



2018-2019

Parent & Student Handbook

## **Administration**

### **Parry Dalzell**

Pastor

### **Chris Asprelli**

Administrator

### **Sal Gonzales**

Principal

The primary objective and purpose of Central Valley Christian Academy (CVCA) is to provide students with an excellent and well-rounded education by leading them to be followers of Christ through Biblical teaching. The administration of CVCA realizes its solemn responsibility before God in giving the students a good foundation for their future, while working with the parents in molding their life and character.

It is of utmost importance that CVCA obeys the Scriptural imperatives of Deuteronomy 6:5-7 and Proverbs 22:6;

*“ And thou shalt love the LORD thy God with all thine heart, and with all thy soul, and with all thy might. And these words, which I command thee this day, shall be in thine heart: And thou shalt teach them diligently unto thy children,..*

*“Train up a child in the way he should go: and when he is old, he will not depart from it.”*

Our school staff is directly responsible to the Administrator, who in turn works directly under Pastor. Proper protocol is always observed in caring for school business. CVCA is not only an extension of Central Valley Baptist Church, but also of the Christian home in training young people for eternity in a Christian environment. Thus, our staff works closely with the parents in achieving this.

## **ATTENDANCE AT CENTRAL VALLEY CHRISTIAN ACADEMY**

The **goal** of our school is **not to reform** the students but **to train them** in the highest principles of Christian leadership, self-discipline, individual responsibility, personal integrity, and good citizenship. CVCA stands without apology for the old-time Gospel and the highest standards of morality and Christian behavior.

### **HANDBOOK ADDENDUMS**

From time to time, changes and additions in the policies in this handbook become necessary and immediate. The administration of Central Valley Christian Academy reserves the right to change this handbook as we deem it necessary and appropriate. All families will be given a copy of the amendments or addenda.

### **CHURCH AFFILIATION**

CVCA holds to the Statement of Faith of Central Valley Baptist Church. A brief summary (a complete copy is available in the church office) follows:

- The divine inspiration of the Scripture
- The triune God
- The fallen nature of man and his condemnation
- Salvation by grace through faith...the free gift of God
- The necessity of repentance
- Faith wrought by the Holy Spirit
- The glorious display of God's purpose and grace
- The progressive work of sanctification
- The keeping power of God
- The harmony of the law and the Gospel
- The permanence of the local church
- The prominence of the local church
- Baptism by immersion and the ordinance of the Lord's Supper
- Devout observation of the first day of the week
- The honoring of civil government
- The resurrection of the righteous to life and the wicked to damnation
- Personal imminent return of our Lord Jesus Christ

Students and parents are expected to be faithful attendees and in good standing with their church.

### **ADMISSIONS**

#### **Policy**

CVCA admits students of any race, color, or national ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students at the school. It does not discriminate on the basis of race, color, and national or ethnic origin in admission of its educational policies, admissions policies, scholarship programs, athletics, and other school-administered programs. However, we do reserve the right to deny admission to any student who is actively involved in any religious group or organization, which teaches doctrine contrary to the Bible.

### **PARENT-SCHOOL RELATIONS**

Parent orientation and conferences promote a good understanding between parents or guardians and the school faculty/administration. Parent-teacher conferences are scheduled through the school office either by phone, a note, or email.

One way we communicate with the parents is through the Parent Communication Envelope. When this envelope is taken home, it is to be returned to the school the next school day.

It is our goal to provide excellent and regular communication with the parents, and we would appreciate the same courtesy.

Regular parent-teacher conferences will be scheduled, as well as quarterly report cards. Any time a student is not performing as expected, you will be notified.

When communicating with the school, please keep these things in mind:

1. All financial matters must be discussed with the school administrator. The principal, supervisor, and monitors do not have any dealings with your bill.
2. Please do not discuss school issues at church. This includes personal, financial or otherwise.
3. Please be pleasant with teachers, staff and office personnel.
4. Please give teachers and staff the benefit of the doubt. Students tend to twist the truth to their advantage. Before you decide what you think about something, get both sides of the story.
5. Please do not discuss your personal business when your students or other students can hear.
6. We as a staff want to hear your feedback, if you need anything please let us know!

