



SYNERGY

VOCATIONAL ACADEMY K-12

PARENT/STUDENT HANDBOOK

School Year **2023-2024**

Show me your ways, LORD, teach me your paths. Guide me in your truth and teach me, for You are God my Savior (Psalm 25:4 and 5)

Welcome to Synergy Vocational Academy k-12:

You have enrolled in a school that is known for outstanding education in a safe Christian environment. Our staff and volunteers are happy that you have decided to be a part of the Synergy Vocational Academy family.

Synergy Vocational Academy family, we offer classes designed to help develop children intellectually, socially, and spiritually. Our qualified, experienced faculty are delighted to give your child superior education with a wide variety of curriculum and programs.

We teach godly morals and character on a daily basis, as well as how to follow instructions and classroom manners.

The policies and procedures in this handbook are the product of concentrated prayer and input from parents, students, and staff members. This book is designed to serve students and parents by establishing the guidelines and parameters for expected attitude and behavior.

We speak God’s anointing and blessings upon each student for a successful school year.

Dr. Donnelyn Khourie
Headmaster

Synergy Vocational Academy K-12

K-5th

5200 Oleander Avenue
Fort Pierce, FL 34982
Phone: (772) 801-5882

6th-8th

5900 Tedder Rd.
Fort Pierce, FL 34947
Phone: (772) 801-5522

9th-12th

2810 S US-1
Fort Pierce, FL 34982
Phone: (772) 801-5522

Table of Contents

STATEMENT OF FAITH	6
MISSION STATEMENT	6
VISION STATEMENT	6
THE SCHOOL VISION	6
PURPOSE AND PHILOSOPHY	7
GOVERNANCE STRUCTURE	7
MANAGEMENT STATEMENT	7
NONDISCRIMINATION STATEMENT	7
ACCREDITATION	8
DATA COLLECTION	8
ADMISSIONS	8
ORIENTATION	8
FINANCIAL POLICY	8
SCHOLARSHIPS	9
ARRIVAL	9
DISMISSAL	9
EXTENDED CARE	9
EXTENUATING CIRCUMSTANCES	10
TARDINESS	10
LUNCH	10
ACADEMICS	10
<i>Christian Light: Students with individualized educational plans or who have been identified as needing special services or who have needs that keep them from general education are sometimes offered this curriculum in a combination self-contained classroom from grades 4-8 as a bridge program.</i>	11
CURRICULUM	11
GRADING POLICY	12
GRADING SCALE	12
FSCA HONOR ROLL	13
ACADEMIC PROBATION	13
PROMOTION	13
HOME EDUCATION, DISTANCE, BLENDED, AND HOMEBOUND EDUCATION	13
HOMEWORK	13
ACHIEVEMENT TESTS	14
REPORT CARDS/ MID-TERM PROGRESS REPORT	14
PARENT/ TEACHER CONFERENCE	14
SUPPLY LIST	14
ATTENDANCE	14
ABSENCES	15
REPORTING ABSENCES	15
INCOMPLETE WORK	15
LEAVING CAMPUS FOR MEDICAL REASONS	16
STUDENT WITHDRAWAL	16
SCHOOL VISITORS	16

SECURITY	16
CODE OF CONDUCT	17
BEHAVIOR EXPECTATIONS	17
CHEATING	18
COMMON CLASSROOM EXPECTATIONS	18
PUBLIC DISPLAY OF AFFECTION (PDA)	19
DISCIPLINE POLICY	19
DEFINITION OF TERMS	20
DISCIPLINARY INSTRUCTION	21
COURTESY AND RESPECT	22
PROBATION	23
REVIEW	23
DRESS CODE	23
UNIFORM CODE	24
MEDICINE	25
HEAD LICE	26
HEALTH SYMPTOMS	26
STUDENT SEARCH	26
MANDATORY BACK-PACK SEARCH	26
NO HARASSMENT POLICY	26
STUDENT ACTIVITIES	27
CHAPEL	27
FINE ARTS	27
ATHLETICS	27
FIELD TRIPS	27
GRADUATION	27
FALL/SPRING PICTURES	28
VOLUNTEERISM	28
PARENT/TEACHER ORGANIZATION (PTO)	28
FAMILY APPRECIATION DAYS	28
FIELD DAY	28
HEALTH AND SAFETY	28
FUND DEVELOPMENT	28
TRAFFIC SAFETY	29
ADDRESS CHANGES	29
DAMAGE TO SCHOOL PROPERTY	29
HOUSEKEEPING	29
PERSONAL PROPERTY	29
PETS	29
PICTURES & VIDEOS	29
SCHOOL CALENDAR	29
A Code Yellow is a serious situation that requires all students to stay in the classroom. There should be no student traffic in the hallways. Designated staff will lock and check hallways. Students in hallways will be brought to the nearest classroom. Please observe the following steps:	30
SCHOOL CLOSING/ HAZARDOUS WEATHER	31

ELECTRONIC DEVICES AND TECHNOLOGY RESOURCES	31
STUDENT ACCEPTABLE USE POLICY	31
RULES FOR APPROPRIATE USE	32
INAPPROPRIATE USES	32
CONSEQUENCES FOR INAPPROPRIATE USE	33
CELL PHONE USAGE	33
REPORTING VIOLATIONS	33
ACADEMY COMPLIANCE	34
BRING YOUR OWN DEVICE	34
SAFE USES	34
DOCUMENT STORAGE	34
ON CAMPUS CONNECTION	34
ACCEPTABLE USE POLICY	35
FAQ's	35
BUS GUIDELINES	35
AGREEMENT BETWEEN PARENT AND SYNERGY VOCATIONAL ACADEMY	37

STATEMENT OF FAITH

1. We believe the Bible to be the inspired, the only infallible, authoritative word of God.
2. We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit.
3. 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 in power and glory.
4. We believe in salvation through faith in Christ alone, not of works.
5. We believe that for the salvation of lost and sinful people, regeneration by the Holy Spirit is absolutely essential.
6. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life.
7. We believe in the resurrection of both the saved and the lost; that they are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
8. We believe in the spiritual unity of believers in our Lord Jesus Christ.

MISSION STATEMENT

To provide an outstanding education for all students, in a safe Christian environment.

VISION STATEMENT

Synergy Vocational Academy's (SVA) vision is to produce students who are fully devoted followers of God, who are thoroughly prepared to fulfill the will of God in their lives, and who will powerfully demonstrate their Biblical worldview through character, wisdom, leadership, service, and achievement.

- SVA is committed to educational excellence and spiritual truth
- SVA provides an educational programs and courses of instructions that are conducted consistently within the teaching of the inerrant Word of God
- Meeting these standards of excellence is dependent upon the shared efforts of SVA personnel, families, and the church

THE SCHOOL VISION

Synergy Vocational Academy has been established in order to assist parents in the fulfillment of their Biblical mandate to "Train up a child in the way he should go" (Proverbs 22:6). SVA partners with parents to educate their children in such a way as to unlock the maximum potential for each child according to their individual God-given abilities. To accomplish this, students will be engaged in an academically challenging environment that develops spiritual, intellectual, social, and physical growth.

It is vital that parents, students, and SVA are in agreement, for without that this vision cannot be fulfilled.

It is the mission of SVA to create an atmosphere of excellence. This means that each student will be trained spiritually, academically, and physically in a manner that exceeds and reaches far above the average. SVA is committed to educating and building leaders for the next generation. This not only includes leaders within the church, but also people who will be innovators in their communities and chosen professions because of the values and integrity that have been instilled in them. (The fear of the Lord is the beginning of all wisdom and knowledge and all who follow his precepts have good understanding. Psalm 111:10)

PURPOSE AND PHILOSOPHY

Education is an essential part of a child's life in today's society and SVA is committed to fostering a child's love for learning through character driven, academically challenging, stimulating activities which assist in that development process.

GOVERNANCE STRUCTURE

Under the laws of the State of Florida, SVA is governed by the Advisory Board, made up of stakeholders including Dr. Donnelyn Khourie Head of the School, SVA Administration, as well as an Advisory Board. The Advisory Board weighs in on decisions and the Head of the School and SVA Administration administers standards of performance and quality for all school programs personnel.

SVA, founded in 2000, is an independent Christian school incorporated as a not-for-profit organization in the state of Florida.

MANAGEMENT STATEMENT

SVA is an educational institution, which is supported and managed by the Head of the School and SVA Administration. The Word of God is central in the education process. The goals of SVA reflect those in the Mission Statement, Statement of Faith, Vision and Purpose and Philosophy. *SVA reserve the right to make changes to this handbook throughout the year to better match the needs of the school and those of the parents and students.*

NONDISCRIMINATION STATEMENT

SVA admits students of any race, color, national and ethnic origin with all of the rights, privileges, programs and activities generally accorded or made available to students at the school. We do not discriminate based on race, color, national or ethnic origin in the administration of our educational policies, admission policies, scholarship and loan programs, athletic and school-administered programs.

