



# STUDENT AND PARENT HANDBOOK



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## WHO WE ARE

Cole Valley Christian Schools (CVCS), a ministry of Cole Community Church, is an interdenominational school comprised of students representing approximately 100 churches within the Treasure Valley. The school's Purpose, Mission, and Core Values center on biblical discipleship.

CVCS opened its doors in 1972 as Cole Christian School with 11 students in kindergarten and first grade. Within a few years, the school grew to be a kindergarten through ninth grade with several hundred students. The decision not to grow the school beyond elementary and junior high was a tough one, but one that the leadership of Cole Christian School felt divinely led to make. A group of parents, sensing God's desire for a Christian high school education for their children, started Valley Christian High School in 1990. In 1999, the two schools merged and CVCS is today a Pre-Kindergarten through twelfth grade school with more than 830 students, making it the largest preschool through twelfth grade Christian school in the State of Idaho!

The Elementary Campus is located at 8775 Ustick Road, Boise, near the intersection of Maple Grove and Ustick Road, and houses our Pre-Kindergarten through sixth grades. Our Secondary Campus is located at 200 E. Carlton Avenue, Meridian, and houses seventh through twelfth grade students. The Idaho Learning Center Academy campus is located at 2150 W. Cherry Lane, Meridian.

We provide a spiritual environment that fosters growth and discipleship, an academic program that challenges our students to the very edge of their intellectual envelopes, and extracurricular and athletic activities that compete at the state level. We recognize the sovereignty of parents over their children and our desire is to partner with parents in the growth and development of their children.

## PURPOSE

***The only reason we exist is to serve Jesus Christ by developing the whole person to impact the world for Him.***

## MISSION

***In partnership with Christian families and local churches, we develop the whole person by shepherding our students through a Christ-centered education, challenging them to achieve their fullest potential spiritually, academically, socially, physically, relationally; and preparing them with the foundation of God's unchanging truth so that they can serve Christ in a rapidly changing world.***

The mission of CVCS is the implementation of the more tightly focused purpose. Our purpose provides the big picture of "why we do what we do". Our mission gives us more specific direction for how to carry out our purpose, or, "how we do what we do."

## CORE VALUES

1.3 As a school that exists to serve God, our core values reflect His character (Ex. 34:6). They provide the context in which day-to-day decisions are made.

1.3.1 **GRACE** – We believe that our very existence depends on the unmerited favor bestowed on us by God through the death of Christ on the cross (Col. 2:13-14; Titus 3:4-7). Therefore we:

1.3.1.1 Develop an environment where people are loved, not because of what they do, but because we choose to love them (Dt. 7:7-8; Rom. 12:9; 2 Tim. 1:9).

1.3.1.2 Cultivate an environment where forgiveness is practiced and encouraged (Eph. 4:30-5:2).

1.3.1.3 Endeavor to keep rules to a minimum (Gal. 2:16; Col. 2:20-23).

1.3.1.4 Strive to encourage success rather than focusing on preventing failure (Phil. 3:12-14).

1.3.2 **TRUTH** – We believe that the Bible is God’s Word (John 10:35; 2 Cor. 4:2; 2 Tim. 3:16), that God’s Word is truth (Ps. 119:160; John 17:17), and that knowledge of it is key to unleashing its transformational power (John 8:31-32). Therefore we:

1.3.2.1 Teach that Jesus is the Way, the Truth, and the Life (John 14:6).

1.3.2.2 Endeavor to teach truth in all academic subjects (Ps. 19:1; Ps. 25; Eph. 4:25; Col. 1:16-17).

1.3.2.3 Evaluate all truth claims against Scripture (Ps. 119:105; Acts 17:11).

1.3.2.4 Encourage our students to embrace truth and live according to it (John 8:31-32; 3 John 1:4).

1.3.2.5 Strive for growth, learning, and improvement according to God’s Word as individuals and as an organization (1 Cor. 9:24-27; Phil. 3:12-14; Col. 3:23; 1 Thes. 4:1).

1.3.3 **LOVE** – We believe that we are each called to love God with all our heart, soul, strength, and mind, and to love our neighbor as ourselves (Luke 10:27). Therefore we:

1.3.3.1 Cultivate an outward focus by encouraging students to serve others (Heb. 13:16).

1.3.3.2 Provide encouragement and assistance to other Christian schools (2 Cor. 8:3-5; Phil. 2:3-4).

1.3.3.3 Endeavor to speak the truth in love (Eph. 4:15).

1.3.3.4 Diligently preserve unity (Eph. 4:3; Phil. 2:2) while valuing each other’s unique giftedness (Rom. 12:3-8; 1 Cor. 12:12-27).

1.3.3.5 Monitor the effect of our behavior on others so that we do not hinder someone’s relationship with the Lord (Rom. 14; 2 Tim. 2:23-26).

## STATEMENT OF FAITH

- There is one God, who is infinitely perfect, existing eternally in three persons: Father, Son and Holy Spirit. (Acts 5:3-4; I Corinthians 12:4-6; II Corinthians 13:14; Ephesians 1:1-14)
- Jesus Christ is true God and true man. He was conceived by the Holy Spirit and born of the Virgin Mary. He died upon the cross, the Just for the unjust, as a substitutionary sacrifice, and all who believe in Him are justified on the grounds of His shed blood. He rose from the dead according to the Scriptures. He is now at the right hand of the Majesty on high as our great High Priest. (Matthew 1:22-23; Luke 1:35; John 1:1-18; Romans 3:21-26; Hebrews 1:1-3, 2:7; I Peter 3:18)
- The Holy Spirit is a divine person, sent to indwell, guide, teach, empower the believer, and convince the world of sin, of righteousness and of judgment. (John 14:16-26; 16:5-11)
- The Old and New Testaments, inerrant as originally given, were verbally inspired by God and are the complete revelation of His will for the salvation of men. They constitute the divine and only rule of Christian faith and practice (Matthew 5:17-20; John 10:35; II Timothy 3:16)

*When we say that the Old and New Testaments constitute the only rule of Christian faith and practice, we specifically mean that we do not accept any other testaments, documents, or revelations claiming similar divine inspiration. We consider any other such claims to be false and heretical.*

- Man was originally created in the image and likeness of God; he fell through disobedience, incurring both physical and spiritual death. All men are born with a sinful nature, are separated from the life of God, and can be saved only through the atoning work of the Lord Jesus Christ. (Genesis 1:26-27; John 14:6; Acts 4:12; Romans 1:18-3:20)
- Salvation has been provided through Jesus Christ for all men; and those who repent and believe in Him, receiving Him as personal Savior and Lord, are born again of the Holy Spirit, receive the gift of eternal life, and become the children of God. (Acts 2:38; Romans 3:21-26; Romans 10:9-10; Titus 3:5-6; I Peter 1:3-5)

*We believe that this salvation process comes by grace, through faith alone. Works of any kind are a result of salvation, not in any way a means to it. (Ephesians 2:8-9)*

- The church consists of all those who believe in the Lord Jesus Christ, are redeemed through His blood, and are born again of the Holy Spirit. Christ is the Head of the Body, the Church, which has been commissioned by Him to go into all the world as a witness, preaching the gospel to all nations. (Matthew 28:18-20; Romans 1:4; I Corinthians 12:13; Ephesians 1:22-23)

*Part of our witness is found in how we respond in society. Civil governments are of divine appointment for the interests and good order of human society. Those in civil authority are to be prayed for and conscientiously honored and obeyed except in things contrary to the Word of God. (Romans 13:1-7; II Samuel 23-3; Exodus 18:21-22; Acts 4:19-20, 5:20, 23-5; Matthew 22:21; Daniel 3:17-18)*

- The local church is a body of believers in Christ who are joined together for the local worship of God, for edification through the Word of God, for prayer, fellowship, the proclamation of the gospel, and observance of the ordinances of baptism and the Lord's Supper. (Acts 2:42-47; Acts 10:47-48; Luke 22:17-20; I Corinthians 11:23-32)
- There shall be a bodily resurrection of the just and the unjust; for the former a resurrection unto life, for the latter, a resurrection unto judgment. (Matthew 25:31-46; Hebrews 9:27)
- The second coming of the Lord Jesus Christ is imminent and will be personal and visible. This is the believer's blessed hope and is vital truth which is an incentive to holy living and faithful service. (Acts 1:9-11; Titus 2:13; I Peter 1:13; II Peter 3:11)
- God designed marriage to be the life-long union of one man and one woman, and only within the context of such a marriage does sexual intimacy have God's blessing. (Gen. 2:20-24; Mark 10:2-9; Hebrews 13:4)

### **NONDENOMINATIONAL POSITION**

It is our desire that the nondenominational position of the school be stressed and maintained. Emphasis is placed upon the unity and basic biblical principles that we share as believers in Christ. We do not engage in debates over secondary issues that could create division in the body.



## EXPECTATIONS OF PARENTS, STUDENTS, AND TEACHERS

Parents, students, and teachers have responsibilities in the educational process. Meeting the following expectations is critical to each student's success.

