

# Vienna Adventist Academy

*A Seventh-day Adventist School serving Pre- Kindergarten through 8<sup>th</sup> grade*

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**340 Courthouse Road SW  
Vienna, Virginia 22180**

**Tel: (703) 938-6200**

**Fax: (703) 938-3934**

www.viennaadventistacademy.org  
viennaadventistacademy@gmail.com



## **School Handbook**

Vienna Adventist Academy is accredited by the *National Council for Private School*, *Virginia Council for Private Education*, and through the *North American Division Commission on Accreditation* of the accrediting association of Seventh-day Adventist Schools, Colleges and Universities, 12501 Old Columbia Pike, Silver Spring, Maryland 20904.

Supervised by  
Potomac Conference of SDA  
Department of Education  
606 Greenville Avenue  
Staunton, Virginia 24401

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## **Statement of Mission**

The mission of the Vienna Adventist Academy is to provide a Christ-centered quality education, promote balanced character development, and prepare students for citizenship in today's world and God's kingdom.

## **Objectives**

- To lead the students to a personal relationship with God
- To develop respect and reverence for the Bible
- To assist parents in the formation of Christ-like characters in their children
- To stimulate high academic success
- To encourage habits of accuracy and care in all activities
- To help students develop desirable personalities and positive relationships
- To promote the understanding and practice of healthful living

We realize that, although VAA is a Christian school endeavoring to operate on Christian principles, every student in attendance may not yet have surrendered his/her life to Christ.

However, parents and fellow students are working together with the administration, teachers and staff to help each one make this personal decision.

# **Admission Policy**

## **Who May Attend**

Any student who demonstrates the desire for a Christian education and meets the age, academic, and behavioral qualifications, may be admitted to VAA. Each student must show respect for the authority of the Bible, for God as the Supreme Being, for teachers, and for fellow students who deserve a safe, peaceful atmosphere in which to learn. Students belonging to religions other than the Seventh-day Adventist Church are welcome with the understanding that they will respect the school's philosophy. Vienna Adventist Academy admits students of any race, culture, or gender. All parents and students must sign an agreement to support the school's mission, policies, and regulations.

VAA desires to provide a safe environment for all students. A history of behaviors that compromise this safe environment will disqualify the student from admission. These behaviors may include but are not limited to sexual promiscuity, the known use or possession of a dangerous weapon, tobacco, alcohol, or illegal drugs. No one convicted of a felony will be admitted.

In accordance with our emphasis on academic excellence, all new students will be tested and must show readiness appropriate to the grade for which they are applying.

VAA's teachers are highly qualified and highly educated, however it is not always possible to meet the unique needs of students who have been identified by medical or educational professionals diagnosed with a disability. The Admissions Committee evaluates each student on an individual basis to determine if the educational needs of the student can be met.

## **Age of Academic Entrance**

A child being registered for pre-kindergarten must be at least four years of age by September 30 of the enrollment year.

A child being registered for kindergarten must be at least five years of age by September 30 of the enrollment year.

A child being registered for the first grade must be at least six years of age by September 30 of the enrollment year.

## **Admission Procedure**

1. Start with a visit and tour of the school's facilities.
2. Complete and return the application, original birth certificate, parent covenant, student agreement, and transfer of records request. Give two current or former teachers the recommendation form and envelope. Ask them to complete the recommendation form and mail it to VAA within a week. The Admissions Committee cannot act on an application until all steps are complete.
3. Provide a copy of the last report card and any other pertinent records.
4. Pay the application fee. Set a date for testing followed by a time to review the testing results.
5. The admissions committee will review your child's records and any other pertinent information, and notify you of their decision. Before a student is considered officially enrolled, his/her transcript must be received by VAA. Students testing more than two years below grade level may not be accepted.
6. Meet with the treasurer to sign a financial agreement for the year.

## **New Student Testing**

Multiple criteria will be used to determine a student's readiness for school and appropriate grade placement. These may include any of the following:

- Informal measures such as behavioral observation of the student
- Teacher interviews with the student
- Student work samples
- Silent or oral reading assessments administered by a faculty member
- Formal testing such as the Gesell Developmental Test or the Wide Range Achievement Test.

### **New Student Probation**

All new students are on probation for a minimum of one grading period (nine weeks). The principal may arrange a review of the student's progress at the end of the period.

### **Withdrawal while on probation**

A student may be asked to withdraw during the probationary period for any of the following reasons:

#### *Kindergarten through 2nd Grade*

- One Level 3 (See Discipline Code)
- Unacceptable academic performance for the particular grade.

#### *3rd through 8th Grade*

- One Level 3 (See Discipline Code)
- Unacceptable academic performance for the particular grade
- More than two subjects below a C
- More than one subject below an F

### **Students with Special Needs**

The faculty and staff of Vienna Adventist Academy would like to be able to meet the educational, spiritual, and emotional needs of every student who applies. Limits on time, space, and professional expertise, however, make it difficult for us to adequately serve every student who applies.

VAA accepts students with special needs on a limited basis. When a student with special needs is accepted, a contract will be developed to allow the student to progress at a rate that is appropriate for that student.

### **Medical Records**

A complete medical examination for each new student is required by September 30 or thirty days after enrollment. State required immunization records are to be on file by the end of the second week of school.

Failure to provide the required medical forms in a timely manner will result in suspension until the forms are provided.

### **Returning Students**

ACADEMIC PROBATION: Returning students who have received a final failing grade in any subject or whose GPA is below 2.00 (a C average) will be placed on academic probation. Students must have passing grades in all subjects and raise their GPA's above the 2.00 level in order to be removed from academic probation.

During the school year the progress of all students will be monitored. Those students whose GPA falls below 2.00 will be placed on academic probation.

Students who are placed on academic probation along with their parent(s) must meet with the principal and the classroom teacher to develop a plan to raise the student's GPA above the 2.00 level. Students who are unable to raise their GPA above the 2.00 level may be asked to withdraw from school or may not be readmitted the following school year.

DISCIPLINARY PROBATION: During the course of the application process, the admissions committee reviews the disciplinary records of all returning students. When a student has had significant disciplinary problems the previous year, the admissions committee may place the student on disciplinary probation. This means that the student and parent(s) must meet with the principal and classroom teacher as needed over the course of the year to help the student develop more desirable behaviors and to monitor the student's progress. The goal of this process is to help students develop a level of self-discipline that will enable them to be positive members of VAA's family.

