

**2010-2011 CVCHS STUDENT HANDBOOK
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PHILOSOPHY

Central Valley Christian School Society is a parent-owned and operated organization. The Society is designed to educate the children of Christian parents. It is not a part of any denomination nor is it denominationally controlled.

CVCHS uses the following basic principles as the foundation upon which the organization is operated:

1. The basis of all meaningful life is the belief in God and in Jesus Christ as the only way to personal salvation.
2. The Bible is the only inspired, authoritative Word of God.
3. The Bible is the main avenue by which we can come to know God and His will for our lives
4. We need his Word in order to better understand God's general revelation which includes creation and life around us. All of life needs to be interpreted in the light of God's Word.
5. Christian education's aim is to relate the Christian faith and Biblical teachings directly to all of knowledge and the practical application of that knowledge in daily life.
6. Christian education seeks to complete the development of each student: his intellectual, physical, religious, emotional, and social growth (Luke 2:52).
7. The Reformed Standards with their emphasis upon the all embracing Calvinistic world and life view are helpful in developing a complete understanding of Christian education. This emphasis is reflected in the statements of the Heidelberg Catechism, the Canons of Dordt, and the Belgic Confession which assist in the interpretation of God's Word.
8. The primary authority and responsibility of educating children rests with the parents (Deut. 6 and Eph 6). The authority of the teacher is derived from the fact that he stands in place of the parent and from faithfulness to the laws of God in special and general revelation.
9. The Christian community is responsible for supporting and encouraging Christian education for its children.

It is because of these principles that the Central Valley Christian School Society was established. It is the Society's desire to provide a high quality of Christian education for children from Christian homes.

MISSION STATEMENT

*Cultivating responsible Christian adults
Valuing academic excellence
Connecting Biblical truths with everyday living
Shaping Christ-like character*

EXPECTED SCHOOL WIDE LEARNING RESULTS (ESLRs)

The ESLRs for Central Valley Christian High School recognize the Bible as the basis of all understanding. As a result of their learning at CVC, we expect students to be able to...

1. **READ.** Students can read, with comprehension, the Bible, the newspaper, and documents essential to the Christian life and productive citizenship.
2. **COMMUNICATE.** Students can write and speak clearly enough to effectively communicate their own ideas and the truths of the Bible, whether in church or in society
3. **SOLVE PROBLEMS.** Students can use knowledge from general revelation (math, science), human culture (history, languages), and special revelation (the Bible), to find answers and solve problems in their personal lives and in the workplace.
4. **CREATE AND BUILD.** Students have had an opportunity to discover a skill, a craft, an academic discipline, or an art through which they can express themselves, glorify God, and bring blessing to others.
5. **SERVE.** Students will be intellectually and academically equipped to serve God and others in church, home and community.

WELCOME

Welcome to Central Valley Christian School and the 2010-2011 school year! We look forward to a great year together. CVC is more than "*just*" an institution of learning, it is a place where young men and women from Christian families gather for academic, spiritual, personal, social, and physical development. This is accomplished best when the church, home, and school all work together in teaching, training, and encouraging our young people for effective service to the Lord.

Just as Jesus grew in wisdom and stature, and in favor with all men (Luke 2:52), we too encourage our young people to do the same. This means we encourage the development of maturity and responsibility in all of our students. Maturity and responsibility do not mean just following and obeying rules but striving to do God's will in every situation. It means seeking to do what is right, looking to help and encourage others, and building up the entire body not just one's self.

Given the above information it is important to set goals that our entire student body can work towards.

Some of these goals are:

- Honor God in whatever I do, say, or wherever I am.
- Do my best, on campus and off, to act in a way that brings favorable attention to my school, recognizing that it bears the name of Christ.

- Show courtesy for fellow students and be ready to put their welfare before my own.
- Respect my teachers, attending to their instruction and counsel.
- Develop a spirit of fellowship with my classmates that reflects the unity of all believers in Jesus Christ
- Make learning my major occupation at school, faithfully completing my homework assignments in order to gain all I can from my courses.
- Do my part to preserve a spirit of honesty by disciplining myself to do my own work and by respecting the private property of others.
- Do my part at all times to make CVCS a place where my classmates can learn.
- Do all I can to protect and take care of our school building, equipment, and books.
- Respect and care for my body and mind, recognizing that I have been given life by my Heavenly Father.

This handbook can help students and parents understand the rules and regulations of the school. Please review it carefully and follow the procedures and spirit it provides.

FEES AND DUES

Tuition

Tuition cost for high school is \$8,145.00. This tuition ***includes*** the cost for bus transportation and high school textbook rentals. There are a variety of fund raising activities that arise during the school year to support activities that the students will participate in.

Additional High School Fees:

Textbooks

Conditions of books will be assessed at the end of every year to determine if there are any additional fees to be paid for destroyed, missing or damaged books. Ninth & tenth graders will not have a book locker. They will be issued a set of text books to keep at home. Each of their classrooms will be equipped with a set of texts.

Class Dues

Class dues will be assessed at the beginning of the school year. Dues are placed in a fund for each class over their four year tenure at CVC and are used for any purchases the class may make, for the Junior/Senior banquet, the Senior Class Trip, and their Senior Class Gift to the school. Freshman and Sophomore classes will pay \$75 per year and Junior and Senior classes will pay \$100 per year.

Lockers & Fees

Freshman & Sophomores will not be issued book lockers. There will be shelves and hangers available for those who wish to place back packs down. This area will be on the east side of the campus near the Art room.

Junior & Senior Class members will be issued a locker on the west patio area. Juniors may use the same lock for this school year & also when they are seniors. Senior Class members are asked to return their lock to the office at the end of the school year.

ACADEMICS

Graduation Requirements

Each student must earn a minimum of 260 credits and be in attendance for eight semesters. Each one-semester course may receive a maximum of five credits.

Minimum course requirements for graduation for class of 2010 are as follows:

<u>Course</u>	<u>Credit</u>	<u>Number of courses</u>
Bible	20 credits	4 semester courses
English	45 credits	4 full courses & 1 semester of Speech
Mathematics	20 credits	2 full courses
Science	20 credits	2 full courses
Social Studies	40 credits	3 full & 2 semester courses
P.E./Health	20 credits	3 semester courses of PE, 1 semester Health (credit requirement waived / 1 semester for 2 seasons of athletics for up to 2 PE credits)
Visual & Performing Arts	10 credits	Band, Choir, Art, Film Studies
Spanish	10 credits	1 full course (2 full courses recommended for 4 year Colleges)
Business	10 credits	Word Processing & Personal Finance
Electives	65 credits	mixture of full and semester courses

Grade point averages

With the grade of a C- or better the following Honors and AP courses will factor into the GPA on a 5.0 scale:

Honors Algebra II, Honors Pre-Calculus, AP Calculus, AP Micro-Economics, AP English, AP Spanish, Honors U.S. History, , Honors English 3, & Honors Chemistry.

Notes concerning courses and graduation requirements:

- Some classes are in sequence and require prerequisites. Very seldom will any change in sequence be approved. You may be required to have a grade of C- or better in a prerequisite class in order to move on to the next class.
- Students who enter CVCHS in a later grade, may have to make up classes they have missed in order to meet minimum graduation requirements.
- All classes listed under minimum graduation requirements must be passed before a diploma can be issued.
- All students are required to carry a full load (7 classes & 1 study hall) unless the administration determines otherwise.
- CVC does award Physical Education credit for participation in extra curricular athletics. Participation in a full season of any sport will earn 2.5 units of PE credit. A maximum of 10 units of credit may be earned and applied to the PE requirement. Sports credit will not apply to general elective credits.
- All students must earn 40 hours (minimum of 10 hours per year) of community service in order to graduate. Details of this requirement can be picked up in the Counseling Center.

- Students may not take a course for credit at another school in lieu of taking it at CVC if the course is offered at CVCHS.

Report Card Grades

Each quarter's mark will contribute 40%-45% and semester examinations will contribute 10%-20% to the semester grade, as determined by the teacher.

