

# Cole Valley Christian Schools

We are excited about the upcoming school year and want to pass on the following information that will be helpful in your planning.

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## **IMPORTANT UPCOMING DATES**

**Now – August 3** – Secondary Campus Summer Office Hours 9:00 am – 1:00 pm, Monday thru Thursday (except for dates listed below)

**August 2** – Athletic Blue Card Eligibility Pick Up & Sport Physicals 5:00 – 7:00 pm in the gym

**August 6** – Start of Secondary Campus Regular Office Hours 8:00 am - 4:00 pm Monday thru Friday

**August 10** – NEW Student Open House 1:00 – 3:00 pm in the Auditorium, for all students new to the Secondary Campus in 7 – 12 grades

**August 13 & 14** – Optional Junior/Senior Retreat at Trinity Pines - 11 & 12 grade event (Please contact [Matt Beglinger](#) or [Kristin Overton](#) for more information)

**August 15** – First day of school for high school students (grades 9 -12) 8:10 am – 12:00 pm

**August 15** – Schedule changes 12:00 – 2:00 pm in the auditorium

**August 15** – Picture day for grades 9 -12. Electronic order forms will be emailed to parents the week prior. **All** students will be photographed for ID/Activity cards. Activity card must be paid for before pictures are taken (please watch for an email with details on how to purchase an activity card, coming soon from our business office)

**August 22** – First day of school for junior high students (grades 7 - 8). 8:10 am – 3:15 pm. Students will begin their day with an assembly in the auditorium at 8:10 sharp.

**August 22** – Picture day for grades 7 - 8. Electronic order forms will be emailed to parents the week prior. **All** students will be photographed for ID/Activity cards.

**August 29** – New Family Orientation 6:15 pm in the Auditorium at the Secondary Campus (after, you will be joining the rest of the families at 7:00 pm for Parent Orientation)

**August 29** – Parent Orientation 7:00 pm in the Auditorium at the Secondary Campus. All Secondary parents are requested at this event. It is an invaluable time for communication between the administration and you as parents, as well as beginning the relationship with the teachers your kids will have this year.

**September 3** – Labor Day/No School/Office Closed

To see more important dates on our Tandem calendar, [click here](#).

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## **ATHLETICS**

### **Camp and practice schedules**

For important athletic information and to stay up to date with practices, games, events and camps please click our [ATHLETICS](#) home page.

### **CVCS Sports Offered**

JH Boys: Football, Cross-Country, Basketball, Ski Team and Track

JH Girls: Volleyball, Cross-Country, Basketball, Ski Team, Track and Cheerleading

Additional HS sports: Golf, Softball & Baseball

### **Sports Physicals**

Students participating in sports or PE need to have a sports physical before their 7<sup>th</sup>, 9<sup>th</sup> and 11<sup>th</sup> grade years. 8<sup>th</sup>, 10<sup>th</sup> and 12<sup>th</sup> graders need to fill out an interim questionnaire form. To access all forms, click [here](#).

### **Save the Date – Thursday, Aug 2, 5:00 – 7:00 PM in the CVCS Gym**

- Athlete Blue Card Eligibility Pick Up & Sport Physicals
- Bring the family and get ready for your Fall, Winter &/or Spring CVCS Sports.
- Rehab Authority will be providing \$20.00 sports physicals and all proceeds go back to the school
- Charger Blue will be serving BBQ for dinner.
- You do not need to be a CVCS student to get a sports physical. Tell your friends!

## CELL PHONE POLICY

Students may carry their cell phones but the phone must not be seen or heard during class unless the student is in the office or has permission from a staff member. They can use their phones during passing periods and lunch, however; no social media postings will be allowed during school hours. If a phone is seen or heard in class without permission, the teacher will turn the phone into the office. More information can be found in the [Student/Parent Handbook](#).

## CHAPEL/ADVISORY

Chapel, which occurs every Thursday from 9:45 – 10:40 am, is a student-led time of worship. Chapel speakers are generally local pastors, CVCS staff members or students. After Chapel, all students attend an Advisory Group with a staff member. Families are always welcome to come and join us for chapel.