ACCREDITATION

SVA is accredited through The Florida Coalition of Christian Private Schools Association, Inc. National Accreditation and SVA is compliant with all Step-Up for Students Scholarship regulations.

DATA COLLECTION

Data is collected using blind surveys and is used for the improvement of the school only. Ethical guidelines include data collection is anonymous at times, and when anonymity is not applicable, privacy is protected as needed. A committee made up of staff, teachers, parents, and students and questions and surveys are formulated to target specific areas of improvement. Data is collected intentionally in all aspects of school life to show need for improvement and/or to show how improvement and implementation is properly maintained. Data collection is analyzed every 4 weeks through progress reports, report cards, summative and formative evaluations, teacher evaluations, teacher surveys, student self-evaluations, and more.

ADMISSIONS

Students who are transferring from another school will be required to take an entrance evaluation exam. Should the student's accomplishments be on the grade level to which he/she has been promoted, then he/she will be admitted to that grade. However, should the student's accomplishments (as shown on the evaluation) be on a lower level, then he/she will be placed in the grade best suited for his/her achievements.

If the administration deems appropriate, a parent/student interview with the administrator will be conducted before admission is granted. Upon completion of the application and interview, parents are informed of the decision to accept or decline the admittance of the student.

Acceptance is based upon the decision by the Advisory Board. Grade placement for all students will be determined by the administrative staff. SVA reserves the right to adjust and/or modify course offerings, selections and/or combination of classes at each grade level based on final enrollment. Home Education students follow the same policies. Only those students with up-to-date immunization records, and a copy of a birth certificate, school entry physical form/ physical form, if transferring, school transcripts, personal and pastoral reference, and an admissions essay will be accepted for final enrollment and permitted to attend class.

ORIENTATION

All students, along with at least one parent, must attend orientation prior to the first day of school. If orientation is not attended, the student and parent must speak with the administrator to get all paperwork and be informed of all procedures covered during orientation. Important school information will be given.

FINANCIAL POLICY

Acceptance to SVA is granted based on the agreement by parents to pay their tuition and additional fees according to the agreed upon schedule. An online system is available to accept credit cards and/or an automatic payment plan to help families budget their payments. Acceptance to SVA through the application process indicates an agreement with the Financial Agreement Form. The registration fee is non-refundable. There are no refunds for days missed as you are reserving a space in your child's class. All questions or concerns should be addressed through the SVA Financial Office.

SCHOLARSHIPS

There are 3 types of scholarships:

- Step Up for Students (Includes FTC/FES-EO & FES-UA – Formerly Gardiner & McKay)
- Triple A Scholarship
- SVA Scholarship

ARRIVAL

The official start of school each day is 9:00 am. Morning arrival for all SVA students should be no later than 8:40 am. Students are to be seated for Bible lessons at 9:00 am daily. Students attending Morning Club may be dropped off at any time between 7:00 am – 8:40 am at the Crossings. The school cannot be held responsible for students on campus prior to that time. Synergy School drop off may not occur prior to 7:00am (High School Campus). SVA reserve the right to call Child and Family Services for any students arriving on campus prior to 7:00am without parent/guardian supervision.

DISMISSAL

The official end of school each day is 3:00 pm. Students are dismissed to car-line pick up only between 3:00pm-3:45pm. NO STUDENT WILL BE RELEASED TO A PARENT THROUGH THE FRONT OFFICE BETWEEN 2:30pm-3:45pm. STUDENTS WILL ONLY BE RELEASED TO THE CAR LINE OR TO GET ON A BUS—WALK-UPS TO THE OFFICE OR LOBBY ARE GOING TO BE REDIRECTED TO THE CAR LINE. Parents must make all dismissal changes in writing through the front office by 12pm the day of the change.

Students should be picked up between 3:00pm and 3:45 pm each day unless officially enrolled in the After-Care Program. Students not enrolled in After-Care must be picked up by 3:45 pm. If a student is not picked up or enrolled in after-care by 3:45pm, the parent/guardian will be charged \$1 per minute until the student is picked up. SVA reserves the right to call Child and Family Services for any students remaining on campus after 3:45pm without parent/guardian supervision.

EXTENDED CARE

Parents interested in the Morning Club and After Care Program must complete the registration forms at orientation. Children not registered will be charged the Emergency Care rate of \$10.00, per day per student for care. The sign in/ out form must be signed prior to dropping off or picking up a student.

- **Morning Club** – Morning Club is available for students K-5 from 7:00 am to 8:15 am Monday through Friday. SVA is not responsible for students prior to 7:00 am. The care comes at a cost of \$40.00 a month (per student).

- **After Care** – Aftercare is available for students K-5 from 3:00 pm to 6:00 pm Monday through Friday. The care comes at a cost of \$100.00 a month. (per student). A \$1.00 per minute per student is accrued for any student who is picked up after 6:00 pm.

EXTENUATING CIRCUMSTANCES

For the security of your children, and the school, it is important that arrangements for early pick up or mid-day appointments that interrupt the regular school day are made in the morning, before the start of the school day. SVA does not dismiss children for early dismissal after 2:00 pm. Note: All names of persons picking up children need to be on the file. A photo I.D. is required and must sign the child out in the main office.

TARDINESS

Students will be held accountable to arrive in class at the appropriate time. All students must be seated no later than 9:00 am. If a child is brought in after 9:00 am, the parent will be required to sign in at the front office. The child will be sent to class with a tardy admittance, which is to be turned into the teacher. Repeated tardiness will result in administrative action.

LUNCH

SVA is an active participant/sponsor of the standards for the state of Florida and encourages healthy meals for our students.

Due to school security, office personnel will no longer be permitted to leave their post to deliver lunches. If a student forgets his/her lunch, a lunch will be provided for the student at a minimal charge. The charge will be added to your account. No fast food is allowed. No student may leave campus during lunch unless they are a senior and have senior privilege. Seniors will lose privilege for bringing outside food in for other students during lunch. ANY STUDENT BROUGHT TO SCHOOL AFTER 9:30 AM MUST COME IN WITH A LUNCH AS IT IS TOO LATE TO ORDER A SCHOOL LUNCH FOR THAT DAY.

ACADEMICS

Through the power of God working in each individual, SVA expect its students to develop their full potential in every area. Although the curriculum is the roadmap for education toward the pathway to success, student interest drives the curriculum through the STEAM philosophy of education. The modern workforce demands that workers are able to think critically, and in order to teach that, students must use higher order thinking skills developed in the creation, not just the reiteration of academic content. The student initiates the learning through interest, and the teacher steps back into a coaching role to ensure student success.

SCOPE AND SEQUENCE

SVA utilizes different curriculums depending on the student's grade and learning style. Students in grades K-6 use the Bob Jones curriculum and Christian Light curriculum for special educational plan needs. Students in 7- 12th grade use the Bob Jones curriculum, Apologia, and other Locally Developed Courses that meet the Florida Department of Education Standards including but not limited to, Florida Virtual School, and Indian River State College courses. Home Educated students may use the above, or curriculum of choice pre-approved by the administration of SVA. If any other changes to curriculum are needed, a Student Study Team will be convened after an introductory period of 30 days in the designated curriculum. The curriculums include:

A Beka: a proven and widely accepted program providing excellent Christian education.

Bob Jones: A curriculum that supports core instruction from a Christian perspective.

Locally Developed Courses: courses designed in professional and vocational areas where boxed curriculum may not exist or may need to be altered to customize the educational model.

Florida Virtual School: in accordance with the FLDOE, students may take courses listed by this State Accredited Institution.

IRSC Courses: through dual enrollment degrees or vocational classes any classes may be taken to receive high school credit in conjunction with courses approved by FCCPSA.

Christian Light: Students with individualized educational plans or who have been identified as needing special services or who have needs that keep them from general education are sometimes offered this curriculum in a combination self-contained classroom from grades 4-8 as a bridge program.