The quarter and semester letter grades (A, A-, B+, B, B-, etc.) will be determined according to the following descriptions or percentage ranges:

A's for excellent achievement or 90's

B's for proficient achievement or 80's

C's for satisfactory achievement or 70's

D's for limited achievement or 60's

F for unacceptable or scores < 60

Report cards will be mailed home at the conclusion of each semester.

If a student has failed to make up daily work or tests, he will receive an incomplete "I" on his report card. It is the student's responsibility to contact his teacher concerning the completion of the work. This work must be completed within two weeks from the end of the grading period to avoid receiving a failing grade on the assignment(s). The teacher will average the quarter grade at the end of the two week period, including grades for the incomplete assignments, and submit the final grade to the Counseling Center. For eligibility purposes the Incomplete is counted as an F until the incomplete work is done and the teacher submits the grade to the Counseling Office.

Grade Changes

Once grades are recorded for the nine weeks and turned into the Counseling Office, they may not be changed unless:

1. A computational error has been made.
2. A grade was recorded incorrectly on the computer card or in the grade book.
3. A teacher has an unacceptable grading policy as determined by the administration.
4. An incomplete is changed to a completed grade.

Students and parents have the right to seek an explanation as to how a particular grade was determined by a teacher. However, grades may not be changed due to:

1. A student needing a higher grade due to athletic eligibility, parental pressure, college acceptance, club or CSF eligibility, Student Council, extra-curricular trips, college scholarships, etc.
2. Because a teacher wants to encourage a student to do better.
3. A teacher has allowed a student to make up assignments after the grading period is closed. (Exceptions are for incompletes due to absences.)
4. Extra credit turned in after the 9 weeks closed. Extra credit should be turned in on time to be included in the regular evaluation.

Forgiveness Policy – If a student earns a D+ or lower in a semester or year-long course, that course may be retaken at a school approved by the Counseling office. The D or F will be calculated into the GPA until the time that the new grade for the retaken course is received by the Counseling Office. Please note: it is the student's responsibility to provide an official transcript with the new grade to the Counseling Office. The new grade will be calculated into the GPA. The highest grade that can be earned as a replacement grade is a C except as noted in this section.

Replacement grades earned at an accredited college or junior college on campus or online will be accepted without reduction to a "C". Replacement courses taken at accredited high schools (except CVCHS) correspondence, online and home school will continue to be subject to the reduction to a "C".

Dual Enrollment grades: Dual enrollment courses will appear on the CVC transcript as such. A 3-4 semester credit hour course earned through dual enrollment will earn 5 credits at CVC. A 5-6 semester credit hour course will earn 10 CVC Credits. A lesser credit lab class will be noted on the transcript, but will earn no CVC credit. Grades will be posted to the CVC transcript and calculated into the cumulative grade point average at the end of the semester when received. It is the responsibility of the student to provide an official transcript to the Counseling Office for any Dual Enrollment course taken.

Valedictorian and Salutatorian

These honors will be decided at the end of the 3rd quarter of the senior year. The following criteria applies:

- Students must have taken Algebra 2, Chemistry and Spanish 3.
- In or by their the senior year, students must select 2 Honors or AP classes from the following list...
 - AP Spanish, AP English, Honors Pre-Calculus, AP Calculus or Honors Chemistry.
- The selection will be based upon the weighted GPA including all classes taken for high school credit.. In case of an exact tie both students will receive an award.
- Although this award is an academic one based on the GPA the Administration does reserve the right to consider a student’s character and disciplinary record in the selection process.
- Students eligible for these awards must have been at CVCHS for their Jr. & Sr. years.
- H.S. classes taken in the middle school will be included in the GPA (if they are on the transcript)

Grade Point Average

In calculating cumulative grade point, all four years of high school are included. Colleges and Universities along with many scholarship programs will use this cumulative grade point average and standardized tests scores to determine entrance and scholarship possibility.

The chart below lists the points assigned to each letter grade. The grade point average is calculated using the points assigned.

A 4.0	B 3.0	C 2.0	D 1.0
A- 3.7	B- 2.7	C- 1.7	D- .7
B+ 3.3	C+ 2.3	D+ 1.3	F 0

With a grade of C- and above the following Honors and AP classes will factor into the GPA on a 5.0 scale:

Honors Algebra II, Honors Pre-Calculus, AP Calculus, AP Spanish, Honors English 3, AP English, Honors Chemistry, AP Micro-Economics, Honors US History

Honor Roll

Students with a 3.0 or better GPA. and no more than one C grade qualify for Honor Roll. Students with a GPA of 3.5 or higher qualify for High Honors. This is determined at the end of each quarter. Computation for Honor Roll is an average based upon the scoring listed above. Honor Roll students must be carrying a full academic load i.e. seven periods per semester that are graded classes.

California Scholarship Federation (CSF)

CSF is an honorary society for California high school students who achieve excellent grades in academic subjects. Students are eligible for membership *based on their previous semester grades*. Freshmen are eligible, but can apply only during their second semester - based on their first semester grades (however, freshman semester membership does *not* apply to lifetime membership).

Qualification for CSF is determined by a point system based on courses taken and the grades earned. The application form explains the process. Application for membership is opened up at the beginning of each semester for 2 weeks. Near the end of the senior year, applications for seniors only will be opened up for qualification of their final semester.

It is the students' responsibility to get the application and fill it out properly and on time. The Counseling Office will announce the application dates in the student daily announcements.

Lifetime Membership is granted when a student has qualified for four semesters of their 10th through 12th grade years, *one having to be in their senior year*.

Upon graduation, seniors that qualified for at least two or three times of their 10th through 12th grades will be entitled to wear a "cord" with their graduation gown. Students qualifying for Lifetime Membership will be entitled to wear a stole and gold tassel with their graduation gown and a golden lifetime seal will be placed upon their diploma and transcripts.

Progress Reports

Up to date grades on all students for all subjects will be available through Ren Web. Grades are updated weekly.

School Letters

Athletics

Students will be awarded a letter once they have achieved varsity status in any given sport. A pin, or emblem, indicating the nature of the sport will also be given at that time. Only one letter will be awarded even if a student participates in several sports. However, letter pins or emblems will be given for each sport.

*In sports where there is only one level of competition, students must participate for at least two years in order to earn a letter. Should a student perform exceptionally during the first year, a letter may be awarded at the discretion of the coach.

Team Manager – A letter may be awarded after two years of exemplary service.

Statistician – A letter may be awarded after two years of exemplary service.

Video – A letter may be awarded after two years of exemplary service.

Athletics Include:

Baseball, Basketball, Cheerleading, Cross Country, Football, Golf, Soccer, Softball, Swimming, Tennis, Track, Volleyball. Students must contact the athletic director in order to receive a letter.

Fine Arts Letters

Letters may be earned in Cavalier Band and Choir after two years of exemplary participation. Only one music letter will be awarded, but pins, or emblems, will indicate if a student has participated in both band and/or choir. Acceptance into an honors band or choir may earn a letter after the first year. The student must contact the music directors to receive a letter.

Academic letters

Academic Letters may be earned by achieving High Honors status for four semesters and qualifying for the California Scholastic Federation for three semesters. Qualifying students will be presented with a letter at the beginning of each semester. (Only one letter will be awarded per student).

Transcripts

Semester grades are recorded on the student's transcript and become part of the student's permanent record.

Dropping Courses

Courses can only be changed with the permission of the guidance counselor. Any courses dropped after the first week of a semester will be noted as failing grades on the high school transcript, unless otherwise allowed by the administrator due to extenuating circumstances.

Tests

Students are not required to take more than two tests per day. They should take tests in the order that they were assigned. Teachers must use the test sign up calendar in the faculty room to register the date of their tests.

Special Note: Report cards and transcripts may be withheld for delinquent tuition accounts & disciplinary issues that have not been resolved.

Extra Curricular Eligibility Policy- (effective with start of 2010-2011 school year)

Note: It is a privilege to be able to participate in extra curricular activities at CVCHS. Each student's first responsibility though is to fulfill their academic requirements.