### **Emergency Information**

An emergency information form must be completed for each student for school office use, providing telephone numbers and contact persons should an emergency arise. Please inform the office of any changes throughout the year.

### **Consent Form for Off-Campus Activities**

We have a closed-campus school. All students are required to stay on campus all day. The Off-Campus Activity Consent Form allows your child to go to off-campus school activities like field trips, free lunch with a staff member, play day at the park, etc.

### **Visiting the School**

Parents are welcome to visit our school. Appointments should be arranged through the school office. No parent is allowed to enter classrooms without administrative permission and checking into the office. All visitors are expected to dress and act appropriately.

### ***LOCKED DOOR POLICY***

***Doors will be kept locked during school. Students that leave class must take a key with them. No one is allowed entrance into classroom that is not a student, faculty or staff without a staff representative.***

### **Telephone Calls**

Students are not allowed to use the office phone at any time. In case of an emergency, please call the office.

**Note: All electronic devices need to be turned in when your child arrives on campus.** (i-pods, cell phones, mp3 players, personal CD players, etc.). Any confiscated item will not be returned to the student, but to the parent.

### **Early Dismissal**

If an emergency arises making it necessary for your child to leave school early, please call the office. We will make sure your child is ready when you come for pick up.

In case of non-emergency, please send a note with your child that day to explain the reason.

### **Illness at School**

A student will be sent home if he: a) has a temperature of 100° or above b) is vomiting c) has other **obvious** symptoms of illness. Normally, we will not send home a child if he is just “not feeling well”. Please keep your child at home if he has any symptoms of a communicable disease or if he has had any of the mentioned symptoms 24-hours before.

If a student needs immediate medical attention, the office will notify the parent first.

**Note: No staff will be allowed to administer any medicine to any student without parent authorization.**

### **Student Absences/Tardiness**

*(Education Code Section 48260—Any pupil subject to full time education who is absent from school without valid excuse more than three days or tardy in excess of 30 minutes on each of more than three days in one school year is a truant and shall be reported to the attendance supervisor of the superintendent of the school district.)* **Therefore, a student will be allowed a maximum of three (3) unexcused absences and tardies per quarter.** After the third, the student will be put on probation.

A written note explaining specifically the nature of the student’s absence, signed by a parent or guardian, must be presented to the supervisor when a student returns to school the day following the absence or tardy. Without an excuse note, an absence or tardy will be considered unexcused.

The following will be considered excused absence or tardy:

- death in the immediate family
- illness
- out of town trips with family

Arriving after 9:00 am or leaving before 11:30 a.m. will be considered an absence.

A student will not be allowed more than 10 total excused absences and tardies. It is our desire to impress on the mind of the student the importance of good attendance habits. We ask you, the parent, to help us in this endeavor.

While we do not have a limit on excused absences, we feel that more than 10 additional absences will make a noticeable difference in a student’s ability to complete their recommended work for the year.

### **Releasing a Student After School**

Only the people listed in the Transportation Information form will be allowed to pick up your child from school. Please notify the office immediately if changes occur. Students will be lined up after school to wait for their ride. They should be picked up between 3:30 and 4pm. After 4pm they will be sent to the office to wait for their ride. Charges may apply to late pickups.

### **Birthdays**

Children, more specifically the younger ones, enjoy celebrating their birthday with their schoolmates. If you are planning to do this, please notify the office in advance.

### **Posted Announcements**

No handbill, literature, or sale of any items is allowed on the school premises without the approval from the office.

## **Searches**

CVCA has the right to search any or all of the following:

- backpacks, purses, or pockets
- lockers, offices, or desks
- the person of the student

## **ACADEMICS**

### **Curriculum**

We use ACE for our core curriculum (Math, English, Social Studies, Science, Word Building, and Bible). Electives are a combination of ACE and other materials.

Our grading scale is as follows:

A+	99-100	B	88-90
A	96-98	B-	85-87
A-	94-95	C+	82-80
B+	91-93		

If a student receives a grade below 80% he will do that PACE again. ACE is a mastery-based curriculum. To ensure your child grasps the concepts outlined, they will not be able to pass a subject they do not understand.

