

2021-2022 PARENT/ STUDENT HANDBOOK



CVV Academy

Dear CVV Preschool and Academy Family,
Welcome to CVV School! It is truly our privilege and honor to welcome you as a part of our Christian school family. We will make every effort to assist you in gaining an excellent academic education and spiritual foundation for your children.

The faculty and staff of CVV Preschool and Academy love the Lord and will try to demonstrate His love to you throughout the school year. We value your prayers that in all we say and do His name will be exalted and His qualities exhibited. The faculty and staff see this as a call to ministry and as an opportunity to support and encourage Christian homes in their effort to raise their children for God's glory. We cannot replace you, the parents, to whom God gave the responsibility for these children. Therefore, we appreciate your trust, and commit our faithfulness to you.

As you read through this handbook, please understand that these guidelines are established kindly but justly. We believe that God made us to learn in an orderly environment, and the requirements in this handbook help to provide such order. Please keep this handbook handy for reference throughout the year. It is our hope that this handbook facilitates our partnership throughout the year and that it helps to define our school's relationship to God and the community we serve.

In addition, the CVV Connection is sent home each month. Reading it carefully will also keep you informed of what is going on at school including Important dates, school events and announcements.

The staff of CVV Preschool and Academy stands ready to serve you. In exchange, we ask for your prayers, encouragement and support.

Please feel free to call the school office at **407-464-2188** whenever you have a question or concern.

Sincerely,
CVVA School Board

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MISSION STATEMENT

CVV Preschool and Academy exists to bring academic excellence to a growing number of CVV church area students while upholding God’s truth and high standards of health and wellness, enabling young people to positively impact our community and world.

PURPOSE

“The future starts today” not only serves as our school’s motto, but as a basis for our entire school program. CVV Preschool and Academy seeks to prepare young people to live full, productive, servant lives, by offering a challenging, Christ-centered college preparatory education committed to pursuing excellence. Our goal is not only to provide a strong academic foundation but also a firm Christian perspective for life.

HISTORY OF CVV PRESCHOOL AND ACADEMY

God lead us to open a Christian school, Pastor Alma Robles felt the need for a Christ-centered, independent Christian school and move to explore the idea of a new Christian school that would serve the entire Orange/Apopka county area. As a result of much prayer in seeking God’s help and direction, and many hours of hard work, CVV Preschool and Academy opened its school on August, 2015.

PHILOSOPHY OF EDUCATION

The philosophy of CVV Preschool and Academy is based on a God-centered view that all truth is God’s truth, and that the Bible is the inspired and the only infallible, authoritative Word of God that contains truth. God created all things and sustains all things. Therefore, the universe and humanity are dynamically related to God and have the purpose of glorifying Him. Because humans are sinners by nature and choice, they cannot glorify or know God. A person can do this only by choosing God’s free gift of salvation through His Son, thereby committing his or her life to the Lordship of Jesus Christ. Our aim socially is to provide a Christian perspective on life and the world from which will come a balanced personality and a proper understanding and acceptance of one’s role in life at home, at work, at play, at worship – all grounded in the Christian concept of love.

This philosophy channels our energy to promoting high academic standards while helping students to achieve skills in creative and critical thinking, using the best integrated curriculum materials available. The objective of our instructional program is to enable students to pursue the postsecondary education of their choosing, whether in college, university, or vocational training. Our responsibility for the student encompasses the spiritual, intellectual, physical, social, and emotional

areas. These are inseparable, and through them all runs the thread of the spiritual. Therefore, it must be our aim to shun the tendency to teach the Bible compartmentally or on the intellectual level alone – the spiritual thread must be woven throughout the total curriculum. We recognize that children are a gift from God and are unique individuals created in His image. Therefore, all children are valuable to us. Not all children learn the same and some children have special needs that make learning more difficult for them. It is our aim to help these children overcome the obstacles that hinder their learning and to provide them with the tools necessary to be successful as a student at CVVA. All children have value in God's eyes and we will take every opportunity to encourage them and help them to feel part of their class.

It is apparent, then, that the types of activities we employ or permit in the classroom or school program will either facilitate, or militate against our basic philosophy. The spiritual must permeate all areas – or else we become text book oriented rather than student centered.

This philosophy dictates that we cooperate closely with parents in every phase of the student's development, always offering assistance in understanding the purposes of the Christian school.

STATEMENT OF FAITH

1. **We believe** there is one God, eternally existent in three persons – Father, Son, and Holy Spirit.
2. **We believe** the Bible to be the inspired, only infallible, authoritative, inerrant Word of God.
3. **We believe** in the deity of Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death, His resurrection, His ascension to the right hand of the Father, and His personal return in power and glory.
4. **We believe** that salvation has been provided through Jesus Christ for all people; and those who repent and believe in Him are born again of the Holy Spirit, receive the gift of eternal life, and become the children of God.
5. **We believe** in the spiritual unity of believers in our Lord Jesus Christ.
6. **We believe** in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a Godly life.

7. **We believe** in the resurrection of both the saved and the lost: they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation.

FAMILY COMMITMENT

1. We agree to pray for the ongoing success of each other and that God will keep the evil one from hindering the ministries of CVV Preschool and Academy its families.
2. We agree to support one another in spirit and in truth. We will endeavor to forsake a critical spirit and walk humbly before God. We promise not to gossip but to respect CVV Preschool and Academy, its employees, parents, or students.
3. We agree to faithfully fulfill our financial obligations to those to whom we have given our word.
4. We agree to assist each other whenever possible, realizing that Christian education demands more than our regular payments. We will give as God has prospered us and use our talents and gifts for the success of our school.
5. We agree to deal with problems together in a Biblical manner of privacy, prayer, and honesty.
6. We agree to be supportive of any disciplinary action taken by the school.
7. We agree to provide a **minimum of 15 volunteer hours per year** in the classroom, lunchroom, library or other areas as needed to support the school.
8. We, the parents of CVV Preschool and Academy, agree to be responsible in training our children in a Godly manner at home and support the training of our children in a Godly manner through their school years.
9. We agree to be active members of a local church. CVV believes that the Christian education process is not complete without regular attendance in worship services as well as youth group instruction and fellowship activities. Please be faithful to your local church and do not use your attendance at school as a substitute for the Biblical fellowship of the local church (Hebrews 10:25).

