

Cole Valley Christian Schools



Parent/Student Handbook

Welcome to CVCS and the Charger family.

Cole Valley Christian Schools (CVCS) exists to serve Jesus Christ by developing the whole person within a loving, Christ-centered educational environment. We commit to partnering with parents to spiritually and academically equip all students individually and corporately to transform the world for Christ.

We want every student to be individually known and loved. We strive to ensure every student is equipped and challenged to reach their individual potential. I am extremely excited about the future of CVCS, and the opportunities God is providing for us to raise up generations of young people.

Our mascot, the Charger, is not just a horse but THE war horse. Colts are young horses, broncos are undisciplined horses, but CHARGERS are highly trained horses bred and trained for battle - for war. Zechariah 10:3 says, "The people of Judah are mine - - and I, the Lord Almighty, will take care of them. They will be my powerful war horses."

This handbook is designed as a tool to help familiarize you with our school and policies pertaining to grades K-12. We are living in a world where there are subtle and obvious battles around us. We are committed to prepare these young people to be able to fight the good fight and win the race.

In His Service,

Allen Howlett
Superintendent

GENERAL SECTION	7
OUR PURPOSE, MISSION, AND CORE VALUES	7
PHILOSOPHY OF EDUCATION	7
STATEMENT OF FAITH / BIBLICAL LIFESTYLE	8
PARTNERSHIP.....	9
PARENT/GUARDIAN COMMITMENT OF SUPPORT	9
CONFLICT RESOLUTION	10
STUDENT CODE OF CONDUCT	11
BULLYING	12
ACADEMIC DISTINCTIVES.....	13
ACCREDITATION.....	13
NATIONAL HONORS SOCIETY.....	13
Tri-M	14
SCHOOL OFFICE HOURS	14
SHUTTLE BUS	14
TRANSPORTATION POLICY.....	14
SPORTSMANSHIP – STUDENT AND PARENT FAN ENGAGEMENT	15
SCHOOL MARSHALS.....	16
TUITION & FINANCIAL COMMITMENT	16
Tuition and Fees	16
School Debts	16
Tuition Aid	17
Fundraising	17
ILLNESS POLICY	17
MAGNUS HEALTH STUDENT MEDICAL FORMS (including athletic forms)	18
IMMUNIZATION POLICY	18
ELEMENTARY	19
CAMPUS HOURS/ARRIVAL/ DISMISSAL PROCEDURES	19
Parking Lot Etiquette	19
VISITOR CHECK-IN.....	19
VOLUNTEERS.....	19
PARENT TEACHER FELLOWSHIP (PTF).....	20
CHAPELS.....	20
ATTENDANCE	20
Make-Up Work from Missed School Days	20
Maximum Allowed Absences.....	20
Medical Appointments	20
Partial Day Absence / Student Participation in Extracurricular Activities.....	21

Pre-Arranged Absences	21
TARDIES	21
COMMUNICATION	21
Email	22
DISCIPLINE/ CONDUCT	22
Student Guidelines	22
Discipline Procedure	23
Student Self-Discipline	23
Supervisory Authority	23
Academic Honesty	23
Recommended Withdrawal	24
CELL PHONE POLICY	24
DRESS AND APPEARANCE	24
ACADEMICS.....	25
REPORTING AND GRADING.....	25
HOMEWORK	26
Homework Expectation Guidelines	26
Tips for Homework Success	26
TESTING	26
ENRICHMENT/ATHLETICS	27
EXTENDED CARE/ SUMMER CHARGER DAY CAMP.....	27
LUNCH/MILK	27
MIDDLE & HIGH SCHOOL	28
SCHOOL HOURS/ BUILDING ACCESS.....	28
VISITOR CHECK-IN.....	28
DELIVERIES TO STUDENTS	28
CHAPELS.....	28
ATTENDANCE.....	29
Make-Up Work and Pre-Arranged Absences from Missed School Days.....	29
Pre-Arranged Absence Form Process	29
College Visits	29
Maximum Allowed Absences.....	30
Partial Day Absence / Student Participation in Extracurricular Activities.....	30
Signing Students Out	30
Tardies	30
Unexcused Absences / Truancies	31
STUDENT ID CARDS.....	31

CELL PHONE POLICY	31
STUDENT LAPTOP POLICY	31
APPEARANCE / DRESS CODE	33
ACADEMICS.....	34
Reporting and Grading.....	34
Weighted GPA Courses	34
Late Work Policy	35
Re-Take Policy.....	35
Academic Considerations for Re-Enrollment.....	35
Extracurricular Eligibility Requirements	35
Saturday School (High School)	36
CVCS GRADUATION REQUIRMENTS	36
EARLY GRADUATION	36
OFF CAMPUS AND ONLINE CLASSES.....	37
PE CREDIT POLICY	37
DROPPING AND ADDING COURSES	37
HONORS/AP POLICY.....	37
VALEDICTORIAN.....	37
VANGUARD AWARD	37
TESTING	38
CONDUCT / DISCIPLINE.....	38
Privilege	38
Conduct.....	38
Student Guidelines	38
Sexual Harassment	39
Discipline.....	39
Disciplinary Guidelines for Middle & High School Campus	40
Drug Testing.....	41
SUPERVISORY AUTHORITY	41
STUDENT/PARENT PROCESS OF ADDRESSING CONCERNS	41
ACADEMIC HONESTY	42
RECOMMENDED WITHDRAWAL.....	42
APPENDIX.....	43
CVCS NETWORK/INTERNET ACCEPTABLE USE POLICY GRADES 1-5	43
CVCS NETWORK/INTERNET ACCEPTABLE USE POLICY GRADES 6-12	44
RELEASE WAIVER FOR TRANSPORTATION AT CVCS SPONSORED ACTIVITIES	46
ELEMENTARY CAMPUS: OFF-CAMPUS EVACUATION MAP	47

ELEMENTARY: OFF-CAMPUS EVACUATION MAP47

MIDDLE/HIGH SCHOOL CAMPUS: OFF-CAMPUS EVACUATION MAP48

GENERAL SECTION

OUR PURPOSE, MISSION, AND CORE VALUES

Our purpose, mission, and core values at Cole Valley Christian School (CVCS) are alive and active. These statements are not just dust-collecting words for our organization. They are alive and active in driving and shaping our daily work. We encourage you to carefully consider the details of our purpose, mission, and core values as you decide whether to partner with us in the education of your child. For more detailed information regarding our purpose, mission, and core values, click [here](#).

PHILOSOPHY OF EDUCATION

The heart of CVCS is to develop the whole person through a Christ-centered education and to prepare each student to achieve their fullest potential for God within their world. It is a privilege to prepare future generations of Christ followers.

All academics are taught with the understanding that loving God with your mind involves striving to discover all the evidence of Himself that God has wired into His creation. Therefore, students are encouraged to go beyond the basic requirements with a heart to learn as much as possible.

Developing the Whole Person

CVCS seek to develop our students in each of these 6 distinctive areas alongside the influence of parents and the local church.

Spiritually

The single most important objective of CVCS is the spiritual shepherding of our students. The administration, faculty and staff recognize the daily pursuit of spiritual goals, using every opportunity presented during curricular and extracurricular activities to disciple students.

Academically

We recognize that each student is a unique creation with a potential known only by God. Therefore, we shepherd our students' intellectual gifts by promoting high academic standards while accommodating any special academic need within our ability to serve. Our aim is to help our students realize their full academic potential by encouraging the desire to discover all the evidence of Himself that God has wired into all aspects of His creation.

Socially

Jesus calls us to live a Christian lifestyle in the midst of a world that does not recognize Him as Lord. Because God's will is that all come to know Him, we are to be a light in the darkness illuminating the way to Him. Our shepherding role with our students demands that we prepare them to live in a world that rejects God and His truth without becoming of the world. We challenge them, in the power of the Holy Spirit, to achieve their fullest potential socially within and beyond our walls by loving their world for Jesus.

Physically

Shepherding the physical potential of our students is an integral part of our educational program. The human body that houses the Spirit and intellect must be properly cared for if a disciple of Christ is to impact the world for Him. Through our athletics, physical education, health and lunch programs, your student will have ample opportunity to care for their bodies while attending Cole Valley Christian Schools.

Relationally

We were created for relationship; first with God, then with others. The health of our relationship with God determines our relationship with those around us. If we are spiritually growing and being made daily into the image of Jesus Christ, then our relationships with others will be filled with love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control. It is primarily through relationships that God evangelizes, using His disciples to make disciples. At Cole Valley Christian, your student will be encouraged to pour into their relationships with God and others.

Emotionally

God created us not only in His outward image, but also in His inward likeness, which includes our emotions (Genesis 1:26). We reflect Jesus as we express our emotions in ways that honor Him. For middle and high school students, managing emotions can often be challenging. We recognize that at times students carry emotional “weights” with them to school that can hinder their learning, their relationships, and their spiritual growth. At Cole Valley, we provide a safe place for students to talk about how they are feeling and learn how to manage their emotions in healthy ways so that they can reach their full potential in the Lord in every aspect of their lives. As we encourage healthy living in all these areas, we have the privilege of seeing the Lord develop thriving, maturing students that bring Him glory.

STATEMENT OF FAITH / BIBLICAL LIFESTYLE

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). In addition, we believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Gen. 1:26-27). To reject one’s biological sex is to reject the work of the Creator and imply that God made a mistake. Rather than assuming that God made a mistake, our mission is to challenge students to achieve their fullest God-given potential. However, CVCS reserves the right to refuse enrollment or to discontinue enrollment for those who disruptively pursue a gender identity which differs from their biological sex.

The Statement of Faith summarizes the values and doctrines that CVCS believes to be essential. For our complete Statement of Faith, click [here](#).

PARTNERSHIP

Great partnership between parent, school, and student is at the core of our educational model at CVCS. Partnership does not mean that we all think alike and agree on every matter. It means that we align on the biggest issues, believe the best to be true about one another, and work side by side in exhorting young people to grow in godliness.

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.