Students who receive a Level III while on disciplinary probation may be asked to withdraw from VAA.

# Attendance

## Absences

Vienna Adventist Academy is bound by state law to maintain records of the attendance and punctuality of students.

Notification must be given in advance for anticipated absences. When a student is absent and prior notification has not been given, the school should be notified by phone or email by 9:00 a.m. on the morning of the absence.

The only authorized excuses for absences are illness of the student or death in the immediate family. The principal may excuse an absence if arrangements are made in advance.

A note from a parent or guardian explaining any absence from school is required to determine whether or not an absence is excused. The note should include the dates of the absence and should be given to the student's homeroom teacher. Absences for more than 3 days due to illness require a physician's note in order to be excused.

If a student is absent from school for more than seven days in a grading period, his/her grades may be adversely affected and the Academy Board notified unless satisfactory arrangements are made with the teachers to make-up work missed (if the absence is authorized).

Students with extended or unauthorized absences may be dropped from enrollment. To re-enroll during the same school year, a re-registration fee of \$20.00 will be charged.

## Tardiness

A student not in his/her classroom when the 8:05 a.m. bell rings is considered tardy.

Repeated tardiness may affect grades and parents will be notified.

## Vacations

Observe carefully the dates and times listed in the school calendar for the beginning and ending of vacation periods. Absences will not be excused when days are missed to extend a vacation.

## Short-term Enrollments

A child enrolling for a temporary period will be charged a pro-rated payment with a minimum charge being a half of a month's payment. A partial registration fee will also be assessed.

## Non-enrolled Visitors

Pre-school children or other non-enrolled students may visit the Academy only when accompanied by a parent. A request must be made to the principal at least twenty-four hours prior to the desired visit.

## School Hours

Vienna Adventist Academy maintains the following school hours:

**Monday – Thursday**  
8:05 a.m. – 3:05 p.m.

**Friday**  
8:05 a.m. – 2:05 p.m.

Students are not to arrive before 7:00 a.m. Students arriving before 7:55 a.m. should report to the gym.

## Before Care

Before school care is offered from 7:00 a.m. until the students are taken to the classroom by the classroom teacher. Students should never be left at the school without supervision.

**After School Care**

After school care is available each afternoon. It begins 10 minutes after dismissal. It is available until 6 p.m. on Monday – Thursday. After school care ends at 5 p.m. on Friday and 4 p.m. on Fridays in the months of November and December. After School Care is billed in 15 minute increments. Each 15 minute increment is billed at \$1.25. Late charges

of \$5 per 15 minutes for the first half hour and then \$1 per minute will be charged if a student is not picked up by the close of After Care. If After Care Charges become delinquent by more than 45 days, students may be asked not to use the After School Care services.

**Curriculum**

Vienna Adventist Academy offers a state-approved curriculum for grades pre-kindergarten through eight. The pre-kindergarten through 8<sup>th</sup> grade program is supervised by the Education Department of the Potomac Conference of Seventh-day Adventists and is accredited by the National Council for Private School Accreditation.

<b>Elementary</b>	
Students in grades one through six take the same subjects but on a graduated scale. The subjects are:	
Bible	Physical Education**
Language Arts	Science
Social Studies	Music
Math	Art
An introduction to computer literacy, study habits and listening skills will also be incorporated.	

<b>Junior High</b>	
The curriculum for grades seven and eight is as follows:	
<b>Grade 7</b>	<b>Grade 8</b>
<b>Core Subjects</b>	
Bible	
Language	
Math	
World History	U.S. History
Art	
Science/Health	
Keyboarding	
<b>Other Subjects</b>	
Physical Education**	
Music	

**Physical Education**

\*\*Students in grades Pre-K through 8 will be required to use the school’s PE uniform as announced by the instructor. Failure to be in the appropriate PE uniform may affect the student’s grade.

# Grading

## Grading Progress Reports

Progress reports are distributed after each nine week period. Parent-teacher-student conferences are scheduled throughout the year to provide opportunities for dialogue, goal setting, and reporting of student progress. Special parent-teacher-student conferences may be requested by the either parent or teacher any time during the school year.

Mid-term reports are sent home for students who have D's or F's. Teachers may also send home progress reports at other times.

## Promotion Requirements

A student may be retained if the final report card shows two or more subjects with final failing grades. A failing grade is an "F". Students in 1<sup>st</sup> and 2<sup>nd</sup> grade who are significantly below the current grade level in reading will also be considered as failing one subject.

## Grades

Grades are based on the following:

- A Excellent
- B Above Average
- C Average
- D Below Average
- F Failing

In some classes students may receive:

- E Excellent
- S Satisfactory
- N Needs improvement

See your child's teacher if you have questions about the grading system.

## Honor Roll

VAA has an honor roll for students who show outstanding academic achievement. The criteria are as follows:

## Primary 1-2

### Honor Roll

A report card showing E's and S's.

### Principal's List

All E's on the report card

## Grades 3-8

### Honor Roll

A report card showing all A's and B's.

### Principal's List

A report card showing all A's.

A student may not be listed on the honor roll that has an unsatisfactory citizenship or attendance record.

## Citizenship

Good citizenship is a trait both desired and encouraged. It includes proper behavior throughout one's activities and in the classroom. Behavior acceptable to man and God is taught and expected. Areas of concern will be noted on the grade cards, and parents, teachers, staff and the principal will monitor improvement.

Citizenship is evaluated on a regular basis. Parents will be contacted by the teacher should a problem develop. If the problem continues after a conference with the teacher and parents, the principal will meet with the parents and teacher. Should the problem continue after this meeting, dismissal may be considered.



## Homework

In most classes students are given time in class to begin an assignment that relates to the topic that was presented by the teacher. The work that the student does not finish in class becomes "homework." In a few classes regularly scheduled homework is assigned. In either case, the teacher attempts to assign the amount of work that is appropriate for the grade level of the students. The amount of time a particular student spends on homework will vary with the grade level, subject, and how well the student uses the time that is given by the teacher for work during the school day.

VAA believes that all students should have a regular time and place for study in the home. Depending on the grade level, twenty minutes to one hour should regularly be scheduled for the completion of unfinished classroom assignments and/or specifically assigned homework activities. A student's parent should talk to the teacher if the student is spending more than one to one and a half hours doing homework on a regular basis.

