

**2016-2017
CVCHS STUDENT HANDBOOK
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CVCS Vision

Central Valley Christian Schools partners with Christian parents to train and prepare students to proclaim Christ's lordship over all of creation, determined to follow Christ's example of holy living and seeking to join God in his work of building His kingdom, restoring that which has been broken by sin and returning it to wholeness and proper relationship with Him.

CVC Mission

Cultivating Responsible Christian Adults

Valuing Academic Excellence

Connecting Biblical Truths with Everyday Living

Shaping Christ-like Character

Beliefs

1. God created the world and it belongs to Him.
2. All people are made in God's image.
3. All things are under God's sovereign control.
4. The fall into sin affected all areas of life.
5. God promised to reconcile the world to Himself and did that through Jesus Christ.
6. Jesus, who is fully god and fully man, died, arose and ascended. He intercedes for us to the Father and rules the world. He is Savior and Lord.
7. We are called to follow the Spirit in exposing sin and its effects and pleading the cause of Christ. The Spirit both leads us and accompanies us.
8. The Father, Son and Holy Spirit – the Trinity – these three persons are only one God.
9. The Bible is the Word of God and must be the foundation of all that is taught.
10. We are called to follow Jesus by being light in darkness.
11. We are called to serve our Lord in all that we do.
12. We are called to love God above all else and to love our neighbors as ourselves.
13. God expects us to be good stewards of all of creation.
14. One day Jesus will return, and on that day, His kingdom will come fully and our Lord will rule forever.

Core Values

1. Christ-like attributes are modeled by staff and expected of students.
2. We are to give our best effort and expect the best effort.
3. We seek to honor God by using our resources wisely and responsibly.
4. All of our education, curricular and extracurricular, both content and methods of delivery, reflect our vision, mission, beliefs and values.
5. We seek to build a CVC community that reflects the diverse family of God (income, race, academic ability).
6. We maintain a school climate that reflects our love for God and our love for our neighbor.
7. We seek to glorify God by modeling a servant attitude in our relationships with parents, students, donors, our school community and community-at-large.

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 2016-2017 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 \$8,930.00. 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 in which the students will participate.

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. Due were reduced last year and the amount of dues collected will be consistent across all four grade levels. All students will pay \$75.

Lockers & Fees

Freshmen & sophomores will not be issued book lockers. There will be shelves 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 locks 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 2015 are as follows:

<u>Course</u>	<u>Credit</u>	<u>Number of courses</u>
Bible	30 credits	2 semester courses & 2 full-year 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	30 credits	2 full & 2 semester courses
P.E./Health	20 credits	Beginning with class of 2016- 1 year of Health & Human Performance + 2 of PE(credit requirement met for 1 semester with 2 season of athletics)
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	Computer Applications & Personal Finance
Electives	65 credits	mixture of full and semester courses

Beginning with Class of 2016- 1 year of Health & Human Performance + 2 semesters of PE (credit requirement met for 1 semester with 2 season of athletics)

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, Honors Spanish IV, Honors Spanish 3, Honors Spanish 4 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 extracurricular athletics outside of CVC. Participation in a full season of any sport will earn 2.5 units of PE credit with a grade of P/F. 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 (must complete no fewer than 3 services of 10 hours or more to equal 40 hours) of community service in order to graduate. Details of this requirement can be picked up in the Counseling Center or found on the website.
- 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, 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 e-mailed home at the conclusion of each semester. If, due to extenuating circumstances, 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 one week 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.

Semester Exams

Semester exams count for 10% - 20% of the final grade and are intended to be a comprehensive assessment of the semester's study. Certain courses, by special exemption, do not administer final exams. Second semester seniors can earn exemption from final exams by meeting predetermined criteria.

Grade Changes

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

- A computational error has been made.
- A grade was recorded incorrectly on the computer card or in the grade book.
- A teacher has an unacceptable grading policy as determined by the administration.
- 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:

- A student needing a higher grade due to athletic eligibility, parental pressure, college acceptance, club or CSF eligibility, ASB, extra-curricular trips, college scholarships, etc.
- Because a teacher wants to encourage a student to do better.
- A teacher has allowed a student to make up assignments after the grading period is closed. (Exceptions are for incompletes due to absences.)
- 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.

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), and correspondence, will continue to be subject to the reduction to a "C". On-line and home school course grades will be handled on a case by case basis.