### **Failed Pace Policy**

If a child receives a 79% or below they will erase the PACE and do it again. The second time he/she fails the school office will send home a notice and charge the family a \$5 fee to replace the PACE.

The highest grade a student can receive on a failed PACE is 80%. Each failed PACE will be factored into their GPA as an 80% and will be redone until the student grasps the concepts in the PACE and passes with a grade 80% or above.

Most students will not fail more than once if they are scoring properly and honestly completing the work required of them.

### **Homework Policy**

If a student does not complete his daily goal of PACE work, they will be sent home with homework to finish before the next day. It is required that a parent sign the homework slip once the homework is completed. An unsigned slip, no returned slip, or incomplete homework will result in a demerit for each offense (each incomplete subject will receive one demerit).

Self-Tests and Tests will not be sent home as homework. The student must complete that during class. Check-ups may be done at home.

We recommend your student arrives early the following day to score his homework to help him get a good start on that day's goals.

### **Promotion**

Because ACE allows students to work at their level, their chronological grade is not frequently referenced except when setting their yearly goals.

One student may excel in a subject and function a year higher than their grade level, but be a little behind others in another subject. Therefore, their grade level merely reflects the chronological grade we are using as a guide for our expectations.

Each student will have different goals and different levels as determined by their parents and teachers. If a student is falling behind or getting too far ahead, we will make adjustments accordingly.

## **DRESS STANDARDS**

The purpose of these guidelines for appearance is not to legislate morality--which must come from the heart--but rather, to encourage Christian young people to be concerned with the Biblical principle of modesty. This is neglected by many Christians today.

### **Students are to leave the school dressed as they came.**

The administration will be the final authority should there be any questions on the matter of dress. If a problem cannot be corrected immediately, a student will not be permitted to return to class, and a parent will be called to take care of the matter.

### **School Uniforms**

Please refer to the specific uniform code for this year.

While at school, uniforms are to be worn by all students. Students and parents should be responsible to see that uniforms are in **good condition** (no holes nor tears), washed, ironed (if needed), and ready for wear. If your child comes to school out of uniform, you will be called either to pick up your child or bring his uniform to school. Your child will not be allowed to attend class until he is in uniform.

### **Student Dress Code**

This dress code is expected to be adhered to whether at school or at an officially sponsored school activity (i.e., field trips, sporting events, church programs, etc.)

### **Boys**

1. Hair
  - must be:
    - clean and cut in a standard, conservative-type manner
    - tapered in the back and not "block-cut"
    - off the ears and the collar
  - should not be:
    - shaved on sides and long on top
    - colored
2. Facial hair (mustache or beard) is not allowed--must be clean-shaven, no stubble.
3. Clothing with questionable slogans, wording, or emblems are not allowed.
4. Undershirts should be plain white (no print).
5. Shirts have to be tucked in at all times.
6. Belts have to be worn with school pants.
7. Watches are the only acceptable jewelry.
8. Socks and black shoes have to be worn in class at all times. Athletic shoes are worn **only in P.E.**

### **Girls**

1. No pants, slacks, or shorts are allowed--only skirts, dresses, or culottes.
2. Hair styles must be neat and simple--no wild, unnatural style or hair coloring.
3. Clear or light pink nail polish may be worn. High School girls may wear light make-up with discretion.
4. Clothing must not be tight fitting or otherwise immodest. This includes low or plunging necklines or low-cut back.
5. Blouses are to be modest, not see-through. Necklines must be no lower than a 3-finger width from the collarbone.
6. No slits may be above the knee in either skirts or dresses.

7. Skirts, dresses, and culottes must cover a student's knee. They must touch the floor when the student is in an upright kneeling position.
8. No ankle bracelets are allowed. Earrings may not hang below the earlobe. Only one pair of earrings may be worn.
9. No article of clothing should have worldly patches or emblems.
10. Tops should have no print across the chest.
11. Open-toed shoes are not allowed (Chapel days included).
12. Dark, non-athletic shoes with white or navy socks or white or navy tights for the Grade School (K-6<sup>th</sup>) and flesh or navy nylons/hose/tights with no contrasting patterns for the High School (7<sup>th</sup>-12<sup>th</sup>) are required.