## CHARGER GROUNDS

Charger Grounds is an in-house coffee and beverage cart that employs CVCS students. The coffee cart is open before and after school, during lunch and for sporting events. It is located in the Commons, next to the gym. Parents are always welcome to stop in and purchase a drink! Students cannot access their lunch account to pay for beverages, but any other form of payment is accepted.

## CHARGER WEEKLY VIEW

The [Charger Weekly View](#) is our weekly electronic newsletter. It will keep you up to date on:

- Upcoming Events
- Important Information
- A link to our Tandem Calendar
- Upcoming Sports Information

You can access the Charger Weekly View from our website by clicking on Student Life/Charger Weekly View – Current. You can also access past issues on our website under Student Life / Secondary Resources / Charger Weekly View – Past Issues

## CVCS WEBSITE

Please take some time to familiarize yourself with our school [website](#). It houses a wealth of information regarding our staff, students, facilities, policies, and much more.

## DRESS CODE

As you begin to plan for the new school year, please keep the following in mind:

- **Shorts** – Shorts are permitted for school wear but must have a finished edge and must not be shorter than 4 inches above the knee, measuring from the top of the kneecap (approximately fingertip length).
- **Dresses/Skirts** – 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 it).
- **Piercings** – Girls **only** may wear earrings. This is the only allowable “pierced” jewelry.
- **Abrasions/holes** – Clothing must not have holes or abrasions above the knees that reveal skin or undergarments.

The entire dress code policy can be found in the [Student/Parent Handbook](#) on the website. We recommend that both parents and students become familiar with the policies before purchasing school clothes.

## DRIVER'S EDUCATION - VERIFICATION OF COMPLIANCE

If your student is planning to get their permit or attend a driver's education class, they will need a Verification of Compliance form from our office. Please call the office a day or two ahead so we can have the form ready for you.

## DROP OFF/PICK UP/PARKING

All student parking is in the gym parking lot, on the street or in the Holy Transfiguration Orthodox Church across the street. Seniors will have a specific designated parking area which will be explained during the first day of school at

student orientation. If you drop off or pick up your students, please follow the [Traffic Flow Map](#). For the safety of our students and staff, we ask that you do NOT drop off or pick up at the front of the school building.

### **iBringIT**

Every high school student (9 – 12 grade) is required to bring their own computer device & charger to class each day as part of their school supplies. [Click here](#) for the information needed in purchasing your device.

### **iLearnIT 2.0**

This is where all students will access their homework, post some assignments, and check the class calendar to see what is happening in class each day. We will be demonstrating iLearnIT 2.0 at the Parent Orientation on August 29.

### **KEY CALENDAR DATES**

To view the 2018/2019 key calendar dates, please click [Key Calendar](#).

### **LOCKS**

Locks are optional. Students may use a combination or key lock that they purchase. The combinations or extra key must be given to Mrs. Lovin. Also, we recommend students do not leave computers or devices in their lockers overnight.

### **LOCKERS**

Locker assignments will be listed on student schedules.

The 7<sup>th</sup> and 8<sup>th</sup> grade lockers are downstairs in the sub, 9<sup>th</sup> and 10<sup>th</sup> on the 2<sup>nd</sup> floor, 11<sup>th</sup> and 12<sup>th</sup> are on the 3<sup>rd</sup> floor. All students new to the secondary campus will have an opportunity to find and set up their lockers at the New Student Open House on August 10<sup>th</sup>. All returning students may come in anytime during office hours to set up their lockers.

### **LUNCH DETAILS**

You can [click here](#) to view when lunches take place for junior high and high school students.