1. All incoming 9th graders and other students new to CVCHS will automatically be placed on probation for the first grading period. At the end of the grading period (quarter) if they have a GPA below 2.0 or 2 F's they will be ineligible for the next grading period (quarter)
2. If a student's GPA drops below a 2.0 or they have 2 F's during any other quarter (excluding the 1st quarter for incoming 9th graders) they will be placed on academic probation for one grading period. Once a student has been on probation if their GPA remains below a 2.0 or they have 2 F's they will become automatically ineligible at the end of the grading period (quarter). Students will be allowed only one quarter of probation for their four years of high school.
3. Only classes taken at CVCHS will count towards eligibility (i.e. no college classes, home school classes or on line courses). Students may take summer school classes to raise a 'D' or 'F' to improve their academic GPA, but these

classes will **not improve eligibility**. **Nor will students be able to take classes during the school year to improve eligibility**. **Students should understand that their first responsibility is to work diligently during each quarter to maintain their eligibility status rather than rely on make up courses.**

4. This policy applies to students involved in any extra curricular activities. Athletics, Student Council, STEP UP board, Drama, Homecoming Court, and special trips or activities not directly related to a courses' curriculum
5. **According to CIF guidelines, students must be making progress toward graduation in order to begin or continue to play on an athletic team.** Progress toward graduation is defined as students having successfully completed: Students at CVCHS need 260 credits to graduate.
 - **55 credits by the end of grade 9**
 - **120 credits by the end of grade 10**
 - **185 credits by the end of grade 11****Students at CVCHS need 260 credits to graduate.**
6. **In determining the quarter/grading period GPA all incomplete grades will be counted as F's until make up & then the GPA will be averaged again.**
7. **Students must take a minimum of 5 classes at CVCHS and be on target to graduate.**

NOTE: School year 2009-2010 was the first year for this policy and as such there were a few areas that needed clarification especially those related to "summer school" make up work. The above policy is now set for 2010-2011 and beyond. Please read through it carefully and if necessary please contact the Athletic Director or Guidance Office for clarification.

STUDENT LIFE

Chapels

CVC will provide at least one chapel per week that the students are expected to attend. Respectful and attentive behavior is expected in Chapel. Failure to comply will result in appropriate discipline. Chapels will normally be planned by the student Impact class

Romance

It is normal, good, and a part of God's plan that people become affectionate toward each other. All parents are encouraged to talk with their children about male/female relationships. Please refrain from inappropriate public displays of affection (i.e. kissing, hugging, caressing, sitting on laps)

Lockers- Grades 11-12

Lockers are subject to search at any time by assigned faculty and Administrators. **Only school-issued locks are to be used; any others will be removed.** Inappropriate pictures or posters are not to be posted and will be removed. No stickers are to be placed in or on the locker.

Books & personal belonging should be kept inside lockers at all times. Items left out & unattended will be placed in Lost & Found. A fee may be required before items are returned. The school is not responsible for any loss of items from the lockers. Ninth & tenth graders may use backpacks to store personal items. Shelves are also provided on the east side of the campus for storage if needed.

Locker Room Policies

1. The floor should be clear at all times. Your clothes, purses, etc. should be in a locker. During PE classes or during practice your “stuff” should be put away and not be left on the floor.
2. No Tape, stickers, etc. shall be placed on any of the lockers.
3. Locks are available from the P.E. teacher for a small fee or you may provide your own lock – (Please be aware that it can be removed if the school needs to look inside your locker). Items not locked up and stolen are your responsibility and not the responsibility of the school in any way.
4. If you have a bag that doesn't fit into a locker you may place it on top of the lockers but be advised that if it is not locked up it is your responsibility.
5. Items left on the floor may be placed in the lost and found for donation to a local charity. This could be at the end of the day or even during a PE class or practice. So – USE A LOCKER AND LOCK IT!

Sickness or Injury

Emergency first aid is available in the office. The medical (emergency) forms returned when the year starts should note any special or potential problems a student may have. Any medication needed must be distributed by the office with the consent of the parent. Students are not to distribute any kind of medication including aspirin and Tylenol. If a student is ill, they may come to the office to call home and wait in the office for someone to pick them up.

Communication

- A daily informational bulletin is announced to students at the beginning of period one. It is also posted on the electronic Kiosk located by the library and is on the CVC website (www.cvc.org).
- A weekly newsletter will be posted on Ren Web on Fridays. Copies will also be available in the high school office. A bi-monthly newsletter is published and mailed to every home in the CVC Society.

Telephone Usage

The telephones in the school are maintained for office use, not student convenience. Only in special cases may a student request permission to use the phone. If it is not a local call, the call must be placed collect. Cell phones are not to be used during the school day (8:15 am – 2:55 pm). Students caught using cell phones during the school day will be issued a detention the first time. The second time a cell phone is taken the student will need to check it in with the front office daily for one week.

PATRIOTISM

Central Valley Christian School exists in America because there are laws which guarantee the freedom of choice to worship, educate, and to live as God has ordered. The flag represents all of the highest ideals of a nation that stands for truth, justice, and equality for all people. Whenever the national anthem is played or the flag is displayed, students are required to stand at attention and participate in a sincere manner showing their respect.

COMPLAINT OR PROBLEM PROCEDURES

During the course of the year, occasional misunderstandings or problems arise between a teacher and student, teacher and parents, parent and school, or any one of several possible areas. This is often the result of a lack of communication between those involved.

The school's policy for dealing with these situations is consistent with the teachings found in Matthew 18.

“If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen even to the church, treat him as you would a pagan or a tax collector. I tell you the truth, whatever you bind on earth will be bound in heaven, and whatever you loose on earth will be loosed in heaven. Again, I tell you that if two of you on earth agree about anything you ask for it will be done for you by your Father in heaven. For where two or three come together in my name, there I am with them.” Matthew 18: 15-20

1. All questions, problems, or complaints should first be brought directly to the teacher or coach before anyone else is involved. Please contact them through telephone voice mail or front office. Do not go to their room during the school day without permission.
2. If the situation is not cleared up at this level through direct contact, it should then be brought to the appropriate Department Head for academic matters and from there to the Principal if needed. Athletic matters should be brought to the attention of the Athletic Director and from there to the Principal if needed.
3. If the problem is still not solved at this level (i.e. with the Principal as mediator), it should then be presented in writing to the Superintendent.
4. Finally, but only when all of the above three steps have been taken, does the problem find its way to the Board of Directors through written appeal. The appealing party must submit their concern in writing to the chairman of the Education Committee. The appeal will be heard at the next Education Committee meeting. From there the matter may be appealed to the School Board. If so it will then be placed on the agenda of the entire Board of Directors at its regular monthly meeting. The Board of Directors is the final level of appeal.

Parents agree to follow these steps and to attempt a positive resolution to problems and disagreements within the school community. Activities to be avoided at all times include gossiping, rumor mongering, and spreading of hearsay reports. The good reputations of other persons and of the school are to be protected and promoted.

Severe Weather Conditions

School will not be closed if buses are canceled due to foggy weather conditions. School will begin at 11:15 a.m. and get out at 3:30 p.m. Buses will run in the afternoon even if they were canceled in the morning. CVC will not have a 2 hour or 3 hour delay, only a foggy day schedule. The plan on the TV and radio will be:

Plan A – foggy day schedule, buses running **SCHOOL STARTS 11:15 A.M.**

Plan B – Buses canceled, foggy day schedule **SCHOOL STARTS 11:15 A.M.**

Plan C – Check the internet www.cvc.org or call school because some routes will be running. For those parents needing to drop off their child(ren) sooner, in grades k-8, you may drop them off at 9 a.m. High School starts classes at 11:15 a.m. students may come earlier especially if they are bringing in elementary siblings. Once on campus they must stay.

Parents should use their best judgment when bringing students to school. If you feel it is not safe, do not drive in until it is. All fog related absences will be excused.

In regards to lunches on a foggy day schedule, high school students will not have a lunch break. High School will have a 10 minute break between periods 4 and 5 for a snack.

