

**2020-2021  
ELEMENTARY  
STUDENT  
HANDBOOK**



**Central Valley Christian Elementary School  
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cvc.org**

PLEASE READ AND STUDY THIS HANDBOOK CAREFULLY  
SO THAT HOME AND SCHOOL CAN BE CONSISTENT IN  
THE EDUCATIONAL PROCESS.

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2020/2021 Theme

# **“Living God’s Story”**

*Now the one who has fashioned us for this very purpose is God, who has given us the Spirit  
as a deposit, guaranteeing what is to come.*

2 Corinthians 5:5

## TABLE OF CONTENTS

<b>CVC 2020-21 SCHOOL THEME</b>	<b>2</b>
<b>MISSION STATEMENT &amp; PHILOSOPHY</b>	<b>4</b>
<b>COMMUNICATION BETWEEN HOME AND SCHOOL</b>	<b>4</b>
Cavalier Night	4
Conferences	4
School Society Meetings & Membership	5
<b>MEDICAL</b>	
Immunizations	5
Medication in School	5-6
Illness	6
Head Lice	6-7
<b>ATTENDANCE</b>	
School Hours	7
Absences	7-8
Arrival & Departure	8
Tardy Policy	8-9
<b>ACADEMICS</b>	
Report Cards	9
Homework	9
Textbooks & Equipment	9
Physical Education	9-10
Library Materials Guidelines	10
Responsible Use of Technology	10-12
<b>SERVICES</b>	
Learning Resource Center	12-13
School Counseling Services	13
Before and After School Care	14
Bus Service	14
School Lunch and Milk	15
<b>STUDENT CONDUCT</b>	<b>15</b>
Prohibited Items and Conduct	15
Bullying Policy	15-16
<b>ELEMENTARY DRESS CODE</b>	<b>17-18</b>
<b>SCHOOL POLICIES AND PROCEDURES</b>	
Discipline	18
Complaint/Problem Procedures	19
Citation and Detention	20
Suspension and Expulsion	20
Non-Custodial Parents	20-21
Telephone Use	21
<b>VOLUNTEERING</b>	<b>21</b>
<b>LOST AND FOUND</b>	<b>21</b>
<b>SEVERE WEATHER CONDITIONS AND FOG DELAYS</b>	<b>21-22</b>

## **CENTRAL VALLEY CHRISTIAN SCHOOLS MISSION STATEMENT**

At Central Valley Christian Schools, we equip and inspire hearts and minds to transform the world for Christ.

### **To learn more about our philosophy and history, visit [cvc.org](http://cvc.org)**

Central Valley Christian Schools 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.

### **COMMUNICATION BETWEEN HOME AND SCHOOL**

**CVC Website ([cvc.org](http://cvc.org)):** Our website contains information regarding upcoming and events on campus, including calendars and staff email addresses.

**Voicemail and Email:** Each teacher and staff member has a voicemail and an email, which parents can use to contact their student's teachers.

**FACTS:** Information and communication system between school and home, including class newsletters, report cards, attendance, student directories information.

**Classroom Newsletter:** Elementary teachers post a weekly classroom newsletter to notify parents of tests, assignments, projects, and any special classroom events.

**CVC Campus Connection:** A weekly publication emailed to all families, which gives a brief summary of current events on each campus.

**The Cavalier:** A full color quarterly publication featuring highlights of recent events, interviews, articles and a calendar of upcoming scheduled activities. The Cavalier is mailed to families of students, alumni, and supporters, and copies are available in each campus office.

**Messages to your Student:** If during the course of the day you must get a message to your child, please contact the elementary office at [elementary@cvc.org](mailto:elementary@cvc.org). It is best for your child and teacher to know of after school transportation plans in advance; however, if a change must be made, please contact the elementary office before 2:00pm.

**CavComm App:** You can download our CVC app onto your smartphone (available for Android and iPhone) for updates on HS sports, fog delays, and other important calendar items.

**Cavalier Night:** Cavalier Night is scheduled in August. This event is designed for parents to meet their child's teacher. It is a time when the teacher can explain his/her classroom expectations and goals for their class. It is not designed to be a conference time with parents.

**Conferences:** Parent teacher conferences are in October. Informal conferences can be scheduled with the teacher on an as-needed basis.