### Parents are expected to:

- accept responsibility for the education and training of their children
- understand that they are personally responsible before God for the spiritual development of their children and are willing to help and encourage their children in cultivating a relationship with God
- understand the school's purpose and program
- cooperate in helping their children to attain the highest possible level of academic achievement
- consult and cooperate with the teacher in overseeing and showing interest in their children's homework and demonstrate an interest in class work, praising in areas of achievement and encouraging in areas of weakness
- honor the authority of the school administrator and teacher(s), cooperating in matters of discipline, whether in the form of correction or encouragement
- give priority to parent meetings and parent-teacher conferences and support school functions and activities whenever possible
- pledge themselves to prayer and consideration of financial support of the school
- pledge their cooperation to keep doctrinal controversy and denominationalism out of the school
- commit to the philosophy of home and school partnering together to achieve the most for each student

### Students are expected to:

- accept personal responsibility for their learning and understand that they are accountable to God, self, parents, and teachers
- maintain the desire to succeed and realize that internal motivation is a key to success
- understand that effort is a prerequisite to the reward of personal growth
- stay on task
- complete their work assignments
- persevere with difficult problems
- contribute to a positive school atmosphere
- practice behavior that contributes to positive interpersonal relationships
- show respect to all persons and property
- respond positively to the encouragement and correction of teachers and staff
- demonstrated desire to grow spiritually
- understand they have dignity and worth because they are made in God's image
- apply biblical values to real life experiences

### Teachers are expected to:

- accept personal responsibility for their teaching and understand that they are accountable to God, self, parents, students and administration
- exhibit high expectations of their students
- seek to make the objectives of instruction explicit

- communicate a sense of purpose and passion for learning by following our 5 essential questions:
  - What do you know about your students?
  - What do you want them to know and be able to do?
  - How do you know if they know it?
  - What will you do if they don't?
  - What will you do if they do?
- continually monitor student progress
- insure that students are on task
- establish a climate for learning
- encourage students to persevere with difficult problems
- stimulate interest and actively involve students in learning
- require students to use higher level thinking skills
- use cooperative learning activities
- be knowledgeable about each individual student
- be process- and people-oriented as well as product- and subject-oriented
- encourage student growth and self-discipline
- be dedicated to regular study of the Word
- provide a secure environment in the context of love and discipline
- guard the human dignity and worth of students
- be committed to personal growth and professional development
- work closely with peers and function as a team player
- cooperate closely with parents
- communicate with parents in a timely fashion (being proactive in addressing behavior, progress, and struggles)

# ADMISSIONS

## PROCESS OF ADMISSION

In order for a student to be considered for admission to Cole Valley Christian Schools, an application for enrollment must be completed and submitted, along with the application fee and all required supporting documents.

### Elementary Campus (Grades K-6<sup>th</sup>):

Applicants will be given an entrance test. Parent interviews will be conducted following student testing and evaluation of required paperwork.

Kindergarten students:

- Must be five years old by September 1.
- Must show an **original state certified** birth certificate when submitting the application.
- Must submit proof that immunizations are current.

Elementary students:

- Must be six years old by September 1 if applying for first grade.
- Must show an **original state certified** birth certificate when submitting the application.
- Must submit proof that immunizations are current.
- Are required to furnish their most recent report cards and standardized test results.

### Secondary Campus (Grades 7<sup>th</sup>-12<sup>th</sup>):

Applicants may be given assessment tests in math and English. Family interviews will be conducted following student testing and evaluation of required paperwork. Prospective students:

- Must show an original **state certified** birth certificate when submitting the application.
- Must submit proof that immunizations are current.
- Are required to furnish their most recent report cards, transcripts and standardized test results.
- Complete required paperwork in the application.

## IDAHO LAW REGARDING ENFORCEMENT OF IMMUNIZATION REQUIREMENTS:

### **150. ENFORCEMENT OF IMMUNIZATION REQUIREMENT.**

01. Noncompliance. Any child not in compliance with this chapter upon admission in preschool, kindergarten through grade twelfth (12) in any Idaho public, private or parochial school, will be denied attendance by school authorities. (4-6-05)
02. Length of Exclusion. **Any child denied attendance in accordance with Subsection 150.01 of these rules, will not be allowed to attend any Idaho public, private, or parochial school until they are in compliance with the requirements of this chapter.** IDAPA 16.02.15.

If a parent/guardian chooses to not immunize their student for religious, medical, or personal reasons, they must sign an Immunization Exemption Form which is available from the school nurse upon request.

## CRITERIA FOR ADMISSION

### STUDENT REQUIREMENTS

#### Academic:

- Cumulative academic records are required and will be requested for all applicants with the exception of students entering Kindergarten. Entrance testing is also required.
- An application for enrollment is encouraged when student success can be achieved and needs can be met. We realize, however, that Cole Valley Christian Schools cannot meet the learning needs of all students. If an applicant's evaluation data is below grade level, s/he may be required to do remedial work, may be accepted at the previous grade level, or may not be accepted for enrollment, depending upon the severity of the learning gap or learning difference.
- Disclosure of diagnosed learning differences is **necessary and required** at the time of application.
- A minimum cumulative GPA of 2.0 in core subjects is required to enroll or re-enroll in grades 7-12 at CVCS.

#### Behavioral:

- The student must evidence age-appropriate emotional stability, attention span, and self-discipline.
- The applicant must display the social skills necessary to function in a group.
- For the benefit of school staff and parents who are working together for the success of a student, parental disclosure of behavioral and emotional difficulties is **necessary and required** at the time of application.
- The applicant must agree to abide by the rules and regulations of the school.
- Students applying for enrollment in grades 6-12 will be interviewed by an administrator or counselor.

#### Spiritual and Motivational:

- The applicant must be receptive to spiritual instruction and guidance.
- Prospective students entering grades 5<sup>th</sup>-12<sup>th</sup> must sign a "Student Commitment" form with signatures indicating a desire to attend CVCS and that both parent(s) and student have reviewed the "Student and Parent Handbook."
- The applicant must display a cooperative spirit and a responsive heart attitude.

### CLASS PLACEMENT

#### **Elementary Campus:**

At the Elementary Campus, final placement of students is made at the discretion of the administration based on the following factors:

- Available class openings
- Class size
- Student ability/learning style/special needs
- Balance of boy/girl ratio
- Teacher recommendation regarding social mix of students
- Personalities of teacher and student

#### **Secondary Campus:**

- To register as a sophomore, you must have a minimum of 10 semester credits.
- To register as a junior, you must have a minimum of 24 semester credits.

- To register as a senior, you must have a minimum of 36 semester credits. You will not be allowed to participate in senior activities, including graduation, if you do not start the year with at least 36 semester credits.

### **HEALTH EXAMINATION**

A doctor's examination may be required, if considered necessary at any time, and a statement concerning the student's physical fitness for school filed in the office. See our website for the requirements related to student athletes.

### **PARENTAL REQUIREMENTS**

Spiritual:

- At least one parent/guardian must have a clear testimony of faith in Jesus Christ as their personal Savior and Lord, agree with the Statement of Faith, and is expected to fellowship with a local body of believers.

Demonstrated Interest and Cooperation:

- Parents must meet with an administrator or counselor prior to the student's acceptance (Students applying for enrollment in grades 6-12 will also be interviewed.)
- Parents must agree with and sign the "Parent Commitment" form.
- Parents must agree to the policies set by the administration and agree to fully support the administration, teachers, and staff of CVCS.

Financial Responsibility:

- Parents agree to plan and budget for the cost of Christian education.
- A family transferring from another Christian school may not be accepted if a past due balance is owed that school unless suitable financial arrangements have been made.

### **FINAL ACCEPTANCE**

- The school reserves the right to deny enrollment to any parent or student whose beliefs, values, or interpretation of Scripture is in conflict with those of the school. Enrollment may also be denied if the applicant does not meet the minimum entrance requirements.
- The grade placement for all students is determined by the administration, teachers, and staff.
- If, upon receipt of the student's cumulative file, previously undisclosed information is found that may have had a bearing on the student's admission to CVCS, the parents may be asked to withdraw the student.
- Notification concerning acceptance of the applicant will be in the form of a verbal or written notice to the parents.
- If the school does not accept a student, or if there is no room for the student in the grade to which a student would be assigned, the school will refund the registration fee, deducting from that fee \$25.00 for each child tested. If a parent voluntarily withdraws a child from the school after submitting an application for enrollment, the registration fee is non-refundable.
- The first quarter of a new student's enrollment is considered a probation period.

## **BIBLICAL LIFESTYLE**

### **Parents**

The partnership between Cole Valley Christian Schools and parents is critical to the overall development of each student. On occasion, the atmosphere or conduct within a particular home may be counter to or in opposition to the biblical lifestyle the school teaches. This includes, but is not necessarily limited to, sexual immorality, homosexual practices, or inability or failure to support the moral principles of the school. In such cases, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student.

### **Students**

The biblical and philosophical goal of Cole Valley Christian Schools is to develop students into mature, Christ-like individuals who will be able to impact the world for Christ. While enrolled at CVCS all students are expected to exhibit the qualities of a Christ-like life espoused and taught by the school and to refrain from certain activities or behaviors. Thus CVCS retains the right to refuse enrollment to or to discontinue enrollment of any student who engages in sexual immorality, including but not limited to any student who professes to be homosexual/bisexual or is a practicing homosexual/bisexual, as well as any student who condones, supports, or otherwise promotes such practices (Leviticus 20:13; Romans 1:27).

## ATTENDANCE

A record of attendance is taken at the beginning of each school day. When a student will be absent for *any* reason, the school office must be notified by phone or email before 9:00 a.m. on each day of absence. The **Elementary** attendance email address is: [attendance.elem@cvcsonline.org](mailto:attendance.elem@cvcsonline.org) and the **Secondary** attendance email address is: [attendance@cvcsonline.org](mailto:attendance@cvcsonline.org). If the school office does not hear from the parent or guardian, they will be calling you to confirm absence.

### MAKE UP WORK FROM MISSED SCHOOL DAYS

An absence is considered excused when a parent or guardian notifies the school of the absence. Parents and students are responsible for making up daily work and tests. **Generally, two days' allowance for make-up work is provided for each day's absence with the exception of some tests to a maximum of five school days, unless other arrangements have been made. Secondary** Individual teachers may impose more strict make-up and late work policies. Teachers are responsible to communicate their specific late work policies to students and parents. Full credit will be given for assignments returned within the time limits set by the teacher when students have excused absences, excluding pre-arranged absences (see below).