Partnership is:	Partnership is not:
Recognizing the sovereignty of God in all things	Placing blame on others
Clothed in humility, gentleness, and patience	Self-seeking
Going directly to the person with whom you have an issue	Talking behind others' backs
Seeking to understand	Only seeking to be understood
Being willing to engage	Remaining frustrated at a distance
Being equally yoked regarding worldview	Hoping CVCS alone will do the work of spiritual development
Supporting students together through adversity	Attempting to remove obstacles, which are an opportunity for growth
Based on mutual trust and respect, even if we disagree	Marked by distrust and/or an adversarial posture
Having gracious, truthful, and loving conversations when conflict arises to find a path forward	Avoiding hard conversations and hoping things get better

PARENT/GUARDIAN COMMITMENT OF SUPPORT

This commitment reflects our mission of partnering with Christian families to shepherd and challenge each student to help them reach their fullest potential as a whole person in the Lord. We believe that the responsibility for educating children belongs to the parent/guardian and it is our role to partner with you to educate children from a biblical perspective. We desire to be in unity with you as God has called us to in His Word. Therefore, we want to establish a few shared expectations as the parent/guardian.

- **We agree with the philosophy, mission, and objectives of Cole Valley Christian Schools.**
- **We desire to partner in helping our child(ren) strive for their fullest potential as a whole person.**
 - We are willing to partner and communicate with the teacher(s) by positively supporting our child(ren) with homework and being accountable for completion of assignments.
 - We invest authority in the school's administration and teacher(s) and will cooperate as partners in matters of discipline whether in the form of correction or encouragement.
 - We understand that the school reserves the right to dismiss any student who does not respect its standards, who does not cooperate in the educational process, or if the school's administration determines that the student may be more successful elsewhere.

- We understand that assessments will be made to cover damage to school property that my child(ren) may cause.
- We will give priority to parent meetings and parent/teacher conferences and will support school functions and activities whenever possible.
- We agree to all the rules and regulations outlined in the Cole Valley Christian Schools' Parent/Student Handbook.
- **We understand that God calls us to “make every effort to keep the unity of the spirit” and we are willing to work through conflict in a biblical manner.**
 - We agree to talk directly and only with the people involved if we have questions or concerns about an issue (Matthew 18:15-20, Ephesians 4:29).
 - We agree that there are always multiple perspectives and that we need to understand those perspectives by talking directly with the people involved before making assumptions.
 - We agree that complaints or negative comments made to people who are not directly part of the problem or part of the solution are divisive and damaging to unity and partnership.
 - We understand that partnership between us and the school is critically important and that if our partnership is broken, as determined by the administration of CVCS, that lack of partnership is by itself sufficient cause to initiate a request to withdraw all our children from the school.
- **We, as parents, feel that we are personally responsible before God for the spiritual training of our child(ren) and ask Cole Valley Christian Schools to partner with us in that training.**
 - We agree that our child(ren) be taught according to Cole Valley Christian's Statement of Faith.
 - We pledge our fullest cooperation to keep doctrinal controversy and denominationalism out of the school and strive for unity on the Gospel of Jesus Christ.
 - We eagerly desire for our child(ren) to be exposed to biblical teaching that encourages a personal relationship with Jesus Christ.
 - We pledge ourselves to prayer support and practical help, as possible. We want our child(ren) to learn how to pray and to think of God as a vital part of daily life.
 - We recognize that Cole Valley Christian Schools does not replace the function of the local church, and we are committed to being active with a local body of believers.

As partners in this Christian education, we agree to pay all tuition and fees according to the schedule or according to arrangements that shall be made.

CONFLICT RESOLUTION

We believe unity of the body of Christ is one of the highest callings we have as believers. Unity is not uniformity or the absence of conflict. It is celebrating each other's unique strengths and heeding the call to put aside differences for the greater purpose of glorifying the Lord as we each do our part. Ephesians 4 says:

As a prisoner for the Lord, then, I urge you to live a life worthy of the calling you have received. ² Be completely humble and gentle; be patient, bearing with one another in love. ³ Make every effort to keep the unity of the Spirit through the bond of peace. ⁴ There is one body and one Spirit, just as you were called to one hope when you were called;⁵ one Lord, one faith, one baptism; ⁶ one God and Father of all, who is over all and through all and in all.

During the school year, there will inevitably be conflict. Matthew 18:15-17 serves as a good model in dealing with conflict within the body of Christ. We recognize, however, CVCS is not a church and, therefore, this process may look a little different in the school setting.

CVCS ascribes to the following general progression in dealing with conflict:

- Attempt to directly approach the offending party to work the issue out between the two of you. At younger ages this would usually be a parent and student speaking to a teacher/adult together. As students get older, it is encouraged to have students respectfully approach the adults on their own first.
- If there is still an unresolved issue, involve a third party. This could mean, for example, a parent and child meeting together with a teacher or a student involving a teacher in seeking reconciliation with another student.
- If progress still cannot be made, progressively widen the conversation, until a resolution can be reached. A likely progression would be teacher, administrator (dean, vice principal, principal), superintendent.

STUDENT CODE OF CONDUCT

Understanding the purpose and mission of Cole Valley Christian Schools, we want to develop a life of faith and obedience in our students, based on God's standards laid out in His Word. While some of these standards are detailed and specific and others are more general, CVCS encourages students to live in a manner that glorifies God in every area. All lives will be enriched by applying these truths in a consistent manner. CVCS expects students to adhere to these standards at all times, and students are held accountable for behavior outside of school that violates these standards.

In keeping with these beliefs, it is to be understood that CVCS expects its students to:

Cultivate An Active and Authentic Relationship With Jesus Christ

- This includes studying God's Word, maintaining an active prayer life, being part of a church community, making oneself accountable to others, and seeking to share Christ through word and deed.
- Also, students should make every effort to avoid influences that create a heart divided from the Lord. These include what one views and listens to, recognizing that anything that mocks, or disregards biblical standards can be destructive to a life of faith.

Treat Others With Respect and Love

- Encourage one another and build each other up (1 Thes. 5:11) – These outcomes require us to treat others with kindness and respect at all times. They also require us to be a positive influence in the lives of those with whom we associate.
- Communicate with others in a spirit of love. This requires us to refrain from such things as gossip, anger, unkind words, and cruel jokes at the expense of others.
- Develop relationships that edify our relationship with Christ and spur us to live righteously (1 Corinthians 15:33).

Live a life of integrity

- Respect authority. This includes the authority of parents, as well as the school and greater community. Living daily with one's parents and under their authority is a requirement of a student at CVCS (1 Thes. 5:12).

- Be honest and above reproach. We must always speak truth and avoid any appearance of dishonesty (Proverbs 8:7). This includes avoiding such things as stealing, lying, cheating, and deception.
- Demonstrate self-control (James 1:19). We must avoid allowing our behavior or responses to a situation to be a hindrance or a distraction to the community as a whole.

Maintain God’s standards for morality, purity, and righteous living.

- Students are expected to flee from the presence and association of any inappropriate or illegal activities (Ephesians 5:3-7). These include, but are not limited to, activities such as possession and use of alcoholic beverages, tobacco, vaporizers, and controlled substances.
- Students are expected to maintain purity in all areas of their lives. This includes, but is not limited to, things such as refraining from sexual relations; homosexual, transgender, bisexual, or transsexual behaviors; and pornography (either printed or virtual).
- Apply God’s Word to every aspect of life. Students are expected to refrain from the overt promotion or advocacy of ideas contrary to biblical or CVCS’s principles. We expect CVCS students to always adhere to these guidelines, both in and outside of school.

Commit To Building A Kingdom Community

Students are expected to adhere to kingdom principles in interactions and speech toward one another as well as to hold each another accountable when mistakes are made.

- Students will embrace a standard that reflects that we “are new creations, set apart for Christ.”
- Students will commit to the following habits to cultivate a Kingdom Community:
- Pray that CVCS students will seek God and build His Kingdom.
- Honor one another as persons created in the image of God.
- Listen and identify the worldviews of others without becoming defensive or afraid.
- Empathize with one another.
- Learn about peoples and cultures that are different from us.
- Engage with different parts of the world that we do not experience daily.
- Dialogue with one another in truth and gentleness.
- Act as kingdom builders fighting for truth, righteousness, and justice.
- Worship God in all that we do.
- Celebrate and embrace their identity as children of God as primary and value it above all other identities.

BULLYING

The Association of Christian Schools International (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:

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

CYBERBULLYING is bullying that takes place in an electronic format. This will be treated the same as bullying in person.

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:

1. First, focus on your child
2. Be supportive and listen
3. Discourage physical or verbal retaliation
4. In the case of cyberbullying, have them block the other student(s) or discontinue use of the apps that are causing the issue
5. Contact a teacher or administrator, share the concern, and provide factual information about the incident
6. Work with school staff to make a plan moving forward
7. Stay in contact with school staff on the status of the situation

ACADEMIC DISTINCTIVES

Specific curriculum distinctives at CVCS 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 from man, but from God, a mirror which reflects His order and reliability in a unique way.
- Historical timelines 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 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).

ACCREDITATION

CVCS is accredited for grades K-12 by the Association of Christian School International (ACSI) and Cognia. The State of Idaho recognizes the Cognia accreditation. ACSI is a charter member of the National Council for Private School Accreditation. All full-time faculty and administrators are required to be degreed and certified by ACSI.

NATIONAL HONORS SOCIETY

Cole Valley Christian Schools maintains the Vanguard chapter of the National Honor Society (NHS). Induction into NHS is open to juniors and seniors who meet the standards of scholarship, Christian character, leadership, and service listed below. The NHS Induction Ceremony is held annually to celebrate what the Lord has accomplished in and through these students.

Criteria for candidates:

- Earning a 3.5 GPA minimum.
- Recommended by their teachers.
- Successfully complete a formal interview process.
- Demonstrate initiative, dependability, responsibility, the ability to accept criticism well while seeking improvement, and are respectful to others.
- Entering their junior or senior year of high school.
- Once inducted into NHS, students must complete 15 hours of service in the community each semester and through the summer, as well as maintain a 3.5 GPA and attend monthly lunch meetings throughout the school year.