SCHOOL COMMITMENT

We, the faculty and administration of CVV Preschool and Academy, promise to be responsible before God to train the children of our school in a Christ exalting manner. We will train our children to honor God above all, obey parents and authority be faithful to their local church, and pursue academic excellence. We will also strive to maintain a balanced cooperation between the home, our school, and local churches.

ACADEMIC EXCELLENCE

Our use of the term excellence is not meant to imply elitism or extreme selectivity in our admissions policy. By “excellence” we mean providing a high-quality education that will enable us to challenge all students to work toward their maximum potential. We seek to serve students endowed with a wide range of abilities.

Accordingly, we will provide high-level academic challenges for the brightest students and, with the same enthusiasm, work aggressively to help students of modest academic ability to achieve their best.

We do recognize and affirm that, in some cases, we will not be able to serve the needs of certain students who require extensive help in areas where we do not possess resources or specialized expertise. We will encourage graduating students to pursue further education at colleges or universities, but we also remain committed to providing a high-quality program for those who may not be so inclined.

ADMISSIONS POLICIES

1. CVV Preschool and Academy has high Biblical standards and we make no apologies for this. **We reserve the rights to accept only those students we feel are compatible with our purpose.**
2. CVV Preschool and Academy admits students of any race, color, or nationality, or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, or national, or ethnic origin in the administration of its educational policies, admission policies, scholarship and loan programs, athletic programs, or other school-administered programs.

3. The parents/guardian applying for admission of K-12 grade children must declare that they have accepted Jesus Christ as their personal Savior. An exception may be made when only one parent is a born-again believer, provided the spouse agrees to allow their children to attend CVV Preschool and Academy and does not oppose the Biblical teaching of the school.

4. Students attending CVV Preschool and Academy must reside with their parent(s) or legal guardian(s). Exceptions to this must be approved by the administration on a case-by-case basis.

5. Parents should provide the administrator with the following records or written information:

- The student's past record/report card.
- The student's attitude toward school.
- A report of any psychological or academic testing.
- Any IEP or 504 plan previously or currently in use.
- Any disciplinary problems.

6. Students can be denied enrollment in CVVPA based on false information given to the school prior to enrollment; CVVPA is not able to serve the needs of the student needing extensive help in areas we do not possess the resources or specialized expertise, disciplinary problems, or reasons determined appropriate by the administration.

7. A student that was suspended from another school will not be accepted for enrollment at CVVPA until they have had a trouble-free semester at their previous school.

8. CVVPA will not accept a student who has been expelled from another school.

9. The parents agree that:

- The school has full discretion to discipline their children within the bounds of the discipline policy.
- The school has full discretion for the grade placement of their children.
- They will willingly support the school in prayer and in lending practical help as needed by the school.

10. All families must maintain active fellowship with a Bible-believing local church.

11. A prospective kindergarten student must be 5 years old on or before September 1st of the year he/she enters school.
12. A record of completed immunizations must be on file for all students entering preschool through 8th grade for the first time at CVVPA.

ENROLLMENT PROCEDURES

1. Submit completed enrollment packet, registration, and book fees to the school office.
2. Prospective students may be tested to determine grade placement and to determine if the student meets the educational expectations of the school.
3. The office may call to arrange an interview including parents, student, and the administrator or their designee.
4. Upon acceptance, enrollment may be made, and registration completed by submitting the child's birth certificate, immunization record, and the registration fee.

FINANCIAL POLICIES

Matthew 6:21 reminds us that where our treasure is, there will our hearts be also. Christian education requires a considerable investment of our finances and time. However, the returns on this investment do not fluctuate with the economy nor erode away with time. They are eternal treasures embodied in the spirits of mighty young men and women who are truly seeking after His kingdom and His righteousness. Therefore, we have the promise that this faithful investment in the furtherance of His kingdom will yield an inheritance of holiness and provision for every need.

Because we draw our support almost entirely from tuition and special gifts, it is very important that financial obligations are met promptly. Our teachers and staff depend on your payments for their salary.

CVV preschool and Academy is pleased to offer our families many new options to make payment of tuition easier and more convenient. Please note that tuition will be due in full when you register unless one of the following payment plans is set up.

Full Payment of tuition

Only payments for the full tuition amount are payable to CVVPA and must be paid at the time of registration or an agreed date before school starts.

Registration and book fees must be paid at the time of enrollment and are non-refundable (unless the student is denied admission to CVVPA). The paid fees hold a place for the student in the classroom.

Families will be invoiced for the full annual tuition (less discounts and known scholarships) on the day they register. The invoice will be due on the 5th or 20th of July or of the month following registration.

A student may not begin school until one of the approved payment options is set up. The total education cost is divided into 10 equal installments. In the case of early withdrawal, the tuition for the current semester is due and payable as invoiced, or non-refundable if paid in advance. The curriculum and books have to be paid to receive the transcript. For late applicants, the total cost will be divided 10 equal installments, August – June, or September – June depending on when enrollment process is completed. Tuition due will begin with whatever month the student enters school, regardless of the number of days they will be in school for that particular month.