### MAXIMUM ALLOWED ABSENCES

Each student must be in attendance no less than 90% of the days in session (absence not to exceed 9 days per semester or 18 days for the school year). Students in attendance less than the 90% requirement must obtain administrative approval before academic credit will be granted. School sponsored activities absences may not be counted toward the 90% attendance rule. Exceptions may be made for certain medical needs or other unique situations, provided academic goals are being achieved. A meeting with school administration will be required in these cases.

### MEDICAL APPOINTMENTS

Every effort should be made to schedule medical appointments so they will not interfere with school hours. This is particularly important during standardized testing and final exams. Medical absences count toward the maximum allowed limits discussed above. If a student does need to miss school due to medical appointments, they need to check in with the school office upon return to be admitted back to the classroom.

### PARTIAL DAY ABSENCE / STUDENT PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

- If a student is absent unexcused for any part of the day, he/she will not be allowed to participate in any extra-curricular activity that day.
- If a student is absent excused for more than three class periods (or for more than 3.5 school hours in grades K-6), he/she will not be allowed to participate in any extra-curricular activity that day without the permission of an administrator.

### PRE-ARRANGED ABSENCES

For a planned absence of three days or longer, such as a family trip or special occasion,

**notification must be made at least 3 days in advance.** We recommend not scheduling trips or outings during standardized testing. The procedure to be followed in order for the absence to be excused is:

- A “Pre-Arranged Absence” form should be obtained from the school office. Submit the completed form to the office at least three days before the absence begins.
- The form will be given to the teacher(s), who will complete the assignment and date due portions and will then return it to the parents.
- The student is to have work and/or tests completed and handed in to the teacher on the day the student returns. An alternate plan is to work with the teacher(s) to determine due dates.

### **TARDIES**

Punctuality is important. A tardy student disrupts class and misses valuable class time. Personal illness, family emergency, doctor's appointment, extreme weather conditions, and participation in school programs are valid excuses for tardiness.

#### **Elementary Campus:**

A student is declared tardy when arriving after starting time of the school day. Prior to going to the classroom, parents and students **must** sign in at the office, where the child will receive a Class Admittance slip.

#### **Secondary Campus:**

A student who arrives at school after the first 20 minutes of class will be considered absent for that class. The student must sign-in at the office. Tardies are generally unexcused. Students late to other periods (such as between classes), must report directly to the office who will decide whether or not to excuse the tardiness. If a student is detained by a teacher, a written excuse (green slip) should be secured from that teacher before reporting to the next class. Consequences for multiple unexcused tardies to school and individual classes (each quarter) result accordingly:

1<sup>st</sup> – Warning

2<sup>nd</sup> – After school detention must be served, parents are notified.

Ongoing – 2 tardies = detention

Tardy totals are reset each quarter.

### **UNEXCUSED ABSENCES/TRUANCIES**

Absences without the consent of the student's parents or guardians or school officials are unexcused absences, also called truancies. This includes a student who is sent to school by parents but fails to arrive at school or a case of deliberate absence from school after having been marked in attendance. Unexcused absences count toward the 90% attendance requirement.

On the occasion of a student's first truancy, there will be a parent meeting with an administrator. If truancy occurs a second time, the student may be suspended or expelled from the school as determined by the administration.

Any student who is unexcused or truant will receive a zero on all assignments missed. Teachers may require the student to make up the work without credit.



## ACADEMICS

Specific curriculum distinctives at Cole Valley Christian Schools include the following:

- Science courses are taught from a creationist point of view since we believe that "In the beginning, God created..."
- Mathematics is not taught as an invention of man, but from God, a mirror which reflects His order and reliability in a unique way.
- Historical time-lines are set in the perspective of God's plan for the ages. We evaluate the impact of biblical principles and of individual Christian faith on major historical themes such as exploration, colonization, economic progress, art, literature, and constitutional government.
- Language arts are taught so as to enhance and apply the values of the Christian faith. Because men are influenced by words, and all words communicate some value system, we strive to select and evaluate literature in the light of biblical values. We also give priority to mastery of the written and spoken word.
- Bible classes are an integral part of the CVCS curriculum. God's truth is "...profitable for teaching, for reproof, for correction, for training in righteousness, that the man of God may be adequate, equipped for every good work." (II Timothy 3:16, 17)

All classes are presented in the light of biblical truth.

## REPORTING AND GRADING

### **Elementary Campus:**

Report cards are emailed to parents at the end of every quarter. In between each report card, parents will receive an email with a progress update for your child. Fourth quarter is printed and mailed to parents at the end of school. 4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> grades are updated every Friday on RenWeb. Parents of all students are required to have a parent-teacher conference during the first quarter. A conference at the end of semester is available upon teacher and/or parent request.

The grading system is explained on the report card. Grades Kindergarten through 3<sup>rd</sup> grade focus on mastery of skills and concepts critical to further learning. Because of the nature of children and learning during these years, a performance measurement of achievement is carried out without the use of percentage scores, instead an E, S, N grade. E means exceeding grade level expectations. S means meeting grade level expectations. N means needs improvement to meet grade level expectations. Grades 4 through 6 use the following percentage scale for most daily work and all test grading:

A+	98-100	B+	87-89	C+	77-79	D+	67-69	F	59 or below
A	93-97	B	83-86	C	73-76	D	63-66		
A-	90-92	B-	80-82	C-	70-72	D-	60-62		

In order to progress to the next grade level, the student must do passing work in all subjects and be recommended by the teacher. Decisions regarding retention are made by the teacher and administrator based upon classroom performance. Parents will be advised prior to a final decision.

An "I" or incomplete means the student has not met all the requirements for credit in that class. An incomplete may be recorded on a report card when the student has been absent within the last two weeks of the grading period. The "I" may be removed, or replaced by a regular grade, upon completion of the work, during the following three weeks of the new grading period. If the work is not made up within the three weeks, the student will receive a zero for the assignment(s) not completed. This will be averaged in with the other course grades for their quarter work.

Please do not compare your child's grades with those of other students. Students are expected to maintain the highest level of academic excellence they are individually capable of achieving. While ability, attitude, and application certainly affect learning, students are graded primarily on actual achievement. Parents are welcome and encouraged to ask for a conference at any time.

**Secondary Campus:**

The purpose of reporting is to give parents and students indication of the progress that is being made. Report cards are issued each semester. Progress reports are emailed weekly on Sundays. Parent teacher conferences are offered in the fall.

The following grading system is used:

<b>Letter Grade</b>		<b>Grade Point Average</b>
A	Consistent, superior work	4.0
B	Exceeds basic standard	3.0
C	Meets basic standard	2.0
D	Sub-standard	1.0
F	Failing	.0
I	Incomplete	

<b>Grading Scale</b>									
A	90-100	B	80-89	C	70-79	D	60-69	F	59 or below
A+	98-100	B+	87-89	C+	77-79	D+	67-69		
A	93-97	B	83-86	C	73-76	D	63-66		
A-	90-92	B-	80-82	C-	70-72	D-	60-62		

Only high school semester grades are permanently recorded on transcripts. An "F" for a semester grade means credit has not been earned and the student/parents must make plans to repeat the course. A grade of "C" or better is required to advance to the next math level.

A cumulative GPA is kept by the school counselor. Honors and Advanced Placement courses are not weighted.

A student must have a minimum grade point average of a **2.0 in the core classes**, and pass all core classes with a 60% or better. Remediation and/or academic testing may be required before readmission will be considered.

An "I" or incomplete means the student has not met all the requirements for credit in that class. An incomplete may be recorded on a report card when the student has been absent within the last two weeks of the grading period or when absences due to illness have necessitated an extension in classes. The "I" may be removed, or replaced by a regular grade, upon completion of the work within an agreed upon deadline.

Students are expected to maintain the highest level of academic excellence they are individually capable of achieving. While ability, attitude, and application certainly affect learning, students are graded primarily on actual achievement. Parents are welcome and encouraged to request a conference with teachers at any time.

### **ACADEMIC CONSIDERATIONS FOR RE-ENROLLMENT**

Students who have struggled academically may not be able to handle the increased workload at the next grade level. If this is the case, and the school is unable to accommodate the academic needs of the student, the school may recommend withdrawal so the student may consider another school where more academic success can be found. This recommended withdrawal may be made even if the student is not on warning or probation. If the Academic Review Team decides that testing is warranted to rule out any potential learning disability, that recommendation will be made to parents. Students who fall below the 2.0 cumulative GPA will not be permitted to reenroll without testing.

### **EXTRACURRICULAR ELIGIBILITY REQUIREMENTS**

Students must be academically eligible in order to participate in extracurricular activities such as sports, academic events, student council, etc. There are eight eligibility reporting dates throughout the school year, occurring at the **end of each mid-quarter & quarter**. An Academic Warning / Probation List will be compiled on each of these dates. The list will contain the names of students who have two or more D's or any F's. A student who is placed on Academic Warning or Probation will remain in that status until the next reporting date.

**Academic Warning** – A student with two D's or one F at the end of a mid-quarter or quarter will be placed on Academic Warning for the following academic period. At the end of the subsequent period a student may be removed from Academic Warning if he/she is above the line of either two D's or one F.

- A student on Academic Warning is ineligible for contests as long as their grades remain below the eligibility line. This will apply until they are off the Academic Warning list.
- Students on Academic Warning may still practice with the team.

**Academic Probation** – A student will be placed on Academic Probation when they have been on Academic Warning for two consecutive reporting dates. A student may remove himself from Academic Probation and be placed back into Academic Warning by being above the line of two D's or one F on the next reporting date. A student who is on Academic Probation for two or more consecutive reporting dates may be recommended for dismissal from CVCS.

- A student on Academic Probation is completely ineligible for extracurricular activities until the next reporting date. This includes contests AND practice.

Students who have been evaluated through Student Academic Support (SAS), may qualify for a modified extracurricular eligibility plan.