Tri-M

Cole Valley Christian Schools maintains a chapter of the Tri-M Music Honor Society. Induction into Tri-M is open to all four grades of high school students enrolled in either semester of a music class (e.g., choir, band) and who meet the standards of leadership, service, and Christian character. The Tri-M Induction Ceremony is held annually to celebrate what the Lord has accomplished in and through these students.

Criteria for candidates:

- Earning an A in music and a 3.0 GPA in other classes.
- Recommended by their music teacher.
- Once inducted into Tri-M, students must complete 10 hours of per year, as well as maintain the above academic standing, and participate in meetings and events throughout the school year.

SCHOOL OFFICE HOURS

Both school campus office hours are 8:00 a.m. – 4:00 p.m. Refer to each Elementary and Middle/High School sections for detailed information on campus hours.

SHUTTLE BUS

The shuttle bus runs between the Elementary and Middle/High School campuses. Variations in the shuttle bus schedule will be communicated in advance through the principals' weekly news emails. For shuttle bus fee and more information, click [here](#).

TRANSPORTATION POLICY

Parents and guardians play a significant role in the transportation process by ensuring that their students understand and follow all school rules and guidelines related to transportation. Parents are strongly encouraged to have their students arrive in a timely manner for all school-sponsored transportation. Any issues or concerns related to transportation should be communicated to school principals as soon as possible.

Any parent/volunteer drivers of passenger vehicles used for school transportation must:

- Possess a valid driver's license and be insured under a current auto insurance policy
- Have a clean driving record and submit to an initial driving record check with continuous monitoring
- Submit to a background check

- Adhere to all school handbook guidelines related to transportation including safety and communication with school principals

In case of an at-fault accident, the vehicle's insurance will be primary, followed by the driver's insurance, and then by the school's insurance. This is determined by insurance and not by CVCS.

When parent/volunteer drivers are driving students for school transportation, there must be a minimum of 2 students in the vehicle (unless the adult is related to the student). When a student is riding with another student for school events, if they are not related and are not of the same gender, at least one additional person must be in the vehicle.

All CVCS's students who use the transportation services provided by the school are expected to behave in a safe and respectful manner. Students must follow all school rules and handbook guidelines including following all directions and requests made by the drivers, remaining seated during the entire ride, keeping noise levels low, and refraining from any behavior that could be distracting or dangerous to the driver or other passengers.

CVCS will not ask students to drive on behalf of the school under any circumstance. Students may drive themselves and other students, i.e., siblings, classmates or friends with the appropriate parent or guardian approval for all parties involved. Parents and legal guardians are responsible for ensuring their student is licensed and insured in compliance with Idaho statutes.

Student drivers, including those who drive themselves to and from school, must be in good standing to operate their personal vehicles and must drive in a safe and courteous manner and adhere to school handbook guidelines related to transportation. Any student who violates CVCS's transportation policy or endangers the safety of others will be subject to disciplinary action, which could include suspension or revocation of transportation privileges.

Students are highly encouraged to report any issues or concerns related to transportation to their school principals.

Please see the Appendix for "Transportation at School Sponsored Activities"

SPORTSMANSHIP – STUDENT AND PARENT FAN ENGAGEMENT

Being a Charger athlete is a student's choice and thereby, a privilege. Student-athletes shall conduct themselves in a way that brings positive recognition to God, Cole Valley Christian, their team, their sport, and themselves. A Charger athlete reflects the mission and identity of the school, no matter where he or she is. Athletes are always expected to behave with consideration for others in thought, word, and deed.

Coaches and players will make every effort to exhibit godly character and uphold the core values by respecting their teammates and opponents and by submitting to the authority of the officials. Any deviation from such behavior may result in disciplinary action including, but not limited to, suspension from the team at the discretion of the superintendent, athletic director, and/or coach. Any student-athlete suspended from school will not be allowed to participate in sports until approved by the superintendent, principal, and athletic director.

Parents and students alike should always treat officials with respect. It is the responsibility of coaches to discuss rules and/or interpretation of rules as it relates to their team. Parents and students should refrain from taunting and berating officials with sarcasm or anything that could be perceived as

disrespectful. Parents, students, and other spectators representing CVCS who fail to follow these guidelines will be dismissed from the event and are subject to disciplinary action by the school (and/or the IHSAA).

During home contests, we serve as hosts to the visiting team, their students, and spectators. They are our guests, and they should be treated as such. At away contests, we are expected to act as invited guests. We will treat the home school's personnel and facilities with respect and care.

As participants and spectators, we want to cheer for our team, not against the opponent, being modest in victory and gracious in defeat. Additionally, we will regard the rules of the game as an agreement, the spirit and letter of which we should not break. Players play the game; coaches coach the game: no official has ever "lost" a game for a team. Much like we do not readily credit an official for a win, we will not blame an official for a loss. Officials will be treated with respect, and we will accept absolutely and without quarrel the final decision of any official.

Any member of the Charger community who is a participant or spectator at an event, who uses inappropriate language, engages in inappropriate behaviors such as fighting or similar misconduct will be dismissed from the event and is subject to disciplinary action by the school (and/or the IHSAA). For more information, see the CVCS Athletic Handbook.

SCHOOL MARSHALS

CVCS will have school marshals on both campuses. School marshals will be administrative level (non-teaching) positions, to trained and authorized to carry concealed firearms for the protection of staff and students. If you are not approved by the superintendent and school board to be a school marshal, you are prohibited from carrying or possessing a firearm on school property.

TUITION & FINANCIAL COMMITMENT

Tuition and Fees

Cole Valley Christian Schools (CVCS) partners with FACTS Tuition Management for the management of our tuition collection process. More information regarding tuition and fees can be found on our website. Tuition accounts must have/maintain a valid financial account with auto pay.

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 readmitted 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, based on one-tenth of the annual tuition. When a student is expelled or withdrawn at the recommendation of the school, tuition will be due based on a daily rate for each day of attendance.

School Debts

Students may not be allowed to re-enroll in CVCS for the upcoming school year with past due amounts still owing. No school records, including transcripts and report cards, will be released from the school

office until all balances 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 CVCS 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 complete and submit the online application through FACTS Grant & Aid, a new tuition aid window opens early spring for each school year. A student must be enrolled (or recommitted) with enrollment fee paid 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. All aid applicants must maintain an active FACTS tuition account with a valid financial account and be enrolled in auto pay. The CVCS Tuition Aid Policy and tuition aid information and updates are available on our website under "Admissions" "Tuition & Fees" "Tuition Aid"; please start here before applying through the Family Portal.

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, 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 provide additional activities and events for the students and families. All school families are asked to participate annually in at least one of the major fundraisers of Cole Valley Christian Schools. Fundraising information is available on our website under "Support" at www.colevalleychristian.org.

ILLNESS POLICY

The following are reasons for which a student may be sent home from school or for a parent to keep the child home from school:

- Fever of 100 degrees or higher. Student will be excluded until they have been fever-free for at least 24 hours, without fever-reducing medication such as Tylenol or ibuprofen.
- Conjunctivitis (pink eye), streptococcus infections, ringworm, and impetigo are all infectious and must be treated with medication for a minimum of 24 hours before returning to school.
- Rash: Students with a rash should return to school only after a health care provider has made a diagnosis and authorized the child's return to school. Common infectious diseases with rashes are most contagious in the early stages.
- Colds: A student should stay home if they have a fever of 100 degrees or if they are experiencing discomfort that would interfere with their ability to perform in school (ex: uncontrollable coughing, sore throat, congestion or runny nose, severe lack of energy). If the student has green nasal discharge that continues throughout the day, or a cough lasting longer than 10 days or is accompanied by fever or chills and is production of discolored sputum they need to be seen by a physician.
- Diarrhea or vomiting: A student should stay home until they have been symptom free for at least 24 hours.
- Stiff neck associated with a fever and/or a recent injury.

- Inadequate immunizations with known disease outbreak in school.

A sick child cannot learn effectively and is unable to participate in classes in a meaningful way. Keep a sick child home prevents the spread of illness in the school community and allows the child an opportunity to rest and recover.

MAGNUS HEALTH STUDENT MEDICAL FORMS (including athletic forms)

Cole Valley Christian Schools uses Magnus digital health portal to manage annual medical updates for enrolled students. Each year in June, Magnus will email a reminder for each student and a parent/guardian must log in and complete annual medical updates beginning July 1. Medical records must be updated each year prior to students attending school in the Fall.

IMMUNIZATION POLICY

Why Get Immunized?

- To help protect your child and others from vaccine-preventable diseases. Idaho law requires certain immunizations to be completed before your child may attend school. The Department of Health and Welfare provides the following guide to immunizations required for school entry.
- [20-21 Guide to Idaho School Immunizations Requirements for Parents of Children in or Entering Preschool and Grades K-12](#)

Can a Parent Claim an Exemption from Immunizations for their Child?

- Idaho law allows a parent/guardian to claim an exemption for their child from the state school immunization requirements for medical, religious, or other reasons. If you would like to exempt your child you must complete an [Idaho Immunization Exemption Form](#) or provide a signed written statement that includes the name of the child, birthdate, and type of exemption being claimed (religious or other). For a medical exemption, you must provide a certification signed by a licensed physician stating the medical reason the child cannot be immunized.

Can a Nonimmunized Child ever be Excluded from School?

- Yes, if there is an outbreak of the disease for which a student is not immunized, the nonimmunized student will be excluded from school for the period deemed necessary by public health officials.

Proof of required immunizations or an exemption must be given to school personnel before your child may attend school.

ELEMENTARY

CAMPUS HOURS/ARRIVAL/ DISMISSAL PROCEDURES

The elementary school office hours are 8:00 a.m.– 4:00 p.m. Our campus hours are:

- Kindergarten-2nd grade: 8:20 a.m.-3:00 p.m.
- Grades 3rd-5th: 8:20 a.m.-3:20p.m.