## **School Society Meeting & Membership**

A School Society meeting is held annually in April. During this meeting, the budget is adopted and school board members are elected. Special meetings of the society can be called, if issues of importance need to be decided between the annual meetings.

### Society members include:

- All parents of CVC students, whether you attend a supporting or foundational church. A foundational church agrees with and accepts Articles II and III of the constitution (Reformed in Theology), and 50% of their students are in attendance and offers financial assistance to their families that desire Christian education and need assistance. Our foundational churches are: Visalia Christian Reformed Church, Trinity United Reformed Church, Tulare Community Church and Hanford Christian Reformed Church. A church is a supporting church if any of their school-aged children attend CVC.
- Professing members of one of the four foundational churches, over the age of 18, even if you do not have children attending CVC.

## **MEDICAL**

### **Immunizations**

California law requires children to be current on their immunizations **before** starting school. Diseases like chicken pox, measles and whooping cough spread quickly, so children must be protected before they enter. Under the direction of The Tulare County Health and Human Services Agency, non-immunized students may be temporarily excluded from attending school during an outbreak of, or after exposure to, any of these diseases for the protection of the students and others.

### **Medication in School**

If a student requires medication, parents are encouraged to provide that medication before or after school. Parents are allowed to administer medication to their own student, in the office or medical office, during school hours. For the safety of the student, all medication in school must follow this protocol.

1. A physician-signed Medication in School Form must be provided to the Elementary Office. All medication, with the exception of rescue inhalers and Epi-pens, must be kept in the elementary office.
2. Prescription medication must be brought in its original pharmacist labeled container.
3. Over the counter medication must be new and unopened.
4. At the end of the school year, medication must be picked up by the parent within 30 days or will be destroyed by school staff.
5. Any refills of medication must be brought in by parent/guardian in the original pharmacist labeled container.
6. Students are allowed to carry rescue inhalers on their person if they are fully trained in the use of the inhaler and have brought in a physician-signed Medication in School Form to the elementary office.

### **Facts to Know**

1. A note from home is not enough. A Medication in School Form must be completed by a physician and parent. This form may be picked up in the elementary office or emailed home to you upon request.
2. Tylenol, cough drops, ointments, cold pills, eye drops, asthma inhalers etc., are all medications; therefore, the medication procedure must be followed.
3. By law, no exceptions can be made to these rules. If they are not followed, we cannot assist with administering medication at school and you must come to school and administer the medication to your child.

### **Illness**

Students must be fever free *without* medication (such as Tylenol, Motrin or other fever reducers) for 24 hours before returning to school. Students are to remain home for 24 hours after the LAST episode of vomiting or diarrhea. Students too ill to participate in normal school activities should not be in school. Not only are they unable to benefit from education when ill, they may also infect other children and staff.

### **Head Lice**

Teachers will notify the office of any students showing probable indication of head lice. They will also email the student's parents and notify them that their child was suspected of having head lice, and ask them to check the student at home. A volunteer credentialed school nurse will check referred students at earliest possibility. Precautions will be taken to maintain student privacy. Screenings will be done in a private setting, located in each campus office. Using Pedi Sticks, hair shafts will be separated and hair will be examined in a systematic fashion, checking the entire scalp.

#### If a student is found to have lice:

1. The individual parent will be notified by the nurse and asked to pick up the child.
2. The parent will be shown what was found, how to check for lice, nymphs, and nits, and given instructions on treatment and how to check the rest of the family. Instructions will include the recommended use of a medicated shampoo, containing Permethrin 1% or a doctor's recommendation.
3. If one student in a classroom is found to be positive for lice, nymphs or nits, then an email will be sent to that classroom. If two or more students are found to be positive for lice, nymphs, or nits, in a classroom or grade, then an email will be sent to that entire grade level. Home screening of students exposed is imperative to preventing the spread of lice.
4. Students, who are positive for lice, nymphs, or nits, will be re-checked by the nurse. Parents should make an effort to remove all nits, but students may return to school if nits found are non-viable and more than ½ inch away from the scalp. Nurse will make that determination.

5. Nit removal and re-treatment are necessary in 7-10 days, to ensure all nits are destroyed and to avoid misdiagnosis of an active case.
6. It is very important that everyone in a household and their recent close contacts, be checked thoroughly and treated, and to carry out a "lice clean up" at the same time, to prevent re-infestation.