### **HOMEWORK**

Teachers intend to use classroom time efficiently for guided as well as independent practice. Students should keep up with day-to-day work so they will not accumulate a heavy homework load.

**Homework Expectation Guidelines –**

Kindergarten – 10-15 minutes

1<sup>st</sup>/2<sup>nd</sup> grade – 20-30 minutes

3<sup>rd</sup>/4<sup>th</sup> grade – 30-40 minutes

5<sup>th</sup>/6<sup>th</sup> grade – 45-50 minutes

### **HOME STUDY GUIDELINES FOR STUDENTS**

- Write down daily assignments at school.
- Bring home needed materials.
- Have a special place to keep materials and a quiet place to study.
- Set aside a definite time to work/study.
- Set goals and organize work.
- Turn off and keep away from any distracting noises and interruptions.
- Ask for help when needed. If immediate assistance is not available, go on to the next problem or assignment.
- Show work to parents on a daily/weekly basis.

Parents should see that the student has an organized method of recording assignments. Please check regularly to see how much and what kind of work is being done.

Homework sheets, emails from the teachers, and agenda books, if applicable, are all means for monitoring homework.

**Wednesday Policy** – Teachers strive to *give assignments in advance* so students can plan homework to allow for participation in church or other mid-week activities outside school. Due to the fact that not all churches have church activities on Wednesday night, we **cannot** give special preference to Wednesday as the primary “church night.”

### **MATH PROGRESSION POLICY – SECONDARY CAMPUS**

Successful completion (with a 70% or above) is required to advance to the next math level. If unsuccessful, the student will repeat the course during the next academic year unless other accredited options have been utilized and passing grades received (i.e., summer school, online courses, etc.).

At semester: If failing, the student will be placed back in the next lower class for second semester. If a D is received at semester, the recommendation is to move back to the next lower class for second semester. Parents may choose to keep the student in the class, but if a C or better is not achieved at year end, the entire class must be repeated.

### **TRANSFER STUDENTS**

Students that transfer to CVCS from another school are typically placed in classes similar to the ones they were taking at the previous school. If more than 2 weeks have passed in the current quarter, the new student will have their grades carried forward. We will work with students on an individual basis to ensure the smoothest transition possible.

### **FOREIGN EXCHANGE STUDENTS**

Foreign students must present transcripts and other records **in English**. In addition, they are required to provide a record of English proficiency. Record of English proficiency is defined as: (1) a transcript verifying attendance at a school where all classes are taught in English; (2) Written

evidence that the student attained a score of 450 or better on the Test of English as a Foreign Student (TOEFL) or (3) other verification of English competency approved by school officials. Students who do not meet English Proficiency Requirements will be placed in Academic English Development to satisfy their English credit until they are proficient.

### **CVCS GRADUATION REQUIREMENTS (Beginning with the class of 2019)**

One credit earned for each semester of class. Core requirements:

8 credits	English/Literature
8 credits	Math (Algebra 1 and Geometry are required)
6 credits	Science (Biology is required)
5 credits	History (US History 4 credits; World History 1 credit)
2 credits	American Government
8 credits	Bible (student must earn a minimum of 1 credit for each semester at CVCS)
2 credits	Physical Education
1 credit	Economics
1 credit	Health
1 credit	Speech
<u>1 credit</u>	College and Career Preparation
43 credits	Total core requirements
<u>7 credits</u>	Electives (minimum)
50 credits	Graduation Requirement

The 2016, 2017 and 2018 classes require 48 credits to graduate. Six credits of math are required and 2 credits of math must be taken during the student's senior year. No math class below Algebra 1 will be considered for high school credit for students graduating in 2016, 2017 or 2018.

Because of the biblical focus and approach we take in learning, and our mission statement of developing the whole person for Christ, students are expected to meet graduation requirements through CVCS courses. **Therefore, all classes offered by CVCS must be taken on campus unless the school schedule cannot accommodate the course or the class is needed for remediation.**

### **EARLY GRADUATION – SECONDARY CAMPUS**

CVCS discourages early graduation. Requests for early graduation must be submitted to the counselor by the end of the sophomore year, and a full academic plan must be created with the student, parent(s) and counselor to meet all graduation requirements.

### **OFF CAMPUS AND ONLINE CLASSES – SECONDARY CAMPUS**

Students may take courses at other schools as the class schedule permits. See the counselor if you are interested in pursuing this option.

### **PE CREDIT POLICY – SECONDARY CAMPUS**

One PE credit may be earned by participating in 1 CVCS sports season at the high school level. A maximum of 1 PE credit may be earned from sports not offered by CVCS. Junior High students may waive their PE requirement by participating in 2 CVCS sports seasons over a 2 year span.

### **DROPPING AND ADDING COURSES – SECONDARY CAMPUS**

Students may change courses only during the first 7 school days of each semester. Only teacher, counselor or administrator initiated changes will be considered after the first 7 days.

Withdrawal from classes for any reason after the first 7 days will be noted on the student's transcript as follows:

- Before Mid-Quarter Q1 or Q3: W / NC : Withdrawal with No credit received in the class (if passing)
- After Mid-Quarter Q1 or Q3: W / F : Withdrawal with an "F" and no credit for the class

A "W" on a high school transcript signals to colleges that the student attempted but did not complete the course.

### **HONORS POLICY – SECONDARY CAMPUS**

Honors prerequisites include:

- A grade of A or high B in the previous level class.
- Teacher recommendation.
- Any department specific requirements.

Teachers of honor classes have the prerogative to transfer a student to a regular class if the student is not meeting academic expectations.

### **VALEDICTORIAN AND SALUTATORIAN – SECONDARY CAMPUS**

CVCS recognizes the traditional definition of valedictorian as the highest-ranking student in a graduating class and the one who delivers the valedictory. The salutatorian is the second highest-ranking student in a graduating class and the one who delivers the salutatory. Students must have attended CVCS for a minimum 3 out of their 4 high school years to be considered for either of these honors.

## TESTING

### **Elementary Campus:**

#### Standardized Testing for Kindergarten through Grade Six

Standardized testing consists of administration of the Dibels Reading Indicator for kindergarten through grade two and Northwest Evaluation Association's MAP (Measure of Academic Progress) for grades three through six.

The Dibels Reading Indicator is given three times a year - fall, winter, and spring. Students receiving a below grade level score are referred to Student Academic Services for additional remediation or assistance.

The MAP evaluation is offered in the Fall for new students and Spring for all students. This computer-based exam is aligned with state academic standards and provides a monitor of student achievement and annual growth. Test results are reviewed by the administrators and the Student Academic Services Director to identify students in need of remediation in math, reading, and language usage. Classroom teachers also have access to detailed content area reports so they can assess effectiveness of instruction and plan instructional improvement strategies for individual students or classes of students. MAP test results are attached with the student's final report card.

Results of the Dibels Reading Indicator and MAP testing are given to parents of all students who have taken the assessments.

### **Secondary Campus:**

Standardized Testing is administered in the fall and spring for Grades 7 through 10. Students in grades 11 and 12 are tested only if they did not meet grade 10 proficiency standards.

Standardized testing for grades 7-10 consists of an annual administration of *Northwest Evaluation Association's MAP Evaluation*. This computer-based exam provides a monitor of student achievement and annual growth. In addition to testing all students in grades 7-10 every spring, students in grades 11 and 12 are tested if they did not meet grade 10 proficiency standards. This test is administered to all new students who do not have current standardized testing scores available for evaluation. Test results are reviewed by our staff to identify students in need of remediation in math, reading, and language usage. English, literature, and math teachers also have access to detailed content area reports on students in their courses so they can assess effectiveness of instruction and plan instructional improvement strategies for individual students or classes of students. Results of the MAP testing are mailed to parents with report cards after the school year of all students who have taken the assessment.

All students in grades 8-11 will take the PSAT on campus in the fall.

AP Exams are administered to high school honors students who are interested in taking these exams. Scores are sent to students by the College Board in the summer and results of the exams are provided to instructors in the content areas in which AP exams were taken. Students taking either honors or AP courses at CVCS meet the rigor requirements necessary to sit for an AP exam. Please see the Counselor for more information.

## CONDUCT/DISCIPLINE

The preeminent principle is that of Christ's command: "A new commandment I give to you, that you love one another, even as I have loved you, that you also love one another. By this all men will know that you are my disciples, if you have love for one another." (John 13:34-35)

Obedience is not a goal, but the natural outcome of love for God and others. Observance and respect for handbook standards, policies, teacher/ staff instructions, and biblical principles are expected as a response to God's authority and to those whom He has placed in authority. Our Christian liberty does not allow us to infringe on the safety and rights of others. Christian love requires us to protect and seek God's best for others.

### PRIVILEGE

***Attendance at CVCS is a privilege. Conduct on or off school premises that violates school regulations or civil law may be considered grounds for disciplinary action. Likewise, when a student's attitude is not in accordance with school policies or principles, disciplinary steps may be pursued. Any student whose consistent conduct or attitude in or out of school demonstrates a continuing opposition to the basic principles and purpose of the school may be expelled or asked to withdraw from the school.***

### CONDUCT

Cole Valley Christian Schools seeks to provide a positive, safe environment conducive to the teaching/learning process. We believe the Scriptures establish the basic principles that should guide the development of Christian character and govern all Christian behavior. With so many families from varying backgrounds being represented at CVCS, we know everyone will not agree on every detail. With this in mind, we strive to use Romans chapter 14 as a basis for our approach to "rules." Simply, even if one is convinced of scriptural freedom to engage in a particular behavior, they are no longer acting in love if it is knowingly causing another to stumble. The kingdom of heaven is not about rules, but love.