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 an official transcript is received. It is the responsibility of the student to provide an official transcript to the Counseling Office for any Dual Enrollment course taken.

***Each college level course will earn matching credits to classes at CVC. (ex: Psychology taken at a community college will earn 5 credits; US History will earn 10 credits)**

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 senior year, students must select 2 Honors or AP classes from the following list...
- Honors Spanish 4, Honors Spanish 3, AP English, Honors Pre-Calculus, AP Calculus, Honors Chemistry, AP Physics, AP Micro-Economics
- 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			
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, Honors Spanish 3 & 4.

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, 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 placed on the test calendar. Teachers must use the on-line test sign up calendar on google docs to register the date of their tests.

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

Extra Curricular Eligibility Policy- Note: It s a privilege to be able to participate in

extra curricular activities at CVCHS. Each student's first responsibility is to fulfill their academic requirements.

- 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)
- 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.
- 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.**
- This policy applies to students involved in any extra curricular activities. Athletics, ASB, STEP UP Board, Drama, Homecoming Court, and special trips or activities not directly related to a courses' curriculum
- According to CIF guidelines, students must be making progress toward graduation in order to begin or continue to play on an athletic team.
- 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.
- In determining the quarter/grading period GPA all incomplete grades will be counted as F's until made up & then the GPA will be averaged again.
- Students must take a minimum of 5 classes at CVCHS and be on target to graduate.

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, holding hands, 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 belongings should be kept inside lockers at all times. Items left out &

unattended will be placed in Lost & Found. 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

- The floor should be clear at all times. Clothes, purses, etc. should be in a locker. During PE classes or during practice your belongings should be put away and not be left on the floor. Use the locks to keep belongings secure.
- No tape, stickers, etc. shall be placed on any of the lockers.
- 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.
- 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.
- 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!

Community Service

The mission of Central Valley Christian High School is to cultivate responsible Christian adults; pursue academic excellence; connect Biblical truths in everyday living; and to shape Christ-like character in our students. Community service is one of the avenues we use to fulfill our mission.

The graduation requirement for community service is 40 hours. Students must complete this requirement with a minimum of 3 different services of at least 10 hours each. (Example: 3 services of 15 hours will be more than enough to fill the community service requirement). If you have any questions about the requirements and how they are to be filled please contact the Counseling Center.

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 bi-monthly newsletter is published and mailed to every home in the CVC Society. In addition, periodic announcements will be emailed to parents as necessary.
- A weekly email update from the principal occurs on Fridays.

Telephone Usage

Cell phones are not to be used during class time unless it is part of the teacher directed lesson. Phones must not be a distraction to the student or class-mates. Students using phones in an unauthorized manner are subject to discipline including detentions and fines.

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 spirit of Matthew 18, and the courteous way to live in community.

"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

- 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, email, or front office. Do not go to a teacher's classroom during the school day without permission.
- 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.
- 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.
- 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 10:30 a.m. and get out at 2:55 p.m. Buses will run in the afternoon even if they were canceled in the morning. Only one type of foggy day schedule exists. The plan on the TV and radio will be:

Plan A – Foggy day schedule, buses running **SCHOOL STARTS 10:30 A.M.**

Plan B – Buses canceled, foggy day schedule **SCHOOL STARTS 10:30 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 10:30 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 20 minute break between periods 4 and 5 for a snack.

CVCHS Foggy Day Bell Schedule

School begins at 10:30a.m. and ends at 2:55 pm. All classes will meet.

1 st Period	10:30 a.m. – 11:02a.m.	32 min.
2 nd Period	11:06 a.m. – 11:33 a.m.	27 min.
3 rd Period	11:37 a.m. – 12:04 p.m.	27 min.
4 th Period	12:08 p.m. – 12:35 p.m.	27 min.
BREAK TIME	12:35 p.m. – 12:55 p.m.	20 min.
5 th Period	12:55 p.m. – 1:22 p.m.	27 min.
6 th Period	1:26 p.m. – 1:53 p.m.	27 min.
7 th Period	1:57 p.m. – 2:24 p.m.	27 min.
8 th Period	2:28 p.m. – 2:55 p.m.	27 min.

Detention Center will not meet on foggy mornings. Detentions should be served in the afternoon or the following week.

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.

RESPONSIBLE USE OF TECHNOLOGY POLICY

The use of computing resources at CVC is a privilege, not a right. Violating the guidelines set out in this policy will result in disciplinary actions dependent on the severity of the violation.