It is recommended that television, video viewing, and computer games be limited to create a quiet study atmosphere in the home.

## Retention

Even though a student is striving for achievement to the best of his/her ability, retention is at times advisable. Success at a lower level is better than frustration at a higher one. Students who have two or more final grades of F in core subjects will be retained. A student may remove the deficiency by:

1. Re-taking the course(s) in summer school
2. Re-taking the course(s) in an approved correspondence program
3. Other method approved by the school

The concurrence of the teacher and principal, in consultation with the parents, is necessary for a student to be retained in a grade. The principal will schedule a conference after the third quarter if retention seems likely.

## Graduation

Two types of graduation certificates are issued by VAA; a certificate of graduation or a certificate of completion.

1. To be eligible to receive a certificate of graduation, the student must:
  - a. Have an overall grade point average of 2.00 or better for both seventh and eighth grades.
  - b. Have no grades lower than a D
  - c. Make up any F's
2. A certificate of completion will be issued when the student:
  - a. Has an overall grade point average that is lower than 2.00 (C) for either seventh or eighth grades.
  - b. Has a "C" average, but has not made up any F's for subjects taken in seventh or eighth grade.

A certificate of completion may be converted to a certificate of graduation when all deficiencies are removed. Deficiencies may be removed by:

1. Re-taking the course(s) in summer school
  2. Re-taking the course(s) in an approved correspondence program
  3. Other method approved by the school
- in the event that a student receives two or more F's, or in some way does not meet the requirements for either certificate, that student will be retained in the eighth grade. Students in seventh grade that receive two or more F's will be retained in the seventh grade.

Participation in eighth grade activities (i.e. class trips, graduation, etc.) is a privilege granted by the school. Students may be kept from participation for the following reasons:

1. Finances
2. Academics
3. Behavior

Eighth graders who achieve high academic levels are honored with silver or gold cords at graduation. To be entitled to wear silver cords, the student must achieve an overall grade point average (GPA) of 3.25 for all eighth grade classes. In order to be eligible to wear gold cords the student must achieve an overall GPA of at least 3.75. In addition, the student must have at least a 2.00 overall GPA in the seventh grade.

CLASS OFFICERS: To be elected and continue to hold office, a student must have a GPA of 2.50 or higher and have no Level II or III referrals.

# Dress Code

<p><b>Girls, Pre-Kindergarten through Grade 4</b></p> <ol style="list-style-type: none"> <li>1. Blue and Gold V-neck plaid pleated jumper</li> <li>2. Powder blue Peter Pan blouse, long or short sleeve</li> <li>3. Navy monogrammed cardigan sweater</li> <li>4. Blue, black, or brown solid colored shoes or sneakers</li> <li>5. Navy or black crew, knee socks, or tights</li> <li>6. Navy or black leggings</li> <li>7. Navy or plaid cross tie (<b>Optional</b>)</li> <li>8. Navy pleated cotton twill slacks – Black belt required</li> <li>9. Blue and Gold three-tab plaid pleated skort</li> <li>10. Blue and Gold two-tab plaid scooter</li> <li>11. Powder blue monogrammed polo long or short sleeve</li> <li>12. Navy cotton twill shorts – Black belt required</li> </ol>	<p><b>Boys, Pre-Kindergarten through Grade 4</b></p> <ol style="list-style-type: none"> <li>1. Navy pleated cotton twill pants – Black belt required</li> <li>2. Powder blue oxford shirt, long or short sleeve</li> <li>3. Navy monogrammed sweater vest</li> <li>4. Blue, black, or brown solid colored shoes or sneakers</li> <li>5. Black or navy crew socks</li> <li>6. Navy monogrammed cardigan sweater</li> <li>7. Navy or plaid neck tie (<b>Optional</b>)</li> <li>8. Powder blue monogrammed polo long or short sleeve</li> <li>9. Navy cotton twill shorts – Black belt required</li> </ol>
<p><b>5-8th grade Girls</b></p> <ol style="list-style-type: none"> <li>1. Blue and Gold plaid pleated skirt</li> <li>2. White oxford blouse, long or short sleeve</li> <li>3. Navy or plaid neck tie</li> <li>4. Blue, black, or brown dress shoes</li> <li>5. Navy cardigan sweater, with logo</li> <li>6. Navy knee socks, or navy tights</li> <li>7. Navy Blazer with logo (<b>Required</b> November-March)</li> <li>8. Navy pleated cotton twill slacks – Black belt required</li> <li>9. Blue and Gold three-tab plaid pleated skort</li> <li>10. Blue and Gold two-tab plaid scooter</li> <li>11. White monogrammed polo long or short sleeve (April-October <b>ONLY - OPTIONAL</b>)</li> <li>12. Navy cotton twill shorts – Black belt required</li> </ol>	<p><b>5-8th Boys</b></p> <ol style="list-style-type: none"> <li>1. Navy pleated cotton twill pants – Black belt required</li> <li>2. White oxford shirt, long or short sleeve</li> <li>3. Navy or plaid neck tie</li> <li>4. Blue, black, or brown dress shoes</li> <li>5. Navy sweater vest, with logo</li> <li>6. Black or Navy crew socks</li> <li>7. Navy blazer with logo (<b>Required</b> November-March)</li> <li>8. Navy or black crew socks</li> <li>9. White monogrammed polo long or short sleeve (April-October <b>ONLY - OPTIONAL</b>)</li> <li>10. Navy cotton twill shorts – Black belt required</li> </ol>
<p><b>GYM UNIFORM - - ALL LEVELS</b></p> <ol style="list-style-type: none"> <li>1. Grey monogrammed T-Shirt</li> <li>2. Navy monogrammed cotton shorts</li> <li>3. Navy monogrammed sweatpants and sweatshirt</li> <li>4. White crew socks</li> <li>5. Sneakers – only to be worn with P.E. Uniform (Grades 5-8)</li> </ol> <p style="text-align: center; margin-top: 20px;"><i><b>Please write your child's name in their clothes.</b></i></p>	<p>The Dress Code, Inc. School Uniform Apparel</p> <p>125 Church St. NE #201 Vienna, VA 22180</p> <p>Tel. (703)242-3929 Fax. (703)242-3933</p> <p style="text-align: center; margin-top: 20px;">Tue: 12pm-7pm • Wed-Fri: 10am-6pm</p>

## Uniform Policy

When in uniform, students are visible representatives of Vienna Adventist Academy. Uniforms eliminate fashion as a potential source of competition among students, and therefore, aid in keeping the focus of their attention on their studies. Parents should be **completely** familiar with and understand all regulations pertinent to the dress code. Parents should enforce the dress code and be sure their student is in compliance with the dress code.