### STUDENT GUIDELINES

#### ***Elementary Campus:***

1. Show respect and courtesy for others.
  - Intimidating, teasing and fighting are strictly forbidden.
2. Respond with immediate and cheerful obedience to authority and school regulations.
3. Cooperate with others in work and play.
4. Follow classroom and building procedures as follows:
  - Observe classroom rules set forth by each individual teacher.
  - Be ready with all needed materials when each class starts.
  - Raise your hand to speak.
  - Walk in the hallway and use a quiet voice in greeting another person.
  - Line-up at drinking fountains and bathrooms must be orderly and quiet.
  - Do not loiter in the restrooms.
  - Do not chew gum during school hours.
  - Demonstrate promptness and responsibility in attendance and assignments.
5. Practice personal cleanliness and orderliness of possessions.
  - Keep floor, desk and locker areas neat at all times.
6. Practice truthfulness and honesty in word and life.
7. Exercise biblical discretion in social relationships and language.



8. Playground rules:
  - Students should observe boundaries and be in sight of the supervising teacher/volunteer at all times.
  - Once outside, students need permission before reentering the building to use the restrooms, visit the nurse, or for any other reason.
  - Students are to have no sharp objects in their possession.
  - Students are responsible for properly returning borrowed equipment.
  - Students are responsible to keep the playground free from litter.
  - Students are not to climb fences surrounding the grounds.
  - Students are not to throw snowballs, rocks or other dangerous objects at any time.
9. Student activity is limited to supervised areas.
10. Students are to line up in designated areas at entry and dismissal times.
11. Students are to use designated and assigned exits and entrances.
12. The use of tobacco, alcoholic beverages and non-prescription drugs is not permitted.
13. Improper (coarse, vulgar, abusive, swearing) language is prohibited.
14. Electronic listening devices or games (Ipods, mp3 players, etc.) are not to be brought to school unless specifically requested by an instructor for a particular assignment.
15. The school retains the right to engage in search and seizure as a routine or in cases of suspicion. Lockers are school property and can be searched at any time. Items deemed inappropriate can be taken from the locker and from the student.
16. Parents of students who in any way deface and damage school buildings/furnishings/equipment will be liable for damages to the extent of replacement or repair costs.

These are guidelines which, if carefully considered and well-practiced, will help students to avoid situations that cause difficulties.

**Secondary Campus:**

1. Show respect and courtesy for others.
2. Respond with obedience to authority and school regulations.
3. Demonstrate a cooperative attitude.
4. Follow classroom and building procedures.
5. Practice personal cleanliness and orderliness of possessions.
6. Practice truthfulness and honesty in word and life.
7. Exercise moral discretion in social relationships and language.
8. Student activity is limited to supervised areas.
9. Students are to use the marked crosswalk to access the field during school hours.
10. Students are to use designated and assigned exits and entrances.
11. The use of tobacco, alcoholic beverages and illegal drugs is not permitted. This includes vaping (e-cigarettes). This policy applies even if the student is 18 years of age and can legally purchase the item.
12. Improper (coarse, vulgar, abusive, swearing) language is prohibited.
13. The school retains the right to engage in search and seizure as a routine or in cases of suspicion. Lockers are school property and can be searched at any time by a school official. Items deemed inappropriate can be taken from the locker and from the student.
14. Parents of students who in any way deface and damage school buildings/furnishings/equipment will be liable for damages to the extent of replacement or repair costs.

## **SEXUAL HARASSMENT**

It is the policy of CVCS to maintain an educational environment that protects dignity and individual work, promotes mutual respect for each individual, and is free from sexual harassment. Each employee, student, or visitor has the right to work or participate in an atmosphere that promotes equal opportunities, free from conduct that can be considered harassing, coercive, violating, or disruptive. It is our desire that no student or adult be subjected to language or harassment that makes him/her feel uncomfortable or unsafe.

Sexual harassment is defined as any unwelcome sexual conduct that limits a student's ability to participate in or benefit from his or her education, or a pattern of such conduct that creates a hostile environment. Sexual harassment may include:

- Touching, including patting, pinching, and repeated brushing against another person's body.
- Cornering or blocking of normal movements.
- Sexual comments, gestures and jokes.
- Displaying, wearing or distributing sexually suggestive pictures or written materials.
- Teasing about an individual's ability to succeed in a certain class because of gender or appearance.

## **DISCIPLINE**

CVCS is committed to a safe, nurturing learning environment for all students. This includes an atmosphere conducive to studies and free from disruption as well as making school a place where students feel loved and accepted. The purpose of discipline is for growth (Hebrews 12:11). We desire to develop the whole person for the glory of God.

We are working to provide staff, volunteers, buildings, equipment, and materials in order to offer students the best education possible. To achieve this, students will be expected to:

- Say or do nothing that could hurt or offend anyone. Follow directions.
- Help protect our school buildings, grounds, and equipment. Be in the right place at the right time.
- Make our halls, restrooms, classrooms, gym and assemblies quiet and pleasant places.

## **DISCIPLINE PROCEDURE**

The majority of classroom discipline will be handled by the teacher. If the inappropriate behavior continues, the teacher will contact the parents before referring the student to the administration. A plan of action, in partnership with parents, will be implemented in hopes of helping the student respond in an appropriate manner. More serious behavior issues will be handled by the administration.

## **STUDENT SELF-DISCIPLINE**

The best discipline is self-discipline. It is this training that develops self-control, orderly conduct, character, and promotes intellectual growth and social graces. Students are encouraged to exercise and develop self-discipline in all areas of school life and to observe the rules of the school. When a student deviates from acceptable behavior, it is the responsibility of both the home and the school to intervene with correction and guidance. Parents and teachers must fully cooperate, being careful to avoid anything that threatens respect, understanding, and confidence in each other. By working together in a team approach, parents and school staff set the standards by modeling and emphasizing partnership and positive behavior as opposed to disruptive behavior that requires corrective measures.

## **SUPERVISORY AUTHORITY**

Students are under the supervision of their classroom teacher. However, staff members, such as other teachers, coaches, lunch supervisors, bus drivers, and others in authority may discipline within their sphere of assignment. Students requiring disciplinary action may be referred directly to the administration.

## **STUDENT/PARENT PROCESS OF ADDRESSING CONCERNS** *(As outlined by Matthew 18)*

If a parent or student has a concern or complaint regarding a specific teacher and/or administrator, **it is essential that initial communication be with that teacher and/or administrator.** When a student brings a complaint home, take the time to advise him/her as to how to approach the teacher and/or administrator to begin the resolution of this conflict. This training or advice will give the student a wonderful opportunity to learn the skills of conflict resolution. The key is giving young people the skills needed to work through these daily concerns and the positive experience of seeing them solved in a biblical/relational way.

When addressing concerns with the teacher, initial contact should be made with the student's teacher. Parents are expected to work with the teacher before approaching the counselor or administration. The teacher will listen to the concern(s) and address the issues(s). If this conference does not result in a resolution, the next step is to contact the administration.

## **BULLYING**

ACSI's definition of bullying: "Bullying occurs when a person or group is intimidated, frightened, excluded or hurt by a pattern of behaviors directed at them by others." For something to be considered bullying, there generally need to be three elements present:

- 1) Aggressive/Intentional
- 2) Repetitive
- 3) An imbalance of power (or perceived imbalance) – The bully has something over the victim such as physical strength, social influence, embarrassing information, etc.

CVCS is committed to partnering with parents to do all we can to eliminate bullying from our campuses. If you suspect bullying is taking place, it is expected that you will approach a CVCS staff member to discuss next steps.

## **ACADEMIC HONESTY**

One goal of our education at CVCS is to foster an environment that produces educated and ethical persons, people who live out a trust in Christ in our everyday experience. Cheating and plagiarism are not compatible with this goal and will not be tolerated. All work that students submit must reflect their own ideas. When they use the work and/or ideas of others as supporting information, correct citation must be made.

Academic dishonesty occurs whenever someone:

- seeks to receive credit for a paper or project that has been purchased
- copies from another participant's exam, either before, during, or after the exam
- uses "crib notes" while taking an exam or uses information stored in a computer, cell phone, or calculator (if prohibited from doing so)
- allows another person to take an exam in his or her place, or takes an exam for another person
- collaborates on take-home exams when such collaboration is forbidden
- attempts to receive credit for another person's work
- fails to properly document source material in a paper or project
- receives editorial assistance that exceeds the scope of acceptable assistance

The notations above do not provide a complete list of instances of academic dishonesty. **If a student is responsible for an act that is dishonest, their assignment will receive a zero; repeated offenses will result in a failing grade for the course.**

### **RECOMMENDED WITHDRAWAL**

Withdrawal may be recommended for those students who have consistently struggled with behavior, social, or attendance issues. This recommended withdrawal may be made even if the student is not on probation.

## **DRESS AND APPEARANCE**

We believe there is a relationship between good dress habits, good work habits, and respectful school behavior. A student's dress and appearance should be characterized by cleanliness, neatness, modesty, appropriateness and safety. Any type of attire or grooming which attracts undue attention to the wearer and distracts from the educational process is not acceptable. Extremes in dress, style, or makeup are to be avoided as well as anything that is purposely suggestive in appeal or has the trademark of some segment of society decidedly ungodly in influence.

Although the appearance of any student is primarily the responsibility of that individual and parents, we expect students to maintain the type of appearance that is not distracting to teachers or other students or detrimental to the educational process. Our major daily concern is the education of students and not the policing of apparel. **If any question arises on any issue, the decision of the school has to prevail.**

Students who come to school without proper attention to personal grooming or appropriate dress may be asked to call their parents for a change of clothing, may be sent home to correct these concerns, or may wear a school-provided outfit. The administration reserves the right to make final decisions in regard to questionable dress or appearance.