If the student has live nits only:

1. They can remain at school that day, but the parents will be notified by phone and/or receive a notice.
2. The student will be re-checked by the nurse during her next scheduled office hours.
3. Student's privacy will be protected. Therefore, information will be released only on an "as need to know basis."

**Head lice, nit removal and lice/nit-free households are the responsibility of parents.**

## **ATTENDANCE**

### **School Hours**

The warning bell rings at 8:05am. The school day begins at **8:10am**. School ends at 3:00pm for grades 1-6 and at 2:55pm for Kindergarten. **Students are not to arrive before 7:55am,** unless they have permission from their teacher. **Students not riding the bus are expected to be picked up by 3:15pm. If your child is not picked up by 3:15pm, he/she will be sent to After School Care, and you will be charged accordingly. Children may not be left unattended before or after school.**

### **Absences**

Absenteeism causes a variety of problems for the student, teacher and class. We encourage parents to be supportive of consistent school attendance. **Contact the school office by email ([elementary@cvc.org](mailto:elementary@cvc.org)) or phone (559) 734-2684 before 9:00am** if your student is sick or absent. (Voicemail is available for earlier messages.) For the safety of each student, the office will contact parents for any unreported absences.

#### **Excused Absences:**

- Excused absences are those related to sickness, injury, emergencies, or death in the family.
- If the absence is planned, the parents are to contact the office and inform the teacher (at least 3 days in advance) of the child's absence. Parents and teachers can discuss the nature of the absence and plan for make-up work, when returning from time away.
- Students in grades K-6 who miss more than 30 days of school in a school year may not be promoted to the next grade level. (In the case of prolonged illness or other unusual circumstances, the administrator may make exceptions to this policy.)

**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. Some examples of unexcused absences are: vacations, Disneyland, sporting events, music lessons, or shopping.

- Students may not receive credit for any missed work during an unexcused absence.

### **The following procedure will be used for make-up work:**

*Grades K-2*

- The teacher will determine make up work and schedule when it is due.

*Grades 3-6*

- **The student is responsible** to get missed assignments before or after the time of absence.
- This work will be due in complete form, after one day for each day of absence, which has elapsed (not to exceed three days). For example: absent on 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. If the work is not turned in on time, the child will receive an “unsatisfactory” for the work and will **still** be required to complete it.

### **Arrival and Departure**

A ***Sign-In and Sign-Out Binder*** is located at the elementary office desk for late arrivals and early departures. When a student is late, the parent or guardian must sign them in. The student must have a pass from the office staff to enter class.

**If a child must leave school early, please notify the elementary office in advance so that the teacher may be prepared to dismiss the student. A parent must sign them out at the front desk.** Fifth and sixth grade students may pick up an early dismissal slip from the office. The office must be made aware of students leaving campus with parent’s permission.

### **Tardy Policy**

Students are expected to be on time to class. Valuable interaction takes place at the beginning of the day, in setting the tone and goals for the day. Tardiness is disruptive and detrimental to the class. Students not seated by the 8:10am bell are considered tardy. When a student is tardy, he or she must report to the office before going to class.

### **Excused Tardy**

If a student is late for school or to class because of illness or a medical appointment, he/she must bring a note from a parent/legal guardian or doctor. To enter class, the student must be signed in at the office and receive an admit slip into class.



## **Unexcused Tardy**

If a student is late for school or class for a reason other than illness or a medical appointment, it is recorded as an unexcused tardy.

- After 6 unexcused tardies in a quarter (9 weeks), a letter will be sent home.
- On the 9<sup>th</sup> unexcused tardy, the administrator will call the parents.
- In extreme cases, parents will be required to appear before the Elementary Education Committee, to explain the reason for tardiness and how the problem can be corrected. The Education Committee will then review and accept, amend, or reject the solution. Further problems will be brought to the School Board level, with expulsion as a possibility.

## **ACADEMICS**

### **Report Cards**

Confidential academic progress is available throughout the year, on Parent's Web. To access Parents Web, follow the link through Parent Central on the school home webpage [cvc.org](http://cvc.org). Report cards will be emailed home quarterly with a link which is valid for 2 weeks or parent can log in to ParentsWeb. Archived report cards are available upon request.

