (3) years Recommended

VISUAL AND

PERFORMING ARTS:

One (1) year

ELECTIVES:

One (1) year in addition to those required in “a-g” listing (Selected from Fine Arts, History, Social Science, English, Advanced Mathematics, Lab Science, Foreign Language)

Most Private Universities

ENGLISH:	Four (4) years
SOCIAL SCIENCE:	Two (2) years
MATHEMATICS:	Three (3) years: High School level
LAB SCIENCE:	Two (2) years
FOREIGN LANGUAGE:	Two (2) years in the same language

GUIDANCE SERVICES

1. High School students will be individually counseled regarding his or her schedule in the Spring of each school year.
2. At least once during the senior year, each High School senior will be individually counseled regarding his or her plans for:
 - College
 - SAT/ACT testing
 - Financial aid
3. Follow-up meetings can be scheduled if necessary.
4. Counseling is directed primarily toward the student. Parents are welcome to attend counseling sessions if requested.

5. An informational meeting is scheduled in the beginning of each school year to familiarize parents with general high school expectations and the senior year itinerary.
6. Progress toward graduation requirements will be monitored and evaluated routinely by the Secondary Student Coordinator.

CLASSROOM GRADING POLICIES

Elementary School: The kindergarten grade system employs a mastery assessment of O (outstanding), M (Mastery), E (excellent), S (satisfactory), N (needs improvement), U (unsatisfactory) for every content area. The lower elementary grades (1st and 2nd grades) employ a percentage grading system of E, S+, S, S-, N and grades 3rd-5th use the standard A, B, C, D, and F. Policy mandates evaluation based on oral and written work, tests, and assignments. K-2nd assessments are more subjective than in the upper elementary grades.

Middle School and High School: In Middle School and High School, students are graded on a percentage scale. Teachers have freedom in determining how assignments, tests, and projects will be weighted and graded. Teachers are encouraged to have an adequate number of grades to make a fair assessment of student progress. Teachers are also instructed to re-teach and reassess when a majority of the class does not succeed in an assignment.

When a middle school or high school student misses class due to an absence, the student is encouraged to check ParentsWeb for all missing class assignments and, if possible, complete them prior to returning to school. Work for excused absences will be accepted for full credit within the allotted time period. The students are given one day for each day missed to a maximum of 10 calendar days to turn in the work for full credit. Late work is defined as any work completed and turned in after a designated due date. Work becomes late when an absence is unexcused or when a student turns in assignments after the equal number of days allowed for excused absences. Please refer to the Demerit/Merit Policy for more details.

Students are required to maintain a 2.5 grade point average, with no failing grades, in order to remain at AVC. Falling below the 2.5 GPA or earning any F grades will automatically place the student on academic probation.

When a student receives an "F" as a semester grade, the grade must be reconciled in one of the following ways:

1. Substitute the failing grade with a passing grade in the same subject via an alternative educational institution (AVC Online Academy, Community College, Alternative School, etc.), as approved by the Secondary Student Coordinator.
2. Arrange with the Secondary Student Coordinator to retake the course at another time at AVC.

MIDDLE SCHOOL AND HIGH SCHOOL ACADEMIC PROGRESS REPORTING

All teachers at AVC are committed to assisting students so that they will succeed academically.

If a student fails to:

1. Maintain the required 'C+' average in a class and/or
2. Show adequate motivation
3. Attend class regularly

The teacher will:

1. Contact the parent by email.
2. Inform the Administrator of the situation.
3. Request a parent conference if the situation is not corrected.

With the implementation of online progress reports, students and parents are encouraged to check on progress frequently. Teachers will contact the parent at the mid-quarter when the student's grade is below a C.

PARENT-TEACHER CONFERENCES

Although a parent-teacher conference may be requested at any time during the school year, one official parent-teacher conference is held at the end of the first quarter and is mandatory for all elementary grades.

REPORT CARDS, GRADING CHARTS, AND GRADE POINT AVERAGE

Report Cards: Report cards are issued four times per year through email. Students with a grade point average below 2.5 will be referred to the Administrator.

Grading Charts

<u>KINDERGARTEN</u>		<u>1ST AND 2ND GRADES</u>		<u>UPPER ELEM/MS/HS</u>	
O	90-100%	E	90-100%	A+	98-100%
E	80-89%	S+	80-89%	A	94-97%
S	70-79%	S	70-79%	A-	90-93%
N	60-69%	N	60-69%	B+	88-89%
U	Below 60%	U	Below 60%	B	84-87%
M	Mastery			B-	80-83%
				C+	78-79%
				C	74-77%
				C-	70-73%
				D+	68-69%
				D	64-67%
				D-	60-63%
				F	Below 60%

Determination of High School Grade Point Average: Transcripts will reflect only a weighted GPA. Students may request an un-weighted GPA transcript under special circumstances. See the Secondary Student Coordinator for additional information or requests. Transcripts will be calculated with the following numeric scale:

<u>NON-WEIGHTED GPA</u>		<u>WEIGHTED GPA*</u>	
A+	4.33	A+	5.33
A	4.00	A	5.00
A-	3.67	A-	4.67
B+	3.33	B+	4.33
B	3.00	B	4.00
B-	2.67	B-	3.67
C+	2.33	C+	3.33
C	2.00	C	3.00
C-	1.67	C-	2.67
D+	1.33	D+	2.33
D	1.00	D	2.00
D-	0.67	D-	1.67
F	0.00	F	0.00

*Weighted GPA is only awarded for students in honors and designated honors classes, which operate at a higher level with higher student expectations. In an honors class, all students taking the class will receive honors credit. In a designated honors class, students 90% and above will receive honors credit.