The principal is the final arbiter in interpreting standards for all students.

- All students must be in full uniform each day except on days designated by the principal.
- When not in uniform, a student must present a written note from a parent explaining why the student is out of uniform.
- The wearing of hats in the school is not allowed.
- The student's appearance is to be one of overall neatness. Uniforms must be of the appropriate size, length, and in a proper state of repair.
- Excessive or faddish hairstyles for both boys and girls are not permitted.
- Students may wear a wristwatch or Medic Alert tag. No other jewelry of any kind is acceptable.
- Only clear or natural colored nail polish is allowed.
- The wearing of make-up is not allowed.

### *Out of Uniform Notice*

An out of uniform notice will be sent home when a student is not following the dress code. This notice will bring the non-compliance to the attention of the parent or guardian. ***The notice should be signed by a parent and returned to school the next school day.***

If a student fails to be in dress code he or she will be sent to the office. Parents will be notified in writing of the infraction. Students who are missing either a tie or belt will be fined \$.25 and must rent either a belt or tie when not in compliance with the dress code before returning to class. If student does not have money on that day parents will be notified of the infraction and the fine. Fines will need to be paid within 24 hours of the notice.

## Out of Uniform Dress Code

On occasion, the school or a class may have an out of uniform day. A written notice will be sent home. Clothing and accessories containing inappropriate pictures or words are not to be worn. No undergarments should be visible. Clothing that exposes the back or midriff is not to be worn. Shorts, skirts, dresses or jumpers must be uniform length. Each student may have one out of uniform day, on his or her birthday. If the student's birthday is on a weekend, they may have an out of uniform day on Friday or Monday before or after their birthday. Students with summer birthdays will have a dress down day as scheduled in the school calendar. Students may choose to pay \$1.00 to dress down on Friday. Students are to wear either the VAA Cougar shirt or PE shirt. Jeans and sneakers may be worn.

### **Students will not wear:**

- Sleeveless, short blouses (bare midriff), or off-the-shoulder tops.
- Dresses/skirts above the knee.
- Clothing that is designed as underwear.
- Clothing that is either too baggy or too tight.
- Clothing with holes or frayed parts.
- Clothing with noticeable rips or tears.
- "T" shirt type shirts.
- Clothing with words or pictures of any kind.
- Noticeable make-up or fingernail/toenail polish.
- Jewelry of any kind. Medical alerts may be worn with a doctor's note.
- Hairstyles that are either radical or extreme.
- Hats (except with permission).
- Flip-flops or sandals.
- Hard-soled shoes in the gym. (Shoes are to be worn and laced at all times.)
- Shirts untucked.
- Sagging pants. Pants must be a student's size and fit. No over-sizing.

### **Other Items and Designs to Avoid:**

Book bags, lunch bags, lunch boxes, notebooks, binders, etc., should reflect Christian values. These items should not have any of the following:

- Signs of the zodiac.
- Pictures of non-Christian entertainers.
- Pokémon or similar type characters.
- Advertisements for tobacco products, alcoholic beverages or caffeinated drinks.
- Pictures displaying people or creatures of violence.
- Pictures or wording referring to the non-Christian supernatural or the occult.
- Any items, pictures or wording of a sensual or suggestive nature.

## **VAA Code of Conduct**

The staff of Vienna Adventist Academy (VAA) is committed to creating and maintaining an orderly and respectful school climate where learning takes place. All students are expected to learn and carry out the posted and rehearsed Code of Conduct. The Code of Conduct behavior expectations outlined below are in effect during Before Care, school hours, After Care, on field trips and performances, and at all school functions.

Following in the example of Christ:

- I am Respectful.
- I am Responsible.
- I am Safe.
- I am Prepared.

I am here to learn and to help others learn, therefore:

- I will respect others, the environment, and myself.
- I will do nothing to keep the teacher from teaching.
- I will do nothing to keep anyone from learning.  
(myself included)
- I will cooperate with all school personnel.

I am responsible for all of my behavior all of the time.

## **Cougar Cash Rewards**

\$1 – Pencil, Eraser or Toy Box  
 \$5 – Treasure Chest  
 \$10 – Free Dress Down Day  
 \$25 – Dairy Queen Gift Certificate

## **Behavior Expectations**

The goal of Vienna Adventist Academy is to educate students to the best of their ability. To reach this goal, it is necessary that the school function within a disruption-free environment. The major means by which the school can provide this type of environment is to minimize the causes of misbehavior and work to prevent their occurrence.

School staff, parents, and the VAA School Board have collaborated in the development of the Discipline Policy and are partners in its implementation. As partners, parents are expected to discuss, review and support both school and classroom rules. Together, teachers and parents will

help students understand and demonstrate appropriate behavior.

In the preparation of the Discipline Policy the philosophy of Vienna Adventist Academy was examined. This policy represents VAA's philosophy. The staff, students and parents of VAA will:

- Promote mutual respect and sensitivity to the feelings and rights of others,
- Foster an atmosphere of kindness, consideration, and support toward others,
- Create trust within the classroom and within the school,
- Develop and use problem solving strategies to improve self-control, responsibility for one's self, responsibility for one's environment, and respect for the rights of others,
- Establish well-defined limits of behavior and be consistent in implementing those limits, and
- Create a Christian atmosphere where students demonstrate love for others and themselves.

Positive student behavior is always encouraged. The successful student at VAA will:

- Behave courteously and respectfully toward others.
- Respect school property and the property of others.
- Obey and respect all persons placed in authority over them.
- Support teachers, principal and the school in both word and action.
- Promptly carryout classroom tasks as assigned by the teacher and/or principal.
- Be on time and in their assigned places.
- Remain quiet and orderly in their classrooms.
- Be attentive to instruction.
- Complete all assignments on time to the best of their ability.
- Walk quietly in the halls.
- Eat only at designated times and places.
- Help put away all play equipment at the end of recess, lunch period, and PE classes.
- Volunteer for tasks as they see the need.

- Support, in word and deed, the Seventh-day Adventist Christian principles on which the school is based.