- Only juniors and seniors are allowed to go off campus during their lunch
- Lunch is served in the Commons
- Microwaves, spoon, forks, knives, napkins and hot water are available in the Commons
- Parents or students can prepay and set up a lunch account:
  - In the auditorium during the New Family Open House
  - In the office during school hours
  - During lunch at the lunch counter
- Lunch specials from various restaurants are available every day ([click here](#) to see a sample of last year's menu) as well as a variety of other items such as fruit cups, salads, veggies & hummus, string cheese, fruit leather, milk, juice, yogurt, fresh fruit, nuts, granola bars, chips, trail mix, etc. Please check our website towards the end of the summer for next year's menu and prices. Your contact for more information on lunch accounts is [Anna Bayless](#).

### **NEW STUDENT OPEN HOUSE**

**August 10** from 1:00 – 3:00 pm – This event is for all students that are new to the secondary campus next year and going into grades 7 – 12. Come have refreshments, set up your locker, receive and make changes to your schedule as well as take a tour to check out where your classrooms are located.

### **NURSE'S OFFICE**

The nurse's office is around the corner from the front office. We have a licensed Health Technician available every day during school hours. All prescription drugs must be safely locked up, stored and administered in the nurse's office.

### **OFFICE HOURS**

Our summer office hours (June 4 – August 3) are Monday – Thursday 9:00 am to 1:00 pm.  
Our regular school office hours are Monday through Friday 8:00 am to 4:00 pm.

### **PARENTSWEB**

This is an online tool available to all parents. Here you may access grades, lunch account information, attendance, missing assignments, and homework. New families will receive instructions on ParentsWeb after acceptance to the school. Your contact for questions on ParentsWeb is [Peggy Ware](#).

## **SCHEDULES**

Schedules will be available to view via RenWeb by August 10<sup>th</sup> (we will also have hard copies available at the New Student Open House). You will receive an email as soon as they are available.

## **SCHOOL BUS**

The bus runs between our Elementary and Secondary Campuses both before and after school. Click on this link for more info: [Bus Info](#). Bus passes are available at both campuses.

## **SCHOOL HOURS**

8:10 am – 3:15 pm

- Morning supervision is only from **7:40 – 8:10 am** in the Commons every school day. Students may enter the main building when the 8:00 am bell rings.
- Students will be supervised after school from **3:15 – 4:00 pm**. Unless attending sports or other supervised events or meetings, students should be picked up after school **by 4:00 pm**.
- This link will give you the bell schedule for your student: [Bell Schedule](#).

## **STUDENT FEE SHEETS**

We are changing the way that student (sports, yearbook & activity card) fees are selected. Please watch for an email coming soon from our business office with detailed information on the process. The first fee to be aware of is the activity card fee, which will be due before the first day of school.

## **SUPPLY LISTS**

Please note that we will continue to update this list as new teachers are hired. Please check back at the beginning of August for a complete list.

Links to supply lists > [JH Supply List](#) [HS Supply List](#)

## **TANDEM CALENDAR**

The Tandem calendar is the tool we use to list all-school events, athletic practices and games, parent meetings, no school days, etc. You can access the Tandem Calendar by clicking on the “CALENDAR” button at the bottom of the home page on our website, or [click here](#).

## **TEXTBOOKS**

Textbooks are distributed, at no extra cost, to students the first day of school in their classrooms. There will be a fee charged for any lost, damaged or non-returned books at the end of the year.

## **UPDATING INFO IN RENWEB**

Because most of the school’s communication is done via email; it is very important that parents email addresses as well as phone numbers are current in Ren Web. To update your info please:

1. Go to [www.colevalleychristian.org](http://www.colevalleychristian.org)
2. Click Login to Parents Web on the bottom right corner
3. Enter your user name & password, click the “parent” button and login (If you have forgotten your user name or password, please contact the office and we can reset it for you)
4. Click Family Information
5. Click Family Demographics Form under the Online Filing Cabinet
6. From here you can click on any of the gray boxes to update necessary items.
  - Click on the Custodial Parent Form box to update any of the following:
    - Email addresses
    - Cell or work phone #
    - Home Address

7. Be sure to click **SAVE** once everything is updated