

## **2008-2009 THEME**

### **JOURNEY WITH JESUS**

“Being confident of this, that He who began a good work in you will carry it on to completion until the day of Christ Jesus.”

**(Philippians 1:6)**

“Then Jesus said to His disciples, ‘If anyone would come after me, he must deny himself and take up his cross and follow me. For whoever wants to save his life will lose it, but whoever loses his life for me will find it.’”

**(Matthew 16:24, 25)**

“But thanks be to God who always leads us in triumphal procession in Christ and through us spreads everywhere the fragrance of the knowledge of Him.”

**(II Corinthians 2:14)**

### **CENTRAL VALLEY CHRISTIAN SCHOOL** **MISSION STATEMENT**

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

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## **INTRODUCTION**

### **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.

Central Valley Christian School Society 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 rule for our lives.
4. We need this Word in order to correctly understand God's general revelation that includes creation and life around us. All of life needs to be interpreted in the light of God's Word.
5. The aim of Christian education is to relate the Christian faith and Biblical teaching directly to all knowledge and the practical application of that knowledge in daily life.
6. Christian education seeks to complete development of each child: his intellectual, physical, spiritual, emotional, and social growth (Luke 2:52).
7. The Reformed Standards with its emphasis upon the *all embracing Calvinistic world and life view* are helpful in a complete understanding of Christian education. This emphasis is reflected in the statements of the Heidelberg Catechism, the Canons of Dordt, and the Belgic Confessions that assist in the interpretation of God's Word.
8. The primary authority and responsibility of educating children rests with the parents (Deuteronomy 6 and Ephesians 6). The authority of the teacher is derived from the 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 Central Valley Christian Society was established. It is the society's desire to provide a high-quality Christian elementary and secondary education for the children from Christian homes.

It is the specific philosophy of CVC Middle School to "educate early adolescent students by nurturing their intellectual, social, emotional, physical, and spiritual development through meaningful learning about God's world and their place in it, so they may glorify God and build His kingdom."

## **BRIEF HISTORY**

The Central Valley Christian School Society began in 1944 with the Hanford Christian School, a small elementary school of approximately 50 students. The school grew over the years and in 1979 it had nearly 200 children. A large number of students were bussed from the Visalia and Tulare area. It was decided by the School Society in April of 1979 to begin a second campus in Visalia and also work toward the development of a high school. In the fall of 1981, the school made the decision to begin the high school in September of 1982, with 9<sup>th</sup> grade, and then add one grade per year to the high school until it had its first graduating class in the spring of 1986.

## MIDDLE SCHOOL CURRICULUM

### 7<sup>TH</sup> GRADE

#### **Mathematics**

- Instructor - Mr. Fikkert

#### **Science**

- Instructor - Mr. Ploegstra

#### **English Literature/Composition**

- Instructor - Mr. Hiemstra

#### **Social Studies/Geography**

- Instructor - Mr. Rietema

#### **Bible - Old Testament Studies**

- Instructor - Mr. Vander Schaaf
- 7<sup>th</sup> Grade Bible meets daily during the 1<sup>st</sup> and 3<sup>rd</sup> quarters of the school year

#### **Physical Education and Health**

- Instructor - Mr. Rietema
- 7<sup>th</sup> Grade PE and Health meets daily during the 2<sup>nd</sup> and 4<sup>th</sup> quarters of the school year (opposite Bible)
- A unit on human reproduction is taught at the 7<sup>th</sup> grade level. *Text - Sex and the New You - Bimler*

#### **Fine Arts**

- All 7<sup>th</sup> grade students are required to be in either **Band** or **Choir**. They may choose to be in both.
- **Band** meets Monday/Wednesday/Friday throughout the school year during 4<sup>th</sup> period.
- **Choir** meets Tuesday/Thursday throughout the school year during 4<sup>th</sup> period.
- **Jazz Band** is also available to interested and qualified **Band** students on Tuesdays and Thursdays.
- Band Director - Mr. Daniels
- Choir Director - Miss Talsma