Drop off and staggered pick-up times:

- Morning drop-off
 - **7:55-8:15:** Please have all students dropped off by 8:15 so they are ready to begin the day at 8:20.
- Afternoon pick-up
 - **3:00-3:10:** Kindergarten- 2nd grade students WITHOUT Early Childhood or 3rd-5th grade siblings (siblings and bus riders will be supervised until 3:20)
 - **3:20-3:35:** All Early Childhood, 3rd-5th grade students and siblings

Parking Lot Etiquette

- Speed limit 5 MPH (no peeling off or speeding through parking lots)
- Pedestrians have the right of way
- Observe all traffic flow signs

VISITOR CHECK-IN

All visitors on campus (including parents) will check in using the electronic check-in system in the main office, which includes a background check. A nametag will be printed, which must be worn and easily visible throughout the entire time on campus. Visitors with flagged background checks will not be allowed on campus.

Visitors to classrooms must be invited and expected by the classroom teacher prior to arrival and communicated with Main Office. Visitors during non-class times, if not invited or expected, may be asked to leave.

Pre-enrollment students who visit campus must check in through the Admissions Office and will be with their CVCS shadow student throughout the day.

VOLUNTEERS

We encourage parents to be actively involved in their child's education process. There are many opportunities to volunteer both in and outside of the classroom. To ensure optimal safety for our students, any volunteer on campus must check in at the front office with a valid driver's license to and obtain a visitor tag. Anyone on campus without a visitor tag (other than at designated events), will be asked to leave until a visitor tag is obtained.

PARENT TEACHER FELLOWSHIP (PTF)

The primary purpose of our PTF is to support teachers and build community within our school. The PTF helps to recruit at least one Room Parent for each classroom. The responsibilities include relaying PTF information and activities, assisting the teacher with finding volunteers as needed, help plan class parties, and other related activities. Other volunteer opportunities exist throughout the school. Information regarding opportunities to participate are sent out at the beginning of the school year.

CHAPELS

In addition to daily bible classes, chapel is the one time each week the entire campus gathers to foster spiritual formation and build community. Chapels include a time of worship and prayer along with an age-appropriate message focused on our campus monthly theme. Students are actively engaged from start to finish in Chapel and many have the opportunity to develop talents and leadership skills. This time together is the highlight of the week!

ATTENDANCE

Cole Valley Christian Schools recognizes the importance of attendance and punctuality at school. Regular attendance and punctuality help to ensure that students are reaping the full, daily benefits of their education.

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.

- Elementary attendance email address: elem.attendance@cvcsonline.org
- Elementary attendance phone number: (208) 563-5352 – Please leave a message or text to this number.

If the school office does not hear from the parent or guardian by 9:00 a.m., they will be calling you to confirm absence.

Make-Up Work from Missed School Days

Two days' allowance for make-up work is provided for each day absent except for some tests, to a maximum of five school days, or unless other arrangements have been made.

Maximum Allowed Absences

Each student must be in attendance no less than 90% of the days in session (absences not to exceed 6 days per trimester 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. Absences for school-sponsored activities 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 the 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. 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 extracurricular activity that day.
- If a student is absent excused for more than three class periods, he/she will not be allowed to participate in any extracurricular 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 one week in advance. If possible, we recommend not scheduling trips or outings during standardized testing. The following procedure is to be followed for the absence to be excused:

- 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), to establish a make-up plan to be completed upon return. While some make-up work may be sent with the student, classroom instruction cannot be replaced outside of the school day.

TARDIES

A good start of the school day sets the tone for the remainder of the day. Habitual tardiness to school and class is disruptive to the other students and is detrimental to the academic growth of the child. If allowed to continue, will most likely set a pattern for succeeding endeavors in life. Developing a habit of being punctual is a responsibility which the school relies on the family to fulfill.

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. Parents will be contacted by the principal if there is chronic tardiness.

COMMUNICATION

It is our desire to keep the lines of communication open with all parents. Teachers will send home all completed work and communication in Communication Folders. All Communication Folders and things needing to be signed and returned, need to be returned by the following Tuesday 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.

The Charger Weekly communication will be emailed home every Friday to keep you informed about upcoming events and pertinent information school wide. You will also receive a “Week at a Glance” grade level communication from your child’s grade level teacher once per week to keep you informed of specific things happening on our campus and in your child’s class.

Throughout the school year there are various opportunities for parents and teachers to become better acquainted and work together. These include Parent Orientation, Family STEAM nights, Academic Showcase, 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 can either email the teacher or call the school office during normal school office hours.

Communication with teachers and the office from parents are required when:

- The student needs 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 day and your child needs to be notified, please call the school office before 2:30 p.m. Please make every effort to have transportation arrangements settled before school begins. You can also update the “Pikmykid” app before 2:00 p.m., and the change will show for dismissal.

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.

DISCIPLINE/ CONDUCT

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 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

- Show respect and courtesy for others.
- Respond with obedience to authority and school regulations.
- Follow classroom and building procedures.
- Practice truthfulness and honesty in word and life.
- Exercise biblical discretion in social relationships and language.
- Playground rules:
 - Students should observe boundaries and be always in sight of the supervising teacher/volunteer.

- Once outside, students need permission before reentering the building to use the restrooms, visit the Health Office, or for any other reason.
- Students are to have no sharp objects in their possession.
- 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.
- The use of tobacco, alcoholic beverages, and non-prescription drugs is not permitted.
- Improper (coarse, vulgar, abusive, swearing) language is prohibited.
- Electronic listening devices or games (iPod, mp3 players, etc.) are not to be brought to school unless specifically requested by an instructor for a particular assignment.
- The school retains the right to engage in search and seizure as a routine or in cases of suspicion.
- 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.

Discipline Procedure

The majority of classroom discipline will be handled by the teacher. Continual or escalated behavior will be communicated to parents. Administration will be brought in if deemed necessary. 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 immediately.

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, recess supervisors, bus drivers, coaches, and others in authority, may discipline within their sphere of assignment. Students requiring disciplinary action may be referred directly to the administration.

Academic Honesty

One goal of our education at CVCS is to foster an environment that produces educated and ethical 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:

- Copies from another student's papers and tests, 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)
- Attempts to receive credit for another person's work

Recommended Withdrawal

To ensure success for all students, 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.

CELL PHONE POLICY

Students may not keep cell phones or phone watches with them during the school day. These types of electronic devices are to be kept at home or in the student's backpack. If you need to communicate with your student during the school day, please contact the school office and they will pass on your communication to the student.

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 must 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 regarding questionable dress or appearance.

Some specific instructions are as follows:

- Shoes must be worn at all times.
- Flip flops or strapless shoes are not permitted while playing on the playground in grades Kindergarten through 3rd grade.
- 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. Shorts must be modest in fit.
- Girls' 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.

- Girls may wear sleeveless shirts with at least a three-inch strap. Undergarments may not be showing. Boys must wear sleeves.
- 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 fingertip length that reveal skin or undergarments.
- Hats, caps, beanies, hoods, or visors are not to be worn in the buildings during school hours unless approved by an administrator.
- Spandex and similar tight clothing must not be worn unless covered by clothing that meets the above criteria.
- 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.
- On P.E. days, students should wear suitable clothes that would be appropriate for P.E. activities.
- Dress code may also be enforced at CVCS extracurricular activities.

Periodically, students may participate in teacher designated "special day" activities that allow them to wear something unusual.

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

ACADEMICS

For specific Cole Valley Christian Schools' curriculum distinctives, refer to “Academic Distinctives” in this handbook.

REPORTING AND GRADING

Report cards are emailed to parents at the end of every trimester. In between each report card, parents will receive an email with a progress update for your child. Parents of all students are required to have a parent-teacher conference during the established parent-teacher conferences.

The grading system is explained on the report card as well as more detailed on the website. To progress to the next grade level, the student must be demonstrating or coming close to mastery of essential learning outcomes for that grade level or be receiving support services. Decisions regarding retention or withdrawal are made by the teacher, administrator, and parent input.

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 to meet with teachers at any time.

HOMEWORK

CVCS philosophy of homework is for repeated practice and to bring parents into their child's educational world. Homework does not equate with rigor. Rigor happens in the classroom under the guidance of the teacher. Practice happens at home.

Homework Expectation Guidelines

- Kindergarten – 10-15 minutes
- 1st/2nd grade – 20-30 minutes
- 3rd/4th grade – 30-40 minutes
- 5th grade – 45-50 minutes

Tips for Homework Success

- 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.

Every grade has a homework folder. Parents need to ensure a plan at home for successful completion of homework.

TESTING

Standardized Testing for Kindergarten through 5th grade. Standardized testing consists of administration of STAR Reading, Math, and Early Literacy – two to three times a year (Fall, Winter, and Spring) for grades Kindergarten through Sixth grade.

Test results are reviewed by the Student Learning Leadership Team to identify students in need of remediation or acceleration in math, reading, and language. Classroom teachers also review the detailed content reports so they can assess effectiveness of instruction and plan instructional improvement strategies for individual students or classes of students. STAR is a computer-based adaptive program aligned with CVCS Standards and Learning Outcomes. Spring test results are attached with the students' final report card.

ENRICHMENT/ATHLETICS

A variety of enrichment classes are offered after school. Classes change every 6-7 weeks and a flyer with the offerings will be sent home in your child's communication folder as well as the Elementary News. Fees for these classes vary depending on the class and will be charged directly to your FACTS account.

EXTENDED CARE/ SUMMER CHARGER DAY CAMP

Extended care is available (for an additional charge) outside of school hours for families needing before- and after-school care. If a child arrives to school before recess supervision begins at 7:55 a.m. or is not picked up by 3:30 p.m., he/she will be checked into Extended Care and rates will apply. Extended Care hours are 7:30 a.m. - 6:00 p.m. Please visit the website for more information regarding rates. All fees accrued will be charged to your FACTS account monthly.

Summer Charger Day Camp is a great option for families needing year-round care for their children. Please see the website for more specific details and information.

LUNCH/MILK

Lunches can be ordered/purchased ahead beginning in September. Contact marta.deely@cvcsonline for information about the ordering process.

Milk can be purchased at the beginning of the year for the entire year. You can order online through our website. Payment is made online through your FACTS account.

MIDDLE & HIGH SCHOOL

SCHOOL HOURS/ BUILDING ACCESS

The school office hours:

- Middle School: 7:45 a.m.-3:45 p.m.
- High School: 8:00 a.m. to 4:00 p.m.