Some specific instructions are given below:

- Shoes must be worn at all times.
- **Elementary Campus:** Flip flops or strapless shoes are not permitted while playing on the playground in grades Kindergarten through 3<sup>rd</sup> grade.
- **Elementary Campus:** Gym shoes that do not mark the floor are required for physical education or indoor recess.
- Shorts are permitted for school wear but must have a finished edge and not be shorter than fingertip length).
- Girl's skirts or dresses must have at least a knee length hemline, unless being worn with opaque (non see-through) leggings underneath. With appropriate leggings, skirts and dresses may be fingertip length.
- Tank tops must have at least a three inch strap. (Spaghetti straps *are only* permitted if they have a shirt underneath or a covering over the top of the shirt.)
- Midriff must be covered, even if hands are raised.
- Pants are to be worn at proper waist level.
- Clothing worn to school cannot have negative or immoral messages, drug, alcohol, or suggestive insignias, messages, or otherwise age-inappropriate messages.

- Clothing must not have holes or abrasions above the knees that reveal skin or undergarments.
- Hats, beanies, visors, and hoods are not allowed in school buildings during school office hours. This rule does **not** apply to after school extracurricular activities.
- Spandex and similar tight clothing must not be worn unless covered by clothing that meets the above criteria.
- Pajamas may not be worn to school.
- Girls **only** may wear earrings. This is the only allowable “pierced” jewelry.
- Students are to be well-groomed, neat and clean at all times. All students must keep hair out of their faces.
- Makeup or hairstyles that are of unnatural colorization are not allowed.
- You may be required to cover tattoos.
- **Elementary Campus:** On P.E. days, students should wear suitable clothes that would be appropriate for P.E. activities.
- Dress code applies to CVCS extracurricular activities (with the exception of hats)

Periodically students may participate in teacher designated "special day" activities that allow them to wear something unusual. Examples include Spirit Week and Red Ribbon Week.

Those who enroll in CVCS must be willing to abide by these standards. Students who violate the dress policy will remain out of class until the appropriate attire is acquired.

## SCHOOL AND HOME PARTNERSHIP

It is our desire that school staff and parents partner with each other in the educational process. Cole Valley Christian Schools is critically dependent upon parental support in prayer, volunteer work, finances, and encouragement of student achievement/behavior. The school cannot accomplish its purpose and parents will not realize their expectations apart from such partnership. The home and school must both consciously cultivate a positive working relationship. Any belief, value, or interpretation of scripture that creates a conflict with the school leading to a loss of partnership will require the family to withdraw from school.

As parents, you are the most important people in your student's life. Your influence is vital in helping your student succeed. Students need to know that we are working together to encourage responsible behavior and wise choices. It is our expectation that every student enrolled in CVCS desires to attend this school.

### COMMUNICATION

#### **Elementary Campus:**

It is our desire to keep the lines of communication open with all parents. Teachers will send home all completed work and communication in Friday Folders. All Friday Folders and things needing to be signed and returned, need to be returned Monday morning. Please take time to go over all assignments with your child so you will know what is being taught and how your child is progressing.

A weekly campus-wide "Communiqué" will be emailed to keep you informed about upcoming events and other pertinent information. The "Communiqué" is also available from the school's website. In addition, individual teachers will be sending "Week at a Glance" emails for their specific classes.

Throughout the school year there are various opportunities for parents and teachers to become better acquainted and work together. These include Parent Orientation, Family Math/Science nights, Academic Fair, and special meetings.

A careful effort is made to evaluate each student. It is the intention of the staff to inform parents immediately upon becoming aware of actual or anticipated difficulties. Contact the school when you have a question or concern regarding your child or the curriculum.

Parents wishing to talk with a teacher should not call or visit at school during the school day or between the hours of 8:00-8:30 a.m. and 3:15-3:45 p.m. unless by appointment with the teacher. These are preparation and dismissal times when teachers have responsibilities. Parents may call the school office any time during the school day and *leave a message* for a teacher to return a call.

Signed notes to teachers from parents are required when:

- The student desires early dismissal from school.
- The student needs to refrain from physical education activities.
- The student anticipates absence from school.
- The student is not going home by means of the usual transportation.

If transportation arrangements change during the course of the day and your child needs to be notified, please call the school office before 2:30. Please make every effort to have transportation arrangements settled before school begins.

### **Email**

Teachers' primary means of communication, including daily assignments and homework, is through email. If parents do not have access to the internet, they need to notify the teacher in order that other arrangements can be made.

### **ParentsWeb**

ParentsWeb is used for re-enrollment, updating parent information, viewing grade level "Week at a Glance" online, and checking student grades in 4<sup>th</sup> – 6<sup>th</sup> grades (daily assignments included in 6<sup>th</sup> grade)

### **Secondary Campus:**

It is our desire to keep the lines of communication open with all parents. Each Friday afternoon the school will email an update of upcoming school events. Assignments are communicated through iLearnIT. Please take time to go over all assignments with your child so you will know what is being taught and how your child is progressing.

Throughout the school year there are various opportunities for parents and teachers to become better acquainted and work together. These include parent orientation, parent/teacher conferences, academic fairs, and special meetings.

A careful effort is made to evaluate each student. It is the intention of the staff to inform parents immediately upon becoming aware of actual or anticipated difficulties. Contact the school when you have a question or concern regarding your child or the curriculum.

Parents wishing to talk with a teacher should not call or visit at school during the school day or between the hours of 7:45-8:10 a.m. and 3:15-3:45 p.m. unless by appointment with the teacher. These are preparation and dismissal times when teachers have responsibilities. Parents may call the school office any time during the school day and *leave a message* for a teacher to return a call.

### **CHANGE OF ADDRESS**

Change of address, telephone numbers, or cell phone numbers should be reported to the office. It is important that the office records contain the correct information at all times, especially in case of emergencies.

## **TUITION**

### **TUITION AND FEES SCHEDULE**

Cole Valley Christian partners with Smart Tuition Aid for the management of our tuition collection process. More information regarding tuition and fees can be found on our website or by contacting our business manager at (208) 947-1212

Parents should not enroll children in the school unless they intend to discharge school obligations in full. Students of parents owing two months of tuition may not be re-admitted to Cole Valley Christian Schools the beginning of the third month without payment unless parents make suitable arrangements with the school concerning payment of the overdue amount. A written plan of action will need to be made to the Superintendent if enrollment is to continue.

When a student is voluntarily withdrawn from the school for any reason, tuition must be paid in full for each calendar month that the student was in attendance, on the basis of one-ninth of the annual tuition. When a student is expelled or withdrawn at the recommendation of the school, tuition will be due on the basis of 1/180<sup>th</sup> of the annual rate for each day of attendance.

### **SCHOOL DEBTS**

Students will be allowed to re-enroll in CVCS for the upcoming school year with past due amounts still owing, but will not be able to attend class until such time as past due amounts are paid in full.

No school records will be issued from the school office until all bills owed to the school for tuition and/or other fees, lost or damaged texts and library books, and other debts have been paid.

### **TUITION AID**

It is the desire of Cole Valley Christian Schools to do all we can to make a Christian education possible for families. Limited tuition aid is available to qualifying school families. If you are seeking tuition aid, please request an application from the school office and submit the completed application (with supporting documents and a filing fee) to the CVCS business office, 200 East Carlton Avenue, Meridian, Idaho 83642. An application for Admission or Re-Admission and registration fee must be received by the school before tuition aid will be considered. All information will be kept strictly confidential. Tuition aid is allocated based on need and funds available. Current CVCS families will be considered first when distributing aid.

### **FUNDRAISING**

As a private school (a non-profit 501(c)3 organization), CVCS does not receive any federal or state funds for its operation. Rather, it funds its program through student tuition, select fundraising events, and charitable contributions from those who support its mission. Everyone who is a part of the CVCS family bears the cost involved in providing an excellent, Christ-centered education. We depend on the revenue earned from the various school fundraisers to meet our budgeted expenses and to provide for additional activities and events for the students and families. Throughout the year, each campus may hold fundraising events to meet specific needs; however, these are limited. All school families are asked to participate as much as possible in the fundraising efforts of Cole Valley Christian Schools. Fundraising information is available on our website at [www.colevalleychristian.org](http://www.colevalleychristian.org). For more information, contact the Development Department at (208) 947-1212.



**Tuition Credit Program (TCP):**

When you purchase TCP cards through the national program CVCS participates in, you're purchasing prepaid cards and gift certificates that are used just like cash. You can use these cards to purchase everyday expenses like food, gas, clothing and other essentials at hundreds of businesses, many of which you probably shop at on a regular basis. With every purchase, you earn tuition credit and revenue for CVCS. Contact the Development Department at (208) 947-1212 for more information.

**Referral Credit Program:**

Because costs increase per student when we have fewer students, we would like to provide the opportunity for families to share in the benefit of new students coming to the school and a way for current families to reduce their tuition. ***A \$500 Tuition Credit for each new student enrolled in fulltime 5-day Kindergarten through 12<sup>th</sup> grade, \$300 for 3-day Kindergarten, and \$100 for Pre-Kindergarten.***

Example: Refer a family that enrolls two fulltime 5-day K-12<sup>th</sup> grade students and receive a \$1,000 tuition credit, or a family of three students and receive \$1,500 etc. Contact the Development Department at (208) 947-1212 for more information.

**GIFTING**

Tuition and fees do not cover the total cost of education for students. Cole Valley Christian Schools depends on gift income from parents, friends, grandparents, alumni, foundations, and businesses to make up the difference. By making a tax-deductible contribution (which qualifies you for an additional tax credit within the state of Idaho), you help CVCS bridge the gap between tuition and operating expenses. These dollars make a great difference in our program. For more information on gifting to Cole Valley Christian Schools, contact the Development Department at (208) 947-1212.

## **MISCELLANEOUS**

### **ACCREDITATION AND AFFILIATION**

Cole Valley Christian Schools is a member of the Association of Christian Schools International (ACSI). CVCS is fully accredited with the Association of Christian Schools International (ACSI) and AdvancED. ACSI is the premier accrediting agency for Christian schools and provides parents with an assurance of a quality education from a dependable educational institution. AdvancED is a national accrediting body recognized by the US Department of Education.