#### **Exploratories**

- **Study Skills, Keyboarding/Word Processing, Drawing** - offered during the first semester (**required**)  
Instructors - Mrs. Batchelor and Mr. Ploegstra
- **Current Events/Practical Living** - offered during the second semester (**required**)  
Instructor - Mr. Elsenbroek
- **3-D Art** - optional if available during 4<sup>th</sup> period  
Instructor - Mr. Langmaack
- **Media** - optional if available during 4<sup>th</sup> period  
Instructor - Mr. Vander Schaaf
- **Various** – optional if available during 4<sup>th</sup> period. Includes a quarter each on Mind Games, “Planet Earth”, “Blue Planet”, and Journalism  
Instructors – Various
- **Music Appreciation** – Optional if available during 4<sup>th</sup> period.  
Instructor – Miss Talsma

**MIDDLE SCHOOL CURRICULUM**  
**8<sup>TH</sup> GRADE**

**Mathematics**

- Instructor - Mr. Fikkert
- Pre-Algebra or Algebra 1

**Science**

- Instructor - Mrs. Batchelor

**English Literature/Composition**

- Instructor - Mr. Hiemstra

**Social Studies - US History (full year) and Civics (1<sup>st</sup> semester)**

- Instructor - Mr. Elsenbroek

**Bible - New Testament Studies**

- Instructor - Mr. Vander Schaaf
- 8<sup>th</sup> Grade Bible meets daily during the 2<sup>nd</sup> and 4<sup>th</sup> quarters of the school year

**Physical Education and Health**

- Instructor - Mr. Rietema
- 8<sup>th</sup> Grade PE and Health meets daily during the 1<sup>st</sup> and 3<sup>rd</sup> quarters of the school year (opposite Bible)

**Fine Arts**

- **Band** and **Choir** are optional for 8<sup>th</sup> grade students.
- **Band** meets Monday/Wednesday/Friday throughout the school year during 4<sup>th</sup> period.
- **Choir** meets Tuesday/Thursday throughout the school year during 4<sup>th</sup> period.
- **Jazz Band** is also available to interested and qualified **Band** students on Tuesdays and Thursdays.
- Band Director - Mr. Daniels
- Choir Director - Miss Talsma

**Exploratories**

- **Word Processing, Spanish, Video Editing** - offered during the second semester (**required**)  
Instructors - Mrs. Batchelor and Mr. Ploegstra
- **3-D Art** - optional if available during 4<sup>th</sup> period  
Instructor - Mr. Langmaack
- **Media** - optional if available during 4<sup>th</sup> period  
Instructor - Mr. Vander Schaaf
- **Strength & Conditioning** - optional if available during 4<sup>th</sup> period  
Instructor - Mr. Piepgrass
- **Teacher Aiding** - optional if available during 4<sup>th</sup> period
- **Music Appreciation** – Optional if available during 4<sup>th</sup> period.  
Instructor – Miss Talsma
- **Various** – optional if available during 4<sup>th</sup> period. Includes a quarter each on Mind Games, “Planet Earth”, “Blue Planet”, and “Journalism”.  
Instructors - Various

### **SCHOOL SOCIETY MEETINGS**

School Society meetings are held annually in the spring. The budget is adopted and school board members are elected. Membership is open to those individuals interested and supportive of Christian education, who sign their agreement to Article II of the school's constitution. Special meetings of the Society can be called if issues of importance need to be decided between the annual meetings.

### **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.

### **COMMUNICATION**

The BLUE Weekly News is sent home with the youngest child of each family attending CVC. This publication informs families of necessary K-12 information for the upcoming week. Information includes sporting events, musical events, special meets, etc. This is sent home with the youngest students on **FRIDAY**. The Weekly News is also available on the CVC website.

Daily announcements will be read at the beginning of 3<sup>rd</sup> period.

The CVC website is updated weekly with information regarding assignments and tests for students in grades 7 and 8. Please go to <http://www.cvc.org> Click on "CVCMS News" in the left-hand blue colored column **or** click on the Middle School building on the interactive map, then "Grades 7-8 homework" in the left-hand blue colored column. Please remember that you need Adobe Reader (free download from CVC website) in order to read the weekly newsletter.

The Cavalier, a publication covering recent events as well as calendar of upcoming events is mailed to families of present students, alumni, and supporters.

### **CONFERENCES**

Parent teacher conferences are usually scheduled for the week after the end of the first quarter (report cards). If you would like a special conference before or after this time, please arrange with your child's homeroom teacher. There is an additional spring conference, usually scheduled shortly after the end of the third quarter to review ITBS scores and to discuss math and science placement for next year's freshmen.