The Commons in front of the gymnasium is open and entry available at 7:30 a.m. The building is supervised from 7:30 a.m.- 4:00 p.m. Classes are in session from 8:00 a.m. to 3:15 p.m. (Middle School begins at 8:00 a.m. and High School at 8:15 a.m.).

- 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.
- 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.
- Any student who cannot be picked up from the Middle & High School by 4:00 p.m. (unless attending a game or event) will be sent to Extended Supervision and their FACTS account will be billed accordingly.

VISITOR CHECK-IN

All visitors on campus (including parents) will check in using the electronic check-in system in the Main Office, which includes an instant background check. A nametag will be printed, which must be worn and easily visible throughout the entire time on campus. Visitors with flagged background checks will not be allowed on campus.

Visitors to classrooms must be invited and expected by the classroom teacher prior to arrival and communicated with Main Office. Visitors during non-class times, if not invited or expected, may be asked to leave.

Pre-enrollment students who visit campus must check in through the Admissions Office and will be with their CVCS shadow student throughout the day.

DELIVERIES TO STUDENTS

To allow students and teachers to take full advantage of learning opportunities while in the classroom, the school staff will ensure that interruptions to class time are kept to a minimum. Therefore, only medically necessary deliveries will be made during class time. Non-medically necessary items will be held in the office with opportunities for students to retrieve items during their lunch or after school. Please keep in mind that these items are not a priority of the staff.

CHAPELS

Weekly Chapels are one of the primary elements of spiritual formation at CVCS. Students have the opportunity to actively participate in worship and hear a variety of speakers that share the Word of God.

Students are encouraged to come to Chapel with a desire to hear God speak to them. CVCS's Chapel environment has led many to make a deeper commitment to Christ.

ATTENDANCE

A record of attendance is taken at the beginning of each school day. When a student will be absent for any reason, or **leaving during the school day for any reason**, the school office must be notified by phone or email before 9:00 a.m. on each day of absence.

Middle School

Attendance email: ms.attendance@cvcsonline.org

Phone/text message line: 208.563.5362 – leave a message or text to this number

High School

Attendance email: hs.attendance@cvcsonline.org

Phone/text message line: 208.563.5372 – leave a message or text to this number

All the above options are changes from previous years. If the school office does not hear from the parent or guardian by 9:00 a.m., CVCS will be calling you to confirm absence.

Make-Up Work and Pre-Arranged Absences from Missed School Days

If a student has an **unplanned absence/sickness**, the student has two days to complete make-up work for each school day missed.

If a student has a **planned absence of 1-2 school days**, the student must make arrangements on missed work with each teacher before the absence.

If a student has a **planned absence of 3 days of longer**, a pre-arranged absence form must be turned in to the principal at least 3 days prior to the absence. If the form is not turned in and approved by the principal within this time, the work is considered late, and you must follow the late work policy (see policy in academics section).

Pre-Arranged Absence Form Process

- Obtain pre-arranged absence form from the office
- Take the form to each teacher and get written plan for assignments and a teacher signature
- Turn the form into the Middle or High School secretary. It will be given to a principal at least 3 days prior to the absence
- The principal will either approve or deny the form and return a copy to the student within 1 school day. If the form is denied, the principal will meet with the student and/or parents.

College Visits

Seniors are allowed 3 days of excused absences for college visits. Students are responsible for making up classroom work missed while traveling. Prior to departing campus, please pick up a college visitation documentation form from the High School Front Office. This form must be completed by the student and signed by a college official during the visit. Please return the completed form to the College & Career office after the student returns to school. The form must be on file for the absence to be excused as a college campus visitation.

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 will need to attend **Saturday school** to make-up required seat hours. Every absence beyond 9 equals three hours of Saturday school. For example:

10 absences = 3 hours of Saturday school (HS)

11+ absences = 6 hours of Saturday school (HS)

The fee for Saturday school will be \$25. Students who do not attend a required Saturday school will not receive credit for that class. 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.

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 extracurricular activity that day.
- If a student is absent excused for more than three class periods, he/she will not be allowed to participate in any extra-curricular activity that day without the permission of an administrator.

Signing Students Out

CVCS is a closed campus and students are to remain on campus during the student's instructional day. Students may not leave campus for any reason unless signed out by a parent/guardian (exception: juniors or seniors that have parent permission to have lunch off campus or seniors in study hall with written parent permission given to the HS Academic Counselor). Students that are 18 years and older are not allowed to sign themselves out during the school day.

If you need to sign your student out at any point during the day, please make the office aware by 9:00 a.m. the morning of. The office staff will ask for photo ID from a parent or the designated pickup person (parent approved) before releasing a student.

Students old enough to drive **can be signed out by a phone call or email to the school office by the parent/guardian**. Any student who is found off-campus without a parent/guardian signing them out will be considered truant.

Tardies

Punctuality is important. A tardy student disrupts class and misses valuable class time. In some cases (extreme weather, traffic accidents), the front office may choose to waive tardies for students.

- Tardies are not categorized as excused or unexcused.
- 3rd Tardy - Office conversation/Warning
- 4th Tardy – Lunch Detention
- 6th Tardy – Administrative Intervention
- If a student is more than 20 minutes late, that counts as an absence.
- Tardy totals are reset each semester.

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.

When a student has their first truancy, there will be a parent conversation with an administrator. If truancy occurs a second time, there will be a meeting with school administration and a plan to address the issue will be put in place.

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.

STUDENT ID CARDS

As a safety precaution, all MS and HS students must have their valid school-issued ID card on their person at all times. All students must use their ID card to purchase lunch from the lunch line.

Lost ID cards must be reported immediately to the office. The replacement fee of \$10 for a new student ID will be added as a fee to the student's billing account at the end of the month.

High School: Student ID cards are printed on RFID chipped cards to allow access to the school building during school days from 8:00 a.m.-3:45 p.m. If a high school ID is lost, report to the office immediately to have the old card deactivated.

Middle School & High School: If the student's ID card does not seem to be working, please have your student visit the IT Help Desk for reactivation.

CELL PHONE POLICY

There is absolutely no cell phone use during the school day. Students will be expected to store their cell phones and/or Smart watches in their lockers or backpacks and not take them out during the school day. Any phones on campus must be in DO NOT DISTURB mode. Parents can still contact students through their personal devices (HS) or through the office. If a phone is used in class or Chapel:

- The first time – phone kept in the office until the end of the school day
- The second time – office check-in for one week
- The third time – Administrative Intervention

Recording or filming of a staff member or student without their prior expressed permission is prohibited.

****ABSOLUTELY NO SOCIAL MEDIA POSTING DURING SCHOOL HOURS****

STUDENT LAPTOP POLICY

Cole Valley Christian Schools (CVCS) implemented the practice of Bring Your Own Device (BYOD) for several years now, and with great success. In collecting data, current trends show students are attempting to use their cell phones as their primary device. While smart phones are great, this has proved to be problematic when attempting to type papers, e-mails, conduct research, etc., as we have a no cell phone in class policy.

Beginning with the 2023-24 school year, families who have students in grades 8-12 will need to provide a working laptop (see list below for recommendations) that meets or exceeds the *CVCS BYOD Minimum System Specifications. These system specifications for our BYOD program are driven by curricular objectives across all classes. Our vision is that CVCS students acquire the skills necessary to select and manage digital tools that will empower them in research, problem solving, content creation, communication, and collaboration.

Students and families may already have a device that meets these requirements, while others may simply upgrade a current device, or purchase a new device to meet these requirements. In order to maximize their education, students in grades 8-12 will be expected to bring a digital device to school DAILY.

Components	Windows Laptop - Requirements	MacBook Laptop	iPads/Surface Pro
Processor	Intel® or AMD processor with 64-bit support; 2 GHz or faster processor with SSE 4.2 or later (i5, i7, or i9)	Intel i5, i7, i9, 64bit, generation 7 or higher	iPad Pro 12.9 Gen 2 or newer * Must have attached keyboard / mouse Surface Pro 7 or newer * Must have attached keyboard
Operating System	Windows 10 /11 (64-bit) version 1809 or later; LTSC versions are not supported	macOS 10.14 or higher	iOS 14 or newer Windows 10/11
RAM	16GB Highly Recommended / 8G Minimum	16GB Highly Recommended / 8G Minimum	16GB Highly Recommended / 8G Minimum
Hard Disk /Storage	~5 GB of available space -Fast internal SSD, 256GB or higher	~5 GB of available space -Fast internal SSD, 256GB or higher	256GB or higher
Monitor Resolution	Screen Resolution: 1280 x 800. Higher	Screen Resolution: 1280 x 800 or higher	Device Default
GPU	DirectX 12 support and 2 GB of memory.	integrated	Device Default
Accessories	* USB Thumb Drive 32GB or higher * Padded computer pouch or backpack * Recommend – Extended warranty to cover theft or accidental damage.	* USB Thumb Drive 32GB or higher * Padded computer pouch or backpack *Recommend – AppleCare+ * USB-C to USB Adapter	*Recommend – AppleCare+ * Recommend – Extended warranty to cover theft or accidental damage. * Certain applications may not run or be available for an iPad.

The following devices are NOT supported on the CVCS network:

- Linux – Hardware/Operating Systems
- Android Tablets
- Phones (Apple/Android)
- Chromebooks
- Amazon Devices
- Android Devices

BYOD Technology in use by CVCS:

- Research Projects
- Microsoft Office
- Office 365
- Adobe Creative Suite
- OneDrive
- CVCS Email
- Presentations
- Notetaking

If a student does not bring their device to school, or their device is not functioning, they will be required to rent one from the school for the remainder of the day. The family's FACTS account will be charged the daily rental rate (current rates can be found on the website or by contacting the IT department). If the rental device is damaged or not returned, additional fees will be charged.

APPEARANCE / DRESS CODE

We believe there is a relationship between good dress habits, good work habits, and respectful school behavior. A student's dress and appearance must generally be modest and respectful. 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 primary daily focus is the education of students and not the policing of apparel.

Modesty is an attitude of the heart. People often seek attention for themselves based on sexual appeal, wealth, stylishness, or outlandish dress. None of us is immune to these temptations, but as Christians, we want clothing to contribute to a whole way of life that is honorable to God and others.