Payment is due on the 5th or 20th of the month and will be considered delinquent after that. If full payment is not received by the due date of the following month, contact will be made and the student will not be admitted to class unless an exception is made in writing, agreed with the Administrator, and the terms and conditions upon which the exceptions were granted are fully and promptly met. If the terms of the agreement are not met, it may result in the account being turned over to small claims court.

In addition, you will be responsible to pay all court, filing, and serving fees, if the account is turned over to small claims court. Unpaid tuition balances and late payments can also result in loss of scholarships and incentive awards.

Any checks returned to us by your bank will result in a \$25.00 handling charge to be added to your tuition account. This includes returned checks for any fund-raiser, lunchroom, field trips, etc.

Educational cost for students who transfer in during the year will be prorated.

Registration and book fees must be paid at the time of enrollment and are non-refundable.

SCHOOL OFFICE HOURS

MONDAY – FRIDAY 8:00 am – 3:45 pm

STUDENTS HOURS

MONDAY - THURSDAY

7:55 am – 3:00 pm

EARLY DAY FRIDAY

7:55am – 2:00pm

Several early dismissal days are built into the calendar and on those days, school ends at 11:30 am.

EXTENDED CARE

After school care is available for students until 5:30 pm. After school care arrangement must be scheduled and paid at the beginning of each month to the school office. See the tuition schedule for pricing information. A late fee will be charged if parents arrive after hours, it will be a \$10.00 fee plus \$1.00 per minute after 5:45pm. There is also a separate application and policy that cover this program.

ACADEMIC POLICIES **ACADEMIC PROBATION**

Scripture tells us that “Whatever your hand finds to do, do it with all your might.” (Ecclesiastes 9:10).

Students attending CVVPA are expected to maintain high academic standards and to participate fully with the educational process. Academic standings will be evaluated every other week for students 6th to 12th grade. Students failing any class or receiving a “D+” or lower in at least 2 classes will be placed on academic probation for the following week. Consequences are as follows:

1. A conference including the parent, student, and all teachers will be required for students who are on academic probation for three consecutive weeks.

2. Students who remain on academic probation for four consecutive weeks will be required to stay after school for a one hour study hall, immediately following school, every day of the week until they are off assigned academic probation (there will be a \$10 per scheduled hour fee for this service to be paid on Monday of each week the service is needed).
3. Students on academic probation forfeit their right to special events and field trips as determined by the school administration.
4. If the student does not improve his academic level and continues to fail, he/she will not be able to continue with us as part of CVVPA.

ACCREDITATION

Accreditation by a state governmental agency is an administrative mechanism designed to ascertain uniform education for all children in secular schools. It was established as a governmental means of causing local public-school districts to provide what the state educational agencies determine as minimum academic and facility standards for all schools. Accreditation teams investigate and approve or disapprove facilities and curriculum in educational institutions according to the criteria developed by secular educational administrators who may not be Christians. Accreditation of private Christian schools is not necessary for a graduate who wishes to enroll in a college or university. Registrars of such institutions are interested in the academic merits of individual students and thus they evaluate each applicant's college entrance test scores. The instructional program of this school is designed and implemented to properly train students who wish to continue their education beyond high school. CVV Preschool and Academy is recognize for Department of Education.

In order to avoid entanglement with non-Christian state control, CVV Preschool and Academy School has elected NOT to seek accreditation by the state.

ASSIGNMENT DUE

If an assignment is one day late, a penalty of 25% will be taken off the grade. If the assignment is 2 days late, a penalty of 50% will be taken off the grade. If the assignment is more than 2 days late, no credit will be given for the assignment, but the assignment should still be submitted. This guideline is applicable to daily assignments, not to special projects which may have

other grading penalties applied based on each teacher's determination.

COMMUNITY SERVICE/MISSIONS

CVVPA requires all students to complete at least one Community Service event each year. Community Service events will vary by elementary and middle and will consist of such events as nursing homes, yard cleanup, and other local events that benefit our community. If a student misses a community service event and does not qualify for an excused absence, the student will be required to complete community service on their own. The service has to be for a local not for profit such as the Food Bank. The student must work for a minimum of 3 hours and have a signed statement from the organization that they were present and participating. Community Service done as part of a church sponsored event does not qualify for this make up assignment.

Curriculum

Most resources used at CVVPA are Bible-centered and published by institutions known for sound Bible teaching. Sources include Bob Jones University Press, and other sources.

BOB JONES — PRE K – 12th Some textbooks for courses have been selected from Bob Jones University Press primarily for English Language Arts, select science and math courses and some Bible courses.

Everyday Math – K-5th utilize this widely used program that encourages the use of creativity as well as sound rote methods for ongoing growth in this core program.

Your student will hear from God's word every day to form a fundamental foundation for Christian living. Students are taught the importance of prayer as it is used throughout the day.

GRADING SYSTEM

Parents will pick up reports card at the end of each nine-week period. Parents are kept posted of students' progress. The Measure of Academic Progress Test (MAP) is administered each school year, so progress is carefully measured. Results of these tests are available to parent. A \$25 fee will be collect during November-December to pay the assessment.

GRADING SCALE

4.00-3.50 A

3.49-2.50 B

2.49-1.50 C

1.49- 1.00 D

00 F

HONOR ROLL

The following criteria must be met for a student to be eligible for Honor Roll from academic studies by grade point average:

- Principal Honor Roll 4.00
- Superior Honors 3.99 - 3.50
- Honors 3.49 - 3.00

RECORDS RELEASE AND TRANSCRIPT POLICY

In accordance with the Federal Right to Privacy laws, records will only be released with written permission from a student's parent or legal guardian.

Any requests made after the beginning of the next school year will require a \$5.00 fee.