### **Good Citizenship Certificate**

Students receiving NO REFERRALS for the school year will receive a Good Citizenship Certificate.

### **Discipline Questions**

Parents are requested to review and discuss the content of this policy with their child(ren). The following questions are provided to assist parents in discussing appropriate discipline with their child(ren).

- Are you thinking of safety first?
- Are you keeping your hands and feet where they belong?
- Are you showing respect for others and their property, as well as respect for yourself?
- Are you asking yourself, "What Would Jesus Do?"

### **Classroom Standards**

- Be Safe
- Be Responsible
- Be Respectful and Kind
- Be a Good Listener
- BE YOUR BEST!

Classroom teachers have the primary responsibility for student discipline. Teachers will strive to solve their own classroom discipline problems in their own manner, using their own methods, which may include keeping students for their own after-school detention, parental phone calls and conferences, writing of papers, etc.

When a student's behavior disrupts the instructional program to the detriment of others, at the judgment of the teacher, the student(s) may be temporarily removed from the classroom. Parents will be notified by telephone, email or in writing regarding inappropriate behavior.

There are, however, a number of general school areas, as well as specific types of classroom situations, where there needs to be greater uniformity of handling discipline. In this event, the discipline code will be used.

## **Behavior Definitions**

### **LEVEL I**

**LEVEL I behaviors are normal student behaviors that have been carried to an extreme.**

1. TUSSLING – hitting, shoving, pushing, punching, kicking, slapping, and/or grabbing
2. INAPPROPRIATE LANGUAGE – the use of words or phrases in an inappropriate manner
3. FAILURE TO RETURN A REFERRAL IN A TIMELY MANNER
4. LITTERING – the intentional dropping or throwing of items; or unintentional dropping or throwing of items when the student fails to clean up. This includes leaving personal belongings in the hall or classroom.
5. LOITERING – being in an area without permission – e.g. roving the halls during class or after 3:05 p.m., playing in the gym without permission, or prolonged stays in the restroom
6. BOISTEROUS OR INAPPROPRIATE BEHAVIOR – May include overly loud or obnoxious act or sound, e.g. yelling in the hall
7. RUNNING – anything other than normal walking in the building
8. NON-COMPLIANCE with a staff member's directions
9. NON-COMPLETION of a disciplinary assignment
10. GUM CHEWING/ EATING BETWEEN MEALS
11. EXCESSIVE TALKING – continuing to talk after having been asked by a staff member to stop
12. SPITTING – includes intentionally spitting of water on the walls, floors, ceiling, or a person
13. LEAVING CLASS WITHOUT PERMISSION
14. MISUSE OF SCHOOL PROPERTY
15. UNAUTHORIZED TELEPHONE USE – the use of a school phone without prior permission from a staff member
16. DRESS CODE VIOLATION
17. TARDY – unexcused late arrivals at an appointment during the school day
18. COMING TO CLASS WITHOUT NECESSARY MATERIALS – (i.e. books, pens, pencils, etc.)

### **LEVEL II**

**LEVEL II behaviors are considered to be intermediate problems. These behaviors are inappropriate at any time.**

1. PETTY VANDALISM – vandalism that does not have a permanently damaging effect. The student will be expected to pay for the cost of any repair or replacement
2. DISRESPECT - socially unacceptable words or actions directed toward students or staff. This includes mumbling remarks under the student's breath and/or ignoring directions.
3. BITING, PINCHING, HURTING OTHERS
4. DISRUPTING CLASS – words, actions and/or non-compliance with directions which cause interference with the normal classroom routine
5. CHEATING – use of or providing unauthorized information which may include talking during tests or copying other's answers
6. SKIPPING CLASS – intentional non-attendance at an assigned appointment without teacher permission
7. HARASSMENT OF OTHER STUDENTS – a violation of another student's rights by mishandling another's property, physical or verbal harassment, threats or intimidation.
8. AIDING AND ABETTING – encouraging, assisting, or covering up another student's inappropriate behavior
9. DETENTION SKIPPING – an unexcused absence from an assigned after-school detention.
10. IMPROPER LANGUAGE – obscene, suggestive, profane, derogatory or cutting remarks
11. LYING – not telling the truth with the intention to deceive
12. REFUSAL TO FOLLOW THROUGH WITH A REQUEST MADE BY A STAFF MEMBER – failure to do what a staff member requests at the time it is requested
13. SELLING OR SOLICITATION – unauthorized selling or solicitation of anything, i.e. candy, gum, food, or money
14. STEALING – unauthorized borrowing, taking of smaller items such as pens, lunches, etc. that do not belong to you
15. FORGING SIGNATURES –  
KINDERGARTEN TO 2ND GRADE – forging

or causing another to forge a signature (unauthorized signatures)

16. IMPROPER DISPLAY OF AFFECTION
17. WEAPONS IMITATION – use or possession of any object that looks like a weapon
18. ROUGH HOUSING - hitting, shoving, pushing, punching, kicking, slapping, and/or grabbing with the intent to hurt the other person

### LEVEL III

**LEVEL III behaviors are considered to be major problems that require the immediate action of both the staff and the parent(s).**

1. THEFT – unauthorized removal, concealment, possession, or use of school property or the property of another person
2. FORGING SIGNATURES – 3<sup>RD</sup> TO 8<sup>TH</sup> GRADE – forging or causing another to forge a signature (unauthorized signatures)
3. INSUBORDINATION – defiant refusal to follow through with a request made by a staff member
4. SEXUAL HARASSMENT – making threats, touching, grabbing, displaying sexual pictures or making improper sexual remarks or innuendo
5. CONTROLLED SUBSTANCES – possession, use, transfer, or sale of illegal drugs, alcoholic beverages, tobacco products, or drug related materials
6. CONTINUED BELLIGERENT REFUSAL TO FOLLOW THROUGH WITH A REQUEST MADE BY A STAFF MEMBER
7. ABUSIVE LANGUAGE – aggressive, insulting profane, or disruptive verbal abuse
8. VANDALISM – vandalism which has a permanently damaging effect, creates an excessive mess, is of a socially unacceptable nature, or the destruction of property which results from some other act of misbehavior. The student will be expected to pay for the cost of repair or replacement.
9. FIGHTING OR ASSAULT – violent bodily contact which does or has the potential to cause bodily injury.
10. SAFETY OR WEAPONS – actions which endanger the health safety, and/or welfare of the individual student or others; failure to comply with established safety procedures and

regulations; the use of matches or other fire producing materials without the supervision of a teacher; the use or possession of fireworks, firearms or any instrument used in a threatening way that could inflict bodily harm, injury or death.