Central Valley Christian School expects users of technology to act as responsible stewards of the resources entrusted to them. To be a responsible steward is to show:

- Respect for others' need for access to technology
- Respect for others' values and feelings
- Respect for others' property

- Respect for others' privacy
- Respect for authority

Any user of the technology resources available at CVC should comply with the guidelines listed above. The following further defines the above points, but it is important to note that it does not limit the scope of this policy to what is described below.

Respect for others' need for access to technology

Students should show respect for fellow students' access to the shared resources that CVC offers. Examples of shared resources could include computers, iPads, laptops, network access and AV equipment. This means that computers should first be used for work pertaining to academic development. Research, assignments, correspondence with teachers, or accessing class requirements all fall under this category. Secondary to academic activities are other school related activities such as student leadership preparation or college searching. Activities not directly related to school use take lowest priority, and should not take place during school hours without express permission from a supervisor.

Showing respect for other's use of technology also includes the appropriate use of software on the school's computers. Downloading, installing, or executing programs that are not already installed on a CVC computer is not allowed. The use, distribution, or ownership of any sort of destructive program (virus, Trojan, worm, spyware, etc.) is obviously unacceptable.

Respect for others' values and feelings

Just as students should show respect for others in their words, actions, and activities, so should that apply to electronic communication as well. As ambassadors of both CVC and our Lord, students should maintain a level of personal integrity that is a reflection of Christ. Any sort of degrading communication is unacceptable, whether by email, social networking sites, the display or distribution of inappropriate material, or otherwise.

Respect for others' property

The respect for others' property refers to the tangible and intellectual property of both the school and other people. Computer hardware and peripherals owned by the school should be treated with care, and consumable resources provided by the school should not be used frivolously.

In addition to tangible property, students should respect the intellectual property of others. Unauthorized access to intellectual property owned by either another individual or CVC, or allowing unauthorized access to said property is a breach in this agreement. This includes copying of copyrighted software to or from a CVC computer.

Respect for others' privacy

Privacy in the digital age is becoming something more difficult to maintain, and students at CVC must strive to maintain the highest level of privacy they can. Information sent over the internet is subject to tampering by others. As such, students should not jeopardize their own privacy or the privacy of others by transmitting personal information insecurely over the internet. Gaining unauthorized access to others' files, snooping, or looking for the sake of looking is also an infringement on the privacy of others.

Respect for authority

Everyone must submit himself to the governing authorities, for there is no authority except that which God has established. The authorities that exist have been established by God. – Romans 13:1

Students are subject to the authority of CVC employees, and should not disrespect their instructor by using computing resources for non-academic activities. Students should respect the task at hand and obey their superiors' instructions.

Certain measures have been put in place as an authoritative control for accidental or intentional breaches in security or policy. Any attempt to bypass, disable, or otherwise tamper with any preventative software is unacceptable. To ensure that technology and communications systems are being used for proper educational purposes, CVC reserves the right to monitor, access, retrieve, read and disclose all data, messages, activity, and other information stored on any and all school systems at any time. By using the school's technology and communications systems, students consent to monitoring and disclosure of their use and activity.

ATTENDANCE POLICY

We can't educate a student who is not at school, so attendance and punctuality are priorities for us, and we'd like our families to share that priority. It is also important for liability and safety reasons to have accurate records and tight procedures. It is important for the school and home to have honest and timely communication regarding absences and tardies. The following guidelines are intended to promote a healthy educational environment at school.

Guidelines for Students

- Once at school, students must sign out in the office before leaving school and must sign in upon returning to school. Students must obtain parental/guardian permission before leaving school while it is in session. If a student has a dental, doctor or other appointment, he/she should provide the office with a note from the parent(s) when leaving. Parents/Guardians may also call and leave a message with the school secretary.
- Upon returning to any missed class, students must bring a note from their parent/guardian to the office, or have the parent/guardian call the office. If the student or parent/guardian does not present a parent/guardian –written and signed excuse/note for the student's absence within two days, the absence will be considered unexcused and the student will receive a detention for each missed class.
- Students are not permitted to leave campus to get lunch except for approved open-campus privileges. Leaving school for lunch with friends or Youth Leaders is not encouraged and the student will be counted absent.

Guidelines for Parents/Guardians

If a student is going to be absent for any reason, please call the office before 9:00 AM on the morning of the absence. The answering machine is available for messages.