TESTING

It is the policy of CVV or a short window of time in which the test can be administered. Therefore, it is very important for students and families to work with the school testing schedule and plan appointments and trips around these dates.

MAP Test is administered to students in grades K – 12 each school year. This assessment test identifies the level at which students have mastered certain core subject material.

ATTENDANCE POLICIES

Attendance and participation are essential parts of the learning process and are considered necessary to academic achievement. In addition, regular attendance and punctuality help develop the important traits of responsibility and self-discipline. Improved attendance will result in greater student classroom success and more

efficient use of the teacher's time. Attendance is crucial for achievement – low attendance normally produces low achievement. As a result of this belief, we have established the following attendance policies.

ABSENCES

1. Attendance is taken, recorded and reported in each class, twice.
2. Students who arrive late or leave early are required to sign in or out at the office.
3. **Parent Verification:** Parents are expected to call the office, whenever their son/daughter is absent and explain the reason for the absence.
4. If a call is not received the school will attempt to verify absences by contacting parents at home or at work on the day of the absence.
5. A note must be sent with the student on the day of his/her return to school and given to the office. (A note is not necessary if a call was made.)
6. If a call or verification note is not received, the student will be given an unexcused absence, and each teacher will penalize the student's daily points and work due accordingly.
7. Verification from home is necessary to grant a student permission to leave the school campus during school hours for any reason. Students leaving early must bring a note to the office before the start of the school day, to pick-up a hall pass to be dismissed from class at the designated time. The student's parent (or emergency contact person) is required to sign the student out in the office in order for the student to leave the building or school grounds.
Students will only be released to parents and people designated by the parents as emergency contacts.
8. Students who attend less than 40 minutes of a class period are considered absent.
9. Students leaving the building due to illness or injury must have a parent sign them out of the of the building.
10. FIELD TRIPS AND OUTINGS ARE NOT OPTIONAL. They are part of the educational process.
Students not coming to school on those days will be given an absence and will be given an alternative assignment.
11. Unexcused absence = classroom work penalized.

6 tardies (excused or unexcused) per quarter will require a parent/student meeting with the principal and/or staff.

ABSENCES/TARDIES ELEMENTARY

1. Elementary students are considered absent ½ day after 10:00 a.m. Please notify the office when a student will be absent. This is a safety check for the parents and school to be certain of the whereabouts of all students.
2. **Being on time is extremely important. Students who are late miss important announcements, chapel and daily instruction. Excessive tardies will result in a parent/teacher/administrator conference. A \$5.00 fee is apply after 8:10 am.**
3. When arriving late, parents must sign their student in at the office, and then he/she shall go directly to class.
4. Excessive absences could result in retention in the current grade. We will schedule a parent/teacher/administrator conference for students with excessive absences.
5. Students should bring a written note from home, or parents call the school office, to excuse the absence.
6. Field trips and outings are not optional. They are a part of the educational process.
7. Students leaving the building due to illness or injury must have a parent sign them out of the building.

PLANNED ABSENCES

Parents are strongly urged to plan trips and vacations during times when school is not in session. When this is not possible parents should notify the school in advance, minimum 48 hour notification, and make arrangements with the student's teacher for all make-up work.

HOMEWORK/MAKE-UP WORK

When a student is absent, he/she should work carefully with the teachers to get work made up as soon as possible. **It is the student's responsibility, not the**

teacher's, to see that assignments are made up within the time agreed upon with the teacher.

Full credit will be given for homework when made up within the time properly allowed. Work handed in beyond the grace period may be severely penalized as late. Make-up work will not be accepted for unexcused absences. Following a one or two day absence, tests and assignments that were previously assigned for the day a student is absent must be completed on the first day the student returns to school. Exceptions may be considered in extreme extenuating circumstances explained in a note from the parent.

Students will be given one school day for every day absent to complete missing assignments. Make-up work will not be accepted for unexcused absences.

EMERGENCY SCHOOL CLOSINGS

In the event of emergency situations, a Tornado Watch, severe weather or snow days, school-closing information will be announced on local radio and television stations as early in the morning as is possible.

FIELD TRIPS

Each class plans periodic field trips to correspond with classroom instructional objectives.

The following applies to scheduled field trips:

- They are not optional
- Students on Academic Probation will not be allowed to attend non academic field trips. Students not coming will be given an absence and an alternative assignment.
- Students not enrolled in CVVPA will not be allowed to attend the field trip even if their parent is a chaperone.
- Chaperones will follow modest dress code rules as outlined in the handbook.

Cold Weather Advisory

When properly clothed, students can participate in safe, vigorous play in an outdoor environment in most weather conditions. Increased caution should be practiced when temperatures reach below 40° including the wind chill factor. When temperature and wind chill fall below 35°, students MAY be kept indoors.

Temperature considerations (including wind chill) and proper clothing suggestions:
Temperature considerations (including wind chill) and proper clothing suggestions:
Below 60° -- long sleeves recommended
Below 50° -- SCHOOL coat and long pants recommended
Below 40° -- gloves and hats with previously recommended gear necessary
Below 35° -- indoor recess or physical activity

GENERAL CONDUCT

BULLYING, INTIMIDATION, HARASSMENT

It is the policy of CVV Preschool and Academy to maintain learning and working environment that is free from offensive kinds of behavior. Conduct, whether intentional or unintentional, that subjects another person to unwanted attention, comments, actions, or robs the person of dignity, is unlawful and contrary to our religious beliefs, and therefore, is not permitted. Harassment and bullying are defined as any electronic, written, verbal, or physical act or conduct toward another person. Students shall be in violation of this policy if they commit any of the above acts and the offender may be suspended. Any person who believes he or she has been subjected to bullying or harassment should report it immediately to an appropriate superior. A student may report to a teacher, counselor, administrator, or school board member as well as discussing the incident with the student's parent or guardian. An employee may report to the administrator or a school board member. However, the Principal is responsible for receiving report and ensuring this policy is implemented. All suspected bullying or harassment will be promptly and thoroughly investigated by the principal or his/her designee. 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 termination (for employees), expulsion (for students).