### **Homework**

As part of the educational process, homework is given to all grade levels on a regular basis. Parents are asked to cooperate with the teachers and the child in attempting to complete the work that has been assigned. If difficulties arise in the area of homework, parents are encouraged to contact the teacher through school email or voicemail.

### **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/her books in good condition. If the books have been damaged, the homeroom teacher should be notified, to see if repairs can be made before damage becomes irreparable. The teacher will evaluate books when school starts and a record will be kept of their condition. Books will be re-evaluated at the end of the school year, with damage recorded. **The student must pay for lost or damaged books.** Students will be expected to pay for repair of school property and equipment if the student deliberately caused damage. Students will need to provide some school supplies. Please see "School Supply List" at [cvc.org](http://cvc.org). All personal property must be labeled.

### **Physical Education**

As with all subjects, students are expected to arrive prepared, including bringing their P.E. clothes. All students in elementary school will take P.E., unless excused by a doctor, with a parent's signed excuse, or at the discretion of the teacher. P.E.

clothes are required for grades 5<sup>th</sup> & 6<sup>th</sup> and are available for a reasonable cost from CVC Mother's Club. In the winter, sweatshirts and sweatpants are allowed, worn **over** P.E. shirts and shorts. A complete P.E. uniform policy is provided to 5<sup>th</sup> & 6<sup>th</sup> grade students at the beginning of the year.

### **Library Materials Guidelines**

The elementary library has both Christian and secular books in maturity levels from Pre-Kindergarten through Middle School. The collection has a wide range of fiction and non-fiction materials following guidelines that can be located in the Central Valley Christian Schools Board Policy Manual. For parental complaints about a book in our library, follow the procedures set by the Library Advisory Committee. Students in grades Kindergarten through Sixth grade have weekly access to the library collection. They are responsible to return books on time and in the condition in which they received it. The student must pay for lost or damaged books in a timely manner.

### **Responsible Use of Technology at Central Valley Christian Schools**

cvc.org/technology revised August 2019

*"Grateful for the advances in science and technology, we make careful use of their products, on guard against idolatry and harmful research, and careful to use them in ways that answer to God's demands to love our neighbor and to care for the earth and its creatures." (Paragraph 52, Our World Belongs to God, CRC Publications, 1988.)*

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 Schools 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 well-being
- 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, tablets, 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 others' 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 without permission 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 well-being**

*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)*

-Excerpt from the CVC Conduct Policy, Student Handbook 2015

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 using either personal or CVC resources 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 (such as printing) 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 or sharing credentials with someone other than to whom it was given.

### **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.

Students at CVC make use of the Google Suite for Education (GSFE), which includes services that are restricted by CVC policies but still require parental consent for users under the age of 18. More information can be found [here](#).

## **SERVICES**

### **Learning Resource Center-Philosophy and Guidelines For Servicing Students with Disabilities**

The Central Valley Christian Schools Learning Resource Center is an instructional area where students who are experiencing learning difficulties in traditional classroom settings can be taught and learn according to their particular strengths. Some of these phenomena may be discovered by means of standardized tests (WISC, Woodcock-Johnson, etc) as well as by observing a student's patterns of learning and working within academic spheres. A learning disorder shall be defined as "a discrepancy between academic achievement and observable potential, which cannot be attributed to any known organic reason." (Academic performance consists of things a student should know because he has been in school and how material is processed: how a child inputs and retrieves information.)

In order to service individual learners to the best of our ability, Central Valley Christian Schools has recognized that we are unable to service the full spectrum of special needs and learning disabilities which are represented by today's families. In

the best interest of the student, Central Valley Christian Schools reserves the right to determine if we can meet an individual student's educational and behavioral needs. When a student with special needs applies to Central Valley Christian, parents will provide a review panel with any formalized testing, report cards, and Individualized Educational Plans currently in place for their student. It is the review panel's responsibility to determine if a student's needs are within the scope of our Learning Resource Center. It is not our policy to discriminate. Rather, we want to provide the least restrictive learning environment for all students. Central Valley Christian Schools is not equipped and staffed at this time to handle students with severe special needs.

It is the intent of Central Valley Christian Schools to provide the following levels of service to our resource students.