- Please provide the student's name, the date of the absence, and the reason for the absence. After 9:00, the school will be contacting you to verify the absence of your child.
- If the parent/guardian is unable to call in on the day of the absence, please either send a note in with the student upon his/her return or call the office as soon as possible.

Kinds of Absences

Parent/Guardian – Excused Absences

Excused absences include all absences which parents/guardian determine necessary or important reasons for their child to miss school. A parent/guardian-excused absence

counts towards the allowed total of 15 absences per semester in any class. These include, but are not limited to the following types of absences **deemed important by the parent/guardian**. A note signed by the parent/guardian must be sent to school in advance of the absence whenever possible indicating the day (s) the student will be absent. If the office is not notified prior to the absence, the student may not be allowed to receive credit for the work missed.

- Doctor or Dentist Appointment- Students must sign in and sign out in the main office. Verification from the doctor's office can serve as a note and permission to leave campus.
- Family Vacations* - Parents/Guardians are discouraged from removing their children from school for vacations, mission trips, and other extended parent-excused absences during the school year. Missing school may adversely affect both the student's education and performance.
- Parent/Guardian-Excused Absences – This includes absences determined by parents/guardians as an important or necessary reason for their child to miss school.
- Family Emergencies.

Teachers are not obligated to prepare lesson materials beforehand or to attempt to recreate labs, discussions, lectures, or provide tutoring after the fact.

Upon the student's return, it is the student's responsibility to contact the teacher to determine what homework, tests or quizzes he/she needs to complete and to set up a reasonable timetable for this to be accomplished. Teachers will generally allow students to make up missing work, if the absence is excused.

*Family vacations should not be taken the week prior to exam week or during exam week.

School Activity Absences

This includes times when an approved school event (such as field trip, athletic contest/travel, music performance, etc.) takes the student out of class during the regular school day. These absences do not count towards the total number of absences allowed per semester. Once again, it is the **student's** responsibility to contact the teacher to determine what homework, tests or quizzes he/she needs to complete and to set up a reasonable timetable for this to be accomplished.

Planned Absences

Prior to the prearranged absence, students must obtain a "Planned Absence Permission" from the office or HS website and submit it to the front office for approval. Students must then obtain signatures from their teachers. Forms must be turned in to the office one week prior to the requested absence to ensure that arrangements have been made to make up work. The administration has the right to accept or deny the absence excuse based on previous attendance records and academic performance. This form must be filled out for students expecting to miss more than two days.

Unexpected Absence

- A phone call by 9:00 am on the day of the absence is expected. A signed note stating the reason for the absence provided by a late-arriving student is also acceptable.
- Funerals or other emergency-type absences- This is obviously excused. Parent(s)/Guardian(s) should call the office as soon as they know of the arrangements, or student should provide the office with a note explaining the

situation.

Unexcused Absences (Truancy)

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

Absence Limit

- Because the school believes participation in a class is part of achieving credit any student who exceeds 15 absences in one class during a semester risks losing credit in that class. Absences include family vacations.
- At fifteen absences, the principal will review the student's file and determine whether the student will lose credit in a particular class. Excused and unexcused absences contribute toward the fifteen absence limit.
- In order to participate in an event or contest, an athlete or co-curricular participant must be in school for the last five periods on the day of the event, unless previous arrangements have been made between the parents and the principal.

Tardies

Students who are late to class cause disruptions and the educational process suffers not only for the late student, but for the entire class. Individual teachers and the principal will develop penalties for tardies ranging from staying after class to permanent removal from class depending on the severity of the problem and the level of cooperation from the student.

- Individual teachers determine the definition of tardy, whether it is being in the room, being in a seat, or being ready to learn.
- Students who are more than 20 minutes late to class must still report to class, but it will be recorded as an absence.
- Students with a note from the principal or counselor will not be considered tardy.
- Teachers are responsible for recording tardies and for changing absences to tardies when the late student arrives.
- Parents will be notified via email whenever a student is tardy to a class.
- Tardy #1 - #5: These can be used for those times when a tardy, due to un-usual circumstances cannot be avoided.
- Tardy #6 and above: A detention will be assigned. Excessive detentions may lead to Saturday School, suspensions and/or possible expulsion.
- Tardy accumulation will start over each quarter.