CURRICULUM

Grade K:

Math/Numbers, Letters, Phonics, Science, Social Studies, Penmanship, Bible, Fine Arts, Physical Education, Computers, Spanish

Grades 1-2:

Reading, Language Arts, Health, Mathematics, Phonics, Science, History, Penmanship, Bible, Fine Arts, Physical Education, Computers, Spanish

Grades 3-6:

Reading, Language Arts, Creative Writing, Health, Mathematics, Science, History/Geography, Penmanship, Bible, Fine Arts, Physical Education, Computers, Spanish

Grade 7-8:

English (Grammar, Composition, Literature, Poetry, Vocabulary), Creative Writing, Health, Mathematics, Science, History, Bible, Fine Arts, Physical Education, Computers, Journalism, Digital Media

Grades 9-12:

English (I, II, III, IV), Math (Alg I, Alg II, Geometry, Consumer Math), Science (Biology, Chemistry, Earth Science, Physics), Social Studies (World History, American History, Econ/Gov.), Health/ PE, Visual/Practical Arts, Foreign Languages, Bible, Culinary, Construction/Shop, World View, Digital Technologies, and other vocational programs.

GRADING POLICY

Synergy Vocational Academy uses Gradelink. Gradelink is web-based school administrative software that collects grades and comments from teachers online. Online collection of grades and comments makes it easy to produce consolidated student report cards and school transcripts. Data from multiple teachers is automatically combined to generate a full report card for every student. Some of the features of the program are as follows:

- Teachers will record attendance each day or class.
- Teachers record all grades for classwork, homework, tests, etc.
- The web based grade book can be accessed on-line by students and parents.
- Class and school announcements can be made using blog posts.
- All teachers are expected to attend the training classes offered by the school administration.

GRADING SCALE

Kindergarten:

E - Outstanding-Working beyond expected potential

S - Satisfactory- Working at expected potential

N - Needs Improvement

U - Unsatisfactory

1 – 12th grade:

Percentage grades have the following letter values and receive the corresponding number of grade points:

<u>Number Grade</u>	<u>Letter Grade</u>	<u>Grade Points</u>	<u>Weighted Points</u>
90-100	A	4.0	4.5
80-89	B	3.0	3.5
70-79	C	2.0	2.5
60-69	D	1.0	1.5
59 and below	F	0.0	0.0

*Please note: if a student is receiving a College Prep diploma, the lowest number grade a student may earn is a 70%, or a C, in any class.

SVA HONOR ROLL

- Principal's Honor Roll: Achievement of All A's
- A/B Honor Roll: Achievement of A's and B's

Each quarter, the student and the parents will be invited to attend a special celebration to honor them for their outstanding academic achievements. See our website calendar for specific times.

ACADEMIC PROBATION

Students who are failing an academic subject will be placed on academic probation for the following 9 weeks. A review of the student's progress will take place during a conference with the parents, student and an Administrator. Tutoring will be strongly encouraged. If the student fails to achieve a passing grade for the course he/she will not receive credit and will retake the course.

PROMOTION

Students in grades K-12 will not be promoted to the next grade level if sufficient academic progress at their current grade level is not achieved and if they are working below grade level.

HOME EDUCATION, DISTANCE, BLENDED, AND HOMEBOUND EDUCATION

Students follow the same admission procedures. Parents may choose curriculum, submit a Curriculum Declaration Page for pre-approved by SVA administration and report grades on Monthly Report grade sheet or use the Ignitia on-line curriculum that has a self-regulated grading system and have the parent as a teacher or use the Ignitia on-line curriculum with the SVA teachers managing the student lessons and grading and providing additional tutoring support. All home education students may attend school apart from SVA or with blended classes a la carte and will be provided with a private school transcript. SVA home education students may participate in all sports, activities, and events. Students with illnesses or circumstances that would require long periods of time out of school may be placed on a homebound program to keep current with classes and grades. Students may also use classes from Florida Virtual School as approved curriculum.

HOMEWORK

Homework will be assigned at the discretion of the teacher. Parent communication and conferences will be required if students miss homework assignments.

ACHIEVEMENT TESTS

The I-Ready will be administered in the Fall, Winter, and Spring to all SVA students K-8th grades. The IOWA Test of Basic Skills will be administered to students in the Spring. 11th and 12th grade students are not required to take the ACT or SAT entrance exams. Step-up Students are required

to participate in the Iowa Testing. McKay and Private Pay Students may request a copy of the Iowa testing results at a fee of \$35.00.

REPORT CARDS/ MID-TERM PROGRESS REPORT

At the close of each quarter report cards will be prepared for parent’s review. Report cards must be viewed by logging in to Gradelink. Report cards will be withheld from students that have outstanding past due fees, which includes tuition, books, or any other additional fees at the end of the school year

PARENT/ TEACHER CONFERENCE

All parents are encouraged to sign up for a Parent-Teacher conference during the after each mid-term progress report. Teachers will contact parents in March for a conference concerning possible retention or failed courses after the 3rd quarter report card. The parent may call the school for an appointment with the teacher. Should a conference with an administrator be desired, the same procedure should be followed.

Parents may request to meet with the teacher whenever the need arises. Please call the office to make a scheduled appointment time

SUPPLY LIST

Please see the classroom supply list online <https://www.synergyk12.com/>

ATTENDANCE

Daily attendance for grades 6-8 is recorded by the teacher during homeroom. For a student to be considered at school all day, the student MUST be in school until 11:30am.

High School Attendance is recorded per class. Students are required to meet instructional hours per class as mandated by the State of Florida and SSOT accreditation. Failure to meet this mandate will result in a loss of credit for classes.

Accurate documentation is necessary for student records; therefore, it is very important that attendance procedures are followed. Middle and high school teachers must take attendance in every class and notify the office of any discrepancies.

The official daily attendance will be taken during Homeroom. For dual enrollment high school students, the first scheduled period of the day on campus will be used to determine daily attendance. Secondary attendance must also be taken daily by class period.

ATTENDANCE POLICIES

Excused Absences - Absences are excused when an appropriate explanation is provided by the parent within 3-days of the student’s	Unexcused Absences - Unexcused absences are all failures to attend school other than those specifically excused by the principal or
---	--

<p>return or by the parent’s physician, when the physician authorization threshold has been reached. The written explanation must include the name of student, student grade level, dates of the absences which are sought to be excused, and the reason for the absence. (F.S. 1003.26).</p>	<p>designees. (F.S. 1003.26)</p>
<ul style="list-style-type: none"> • Illness of the student • Major illness in the student’s immediate family • Medical appointment of the student • Death of family member or friend • Required Court Appearance • Religious holiday of the student or student’s family’s faith • Subpoena or forced absence by any law enforcement agency to fulfill civic duties; a copy of the subpoena or court summons is required • Major disaster that justifies the absence that has been approved by the principal • Head lice: maximum of 2 days per incident and a maximum of 2 incidents per semester • Missing the school bus if the bus is more than 5 minutes early or more than 15 minutes late or is not able to make the route • Other planned absences approved in advance by the principal • Vacation travel or family outing/activity where the student has accumulated fewer than 10 excused or 5 unexcused absences. The principal can excuse vacation travel that exceeds the threshold after considering the student’s attendance history, academic performance, mastery of the curriculum, and reason for the travel. Absences for this reason cannot exceed 5 days annually. Schools have the authority to withdraw students whose absences for this reason exceed this provision. Such students will be withdrawn for non-attendance. • Out of school suspensions 	<ul style="list-style-type: none"> • Truancy • Vacation travel where the student has accumulated more than 10 excused or 5 unexcused absences within a semester and the travel has not been approved in advance by the principal. Absences for this reason cannot exceed 5-days annually and cannot be excused without advance written approval of the principal. Schools have the authority to withdraw students whose absences for this reason exceed this provision. Such students will be withdrawn for non-attendance. • Take Your Son or Daughter to Work Day • Failure to provide an explanation of the absence to the school within 3 days of the student’s return to school. Student Services staff can, after investigation, advise the school to excuse absence documentation received after the expiration of the 3 day period. Physician explanations received after the 3 day period will also authorize the school to excuse the absence(s). • Failure to provide a Physician’s Authorization when required • Missing the school bus if the bus is less than 5 minutes early or less than 15 minutes late • Immunization non-compliance • Non-Attendance due to head lice that exceeds two days per incident and/or exceeds 2-days per semester; students who return to school with lice or nits and who are sent home the same day or who remain in the office /clinic will not be counted as “in-attendance” and will have the absence unexcused

ATTENDANCE ENFORCEMENT GUIDELINES:

Attendance and all communication is to be noted in GradeLink

When Parent is Required to be Contacted	After each unexcused absence or absence for which the reason is unknown
Means of Parent Contact	Contact can be by phone, text, email, or in-person by school representative
Required Documentation	<ul style="list-style-type: none"> ● Phone log noting date and time of call, official making call, family member contacted, and outcome of conversation ● Email – copy of dated notice or return-receipt ● Personal Contact – Parent’s signature on form(s)/letter or Student Services forms
Referrals to Administration	<ul style="list-style-type: none"> ● Prior to or upon the 5 unexcused absences in any 90-day period and after school efforts to resolve have not been successful

ABSENCES

SVA’S goal for students is to not miss any class. In case of absence, the parent should send a dated note to the teacher. The note must explain the reason for the absence. An unexcused absence will be recorded in the student’s record until a signed note is brought to the office.