### **BACK TO SCHOOL NIGHT**

Back to School Night is scheduled at the beginning of the school year. This is an event designed for the parents only, to meet their son/daughter's teacher. A time is provided for the teacher to explain his/her classroom expectations and goals for the class for the year. The date and time is indicated in the **blue** Weekly News.

### **CHAPEL**

Chapel will be held on alternate Wednesdays.

## IMMUNIZATIONS

According to California law, children need to be up-to-date on their immunizations for school entrance. If parents or guardian should desire exemption from certain immunizations for their children due to personal beliefs or health reasons, a WAIVER must be signed in the Middle School Office.

PRIOR to starting 7<sup>th</sup> grade, students must have the following immunizations to comply with state law:

**POLIO:** 4 doses need to be completed

**Hepatitis B series:** 3 doses need to be completed

**MMR:** 2 doses need to be completed

**DTaP, DTP, Td, or DT:** 4 doses need to be completed

**Td Booster:** Recommended, but not required

**TB Test and VERIFICATION** of a negative reading with DATE and initials of "reader." A TB Test is required for students coming in from another state or county.

**Varicella:** Required for students coming in from out of the state of California.

There are low cost immunization centers. Please check with the Middle School Office for various locations.

NOTE: Students who have not completed their 7<sup>th</sup> grade immunizations prior to school starting may not receive their class schedule and/or may not be eligible for participation in extra curricular activities (sports, etc.) A decision will be made by the administration.

## MEDICATION

By law, **all medication** must be submitted to the office. Students may **not** have medication in their possession. Medicines must be picked up at the end of the year. Tylenol will be given to your child, if they need it, but only if you indicated "yes" on your registration sheet. If we have no record, we will contact a parent or guardian first.

## SCHOOL HOURS/ ARRIVAL AND DEPARTURE

School begins at 8:15am and ends at 2:55pm. Students are not expected to arrive before 8:00 a.m. unless they have permission from their teacher. Students not riding a bus are expected to be picked up by 3:15p.m. Please see the "severe weather/foggy day" section and "tardies" section for other information.

## ABSENTEEISM

Absenteeism causes a variety of problems for the student, teacher, and class. We encourage parents to be supportive of consistent school attendance. Obviously, some absences will take place. The following is the policy that will be used regarding absences:

1. If a child is sick and the absence is unforeseen, please call the school between 8:00 - 9:00 a.m.
2. If the absence is **planned**, the parents are to contact the office and teachers **at least three days in advance of the child's absence**. Preferably this is to be done in person, although if this is not possible, then by phone or by note. At this time, parents and teachers can discuss the nature of the absence and plan for make up work. **Also, Please read #5.**
3. Excused absences that are acceptable are those related to sickness, death, or emergency.
4. Students will not be allowed to miss any part of the school day because of lessons (piano, voice, or dance lessons) provided by schools or individuals.
5. Unexcused absences are not acceptable to the school and are discouraged. These absences can cause attitudes that are detrimental to good learning habits. Absence also causes additional work for teachers when they have to help the student to make up the gaps in the learning process. **Some examples of unexcused absences are the following: vacations, skiing trips, working, shopping, and the like.**

Making up work for planned or excused absences:

- 1) The student is completely responsible to get missed assignments before or after the time of absence.
- 2) This work will be due in complete form after one day for each day of absence that has elapsed.  
For example: Absent Monday and Tuesday - the child has Wednesday and Thursday to complete the work which must be handed in on Friday at the beginning of class.
- 3) If a test was given during the day(s) missed and the teacher announced it beforehand, it is to be taken the day the student returns.

**Note:** The maximum number of days absent allowed per semester is 15 (total 30 per year). Absences beyond this give reason for retention.

**TARDIES**

All students are expected to be in their seats when the tardy bell rings. Students are allowed two tardies per class during a quarter. The third tardy, and all subsequent tardies, will result in a detention. Teachers will keep track and issue all tardy detentions.

**LEAVING CAMPUS**

When students need to leave campus during school hours, parents, please send a note to the office so an “Early Dismissal” note can be given to the student. The student hands the note to the teacher when it is time for them to leave class. This prevents undue calling in the classroom. Parents must also sign them out in the office. If students have an appointment, and will not be at school 1<sup>st</sup> period, please call to notify the office that they will be late. Upon return, parents must sign them in.