## **DISCIPLINE**

Biblical discipline provides lessons of life for the student both now and for the future. Lessons of discipline include:

- teaching the fear of the Lord (Proverbs 1:5-7)
- teaching students to make right decisions and to stand alone for righteousness (Proverbs 1:10-19, 29-33)
- teaching God's laws of cause and effect (Galatians 6:7-8)
- teaching restitution for offenses (Matthew 5:23-24, 18:15)

The purpose of student discipline is to provide a foundation and to produce the character of Christ through the implementation of Biblical principles of correction. According to God's Word, obedience to rules is designed to protect a person for God's best rather than for a life of surrender to the world (Genesis 2:17, Romans 6:13).

Our philosophy of discipline is to exhibit a spirit of concern and control. Our concern is motivated by a desire for each student to travel in the direction that God would have for him. By God's grace, our attitude of discipline is never carried out with a goal of hurting the student; but rather, to protect the student from unprofitable life directions. Control is also very necessary in discipline. Our disciplinary system is designed to be meted out with equity based not on who the student is, but based on what principle and policy the student has violated. This does not eliminate the element of mercy. However, mercy must be tempered, lest it be viewed by others as permissiveness and an encouragement to intrude on mercy.

Our goal in discipline is to match the consequence to the offense, and then counsel restitution to the offended party (Matthew 18:21-35). The disciplinary system will be only as public as necessary to resolve conflicts with the ultimate goal of causing others to fear the Lord and walk in obedience in Him.

**CVCA is not a corrective institution.** Consequently, we ask that you do not enroll your child with the idea that we will reform him. We are here to work with the home, but not to take the place of parents who have experienced difficulty in fulfilling their role.

Students must at all times conduct themselves in a manner becoming of a Christian. **Gripping is not tolerated.** If your child does come home complaining about a policy or discipline, please follow this procedure:

- Give the staff the benefit of the doubt.
- Realize his reporting of the incident is emotionally biased and without all the information.
- Realize we have reasons for all rules, and they are enforced without partiality. Never criticize the school in front of the child or anyone else.
- Support the administration and call for all facts.



Someone has said, “an undisciplined person cannot learn. He will destroy himself, society, or both.” Upon such a premise, CVCA has built a disciplinary system designed to teach a child to “rule his spirit” in a way pleasing to our Lord Jesus Christ.

When a child’s attitude is not in accord with the school policies or principles, the child will be placed on probation, and both parents will be called for a conference. If the administration feels the situation has not changed within a designated time, parents will be asked to withdraw their child.

At CVCA, we maintain a discipline, which is firm, consistent, fair, and tempered with love. Our staff maintains standards of behavior in class through kindness, love, and genuine regard for the student. However, when disciplinary action becomes necessary, it is firmly carried out, tempered by good judgment and understanding.

## **Demerits**

Demerits are vital to the order of our classrooms. Demerits are issued to students who earn them.

### **Demerit Policy**

- ✓ A demerit is issued for offences found in this Student Handbook.

A demerit may be written by any faculty or staff, However the supervisor of the classroom is the one who issues demerits the majority of the time.

- ✓ 5 demerits equals a detention.

Demerits will accumulate throughout the week. Every student starts with a new slate each Monday. When a detention is issued, the 5 demerits will be stapled to the back of it and give to the student. Detentions will be served the following day during lunch or after school.

- ✓ 2 detentions within 5 school days.

When a 2nd detention is sent home in less than 5 school days, the parents will be contacted by the administrator.

- ✓ 3rd detention is a suspension.

When a 3rd detention is issued within 5 school days, the classroom supervisor will notify the school administrator immediately. The administrator will contact the parents for suspension procedure.

### **Classroom rules:**

No talking or communication of any kind in the learning center ever! Unless decreed by the classroom supervisor that everyone can talk for the purpose of a party or other activity. *This includes entering and exiting the class.* This includes addressing a teacher. Students must raise their flag to be called upon by the teacher. They are not allowed to call out to a teacher. Lower grades will take a little longer to learn these rules.