Students who come to school without proper attention to personal grooming or appropriate dress will be given Charger Gear to wear. Parents' tuition accounts will be charged for the Charger Gear. The administration reserves the right to make final decisions regarding questionable dress or appearance.

Some specific instructions are as follows:

- Shoes must be worn at all times. No slippers allowed.
- Shorts are permitted for school wear but not shorter than fingertip length. Shorts must be of modest fit.
- 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.
- Girls may wear sleeveless shirts with at least a three-inch strap. Undergarments may not be showing. Boys must wear sleeves.
- Midriff must be covered, even if hands are raised.
- Sweats or joggers that have finished edges and are neat in appearance may be worn. Pajamas are not allowed.
- Clothing worn to school cannot have negative or immoral messages, drug, alcohol, sexual, or suggestive insignias, messages, or otherwise age-inappropriate messages. No fishnet stockings or holes in tights.
- Clothing must not have holes or abrasions above fingertip length that reveal skin.
- Hats may be worn in school under the following conditions. Hats in the classroom are **at the discretion of each individual teacher**. We must be able to see your eyes. If the hat becomes a distraction – privileges will be lost. Hoodies must be worn at neck level.

- Spandex and similar tight clothing must not be worn unless covered by clothing that meets the above criteria.
- Girls **only** may wear earrings. If a girl chooses to pierce her nose, she may only wear a stud or plug.
- Hair should be kept out of the eyes.
- Makeup or hairstyles that are of unnatural colorization (pink, blue, etc.) are not allowed.
- You may be required to cover tattoos.
- Headphones/airpods are not allowed in the building during school hours. There may be some exceptions for specific learning needs.
- Dress code may also be enforced at CVCS extracurricular activities.

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 code policy will remain out of class until the appropriate attire is acquired.**

ACADEMICS

For specific curriculum distinctives at Cole Valley Christian Schools refer to page 11 of this handbook.

Reporting and Grading

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

Letter Grade		Grade Point Average	Weighted GPA
A	Consistent, superior work	4.0	5.0
B	Exceeds basic standards	3.0	4.0
C	Meets basic standards	2.0	3.0
D	Sub-standard	1.0	2.0
F	Fails to show evidence of basic standard	.0	.0
I	Incomplete		

Grading Scale

A 90-100 B 80-89 C 70-79 D 60-69 F 59 or below

Weighted GPA Courses

Please click [here](#) to refer to our school website for a list of Weighted GPA courses.

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 level in core classes. 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 completed or submitted the requirements for credit in that class. The "I" may be removed, or replaced by a regular grade, with approval of the Academic, College, and Career Advisor upon completion of the work within an agreed upon deadline and via an approved source.

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 their evidence of the content standards. Parents are welcome and encouraged to request a conference with teachers at any time.

Late Work Policy

CVCS defines late work as follows:

- Assignment or assessment not turned in or completed by a student who is present in class the day it is due.
- Student has been absent and after the absence procedure has been followed, there is still an assignment or an assessment that has not been turned in by the adjusted due date.

The following procedure will be followed for any work deemed late as outlined above:

- The day an assignment is due, if the student does not turn in the assignment, the student must attend office hours the same day and talk with the teacher.
- If the student does not attend office hours, the assignment is graded as Missing/0.

Re-Take Policy

To re-take a test or assessment, the student must:

- Re-takes are departmentally determined. Please see each teacher's Teams page for their re-take policy.

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 may not be permitted to reenroll without testing.

Extracurricular Eligibility Requirements

Students must be academically eligible to participate in extracurricular activities such as sports, academic events, student council, theatrical productions, band, color guard, etc. Every two weeks for Middle School and 5 times every semester for High School, academic warning and probation lists will be compiled. The list will contain the names of students who have 2 or more D's/any Fs. A student who is placed on academic warning or probation will remain in that status until the next reporting date.

Academic Watch: A student with 2 D's or 1 F at an eligibility academic review session will be placed on academic watch for a 2-week period.

- A student on academic watch is ineligible for contests/activities as long as his/her grades remain below the eligibility line. This will apply until the student is off the Academic Warning List.
- Students on academic watch may still practice with the team.

Academic Restriction: A student will be placed on academic restriction when they have been on academic watch for two consecutive reporting periods.

- A student on academic restriction is ineligible for all parts of extra-curricular activities, including practice.
- To become eligible for extra-curricular activity, a student athlete/performer needs to remediate all D's or F's.

Saturday School (High School)

To remediate a grade, students may be required to attend Saturday School. Saturday School costs \$25. Students may also receive a Saturday School for behavioral related incidences.

CVCS GRADUATION REQUIRMENTS

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 and a Physical Science is required)
5 credits	History (US History 3 credits; World History 2 credits)
2 credits	American Government
8 credits	Bible (student must earn a minimum of 1 credit for each semester at CVCS)
1 credit	Physical Education
1 credit	Economics
1 credit	Health
1 credit	Speech
1 credit	Personal Finance
1 credit	Technology (class of 2025 and beyond)
42 credits	Total core requirements
<u>8 credits</u>	Electives (minimum)
50 credits	Graduation Requirement

Because of the biblical infusion 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

Early graduation is not practiced at CVCS. Please make an appointment with the Academic, College, and Career Advisor if you have any questions.

OFF CAMPUS AND ONLINE CLASSES

It is possible for some students to take courses not offered by CVCS at other schools or online. Those students who are interested in doing so must first meet with the Academic, College, and Career Advisor for approval to pursue this option. If a student desires to take an online course during the summer, that student must meet with the Academic, College, and Career Advisor.

PE CREDIT POLICY

One PE credit may be earned by participating in 1 CVCS sports season. A maximum of 1 PE credit may be earned from sports not offered by CVCS.

DROPPING AND ADDING COURSES

Students may change courses only during the drop/add period of each semester. Only teacher, Director of Academic and College/Career Advising, or administrator-initiated changes will be considered after the drop/add period.

Withdrawal from classes at any time during the semester may be noted on the transcript (HS) with a WNC (Withdrawal No Credit Received) or a WF (Withdrawal with an F) depending on the circumstances and discretion of Administration.

A “W” on a high school transcript signal to colleges that the student attempted but did not complete the course.

HONORS/AP POLICY

Honors/AP 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

CVCS recognizes the valedictorian as the graduating senior with the highest weighted grade point average in their class. This student will deliver the valedictory speech at graduation. The student’s grades will be monitored through their final spring semester.

To be considered, the student must have attended CVCS for a minimum of 3 full years including their senior year.

VANGUARD AWARD

The Vanguard Award is given to a senior that exemplifies Christian character and leadership. The recipient is selected by the faculty and staff as one who is:

- Devoted to Christ
- Leads out in front of others
- Has a desire to encourage
- An eagerness to learn

- Is a disciplined scholar
- Has a willingness to serve and shows a loving and generous spirit

TESTING

Grades 6th and 7th takes STAR math and reading, grades 8 and 9 take the PSAT 8/9, grades 10 and 11 take the PSAT/NMSQT and grade 12 is required to take the ACT, ASVAB, COMPASS or SAT prior to graduation.

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 negatively affecting the well-being of others.

Student Guidelines

- Show respect and courtesy for others.
- Respond with obedience to authority and school regulations.
- Demonstrate a cooperative attitude.
- Follow classroom and building procedures.
- Practice personal cleanliness and orderliness of possessions.
- Practice truthfulness and honesty in word and life.
- Exercise moral discretion in social relationships and language.
- Public displays of affection in a romantic context such as frontal hugging, kissing, hand holding, and sitting in laps are not appropriate for the school environment.
- Student activity is limited to supervised areas.

- Students are to use the marked crosswalk to access the field and Field House during school hours.
- Students are to use designated and assigned exits and entrances.
- 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.
- Improper (coarse, vulgar, abusive, swearing) language is prohibited.
- Weapons of any type are strictly forbidden on CVCS campuses. Examples include but are not limited to guns, knives, tasers, stun guns, hunting bows, etc.
- 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.
- 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.
- Physical aggression such as 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.

Any student experiencing this type of treatment should tell a trusted school employee immediately.

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 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 orderly and pleasant places.

Disciplinary Guidelines for Middle & High School Campus

The following is provided as a guideline for faculty and staff to use in managing classrooms and other school environments. We desire our school to be a place of GRACE, TRUTH, and LOVE where reaching a student's heart and pointing them toward Christ is the highest goal. While rules and clear expectations are essential for a successful school environment, rules do not possess the power to change hearts. Rules simply provide boundaries for external behaviors. These external behaviors are ultimately a reflection of what is going on INSIDE a student's heart. This understanding is crucial in our emotional / spiritual frame of mind as we walk students through disciplinary situations. While most day-to-day behavioral issues will be managed in the classroom, teachers in the middle of class may not have the resources in the moment to address a disciplinary situation adequately.