**DRESS CODE**

The school staff reserves the right to judge the appropriateness and modesty of any clothing that a child is wearing to school. The staff will take into consideration the various heights and physical differences of each student.

A neat and properly attired student will have a positive influence on the attitudes and study habits he/she exhibits. “Your beauty should not come from outward adornment, instead, it should be that of your inner self, the unfading beauty of a gentle and quiet spirit, which is of great worth in God’s sight.” I Peter 3:3-4.

**Every one is expected to dress in Christian modesty.**

Dress Code discipline:

1. First Offense: Verbal warning and a call home for a change of clothes. If the parent cannot come within 30 minutes—clothes from the office will be used.
2. Second Offense: Clothing restriction as determined by the administration and a detention.
3. Third Offense: In-school suspension.
4. Any arguing over dress code will result in a detention.

**GIRLS:**

1. Dresses and coordinated outfits which are **modest and of reasonable length may be worn**. Blue jeans may be worn if they are neat, not tattered, or excessively worn. Tops must not be oversized, undersized, sloppy, and/or revealing. **No bare midriffs or tank tops. NO exposed midriff while sitting or raising hand.** Pictures, logos, slogans, and advertising on shirts should not be in conflict with Christian sensibility and values. Shorts may be worn year round.
2. Clothing with pictures or logos promoting music artists or groups is not allowed. This includes Christian and/or secular artists.

## DRESS CODE

(cont.)

3. Open sandals **are not allowed** for students' safety. All footwear must have closed toes and at least a strap on the back. (Flip-flops are not permitted!)
4. **All shorts must generally have a minimum inseam of 5 inches.**
5. No spandex or tight garments may be worn.
6. No facial or body piercing is allowed, other than earrings.
7. Tattoos are not allowed and must be covered at all times.
8. No sleeveless garments or tank tops are allowed. Dresses & tops must have sleeves.
9. All tops must hang several inches below the waistline of jeans, shorts, or skirts. No exposed skin should show if arms are down or raised.
10. Hemlines must be no higher than four inches above the knee
11. Slits in the dresses or skirts will be measured from top of slit.
12. Blouses must have a modest neckline and fit.
13. Skort-style garments must have skirt/dress hemlines.
14. Garments that are ripped, torn, or frayed may not be worn to school.

## BOYS:

1. Blue jeans may be worn if they are neat and not excessively worn or tattered. Slacks and denims are suggested. Pants must be worn at the waist. Shorts may be worn year round.
2. Clothing with pictures or logos promoting music artists or groups is not allowed. This includes Christian and/or secular artists.
3. Tank tops are not permitted. Pictures, logos, slogans, and advertising on shirts should not be in conflict with Christian sensibility and values.
4. Boys' hairstyles are to be neat and a reasonable length.
5. Boys may not wear earrings at school.
6. Caps are not allowed to be worn in the classroom.
7. No facial or body piercing is allowed.
8. Tattoos are not allowed and must be covered at all times.
9. NO EXPOSED BOXERS if shirt is raised.
10. Garments that are ripped, torn, or frayed may not be worn to school.
11. Open sandals **are not allowed** for students' safety. All footwear must have closed toes and at least a strap on the back. (Flip-flops are not permitted!)

## DISCIPLINE

“Be ever careful, then, how you live—not as unwise but as wise, making the most of every opportunity, because the days are evil” Ephesians 5:15 & 16. Time is a valuable commodity; a disciplined student uses it wisely. Our primary goal at Central Valley Christian is to assist the parents in educating their children for good citizenship in our country and God's kingdom.

Attending Central Valley Christian is a privilege that carries responsibilities:

1. A student's conduct must honor God and school.
2. Students are expected to be obedient and respectful toward the teacher and other adults.
3. Good manners and consideration for fellow students are expected at all times.