COURTESY

I Corinthians 13 say "love does not behave itself unseemly . . ." That is, it is mannerly. All students are expected to be courteous and respectful to others at all times. This is exhibited in orderliness, cooperation and polite responses to faculty, staff, and fellow students.

CHAPEL

Chapel will be held on a daily basis and attendance is required. Speakers are arranged through the administration. Christian growth and service will be stressed during chapel services. Students are expected to show respect for God's House and for prayer time.

ELECTRONIC DEVICES

Students are not to bring PDA's, Game boys, **and other** electronic devices to school without permission. This includes usage at any school function or after school activities. Cell phones are not allowed during school hours. This policy also covers comic books; student owned magazines, or other unapproved books. These items will be confiscated, unless prior permission has been granted.

- First offense: Item will be confiscated and taken to the office. Student may pick up at the end of the day.
- Second offense: Item will be confiscated and taken to the office. Parent must pickup.

CVV PRESCHOOL AND ACADEMY assumes no responsibility for lost or stolen devices and materials.

CVVPA POSITION ON MOVIES, TV AND VIDEOS

"All things are lawful for me, but all things are not expedient: all things are lawful for me but all things edify not." I Corinthians 10:23.

Following Biblical guidelines, great concern must be acknowledged about the content, values and anti scriptural (religious ideologies) presented in the modern media today. We appeal to our parents and students to practice self-control and discretion in the areas of movies, videos, and television. Just because it is available to us does not make it right or edifying.

LUNCH

CVVPA has a closed campus lunch policy, which means that unless accompanied by a parent or arranged by a staff member, students must stay at school during the

lunch period. All lunch visitors are required to sign in and out at the office, and be approved by the principal.

GUM, FOOD, BEVERAGES

Gum is not to be chewed on campus. Gum on the flooring and furniture can be very damaging. All food and beverages are limited to the cafeteria or outside during lunch period and before play.

SEARCHES

To maintain order and discipline in the school and to protect the safety and welfare of students and school personnel, school authorities may conduct a search and may seize any illegal, unauthorized or contraband materials discovered in the search. A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. A student's person and/or personal effects (e.g., purse, book bag, athletic bag) may be searched whenever a school official has reasonable suspicion to believe that a student is in possession of illegal or unauthorized materials. If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

STUDENT USE OF TELEPHONE

Use of the telephone by students is strongly discouraged. Discretion will be used by the student's teacher and by the office staff to determine if it is appropriate for a student to use the phone. Students are not allowed to call home for missing assignments and other items. A hall pass must be obtained from the student's teacher to come to the office.

MESSAGES

Except in an emergency situation, students or teachers will not be called out of their class to receive telephone calls. Office staff will relay messages to students. Teachers will return calls during their free time or immediately after school. Routine calls to teacher's homes are discouraged.

PARENTS OR OTHER VISITORS

Parents are encouraged to participate in varying volunteer capacities within the school. Opportunities are available as teacher helpers, lunchroom supervisors, field trip chaperones, etc. Parents are expected to attend conferences and special

programs scheduled throughout the year. Parents who serve as classroom aides or lunchroom helpers must remember that it is never proper to talk about the things that you witnessed or heard in the school. Please be considerate and respectful of all and not gossip about the school, the teachers, the parents, or the students.

CVVPA takes a strong stand against gossiping.

All parents must stop by the office when they find it necessary to come to school during school hours for any reason. Visitors need to sign in at the office and be approved by the administrator. This is to keep class interruption to a minimum and to help insure the safety and well-being of our students.

When volunteering in classrooms or attending field trips parents are asked to dress according to school regulations.

BOY/GIRL RELATIONSHIPS OF CVVPA STUDENTS

CVVPA desires to promote wholesome, Christ-honoring relationships between our students that will not be spiritually, academically, and socially distracting. Couples will present themselves in a manner so as not to cause embarrassment to themselves or others around them. CVVPA adheres to a “hands off” policy for couples. A public display of affection during the school day, on campus, or at a school event will be addressed in a counseling manner by a faculty or administrative person. Persistent problems will result in a joint parent-administrator-student meeting and may end in disciplinary action.

SEXUAL IMMORALITY IS GROUND FOR DISMISSAL

“Any form of sexual immorality” goes against our beliefs, including “professing to be homosexual/bisexual.” Students who do not “conform to the standards and ideals of work and life” at the school forfeit the “privilege” of attendance. Students are also not allowed to have public display of affection, including holding hands, hugging, or kissing. Pregnancy is also grounds for dismissal, though the student may instead be “placed on homebound,” so other students aren’t drawn by bad example to do likewise.”

RESOLVING CONFLICTS

If at any time you have a question, concern, or problem within the CVVPA family, please, first and foremost, consider Colossians 3:8 which admonishes us to put away any anger, bad feelings, slander or shameful utterances from our lips. Then after prayer and acting in love, follow the Scriptural pattern for restoration given in Matthew 18:15-20. This pattern requires us to go directly to the person with whom we have the disagreement or concern. Only if the problem remains unresolved are we allowed to involve another outside person. For example, if you have a concern about something occurring with another student/family, you should confront them first, before contacting the school. **If your concern is with a specific teacher, call him/her, not the administrator, or a board member.** Even a few negative words spoken in a child's presence can erode his respect for his teacher. You, the parent, have delegated to each teacher authority. When this authority is undermined, yours is also.

