



2015-2016

Parent & Student Handbook

Administration

Dr. Eric M. Tharp

Pastor

Parry Dalzell

Administrator

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 Baptist School 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
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- 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.

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. All visitors are expected to dress and act appropriately.

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 that 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 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.

Birthdays

Children, more specifically the younger ones, enjoy celebrating their birthday with their school mates. 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 we will give send home a notice and charge the family a \$10 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 that 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.

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 is allowed to 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-6th) and flesh or navy nylons/hose/tights with no contrasting patterns for the High School (7th-12th) 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 Good’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. **Griping 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 that his reporting of the incident is emotionally biased and without all the information.
- Realize that 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.

Detentions

Three demerits during one school day will result in a 15-minute detention to be served during their lunch break or at the end of school. Each additional demerit will add 5 minutes to the detention time. A corrective action notice will be sent home for the parents to sign, and the detention will be served the following day.

The second detention issued in one week (5 consecutive school days) will result in a phone to the parents.

The third detention issued in one week will result in a meeting with the parents and principal, and

a one-day suspension.

Suspensions

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.**

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 semester will be erased at the end of that semester. However, the same is not true regarding detentions and suspensions. Although the number of demerits on a student's current record may begin fresh at the change of semesters, 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
- 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 is also grounds for expulsion.

MISCELLANEOUS

Honor Roll

Honor Roll is available to students from 1st through 12th grade.

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

9th-12th 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.

Privileges

Students may earn special privileges by completing their required amount of work and performing 30 minutes of Christian service if they have not exceeded their detention limit for the week and their progress is on target for the year.

A Privilege-

To apply a student must have their scripture quoted each week, a PACE completed every 3 weeks in each subject, no more than 1 detention in a week.

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

C Privilege-

To apply a student must have their scripture quoted each week, a PACE completed every 3 weeks in each subject, no more than 1 detention in a week, and give an oral report on an approved subject.

This privilege earns the student the right to score without permission, do a Check-up without initials, and 500 merits.

E Privilege-

To apply a student must have their scripture quoted each week, a PACE completed every 3 weeks in each subject, no more than 1 detention in a week, and 30 minutes of Christian service and give a book report on an approved book.

This privilege earns the student the right to score without permission, do a Check-up without initials, a special treat/outing, and 1,000 merits.

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.