CVCHS Foggy Day Bell Schedule

When school begins at 11:15 a.m. we will use the following schedule:

11:15 a.m. – 11:45 a.m. period one – 30 minutes

11:50 a.m. – 12:20 p.m. period two – 30 minutes

12:25 p.m. – 12:55 p.m. period three – 30 minutes

1:00 p.m. – 1:30 p.m. period four – 30 minutes

1:30 p.m. – 1:45 p.m. BREAK TIME – 15 minutes

1:45 p.m. – 2:15 p.m. period five – 30 minutes

2:20 p.m. – 2:50 p.m. period six – 30 minutes

2:55 p.m. – 3:30 p.m. period seven – 30 minutes

If we go a second day in a row we will rotate period 8 in place of period 7.

Student Work Permits: "If you are a minor under 18 years of age, employed in the state of California, and attending school, you must have a permit to work. The hours you may work will vary with your age. During the summer session, you must obtain a new valid work permit, since the hours you may be permitted to work will change." - See Mrs. Reeves to get more information, and to receive Work Permits.

Bus Service

Bus service is considered to be a privilege and any student who fails to abide by the rules set forth and distributed by the transportation department could lose that privilege. Bus drivers will review the rules with the students and a letter of explanation from the transportation supervisor will be distributed before school begins. Misconduct on the bus may also be referred to the principal for follow up.

ATTENDANCE AT CVCS

GOALS:

- 1) Accuracy of records for the office, grade book, report cards.
- 2) Accountability for student's where-about on a period by period basis.
- 3) Holding parents and students accountable for acceptable absences.
- 4) Application of any academic penalty or behavior penalty.

Policy:

- 1) Absences are either excused or unexcused. Examples are listed below. The principal will make any final decisions on whether an absence is excused or unexcused. *Note- Reason for absence must be listed. A simple "appointment" will not be acceptable.

EXCUSED:

- Illness
- Doctor and Dentist appointments- although these should be scheduled as much as possible after school or on non school days. A doctors note should be provided to the h.s. office
- Family trip
- Death in the family/funeral
- Court appearance
- Church retreat
- College visits (junior/seniors – 3 days per semester)
- Accident
- Athletic or other school sponsored trips that cause students to return home (Visalia/CVCHS) after 12 midnight ...Students would have until 9:30 a.m. to

- arrive at school.
- Driver's license test

UNEXCUSED: (with parental permission)

- Personal business of a non-emergency nature
- Overslept
- Guests from out of town
- Recreational activities (such as snow skiing, camping, going to the beach) unless they are part of a Church Retreat.
- Job (unless under school's work release program)
- Not prepared for class (especially reports due or tests to be taken)
- Going to another school's prom
- Shopping
- Running errands for parent

The penalty for unexcused absences with parental permission will be a detention & a 6% reduction in the semester grade for each class missed.

- 2) When students are absent the parents must call in per policy and when the student returns he must have a written note (the note must state the specific reason for the absence) from the parent or guardian. If the student forgot the note they will be given an "unexcused absence". They will have one day to get the note in to the office. The office will then change the unexcused to an excused. If the note is not brought in the absence remains unexcused, which will be reported to the teacher(s).
- 3) Teachers are to report absences during each period via the computer. The office will check the list of absences as reported by period two against the parent phone calls in order to catch the missing students. The importance of reporting each period by computer is for accuracy of records and accountability of students.
- 4) Students who expect to be out of school for a period of time for a college visit or school trip should make arrangements with their teachers to keep up with the assigned work.
- 5) A student who misses a class due to direct involvement in a school sponsored event such as fine arts or athletics, does not need an admittance slip upon his return.

Leaving school during the school Day:

- 1) If a student becomes ill, he must report to the front office before leaving campus. Parents must be notified and advised of any action to be taken.
- 2) If a doctor/dentist appointment or early dismissal note permits a student to leave the campus during the day, the student must still check with the front office before leaving the campus and again upon return from the visit. The student must obtain an early dismissal form from the front office.
- 3) Failure to check out through the office will result in the absence being treated as an unexcused absence and possibly a skip. The student must give a specific reason for leaving early "appointment" will not be acceptable.
- 4) When one leaves the campus due to illness he cannot participate in any extra-curricular activities for that day or evening.

Tardies– Per Class

Tardies are defined as not being in your class seat ready for instruction when the bell sounds.

Policy:

- 1) Students who are more than 10 minutes late to class should be sent to the office to see the Principal.

- 2) If a student misses more than 20 minutes of class it will count as an absence not a tardy.
- 3) If the principal or Guidance office asks to see a student it will not count as a tardy or absence.
- 4) Teachers will keep track and issue all tardy detentions.
- 5) Two warning tardies per quarter. Tardies will be recorded. No penalty.
- 6) On the third tardy, one hour of detention will be served and the parent will be contacted.
- 7) Detentions will also be assigned for the 4th & 5th tardies.
- 8) On the sixth tardy, one day of in-school suspension will be served.
- 9) Tardy detentions are part of the fault system.
- 10) The Principal will make a decision on tardies due to the bus(es) being late.
- 11) Tardy penalties are assigned on a quarterly basis.

Missed Assignments

If an absence occurs, the student is responsible to get and complete all missed assignments. The simplest way to check on missed assignments is to call a responsible classmate after the school day is complete.

NOTE: Be sure to check each teacher's policy on assignments & tests that are due on the day of a known absence. Some teachers require that these assignments be turned in prior to the absence and that tests be taken prior to the planned absence. If new material was covered in class during the day of an unplanned absence a student may have an extra day to catch up before taking the test. Normally the rule is one day to make up work for each day absent, however homework and tests assigned for the day of absence must be turned in or taken upon return to school.

Total Absences

A student missing more than 15 class periods per subject area (approved or unexcused) per semester will lose credit for that class (i.e. no grade or credit will be given). The administration will consider medical exceptions for conditions that result in a short term need for hospitalization or illness, accident, or surgical recovery at home. Proper documentation from a physician will be required. Rehab appointments should be scheduled after school if possible. Note that this exception does not extend to long term medical issues where home schooling or independent study program would better serve the educational needs of the student.

Extra-Curricular Activities

A student must be at school the last (5) five periods on the day of an extra-curricular activity in order to participate in that activity.

Truancy

Being absent from class without permission of school authorities and/or permission of parents is considered being truant. **A detention and a 6% reduction in the semester grade for each class missed will be enforced. Multiple offenders may also be suspended.**

MISCELLANEOUS

Visitors

Students who wish to bring friends on campus must get permission from each of their teachers and the Principal before bringing a guest on campus. The visitor, once approved, must check into the office to obtain a visitor pass before going to class. **All visiting students must comply with the rules and guidelines of CVC.** Normally student visitors will not be permitted on campus unless actively pursuing enrollment at CVCHS.

Arrival and Departure

Students are not expected to arrive before 8:00 AM unless they have permission from their teacher or coach. Students not riding a bus are expected to be off the school grounds by 3:30 PM, unless they are involved in an extra-curricular school sport or activity or have been given permission by administration.

Students will be released from school only via a parental note. CVC is a closed campus. Therefore, notes to run errands, to go out to lunch, and leave campus for personal reasons will not be approved. Violators will be considered truant.

- Students who return to school during the course of the day need to report to the office to sign in & receive an admit slip.
- There is an "Open Campus" privilege for Juniors & Seniors at lunch every Thursday.

Electronic Devices

Only approved calculators needed for classes are allowed at school. All other devices such as pagers, cameras, cell phones, laser pointers, CD players, MP3 players, iPods and tape players are not allowed during school hours of 8:15 am -2:55 pm. Items will be confiscated, and appropriate discipline assigned. (first offense will be a detention. The second offense will be that the student will have to check the device in to the office daily for one week, a third offense will result in a one day suspension).

Elevator- The elevator is off limits to students at all times unless permission is granted. Students using it without permission will receive a detention.