Mistakes, misunderstandings, and differences of opinion will arise. Often your first indication will be through the information given by your child. Please uphold the authority of the teacher first; check with that teacher for the total scope of the situation, and then respond to your child. If at any time a problem remains unresolved with a teacher, then as aforementioned, contact the principal, who will go with you to that teacher. In the event that a concern still exists, the final step is to go to the school board.

SCHOOL PROPERTY

Students are expected to regard all school property as belonging to the Lord. Any damage done to the building or furnishings due to carelessness or mischief will be dealt with in a disciplinary manner.

Students and their parents are liable for the cost of repair/replacement of damaged property when determined necessary by the administrator.

Our facilities are reflections of the people who use them. They give the first impressions to our visitors and others who enter this building on business.

GENERAL RULES

☒ Students must stay on the school grounds at all times unless they have special permission to leave.

- ☒ Students are expected to be quiet in hallways to keep from disrupting other classrooms.
- ☒ NO running inside, fighting, wrestling, hitting, littering or jumping off bleachers in the school.
- ☒ Matches, lighters, tobacco, alcohol, inappropriate non-Christian music or other media are not permitted on school grounds or at school functions.
- ☒ Skateboards, roller blades, Wheelies, and scooters are not allowed on school grounds.
- ☒ Students are responsible for all items checked out in their name — resource books, literature books, games, sports equipment, locks, etc. Lost or damaged items will be replaced at student expense.
- ☒ The school building will be locked 10 minutes after the end of the school day. Students are to leave the building, even on game nights, unless otherwise authorized, or attend study hall.

DISCIPLINE

DISCIPLINE POLICY

In the Bible we are told to train up our children in the way they should go and they will not depart from it. (Proverbs 22.6) children and young adults must learn that their actions will always result in some sort of consequence. We trust that the lessons learned in school will carry over into our entire lives.

Recognizing that a program needs to be in place to help bring about responsible behavior, CVV Preschool and Academy has chosen to implement what we call the “D-hall” system. D-hall is short for detention hall. A detention hall is normally a specified period of time, usually after school, spent in a designated area. During this period the student sits quietly, doing a specific assignment, under the supervision of a teacher.

D-halls may be issued by any staff member, but will be mainly used by teachers to help maintain order.

D-halls can be issued for a wide variety of reasons, but will generally fall within either of two categories; behavioral or academic.

Examples of behavioral D-halls: excessive talking or disruptive behavior, bad language, disrespect, excessive tardiness or absences, etc.

Examples of Academic D-halls: Three missing homework assignments, repeated late assignments, etc.

Over the course of a semester, the number of D-halls issued to an individual student will incur a cumulative effect as regards consequences:

1st D-hall regular D-hall

2nd D-hall regular D-hall

3rd D-hall in school suspension

4th D-hall meeting with a discipline committee*

5th D-hall meeting with school board

6th D-hall regular D-Hall

7th D-hall expulsion hearing with school board

*Group of administrator and teachers

A copy of the D-halls will be given to the student's parents and will need to be signed and returned before detention is served.

Each semester the number of D-halls will roll back to zero.

The D-hall system will be used only in grades 3-12. Lower grades will utilize the rules of the individual classroom teacher. For more serious offenses like drug or alcohol abuse, fighting, bringing weapons to school, sexual immorality, etc, the D-hall system could be waived and administration would have the option to suspend the student for a period of time up to a semester. Depending on the seriousness of the offense, expulsion could also be considered as a possible consequence. Certain situations might even require a report to the police.

In some cases students might not be admitted back into the school until the individual and their parent, or legal guardian, has had a satisfactory conference with the administrator and/or his designee.

In addition to the preceding consequences, students who are caught cheating will receive a specific grading penalty for the incident under question. For minor assignments and quizzes the grade will be a zero. For tests or major papers or major papers and assignments, the student would be required to retake the test or rewrite the paper /assignment for half credit. Because cheating on exams is a major violation, the penalty includes a zero for the exam grade, with no opportunity for make it up.

We have divided student behavior into three different categories.

The *first category* deals with the most serious and urgent consequences. These actions are:

1. Substance abuse.
2. Sexual immorality.
3. Destructive acts against school property, other personal property or stealing.
4. Involvement in an illegal activity.
5. Committing a physical or verbal assault (intentionally causing or attempting to cause physical or emotional harm to another through words, force, or violence) against another student or school personnel.
6. Bringing guns, knives or other dangerous weapons to school. (By law, this requires a minimal one-year expulsion and a report to be filed with the police.)
7. Sexual Harassment.

Any student who is responsible for this type of behavior will be suspended from CVVPA for a period of one week to a maximum of one semester, with the possibility of expulsion depending on the seriousness of the offense and the discretion of the administrator.

The *second category* is:

- 1 Use of words that dishonor God.
2. Use of vulgar words or obscene gestures.
3. All parties involved in fighting.
4. Deliberate disrespect in words or actions towards school staff, students, or helpers both in and out of the classroom while on the school's premises or at a school event/activity.
5. Cheating and plagiarism
6. Behavior that is counter-productive or unacceptable as defined by the responsible supervisors on the playground, lunchroom, and school grounds. This includes throwing food.

Any student who is responsible for this type of behavior will be dealt with in the following manner:

~First Offense — He/she will either receive a D-hall, or the parent will be notified and the student will be sent home as soon as possible depending on the severity of the incident. In order to be admitted back into the school the student must be accompanied by a parent or legal guardian who must meet with the administrator or their representative.

~Second Offense — He/she will be sent home for a one or two day suspension. meet with the school board, or its representatives, to determine the future status of the student. The school board has the right to expel a student from the school.