Incompletes, No Pass and Withdrawal Grades: Students will have 10 days from report card postmark date to complete required coursework. After that date, ALL incompletes will be changed to 'F' grades, unless approved by the Administrator. Students withdrawing from any class after the second week of the semester may earn NP (no pass) or W (withdrawal) grades on their transcripts.

PARAMETERS TO DEFINE HONORS CLASSES

- **PACE:** The pace of the class is significantly accelerated so that more material is covered and/or more enrichment is provided.
- **LEVEL:** The level of curriculum material covered is significantly advanced beyond the average high school class for that subject.
- **DESIGN:** The design of the class is significantly different, assuming student ability in areas that might generally require drill, so that class discussion and activities, and individual assignments may proceed at a higher cognitive level.
- **ENTRANCE REQUIREMENTS:** As applicable.

HONOR ROLL

Honors are awarded to students in grades 3-12 for high grades earned in all subjects. Honors will not be awarded a student with an “incomplete” in any subject.

Academic honors for grades 3-8 will be announced after each quarter:

Grades 3-5:

High honors	All A's
Honors	All A's and B's
Honorable Mention	All A's and B's and one C

Academic honors for grades 9-12 will be announced at the end of the school year. Senior end-of-year awards are based on cumulative grades for all high school years.

Summa cum laude	4.5 and higher GPA
Magna cum laude	4.0-4.49 GPA
Cum laude	3.7-3.99 GPA

The GPA for determining honors in grades 9-12 will be calculated using the system described previously. Honor cords will be awarded to seniors receiving summa cum laude honors only.

VALEDICTORIAN, SALUTATORIAN, AND JUNIOR MARSHALL SELECTION

AVC defines a valedictorian as the graduating senior with the highest cumulative transcript GPA at the end of the second semester. The salutatorian is the graduating senior with the second highest cumulative transcript GPA. The valedictorian will present a short valedictory address at commencement. AVC reserves the right to employ other criteria such as the unweighted GPA, the AVC GPA, number of classes taken, and years in high school at AVC, as necessary, to resolve any questions relating to the validity of the transcript GPA. These honors will be announced no later than one week before graduation.

The junior marshals shall be the two juniors with the highest cumulative transcript GPA's at the end of the second semester. These honors will be announced no later than one week before graduation. The junior marshals shall attend graduation and act as guides for the senior class. In the event that one of the marshals named cannot attend graduation, the junior with the next highest GPA may be requested to fill that position.

GOAL AWARDS

Elementary School students may be nominated for actions and behaviors that demonstrate the core values (GOAL) of AVC: Godliness, Obedience, Academic Excellence and Leadership. Acts of kindness, forgiveness, self-control, peer leadership, spiritual maturity, loyalty to the Lord or AVC, sportsmanship, etc., should be noted and honored through these awards.

ACADEMIC ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES (SECONDARY)

Students must maintain a 2.5 grade point average with no incomplete (I) or failing (F) grades during the most recent marking period to be eligible to participate in sports or other extra-curricular activities. A waiver form is available for unusual hardship circumstances.

HIGH SCHOOL ACADEMIC LETTERING OPPORTUNITIES

Students may letter in academics (with a 4.68 or greater semester GPA), varsity sports, music and student leadership.

ADDING OR DROPPING CLASSES

Students must add classes prior to the end of the second week of the semester. Drops are normally only permitted within the first two weeks of a semester. Classes dropped after the second week will be included on the transcript as a NP (no pass) or W (withdrawal). Students may petition to drop a class after the second week of a semester under unusual hardship situations. All class changes must be requested from the Academic Advisor.

FINAL EXAMS

In order to prepare high school students for college, they are given final exams during the last week of the 1st and 2nd semesters. Seniors who maintain an overall semester 'A' average in a class may, at the discretion of their teachers, be exempt from the 2nd semester final for that class. Research papers or projects for activity classes may be required in addition to, or in place of, semester final exams. Dress code requirements are in effect for final exams.

HOMEWORK

Teachers will assign appropriate levels of homework for their students in order that they may:

- Improve skills they have already learned.
- Complete assigned projects.
- Learn to work independently.
- Become motivated to read.
- Study to prepare for tests.

If a student continually fails to fulfill homework assignments his overall grade will be affected. A student, teacher, parent conference will be scheduled by the Administrator.

Homework will be minimized on Wednesdays so students may participate in church youth groups.

TEACHER TUTORING POLICY

To avoid a possible conflict of interest, a teacher may not provide school-mandated tutoring and charge a fee for students that they teach in the regular school program. Exceptions may be granted with the administrator's permission and the family's signed acknowledgment.

STUDENT ACHIEVEMENT TESTS

- Students take achievement tests each spring.
- 1st-8th grade students take a general battery of Iowa (ITBS) tests. Students in 8th, 9th, 10th, and 11th grades take the PSAT (Preliminary Scholastic Achievement Test).
- Students in 9th and 10th grades take the CLT (Classic Learning Test)
- Seniors are advised to take either the SAT (Scholastic Aptitude Test) or ACT test during their junior and senior years of high school. This is given at our campus as well as testing centers (off campus). For more information contact the Secondary Student Coordinator.