Excused absences may include but not limited to:

- Student Illness (substantiated by a doctor’s statement)
- School approved activity (permission slip)
- Special absences, which are pre-approved from the school principal

Note: Any absence longer than 3 days will not be excused unless a doctor’s note is submitted covering all days of the absence. All other absences will be considered unexcused. Students' work may result in a zero at the discretion of the teacher and/or administration.

Students may not have more than 4 unexcused absences per quarter.

REPORTING ABSENCES

When a student is absent, the following procedures should be followed:

- A parental email or note is to be sent to the student’s teacher. This does not necessarily mean the absences will be excused
- When returning to school after the absence the student may return to class assuming they have reported the absence to the front office

INCOMPLETE WORK

Incomplete work will be assigned due to absences. For each absence, the student has three days to make up and turn in the work missed before receiving consequence for late work. Incomplete work must be completed within two weeks after the close of the grading period or will be changed to a failing grade. The teacher will make arrangements at his/ her discretion.

LEAVING CAMPUS FOR MEDICAL REASONS

Prior to a student leaving campus due to illness, a parent must sign out the student in the front office. Parents are not permitted to call-in the release of the student from class. Students will only be released to adults on the pre-approved list on file for the student. Only permission slips signed by the parents will be honored to release students.

STUDENT WITHDRAWAL

A student is not classified as withdrawn until the school has a withdrawal form signed by the parent or guardian. This can be obtained in the school office.

All fees including tuition fees, book fees and any other additional fees must be paid in full before a withdrawal can be finalized. All property of SVA including computers, workbooks must be returned in good working order before the withdrawal will be honored. All records will be held until official withdrawal takes place. Refunds for books, extra-curricular activity fees, etc. shall not be given.

SCHOOL VISITORS

All school visitors, including parents must check into the front office to sign in and receive a Visitor Badge.

No visitors are permitted during final exam week, during achievement testing. Check with the Administration for additional requirements.

All school visitors and volunteers are expected to sign in to the logbook and provide a photo I.D. which will be copied and kept on file.

For the safety and security of all our children, parents or any other adults are not allowed past the front office without checking in at the front office and receiving a visitor badge. All employees are instructed to call the office if they see any unauthorized people in the hall. **Please understand that this rule must be enforced to provide the utmost security for our students.**

SECURITY

For the Safety and Security of our staff and students, every effort will be made to secure the building during the time school is in session:

- *Toys from home:* Please do not allow your child to bring toys from home unless it is requested for a specific class activity. Toys that promote violence are not accepted for any reason. We cannot be responsible if toys become lost, broken, or stolen.
- *Guns and weapons or toy guns:* Any student who knowingly brings any type of gun or weapon, firearm, paintball guns, replica guns, pellet guns on campus or school sponsored activity, will be suspended (pending board review) from school for a period to be determined by the Administration and the Discipline Committee.

- *Threats*: Threats of any kind; death, killing, shooting (including joking about killing), etc., will result in immediate suspension (pending Board Review) from school regardless of age. Re-enrollment will be considered after the Administration reviews each individual situation.

For consequences, see the Conduct of Students.

CODE OF CONDUCT

Our goal, and the student mission should always be to obey the Scripture which says, “So then, whatever you do, whether in word or deed, do all to the glory of God.” In the best interest of the entire school community, so that we might all live safely and in harmony, certain guidelines of conduct must be maintained by all students of SVA, both on and off campus. Students must practice courtesy and consideration in all associations with teachers, school employees, fellow students, and visitors. Students must respect their person and their property. (Ephesians 4:28-32)

Students must respect the authority of administrators, teachers, and staff members and treat them respectfully as a demonstration of obedience as unto the Lord. (Hebrews 13:17 and I Thessalonians 5:12-13)

BEHAVIOR EXPECTATIONS

Good behavior arises from good character. Partnering with parents in the development of Godly character is one of SVA’S primary goals. Upon enrolling in SVA, all students enter a probationary agreement to determine if the student is a candidate for long-term enrollment (long-term enrollment is defined as anything beyond 90 days). Probation is based upon, but not limited to, academics and conduct as well as any other area that administration deems necessary to determine if SVA is the right fit for that child. As such, it is necessary to recognize and contend with misbehavior to discourage its frequency and intensity. We want SVA to be characterized by a positive learning atmosphere where respect for others is common. As such, school personnel will teach students the behavioral expectations for SVA students and assign disciplinary measures to teach students appropriate character. The accumulation of discipline documentations may be viewed as a sign that the student is unwilling to abide by the SVA standards. The accumulation of disciplinary documentations will result in more serious consequences, even dismissal from the school.

The Synergy Vocational Academy will:

1. Abstain from the use or possession of alcoholic beverages, tobacco, drugs, pornography, gambling, and other undesirable practices both on and off campus twenty-four hours per day, seven days per week. Students who do not abstain from such practices may be subject to expulsion. (1 Corinthians 6:19-20)
2. Abstain from profanity, vulgar, and abusive speech, writing, texts, social media posts, any speech that involves telling another student to harm him/herself, or any abusive, profane, or vulgar actions. This behavior is harmful to others and is not appropriate or conducive to one’s own moral and spiritual development. (Ephesians 4:29)

3. Refrain from a public display of affection. Students are expected to conduct themselves in a discreet and Christian manner. While on campus, students should follow a “hands off” policy.
4. Leave all unauthorized and dangerous items such as knives, weapons, lighters/matches, explosive items, or any items that could cause harm or campus disruption at home. Radios, CD players, MP3 players, iPods, or similar electronic items, are not allowed at school. Cell Phones are not to be seen or heard during school hours (9:00 AM – 3:00 PM) and may not be used unless requested by a teacher for educational instructional purposes (see Cell Phone Policy)
5. Do his/her own work. Students must not give or receive help on tests, quizzes, projects, or homework unless the teacher has granted this privilege on a particular assignment. Cheating is considered dishonest and is a serious offense. **During a test, quiz, or exam, it is the student’s responsibility to avoid every appearance of cheating. All books and papers must be out of sight. No talking is allowed.** Talking during a quiz, test, or exam may be dealt with in the same manner as cheating. Cheating will result in a teacher intervention and will result in disciplinary action by Administration (see Honor Code).
6. Maintain a Christ-like spirit of cooperation and harmony while doing his/her best to obey and conform to the school’s policies, rules, dress code requirements, and staff directions. Students will refrain from negative attitudes and negative comments regarding school rules, school personnel, fellow students, and all efforts to incite dissension among the student body or school staff.
7. Demonstrate proper respect during prayer by bowing head and not creating or participating in distracting the time devoted to prayer. Demonstrate proper respect for the American flag
8. No student can be legally married and be enrolled at SVA. A pregnant student or a student with a child may not be enrolled at SVA. A male student who is a father (unborn or born) may not be enrolled at SVA.

CHEATING

Cheating is a serious offense as it explicitly breaks the integrity of the academic process at SVA. Cheating is defined as: *Cheating is using, stealing, taking another person’s work (including homework or previously written essays or papers) and propagating/ distributing information about a test to other students for their personal benefit.*

1. 1st time cheating- Student will receive a zero on the assignment/ test, receive an incident report, will serve an After-School Detention, and teacher/ administration contact with parents.
2. 2nd time cheating- Student will receive a zero on the assignment/ test, receive an incident report, will serve a Saturday School, and administration contact with parents.
3. 3rd time cheating- Student will receive a zero on the assignment/ test, and potentially a failing quarter grade, and will be Suspended/Expelled from SVA.

The cheating and plagiarism policy is not class specific- if a student cheats in one class, the next time he/she cheats or plagiarizes it will be considered a 2nd/3rd offense regardless of the class.

COMMON CLASSROOM EXPECTATIONS

The following are considered common classroom expectations. Teachers may have additional requirements and/ or classroom expectation, or modifications to the following during their class instruction:

- When the teacher signals, be ready to start class with required materials for class
- Listen attentively to the teacher and participate in class discussion
- Request permission to speak or make comments in class
- Use class time efficiently
- Refrain from consuming beverages and food during class
- Refrain from chewing gum while on the school campus

PUBLIC DISPLAY OF AFFECTION (PDA)

- Students are to refrain from holding hands, embracing, kissing or showing outward sign of affection to other students of SVA or students or friends from other schools while attending SVA, any SVA function or SVA athletic event
- Students are to refrain from talking about dating, relationships, or anything of that nature while on the SVA campus or at any SVA function or event
- If students are found to be displaying PDA then the consequences are as follows: (1) day suspension for first offense, (3) day suspension for second offense, (10) day suspension with a pending board review for continuing to be a student at SVA.