The *third category* is primarily classroom behavior. Each teacher has a certain set of expectations, which they establish for the children to follow. The school board and the administrator are in support of these rules as established by the teacher and reviewed periodically by the administrator. The D-hall system is there to create an atmosphere where a maximum amount of learning can be done. These rules are enforced by the teacher up to the point where, in their judgment, the administration must become involved. The teacher/office will have a record of the actions and dates of the incidents. The teacher may contact the parents or legal guardian at any point, after discussing it with the administrator, determining it is necessary.

Areas of concern may be:

1. Refusal to pursue academic work.
2. Excessive talking or disruptive noises.
3. Actions which encroach on other's space, making it impossible for them to perform their work.
4. Not completing work.

ELASTIC CLAUSE

The school and administration reserve the right to establish fair and reasonable rules and regulations for things requiring actions that are not covered in this handbook that may arise. In all cases, rules, regulations, and possible consequences shall be as consistent as possible with previously established rules, regulations, and consequences for similar incidents. Matters omitted from the list should not be interpreted as limiting the scope of the school's authority in dealing with any type of infraction that may not be in the best interest of the safety and welfare of CVVPA students. The policies and Regulations within this handbook apply for all school-sponsored activities, including those held before or after school and those held away from CVVPA.

DISCIPLINARY CONSEQUENCES

DETENTION

The student must serve their disciplinary detention at the prescribed time set by the teacher or Administrator. If the student does not return the detention slip on the following day or serve the detention, the time will double.

SUSPENSION

Violations of school policy may warrant suspension from school. When such an occasion arises, the administrator will determine the length of suspension. **The student will be required to complete all missing assignments and turn them in upon their return.** A parent-student-administrator conference WILL be necessary before a student may be allowed to return to school.

DISCIPLINARY PROBATION

Any student who displays persistent disobedience, has been suspended on major offenses, or has repeated violations will have restrictions imposed to help control his/her behavior. Disciplinary probation will be a minimum of one semester in length and will usually include the following:

1. The student is expected to complete his/her regularly assigned work.
2. The student will not be allowed to participate in any athletic games or extracurricular (honor society, praise team, etc.) school related activities during this probationary period.
3. A periodic review with the administrator and/or staff to review the status of the probation.

The following will be considered in the termination of probation:

1. Improved behavior of the student within the school environment.
2. Academic success and attitude of the student.
3. The student's admission of guilt and/or attitude in the situation complimented by evidence of repentance.
4. No further violations of school policies.

Any violation of school policy and rules by students on disciplinary probation will result in immediate and severe consequences.

EXPULSION

Expulsion is the most serious disciplinary step a school can impose on a student and it has serious implications on a student and his/her family. If the offense involves an illegal action, the police will be notified, and the student will be prosecuted to the extent of the law. Parents may request a formal board hearing to review the recommendation of expulsion.

It is the responsibility of the school board to make the final decision regarding the expulsion of the student. If a student's conduct is serious enough to merit an expulsion by the administrator, the following procedure will be followed:

1. The administrator will communicate with the student and parent(s) to summarize the reason(s) **for recommendation of expulsion.**
2. The administrator will notify the chairperson of the school board of the expulsion. A date and time will be established for the school board to hear the recommendation.
3. The parent(s) and student will be notified as to the date and time of the meeting.
4. The school board will meet with the administrator, involved teacher(s), parent(s), and student for a hearing.
5. The administrator, teacher(s), parent(s), and student will be excused at which time the school board will make a final decision regarding the expulsion.
6. In case of a student expulsion, the school will comply with the affirmative obligation to report the expulsion to the central reporting agency of the State Department of Education.

DUE PROCESS

The student and parents have the following rights when a teacher or administration takes disciplinary action against him/her:

- a. To be informed of the reason(s) for the action being taken
- b. To present the school administration with any fact that will support his/her defense.
- c. To have a hearing with the next level of authority to appeal or contest the facts that led to the action.

Pregnancy Policy

When the administration becomes aware of a pregnancy, the students involved will be suspended for an indefinite period of time (not less than 5 days) to allow for an investigation of the facts, discernment of the spiritual condition of the students involved, and the appropriate response of the school. Continued enrollment at CVVA will be

conditional upon the approval of the Head of School, with the support of the Education Committee and the Board of Directors. Such approval will include the following stipulations:

1. The students must reside with parents or legal guardian under ordinary circumstances. Married students will not be permitted to continue enrollment at CVV Preschool and Academy.
2. The students and parents must be willing under ordinary circumstances to enter into a working relationship with the school and their church. The administration will make contact with the student's pastor to assess the spiritual condition of the student and his/ her parent, and to form a cooperative plan with the intention of bringing the student back into a proper relationship with the Lord and encouraging appropriate behavior.
3. Students involved in a pregnancy and their parents must support open, timely, factual communication with the CVVA student body and parent community.
4. If the indefinite suspension of CVVA students continues beyond one week, CVVPA will under ordinary circumstances help students fulfill their academic responsibilities

DRESS CODE POLICY

CVV Preschool and Academy is Christ-centered and based on the Word of God. The CVV dress code is built upon the biblical principles of modesty and simplicity (1 Timothy 2:9-10; 1 Peter 3:3-4), appropriateness (1 Cor. 10:23; Romans 14:19), and bringing glory to God (Col. 3:17). CVV strives to provide an environment where clothing choices do not distract from learning. The dress code, which follows, is intended to be a practical, simple, and standardized expression of these principles.

GENERAL OVERVIEW

In honoring God in our appearance we will adopt cleanliness, tidiness, and neatness of appearance. Clothing is to be appropriately sized and modest. Any logo clothing must be appropriate with nothing offensive or scary. Examples of logos not permitted include skulls, beer, cigarettes, marijuana leaves, obscene words or gestures, etc. This list is illustrative and not intended to be limiting. Any questionable logos can be deemed inappropriate at the discretion of the Administrator.