Conduct, Discipline, Dress Code and Electronics Policies

STANDARDS OF CONDUCTPhilosophy

- TO TRAIN Christian leaders committed to excellence
- TO DEVELOP AND MAINTAIN an environment appropriate for academic learning and spiritual development
- TO CORRECT behavior that is disruptive of the learning environment or to spiritual development
- TO PROMOTE student development of: compassion, dependability, excellence, honesty, humility, justice, leadership, loyalty, maturity, mercy, organization, punctuality, respect for authority, respect for others, responsibility, self-discipline, selflessness, wisdom
- TO ENCOURAGE respectful and honorable behavior both to adults and to peers
- TO TEACH students to evaluate the correlation between truth and belief and conduct

Disciplinary Standards

Commitment: Students are required to make a commitment to Apple Valley Christian Academy. This includes its mission, philosophy, standards, rules, and policies. Students must be at AVC because they want to be at AVC.

High Christian Principles

- Students are required to maintain high Christian principles (i.e., act Christianly), both on and off campus. AVC behavioral standards are in effect at all school-sponsored activities.
- Physical intimidation or harassment of any kind is not allowed (including activities).
- An automatic suspension will be issued if a student 'squares off' or fights aggressively or defensively on or off campus.
- Students who bring a weapon to school or school events are subject to immediate expulsion from AVC. Outside law enforcement may be called.

Academic and Behavioral Excellence: Students are required to maintain a minimum 2.5 GPA with no failing grades and no serious behavioral referrals. Students are expected to pursue excellence in all their academic endeavors.

Respect for Authority: Students are required to show respect and work cooperatively with those in authority over them. Adults should be addressed by title - Mr., Mrs., Miss, Coach, Pastor, etc.

Abstinence from Substance Abuse

- Students are required to abstain completely from the use or possession of alcoholic beverages, tobacco, vaping or electronic cigarettes, or drugs.
- Students who bring drugs to school or school activities or who come to school or school activities while under the influence of drugs or alcohol are subject to immediate expulsion from AVC.

Honorable and Appropriate Speech

- Students are required to refrain from profanity, swearing, or vulgar and inappropriate expressions of speech.
- Insults, verbal intimidation, name-calling or unkindness toward any student will not be tolerated. Students are encouraged to quickly inform staff or parents if any such behavior is observed or experienced. Parents are asked to immediately contact the Dean of Students if such behavior is discovered.
- We look to Christ as our role model for behavior.

Christ-Like Example: Students are required to refrain from cultural activities emphasizing immorality, the drug culture, and rebellion against authority.

A Positive and Cooperative Spirit

- Students will endeavor to abstain from gossiping, grumbling, or complaining and will maintain a cooperative spirit toward peers and adults.
- The passing and/or writing of personal notes during class time are not permitted.

Appearance that Honors the Lord: Students are required to willingly adopt the AVC dress code policies that emphasize good grooming and modesty. Extremes in fashion are not encouraged or allowed. Dress code requirements are in effect for all school-sponsored activities. Parents are encouraged to follow the dress code standards when at school sponsored activities.

Remember...if it doesn't bring honor to the Lord...
Don't think it...don't say it...don't do it...and don't wear it!!!

Christian Stewardship

- Students are required to take proper care of all school property and textbooks.
- Students should take a positive role in maintaining the overall appearance of the school by keeping desks and lockers neat and clean.
- Food may not be eaten in class without permission.
- Middle school and high school students will provide their own lock for their locker (the combination or extra key is to be given to the school office). Students will use lockers at their own risk. AVC assumes no liability for lost, damaged, or stolen items. AVC reserves the right to conduct reasonable searches when it is deemed appropriate.
- Students who damage or deface school or private property are responsible for the repair of the damage that occurs. Disciplinary action may be taken.
- Gum chewing is not permitted on campus or in chapel. After repeated infractions, a behavior referral is issued and a community service detention must be served as a consequence.

Moral Purity

- Students are expected to maintain moral purity according to biblical standards.
- Public displays of affection (PDA) are not permitted at school or at any school-sponsored activity.

Spiritual Accountability: Students are encouraged to regularly attend a place of worship or a weekly youth group meeting.

Personal Accountability

- MS/HS students are required to sign a conduct pledge at the beginning of each school year.
- MS/HS students are required to inform their parents and school administration if they become aware of conduct on or off campus that is in violation of the school pledge.
- Going to cars is prohibited during the school day unless teacher and/or office staff permission is given.
- Off-campus lunch privileges are extended to SENIORS only and parental approval must be on file in the school office. Students must formally check in and check out through the school office. Tardiness will result in the loss of this privilege.
- Transportation of other students is not permitted unless parental approval is obtained and confirmed through the school office. Seniors can transport other seniors with permission and only during lunch.

ELEMENTARY DISCIPLINARY PLAN

Generally, simple offenses (outlined below) are handled by the classroom teacher or playground proctor according to a prescribed plan approved by the Administrator. The following guidelines may be employed when considering a consequence:

- A student may be excused from a group activity.
- A student may be restricted from an individual activity or privilege.
- A student may lose a recess time.
- A student may be required to complete a task (i.e. pick up trash, clean)
- A student may be 'timed out' to another classroom or hallway.