DISCIPLINE POLICY

The discipline philosophy at SVA is based on the need for a proper working relationship between the home, the church, and the school. It is our conviction that the home was the first institution God established, and it is there the child learns patterns of behavior. In the home, the child learns a value system of right and wrong. When a child is taught proper discipline and respect at home, he/she is then ready to be educated and to develop the skills necessary to face life successfully. The church is the institution of God established for the express purpose of winning the unsaved to Christ and for the purpose of teaching/ training the saved. This includes the teaching of Biblical principles of living as found in the Bible.

The school is an institution set up by man for the purpose of partnering with parents in the educating and training of their children. The school has an obligation to provide an environment and curriculum conducive to effective learning. As a Christian school, it is our responsibility to further build and train our students in Christian character. The purpose of our discipline plan is to train each student to achieve obedience, respect, and responsibility in order to create a learning environment where students are able to attain their highest potential. Obedience to rules and guidelines is essential to the development of maturity (Luke 2:51 and Hebrews 5:8). It results in genuine freedom in life (John 8:32). Respect is necessary for successful and meaningful relationships (Luke 10:36, 37, and Romans 12:18). The building of personal responsibility fosters a sense of achievement. Responsibility and achievement are necessary ingredients to the development of self-worth (1 Corinthians 10:31, Ecclesiastes 9:10, Romans 14:12).

As we seek to provide a balance and a biblical discipline learning environment for the students of SVA, we realize that man's wisdom falls short of God's standards. We do not claim to be

perfect in all our decisions, but we do try to discipline in a way that is Biblical and teaches students the necessary lesson. As partners in the process of discipline, it is important that parents work cooperatively with the school for the good of the student. Since we teach the student to obey and submit to the parents, we find it imperative that the parent maintain that continuity by upholding and teaching the principles taught at school. Proper Christian educational and moral principles can only be attained through a well-disciplined program where there is cooperation between the parents and the school. As it relates to disciplinary decisions for disobedience to the Standards of Conduct for SVA, the school administration will make the final decision concerning the disciplinary measures. There is not an appeal process once the decision has been made.

DEFINITION OF TERMS

1. **Positive Reinforcement**- The intentional recognition and rewarding of students whose behavior is deemed admirable with school personnel giving oral recognition and written recognition.
2. **Bullying**- Bullying behavior can be:
 - a. Verbal (name calling, teasing, abuse, putdowns, sarcasm, insults, threats, telling another student to harm him/herself)
 - b. Physical (hitting, punching, kicking, scratching, tripping, splitting)
 - c. Social (ignoring, excluding, ostracizing, alienating, making inappropriate gestures)
 - d. Psychological (spreading rumors, dirty looks, hiding or damaging possessions, malicious SMS and email messaging, in inappropriate use of camera phones)It is important to note that conflict or fights between equals and single incidents are not defined as bullying. Bullying behavior is not:
 - Students not getting along well
 - A situation of mutual conflict
 - Single episodes of nastiness or random acts of aggression or intimidation
3. **Detention**- The time of the detention may occur during lunch or after school. A detention is assigned by a teacher or administrator. Failure to serve an assigned detention will result in a \$10.00 fine. No cell phones will be allowed and must be turned into the detention monitor at the start. Failure to attend the required day and time will result in additional detentions and/or Saturday School.
 - a. **Lunch Detention**- is served during the 30 minute assigned lunch time. Lunch is to be eaten in silence. The student is not dismissed until the end of the lunch time.
 - b. **After School Detention**- is served from 3:45 PM until 4:45 PM in an assigned classroom on Tuesdays and Thursdays. Failure to attend After School Detention will result in a \$10.00 fine and assignment of Saturday school. If the student is a bus rider then the parent will be responsible for picking up the child no later than 5:00 PM or arrange for After Care which will incur a fee of \$10 per child.
4. **Dismissal from Class**- If a teacher finds it necessary to dismiss a student from the classroom due to disruptive behavior, the teacher will radio for Administrative/ Pastoral assistance to retrieve the student from class.
5. **Saturday School**- Students may be assigned Saturday School for disciplinary instruction. He/ She must attend school from 8:00 am -11:00 am on a Saturday doing assigned school work. Failure to attend will result in a \$30.00 fee for students assigned to Saturday School, and a rescheduled Saturday School. All school policies

and rules (including Dress Code) are in effect for Saturday School. Students are to arrive prior to 8:00 AM and need to make provision for their own transportation at the conclusion of the Saturday School; and must be picked up no later than 11:15 am. Staying later than 11:15AM will result in a \$5.00 per 5 minute fine.

6. **Suspension**- A student forfeiting his/her privilege to attend school for a stated number of days may not report to school or attend any school-related activity that is on or off campus. A fee may be assessed for the suspension. All assignments, tests, quizzes or exams missed during the suspension must be completed; and will be graded as a late submission.
7. **Expulsion**-When a student completely forfeits his/her privilege to attend SVA and is expelled from school, the student may not attend any school-related activity. After one-year, the parents of the students may request the student be given permission to attend school-related activities. School Administration will make the decision and inform parents. When a student is expelled, his/ her grades at the time of expulsion will be calculated and assigned as the grades earned on the day of expulsion. The student's school records will be marked with expulsion from school.

DISCIPLINARY INSTRUCTION

Category 1: Acts of Misconduct: Students behavior that interrupts the instructional environment of a class and/or the orderly operation of the school. These actions include, but are not limited to:

Classroom disruption, disorderly behavior, and failure to follow a teacher's directive, disrespect for other students, and unpreparedness for class, off-task behavior, and chewing gum, out of dress code, inappropriate displays of affection, and inappropriate parking lot conduct.

Instruction: teachers are to note in Gradelink and verbally warn.

After 3 re-directs:

- 1st incident report - will be sent home.
- 2nd incident report - lunch detention
- 3rd incident report - will require a parent conference.
- 4th incident report - will have a 1 day out of school suspension.

Category 2: Actions of Misconduct: Student behavior that is either planned misconduct, and/or a more severe level of disobedience and insubordination towards a staff member, or disrespect to staff member and/or peer student. These actions include, but are not limited to:

An offense requiring immediate removal from class, skipping class, leaving class/ campus without permission, disrespect/ insubordination, destruction/ defacing school or other's property. Threats, bullying/ harassment, cyberbullying, profanity or profane gestures/signs, lude language, rumors, taking God's name in vain, visual or auditory presence of a cell phone.

Instruction: teachers are to note in grade link and :

- 1st incident report - parent(s) will be contacted for a conference.

- 2nd incident report - will result in a **3**-day suspension.
- 3rd incident report - will result in a **10**-day suspension pending board review.

Category 3: Acts of Misconduct: Student behavior that is clear and severe violations of school rules, threaten the safety of students/ staff/ school and may break laws. These actions include, but are not limited to:

Tampering with safety equipment, theft, inappropriate exposure, repeated or continued bullying, threats or telling another student to harm him/herself, and placing themselves or others in an unsafe or “at-risk” situation.

Instruction: teachers are to note in grade link and administration will notify the parent, students will immediately be removed from the classroom, and if necessary, report to the proper Law Enforcement Agency. If a student is reported to Law Enforcement, he/she will be suspended and subject to board approval before returning to school. Otherwise, administration will have a consequence of an out of school suspension (**3 days**) from school, and/or a **10**-day suspension from school, with student return subject to board approval.

Category 4: Acts of Misconduct: Student behavior as defined in Categories 2 and 3, but the offense is more severe in nature and compromises the safety of others. These actions include, but are not limited to:

Assault/ fighting, alcohol, sexual harassment, possession of or involvement in pornography, public indecent exposure and any criminal act classified as a misdemeanor.

Instruction: teachers are to note in grade link, immediately remove the student from the classroom and an incident report will be sent home with an assigned suspension (**10 days**) from school, with the removal from school organizations activities and leadership positions, and report to proper Law Enforcement Agency if necessary. If a student is reported to Law Enforcement, he/she will be suspended and subject to board approval before returning to school. Otherwise, the second incident report will have the consequence of a **10-day** suspension pending board review, or expulsion.