CONDUCT AND DISCIPLINE

Conduct Policy

As young and developing Christians and as members of the body of Christ, CVC students are expected to behave in a manner consistent with Biblical standards for Christian conduct. All words, actions, and activities should conform to Biblical guidelines and through that glorify our heavenly Father. *"Say those things that are helpful for building others up according to their needs. Be imitators of God and live a life of love just as Christ loved us."* Eph 4:29, 5:1

Parents need to maintain responsibility for, and an interest in, the conduct of their sons and daughters while at school or school events. They should ensure that their children complete homework and assignments. Beyond that, parents should impose appropriate punishments for incomplete homework, tardies, improper choice of clothing, use of foul language, fighting, use of alcohol or illegal drugs, and so on. The school and home should be powerfully consistent in attitude and approach at such key points.

The school will encourage proper conduct in both the positive and negative sense. Doing that which is right should be the main focus for guiding conduct. But institutional integrity also requires the exercise of disciplinary action. Students will need to abide by classroom and school rules and principles. Our school should be free of offensive behavior or language.

Oral or written reprimands, removal from class, detentions, suspensions from school and extracurricular activities, may be given by the school for activities such as those that follow:

- disrespect shown to administration, faculty, staff or coaches
- lying to the administration, faculty, or staff.
- disruptive, disrespectful or disobedient behavior
- crude, vulgar or profane language
- leaving classes or school during the day without permission
- unexcused absences
- cheating
- stealing
- fighting
- use or possession of tobacco, drugs and alcohol
- harassment or conduct that subjects other persons to unwanted comments or actions because of race, national origin, age, sex, physical characteristics or disability.
- Destruction, vandalism or abuse of school property (including buildings, equipment, books, desks, etc.) will result in the student being charged for repairs or replacement of the item and may result in suspension or removal from school or other discipline. Graffiti writing, spray painting or other property damages may even result in immediate expulsion from school.
- Use of school property for purposes that it is not designed for
- Pranks (especially those that are directed at CVCHS staff)
- Threats made against other students.

Any action taken by a student toward an employee which disturbs the privacy or private property of that employee, will result in the student's expulsion from school. Anyone who is involved in a theft of CVC employee's property will be immediately removed from CVCS.

Students who violate the principles of good conduct during school hours or at school events will be subject to school discipline. Although the school will not normally discipline students for violating the conduct rules outside of school or school events, students involved in a public misdemeanor may lose the privilege of representing the school in a school activity such as choir tour, presentation of a play, a sports game or the like. The board reserves the right to suspend or expel a student based on the criminal action they have been involved in. A school event is understood to be an event involving our students and given direction by, or sponsored by, a staff member, coach, the student council, or administration.

The school maintains an interest in non-school events involving members of the school community since such events help to characterize our school. Students, staff and parents are always ambassadors of our school and our Lord. Even if not at school sponsored events, our actions and talk help define our Lord's school in the larger

community. If members of the school are active participants in improper activities, our school fails to show whole-hearted commitment to Jesus Christ.

CENTRAL VALLEY CHRISTIAN HIGH SCHOOL DANCE POLICY

Dances: Central Valley Christian students are to reflect Christ in all of their actions including conducting themselves in a proper manner at school dances. It is important that students do not call undue attention to themselves by actions and appearances that are not in keeping with the mission and purpose of the school.

- 1) The dance policy must be adhered to for all dances.
- 2) Dress code for dances:
 - For casual dances, the normal CVC dress code is to be followed.
 - For semi-formal and formal dances including the Winter Formal and Junior-Senior Prom the following guidelines should be followed:

Girls:

- Short dresses must follow CVC dress code (no more than 5 inches above the knee cap)
- No excessively tight clothing
- Slits in dresses must be no higher than fingertip length
- Backless dresses must be modest in appearance.
- No excessive cleavage showing
- Proper undergarments must be worn and not visible
- Hair styles must be within the dress code.

Boys:

- No under clothing showing (example – boxer shorts)
- Options for dress: Collared shirts, slacks, suits, or sport jacket.
- Shorts, blue jeans & tee shirts are not allowed.
- Socks must be worn with shoes.
- Hair style must be within the school dress code.

NOTE* The administrator on duty will make all final decisions on dress issues.

3) Music Guideline:

All music must be in conformity with the Christian nature and character of the school. Oversight of the music is the responsibility of the Administration of the H.S. If a live band or off campus D.J., the Administrator must meet with the person to be hired to secure in writing the necessary agreement to adhere to the following general principles.

- Music must not be offensive or use suggestive language.
- No music with four letter words
- No music which would encourage vulgar dancing styles (sleaze, bump, grind, doggie, or “freak dancing”).

Whenever possible a Christian D.J. or a current CVC staff member should be secured for playing the music at CVCHS dances. The music noise level shall be such that it is not disturbing CVCS neighbors.

- 4) All dances will end no later than 11:30 pm.
- 5) No student or guest who shows any evidence of having consumed alcohol or illegal drugs will be admitted to a dance. All school regulations on drinking smoking, and use of drugs shall be strictly enforced.
- 6) Guests may attend school dances if the proper school form is completed.
- 7) The administration may require the services of an off duty policeman to help with security.
- 8) Dates must be of the opposite sex, however singles & groups may attend.

- 9) Other disciplinary guidelines:
- Once students enter the dance area, they may not leave and return at will. Once they leave the dance entrance they must leave the dance facility/campus/property and may not return. Upon leaving they may be required to sign out.
 - No student previously expelled or asked to leave CVCHS may attend a dance.
 - Students will not be admitted if attire is not in keeping with the dress code. Students behaving immodestly or inappropriately and not in keeping with the CVCHS guidelines will normally be warned once. A second infraction will result in dismissal from the dance. Parents will be informed as soon as possible of this infraction. The student will also not be allowed to attend the next dance.
 - Parents will also be informed as soon as possible if a student is not allowed to enter a dance.
 - Jr./Sr. Prom- freshmen & sophomores may attend if invited as a date by a Jr. or Sr.
 - Students bringing a non CVCS guest must have proper guest pass filled out and turned in prior to the dance.
 - All other applicable school rules will be in effect during time of the dance.

DANCE CHAPERONE GUIDELINES

- 1) Chaperones will consist of current CVCHS faculty, administrators and parents. The parent chaperones will usually be supplied by the Mothers' Club.
 - 2) A minimum of five high school staff and six parent chaperones are required for each dance. The more formal dances may require additional chaperones and will include the class faculty sponsors.
 - 3) One faculty/administrator will be designated as the "administrator" on duty and will be responsible for the chaperone duty assignments.
 - 4) All chaperones must wear the name tag given to them.
 - 5) All chaperones must be willing and able to enforce all policies of the school in conjunction with administrative/staff.
 - 6) All chaperones must agree to work as a chaperone and not merely socialize with other adults.
 - 7) Chaperones will arrive 20 minutes prior to the start of a dance in order to receive their specific assignment and to review their instructions with the administrator in charge.
- 8) Possible assignments will include:
- a) Assisting with students signing in and out of dances.
 - b) Parking lot patrol including checking on vehicles as they arrive and leave. Turning away vehicles that need not be on school grounds. Watching for possible violations of the substance abuse policy (alcohol, drugs, tobacco).
 - c) Guarding unlocked doors to prevent students from leaving. Guarding other entrance/exit points of the dance area.
 - d) Watching the students dance and reporting concerns about appropriateness of dance motions, ("freaking") music lyrics, student dress, student language, student behavior (no kissing, no sitting on laps, or inappropriate touching), to a CVCHS staff member who will take action: If a student ever refuses to obey a chaperone command, the student will be reported to a CVCHS staff member immediately.

Plagiarism or Academic Cheating

Plagiarism means any act of using, without acknowledgment, the ideas, writings, or inventions of another, either word for word or in substance, and representing them as one's own, i.e. failure to use quotation marks, foot notes, or bibliography to indicate material used directly or substantially from other sources in written or oral reports. This definition would also apply to themes, poems, musical compositions, research reports, reviews, etc. or to any other work done in preparation for school assignments. **Penalty:** Student will receive a grade penalty and/or disciplinary action to be administered by the teacher. This penalty may include receiving a zero on the assignment.