High standards of behavior are expected from all. Students are expected to respect and obey all school personnel. The classroom teacher will handle minor incidents and misconduct. Continued or serious violations of school rules will be referred to the principal. The various types of discipline are:

- A written Deficiency warning will be sent home to be signed by the Parents. It can be for behavior or academic problems. No consequences will be given at this time.
- Detentions may be given for behavior, academic or tardy problems. (See section pertaining to detentions.)
- Suspension (All school assignments will receive zeros for suspended days.) Infractions may result in the student being suspended for a maximum of one week and the matter will be referred to the school board for further action. This includes either in-house or out-of-school suspensions. Suspendable infractions include but are not limited to -- stealing, profanity/obscenity, fighting, possession/use of a weapon, cheating, possession of a controlled substance.
  - ~A suspension is a very serious type of discipline. The administration and staff may suggest expulsion of a disobedient student to Central Valley Christian School Board in a case where a student refuses to conform to the rules and policies of the school. Suspension does not require board action while expulsion does.
  - ~Suspension may result in the loss of privileges such as class trips, field trips etc.
  - ~In matters of extreme seriousness the above policy may be passed and the matter referred to the Board immediately.
- Recommendation for Expulsion

### **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 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).

### **DETENTION**

Students in grades 7-8 who misbehave or consistently come to class unprepared may be assigned a detention.

1. Any teacher may give a detention for legitimate reasons.
2. The student will be given a detention slip that must be taken home and signed by the parent.
3. Detentions will be 45 minutes every Wednesday from 3:00pm to 3:45pm. in an assigned room.
4. The Detention must be observed the Wednesday after the detention is given.
5. If a student fails to report to detention when assigned, he/she will serve an additional detention unless the administration is notified.
6. When a student receives three (3) detentions, the parents will be notified by the school. A warning letter will be sent regarding the possibility of suspension.
7. When a student gets four (4) detentions, the parents will be called in for a conference. This could also result in a possible suspension from school.

## REPORT CARDS & PROGRESS REPORTS

Report cards for 7-8 graders will be mailed after the end of the quarter.

**HONOR ROLL:** Students with a 3.0 or better GPA and no more than one C grade (and no D or F grades) qualify for Honor Roll. Students with a GPA of 3.5 or higher (with no C grade) 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.

<b>GRADING SCALE:</b> A = 96-100 - 4.0	C = 73-76 - 2.0
A- = 90-95 - 3.7	C- = 70-72 - 1.7
B+ = 87-89 - 3.3	D+ = 67-69 - 1.3
B = 83-86 - 3.0	D = 63-66 - 1.0
B- = 80-82 - 2.7	D- = 60-62 - 0.7
C+ = 77-79 - 2.3	F = 0-5 - 0.0

### GRADE POINT AVERAGES (GPA)

Any student with an overall GPA of 1.6, or less, will be recommended for retention or non promotion. Eighth grade students who end the year with a GPA of less than 2.0 will be required to schedule a family interview with the high school guidance counselors before being enrolled in the high school program. Eighth grade students ending the year with a GPA of 1.6, or less, will be asked to re-apply for admission to the high school.

### PROMOTION/RETENTION POLICY

#### Failed Classes:

- By Semester: If a student fails the first quarter of a semester, a grade of C-, or higher, must be earned in the next quarter in order to pass the semester.  
A failing grade in the 2<sup>nd</sup> quarter of any semester will be considered failing the semester regardless of the grade earned during the first quarter.
- By Year: If a student fails the first semester of a full year class, any F in the next two quarters of the 2<sup>nd</sup> semester will be considered failing the class.

#### Retention:

Should a student fail two "full year core classes," the student will not be promoted to the next grade level.

\*Seventh grade students will be required to repeat the seventh grade.

\*Eighth grade students will be asked to withdraw from CVC and will not be accepted into the high school program.

### HOMEWORK

Homework can be expected, although it is our hope that it will not become burdensome for the child. Parents are asked to cooperate with the teachers and the child in attempting to complete the work that has been assigned. If there are some difficulties that arise in the area of homework, the parents are encouraged to contact the teacher. Assignments that are handed in late will be penalized.

## RESOURCE

Students to whom one or more of the following criteria apply will be considered for Resource services:

- Has received Resource services at the elementary level
- Is achieving at least one grade level or more below in reading, language arts, or math
- Weakness in organizational skills that significantly interferes with academic progress
- Need for accountability in order to consistently and successfully complete assignments
- Current grades are D or failing

If your student meets any of these qualifications and you feel they need assistance, please contact your student's Homeroom Teacher.

\*\*Before receiving Resource services, students must be tested to determine the type of assistance needed. This is done by making arrangements with the Resource teacher.

Entering the Resource program at the middle school level is possible only if there is room in the program. If the Resource program is full, the family will be responsible for arranging tutoring or study skills assistance outside of school.