If behavior continues beyond this process, the student will be sent to the Administrator or dean of Students. On complex offenses (outlined below) or actions of a violent or aggressive nature, the process may be skipped and the Administrator or Dean of Students called to remove the student immediately. When a student is referred, the following guidelines will apply:

- The student will receive 5 demerits in addition to an appropriate consequence. Parents will be notified by the Dean of Students to explain why their child was referred, the number of demerits earned and the disciplinary action given.
- Students who earn 50 demerits per semester will be suspended for one day.
- Students who earn 75 or more demerits per semester will receive a 3-day suspension.
- Students who earn 100 demerits per semester will be expelled.

Simple offenses will include, but not be limited to:

- Getting out of seat without permission
- Talking without permission
- Bringing/playing with toys from home
- Not paying attention – fooling around
- Not following directions
- Not keeping hands, feet, objects to themselves
- Distracting a classmate
- Disrupting the classroom
- Running in the halls
- Screaming or yelling
- Arguing or talking back to teacher/proctor
- Lying
- Foul language
- Tampering with, destroying or stealing another's food
- Rough playing

Additional Simple offenses – Automatic 5 demerits

- Dress Code Violations

Complex offenses will include, but not be limited to:

- Extreme or violent outbursts in class/chapel/lunch/recess
- Willful pre-planned cheating
- Physical assault
- Inappropriate behavior in the bathrooms

- Bullying or name calling
- Destroying school property

SECONDARY DEMERIT/MERIT POLICY

Under the AVC Demerit Policy, demerits are given for disciplinary infractions. The following demerit totals will lead to the associated disciplinary action being taken.¹

Please note:

- 25 Demerits = Referral sent home (email and regular mail) informing parent that the student has received 25 demerits for the semester.
- 50 Demerits = 1 day suspension with 50% credit for work or tests turned in from suspension day
- 75 Demerits = 3 days suspension with 50% credit for work or tests turned in from suspension day
- 100 Demerits = Expulsion Board hearing

Simple (5 Demerit) Offenses:

The following "simple" offenses are actions that can be dealt with at a teacher or proctor level. The offense should be noted on the "Secondary Demerit Record" and then given to the Dean of Students by the end of the day. The Dean of Students will then enter the offense(s) and demerits into RenWeb once per day.

For the following Simple Offenses, the student is given 5 demerits each, unless otherwise noted.

- Chewing gum on campus
- Eating in classrooms
- Eating in the hallways
- Using a cell phone while on campus
- Not speaking English while on campus
- Any unexcused tardy from a class²
- Being found to be out of dress code³
- Any unexcused absence from a class (other than because of a dress code violation = 10 demerits)⁴
- Being asked to leave a class for any reason⁵ = 10 demerits
- Public Display of Affection (PDA) = 10 demerits
- Using profanity = 10 demerits

There may be other infractions that are not listed that may be considered simple nature offenses.

¹ Minor offenses such as, gum chewing, tardies, eating in class, will not be carried over at the start of the new semester.

² Excused tardies are issued for the following (a signed and dated parent note provided with reason for tardiness stated; in order to be excused, the reason must meet approval requirements):

1. Medical or Dental Appointments
2. Vehicle Problems
3. Extreme Weather Conditions
4. Family Emergency

³ If a student is out of dress code, then he/she will be removed from class until he/she is in compliance with dress code or until a satisfactory resolution has been made by the Secondary Student Coordinator.

⁴ With the exception of missing a class while serving a suspension

⁵ This will be at the discretion of the teacher and within the teacher/classroom policy portion of our Parent-Student Handbook. This could be for: excessive talking with friends, sleeping in the classroom, not following teacher instructions or giving disrespectful responses to the teacher. In this case, the teacher will call the front desk and ask for a lead proctor to come to the teacher's classroom to remove the student for the teacher. The lead proctor will then detain the student for the duration of the period and enter the demerits into the student's file in RenWeb.

Major Offenses:

The following major offenses are actions that will result in more severe consequences than “simple offenses.” The consequences for serious offenses are listed below and will be filed in each student’s Disciplinary File.

These major offenses listed below include, but are not limited to:

Cheating on a Test or Quiz⁶

First Offense: Zero on the test or quiz, 1-Day Suspension

Second Offense: Zero on the test or quiz, 3-Day Suspension

Third Offense: Zero on the test or quiz, Expulsion Board Hearing

Plagiarizing, Copying Homework, Ghostwriting⁷

First Offense: Zero on the assignment

Second Offense: Zero on the assignment, 1-Day Suspension

Third Offense: Zero on the assignment, 3-Day Suspension

Physical Altercation, Verbal Assaults, Cyber-Bullying, Reckless Driving, Vandalism or Theft

First Offense: Suspension, length to be determined

Second Offense: Expulsion Board Hearing

Smoking, Drugs, or Alcohol On-Campus or Off-Campus

First Offense: Suspension, length to be determined

Second Offense: Expulsion Board Hearing

Weapons, Sexual Encounters/Assaults On-Campus or Off-Campus

First Offense: Expulsion Board Hearing

There may be other infractions that are not listed that may be considered to be of a serious nature.