Academic Cheating means the attempt to obtain knowledge, information, or material from another person or source of information and to submit such work as the work product of the students, for example: giving or receiving aid during a testing period, lending one's own work or acquiring the work of another for the purpose of submitting all or part thereof as the work product of the student. Cheating will also be considered if a student is in possession of materials that are designed for cheating during an assessment (testing/quizzing time). **Penalty:** Student will receive a grade penalty and /or disciplinary action as determined by the teacher. This penalty may include receiving a zero for the assignment. A second offense of cheating and/or plagiarism will result in the principal being notified and a one day suspension being issued in addition to the zero on the assignment.

Dress Standards

From the time of Paul the Apostle writing to the Corinthians to the present day, dress has always been a subject of controversy and confusion for Christians. The world's standards and the standards that Christ has for our lives are different. While we recognize that God looks on the inside and judges peoples hearts, we also recognize that non-Christians and Christians alike look on the outside and expect a difference between what the world does and what we do as Christians. Matthew 5:13 tells us that "We are the salt of the earth" and Colossians 3:17 tells us "Whatever you do, whether in word or in deed, do it all in the name of the Lord Jesus". We are on display as a member of the body of Christ and as members of Central Valley Christian School and this means we must be dressed with modesty and cleanliness conformed to Christ's standards and not the world's view of acceptable and unacceptable dress.

The school encourages parents to remain closely involved with their children's appearance. The school expects parents to enforce and support the dress code.

All clothing and dress should be neat, clean and in good repair and modest in fit and length. The following guidelines for dress have been established:

Shorts

- The hemline must be no more than 5" above the top of the knee cap.

Shirts, Blouses, Hats & Outer Garments

- Shirts designating rock groups, alcohol or drug messages and/or slogans, abbreviations, and advertising, or double meanings or offensive pictures are not acceptable. (this applies to hats & outer garments as well)
- All tops must have some type of sleeve. No sleeveless garments or tank tops are allowed as a visible top. If they are worn underneath an outer garment they must not be visible in any way.
- All tops must hang below the waistline of jeans, shorts, or skirts so that the midriff is

not exposed when standing, sitting, bending, or reaching. If midriff skin is exposed it is considered a violation.

- All garments must have modest necklines (no plunging V-necks) with no open backs or open sides.
- Tight fitting garments are not allowed.
- Underwear must not be exposed.
- See through clothing may not be worn.
- If ponchos are worn the proper blouse or shirt must be worn underneath.

Skirts and Dresses

- Skirts and dresses must be modest (no low cut). Hemlines must be no more than (5”) inches above the knee cap even if leggings are worn.
- No slits in dresses or skirts are allowed.
- All dresses must have some type of sleeve.
- Skort-style garments must have skirt/dress hemlines of proper length (no more than 5 inches above the knee).

Miscellaneous

- Clothing must not have holes or be in a torn or frayed condition.
- Hair must be neat, clean, and cannot interfere in making eye contact with teachers/administrators/staff. Unusual styles & colors may be prohibited if deemed to interfere with school program.
- Hats may be worn around campus and in the classroom (with permission of the instructor) but male students should remove their hats during chapel worship services.
- No clothing made of spandex or other tight fitting material may be worn.
- Capri-style pants may not be tight fitting.
- No facial or body piercing (including tongues, noses, eyelids, gauging) is allowed, other than earrings for girls. Males who have pierced ears or choose to pierce their ears during the school year will not be allowed to wear an earring stud, ear plug or other covering such as a band aid.
- Tattoos are not allowed to be visible and must be covered at all times.
- Pajamas & bedroom slippers are not allowed.

The Administration has the right to determine appropriateness of any and all student dress at all school functions. Please recognize that this list is not exhaustive nor does it touch all the possible combinations of acceptable dress. The administration reserves the right to exercise the “administrative prerogative” in responding to new dress code issues. The goal, as always is to honor Christ in all we do, including how we dress.

Faculty are expected to help enforce the dress code throughout the day by contacting the office for appropriate discipline by the Principal. **Students may come to the office before school to ask about a dress issue for that day.**

Dress Code Penalty

First Offense – The student will have to change clothes. They will not be allowed back into class until this is done. The parents will be notified. The student will receive a detention. Missed class time will be counted as unexcused and a 3% grade point reduction per class missed will be invoked

Second Offense The student will be given an in house immediate one day

suspension. The parents will be contacted and a conference with the parents and student will be held to discuss the issue of obedience to the rules of the school with regard to dress.

Third Offense – The student will be given an immediate one day off campus suspension. The parents will be contacted and informed along with the student that the student has forfeited their privilege to choose their own dress for the remainder of the year. Instead they will have to wear a “standardized dress” as selected by the Administration. This penalty will be for the rest of the school year. As per policy for suspensions the grades for each class missed during the time of the suspension will be reduced by 3% per missed class, since this suspension would at minimum be the second suspension.

Fourth Offense – The students will be placed at Fault Level #4. This means that the student and parents must meet with the principal and superintendent to discuss attitude issues. A recommendation concerning the student’s tenure at CVCHS will be made by the Principal and Superintendent to the Executive Committee of the Board. The student will be suspended from school until the Executive Committee makes a final ruling on the status of the student’s continuance at CVCHS.

Note: If you have any concerns about whether an item of dress is allowed please see the Principal or office staff before school begins so that you can change if needed without a penalty.

Other Issues

Use of Myspace.com, Facebook, Twitter or related blogs: Reminder: Students are not to use these blogs to violate the student/faculty dignity policy (page 25) nor may any CVCS logo be used without permission of CVCS. Attacks on the school, its staff or other students will be subject to severe discipline.

Vehicle Policy

Driving a vehicle to school is a privilege. All those driving vehicles to school must follow the rules for driving to campus or have their driving privileges revoked.

- All vehicles must have a parking tag clearly displayed from the rear view mirror or dash. These stickers can be picked up for the H.S. office. A sticker can only be used by one student (or family) at a time. However if you drive different cars see the office for an extra sticker.
- Students are allowed to park in the south lot only. The north lot is off limits. (After school student athletes may drive their vehicles to the north lot for parking).
- You must leave your car and the parking lot when you arrive.
- The parking lot and cars are off limits until the end of the school day. Going to your vehicle without permission from the office is reason for a detention. Vehicles are not to be used for storage of items needed during the day.
- No trash dumping in the parking lot
- Unless permission is granted by the school office, you may not leave the school campus during the school day with your car.
- Vehicles must be parked in the marked parking stalls & may take up one space only.
- No parking is allowed in the handicapped area unless a proper handicapped sticker is shown.

- Driving in a reckless or unsafe manner on or close to the school grounds is subject to disciplinary action at the discretion of the administration and CVCHS staff.
- Students are not allowed to park in the lane in front of the classrooms and office at anytime during the school day. This includes waiting for siblings and friends.
- CVC discourages students taking trailers to school with recreational vehicles. If a trailer is necessary, approval must be granted by the administration.
- Pedestrians have the right of way at all times.
- School buses have the right of way over all other vehicles.
- CVCS does not assume any responsibility for the care and/or protection of any vehicle or its contents during the time the vehicle is parked or operated on its campus.
- Motorcycles are subject to the same rules as automobiles.
- If a student loans his car, the student-owner is subject to any penalties that may be incurred.
- Do not use Cigna's parking lot to park in or drive through.
- Car alarms that go off and create a disturbance will result in a fine.

Moving Violations

1. **First Offense:** \$15 fine, and parent notification.
 2. **Second Offense:** \$25 fine, the parents will be notified. Loss of driving privilege for one week. A detention will be given.
 3. **Third Offense:** \$50 fine, the parents will be notified. A one-day in-school suspension will be served. Driving privilege to school is removed for a time period determined by the administration.
- *Tampering with others' vehicles will also result in appropriate fines and the loss of driving privileges.
4. Refusal to pay a fine will result in an immediate suspension until fine is paid.

Non-Moving Violations

Parking Violations would include parking outside of designated student parking areas or using more than one parking space. Parking restrictions are in effect from 7:30 a.m. to 5:30 p.m.