## SPORTS ELIGIBILITY

Our 7<sup>th</sup> and 8<sup>th</sup> grade sports program includes flag football, soccer, volleyball, basketball, softball, baseball, and track. Practice and games will usually take place on Mondays, Tuesdays, and Thursdays after school until 5:00 p.m. A consent permission slip and medical form must be signed by the parent before a student can participate in a sport.

A student who participates in an athletic program must maintain a 2.0 grade point average (C average) in his/her school work and must display a Christian attitude, good sportsmanship, and good citizenship. A student's daily work must also be completed to the satisfaction of the staff or the student will not be able to participate in that week's game. Eligibility will be evaluated at the end of each quarter. Students may regain eligibility at progress report time.

## PHYSICAL EDUCATION

All students in grades 7 and 8 take physical education unless excused by a doctor, with a parent's signed excuse, or at the discretion of the teacher. Proper attire for P.E. is required. **P.E. clothes should be purchased at MIDTOWN SPORTS**, located on Main Street, downtown. P.E. clothes are to be taken home at least once a week for washing. Money, watches, or other valuables should not be left in the dressing rooms. Lockers will be provided in the restrooms adjacent to the rear of the Middle School Office.

## TEXTBOOKS AND EQUIPMENT

Textbooks are supplied at no charge. They are distributed by the classroom teacher and must be returned at the end of the year. It is the duty of the student to keep his books in good condition. **The student will pay for lost or damaged books.** If the books are in need of repair, the homeroom teacher should be notified if repairs can be made before damage becomes irreparable.

Students must provide for their own materials over and above the basics provided by the school. Personal property should be labeled. CVC will provide all MS students with an assignment book.

The teacher will evaluate all books when school starts, and a record kept of their conditions. Books will be re-evaluated at the end of the school year

**Fines must be paid before report cards can be issued.**

## **LOCKS & LOCKERS**

Students in 7<sup>th</sup> & 8<sup>th</sup> grades will be issued an assigned self-locking locker at the beginning of the school year. Problems with either should be reported to the office. Students are NOT TO TRADE lockers without permission from the office. Students are held responsible for the condition of their locker at the close of the year. A minimum fine of \$10.00 will be issued for damaged lockers and report cards/8<sup>th</sup> grade diplomas will not be given unless the fine is paid. CVC is not liable for lost or damaged personal items if students elect not to use their locker during the school day or after school.

- ❑ Students must lock their lockers every day before leaving school – home, practice/ sporting event etc. A fine of \$1.00 will also be issued for unlocked lockers and for items found outside the lockers/classroom storage area including items such as textbooks/clothes/notebooks etc.
- ❑ Students will also be provided with storage area in their homerooms for items not typically used through the day.

**\*\*NOTE:** ALL BOOKS, school supplies and personal items must be in lockers, homeroom, or in backpacks WITH students. No items may be left on or around the lockers during the school day. Personal and school items left unattended will be collected and returned only after a fee is paid.

## **FOOD SERVICE**

Lunch information will be sent home with students at the beginning of the school year. Order forms are sent home with students each month. Lunches that are missed due to acts of nature/weather will NOT be made up at the end of year. Milk is available for an annual fee. For those of low income level, there is free milk available according to financial need. Please call 734-2684. Parents bringing lunches should leave them in the school office, not take them to the student in class. **Remind your student to check the office.**

## **BREAK TIMES/LUNCH/RECESS**

During classroom breaks, lunch period, and recess times, students are to remain in the middle school campus area in full view of the supervising teachers. Middle school students are not allowed in the elementary or high school areas to visit with other students or to buy food or drinks.

- Students are not allowed on the second floor walkway of the Gym.
- Lunches must be eaten at the tables under the covered area by the classrooms
- Climbing in trees or hanging from branches is not allowed.
- Standing on tables and benches is not permitted.

## **TELEPHONE**

The telephones in the office are maintained for office use only, not student convenience. Only in SPECIAL cases may a student request permission to use the phone. It may be used if the student is ill and needs to call home. The phone is not to be used to figure out pick up, time of pick up, or verifying a plan to go home with a friend, etc. Phones may be used in the classroom with the teachers' permission. If the call is not a local call, the call must be placed collect or with a phone card.