Teacher Managed

Level 1 - Minor issues with minimal classroom interruption		
Examples	Possible Consequence Progression	Action
<ul style="list-style-type: none"> • Talking out of turn • Interrupting • Clowning • Yelling • Distracting others • Minor disrespect • Questionable comments/joking • Off task • Unauthorized use of cell phone/computer in class 	<ul style="list-style-type: none"> • Warning • 2nd Warning • Removal from class 	Upon removal from class, an entry on FACTS tab will be made by the teacher. Parents will be emailed.
Level 2 - Significantly interferes with the learning environment		
Examples	Consequence Options	Action
<ul style="list-style-type: none"> • Chronic level 1 behaviors • Major disrespect to others • Missing class without permission (restroom/nurse) • Dress code issues • PDA • Aggressive behavior (verbal or physical) • Misuse/abuse of school property • 2nd removal from class • CARELESS SPEECH (Zero Tolerance – Office Referral) <ul style="list-style-type: none"> ○ Sexual comments ○ Racist comments 	<ul style="list-style-type: none"> • Loss of privileges • Time after class • Detention • Office referral 	Parents must be notified either by phone (preferred) or email. This can come from the teacher or through the office referral process

<ul style="list-style-type: none"> ○ Jokes about suicide or violence ○ Mockery/disrespect of God/Christian faith 		
--	--	--

Office Managed

Level 3 - Office referrals, major or repeated behavioral concerns	
Examples	Consequence Options
<ul style="list-style-type: none"> • Chronic level 1 and 2 behaviors • Dress code (requiring a change of clothes) • Cheating / plagiarism • Serious misbehavior (bullying, blatant disrespect) • Leaving campus without permission (sophomores at lunch) • Inappropriate social media use brought to our attention 	<ul style="list-style-type: none"> • After school detention • Lunch detention • Meeting with parents/faculty/admin • Saturday School • Suspension
Level 4 - Harmful, illegal, or chronic behavior	
Examples	Consequence Options
<ul style="list-style-type: none"> • Chronic level 1, 2, 3 behaviors • *Drugs/Alcohol/Tobacco/Vaping (see Drug Testing below) • Harmful behavior (sexting, fighting, threatening others) • Illegal behavior (vandalism, weapons, theft, threats) • Sexual harassment 	<ul style="list-style-type: none"> • Loss of athletic privileges • Meeting with parents/faculty/admin • Meeting with police • Out-of-School Suspension • Expulsion

Drug Testing

Students suspected of drug or alcohol use may be asked to take an immediate drug test. No test will be given without the parent consent. In the event a student tests positive for the use of alcohol or the unauthorized or illegal use of a drug or drugs, it is the sincere desire of CVCS to partner with parents to help that student learn from, and find victory over, this damaging behavior. Infractions will be dealt with on a case-by-case basis.

The consequences of one positive test may include loss of extracurricular participation for the remainder of the school year and possible expulsion, depending on the severity of the infraction and student/parent response. Any corrective action plan could include on-going drug testing at the expense of the student.

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) Refer CONFLICT RESOLUTION in the general section of this handbook.

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.

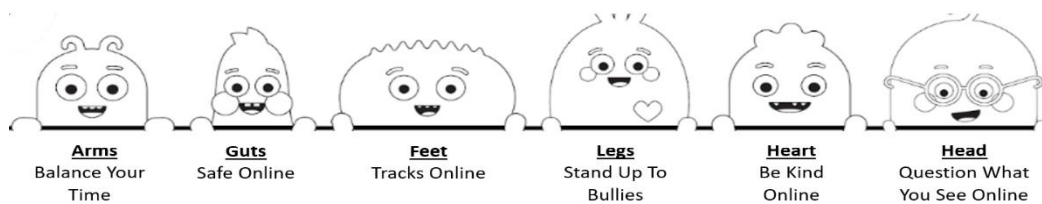
APPENDIX

CVCS NETWORK/INTERNET ACCEPTABLE USE POLICY GRADES 1-5

(Grades 1-5 Including Summer School)

As part of my school day, I will be using laptops and tablets in my learning. To help myself and others, I agree with the following expectations:

- I will only use apps, programs, and websites, my teacher has instructed me to use.
- I will use electronic storage places, OneDrive, only for educational purposes.
- I will be responsible with my passwords and will not share them with anyone except my parents and teachers.
- I understand that my teacher and parents have the right to check my work at any time and for any reason.
- If something does not seem right or if I come across something inappropriate, I will let a trusted adult know right away.
- I will not give my name, phone number, address, or any other personal information while on a laptop or tablet.
- I will be polite, kind, and respectful online.
- I will only share pictures of friends and family electronically if given permission.
- I will not add pictures of myself unless with permission from a teacher or parent.
- I will give credit to other people if I use their work in my work.
- I will not have food or liquids around a laptop or tablet.
- I will always follow the guidelines I learned in computer class from the digital citizen crew on how to be a responsible citizen.



CVCS NETWORK/INTERNET ACCEPTABLE USE POLICY GRADES 6-12

Students

I understand that Cole Valley Christian Schools (CVCS) provide electronic resources, including Internet access and storage space for students' work, as an integral part of the curriculum. Behavior and language in the use of these resources should be consistent with classroom standards. I agree to the following responsibilities and restrictions:

- I will use the electronic resources, including storage space, only for educational purposes related to work in CVCS, and not for any personal, commercial, or illegal purposes.
- I will use the Internet only with the permission of the staff member.
- I will not use games or other electronic resources that have objectionable content or inappropriate simulated activity.
- I will not give my password to any other user, nor attempt to learn or to use anyone else's password, and I will not transmit my address or telephone number, or any personal or confidential information about myself or others.
- I will not upload, link, or embed an image of myself or others without their permission.
- I will not make statements or use the likeness of another person through website postings, email, instant messages, etc., that harass, intimidate, threaten, insult, libel or ridicule students, teachers, administrators, or other staff members of the school community, make statements that are falsely attributed to others, or use language that is obscene.
- I will not attempt to access, upload, or transmit material that attacks ethnic, religious, or racial groups, or material that is pornographic or explicitly sexual in nature.
- I will not violate copyright laws, damage or tamper with hardware or software, vandalize or destroy data, intrude upon, alter, or destroy the files of another user, introduce, or use computer "viruses," attempt to gain access to restricted information or networks, or block, intercept or interfere with any email or electronic communications by teachers and administrators to parents, or others.
- I will not use, or create for others, any program to interfere with, change, or interact with programs, security settings, systems, or devices that are the property of the CVCS and are used for school-related purposes by students, their parents, and staff.
- I will not imply, directly or indirectly, either publicly or privately that any program or "app" I create is associated with, or a product of, the CVCS, nor will I either directly or indirectly associate any such program with any CVCS's logos or images.
- I will report any problems to the supervising staff member.
- I understand that my use of the school system's computers is not private, and that CVCS has the right to monitor use; violations may lead to revocation of computer access and/or other disciplinary measures.
- I understand that the prohibited conduct described above is also prohibited off campus when using any equipment if it has the effect of seriously interfering with the educational process at CVCS, and that such off-campus violations may lead to disciplinary measures.

I understand that Cole Valley Christian Schools allows me to bring my own devices such as phones, tablets, and computers, be permitted to bring my own device, I agree to the following responsibilities and restrictions:

- I will follow all school rules while using my own device on school grounds and I understand that the rules outlined above regarding my use of school computer resources apply to my use of my own device on school property.
- I will not take photos or record video of any student, teacher, or administrator unless I have that individual's express permission to do so.
- I will not use my device during class unless expressly instructed to do so by a teacher and I will respectfully respond to my teacher or administrator.
- Any applications or images downloaded on the personal device must align with the core values and standards addressed in the Parent/Student Handbook.
- If there is reason to believe I may have used my device in violation of school rules or this agreement, I understand that there could be consequences including but not limited to: partnering with parents to investigate content of devices, loss of privileges, suspension, etc. (This could include texts, emails, social media postings, etc.) The administration can take a device until which time as the parent can be notified.

I understand that the district is not responsible for theft, damage or loss of my device and I understand that I am not permitted to leave my device at school overnight unless it is secured in a locked locker.

Parents

I have read, understood, and discussed with my son or daughter CVCS's Acceptable Use Agreement, and I give him or her permission to use electronic resources, understanding that this access and use of personal devices on school grounds is conditional upon adherence to the agreement. Although students are supervised when using school resources, and their use of school resources is electronically monitored, I am aware of the possibility that my son or daughter may gain access to material that school officials, and I may consider inappropriate or not of educational value.

RELEASE WAIVER FOR TRANSPORTATION AT CVCS SPONSORED ACTIVITIES

The release waiver below was signed when you registered your student to attend CVCS. We will retain this original signed document on file for any future reference and travel for “CVCS sponsored activities”. We have included the original language in this handbook for your reference. By agreeing to the handbook and documents within, you are continuing to agree to the below release waiver for transportation at “CVCS sponsored activities”. You can revoke this permission at any time for specific activities by written notice to the staff advisor or CVCS administration.

“I, the parent/guardian of the student named above, (hereinafter “student”) do hereby give permission for the student to participate in all Cole Valley Christian Schools (hereinafter “CVCS”) sponsored activities that require the student to travel or be away from the CVCS campus during the upcoming school year. A “CVCS sponsored activity” is an activity authorized by CVCS Administration and may include, but not be limited to, educational field trips, service projects, athletic events, club or academic events, or overnight trips and retreats. I understand that I may revoke permission for a specific CVCS sponsored activity by written notice to the activity advisor or CVCS Administration (either hand delivered, or through an acknowledged email) more than one day prior to the CVCS sponsored activity.