1. **First Offense:** \$10 fine
 2. **Second Offense:** \$25 fine, with restriction of parking privileges.
 3. **Continued Offenses:** \$50 fine, with removal of driving privileges for a period of time determined by the administrations.
- Car stereos played at too high a volume at any time on campus will be dealt with the same as parking violations.
 - All fines must be paid within 2 days of the violation notification.
 - Refusal to pay a fine will result in an immediate suspension until the fine is paid.
 - CVC Administration will fully cooperate with the CHP or the Visalia Police Department regarding traffic or vehicle violations.

Detentions

Detentions are served as a result of incomplete work, missed assignments, violation of classroom & school rules, and other unacceptable behaviors. Parental support for having students serve the detention promptly is appreciated and imperative in effectively changing behaviors. Although there is flexibility for each classroom in what actually constitutes a detention, the following general policies are followed.

Who: Detentions can be given by any teacher, coach or administrator for legitimate reasons.

Where: One teacher and a room will be assigned to detention duty.

Why: Each classroom teacher will explain how students receive detentions and for what reasons. Detentions are intended to serve as a consequence for unacceptable behavior as well as to encourage more positive behavior in the future. Parental support and encouragement for the enforcement of detentions are important for students to recognize the need for changing unacceptable behaviors.

Communication: Parents will be informed regarding the specific time & reason for detentions. This is accomplished through the detention form, which will be given to the student to take home for a parent signature.

Rules for Detention Center

- 1) No verbal or non verbal communication is allowed. This includes passing of notes, notebooks, or books; eye contact; whispering; mouthing words; hand or other non verbal signals. Electronic devices such as cell phones are not to be used.
- 2) Students must bring their detention slip or facsimile with parental signature to the detention room. **If you forget your detention please see the office before noon.**
- 3) Students in detention will not be allowed to use the restrooms. **Take care of this need prior to arrival.**
- 4) Be on time. Students not on time will not be allowed to serve and if they miss serving on the day assigned, a second detention will be issued. **Please plan to arrive 10 minutes early. If there is an official fog delay the detentions will be reassigned to the following week.**
- 5) Students dismissed from detention center for misbehavior or violation of detention center rules will be reassigned by the principal to serve the detention at another time. In addition they will be given a second detention for being removed. If they were removed from an a.m. session they do not have to serve the p.m. session since other plans may be in effect and because the Principal may not have the proper paper work completed yet. The penalty is in the second detention received.
- 6) Students are not required to serve more than one detention per Wednesday. The principal will assign the alternate date.
- 7) Students are to serve the detention on the date assigned unless absent from school. Athletic games/practices and work are not excuses for missing a detention.
- 8) Students are to bring work to detention center or be prepared to quietly rest.
- 9) No food or drink (except bottled water- clear container) is allowed in the room
- 10) If a parent or student has a concern about the above rules they are to see the Principal and not the detention hall monitor.

The “Notice of Detention Form” must be signed by a parent and presented when the detention is to be served. Failure to do so will result in an additional detention.

Detentions will be served on Wednesday Mornings, from 7:00 a. m. to 8:00 a.m. and Wednesday Afternoons, from 3:15 p.m. to 4:15 p.m. Detentions will be served on the first Wednesday following the detention.

The Fault System

The fault system will serve as the disciplinary system for the high school campus. There are four steps in the fault system, each of which has a clearly stated consequence.

Fault #1—Received after three detentions or first suspension. The parents will be notified via letter or phone call.

Fault #2– Received after the fifth detention. There will be a student/parent/principal conference. The student will serve a one-day suspension.

Fault #3- Received after the seventh detention. A student/parent/principal conference will be held. The Executive Committee of the School Board will be notified. The student becomes ineligible for all extra-curricular activities for a minimum of 4 weeks.

Fault #4– Received after the ninth detention. The parents will be notified and a conference between parents/student/principal/superintendent may be called. The student will be suspended from school until the Executive Committee of the School Board makes a final ruling. The parents could appeal to this committee, but its determination is final.

The fault system **DOES NOT START OVER** at the beginning of each semester, but continues through the entire school year. Students may receive an automatic fault for committing serious offenses, such as causing a fight, unexcused absences, dress code etc. A faculty member may recommend a student for a fault to the Administration. When severe violations of the Code of Conduct occur the whole fault system may be bypassed and the student recommended for expulsion to the Executive Committee of the School Board, such as selling or using drugs, vandalism of school property or the property of school employees, etc.

Suspensions

A suspension prohibits a student from attending school or school functions for the day and evening of the suspension. Depending on the severity of the offense, suspension can be for a maximum of seven days. The *penalty for suspension is a 6% drop in each class missed per day at the end of the semester. An in house suspension may be given, allowing the student to complete work at school. No contact with other students or participation in activities will be allowed, during the day or days of the suspension. If any offense is a violation of civil law, the proper authorities may also be informed. Parents will be informed immediately when a suspension is issued.

* (the 6% penalty factor will be waived for 1st time suspensions of 2 days or less)

Some reasons for suspension may be:

- disruptive, disrespectful or disobedient behavior**
- profane or vulgar language**
- cheating**
- fighting**
- unexcused absences**
- use or possession of tobacco, drugs or alcohol – see separate policy on page 26**
- vandalism to school or staff property**
- use, possession, or distribution of fireworks or weapons**
- Insubordination to the administration, faculty, staff**
- **threats made against CVC students by name or in general**

Probation

Probation is meant to give a student an opportunity to correct a problem. If the problem is not corrected, expulsion may follow. The Administration will recommend to the Executive Board the length and terms of the probation.

Probation could be administered due to a poor attitude (rebellious spirit, continuous negative attitude, destructive influence on others, total disrespect for others); disciplinary circumstances (repetitious disobedience, serious offenses, failure of parent to comply with the discipline measures of the school); and academic reasons (sustained poor academic performance).

Expulsions

Expulsion from school is an action taken by the School Board and suspends the right of a student to attend school at CVC. The length of time to be determined by the Board. Reasons for expulsions:

- A consistently negative attitude and behavior pattern detrimental to the goals of the school.
- Failure to respond positively to repeated efforts at correction by the school staff.
- Possession or use of alcohol or illegal drugs with intent to sell.
- Possession of weapons or explosives.
- Attacking or assaulting a school official.
- Committed or attempt to commit sexual assault or sexual battery.

Students and Parents will be appropriately notified when the processes leading to expulsion are initiated.

***Please Note:** Students expelled or dismissed from CVC will not be allowed to attend any future student-sponsored activities or socials. In certain cases, this may also apply to concerts, programs, and athletic events.

STUDENT DIGNITY POLICY

Central Valley Christian School intends to provide its employees and students an environment that is free of offensive kinds of behavior. Conduct, whether intentional or unintentional, that subjects another person to unwanted attention, comments or actions because of race, national origin, age, sex, physical characteristic or disability, robs the person of dignity, and is not permitted.

Central Valley Christian School does not condone or allow harassment of others, whether engaged in by employees, supervisors, students, or other persons who may be present in our facilities.

Any person who believes he or she has been subjected to harassment should report it immediately to an appropriate superior. Students may report to a teacher, counselor, or administrator. Employees may report to any building administrator. Each report will be given serious consideration and investigated thoroughly. Appropriate action will be taken to eliminate such harassment.

All reports of harassment and subsequent investigations will be handled discreetly to avoid embarrassment of the person making the report.

Any person who is determined to have violated this policy will be subject to corrective action and discipline, including the possibility of termination (for employees) or expulsion (for students).

Sexual harassment, one of the forms of harassment prohibited by this policy, is defined as follows:

1. Making submission to unwelcome sexual advances, submission to requests for sexual favors, or submission to other verbal or physical conduct of a sexual nature, a condition of any employee's continued employment or any student's status or progress.

2. Making submission to, or rejection of, such conduct the basis for employment or educational decisions affecting any person.