Category 5: Acts of Misconduct: Student behavior that is clearly defined as severe disobedience to school policies and/or unlawful. The behavior includes, but not limited to:

Possession of a weapon, firearm, explosive device on school campus or at a school-sponsored event, threatening to or bringing physical harm to any student/ staff member/ or volunteer, use or possession of tobacco, alcohol, drugs/drug paraphernalia (including any e-cigarettes or vape pens) or any chemical substance, involvement with sexual immorality, and any criminal violation classified as a felony.

Instruction: teachers are to note in grade link, immediate removal from the classroom; administration will administer an expulsion, and will report to the proper Law Enforcement Agency and will result in an immediate expulsion from the school.

COURTESY AND RESPECT

True courtesy is an inner spirit, which gradually becomes learned etiquette. It is expected that all SVA students will show proper courtesy and respect to all adults on campus as well as to their fellow classmates.

Respect is an attribute of Christian character that reflects moral restraint of inward and outward behavior. The presence or absence of respect is the best way to evaluate the quality of character. In the *New International Version*, it says, "Show proper respect for everyone; Love the brotherhood... fear God, honor the King." God calls His people to a divine standard. This higher standard requires action on the part of the individual.

- Courtesy and respect to all adults should include the following:
- Using "Mr., Mrs., Miss., Ms., or Pastor (using last name) when speaking with adults
- Using Sir, Ma'am in responding
- Using "excuse me" "please" or other requests for repetition
- Opening doors for all adults
- Students are expected to use "please" and "thank you" in all cases

PROBATION

Students may be placed on a probationary status when attitudes and actions are not consistent with the purpose and standard of SVA. The administration will set the terms of the probation. The student, parent, and Administrator must sign the probation statement. Students must exhibit a change in behavior and attitude during the probation period. If there is no obvious change, then the student will be suspended or asked to withdraw and transfer to another institution. Types of Probation are as follows:

- Academic – Insufficient academic progress
- Attitude – A rebellious spirit which is unchanged after repeated interventions by teachers and administration.
- Action – Continued deliberate disobedience
- Breach of conduct
- Failure of the parents to comply with the disciplinary procedures of SVA

REVIEW

All students who enroll for the first time with SVA will be placed on a review. This will last for the first quarter. Should a student consistently violate the Code of Conduct, engage in behavior that is unacceptable as a student at SVA, or not maintain satisfactory academics may be asked to transfer to another institution.

DRESS CODE

The Bible does tell us that man looks at a person's outer appearance, but God looks at our hearts (1 Samuel 16:7). We know that how God views us is the most important thing! Nevertheless, man does look at our outward appearance. Even as we have an obligation to see that our hearts are clean and pleasing to God, we also have an obligation to see that our appearance is clean and pleasing to man. There is a close relationship between performance

and appearance. It is our belief that students will achieve and develop their potential in proportion to how they view themselves.

In accordance with this underlying belief, we at SVA expect the students to observe the guidelines presented for young men and women. It is the school's belief that parents will accept their responsibilities and students will show their respect for the school by living within the guidelines expressed below.

SVA has a standardized dress code for the purposes listed as follows:

- To train children in the way they should go (Submitting to Godly authority)
- To train students to dress in a conservative, professional fashion
- To create a positive disciplined environment in the school
- To assist students in concentrating on academic achievement rather than on clothing competition
- To eliminate offensive fashions
- To help reduce peer pressure
- To help parents and students with financial stewardship
- To create a positive image in the community

The administration and teachers of SVA will maintain and enforce the dress code from the time a student arrives on campus until the student is off campus. Parents and students must agree with the standards of conduct and dress established by the School Board. NOTE: Only students who are in proper dress code may attend classes.

UNIFORM CODE

Middle School/High School:

Students MUST wear:

- Shirts: Must have sleeves and may not show cleavage.
- Cold-weather: Sweatshirts or jackets (NO HOODS)
- Dresses, shorts, skirts, or skirt slits at knee length or below.
- Pants, shorts, or skirts worn above the hip bone (undergarments may not be visible.)
 - Rips may not go higher than 2 inches above the knee
- Shoes, tennis shoes, sandals, crocs with a back strap, or boots

Students Must NOT Wear:

- House slippers in any form or clothing that is pajama type in nature
- Anything that exposes undergarments or is see-through or sheer in nature, or is tight and revealing
- Clothing, accessories, bandanas, jewelry or flags associated with gangs or referencing drugs, tobacco, alcohol, weapons, violence, or sex.
- Flags of any nationality other than U.S. Flag (Stars and Stripes)

- Accessories that create a safety concern (wallet chains, studded necklaces, wrist bands, rings, hair picks, large combs)
- Long shirts that go past mid hipbone
- Leggings, jeggings, board shorts
- HOODIES ARE NOT ALLOWED
- Head wear, including but not limited to hats, visors, bandanas, hoods on head, sunglasses (on face while in school), shower caps, stocking/wave caps
- Flip Flops or backless shoes

NOTE: The school's administration/designee shall be the final judge of wearing apparel/accessories and will determine whether or not such items are appropriate, disruptive, offensive, distracting, or in violation of health and safety rules. The school reserves the right to change the dress code as is deemed necessary.

MEDICINE

Ideally, all medication should be given at home. SVA recognizes that some students may have special needs, which require a prescription to be administered during school hours. Medication Authorization forms must be completed by a parent and accompany all medication to be given at school. Students who are under the care of a doctor must provide a written order for self-administration of medication and must complete a written self-administration form that can be obtained in the school office. All medications must be in the original bottle with the student's name, and must be brought to the front office, where the student may self-administer under the supervision of Administration. Any over the counter medication left after the last day of school will be disposed of.

HEAD LICE

Since head lice are contagious, all students suspected of head lice must be reported to the main office. Students with head lice will be asked not to attend class until all head lice and nits have been treated. All students must be checked by the school staff and obtain a written pass to return to class. Students must be free from lice for at least 48 hours before returning to school.

HEALTH SYMPTOMS

If your child exhibits any of the following symptoms, please do not bring them into school.

- Fever of 100 degrees F or higher within the last 24 hours
- Vomiting or diarrhea within the last 24 hours
- Unusual coughing, runny nose, and eyes
- Rashes on the skin

Students who begin exhibiting symptoms after being dropped off for school will be brought to the front office where the parent or emergency contact will be notified.

If you are notified that your child is exhibiting any of these symptoms, please pick up your child immediately from school. The child must be picked up within 2 hours or SVA reserves the right to contact the Department of Children and Families.

STUDENT SEARCH

School personnel shall have access to school lockers, desks, and other school property to properly supervise the welfare of the students. School lockers, desks and other school facilities may be opened and examined by school staff at any time and no reason shall be necessary for such a search. School personnel have the authority to detain and search or authorize the search of any SVA student or property in the possession of the student when the student is on the school premises, is in transit under the authority of the school, or is attending any school sponsored or school authorized function. The school has the right to search any vehicle brought on campus if there is a reason to suspect that a school policy has been violated.

MANDATORY BACK-PACK SEARCH

All SVA parents MUST search their children's backpacks every day before leaving for school and every day upon return from school to ensure that no prohibited items are present.

NO HARASSMENT POLICY

SVA does not and will not tolerate any type of harassment or bullying. Harassment includes, but is not limited to, slurs, jokes, and other verbal, graphic or physical conduct relating to an individual's age, race, religion, color, sex, sexual orientation, national origins, citizenship, or disability. Offensive conduct of this nature creates a hostile school environment.

All SVA students have a responsibility to keep the school environment free of harassment and bullying. Students must report incidents to the **principal or another administrator**. When Administration becomes aware that harassment might exist, it is obligated by law to act. SVA will promptly investigate all reports. Any student found to have harassed a fellow student will face disciplinary action. SVA will take no adverse action against any person for making a good faith report of alleged harassment.

STUDENT ACTIVITIES

Students who attend SVA activities are expected to wear clothing that reflects the conservative values that SVA supports. We ask parents to monitor student dress before they leave for SVA activities. Failing to come to school in the proper dress code, especially lacking modesty will result in a notification to parents, and possibly asking them to bring in the proper dress items. Several student activities are planned for elementary and secondary students. Activities may be added or eliminated from the list based on the number of students participating.

CHAPEL

Chapel will be held weekly. Bible studies will be every day. Students must participate.

FINE ARTS

SVA places a strong emphasis on developing students' talents in art, music, dance and drama. When participating in a fine arts event, student attendance is required *for the entire event* – no exceptions. Please schedule these important dates in your calendar/planner. Participation in fine arts is based upon grade point average and conduct. During the school year students are provided an opportunity to display their God-given talents in an annual fine arts show.