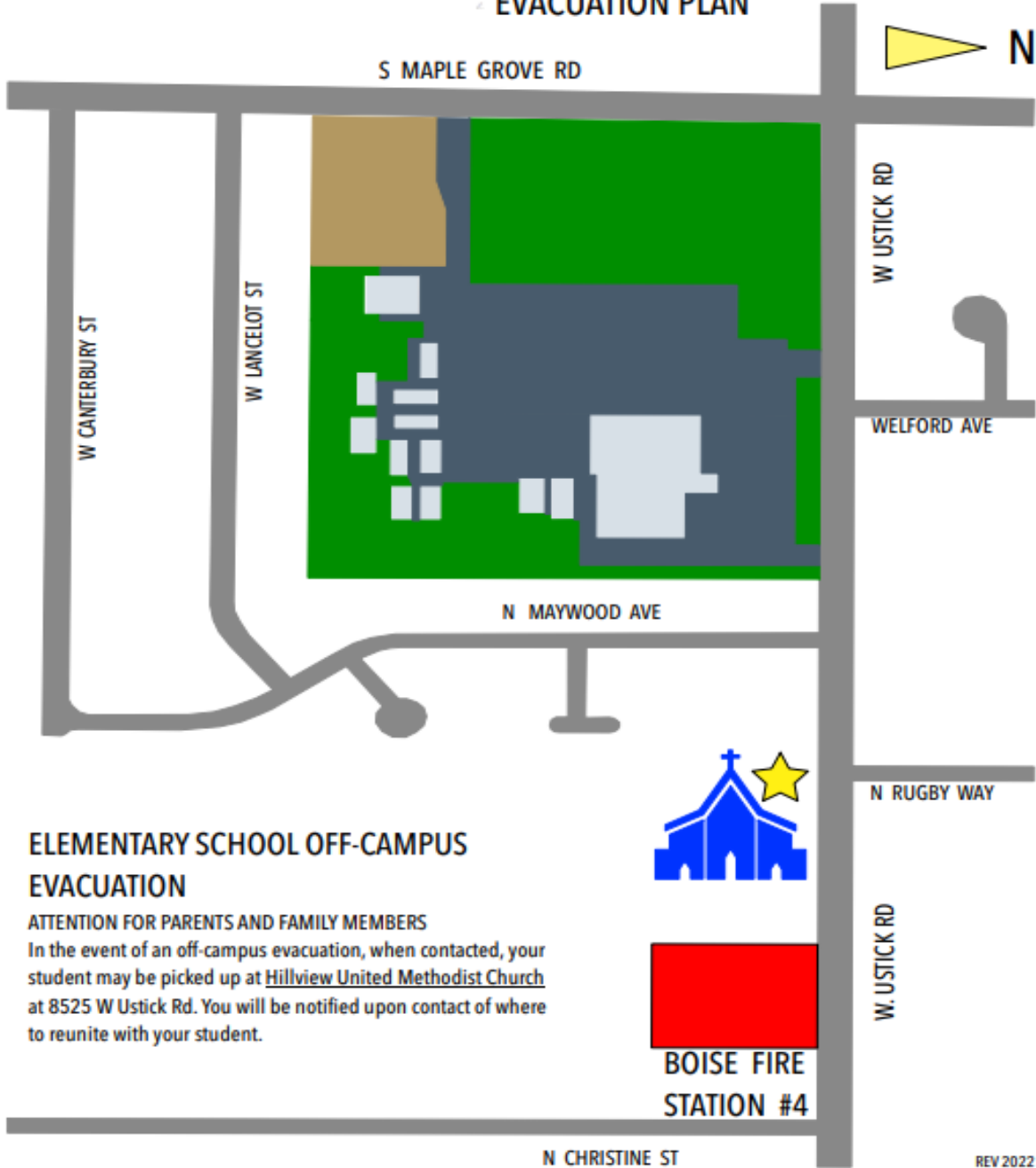
I recognize that even though CVCS desires to provide a safe and enjoyable time for all students participating in a CVCS sponsored activity, accidents and injury can occur. I understand that there are risks/dangers involved with participation in off campus travel and activities. Therefore, subject to the disclosure that CVCS maintains a general liability insurance policy with limited coverage against certain losses, and recognizing that CVCS has made said general liability insurance policy available for my review at the CVCS administration office upon my written request, I do hereby, on my own and on behalf of the Student, assume and accept all risks, damages or expenses that may be sustained or incurred that are: 1) claims denied by the CVCS general liability insurance provider, 2) claims excluded from coverage by the CVCS general liability insurance policy, or 3) damages or loss in excess of the coverage limits as defined in the CVCS general liability insurance policy. I further expressly understand and agree, on my own and on behalf of the student, to waive any claim of liability and hold CVCS harmless for any damages or loss incurred while participating in a CVCS sponsored activity after receiving any damage or loss recovery from CVCS insurance or for any damages in excess of said limits of liability as defined in the CVCS general liability insurance policy for damages. For purposes of this agreement “CVCS” includes Cole Valley Christian Schools, its affiliated organizations, employees, board members, agents, or representatives. This waiver of liability and hold harmless provision shall also extend to volunteer drivers or other drivers in that they are deemed to be an agent or representative of CVCS.

I have read this release/waiver agreement, understand, and accept its terms, and freely, voluntarily, and knowingly sign it with the understanding that the right to legal recourse and recovery against CVCS is knowingly limited. In signing this document, you represent that you are the parent or lawful legal guardian of the student listed above. If you are signing in your capacity as a joint legal custodian of your minor child, you are representing to us that you have the authority to execute this document on behalf of your child and that you have appropriately consulted with the child and that you have appropriately consulted with the child’s other legal custodial parent with respect to your child’s attendance at Cole Valley Christian Schools.”

ELEMENTARY CAMPUS: OFF-CAMPUS EVACUATION MAP



ELEMENTARY OFF-CAMPUS EVACUATION PLAN



ELEMENTARY SCHOOL OFF-CAMPUS EVACUATION

ATTENTION FOR PARENTS AND FAMILY MEMBERS

In the event of an off-campus evacuation, when contacted, your student may be picked up at Hillview United Methodist Church at 8525 W Ustick Rd. You will be notified upon contact of where to reunite with your student.



BOISE FIRE STATION #4

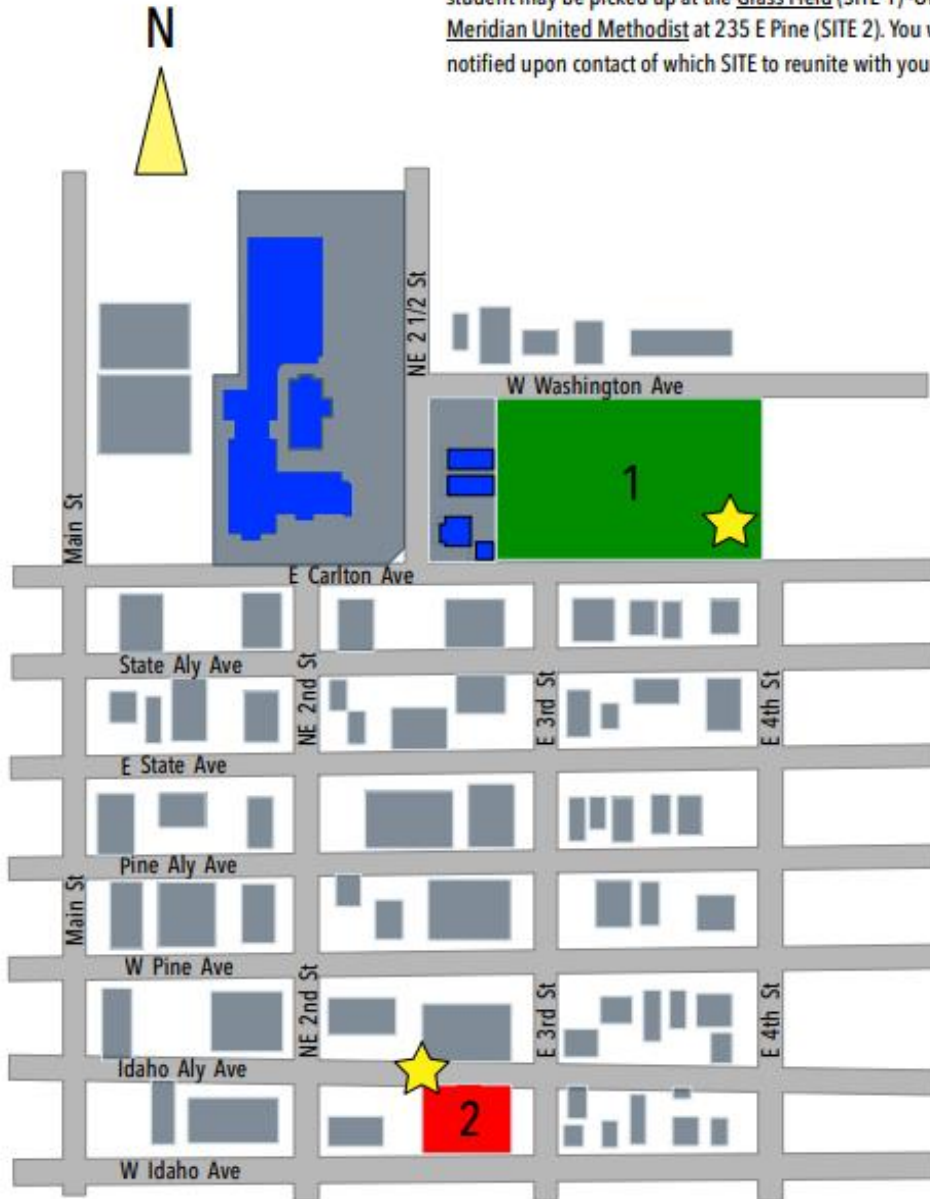
MIDDLE/HIGH SCHOOL CAMPUS: OFF-CAMPUS EVACUATION MAP



MIDDLE AND HIGH SCHOOL OFF-CAMPUS EVACUATION

ATTENTION FOR PARENTS AND FAMILY MEMBERS

In the event of an off-campus evacuation, when contacted, your student may be picked up at the Grass Field (SITE 1) -OR- Meridian United Methodist at 235 E Pine (SITE 2). You will be notified upon contact of which SITE to reunite with your student.



This handbook is subject to change without notice.

Revisions/Additions 12.19.23

General

Revision: Transportation Policy-pgs. 14-15

Addition: Magnus Health Student Medical Forms (including athletic forms)-pg. 18

Middle/High School

Revisions:

Middle School Office Hours /Building Access -pg. 28

Maximum Allowed absences (High School)-pg. 30

Saturday School- clarification: Applies to High School-pg. 36

Appendix

Added:

Acceptable Use Policy Grades 1-5-pg 43

Acceptable Use Policy Grades 6-12-pg. 44-45

Release Waiver for Transportation at CVCS Sponsored Activities-pg. 46

Allen Howlett, Superintendent - allen.howlett@cvcsonline.org

Kim DeMain, High School Principal - kdemain@cvcsonline.org

Kevin Rex, Middle School Principal - kevin.rex@cvcsonline.org

Kelly Boyette, Dean of Students -kboyette@cvcsonline.org

Matt Beglinger, MS/HS Vice Principal - mbeglinger@cvcsonline.org

Shelly Crager, Elementary Principal - scrager@cvcsonline.org

Vickie Adams, Elementary Vice Principal – vickie.adams@cvcsonline.org

Brandy Wingard, Early Childhood Director – brandy.wingard@cvcsonline.org

Connor Jackson, Athletic Director – connor.jackson@cvcsonline.org

Elementary Campus • 8775 Ustick Road • Boise, ID 83704 • (208) 947-1212

Middle School / High School Campus • 200 E. Carlton Avenue • Meridian, ID 83642 • (208) 947-1212 colevalleychristian.org