### **ADVISORY PERIOD – SECONDARY CAMPUS**

The Secondary Campus has an Advisory Period immediately following chapel on Thursdays. The Advisory Period ensures that every student on our campus is involved in a discipleship group with adult accountability. Shepherding is a big part of our mission and our desire is to be intentional in this pursuit. Advisory Periods are grade and gender specific. Some typical activities that occur during this time include: Bible study, prayer time, chapel discussion, etc.

### **ASSOCIATED STUDENT BODY – SECONDARY CAMPUS**

All junior high and high school students are members of the CVCS ASB (Associated Student Body) and as such are involved in student government. Students are represented on the student council and are involved in elections of the following high school officers: President, Vice-President, Secretary/Treasurer, Chaplain, Activities Director, Timothy Project Director(s) and Class Representatives. Junior high officers include: President, Vice President, Secretary, Treasurer, Chaplain, and Class Representatives. The student council will work with the faculty and administration in planning and sponsoring student activities throughout the year. Student Council elections are held in the spring for the following school year. The exception is for incoming 7<sup>th</sup> grade students. Those elections are held in the fall.

A student activity sponsored by CVCS to which a written invitation has been extended through the school to every member of the class is considered a CVCS-sponsored activity. Sponsors and chaperones are required for these activities and the purpose for the activity should be in keeping with the philosophy of the school. CVCS does not accept the responsibility for activities of a social nature which may include CVCS' students but were not planned under the direction of the school.

### **AUTOMOBILES – SECONDARY CAMPUS**

- Cars are to be parked in designated areas only. Seniors only have a designated parking location.
- Driving to and from campus is a privilege which may be revoked at any time by the administration.
- The school will not authorize any student to ride with another student driver without parent approval. Please discuss this restriction with your student.
- International Students are not allowed to drive a motorized vehicle while enrolled at Cole Valley Christian.

### **BICYCLES**

We have an area for parking bicycles. It is recommended that students lock their bicycles. Although we will supervise this area to the best of our ability, we cannot be responsible for damaged or stolen bicycles. It is suggested you have the bicycle licensed with the Local Police Department. Keep a personal record of the serial number and description of the bicycle.

## **BOOK DAMAGE**

If a book (library, text or resource) is damaged beyond normal wear, the student responsible will be charged for the required repair or replacement.

## **BUILDING ACCESS / SCHOOL HOURS - SECONDARY CAMPUS**

The commons in front of the gymnasium is open and entry available at 7:00 am. The building is supervised from 7:40 am to 4:00 pm only. Classes are in session from 8:10 am to 3:15 pm. Students are not to be in the main school building unsupervised. Students may be in the building beyond these hours only by prior arrangement with and under the supervision of a staff member. The school office hours are 8:00 am to 4:00 pm. Students are encouraged to arrive no earlier than 15 minutes before starting time and to be picked up no later than 15 minutes after dismissal time. Parents need to understand that the school is not responsible for the welfare of their students before or after the stated times.

## **BUS**

Bus service between the CVCS campuses is offered as a service to our school families. The bus runs daily between the elementary and secondary campuses. These routes are run both before and after school. Bus passes may be purchased in the office. Both daily ride and annual passes are available. Students also may pay cash to the driver if they are an occasional rider. Please contact the campus receptionist or business manager for the cost of these options.

Bus rules will be strictly enforced by the bus driver and school administration to insure the safety of all students riding the bus. Students must remain seated throughout the trip. Riders must refrain from talking in a loud voice and must keep arms and objects inside the windows at all times. They must also refrain from eating and drinking while riding the bus. Students must show respect to the bus driver, vehicle, and other passengers.

The bus driver is responsible for the welfare of everyone riding the bus and is in charge at all times. When a student fails to comply with the rules a warning will be issued to that student. Persistent discipline problems may result in suspension from riding privileges.

## **CALENDAR**

Our school uses the Tandem calendar which is accessible from the front page of our website (ColeValleyChristian.org). Parents are given access to view calendar items and have the ability to filter by sports, grades, events. Contact the campus offices for assistance.

## **CELL PHONES**

### **Elementary Campus:**

Students will not be permitted to answer the phone except by permission from a staff member. Please leave messages with the secretary, who will see that they are delivered to the student.

School phones may be used by students only in emergencies, and only with the permission of teachers first. Students are not allowed to call home to ask permission to stay for scheduled after-school activities or go home with a friend. Your child must assume responsibility for making these arrangements BEFORE coming to school.

The church phones are *OFF LIMITS* to students at all times. Whenever the phone is needed, please use a school phone.

**Secondary Campus:**

Students may keep their cell phones with them during the school day. They are allowed to use their phones during passing periods and lunch. *Absolutely no cell phone use during chapel.* Classroom use of cell phones is at the discretion of individual teachers. We ask that parents not text or call their students during class times. If a student's phone disrupts class or chapel it will be confiscated under the following progression:

- 1<sup>st</sup> offense, \$5 fine and the phone must be picked up from the office at the end of the school day.
- 2<sup>nd</sup> offense, \$10 fine and the phone must be picked up from the office at the end of the next school day.
- 3<sup>rd</sup> offense, \$15 fine and the phone must be picked up from the office by a parent.

**CHAPEL**

Cole Valley Christian Schools believes that the spiritual life of its students is of the utmost importance and strives to encourage and maintain the highest standards of Christian conduct. Chapel services provide one source of inspiration and instruction. At the Elementary Campus, Chapel is held each Friday beginning at 8:40 am. At the Secondary Campus, Chapel is 55 minutes long and is held on Thursdays. Attendance at chapel is required. **Parents are welcome.**

**CLASS SCHEDULE – SECONDARY CAMPUS**

The CVCS secondary location will be operating a 7-period schedule on Monday, Tuesday and Friday each week. We run a modified block schedule on Wednesdays and Thursdays. Wednesday classes are periods 1, 3, 5 and 7 and Thursday classes are 2, 4, 6, Chapel and an Advisory Period. School starts at 8:10 and ends at 3:15 daily.

**CLOSED CAMPUS**

**Elementary Campus:**

Students are required to remain on campus during school hours. If a student is to be released early from school with someone other than a parent, a written request signed by the parent or guardian stating the time and reason for early dismissal must be presented to the student's teacher prior to departure. When picking up a student to leave the campus for any reason prior to the release time, the responsible adult must first check in at the school office, sign the child out, and receive a "Permit to Leave School" form to give to the child's teacher. Students may leave campus *only* when accompanied by a responsible supervising adult and when clearance has been secured from the teacher or administrator.

Consistent with our closed campus policy, students (participants or spectators) are required to remain on campus during any school-sponsored extracurricular activity. This applies to parties, athletic practices, competitive events, etc. Students may leave campus only when accompanied by a responsible supervising adult. If the adult with whom the student is leaving is not his/her parent, the student must have received prior written parental permission. It is the student's responsibility to notify the on-duty staff member, coach, or designated adult supervisor prior to his/her departure.

### **Secondary Campus:**

7<sup>th</sup> through 10<sup>th</sup> grade students are required to remain on campus during school hours. Juniors and seniors may leave campus during lunch, unless the parents request that their student remains on campus. If a student is to be released early from school with someone other than a parent, a written request signed by the parent or guardian stating the time and reason for early dismissal must be presented to the office prior to departure. When picking up a student to leave the campus for any reason prior to the release time, the responsible adult must first check in at the school office and sign-out their student. Juniors and seniors are not allowed to take under classmen off campus.

## **COMPUTER/INTERNET USE**

CVCS has established a computer network with Internet access to support and enhance learning and prepare students for success. The school has installed filtering software to minimize access to inappropriate material. The use of the network and Internet is a privilege, not a right, which may be revoked at any time for inappropriate behavior. Conduct on the computers is to reflect and be consistent with Christian ethical and moral principles and high standards of character and conduct. In order for students to use the Internet, their parents or guardians must first read the following acceptable use policies, and then indicate their agreement by signing the Photo, Internet, and Website Permission form included with their application.

### **Acceptable Uses**

- The computer network and Internet are to be used only for educational purposes. This includes classroom activities and educational research.
- Students will have access to the Internet via classroom, library, and lab computers. Student access is limited to school hours.
- Student use of the Internet is contingent upon parent/guardian permission in the form of a signed copy of the Photo, Internet, and Website Permission form. Parents/guardians may revoke approval at any time.
- Material created and/or stored on the system is not guaranteed to be private. Network administrators may review files from time to time to ensure that the system is being used properly.
- Network users must keep their passwords private. Accounts and/or passwords may not be shared.
- Network users are expected to adhere to the safety guidelines listed below.

### **Unacceptable Uses**

- The Internet may not be used to establish new email accounts or check existing email accounts.
- School computers may not be used to play games.
- The Internet may not be used to access/participate in any interactive websites, social media or applications. This includes chat rooms, blogs, message boards, instant messaging, etc.
- The Internet may not be used to download or copy any software, games, music, or Internet wallpaper without prior permission from a teacher or the network administrator.
- School computers may not be used for commercial purposes. Users may not buy or sell products or services through the system without prior permission from a teacher.
- School computers may not be used for any activity, or to transmit any material, that violates United States' or local laws. This includes, but is not limited to, illegal activities such as threatening the safety of another person or violating copyright laws.

- Network users may not use vulgar, derogatory, or obscene language. Users may not engage in personal attacks, harass another person, or post private information about another person.
- Network users may not log on to someone else's account or attempt to access another user's files. "Hacking" or otherwise trying to gain access to another person's or organization's computer system is prohibited.
- Network users may not access websites, newsgroups, or chat areas that contain material that is obscene or that promotes illegal acts. If a user accidentally accesses this type of information, he or she should immediately notify a teacher, librarian, and/or network administrator.