ATHLETICS

Athletics at SVA are a privilege and not a right and considered extra-curricular. Students will incur a fee that is payable before he/she may play. Participation in athletics is based upon maintaining a grade point average of 2.5 or higher and adhering to the student's code of conduct.

FIELD TRIPS

Field trips are planned throughout the school year. Parents are requested to assist in supervision and/or transportation. Students going on the field trips are required to fill out a permission slip and return to the front office prior to leaving. No exceptions.

GRADUATION

Kindergartners, Eighth Grade, and High School Seniors are offered a graduation ceremony in the spring. Parents and guests are invited to attend these ceremonies at our school site. High School Seniors graduating will incur a Graduation Fee. This fee must be paid plus any outstanding fees with the school prior to receiving a diploma and/or transcript.

FALL/SPRING PICTURES

Pictures are taken in the Fall and Spring and purchase is optional.

VOLUNTEERISM

Parent volunteers are encouraged to get involved in the field trips, family days, fund development, athletics, and numerous other areas. Please contact the school main office for more information.

PARENT/TEACHER ORGANIZATION (PTO)

SVA PTO is a parent-teacher organization designed to keep parents educated about critical current issues involving their children. The work of this organization will go directly back to the children of the school. Topics to be covered:

- Youth Activities
- Field Trips
- College Preparation
- Fund Development
- Internet Safety
- Safety Patrol

- Parenting 101
- Family Day Gatherings

FAMILY APPRECIATION DAYS

Are partnered with Christ Family Church. Opportunities are given throughout the year to show appreciation for our enrolled families.

FIELD DAY

Field day will take place in the spring. All ages will participate.

HEALTH AND SAFETY

FUND DEVELOPMENT

SVA is an affordable choice in private Christian Education in St. Lucie County. However, fund development is a vital aspect of keeping those tuition rates low. We ask that all families participate in school fundraising opportunities during the school year. We depend on your support and God's blessing to keep our program operating. Students and staff are not permitted to fundraise on campus or before unless approved by the school administrative team.

TRAFFIC SAFETY

For the safety of all children, all parents and students must follow the drop off and pick up policies. We ask all drivers to adhere to a 5MPH limit while driving on campus. Students found speeding will be asked not to bring their vehicle on campus for a week. Students are not to loiter in the parking lot.

ADDRESS CHANGES

Whenever there is a change of address, phone number, or email please notify the office in writing or via email. The same is true for changes in doctor's and /or emergency numbers and people who are authorized to sign your children out once they have been brought to school.

DAMAGE TO SCHOOL PROPERTY

Students who have knowledge of vandalism or damage to school property are expected to report this to the Front Office. When a student destroys or damages school property, he/she is personally liable financially and subject to disciplinary action by the school administration. Students may be suspended from school and will be required to pay for the damaged or vandalized property. This includes but not limited to facilities, computers, buses, etc.

HOUSEKEEPING

Each student is expected to do his/her part in keeping classrooms, hallways, and the campus clean. Parents are welcome to help volunteer to help.

PERSONAL PROPERTY

The school is not responsible for any personal property students may bring to school. Persons responsible for the damages will pay them directly to the student.

PETS

No pets will be permitted on the campus, except when authorized by the administration.

PICTURES & VIDEOS

All students who are enrolled in SVA may be photographed or videotaped by the school in the course of school activities. A child's likeness in an individual or group picture may be used in newsletters, local media, social media, promotional pieces, and/or advertising materials. This handbook serves as a release.

SCHOOL CALENDAR

The school calendar is available on the website: <https://www.synergyk12.com/>

EMERGENCY EVACUATION PROCEDURE

Building evacuation procedures are practiced on a regular basis. Instructions for evacuation will be given before the first drill. When you hear the evacuation signal, walk in a single file line to the nearest exit. The first person will hold the door. Students will follow teacher directions according to room location. Talking is not permitted. After the last person is out, the person holding the door must turn out the lights and close the door. Walk away from the building to the designated location (the front yard across from the main office doors). Teachers will take roll. When the whistle signals "All Clear", students may return to the building in a single file line without talking. Updates will be posted on **social media** if an emergency is in fact happening to let the families know that everyone is OK. When and if time permits, an email will be sent out to all parents of the emergency and next steps. Parents do not come by the school wishing to pick up your kids during an emergency. You will be notified if the children have been released for pick up.

CALLING CODES

If a Code is called over the walkie or phone intercom system, teachers must adhere to the following procedures. The safety and well-being of the students is the primary focus. Teachers are prohibited to leave their classroom or use their phones to relay messages outside of the school.

CODE YELLOW

A Code Yellow is a serious situation that requires all students to stay in the classroom. There should be no student traffic in the hallways. Designated staff will lock and check hallways. Students in hallways will be brought to the nearest classroom. Please observe the following steps:

1. Lock the classroom door

2. Alert office of any students not in the classroom
3. Continue teaching
4. No one leaves the classroom until the Code Yellow is lifted

CODE RED

A Code Red is an extreme situation that means a danger of serious or deadly force exists on campus. This could include an unauthorized individual on campus, gun/weapon, hostage situation, or campus riot. Every teacher should remain calm and focused. Designated staff will lock and check hallways. Students in hallways will be brought to the nearest classroom. Please observe the following steps:

1. Lock the classroom door. If the door cannot be locked, escort students to nearest lockable room
2. Do not allow anyone to leave the room
3. Stop teaching
4. Move all students to corner farthest from windows and door
5. Turn off lights in classroom and workroom
6. Alert office of any students not in the classroom
7. If there is no immediate danger within your classroom, place a green sheet of construction paper with Room # ½ way under your door. Also place a green sheet with Room # in an outside window if your room has one
8. Do not unlock your door for anyone except Administration or a Police Officer with I.D.
9. If you observe anything unusual, notify the office immediately
10. If an evacuation is ordered, collect attendance documents, and move to the evacuation zone in an orderly manner and follow fire drill procedures
11. Remain with students in the corner until Code Red is lifted. An announcement will be made by an Administrator

SCHOOL CLOSING/ HAZARDOUS WEATHER

Faculty and staff are prepared to implement a preparedness plan in the event of natural disasters. School will be cancelled if there is any threat. Listen to local radio and TV for announcements. We will follow the St. Lucie County School District closing and canceling school activities.

Due to sudden severe weather, buses may be delayed for the safety of the students. Parents will be notified by email as to when to expect an adjusted arrival time. Students in the car line may be delayed due to sudden severe weather and when lightning is present.

In case of a hurricane or tornado, the students will be instructed to “Take Cover” in an interior room. Delayed departures from school will be considered if severe weather threatens. Students will remain on campus until reunited with parents.

Listen to the following stations and social media in case of an emergency:

- WPSL 1590 AM
- WBOF 105.9 FM

- WSTU 1450 AM
- WPBF Channel 25
- Gradelink text
- SVA Facebook
- SVA Twitter
- SVA Website

ELECTRONIC DEVICES AND TECHNOLOGY RESOURCES

STUDENT ACCEPTABLE USE POLICY

SVA students are given access to school technology resources, electronic communication systems and electronic equipment. It is important that the applicable policies and agreement form is read and understood. NO STUDENTS ARE TO BRING PERSONAL LAPTOPS OR TABLETS TO SCHOOL AT ANY TIME.

Inappropriate use of school technology resources may result in suspension or revocation of the privilege of using these resources, as well as other disciplinary or legal action, in accordance with applicable SVA policies and laws.

Shared electronic equipment, which may have stored temporary Internet and electronic files of other users. Please note that the Internet is a network of many types of communication and information networks. It is possible that you may run across some materials you might find objectionable. While the Academy will use filtering technology to restrict access to such material, it is not possible to absolutely prevent such access. It will be your responsibility to follow the rules for appropriate use. If you are being issued an Academy technology device that can be used off campus, you will be given additional materials addressing the proper use, care, and return of these devices.

As a user of the Academy technology resources, you will be able to access:

- Student Wi-Fi
- A limited number of databases, libraries, and resources
- The Internet and other electronic information systems/networks, which can be used to communicate with schools, colleges, organizations, and individuals around the world

RULES FOR APPROPRIATE USE

- You may be assigned an individual account for hardware and Internet access, and you are responsible for not sharing the password for that account with others
- The account is to be for educational purposes
- You must comply with the Student Handbook, Code of Conduct and Federal and State law
- Remember that people who receive email from you with a school address might think your message represents the school's point of view when using a academy provided account

- You will always be held responsible for the proper use of your account, and the Academy may suspend or revoke your access if you violate the rules
- Use of technology resources are not confidential and can be monitored at any time to ensure appropriate use
- E-mail users are responsible for mailbox management including organization, cleaning, and compliance with records retention laws when using an academy provided account
- When using the device for instructional purposes while on campus, you must use the Academy's wireless Internet services and are prohibited from using a personal wireless service.