DRESS CODE GUIDELINES

Parental Responsibility: Remember – because children are under parental authority and parents have chosen this school, it is the parents’ responsibility to ensure that their children are in appropriate attire on campus as well as at school activities and special functions. AVC dress code is required at ALL school activities, both on and off campus. If students are out of dress code, they will be assigned demerits in accordance with the Demerit System.

General Guidelines: Modesty is expected, with no extremes. All clothing must fit properly. Pants must fit at the waist, not sagged or baggy. Clothing may not be tight or form fitting. All clothes must be clean, without holes and properly hemmed. Clothing may not have prominent skulls, promote violence, promiscuity, or advertise products, bands, shows, movies, Anime, etc. Final say on acceptability rests with the Administrator.

Middle School and High School Girls

- **Hair:** No extreme hairstyles or colors. Must be out of the eyes, neat and clean.
- **Hats/Hoods/Beanies:** Must be removed before entering the school and worn properly when outdoors.
- **Make Up:** No extreme make-up or colors. Fingernails may be no longer than ¼” passed the fingertips.
- **Jewelry:** Must be safe. Piercings other than ear lobe are not permitted. No tattoos or writing on the skin.
- **Dresses/Skirts/Tops:** No extreme styles. Skirt/Dress Length: **Touching the knee or longer, all day.** This length applies to the top of a slit as well. No strapless, bra-less, tank tops, spaghetti straps or low-cut (front or back). Must be modest, not revealing cleavage, tummy, back, underarm area, thigh area, no bra straps showing, etc. Camisoles are recommended when modesty is in question.
Leggings are NOT considered pants. When wearing leggings, tops, skirts, and dresses must touch the knee or longer, all day.

⁶ This includes using phones, small pieces of paper, writing on arms, water bottles, copying, and any other forms of cheating.

- **Pants/Jeans/Shorts:** No extreme styles. Must be modest. P.E. clothes, AVC team uniforms, sweats, etc. are NOT to be worn during school hours.
Jeans may NOT be frayed, torn, or have holes.
Leggings are NOT considered pants. When wearing leggings, they must be worn with a top, dress, or skirt that is touching the knee or longer, all day. Shorts must be knee length all day. Leggings do not change the required length of the dress or skirt.
- **Shoes:** Safety is the rule for all footwear. Heels no higher than 2 inches.
- **Chapel:** As always, modesty and a good witness for the Lord remains our focus. Dress or skirts with a blouse, no t-shirts. Dresses and skirts must be at knee length or longer, all day.
- **Homecoming:** Dresses that highlight or emphasize cleavage or have excessively high side slits or low backs (below the bra line) are not permitted. Strapless dresses or dresses with one strap are NOT permitted.

Middle School and High School Boys

- **Hair:** No extreme hairstyles or colors. No spikes, stripes, or shaven areas. Must be out of the eyes, neat and clean, eyebrow-length or shorter, above the collar and no longer than mid-ear on the sides. Neatly trimmed facial hair is permitted for *Seniors only*. Stubble or extreme styles are not permitted.
- **Hats/Hoods/Beanies:** Must be removed before entering the school and worn properly when outdoors
- **Jewelry:** No heavy metal chains, piercings, tattoos, writing on skin.
- **Shirts:** Undershirts, tank tops or sleeveless shirts must NOT be worn as outerwear.
- **Pants/Jeans/Shorts:** No extreme styles. Modest, not revealing undergarments or skin. P.E. clothes, AVC team uniforms, sweats, etc. are NOT to be worn during school hours. Some approved exceptions are made for game days. Dress code compliant athletic wear is acceptable. Pants may NOT be frayed, torn, or have holes. Tight-fitting "skinny" pants are NOT permitted. Shorts must be no more than 2 inches above the ground when kneeling. Belt buckles must be safe.
- **Shoes:** No extreme styles. Safety is the rule for all footwear.
- **Chapel:** Modesty and a good witness for the Lord remains our focus. Dress slacks/uniform pants must be worn. Jeans, shorts, and other casual pants are NOT acceptable. Collared shirts are required and must remain tucked in; straight hemmed shirts may be worn out.

Elementary Girls

- **Hair/Make Up:** No extreme hairstyles. Hair may not be dyed. Hair must be out of the eyes, neat, and clean. K-5 may not wear make-up.
- **Jewelry:** Must be safe. Piercings other than ear lobe are not permitted, no dangling or hoop earrings. No tattoos or writing on the skin.
- **Dresses/Skirts/Tops:** No extreme styles. Modest. MID THIGH IS TOO SHORT WITH OR WITHOUT LEGGINGS. Just above the knee is acceptable. No strapless or tank tops, spaghetti straps, cut-out/cut-in tops, or low-cut tops (front or back). Must NOT reveal chest, tummy, back, underarm area, mid-thigh area, etc. Camisoles are recommended when modesty might be questioned.
- **Pants/Jeans/Shorts:** No extreme styles. Modest. P.E. clothes, AVC team uniforms, sweats, etc. are NOT to be worn during school hours. Clothing may NOT be frayed, torn or have holes. Leggings are NOT considered pants. MID-THIGH IS TOO SHORT for shorts.
- **Shoes:** Closed-toed shoes are required. Heel straps are required on all shoes. No heels or Heelys.
- **Chapel:** No extreme styles. Skirt/Dress Length: **Just above the knee, touching the knee, or longer, all day.** This length applies to the top of a slit as well. No strapless, bra-less, tank tops, spaghetti straps or low-cut (front or back). Must be modest, not revealing cleavage, tummy, back, underarm area, thigh area, no bra straps showing, etc. Camisoles are recommended when modesty is in question. Leggings are NOT considered pants. When wearing leggings, tops, skirts, or dresses must be worn with the leggings, and the covering must be just above the knee, touch the knee, or longer, all day.