11. LEAVING THE SCHOOL DURING THE SCHOOL DAY WITHOUT PERMISSION FROM THE SCHOOL'S ADMINISTRATION.

### IMPLEMENTATION OF PROCEDURES

**LEVEL I behaviors are normal student behaviors that have been carried to an extreme. They will be handled in the following manner:**

1. A Discipline Referral form is filled out by a staff member.
2. The students will be sent to the principal's office. The principal will discuss the referral with the student and discuss ways to avoid the problem in the future. The DRF is sent to the parent(s) for a signature via the student.
3. The Level I discipline referral form is to be signed by the parents and returned to the issuing teacher the next school day. **The parent's signature does not indicate parental agreement with the referral. It does let the school know that the parent has seen the referral.** The parent needs to immediately contact the teacher when there is a question about the circumstances surrounding the issuing of the referral. A meeting with the parent and teacher may be necessary. At the request of either the parent or the teacher, the principal may be included in this meeting. It is the responsibility of the referring teacher to follow-up referral forms that have not been returned. If the referral is not returned on the following day, the student is not allowed in class unless a phone call is made to the parent(s) or an email sent verifying the parent's knowledge of the referral.
4. When a student has received three Level I referrals in a sixty (60) day period, the student will be given a Level II and be assigned to an after-school detention period.

**LEVEL II behaviors are considered to be intermediate problems. These behaviors are inappropriate at any time. Level II behavior referrals will be handled in the following manner:**

1. Students who are referred for a Level II behavior will be sent to the principal's office. The principal will help the student realize the reason for the referral, discuss the seriousness of the problem with the student, and help the student plan a course of action that will prevent a recurrence of the problem.
2. An effort will be made to contact the parent(s) by phone to make them aware of the difficulty. If attempts to reach the parent(s) by phone are unsuccessful, a letter may be sent describing the difficulty.
3. The first Level II referral in a sixty (60) day period will result in one after school detention.
4. The second Level II referral in a sixty (60) day period will result in two after school detentions. In addition, the student may be placed on Special Disciplinary Supervision. This means that the student and his/her parent(s) will receive a daily report of the student's disciplinary progress. This probation will usually be for a twenty (20) day period.
5. The third Level II referral within a sixty (60) day period will result in the student receiving a Level III referral with a mandatory 1 to 3 day suspension.

**LEVEL III behaviors are considered to be major problems that require the immediate action of both the staff and the parent(s). Level III behavior referrals will be handled in the following manner:**

1. The student will be sent to the principal's office. The principal will arrange a conference with the parent(s) as soon as possible. The teacher will be asked to be present at the conference, discipline hearing, or other meetings concerning Level III behaviors.
2. Each additional Level III referral will result in movement of the student to the next step in the disciplinary process.

Movement through the disciplinary process results in the following actions being taken:

Step 1 – One level III – A one to three day suspension and disciplinary probation.

Step 2 – Two Level III's – A three day suspension with a hearing before the school board regarding the student's continuation at VAA.

Step 3 – Three Level III's – A recommendation to the school board that the student be dismissed at once.

Special circumstances may result in immediate progression to the final steps of the disciplinary code. All procedures of due process as outlined above will be followed in the instance of suspension and/or possible dismissals from school.

The list of behaviors and actions in this discipline code are minimum guidelines for disciplinary action. The list is not all inclusive and other behaviors will be handled as they occur. Other methods of handling unacceptable behaviors in addition to the disciplinary code will be utilized as necessary.

In Kindergarten through 4<sup>th</sup> grade, disciplinary action taken when a student receives a Level I or Level II referral may be modified by the principal in consultation with the teacher and parents. For example, it may be more effective for a lower grade student to serve an in-school detention rather than an after school one. These deviations from the written policy will be considered on a case-by-case basis by the principal.

Disciplinary referrals do not become a part of the student's permanent record. At the end of each school year the referrals are destroyed.

## **DETENTION**

When a student has been assigned a detention, a notice will be sent home stating the reason and the time for the detention. A student is expected to serve the detention on the assigned day unless the parent requests a change to another day. If the student does not serve the detention as assigned, the student will be suspended from school until either the detention is served or the parent(s) meets with the principal to set an alternative date. Detentions will not be excused for intramural activities.

Detentions are held on Tuesday from 3:15 to 4:15 p.m. Parents are expected to arrange transportation for students in detention. If transportation to pick the student up at 4:15 cannot be arranged, the student



will be required to go to after-school care, and the parent will be charged at the regular rate.

During the detention period, the student will be expected to follow the directions of the detention supervisor. The student will be expected to explain in writing why a detention was assigned. The student will also be expected to detail the steps they plan to implement to keep from earning another detention. This is to be signed by the student's parent(s).

In addition to the detention required by the discipline code, a teacher may require a student to remain after school for detention. In that situation, the teacher will work with the parent(s) to arrange details of the detention.

### **SPECIAL DISCIPLINARY SUPERVISION**

Under circumstances described in the disciplinary code, a student may be placed on Special Disciplinary Supervision. During this time students:

1. Will be asked to acquire their teachers' written review of their behavior on a daily basis.
2. Will be required to have their parent(s) review their discipline progress report and indicate this review by their signature.

3. May not be allowed to attend any extra or co-curricular activities, Saturday night programs at VAA, school parties, trips, etc.

Generally the probationary period will be for twenty (20) school days. Each day of complete compliance with the student's probationary requirements will reduce the probation period by one school day. Thus the minimum probationary period would be ten (10) school days.

### **APPEAL PROCESS**

A student may at any time appeal a discipline referral.

- The first step is to talk with the referring teacher privately.
- If the student still feels that the referral is unfair, the principal should be consulted.
- To clarify the situation, the administrator may consult the referring teacher.

If the teacher and administrator feel that the student's claim is justified, the referral may be withdrawn.

## **General Information**

### **Bicycles**

Students may ride a bicycle to and from school. During school bicycles should be locked and kept in the designated area. VAA is not responsible for theft or damage.

### **Books**

The school provides academic books. Academic or library books, lost or damaged, will be replaced at the student's expense.

### **Cell Phones**

Because of the prevalence of cell phones and the desire of some of our parents to have their children have cell phones at school, the following procedure has been developed to allow yet control their use.