INAPPROPRIATE USES

- Student using the Staff designated Wi-Fi
- Using the resources for any illegal purpose
- Accessing the resources to knowingly alter, damage, or delete Academy property or information, or to breach any other electronic equipment, network, or electronic communications system in violation of the law or Academy policy
- Damaging electronic communication systems or electronic equipment, including knowingly or intentionally introducing a virus to a device or network, or not taking proper security steps to prevent a device or network from becoming vulnerable
- Disabling or attempting to disable any Internet filtering device
- Encrypting communications to avoid security review
- Using someone's account without permission
- Pretending to be someone else when posting, transmitting, or receiving messages
- Attempting to read, delete, copy, modify, or interfere with another user's posting, transmittal, or receipt of electronic media
- Using resources to engage in conduct that harasses or bullies' others
- Sending, posting, or possessing materials that are abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal, including cyber bullying and "sexting"
- Using e-mail or Web sites to engage in or encourage illegal behavior or to threaten school safety
- Using inappropriate language such as swear words, vulgarity, ethnic or racial slurs, and any other inflammatory language
- Violating others' intellectual property rights, including downloading or using copyrighted information without permission from the copyright holder
- Wasting school resources through improper use of the Academy's technology resources, including sending spam
- Gaining unauthorized access to restricted information or resources.

CONSEQUENCES FOR INAPPROPRIATE USE

- Suspension of access to the Academy's technology resources
- Revocation of permission to use personal electronic devices for instructional purposes while on campus
- Revocation of the account; or Other disciplinary or legal action, in accordance with the Academy's policies and applicable laws
- See Student Code of Conduct

CELL PHONE USAGE

Cell phones have become a part of our society. Therefore, we understand that every student may have a cell phone. All cell phones are to be completely powered off during school hours, unless a teacher/ administrator gives specific permission. Cell phones are always to be stored in student backpacks, unless directed by the teacher/staff. Students may not text or call others on their cell phones during the school day. All cell phone calls are to be made through the school office with the permission of the administration. If a parent needs to reach a child, please call the office and the message will be relayed. For consequences of cell phone violations please see the Student Code of Conduct.

REPORTING VIOLATIONS

You must immediately report any known violation of SVA applicable policies, internet safety plan, or acceptable use guidelines to the technology coordinator. You must report requests for personally identifying information, as well as any content or communication that is abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal to the administration.

ACADEMY COMPLIANCE

Enforcement of the internet safety for minors that includes monitoring the online activities of minors and the operation of a technology protection measure with respect to any of its computers with Internet access that protects against access through such computers to visual depictions that are:

- Obscene
- Child pornography
- Harmful to minors

SVA is enforcing the operation of such technology protection measures during any use of such computers by minors.

As part of its internet safety policy, SVA is educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyber bullying awareness and response.

BRING YOUR OWN DEVICE

NO STUDENTS ARE TO BRING PERSONAL LAPTOPS OR TABLETS TO SCHOOL AT ANY TIME AS COMPUTERS ARE PROVIDED FOR THE STUDENTS.

SAFE USES

You must comply with the SVA Student Acceptable Use Policy, as well as the following:

- Obey school rules concerning behavior and communication that apply to mobile device use
- Do not share passwords or personal account information

- Do not connect with people you do not know
- Report any suspicious information to a trusted adult immediately

DOCUMENT STORAGE

For document storage, you are encouraged to utilize alternative methods such as emailing documents to yourself or utilizing a “cloud” storage program.

SVA retains the rights concerning any recording and/or publishing of any student or staff member’s work or image. You must obtain permission to publish a photograph or video of any school related activity. Violation of these rules may result in suspension or revocation of system access.

ON CAMPUS CONNECTION

You must use SVA’s free wireless connection when on campus. SVA is not responsible for personal charges accessing other wireless connections or data charges. When you log into a SVA Student wireless network, you are accepting the terms of the SVA Technology. Under no circumstances are students allowed to access the SVA Staff Wireless Network. If said student is found in possession of the staff wireless network password and using the wireless network, then it is to be reported to the SVA administration and a no tolerance policy will be in effect. First offense will result in a \$25 fine. Second offense will result in a \$50 fine and removal of wireless privileges for one week. Third and final offense will result in suspension or removal from SVA.

ACCEPTABLE USE POLICY

You will have filtered internet access. You may not disable or attempt to disable any filtering service used by SVA.

FAQ’s

I need to print a document that I just created. Why is there not a printer listed when I try to print?

Like shared folders, printers are networked differently on the campus and will not be available when you log into the **student network**. Some printing solutions include emailing the document to your teacher to print or saving it to a flash drive or cloud storage and printing from home.

How do I save my work?

It is encouraged that you email documents to yourself or utilize “Cloud” storage programs to store your data.

Possession and Use of Other Personal Electronic Devices

Students are not permitted to possess or use personal electronic devices such as MP3 players, video or audio recorders, DVD players, cameras, games, e-readers, laptops, tablets, or other electronic devices at school.

The use of mobile telephones or any device capable of capturing images is strictly prohibited in all areas of the school, school property, field trips, locker rooms or restroom areas while at school or at a school-related or school-sponsored event.

If a student uses a telecommunications device without authorization during the school day, the device will be confiscated. The devices may be picked up from the campus's designated area. Confiscated telecommunications devices that are not retrieved by the student or the student's parents will be disposed of after the notice required by law.

In limited circumstances and in accordance with law, a student's personal electronic device may be searched by authorized personnel. Any disciplinary action will be in accordance with the Code of Conduct. SVA is not responsible for damaged, lost, or stolen telecommunications devices.

BUS GUIDELINES

The Bus Service is intended to serve as a shuttle service with a limited number of stops. Riders are not registered on a first come, first served basis. Bus Service DOES NOT guarantee to meet the demands of all students. Busing is run by an independent service and SVA transportation is strictly at the discretion of the bus company.

Students who ride the school bus must obey all regular school rules as listed below:

- Students are assigned one stop for the morning and one for the afternoon
- Classroom conduct is to be observed. Riding the bus is a privilege, not a right
- No unnecessary conversation with the bus driver while the bus is in motion
- Students are to be at the bus stop at least 10 minutes before scheduled pick-up. Parents are to be present at the bus stop at least 10 minutes before the scheduled drop off as traffic can cause minor changes in the daily schedule and the bus will not be able to wait if it arrives early.
- Parents of students under the age of 12 are to remain with their student until the bus arrives and are to be present at the drop off at the end of the day.
- If you change addresses during the school year, or request a bus change stop, you must notify the front office with a change of address, but it is not guaranteed that SJCS can accommodate your child and that transportation will be provided.
- Students will stand well off the roadway and exhibit appropriate behavior while waiting for the bus. (Parents are responsible for students prior to boarding and after departing the bus.)
- Students will board, depart, and cross the roadway as per instructions from the Bus Driver.
- There may be days when a different driver is behind the wheel, please be patient.
- Reptiles, bugs, animals, or marine life (alive or dead) are not permitted on the bus.
- Smoking, use of tobacco products, electronic cigarettes or other mood modifying substances are strictly prohibited
- Inappropriate gestures, obscenities, vulgarity, or profanity will not be permitted
- Eating, drinking, or chewing gum is not permitted on the bus
- Students are not to throw any items in/out of the bus
- Students are responsible for VANDALISM and RESTITUTION will be required
- Excessive noise is prohibited at all times
- Any behavior that adversely affects the safety or well-being of others is prohibited
- All riders must be silent at railroad crossings

- Student under the age of 12 must have a signed parent consent form on file at SVA to walk home from the bus stop

State law dictates that it is the parent /guardian's responsibility to ensure safe travel to and from the bus stop and to provide necessary supervision while at the bus stop. (FS6A-3.0121)

AGREEMENT BETWEEN PARENT AND SYNERGY VOCATIONAL ACADEMY

I have read, understand, and agree to follow the policies and procedures in the SVA Student/Parent Handbook. I will abide by these policies and adhere to all its provisions for my child while he/she is enrolled in SVA. I accept that these policies and procedures may change at any time during the school year and are at the sole discretion of the administration.

I understand that my student(s) will have access to school provided electronic devices. I understand that my student(s) are responsible for their assigned device. I understand that I will be financially responsible for this device should any damage occur to the device.

Date: _____

Student Name (Print): _____

Student Name: (Sign): _____

Parent/Guardian Name (Print): _____

Parent/Guardian Name (Sign): _____