1. Verify the student's need for resource services by reviewing the student's cumulative file and appropriate assessment results as provided by the parent.
2. Provide the least restrictive environment tailored to the needs of the individual student
  - a. Our goal is to keep the student in their classroom as much as possible.
  - b. We will try to keep the student at grade level as much as is possible depending on their diagnosed learning disability.
  - c. Provide an I.A.P. (Individual Accommodation Plan)

### **School Counseling Services**

The K-8 Counselor at CVC implements a school counseling program which includes data collection via student and teacher surveys. The counselor presents whole-classroom instruction, short-term group or individual counseling to students in the areas of academics, personal or social concerns, as well as career readiness. Individual counseling may include meeting in a formal setting or participation in a check in/check out system.

Parents/guardians or school staff may refer students for counseling, or students may request counseling. For counseling that extends beyond two sessions in a school year or that is planned on a regular basis, parent/guardian permission is to be obtained.

In order to build trust with the child, the school counselor will keep information confidential, with some possible exceptions. The counselor is also required by law to share information with parents or others in the event the child is in danger of harm to self or others. The counselor will make the child aware of these limits to confidentiality and will inform the child when sharing information with others.

## **Before and After School Care**

CVC Before and After School Care is for CVC students in grades K- 6<sup>th</sup>.

Hours: Before School Care: 7:30am – 7:55am

After School Care: 3:00pm to 5:30pm, Monday through Friday (excluding school vacations, holidays and ½ days).

Fees: Before School Care \$2/child/day or \$120/child/semester.

After School Care: \$8/child/day or \$500/child/semester.

Registration opens online in early August after class lists are emailed. To take advantage of the semester rate, a parent must pay within the first week of the semester.

## **Bus Service**

Bus service is a privilege and is available at no additional cost. Any student who fails to follow bus rules (found in the CVC Transportation Handbook), may lose that privilege. Bus disciplinary procedure is as follows:

1. The student will receive one verbal warning when an infraction of the bus rules is observed.
2. On the second offense whether it is of the same nature or different, the student will be moved to a newly assigned seat for 5 days, most likely near the front of the bus closer to the driver.
3. If the student continues to struggle he/she will be given a citation to be signed by the parent and returned. The parent is to keep one part of the citation and the second part of the signed citation needs to be returned to the driver. If the signed citation is not returned to the driver, the parent will be contacted by telephone.

## **Bus Citations**

1st Citation: Student takes citation home and has parent sign the citation. Student gives citation to bus driver upon resuming riding bus.

2nd Citation: Principal contacts the parent and bus privileges may be taken away.

3rd Citation: Bus privileges are taken away for at least 5 days.

(Depending on the severity of the offense, some of the preceding steps may be skipped).

***CVC Transportation Handbook*** is available online at [cvc.org/parent-central/](http://cvc.org/parent-central/)

## **School Lunches and Milk**

The hot lunch program is run by Joy Catering, owned and operated by Brenda Byrd. She may be reached at [brenda.joycatering@gmail.com](mailto:brenda.joycatering@gmail.com). Hot lunches ordered online at [joycatering.ahotlunch.com](http://joycatering.ahotlunch.com) at the following price levels (with increased portion size at the noted grade levels):

K: \$3.95

1<sup>st</sup>-3<sup>rd</sup> : \$4.20

4<sup>th</sup>-6<sup>th</sup>: \$4.45

All students must either bring a sack lunch or purchase a school hot lunch. Students without lunches will be given an Emergency Lunch. Emergency Lunches cost \$6 (\$5 if paid within 24 hours). They consist of: a microwave lunch entrée, fruit and a cookie. If there is a need for an outside lunch, it must be into the office **BEFORE** the start of the student's lunchtime; otherwise an Emergency Lunch will be given to them.

White or chocolate milk is available to all students for an annual fee. Milk is not sold on a daily basis.

## **STUDENT CONDUCT**

**Gum chewing-** is **NOT** allowed on campus or in the classrooms.

**Profanity-** A detention will be given and served for any and all profanity on campus.

**Skateboards, bikes, scooters, etc. -** Skateboards, scooters, bikes, roller blades and "heelys" are not allowed to be used on campus. If used for transportation to school, they must be stored during the school day by the elementary principal.

**Prohibited Items-** No weapons of any kind shall be taken onto campus, including but not limited to: guns, knives, sling shots, swords or toy replicas of such items, such as Nerf guns.