Elementary Boys

- **Hair:** No extreme hairstyles or colors. No extreme spikes, stripes, or shaved areas. Must be out of the eyes, neat and clean, eyebrow-length or shorter, above the collar and no longer than mid-ear on the sides.
- **Hats/Hoods/Beanies:** Must be removed before entering the school and worn properly when outdoors.
- **Jewelry:** No heavy metal chains, piercings, tattoos, writing on skin.

- **Shirts:** Undershirts, tank tops or sleeveless shirts must NOT be worn as outerwear.
- **Pants/Jeans/Shorts:** No extreme styles. Modest, not revealing undergarments or skin. Athletic wear, sweats etc. are NOT to be worn during school hours. Dress code compliant athletic wear is acceptable. Pants may NOT be frayed, torn or have holes. Tight fitting SKINNY pants are NOT permitted. MID THIGH IS TOO SHORT for shorts. Belt buckles must be safe.
- **Shoes:** Closed-toed shoes are required. No extreme styles. Heel straps are required on all shoes. No Heelys.
- **Chapel:** Modesty and a good witness for the Lord remains our focus. Dress slacks/uniform pants must be worn. Jeans, shorts, and other casual pants are NOT acceptable. Collared shirts are required and must remain tucked in; straight hemmed shirts may be worn out. During summer months only, dress/uniform shorts are permitted for grades K-5th.

School Spirit Day/Awards

Friday is a School Spirit Day. Students and staff are encouraged to wear Blue and gold (and occasionally other theme colors). Elementary teachers submit a "Spirit Count" (the number of items all students in their classrooms are wearing that correspond to the designated colors) before 9:00 a.m. on Spirit Day. The Spirit Award winners are awarded each Friday for grades K-5th.

CELL PHONE AND ELECTRONICS POLICIES

- Cell phones, tablets, iPads, iPods, headphones, and all other devices that are able to connect to the Internet (such as Apple Watches) are prohibited from drop-off to pick-up. These devices must remain off and kept in the student's backpack for the duration of the school day including lunch, break, and passing periods. Any cell phone, tablet, iPod, iPad, headphones, etc. that is not off and out of sight will be taken and held in the front office for parent pick-up and demerits will be assigned.
- School laptops are permitted for approved academic purposes only.
- Only approved translators that do not have Internet or Wi-Fi capabilities are acceptable during school hours and must be pre-approved by the front office.

The approved translator is: The ECTACO Partner 500AL PRO. This is multilingual and will meet the needs of all our international students. The 500AL PRO is \$179. They can be purchased from this site: <http://www.ectaco.com/500AL+pro> or by calling 1-347-770-2047

- We strongly urge parents to require their students to leave all other electronic devices, including headphones, at home. If these devices are on campus they must be safely put away in the student's backpack. If visible at any time, they will be taken and held in the front office until a parent is able to retrieve the item.
- Parents needing to contact students may do so through the school office or expect texts and phone calls to be returned after school.

Occasionally circumstances arise where the contents of pictures or messages may be in question on students' electronic devices. We reserve the right to view the contents of such electronic devices when these circumstances arise.

Please refer to the Secondary Demerit/Merit Policy for the consequences of having these items taken during school hours.

Internet Use Policy: Please refer to the "Student Network Acceptable Use Policy" that is contained in the online enrollment application. Parents are required to sign the agreement where indicated. Students will attend a special chapel each year and be required to sign this agreement.

Athletic and Extracurricular Programs

ATHLETIC PROGRAM

Philosophy: As a school dedicated to training Christian leaders committed to excellence, every part of Apple Valley Christian Academy plays an important part in completing this mission. Therefore, the AVC Sports Program provides an excellent opportunity for growth as Christian leaders committed to excellence.

- Students who participate in the AVC Sports Program are the school's representatives in the community. This is a serious responsibility and all athletes must understand, accept, and commit to the AVC Athletic Code of Conduct.
- It is the goal of AVC to build positive reactions to the many challenging and stressful situations encountered in sports. Displays of ego, anger or negative reactions to such situations are not permitted. Self-control and learning ways to manage negative emotions are taught and modeled by both the coaches and athletes.

- The world usually equates excellence with winning or “being the best.” This thought pattern often aids in forming bad character, attitudes and actions, and so it is important to have a correct understanding of excellence. God looks past the outward signs (the score or performance product) and looks directly on the heart. Winning or “being the best” may, surprisingly, fall far short of excellence if the process failed to produce a heart attitude in conformation with that of Christ Jesus. These attitudes and their accompanying actions are fostered by focusing upon, and living out, the following two scriptural principles:
 1. “Whatever you do, do your work heartily, as for the Lord rather than for men.” (Colossians 3:23)
 - Whatever means anything we do, including participating in athletics.
 - Heartily refers to an athlete’s mental and physical abilities as well as their emotional energies.
 - As to the Lord means that the Lord, and not man, is the main audience.
 - With this in mind, whatever you are doing takes on a whole new light and grows in importance.
 2. “And whatever you do in word or deed, do all in the name of the Lord Jesus, giving thanks through Him to God the Father.” (Colossians 3:17)
 - You are to totally represent Jesus (as Lord) by saying, doing, and competing in a manner that is acceptable unto Him.