- Parents who want their children to have a cell phone at school must come to the office and fill out a cell phone registration form. If a cell phone is confiscated that is not registered, the student may not have a cell phone at school for the remainder of the school year.
- Cell phones must be turned off and left in the student's locker during the school day.

- Cell phones are not to be used while at school including before and after school care or at school sponsored activities without specific permission from a staff member. Students are not to use their cell phone as a camera when on a field trip. The request to use a cell phone will be evaluated on a case by case basis by the staff member who is in charge, and the call will be made under the direct supervision of that staff member.
- Cell phones that are used without permission or not left in the student's locker during the school day will be confiscated by any VAA staff member and will be returned to the parents by the principal. If a cell phone is confiscated more than one time during the school year the phone is not to be brought back to school.
- Parents of students with cell phones will assume all liability for the cell phone's use including any misuse by their child or others.
- The school takes no responsibility for the safe keeping of cell phones brought to school or to school sponsored activities. This includes cell phones that may be lost, stolen, or confiscated.

### **Fund Raising**

Each year new ideas and programs are tried which help supplement the general income of the school. Fund raising programs will be done throughout the school year.

### **Gum**

Students are not to chew gum at any school function. Students found chewing gum will be given a DRF and fined at least \$1.00.

### **Home and School**

The Home and School (H&S) Association is a volunteer organization similar to a PTA that operates at public schools.

Quoting from the SDA Church Manual 2009, the purpose of Home and School is two-fold:

1. To provide parent education
2. To unite the home, the school, and the church in their endeavors to provide Seventh - Day Adventist Christian education for the children

### **Objectives Include:**

- To educate parents in cooperation with the church and school in their work of fostering the development of the whole child.
- To promote cooperation between parents and teachers in the educational process.
- To give guidance for establishing in the home an atmosphere of love and discipline in which SDA Christian values can be instilled in children through Bible study, prayer, family worship and the example of the parents.
- To provide an opportunity for parents and teachers to develop a positive relationship in their work for the children.
- To support the church in its effort to more fully harmonize the principles of Christian education in philosophy, content and methodology.
- To strengthen the relationship between home and school by promoting such activities as:

- ❖ Providing suggestions to the administration and school board for curriculum improvement.
- ❖ Encouraging frequent communication between home and school.
- ❖ Encouraging parents to visit the school.
- ❖ Encouraging teachers to visit the homes of students.
- ❖ Providing volunteer services as requested by the school.
- ❖ Assisting in providing the school with addition equipment and facilities not provided by the church or conference/mission.

Any church member and/or patron of the school can be a Home and School member.

### **Internet Access**

Students are required to sign an "Acceptable Use" agreement before receiving a computer account and password. Copies of this policy are available in the school office.

## **Items to Leave at Home**

Students like to bring personal items to school. Personal items should be left at home. Students who bring personal items to school are running the risk of having the item broken, lost or stolen. VAA accepts no responsibility for items that are brought to school without permission.

Electronic equipment such as iPods, iPads, mp3 players, electronic games, radios, CD players, etc. is not to be brought to school or school sponsored functions. This includes before and after school care.

At no time should a student have a weapon of any kind at school. Explosives, fireworks and matches should never be at school.

Any materials (such as pornography or satanic materials) deemed inappropriate for a Seventh-day Adventist Christian school environment will be confiscated.

Any of these items brought to school or school sponsored functions without teacher authorization will be confiscated and given back only when a parent comes to the office to retrieve the item. While VAA does its best to protect confiscated property, the school accepts no responsibility for its safekeeping.

## **Leaving School**

The protection of school children is of vital importance. Therefore, the following guideline will be strictly followed: A child will be permitted to leave school with someone other than a parent or guardian only after satisfactory arrangements have been made with the principal and parent.

## **Lockers**

Each student in grades 3– 8 is assigned a locker for his/her own use. While VAA hopes no one would disturb someone else's locker, it occasionally happens. The school cannot be responsible for valuables that a student may bring to school. Please leave valuables at home. Students are given a lock by the office. Students should not share the combination to their lock with anyone else.

Lockers are to be kept clean. Soiled clothing and materials that are no longer needed must be taken home or thrown away. Students will be required to completely empty their lockers at Thanksgiving, Christmas, Spring Break, and at the end of the year.

Teachers will conduct locker inspections from time to time. The school's administration reserves the right to search lockers at any time without advance notice.

## **Lost and Found**

Unmarked items left in the school or on the grounds will be kept in a designated place at school. Items will be displayed during the Parent-Teacher-Student Conference days. Unclaimed items will be turned over to a charitable organization or discarded.

## **Lunches**

Good nutrition is a key to good mental and physical health. To be nutritious, lunches should contain a variety of wholesome foods and very few sweets. No cafeteria facilities are provided at VAA. Students need to bring their own lunch from home or buy a lunch on designated days. No pork products, caffeinated drinks, or sodas are to be included in the lunch.

## **Medical**

Each parent/guardian is to furnish a signed "Continuing Consent to Treatment and Authorization to Release Information" form. This will be used only in case of extreme emergency and only when a parent/guardian cannot be contacted.

Parents will be contacted as soon as possible in the event of accident or sickness. A sick child may not stay at school, as there are no facilities for his/her care.

Students who need to take medication at school can do so only if the appropriate forms are completed by the parent, and, for prescription medication, by a doctor. (These forms are available from the school office.) All medications must be dropped off and picked up at the school office by a responsible adult.

## **Programs**

Students are required to participate in school programs as assigned in order to develop self-confidence and other skills. Programs may be held at times other than school hours. These programs are part of the curriculum, and student participation is required as with any other class. These programs include the Spelling Bee, Oratorical Contest, Science Fair, Music Programs and other programs that are announced during the school year.

## **Parent-Teacher Conciliation Procedure**

### **Purpose**

Communication and cooperation on the part of teachers, parents and students will help avoid most problems, but on occasion problems arise between parents and teachers. The following conciliation procedure based on Matthew 18 and Corinthians 6 is to be followed for resolving these problems.

It is then understood that the objective of both parent and teacher is to resolve problems on an informal basis first and then on a formal basis if informal efforts do not succeed. The goal of the conciliation is to help strengthen the teacher's work at Vienna Adventist Academy.