### **Safety Guidelines for Students**

- Notify an adult immediately if you encounter any material that violates this Acceptable Use Policy. This will protect you against a claim that you have intentionally violated this policy.

## **COUNSELING OFFICE**

Cole Valley Christian Schools' counseling office provides an essential component of the school's educational program.

### **Elementary Campus:**

The Counseling program at the Elementary Campus is an essential component of the school's educational program which promotes the spiritual, relational, and social development of all students. Cole Valley's website gives more information about our counseling program.

### **Secondary Campus:**

The Counseling program at the Secondary Campus promotes the spiritual, academic, personal, social, and career development of all students. The Director of Counseling oversees academic planning, online and concurrent credit courses, and insures that students are meeting their graduation requirements. The Director of Counseling also provides limited personal counseling to students and families and provides referrals to professionals in the community when/as needed or requested. The College and Career Advisor teaches the College and Career Prep class, oversees the PSAT, SAT, and ACT prep and administration, and assists seniors with college and scholarship applications.

## **EARLY RELEASE/LATE ARRIVAL POLICY – SECONDARY CAMPUS**

Early release and late arrival is available to senior students only. It is by request and with parent's written permission. The primary intent of this policy is to allow students to work at an internship or job. If students stay on campus during this time, they must report to the commons area.

## **EMERGENCY SCHOOL CLOSURE**

We usually follow the Meridian School District regarding school closure due to inclement weather. We will always close if they close. However, we may close even if they are open. Listen to radio stations KTSY (89.5FM), KBOI (670AM), TV Channel 7 or the school website for bulletins regarding school closure. Once the school day has begun, school will be kept in session until regular closing time except in extreme conditions.

### **ENRICHMENT CLASSES - ELEMENTARY CAMPUS**

A variety of enrichment classes are offered after school. Classes change every quarter and usually require a fee. A schedule of classes can be found on the website.

### **EXTENDED CARE PROGRAM - ELEMENTARY CAMPUS**

An extended care program is available to all enrolled students. It is designed for those needing before and/or after school care daily or occasionally. Operating hours are 7:30–8:00 a.m. and 3:30– 6:00 p.m., Monday through Friday. Fees and more detailed information are on our website.

### **FIELD TRIPS**

Teachers take students on field trips during the school year. Parents participating as supervisors and drivers **must** show evidence of insurance coverage for privately owned vehicles. A current copy of the parent's proof of insurance as well as a photocopy of their driver's license **must be filed in the school office**. In addition, a Background Check must be submitted and results received before parents can accompany the student. This background check needs to be **re-submitted every five years**. If you are unsure if yours is still current, please check with the school office. For the background check, see the school's website, Student Life, SecureSearch Background Check.

### **HEALTH/COMMUNICABLE DISEASES**

When a child is taking regular medication or has a special physical or medical condition, the teacher and personnel in the health office should be informed.

#### **Elementary Campus:**

Since recess and the outdoor activities of the school day are scheduled for the academic and physical benefit of students, the school urges that no child return to school until well enough to participate in the total school program. Please do not send your children to school if you suspect they are sick. If they have been ill, they must be free from fever for 24 hours without using fever-reducing medicine, and/or have had no diarrhea or vomiting for 24 hours before returning to class. If they will need to take medicine during the school day, please notify the nurse, who will dispense the medication. All medicines need to be in the original container with instructions (when to take, how much to take) clearly marked. If your child's ability to perform is affected by the medication, please talk to the nurse about whether or not the child should attend school that day.

#### **Communicable Diseases**

For the well-being of all students, parents should not allow their son or daughter to come to school with a fever or other signs of any communicable disease. Should a student contract a communicable disease or contagious illness during the school year, immediate notification to the office is necessary and is appreciated.

### **LIBRARY – SECONDARY CAMPUS**

The library is available for use by the students. Parents, school staff, and church staff may also check out books and videos. If library materials are lost or damaged beyond repair, the borrower will be held responsible to replace the item at cost with a minimal processing fee added.

- No food or drink is allowed in the library
- Students coming to the library from classes must present a written pass to the library.
- Two books at a time may be checked out for a two-week period.

- Return books to the "Book Return" box in the library. Return resource books to their proper place.
- A fine of \$.10 per day will be charged for overdue books.
- Report cards are held until the overdue books are returned and fines are paid, or lost book is paid for at replacement cost.
- Additional books cannot be checked out until overdue books are returned and fines are paid.

For further information on specific hours of operation and procedures, contact the school librarian.

### **LOCKERS – SECONDARY CAMPUS**

- Decorations are allowed for special events. Please use masking tape to attach decorations to lockers. Any decorations must be removed by end of school Friday.
- Stickers, writing, contact paper, gum, or anything that is not easily removed may not be put on the inside of the locker.
- Items displayed inside the lockers need to be appropriate and in good taste.
- School lockers are the property of CVCS. Periodic, general inspections of lockers may be conducted by school authorities for any reason at any time, without notice or student consent.
- Locks are optional. Students may use a combination or key lock that they purchase. The combinations or extra key must be given to the office. Also, we recommend students **not** leave computers or devices in their lockers overnight.

### **LOST AND FOUND**

Clothing or items of value should be clearly labeled with your student's name. Properly labeled items will be returned to the owner. At the Elementary Campus, "Lost and Found" is located between the back double doors. At the Secondary Campus, "Lost and Found" is located in the Commons by the gymnasium. Smaller or more expensive items may be brought to the school office. Items that have not been retrieved by the end of each month will be given to charity.

### **MEDICAL EMERGENCY INFORMATION**

Parents are asked to complete a medical emergency form for each student attending CVCS. Two places for signature are provided to cover the following services:

- Release to take a student to the nearest medical emergency facility in the event that a parent cannot be reached right away
- Release to administer Tylenol and Advil to a student by the school nurse or other authorized personnel.

Automated External Defibrillators (AED) are on campuses.

### **NURSE**

Our school nurse is on site daily during normal school hours. The nurse will provide basic first aid and administer medications as allowed by the medical emergency form.

### **NON-DISCRIMINATION POLICY**

CVCS admits students of any race, color, sex, nationality, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate in the administration of its educational policies and other school programs.



## **PARTIES (BIRTHDAYS, ETC.) – ELEMENTARY CAMPUS**

Parents are asked to mail invitations to the homes of students who are invited to birthday parties if all boys or girls in the class are not invited. Please make sure to state on the invitations that parents are to take their student to the party and that gifts are not to be brought to school. Children's feelings are very fragile and those who are not invited can be easily hurt.

## **SCHOOL HOURS**

### **Elementary Campus:**

Elementary school hours are:

- Pre-Kindergarten Half Day: 8:20 a.m. - 12:15 p.m. (Monday/Wednesday/Friday)
- Pre-Kindergarten Full Day: 8:20 a.m. - 3:15 p.m. (Tuesday/Thursday)
- Pre-Kindergarten Enrichment Days: 8:20 a.m. - 3:15 p.m. (Monday/Wednesday/Friday)
- Kindergarten Days: 8:20 a.m. - 3:15 p.m. (Tuesday/Wednesday/Friday)
- Kindergarten Enrichment Days: 8:20 a.m. - 3:15 p.m. (Monday/Thursday)
- Grades 1 through 6: 8:20 a.m. to 3:15 p.m.

Students are encouraged to arrive no earlier than 15 minutes before starting time and to be picked up no later than 15 minutes after dismissal time. Children arriving prior to 8:00 a.m. or remaining after 3:30 p.m. will be taken to Extended Care (see Extended Care Program). Teachers are on duty from 8:00 a.m. to 3:45 p.m. daily.

### **Secondary Campus:**

Classes are in session from 8:10 a.m. to 3:15 p.m. The Commons in front of the gymnasium is open and entry available at 7:00 a.m. The building is supervised from 7:40 a.m. to 4:00 p.m. only.

## **SCHOOL OFFICES**

Parents are welcome in the school and office. When parents desire to visit a classroom for any reason, they must first sign in at the school office and receive a visitor's pass. Lunches, homework, books, etc., may be left in the office to be delivered, and should not be taken directly to the student.

## **SCHOOL SPIRIT**

Cole Valley Christian Schools spirit is evidenced in COURTESY toward teachers, fellow students, volunteers, and officials of school activities; PRIDE in what the school endeavors to accomplish; SPORTSMANSHIP which is the ability to win and lose gracefully; LOYALTY to the academic and conduct standards of the school; and SUPPORT of school functions.

## **SPORTSMANSHIP**

All students, parents and fans represent Cole Valley Christian Schools at sporting events, whether on the field or in the stands. Conduct needs to reflect Christian sportsmanship toward the opposing team(s) and toward the officials.

- Attitudes and behavior are at all times to be in line with Christian conduct that will be pleasing to God, bring honor to Him, and in no way jeopardize our Christian witness.
- Fans and students are asked to be positive toward officials, coaches, players, and other fans.
- Good sportsmanship includes respecting the facilities of other schools and obeying their rules, however they may differ from our own.

## **STUDENT INSURANCE**

The school does not provide insurance for students who are involved in accidents at school. Parents are responsible to provide insurance for their student if/when they are injured at school either through homeowner's insurance or another health policy the family carries.

## **TESTING SERVICES**

### **Elementary Campus:**

The Student Academic Support (SAS) program services students in grades 3 through 6 for close monitoring of Education Plans, necessary accommodations or modifications, and academic intervention. Eligibility Guidelines for SAS program are listed on the Cole Valley Christian Schools website under Academic / Learning Services.

### **Secondary Campus:**

Special testing services are available to families either through the public school district or on our campus at the request of parents or staff. When there is evidence of a need for this service, families will be directed to follow established procedures for scheduling through the Academic Services Director. Staff or parents may initiate this process, but parental approval is required in all cases.

## **VISITORS**

Anyone visiting the school must first sign in at the school office and receive a visitor's pass.