## **ELECTRONIC DEVICES**

(cell phones, audio/visual equipment/video games)

The use of cell phones and audio/visual equipment is not allowed during the school day without permission from a teacher or administrator. Any item being used will be confiscated and a detention will be given. CVC discourages bringing any of this to school because of the risk of theft or loss. The school is not responsible for, nor will it take any action, on lost or stolen items.

## BUS SERVICE

Bus service must be considered a privilege and any student who fails to abide by this code may lose that privilege. The following procedure for discipline is recommended to the bus drivers:

1. The student will receive one verbal warning when an infraction is observed.
2. In the second offense, whether it is of the same nature or different, the student will be moved to a newly assigned seat for one week.
3. If the student continues to remain disobedient, he/she will receive a citation that the student will bring home to have signed by the parent and brought back to the principal's office the next day. If the citation is not signed or brought back, the principal will contact the parents.
  - a. If a second citation is issued, the principal will contact the parents and bus privileges may be temporarily taken away.
  - b. If a third citation is issued, bus privileges will be taken away for at least five days and perhaps longer.
4. It should be understood that serious and dangerous behavior on the part of a student may warrant the student to immediately lose bus riding privileges.
5. A **bus pass** will need to be picked up from the office BEFORE a student can ride another bus. In order to receive the pass, the office must have a **written note** from a parent or guardian in order to issue a pass. A phone call from the parent of the student riding another bus will be acceptable. PLEASE take care to make these arrangements **as early in the day as possible**.

NOTE: Students should be at their designated stop in the morning. When the bus driver has to wait for students who are not at their stop, time is lost.

## MONEY

Excessive amounts of money should not be taken to school. Students may request that money be kept in the office for safekeeping during the school hours. The school is not responsible for lost money or articles, so it is suggested that students do not leave money in rooms or lockers.

## LOST AND FOUND

**Please label clearly, all of your student's jackets, backpacks etc.**

Lost and found articles are brought to the office and set out for display on a table from time to time.

Clothing left in the Office for 4- 6 weeks is sent to Used Treasures. Please make it a habit to check the lost & found regularly.

## SEVERE WEATHER/FOGGY DAY SCHEDULE

Please check CVC's web ([www.cvc.org](http://www.cvc.org)) page for all weather conditions: Announcements will also be made on Channel 18 TV and on Radio 580AM or KARM 89.7FM between 6:00 and 9:00AM

KNOW YOUR BUS ROUTE #!!

Plan A - Foggy day schedule - buses running - classes start at 11:15AM

Plan B - Foggy day schedule - buses canceled - classes start at 11:15AM

Plan C - Foggy day schedule - selected buses running (Check CVC Fog Page or call school for routes running) - classes start at 11:15 am

This is CVC's plan only --- school will no longer be cancelled!!

School dismissal will be at 3:30 pm and Scheduled Bus Drop Offs will be 30 minutes later on foggy days.

Buses will run in the afternoon even if they were cancelled in the morning.

**When a delay is indicated, and you do need to drop your child off earlier, supervision will be available on each campus for grades K-8 beginning at 9:00 a.m. However, we encourage you to wait until the appointed time of school starting, if possible.**

### FUND RAISING

It is our intent to keep fund raising activities at the Middle School to a minimum. The only activity we encourage is the annual magazine sale. The proceeds of this go toward the 7<sup>th</sup> grade Science Camp and the 8<sup>th</sup> grade's special trips and activities. It is expected that **each student** will sell **at least \$100 worth of magazines each year.** Students who do not participate must contribute \$50 to the activity account.

### MISCELLANEOUS

- Gum chewing is not allowed on campus.
- Skateboards, scooters and roller blades **may not be used on campus.** If used for transportation to school, they must be stored during the school day in a location to be determined by the principal.
- Audio and video devices are not allowed on school field trips and special activities where travel is required.
- Teen, Fan, and glamour-type magazines are not allowed on field trips.
- Any type of delivery for students is required to be dropped off at the Middle School office. The secretaries will then contact the teachers and/or student at break time. **At no time** will the classroom be interrupted for "forgotten" homework.
- If your student will be out of school for a "planned" absence, please be sure to let the office know at least **three (3)** days in advance for accurate record keeping. If the office is not notified in advance, the student will be given an **unexcused** absence.
- If your student needs to be excused from class early due to an appointment or other commitment, please send a note to the office with your student or call the office in advance so the office can issue them an "early dismissal" form in order to avoid interrupting the class.