### **Potomac Conference Parent-Teacher Conciliation Procedure**

#### **Large School Protocol (3 or more faculty)**

On occasion, issues may arise between parents and teachers. Most issues should be resolved through ordinary conversations between parent and teacher. In the event of a significant concern, the following steps are to be followed.

1. The parent should contact the teacher about the concern. If after speaking with the teacher, the parent does not believe the issue has been resolved the parent is asked to speak with the principal to find resolution. The principal may try to resolve the issue in this initial conversation. The principal may also ask the parent to write his/her concern

out and an appointment will be scheduled, or the parent may not feel the issue has been resolved by the conversation and wish to write his/her concern out.

2. After the parent writes his/her statement of concern, it is given to the principal. At this point, the principal may attempt to find a resolution. If unable to find a resolution, or if such an attempt is not appropriate, a conference involving the teacher, principal and parent is arranged to discuss the concern. If resolution is made, the teacher writes out the statement of resolution and the teacher, principal and parent sign the statement with one copy to be given to the parent and another copy to be kept at the school
3. If there is no resolution to the concern at step two, the principal will present the concern to the Potomac Conference Office of Education (PCOE) and the school board chairman and together determine if the issue should be taken further. If it is determined that additional steps are needed and the concern is one that does not involve personnel issues (if personnel issues are involved, see step five), a meeting with the school board chairman, parent and principal will be arranged. This meeting may also include representation from the PCOE and/or the teacher, if the situation warrants. If resolution is made, no further steps will be taken.
4. If there is no resolution at step three, the concern will be presented to the school board with a PCOE representative present, and the decision of the school board will be final.
5. If after the meeting with the teacher, principal and parent, there is reason to believe that the issue is one of personnel, (see step three), the principal will consult with the PCOE and the school board chairman. They will determine if it is a personnel issue. If it is a personnel issue, a meeting of the personnel committee will be arranged with a PCOE representative present. The teacher or principal involved will be notified prior to the personnel committee meeting.

6. If the personnel committee is not successful in reaching a resolution, the concern is taken to the school board. The school board, with a PCOE representative present, then makes a recommendation to the Potomac Conference Vice President for Education. The Vice President for Education presents the concern and the board recommendation to the Potomac Conference K-12 Board of Education for their decision.

### **Sexting**

The use of any digital technology, or other device to send, disseminate, or forward any image containing sexually explicit photos, videos, or other imagery of another person, whether or not that person is enrolled at the school; or the distribution by such means of any indecent language or material, is strictly forbidden and shall be punishable by expulsion. CUEC 9:37

### **Snow Policy**

Vienna Adventist Academy follows the snow policy of the Fairfax County Public Schools (FCPS). When Fairfax County is closed, VAA will be closed as well. If FCPS opens late or closes early VAA will do the same.

Please listen to any of the major TV or radio stations for updates on the status of FCPS schools. You may sign up for text and/or email alerts about weather related changes by going to FCPS.edu and clicking on Emergency Announcements on the left side of the page.

In case school closes early, we will make every effort to inform parents. Please pick up your child as soon as possible.

### **Student Accident Insurance**

The school purchases insurance for all students covered by a portion of the registration fee. In order to keep cost at a minimum, the insurance is an "excess only" coverage. This means that parents' or guardians' insurance is primary. The student's school policy covers only the excess after the

parent's primary policy has paid. See insurance policy information for full explanation.

### **Telephone Use**

Students will not be called to the telephone during the school day. Messages will be delivered. Students may make calls on the office telephone with the teacher's permission on an emergency basis only.

### **Visitors**

All visitors, including parents, are to obtain permission from the office before going to any classroom during the school day. Everyone must stop at the office first and obtain a Visitor's Pass. All visitors will wear a visible tag provided by the office and return it to the office at the conclusion of the visit.

### **Weapons**

A student who brings a weapon to school or to a school sponsored event or who has in his/her possession a weapon on school property or at a school sponsored event may immediately be suspended from school with a recommendation to the school board that the student be dismissed from school. A student, that has been suspended because of a weapons violation, shall not be readmitted to school until the school board has taken an official action regarding the case. The board must meet within two weeks to remain within the allowed suspension period of the Columbia Union Educational Code 1725.5. The parent(s) and student must be notified of the board meeting per Columbia Union Educational Code 1725.7. For the purpose of this policy, a weapon is defined as any instrument capable of causing bodily injury or death that is used in a threatening manner against another person. A student who has in his/her possession a firearm will be considered in violation of this policy even if no threat is involved.

## **WEEKLY NEWSLETTER**

The *VAA Voice* is the name of the weekly school newsletter. IT IS VERY IMPORTANT that each family reads the *Voice*. Look for it each Friday. The *Voice* is printed to keep you informed about the important things that are happening in and around VAA.

It is the MOST RELIABLE means of weekly communication that the school has with its students and parents. Calendar changes are announced in the *Voice*. The *Voice* is emailed to parents and is also published on the school website.

## **Financial Policies**

Operating a quality school is an expensive undertaking. Vienna Adventist Academy has set some general guidelines to operate on a sound financial basis.

### **Registration Fee**

This fee is a non-refundable, one-time payment due at the beginning of the school year. Registration fees must be received for each student prior to their enrolling at VAA. Please see the financial information sheet for further information regarding this fee.

### **Tuition**

A schedule of tuition rates is available at the VAA office. VAA offers three separate tuition payment plans:

#### ***Plan 1: One yearly payment***

The full amount of tuition for the school year is due and payable by the first day of the school year. A 5% discount on the yearly tuition amount is given.

#### ***Plan 2: Two semester payments***

The full amount of tuition for each semester is due by the first day of each semester. A 4% discount on each semester's tuition is given.

#### ***Plan 3: Ten monthly payments***

To be paid through the SMART tuition payment program. See SMART enrollment form for terms and conditions.

### **General Financial Information**

1. Students whose accounts have received no payments for two consecutive months may be asked to withdraw from VAA.
2. Final report cards, transcripts, and other school records will not be released until each account is paid in full.
3. Graduating 8<sup>th</sup> graders must have their bills paid in full in order to participate in any graduation activities.

### **Sponsors**

Persons willing to invest in the education of worthy students in need of financial assistance are encouraged to do so. If you are able to help, please contact the principal or pastor.

### **Student Accounts**

Previous student accounts must be paid in full prior to admittance the following year. Registration fees must be paid before the first day of school.