3. Creating an intimidating, hostile, or offensive working or educational environment. This includes any form of bullying. Bullying is defined as "unprovoked aggressive behavior deliberately inflicted by an individual or group of greater power on an individual or group of lesser power" It is the overpowering and controlling of another person to intimidate or dominate them. It can be physical, verbal, social or even spiritual. It is not a Christian behavior and therefore is sin.

Substance Abuse Policy

The use and abuse of mind-altering substances is a serious problem in our society today. It is a root cause of many criminal acts and behavior problems. CVCHS is not immune from these issues, so it is important that the school has a policy in place as these problems confront us. The purpose of this policy is to bring a student involved with the use of controlled substances to an end of this use and to restore him/her to his place in the school. It is also designed to expel those students who have repeated offenses and have shown no change in their lives from the school in order to protect the rest of the student body from their influence.

One of the basic constitutional criteria read to parents who seek admission to Central Valley Christian Schools is that the school stands "in loco parentis", that is in the place of parents in the education of their child. Yet the Biblical directive "to bring up a child in the way he should go" is found throughout the scriptures. It is therefore the responsibility of the parents to work cooperatively with the school at all times even when the student is not at school, so that together the parents and the school can help to prevent the problem of substance abuse, or help to restore a student who has become involved with dangerous substances.

The controlled substances to which this policy refers include alcohol, marijuana, cocaine, LSD, and any other mind altering substances that are illegal to possess, sell, or use. It may also include substances that may be legal to possess, yet have the power to become addictive and/or dangerous. The student will be under the provision of this

policy during his/her entire high school career, either on campus or at any school sponsored event off campus.

- I. Students who cooperate with the school and come forward voluntarily to request help for their problem will be provided with counseling and such help as can be provided through church and private means. The school will keep such requests confidential unless the student or family involved breaks this confidentiality
- II. If a student, upon confrontation by a school official, voluntarily admits guilt to the use of a controlled substance while under the supervision of the school then:
 - a) The parents must be notified and asked to be involved in the substance proceedings. The student's pastor may also be involved.
 - b) The student will make every effort to cooperate with those individuals who seek to restore the student to full health and self-control.
 - c) If the student proves to have a dependency on a substance the parent will be asked to seek qualified drug counseling or the student may be asked to enroll in a reputable drug rehabilitation program until such time as determined by the school administration to be sufficient. That program may include group counseling programs for as long as the student remains in school.
 - d) The student and parents will sign a contract promising that the student will have no further involvement with any types of mind altering substances. The student will be subjected to random drug testing at the expense of the parents.
 - e) A minimum 3 day suspension will be given for alcohol or drug use or possession of either. A one day suspension for possession of tobacco will be given. A two day suspension for use or distribution of tobacco will be enforced.
 - f) The student may be restricted from extra-curricular activities until his counseling program is completed. A student involved in the athletic program will be dealt with according to the rules outlined in the Athletic Handbook.
 - g) Knowledge of the violation: the Section II Program and any documentation of the same will be restricted to the school administration officials administering the program.
- III. Upon suspicion of drug use with a student who denies involvement:
 - a) The parents will be contacted and become involved in the process with the school administration.
 - b) The Administration reserves the right to require the suspected student to take a blood alcohol or urine qualitative test for drug analysis at the expense of the parents. The school and the parents will receive the results of this test.
 - c) If the substance abuse test proves to be positive or if there is other substantial evidence of the student's abuse of proscribed substances the student, parents, and the administrator will have a conference.
 - d) A 5 day suspension and two faults will be assigned. The student will be declared ineligible for all extra curricular activities for a minimum of four weeks. If involved in athletics the athletic policy will also be invoked (see Athletic Handbook)
 - e) The administration reserves the right to subsequent drug analysis testing at any time in the future at the expense of the parents.
 - f) Parts B, C, D, and F, of Section II may be required for the student to

- g) remain in school after the completion of the suspension.
 - g) Refusal on the part of the student and/or the parents to cooperate in any phase on the investigation may be construed as non-cooperation and may result in the recommendation for expulsion of the involved student to the School Board.
- IV. Second offense for a student who has gone through Section III:
- a) Based upon reasonable and documented suspicion a student may again be asked to submit to a substance abuse test. If the results of the test are positive or if there is other substantial evidence of the student's abuse of proscribed substances involving a second offense the family will be referred to the Executive Committee of the Board. The Committee will be supplied with all the information from both offenses. The Administration will present the Committee with a list of options and recommendations for that student, which may include expulsion. The committee may allow the parent to remove their student from school before it recommends the student's resolution to the Board.
- V. Any student unlawfully in possession of any controlled substance on the CVC campus will, after appropriate due process, be suspended for five (5) days. During this suspension the following events must take place:
- a) The student must take a urine qualitative drug analysis test or breathalyzer test. The parents must bring the results of this test with them to a principal/parent/student conference.
 - b) The appropriate sections of the policy will apply depending on the results of this test, the cooperativeness of the student and the number of the offense.
 - c) Two faults may be assigned.
 - d) If the purpose of the possession was to provide the controlled substance to others, Section VI of this policy will apply.
- VI. Any student involved in the sale or distribution of a legally controlled substance for the purpose of gain, whether on or off campus shall be recommended for immediate and permanent expulsion to the School Board. The appropriate law enforcement agencies will be notified.
- VII. Parental Consent Agreement (to be used if applicable)
 "We as parents/guardians of _____ agree to support the officials of CVC in the enforcement of this policy. We will allow and pay for substance abuse testing at the request of the school. We further agree not to permit any controlled substances to be possessed or used at any school activity that might be held on our property/home."

Parent's Signature

Date

Student Signature

Date

VIII. Drug Searches

In an effort to keep the school free of drugs, CVC may use specially trained dogs to sniff out and alert staff and law enforcement to the presence of substances prohibited by law or CVC policy. The dogs may sniff the air around lockers, desks, bags, items or vehicles on CVC property or at CVC sponsored events. Trained dogs' sniffing of the above mentioned items does not constitute a search under the Fourth Amendment. The alert of a trained dog to a locker, desk, book bag items, or car provides reasonable cause for a search of the locker or car. The mentioned inspections shall be unannounced and may be made at the discretion of the superintendent or designee. Any drugs or contraband found in this manner will be handled under the substance abuse policy of CVC or law enforcement if necessary.

Tobacco Policy

Any student in possession, involved in using, or contributing to the use of tobacco at school or at any school function in which CVC is involved shall be subject to suspension. This includes both smoking and chewing tobacco.

Weapons Policy

Students who possess or claim to possess, use, threaten to use, or display a weapon while at school, or at a school event shall be subject to discipline up to and including expulsion.

Possession includes, but is not limited to, having a weapon on school property or at a school sponsored event. This includes on the student's person or property, (including vehicles on CVCS property) in a space assigned to the student, or in a hidden place available to the student.

Weapons include, but are not limited to: firearms, any gun designed to discharge a projectile, sling shot, lasers, knives, any explosive device including fireworks, pepper spray and mace, or stun gun.

Administrative Prerogative

The intent of this handbook is to give general overall guidelines to be adhered to by students and parents. Sometimes new situations or circumstances will occur not covered specifically by this handbook. The Administration reserves the right to exercise its administrative prerogative in responding to these new situations.

STUDENT HONOR PLEDGE: The student should read the following honor pledge statement. Students will be asked to sign a similar form in their English classes after school begins to show that they are in agreement with the pledge.

The Student Honor Code is founded upon the holy nature and character of God, who in His sovereign wisdom has established principles of conduct for the development of Christian character and the formation of God-honoring relationships within the community of His covenant people. Such principles are covered in this handbook.

The Student Honor Pledge

As a Central Valley Christian High School student, I pledge to conduct myself with Biblical integrity, which represents a commitment essential for the development of Christian character. This character is exemplified by such traits as honesty, personal responsibility and the contribution of one's time, talents, and abilities for the good of the covenant community. I will follow the rules laid down in this handbook and encourage my classmates to do the same as well as adhering to this pledge.

Signature of Student and Date (please print)

***Note – Students will be given a print out of this pledge in their English class. They will be asked to sign it in class.**