**Electronic Devices-** Electronic devices such as cameras, cell phones, games, laser pointers, CD players, MP3 players, and iPods are not allowed during the school hours of 8:10am -3:00pm. Items will be confiscated and given to the principal to be picked up by a parent.

**Money at School-** Excessive amounts of money should not be taken to school. The school is not responsible for lost money or articles. It is suggested that students do not leave money in rooms, desks, etc.

## **Bullying Policy**

Central Valley Christian Schools intends to provide its 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 Schools does not condone or allow bullying of others, whether engaged in by employees, supervisors, students, or other persons who may be present in our facilities. Any person who believes he or she has been subjected to bullying should

report it immediately to an appropriate superior. Students may report it to their classroom teacher, the principal, or anonymously to the office. Each report will be given serious consideration and investigated thoroughly. Appropriate action will be taken to eliminate such bullying. All reports of bullying and subsequent investigations will be handled discreetly to avoid embarrassment of the person making the report. Any person who is determined to have violated this policy will be subject to corrective action and discipline including the possibility of expulsion.

### **Definition**

Bullying is **repetitive** intentional harmful behavior, initiated by one or more students, and directed toward another student. For our purposes, it takes place in the school, on school property, on school field trips, or with the use of school owned technology. Examples of bullying are as follows, but do not cover all types of bullying:

- Verbal: Name calling, putdowns, racist remarks, teasing, threats, spreading rumors, sending inappropriate notes or pictures in any medium (cell phone, internet, paper, etc.,)
- Physical: Unwanted physical touching, contact, assault, deliberately impeding or blocking movements or any intimidating interference with normal work or movement, etc.,
- Social: Ostracism or exclusion, ignoring, being unfriendly, alienating, etc.,
- Psychological: Acts that instill a sense of fear or anxiety.
- Any act that insults or demeans an individual in such a way as to cause distress, reluctance to attend school, a decline in work standards or problem behaviors.

### **Awareness**

- There will be ongoing training for all school staff. The principal or designee shall arrange for Bullying Awareness and Response Training. Because adults must take the initiative in combating bullying, they must be watchful for bullying signs, closely supervising children on the playground, in the classrooms, rest rooms, etc.,
- Teachers will routinely conduct class discussions, role-playing, and activities to educate the students in seeking help from an adult, reporting incidents, speaking up and supporting the victim, expressing disapproval of bullying behavior, responding assertively to the bully, walking away from the bullying behavior, etc., This can be done in class, chapel or assembly.

### **Reporting**

- Students, parents, or employees should report a case of bullying to the principal, their classroom teacher, or anonymously to the office. A "Safe Box" is provided in the elementary office for anonymous reports or student concerns of any kind.
- A charge of bullying shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of bullying will result in disciplinary action. Students, employees, or parents found to have



filed false or frivolous charges would also be subject to disciplinary action.

- Any member of the school staff receiving a suspected bullying report (verbal or written) shall quickly address the matter prior to the end of the school day, if possible. The staff member shall assess the situation to determine if the behavior meets the criteria for bullying or if the behavior is an isolated incident that can be resolved within the classroom. **(Not all conflict constitutes bullying.)**

### **ELEMENTARY DRESS CODE**

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.”***

***1 Peter 3:3 & 4.***

Everyone is expected to dress in Christian modesty. Please wear clothes that are not in need of repair.

- Girls: dresses, skirts and skorts should be modest. Hemlines must be no higher than four inches above the knee.
- Shorts may be worn year round. Hem lines must be no higher than four inches above the knee.
- Blue jeans may be worn if they are neat, not tattered or excessively worn and have no holes.
- Tops must not be oversized, undersized, sloppy, and/or revealing. Tops must hang several inches below the waistline. Skin must not be exposed if arms are down or raised. **Bare midriffs, sleeveless garments, spaghetti straps, or tank tops are not allowed. All dresses and tops must have sleeves.**
- Pictures, logos, slogans and advertising on shirts and hats, should not be in conflict with Christian sensibility and values.
- Open sandals are not allowed for student’s safety. **All footwear must have closed toes and at least a strap on the back.** Flip-flops are not permitted.
- No spandex or tight garments may be worn without an outer covering, and must be a minimum of 5 inches.
- No facial or body piercing is allowed, other than earrings. Boys may not wear earrings at school.
- Hats or caps are not allowed to be worn in the classroom nor the chapel.
- Hair must be neat, clean, and cannot interfere in making eye contact with teachers, administrators, and staff. Unusual styles and colors (unnatural) may be prohibited if deemed to interfere with school programs.