Make-up Work Policy

- A student will have one day for every day absent to complete work assigned on the day(s) a student is absent from school, regardless of whether the missed class meets on the day of the student's return. For example, if a student misses class on Friday, the weekend will count as one day and work will be due on Monday. If the student misses class on Tuesday and returns on Wednesday, the work must be turned in to the teacher on Wednesday.
- If a student is absent on the day attest/quiz is given, then the student will be required to take the test/quiz on the day the student returns to school.
- If a student is absent on a review day, the student is required to take the test at the regular scheduled time.

- If previously assigned work was collected on the day(s) the student was absent, that work is due on the day the student returns to school, whether the missed class meets or not.
- Long term projects, assignments or work available through online scheduling and communication resources including, but not limited to, Renweb/Google Classroom are due on the given due date. If the student is absent on the day the project/assignment is due, they must make arrangements for submission of the project/assignment. If the student plans to be absent on the day the project/assignment is due, they must turn the project/assignment in prior to their absence or make arrangements for its submission on the given due date.
- If a student is absent for more than three (3) consecutive days, the student must meet his/her academic counselor or principal and develop a schedule for make-up work to be completed in a timely manner. Make-up work plans are binding and the standard late work policy does not apply in these cases.
- See course syllabus for further instructions regarding missed work.

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. Students who are late returning from open-campus risk losing the privilege.

Electronic Devices

Approved calculators needed for classes are allowed at school. All other devices such as iPads, Kindles, cameras, cell phones, CD players, MP3 players and iPods are allowed during school hours of 8:15 am -2:55 pm with teachers approval. Unauthorized and inappropriate use will result in items being confiscated and appropriate discipline assigned. (the first & second offense will be a detention. The third offense will be a \$25.00 fine).

Elevator- Detentions may be assigned for irresponsible use of the classroom buildings elevator.

Faculty Print Room: Students are not allowed in the faculty print room unless they are

with a staff member.

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, tardiness, 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.
- Social network issues

Any action taken by a student toward an employee, which disturbs the privacy or private

property of that employee, may result in the student's expulsion from school. Anyone who is involved in a theft of CVC employee's property may 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 in which they have been involved. 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. The dance policy must be adhered to for all dances.

Dress code for dances:

- For casual dances, the normal CVC dress code will be relaxed, but modesty must still be exercised.
- For semi-formal and formal dances including the Winter Formal and Junior-Senior Prom the following guidelines should be followed:

Girls:

- The hem and slit must be no more than four inches above the knee cap while standing and must stay there during normal activity (ie: walking)
- No excessively tight clothing
- Backless dresses must be modest in appearance. Dresses that are low cut in the back are not allowed
- 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.

Music Guideline:

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

- All dances will end no later than 11:30 pm.
- 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.
- Guests may attend school dances if the proper school form is completed.
- The administration may require the services of an off duty policeman to help with security.
- Dates must be of the opposite sex, however singles & groups are encouraged to attend.

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 be warned or told to leave depending on the offence. Parents will be informed as soon as possible of this infraction. The student may 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 Chaperones

The chaperones at dances and other school events will typically be teachers and/or parents. They will be assigned various duties, including check-in and check-out, supervise dance floor, monitor parking lot and checking for proper attire.

They are expected to enforce the policies and guidelines out-lined in this handbook and students must be respectful and comply with their directions.

Plagiarism or Academic Cheating

Plagiarism:

A plagiarist is a student who leads the reader to believe that what is being read is the original work of the student when this in fact is not true.

Plagiarism involves, but is not limited to the following:

- Word for word copying of another's writing without enclosing the copied passage in quotation marks and identifying the passage with a citation, both of which are necessary.
- A mosaic which is a random patchwork of readings and phrases that are woven into the paper resulting in a collage of other people's words and ideas, with the student's sole contribution being that of working the pieces together.

- Paraphrasing: which is a restatement of another person's analysis or conclusion or summarizing without credit being given to the person who prepared the text or writing (which may be skillfully prepared).

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 involves, but is not limited to the following:

- Collaborating on academic work or take home tests without express permission from the teacher.
- Practicing plagiarism in any way. Plagiarism is using another person's thoughts or language without proper citation and representing them as your own.
- Submitting any homework, assignments, projects, papers, experiments or tests which contain the work of another person, an unauthorized electronic-aid, a commercial term paper company, false data or copied materials (without proper citation).
- Being deceptive or dishonest regarding tardies, absences, late work, work you did not submit and the source of your work.
- Using any device, information or assistance that might give you a dishonest, unfair or deceptive advantage.
- Providing materials to another student which, if used by him, will be deceptive or dishonest.
- Gaining an unfair or deceptive advantage through pre-knowledge about a test.
- Failing to properly cite sources used in your work.
- Changing or attempting to change a grade or being deceptive about your grades.
- Attempting to cheat, even if unsuccessful.
- Possessing any materials which could be used for cheating, even if you do not use them.
- Failing to use your God-given gifts to do your best and expecting grades higher than you deserve.