Athlete Code of Conduct: The goal of Apple Valley Christian Academy's Athletic Program is to see athletes exhibit the following character qualities as they strive to represent Jesus Christ on and off the playing field.

AVC Athletes shall:

- Be self-controlled and disciplined.
- Be courteous and respectful to parents, teachers, coaches, teammates, opponents, referees and spectators, regardless of decisions perceived to be unfair or wrong.
- Uphold the highest integrity in following the rules of fair play.
- Be obedient to authority.
- Promote team play and unity.
- Strive for excellence.
- Strive to grow as leaders, exhibiting the character traits of sacrifice and servant leadership

Team Conduct Off Campus: Behavior at formal or informal gatherings by athletes must remain within the parameters of the AVC Conduct Pledge. In light of this, activities such as toilet papering, mild hazing, violating local curfew, and all such activities will not be tolerated.

Athletic Team Eligibility

General: Students wishing to compete in interscholastic athletics must first be enrolled at Apple Valley Christian Academy. They must fulfill the requirements as outlined in Article I of the California Interscholastic Federation by Laws, as found in the current edition of the CIF-SS “Blue Book.”

In addition to these requirements, students attending AVC who wish to compete in interscholastic athletics must at their own expense:

1. Obtain a current Sports Physical that covers the entire academic year (prior to the first practice).
2. Have a parent or guardian complete a Medical Release form and a Commitment Letter to be turned in to the athlete's coach. A CIF – Code of Ethics/CSBA (Steroid) form must be completed by the student and a parent or guardian.
3. Maintain a minimum 2.5 grade point average with no “F” or “I” grades. Eligibility is determined by the first quarter grades (for eligibility during the second quarter), the first semester grades (for eligibility during the third quarter) and by the second semester grades (for eligibility during the first quarter). For individual questions concerning eligibility, please contact either the Administrator or the Athletic Director.
4. Students are required to attend their full schedule of classes on the day of a game or practice. Exceptions must be approved by the Athletic Director.
5. Any player who voluntarily quits a team will not be eligible to participate in the next sport.

Behavioral: If a player fails to cooperate with the coach or openly has problems with other players, the procedures to be followed are:

1st offense:	To be handled by the coach
2nd offense:	Athletic Director notified in writing
3rd offense:	Suspension from the team for one week
4th offense:	Removal from the team with a Behavior Referral submitted to the Secondary Student Coordinator

Any student who initiates or encourages (whether by voice or physical action before, during, or after an athletic contest) a physical confrontation with an opposing player or coach, in any sport, shall forfeit participation in the next regularly scheduled athletic contest in the same sport. Upon a second infraction, the student/athlete shall lose eligibility for the duration of the school year.

Any student who initiates or encourages (whether by voice or physical action before, during, or after an athletic contest) a physical confrontation with an active official shall be permanently eliminated from further participation in Apple Valley Christian Academy's athletic program.

Lettering Process: These provisions are intended to promote a positive competitive atmosphere. In order to be considered for a letter award signifying achievement in a specific sport, an Apple Valley Christian High School student/athlete will demonstrate the following qualifications and achievements:

- Strive at all times to demonstrate Christian behavior and bring credit to AVC at practice, in games, or during travel.
- Strive for excellence in the classroom as well as on the court or playing field, maintaining minimum academic eligibility, and serve as a positive leader to the peer group.
- Demonstrate a skill level equal to that expected of a high school varsity athlete.
- Demonstrate the role model and leadership qualities expected of a High School varsity athlete. They will at all times recognize their visibility not only outside AVC but also to the underclassmen.
- Meet minimum playing time requirements of their respective sport; approximately 1/3 playing time.
- Demonstrate a positive attitude at all times, contributing always to the betterment of the team as opposed to being concerned with one's personal interests.
- Demonstrate good sportsmanship and maintain a positive and respectful attitude toward teammates, opposing teams, fans, coaches, referees, and persons of authority.
- Have no unexcused absences from practice or games.
- Be supportive and respectful of the coaching staff and the players on the playing court.

STUDENT LEADERSHIP TEAMS AND STUDENT ACTIVITIES

Student Activities include:

- Elementary and MS/HS chapel.
- Weekly Elementary and MS/HS Spirit Day.
- Middle and High School Student Leadership Teams.
- Middle School Choir and High School Chorale.
- Elementary, Middle School, and High School instrument and band opportunities.
- Middle and High School Community Service trips.
- Middle and High School sports (cross country, track and field, volleyball, basketball, baseball, softball, and cheerleading).
- Elementary, Middle School, and High School educational study trips.
- End-of-the-year Elementary and Middle School/High School celebration days.

Chapel: Chapel is a wonderful and vital part of campus life at AVC. Our High School worship team leads the Middle and High School chapel in praise, while our Elementary students enjoy an age-equivalent experience in contemporary worship. Many exciting and inspiring opportunities exist for our entire student body to hear speakers from various churches and ministries in the High Desert and beyond. Parents are always welcome.