**Field Day/Blue & White Day:** The dress code will be followed for Field Day.

*The Administration has the right to determine appropriateness of any and all student dress at all school functions. This list is not exhaustive nor does it touch on all*

*the possible combinations of acceptable dress. The administration has the final say in responding to new dress code issues. The goal, as always, is to honor Christ in all we do, including how we dress.*

## **Dress Code Violations**

Dress Code discipline:

1st Offense: A discretionary verbal warning and an email sent home to parents by their teacher.

2nd Offense: Principal or secretary will notify a parent of students in grades K-3 for a change in clothes. Students in grades 4-6 will call home for a change of clothes. An email from the student's teacher will also be sent home.

3rd Offense: Principal or secretary will notify a parent of students in grades K-3 for a change of clothes. Students in grades 4-6 will call home for a change of clothes. An email from the student's teacher will also be sent home. Students in grades 4-6 will receive a detention.

4th Offense: Principal will notify parents. An email from the student's teacher will also be sent home. The issue will be brought to the Elementary Education Committee to determine possible clothing restrictions.

## **SCHOOL POLICIES AND PROCEDURES**

### **Discipline**

Our primary goal at Central Valley Christian Schools is to assist the parents in educating their children for good citizenship in our country and God's kingdom. Attending Central Valley Christian Schools is a privilege, which carries responsibilities:

1. A student's conduct must honor God and school.
2. Students are expected to be obedient and respectful toward their 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. When a teacher refers a pupil to the principal's office, the following guidelines will be followed:

1. Principal will meet with the student and keep information pertaining to the incident.
2. The principal may notify the parents, if needed. The incident may be recorded in the Behavior section of the student's RenWeb file.
3. If needed, parents may be called in for a conference with the members of the staff. Ways and means of helping the student will be discussed and a plan of action developed.

## **Complaint or Problem Procedures**

During the course of the year, occasional misunderstandings or problems may arise between a teacher and student, a teacher and parents, parents and the school, or any one of several possible areas. This is often the result of a lack of communication between those involved. The school's policy for dealing with these situations is consistent with the teachings found in Matthew 18: 15-17.

If you have a concern with another party (teacher, administrator, or another parent, etc...) go to the person individually and personally share your specific issue with them. If that doesn't resolve the problem, then go to the next "level" and talk with the person in an authoritative position or committee to provide some resolution and understanding. If there are still conflicts and disagreement, a third step needs to be taken to the next level for sharing & resolution.

Finally, if harmony is not reached, or repentance or resolution is not attained a parting of ways could be necessary.

1. All questions, problems, or complaints should first be brought directly to the teacher before anyone else is involved.
2. If the situation is not cleared up at this level through direct contact, it should then be brought to the Principal.
3. If the problem is still not resolved at this level (i.e. with the Principal as mediator), it, should then be presented in writing to the Superintendent
4. If the issue is still not resolved, the problem will be presented 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 through the School Board. 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.

## **Complaint or Conflict Procedure**

We acknowledge that during the school year misunderstandings or problems will arise between two parties (teacher and student, teacher and parents, parents and CVC, etc.), often due to lack of communication. Consistent with the teachings found in Matthew 18:15-17, CVC's policy for pursuing resolution is outlined below:

1. Before involving anyone else, go to the other party (teacher, administrator, or another parent, etc...) and personally share the specific issue with them.
2. *If the problem persists*, talk with the appropriate person in authority or on a committee to seek resolution and understanding.
3. *If the problem persists*, bring it to the principal, who will serve as mediator.
4. *If the problem persists*, present it in writing to the Superintendent.
5. *If the problem persists*, present it in writing to the Education Committee.
6. *If the problem persists*, it will be presented to the School Board, which is the final level of appeal.
7. If resolution is not attained, a parting of ways may be necessary.

## **Citation and Detention**

**Citations** are given as reminders for students in Grades 4<sup>th</sup>-6<sup>th</sup> at the teachers' discretion. After 5 citations, a student will receive a detention. (Citations are not part of a student's permanent record). Some examples in which Citations may be issued are: unacceptable behavior, lack of respect, poor attitude/effort, and incomplete/missing work.