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 or Saturday detention being issued in addition to the zero on the assignment.

Dress Standards

We are a school and our goal is to establish and maintain an environment that promotes learning. The following dress code is designed to eliminate distractions to the learning process. It is impossible to make a list that covers every possible distraction. The administration has the right to determine appropriateness of school attire at all school functions.

Many schools have adopted standard uniforms in order to establish an academic atmosphere on campus. CVC strives for that same academic environment while still allowing students some self-expression through their clothing choices.

Here are the guidelines to follow:

Boys:

- Shirts must have sleeves. Outer garments that send messages that contradict our mission are not acceptable. Examples of such messages include the following: inappropriate rock groups, alcohol, drugs, sex, double-meanings, offensive pictures, etc.
- Shorts and pants may not sag down so that underwear is exposed or be so loose that they require constant attention. Ragged or excessively worn-out clothing should be reserved for the weekends.

- Hats may be worn but respect and compliance must be exercised when students are asked to remove their hats during class or chapel.
- Piercings and visible tattoos are not allowed.

Girls:

- Tops must have sleeves or have straps that are at least 3 inches wide. They must hang below the waist so that, even when both arms are raised, midriff skin is not visible.
- All garments must have modest necklines with no open backs or sides. They may not be excessively tight and undergarments may not be exposed.
- When sheer and knitted garments are worn, the undergarments must meet dress code.
- We will use the knee rule for shorts. They must be longer than the tip of your fingers.
- Skirts and dresses must be knee-length or longer. That also means that slits may not rise above the knee and if long, sheer dresses are worn, what is underneath must meet dress code.
- No clothing made of spandex is appropriate for school attire. Exercise pants are for exercising, not for academics. The general rule is that pants must have functional pockets.
- No facial or body piercing is allowed other than earrings and small nose studs.

Miscellaneous:

- Pajamas and slippers are not allowed.
- No bare feet.
- Sports bras are not to be worn in public on campus at any time without being covered with proper garments.
- Hair must be neat, clean, and cannot interfere in making eye contact with others. Unusual styles and colors may be prohibited if deemed to interfere with the academic program.
- Ripped or torn jeans, no matter how stylish, are not allowed if they expose skin above the extended fingertips.
- Inappropriate secular band shirts are prohibited.

Dress Code Penalty

Offenders will be expected to change in order to be compliant. Resulting absences may be unexcused. Dress code offences will result in a range of disciplinary measures dependent on the attitude and response of the student as well as the severity of the offense. Students will earn an immediate detention on their second dress code offense and each subsequent violation after. Repeat offenders can expect harsher penalties, including detentions, suspensions, and “standardized uniforms.”

Other Issues

Students are not to use forms of social media 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 on 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 at 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 from 8 am to 4pm, Monday through Friday.
- 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.
- Please help keep the parking lot free of trash.
- 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 any time 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.
- Car stereos may not be played at a volume audible in the school office (unless it's trumpet music).
- CVC will fully cooperate with the area police regarding vehicle violations.

Driving and Parking Violations

The penalty for violations of our vehicle rules will normally be fines ranging from \$15 to \$100 depending on the severity of the offense. Repeat offenders will be penalized more harshly. Detentions and suspensions are possible, depending on the attitude and cooperation of the offenders.

Off-Campus Lunch Privileges

Juniors and seniors, with a permission slip on file, will be permitted to leave campus during lunch on designated Thursdays. If a student goes off campus as a sophomore or freshmen they will lose their privileges for the 1st Quarter of their junior year and possibly for the entire year. If a junior or senior goes off campus on a non-off-campus lunch day they will lose off-campus privileges for the next quarter and if in the final quarter, for the remainder of the year. Discipline will be at the discretion of the administrator.

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.