No chewing gum, eating, or drinking in class. This includes water, coffee, soda etc. Every hour the students are allowed to use the restroom and get water, this is plenty of time throughout the day.

No toys or unapproved materials at desk.

## **OTHER SCHOOL RULES**

### **PROPERTY**

- Central Valley Christian Academy nor Central Valley Baptist Church will not replace and/or reimburse students for lost/stolen articles.
- Students and their parents/guardians are responsible for damaged property (personal, school or church) whether the damage was accidental or willful.
- Lost and found items will be cleaned out periodically and donated to a charitable organization. Uniform items will be given to the clothes closet.
- Students that are found destroying school desks such as peeling paint or scratching scoring stations will be issued an immediate detention where the student will be asked to clean or do some sort of work to pay for destructive behavior.

### **PLAYGROUND**

- Obey directions of school staff at all times.
- Consult with staff when having trouble or difficulties on the playground.
- No playing in the bathrooms.
- Wrappers from snacks and other trash must be discarded in the trashcans.
- Stay within school boundaries.
- Do not run on sidewalks or inside any building.
- Do not throw objects including rocks, sand, dirt, sticks, book bags, or lunch boxes.
- No teasing, name-calling, intimidation, or bullying.
- No spitting or throwing water or other liquids.
- All games are open to anyone who wants to play at the start of the game.
- No seeds or nuts in shells.
- Follow a “hands-off” policy. No hitting, slapping, kicking, grabbing, pulling, or pushing.
- Students are not allowed to climb on anything! Including top of playground equipment, buses, buildings etc.

Games involving wild running, physical contact, or other forms of rough play are not allowed. Games involving physical contact are only allowed during a supervised class activity time. Teachers must be careful never to allow a student to get something from the cleaning closet or maintenance closet. These items can be very dangerous and we must watch the students constantly.

### **EQUIPMENT**

- Use all playground equipment carefully and according to its intended use
- Slide only in sitting position with feet first. Do not run or climb up the slide
- Swing seated, in back and forth motion. Only one person is allowed to swing in each swing at a time. Swings are never to be twisted, wrapped over the top bar, or in any way linked to other swings.
- No standing on or jumping from equipment. Do not jump from one piece of equipment to another.
- Playground balls are to be used in games such as four square and nine square and dodge ball
- Balls may not be bounced off the walls or on the deck

At the end of recess, all equipment should be returned to a designated area. Students are not allowed to bring hard balls or baseball bats to school.

Bicycles, scooters, skates, skateboards, roller blades, and skate shoes may not be ridden or used on school/church property. Skate shoe wheels must be removed while on campus.

Discipline problems on the playground will be resolved by the staff who supervise students recess.

Students will be disciplined by receiving “time out” during recess. Consistent or severe problems will be referred to the administration for further discipline.

### **STANDARDS OF CONDUCT**

- Obey staff and administration promptly and respectfully at all times.
- Always speak courteously to staff, volunteers and other students.
- Show respect for other people’s rights, ethnicity and property.
- Exhibit proper reverence during flag salutes, devotions, chapel services, and prayer times.
- Do not disrupt a teacher, except in an emergency, while he/she is conducting class.
- Do not be in a classroom without an adult.
- Pick up after yourself and help keep the classrooms and the school grounds clean and neat.
- Do not lie, cheat, or steal.
- Return school materials, books, and assignments and provide requested information.
- Follow the “hands-off” policy.
- Observe school boundaries.
- Do not bring any inappropriate material to school.
- Help keep restrooms clean and throw paper towels and other trash in trashcans.
- Maintain self-control and avoid fighting, arguing, use of profanity or name-calling.

The following are not allowed at school:

Gum Toys Games Playing cards  
Trading cards Radios, TVs, CD players or MP3 players  
Video games Expensive jewelry  
Knives, slingshots or weapons of any kind matches, lighters or fireworks

If any of these items are brought to school without approval they will be confiscated and sent home at the end of the day. Certain items may require parental pick up. Repeated offences may result in holding items until the end of the school year.