- Student citations are to be taken home, signed by the parent and returned.

**Detentions** are given to students who misbehave or consistently come to class unprepared.

- The student will be given a detention slip that must be taken home and signed by the parent.
- Detentions will be 45 minutes every Tuesday and Thursday from 3:00-3:45pm in a designated classroom.
- If a student fails to report to detention when assigned, he/she will serve an additional detention unless the administration is notified.

## **Suspension and Expulsion**

Infractions may result in a student being suspended. If necessary, the matter will be referred to the School Board for further action.

- This could include either in-house or out of school suspensions for a period of one-day minimum to one-week maximum.
- A suspension is a very serious type of discipline. The administration and staff may suggest expulsion of a disobedient student to the Central Valley Christian Schools Board in a case where a student refuses to conform to the rules and policies of the school. A suspension does not require School Board action, while an expulsion does.
- In matters of extreme seriousness, the above policy may be bypassed, and the matter will be referred to the School Board immediately.

## **Non-Custodial Parents**

Divorced and separated families are realities of contemporary life, which affect the school's responsibilities to its students. The following guidelines have been adopted to assist the school institutions where a non-custodial parent wishes to have contact with or take custody of the student while the child is at school.

1. The school will cooperate with non-custodial parents' involvement in school-related affairs or access to the parent's child or to the student's records, unless the school is presented with a court order or comparable legal document which restricts such involvement or access.
2. A non-custodial parent may not take custody of a child or remove the child from school premises, unless the parent presents either a written court order or a written authorization signed by the custodial parent, which permits such custody.
3. Regarding student activities which require parental consent, the school will accept consent only from the custodial parent, unless authority to grant consent is given to the non-custodial parent by a court order or comparable legal document.

4. If the actions of the parent(s), custodial or noncustodial, become disruptive to the operations of the school, the school has the right to restrict access by such parent(s) and to take other reasonably necessary action.

### **Telephone Use**

The telephones in the office and in the classrooms are for professional use only, **NOT** for student convenience. Only in *special cases with teacher permission*, may a student use the phone.

### **VOLUNTEERING**

A volunteer is an adult, 18 years or older, who participates in CVC activities, either on-campus or off, with a distinct duty or assignment through a CVC club, committee or organization that falls under CVC jurisdiction. We do not consider staff members or current students in this volunteer description. All volunteers are unpaid. In contrast, a visitor is someone who comes onto CVC's campus of their own volition, to visit with students, staff and/or faculty on a non-regular basis.

All volunteers must complete and pass the Volunteer Clearance Form as well as read and comply with the Volunteer Handbook ([cvc.org/parent-central/](http://cvc.org/parent-central/)). Background checks are valid for three years. In lieu of signing the last page of the handbook, we are considering your participation in our background check to be your agreement to abide by the guidelines in the handbook.

### **LOST AND FOUND**

All children's jackets, sweaters, lunch boxes and backpacks must be labeled clearly with permanent marker. When items are left on the playground, they will be placed in the lost and found, located in the foyer of the elementary office. These items will remain in the foyer for children to retrieve. All unclaimed items will be donated to ***Used Treasures*** at the end of each month. There is a lost and found area on all campuses, as well as the transportation office. Please make a habit of checking the lost and found regularly.

### **SEVERE WEATHER AND FOG DELAYS**

Due to dense seasonal fog in this valley, we may have a foggy day schedule . On this schedule:

- School will begin at **10:30am and dismiss at regular times (2:55pm for Kindergarten and 3:00pm for grades 1<sup>st</sup>-12<sup>th</sup>)**.
- Buses will run in the afternoon, even if they are canceled in the morning.
- The plans are as follows:
  - Plan A: Buses will run at modified times; school begins at 10:30am
  - Plan B: Buses canceled; school begins at 10:30am
  - Plan C: Check the website [cvc.org](http://cvc.org); some routes may be running; school begins at 10:30am

**If** parents of K-6 students must drop off their children earlier than the 10:30am fog schedule start time:

- Before School Care (see p. 13) is available, for a fee, from 7:30-7:55am.
- They may be dropped off after 8:00am and there will be staff supervision.

**The most accurate information will be found via the CVC website.**

Updates can also be found on radio KMJ 580 and TV channels 18 (PBS), 24, and 30.