- Detentions can be given by any teacher, coach or administrator for legitimate reasons.
- One teacher and a room will be assigned to detention duty.
- 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.
- Missing a detention: If a student is sick and misses a detention, the detention must be served the next time. If a student skips a detention, that student must serve two detentions.
- Extracurricular activities are NOT a valid excuse for missing a detention. There is a morning slot designated for students involved in after-school activities. If a student misses a detention they will receive an automatic second detention and may risk participation in their extracurricular event. Students involved in practices after school must serve detentions before they go to practice if it was not served in the morning.

Rules for Detention Center

- 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 without permission.
- The "Notice of Detention Form" must be signed by a parent and presented when the detention is to be served. Failure to do so may result in an additional detention.
- Students in detention will not be allowed to use the restrooms.
- Be on time. Students not on time may 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.
- 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.
- Students are not required to serve more than one detention per Wednesday. The principal will assign the alternate date.
- 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.
- Students are to bring work to detention center or be prepared to quietly rest. Supervising teacher may assign work.

- No food or drink (except bottled water- clear container) is allowed in the room
- If a parent or student has a concern about the above rules they are to see the principal and not the detention hall monitor.
- 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.

Saturday Detentions

On occasion, the principal may assign Saturday detentions to students, particularly for attendance related offences (excessive tardies, skipping class, unexcused absences, etc.).

Saturday detentions will generally begin at 8 am and last from 1 to 3 hours. Depending on the violation, Saturday detentions may include a work detail.

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. (the first two detentions for tardies will not count in the total)

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

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 may include 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.

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 is 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 Relations – Demonstrating Respect and Dignity; Maintaining a Safe Environment

At Central Valley Christian High School we take seriously God's command to love our neighbor. Students deserve to feel safe at CVC. All conduct should contribute to a learning environment where each student feels valued and appreciated regardless of gender, race, physical characteristics, academic ability or age. All interpersonal conduct must demonstrate sincere love for others. Any behavior that makes another student feel unsafe – socially, physically or emotionally – thereby making learning difficult, will be dealt with in an appropriate manner ranging from verbal reprimands to expulsion. Bullying is one type of behavior that we view as contrary to God's command to love. Bullying destroys the environment we are trying to establish on campus.

Definition: Bullying is repeated behavior intended to demean or hurt another

student. The bully's goal is to target another student and physically, emotionally or socially harm them, often in order to gratify his or her own social standing.

Scope: While CVC is not liable for activity and conduct that takes place off of school grounds, outside of the school day or at non-school-related activities, if the learning environment for a student is negatively affected by conduct and behavior that occurs outside of the school day, corrective actions may be taken.

Reporting: When a student is bullied or observes bullying incidents, the incidents should be reported to a teacher, counselor, secretary or any school employee. Requests for anonymity will be honored. School officials should pass that information along to the school principal who will investigate and take appropriate action. Parents who learn of bullying behavior are also encouraged to report the incidents to school officials.

Discipline: When reports are investigated and validated, corrective measures will be taken. The ultimate goal is to reestablish healthy relationships. Corrective measures may include detentions, suspensions and recommendations for expulsion, depending on the severity and the repetition of the offenses.

Notes:

- When living in community, like on a school campus, conflicts arise. Sometimes conflicts are not resolved in an appropriate manner - a punch might be thrown or hurtful words could be exchanged. Those actions will result in disciplinary measures, too, but they are not all examples of bullying.
- Teachers and staff are encouraged to be vigilant in observing student interactions, not only in their classrooms, but during lunch time, at breaks and before and after school.
- The bystander to bullying incidents is the ideal person to report it. It's difficult for the victim to report abuse, but the bystander who witnesses the interaction has much less at stake.
- Most high school students have access to and participate in social media sites. Bullying also occurs with these electronic means and parents are encouraged to be aware of what their high school children are sending and receiving.

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.

To encourage students to pursue the ideals of the school and prevent student use of drugs, tobacco and alcohol, the school reserves the right to engage in random use of Breathalyzer testing and drug screening of students in grades nine through twelve. Testing may be done at school expense on an intermittent basis at the discretion of the administration.

1. 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
2. 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.
3. 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 2 may be required for the student to 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.
4. Second offense for a student who has gone through Section 3:
 - 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 expulsion to the Board.
 5. 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 4 of this policy will apply.
 6. 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.
 7. 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

8. 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 all tobacco products and electronic cigarettes.

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 shots, lasers, knives, any explosive device including fireworks, pepper spray and mace, or stun guns.

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

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

Student Name (print)

Signature

Date