### ***Social Media Policy***

***Students and staff alike must take a serious stance on social media. Anything that is posted, liked, repeated, communicated and or affiliated that is ungodly will be treated like it was done on school property. The testimony of our school, church, staff and Pastor are on the line. Inappropriate behavior online will not be tolerated.***

Students are not allowed to make phone calls while on the school property. Students are never allowed to be in the church, house, or a modular alone or with a member of the opposite sex.

We do not tolerate corrupt communication. Encourage the students to speak of godly things and refrain from discussing TV programs, movies, or celebrities at school.

Swearing and disrespectful speech to a staff member or another student will not be tolerated.

Students must leave dressed the same way they arrived. They are not allowed to change their clothes, untuck their shirts or even remove their vests after chapel. *Students who participate in sports must practice in their PE uniforms.*

Lying, cheating, and stealing are not permitted. If a student exhibits any of these behaviors the matter needs to be brought to the administrator *immediately*.

### **Detentions**

Detentions are served, not as a time to catch up on homework or talk to friends. The purpose of a detention is to discourage the student from getting demerits. Detentions will be served in the school office and students will be asked to copy pages of the dictionary or something of that nature. Detentions will be the length of lunch and recess during school or after.

### **Suspensions**

**The administrator reserves the right to suspend a student for actions he deems is worthy of suspension.**

Receiving a suspension will result in a loss of all privileges for one week (5 school days) beginning on the day or days of suspension. When a suspension is administered, a notice of suspension will be sent home the day prior to the suspension. The morning after, the note must be signed and returned, for it will serve as a note back to school.

The week (5 school days) following a suspension will be a probationary period. **If the student receives detention during the course of the probationary period it will result in a meeting with the parents, pastor, and principal to discuss further action.**

The first suspension a student receives will be one school day.

The second suspension will be 3 days.

The third suspension will be 5 days.

It is reasonable to expect that the average student will receive a few demerits over the course of a semester. For this reason, demerits accumulated in one week will be erased at the end of that week. However, the same is not true regarding detentions and suspensions. Four suspensions over the course of a year will definitely result in expulsion from CVCA.

### **Expulsion**

The following will result in immediate expulsion from school:

- Arrest or involvement in crimes
- Gambling
- Immorality/sexual conduct of any kind
- Membership in gangs
- Pornography (gestures, language, or materials in any form)
- Possession of knives, firearms, or any other weapons
- Striking a teacher
- Use of illegal drugs or alcohol
- Written or expressed profanity

*Students are expected to report major infractions of school policy to the administration. A violation of school policy is seen as a betrayal of the whole student body and is regarded as such. Students who are aware of major violations of the school policy and/or who do not give full disclosure may be subject to the same disciplinary action as those who have committed the infraction.*

## MISCELLANEOUS

### **Honor Roll**

Honor Roll is available to students from 1<sup>st</sup> through 12<sup>th</sup> grade.

1<sup>st</sup> through 8<sup>th</sup> grade students must quote their scripture verses on time, complete 72 PACEs in the school year, and maintain a 94% GPA.

9<sup>th</sup>-12<sup>th</sup> grade students must complete 72 PACEs in the school year and maintain a 91% GPA. Students may not exceed twelve detentions in a school year.

There will be an annual Honor Roll Trip at the close of the school year for those students who have earned honor roll.

Honor roll results will be displayed in the classrooms quarterly and those receiving it will be awarded a quarterly prize.

### **Privileges**

Students may earn special privileges by completing their required amount of work if they have not exceeded their detention limit for the week and their progress is on target for the year.

#### **A Privilege-**

To earn AP for the week, the student must quote all scriptures of the quarter up to that week, have a PACE completed every 3 weeks in each subject, no more than 1 detention for the prior week. AP is issued during the week. Every Friday, the students are to turn in their AP badge into the supervisor. Monday, the student may quote verse and re-earn it.