Character/Leadership awards are presented to deserving Elementary students during the first chapel of each month. Parents are notified by the teacher if their student is to receive an award.

Elementary chapel is held on Thursday, from 8:15-9:00 a.m.

MS/HS chapel is held on Thursday, from 9:35-10:35 a.m.

Student Leadership Teams (SLT): An important aspect of school life on the AVC campus is Middle School and High School Leadership Teams. These teams provide the organizational leadership and direction for the AVC student body. Students are invited to apply for positions and must go through a thorough screening and interview process.

- *Middle School Student Leadership Team*: The objective of the Middle School Student Leadership Team activities program is to provide students with servant-leadership skills. Activities are designed to promote the social, physical, and spiritual development of AVC Middle School students. Activities are planned that will encourage students to broaden the scope of their interests and to teach them to work together to accomplish their goals.

Members of the AVC Middle School leadership team will be taught to demonstrate love and respect for others. They will also be taught to be responsible, dependable, and a contributing member of the team. Members are to demonstrate Christian leadership through their efforts and behavior.

Positions that are available on the team include: President, Vice President, Secretary, Chaplain, Publicist, Activities Director, and two Class Representatives (male and female) from the Sixth, Seventh, and Eighth Grades. Team members are under the direct supervision of the Middle School SLT advisor.

- *High School Student Leadership Team*

The objectives of the high school student leadership team are:

- To minister to the students of Apple Valley Christian School by planning, organizing, and promoting events that are of solid moral content.
- To promote spiritual unity on the AVC campus.
- To train students in business administrative and organizational skills.
- To plan events that reach out to those in and beyond our community.
- To ensure that students are aware of the cooperation, self-motivation, and responsibilities in a leadership position.

Positions that are available on the team include, but are not restricted to: President, Vice President, Secretary, Treasurer, Chapel Coordinator, and Class Representatives from the Freshman, Sophomore, Junior, and Senior classes.

Class Officers

Each Middle School and High School class (Sixth through Twelfth Grades) has Class Representatives that help plan and direct class activities and are members of the Student Leadership Team. Class activities are guided by SLT.

Service Activities: It is important that our “whole persons” live out what they are learning in the classroom. We provide our students with opportunities throughout the year to serve others by putting into practice their distinctively Christian worldview. Here are some of the opportunities AVC students have for missions and community service:

- *Community Service Projects*: Apple Valley Christian Academy has the opportunity to serve the community in a number of ways by volunteering to help with various projects from time-to-time.
- *Fred Jordan*: The Fred Jordan Back-to School event has long been an AVC tradition. On the first Thursday of October our students travel to the Fred Jordan Mission on Skid Row in Los Angeles to serve in a variety of roles. Students pick up trash, hand out school supplies and clothing, and act as escorts for the younger children in attendance. The mission trip provides an excellent opportunity for students to learn about the joy of serving.
- *Angel Tree Christmas*: Apple Valley Christian Academy also participates in the Angel Tree program, annually at Christmas. Angel Tree is a ministry that reaches out to the children of inmates and their families with the love of Christ. This unique program gives AVC an opportunity to share Christ’s love by helping to meet the physical, emotional, and spiritual needs of the families of prisoners. Angel Tree Christmas works by connecting parents in prison with their children through the delivery of Christmas gifts. Every Christmas, AVC helps brighten the lives of countless children by purchasing, wrapping and delivering gifts on behalf of their incarcerated parent—not only delivering a message of love from parent to child, but also the true meaning of Christmas—the good news of Jesus Christ.

CONFLICT RESOLUTION AND NON-HARASSMENT POLICIES

CONFLICT RESOLUTION

In dealing with matters of conflict, the biblical pattern of Matthew 18:15-17 and Galatians 6:1 will be followed. We will always strive to live in unity. All differences are to be resolved by utilizing these biblical principles. Appropriate confidentiality must be observed with regard to pupil, parent, and school matters (Titus 3:2 and Galatians 5:15 TLB).

Apple Valley Christian Academy recognizes that members of the school family will occasionally have problems, difficulties, or differences of opinion with various members of the school staff and with school policies.

The chain of command with regard to conflict resolution is as follows:

- First contact should be made with the faculty or staff member involved in the conflict.
- If resolution is not successful, second contact should be made with the appropriate coordinator (Elementary or Secondary).

If, after the above steps have been taken, the conflict remains unresolved, the Administrator should be contacted.

It is understood that agreement will not always be reached on every policy, procedure, or action taken by the school. However, students or families with unresolved conflict issues will be asked to withdraw and will not be allowed to return until such issues are amicably resolved.

NON-HARASSMENT POLICY

Apple Valley Christian Academy is committed to providing its students with a positive learning environment - one that is free from physical or verbal harassment, including all forms of sexual harassment or intimidation.

Conduct that is verbally, visually, physically or sexually offensive will not be tolerated. Harassment includes unwelcome sexual advances or comments, jokes of a sexual nature, verbal abuse or 'kidding', bullying or hazing. Visual harassment involving suggestive objects, pictures, cartoons, or posters is prohibited. Physical contact that causes an individual to feel uncomfortable may constitute harassment.

When a student or parent becomes aware of any such misconduct, it is requested that it be reported immediately to the school.