**This privilege earns the student the right to score without permission.**

#### **C Privilege-**

To earn CP, a student must quote all scriptures for the quarter, a PACE completed every 3 weeks in each subject, no more than 1 detention in current quarter, and give an oral report on a current event or an approved subject. The date that the student gives oral report is the date that c privilege starts for 3 weeks. CP must be maintained by quoting scriptures and not receiving more than 1 detention in the quarter.

**This privilege earns the student the right to score without permission and leave 5 minutes early for first and second breaks.**

#### **E Privilege-**

To earn EP, a student must quote all scriptures for the quarter, a PACE completed every 3 weeks in each subject, no more than 1 detention in the current quarter, and give a 2 page book report on an approved book by Bro. Asprelli or Dalzell. The date that the book report is turned in and approved will start E privilege for 4 weeks. EP must be maintained by quoting scriptures and not receiving more than 1 detention in the quarter.

**This privilege earns the student the right to score without permission, leave 5 minutes early for the first and second breaks and gets a 1-2-3 card (1 casual day-must be approved-, 2 no-homework days, 3 5% bonus tickets for any test of their choice).**

## **Merits**

Merits are play money that we issue the students for doing good things. This positive reinforcement helps keep the students motivated.

Merits:

Give merits for:

1. Exceptional behavior = 50 merits
2. 100% on test = 100 merits
3. Clean desk award (every day to boy and girl) = 100 merits
4. Say verse (daily) = 50 merits
5. Each classroom should have other incentives.

Merit store will be held 2 times every quarter (about every 2-3 weeks.)

## **Field Trips**

Field trips are not mandatory and are scheduled throughout the school year.

## **Lost and Found**

All personal belongings should be clearly marked with the child's full name to prevent loss. This includes backpacks, jackets, sweaters, lunch boxes, books, etc. All items left after dismissal will be kept in the Lost and Found. If left unclaimed for two weeks, they become the property of CVCA and will either be disposed of or given to charity.

## **Lunches**

Microwaves will be available for heating up lunches. However, kitchen utensils, cups, dishes, silverwares, or any paper products are not available to students. Please make sure your child has everything he needs when you pack his lunch. Food left in the kitchen after dismissal will be discarded.

## **School Supplies**

A list of school supplies for your child has been provided. It is important that your child have all the required supplies for his courses on the first day of school.

## **Break Times**

The students receive frequent breaks throughout the day to eat a snack, get a drink, and use the restroom. Please do not send students with:

- Snacks to share
- Play or real weapons of any kind (pocket knives, water guns, nerf guns)
- Metal bats
- Skateboards, rollerblades, or roller-skates
- Unapproved movies, videos, music, books, or games

All school rules apply to the school campus, not school hours. **Please do not allow students to bring these items to school.**

## **Parent Drop-Off Policy**

*When dropping your children off, please adhere to the policies set forth while on church property.*

1. No loud music playing in vehicle.
2. No smoking anywhere on church property (including vehicle).
3. No inappropriate dress, clothing with worldly images or text.
4. Drugs, alcohol and weapons are strictly forbidden on church property.
5. No inappropriate language.

***PLEASE DO NOT DRIVE FASTER THAN 5MPH IN THE PARKING LOT!!!! DO NOT DRIVE PAST THE CROSSWALK DURING SCHOOL HOURS.***

## **Scripture memory**

**7th-12th** grade must quote their verse by the end of the week and all verses at the end of each quarter.

**4th-6th** grade must quote their verse by the end of the week and at least 4 at a time at the end of the quarter.

**1st-3rd** grade must quote their verse by the end of week and at least 2 at a time at the end of the quarter.

**Kindergarten** is required to quote a portion of the weekly verse.

If a student does not meet the requirements they will be given an 80% that quarter for their verse memorization and it will be sent home as homework. Regular homework rules apply.

## ***2017-2018 Faculty & Staff***

FACULTY and STAFF

Pastor Dalzell (School Chancellor)

Chris Asprelli (Administrator, Upper Choir Director)

Sal Gonzales (Athletics Director)

Pam Padillo (Supervisor)

Esther Perry (Monitor, Pianist)

Amy Dolar (Lower Choir Director)

Twyla Shupperd (Secretary)