SPECIFICS

A. Pants

Khaki pants are is part of our uniform. Pants are to be free from holes or frayed hems. Pants shall not droop below the waistline or drag the ground nor should they be so tight that they are form fitting. Sweat pants or warm-ups are allowed only PE days. Leggings are not considered pants. Khaki pants are use every day and on special events.

B. Shirts

School polo shirt needs to be wear Mondays, Wednesday and Fridays. PE shirts Tuesdays and Thursday.

For special events:

Shirts may be either the button down type or the pull over variety with or without collars. No white undershirts worn alone. Girls' shirts and blouses must cover the waist at all times, not be tightly fitted, low cut or see through. Backs and shoulders must be covered at all times. No tank tops are permitted.

C. Dresses, Skirts

All dresses, skirts, jumpers, and shorts are to the top of the knee or lower when standing or in a seated position (even if worn over leggings) at all school functions. Sleeveless dresses are not permitted. Dresses or skirts with slits past mid-thigh are not permitted.

D. Shorts

Shorts are to be free from holes and frayed hems. Shorts are to be fingertip length for students.

F. Shoes and Socks

Shoes must be worn at all times. Shoes with shoelaces must be appropriately tied.

Appropriate shoes are required for gym class (soft soled tennis shoes) and for outdoor play (tennis shoes or boots). No sandals or flip flop.

G. Hair

Hair is to be clean and well groomed with the avoidance of faddish styles and does not interfere with vision. No bright or disruptive colors.

H. Hats and Sunglasses

Hats and sunglasses are not to be worn in the school.

I. Jewelry and Body Adornments

Jewelry is to be neat and simple. Chains, such as dog collars or chokers or those attached to wallets will not be permitted. Non-ear, body piercings are not permitted. Boys should not wear earrings at any time. Tattoos are not permitted, if a new student have a tattoo, need to be covered. If a current student wear a permanent tattoo, will be expulse from our school.

J. PE Class or Sports Practice

Fingertip length shorts, full-length pullover shirts, gym shoes, and socks are required. Warm-ups are encouraged. No tight-fitting shorts, *shirts, etc.* are allowed. All students are to return to dress code before returning to class.

K. Sport Games and Uniforms

All students participating in sports are required to follow the athletic dress code: dress pants and dress shoes (brown or black, dark soled), belts, shirt (tucked in) and tie for boys; dress, skirt, or chapel style dress slacks and dress shoes (brown, black or blue with dark soles) for girls. The athletic dress code is required during the school day on site. Official uniforms may be worn by participants to and from events with coaches approval in advance. Proper dress for activities should fit the occasion. Student spectators are welcome to wear jeans and non-offensive casual styles to athletic events, etc. This should be consistent with our general policy in honoring God in our appearance adopting cleanliness, tidiness, and neatness of appearance. Clothing is to be appropriately sized and modest.

All uniforms will be appropriate to the sport and have prior approval by the administrator. Special activities will have specified dress codes including what is acceptable for girls and boys formal attire. The dress guidelines will be printed and available to all students invited including any students invited from outside our school. This should be consistent with our general policy and the final approval is by the administrator.

Pastor Alma Robles

L. Swimming

Any school function where swimming is available, i.e. gym, mission trips, class parties, requires girls to wear a modest, one piece swimsuit with short pants and boys to wear modest swim trunks.

M. Outside Clothing

Outside clothing and accessories are to be left in their bags and not worn to class unless the teacher permits otherwise due to seasonal room environment.

N. Field Trip Dress Code

Field trips, special events, and school activities in which a student is a participant, the students should wear uniform unless supervising teacher and administrator approve other attire.

O. Makeup- High school students may use delicate and natural look makeup.

P. Violations

In the case that a student follows extremes in appearance, he or she will be truthfully and lovingly counseled. The counseling process may include, but is not limited to, asking a student not to wear a particular article of clothing again or calling home for a change of clothes. Continual resistance of dress code is addressed in the disciplinary rubric for Elementary student issues will be addressed by the teacher and administrator.

The administrator or his designee has final authority in any situation or questions regarding dress code.

ATHLETICS/EXTRA-CURRICULAR ACTIVITIES AN OPEN LETTER TO FANS AND PARTICIPANTS

As a school community that is committed to honoring Christ in every area of our daily lives, we must realize that we will be tested at various times and in many ways in our efforts to fulfill this commitment. The area of inter-school competition often provides one of the many opportunities that will test our Christian philosophy and commitment.

Therefore, we must be constantly alert to the fact that we are “Christ’s Ambassadors” today. Many times during a close contest we may find ourselves disagreeing with the official’s calls, the reaction of the other teams’ members, or even our own mistakes. This is the time when we must demonstrate the true Christian character of our school community, through the actions of every one of our young gentlemen and young ladies present. We are expected to behave in such a manner that our actions will speak louder than our words, that we will truly bring honor to our Savior, Jesus Christ.

The above statements are to serve as reminders to our parents and other adults representing our school that we are the role models for our student body whenever we are present.

STUDENT ELIGIBILITY/INELIGIBILITY

The following is the method used to determine student eligibility/ineligibility for all extracurricular activities at CVVA:

- A student is ineligible to play in athletic games if he/she is on academic or disciplinary probation.
- A student must be in school for at least one-half of the day to participate in that day’s scheduled sport event without prior administrative approval.
- A physical examination must be on file in the school office before a student will be

allowed to participate on a CVVPA athletic team.

- In the event school is cancelled due to weather, all scheduled athletic activities for that day may be cancelled. Athletes will be contacted with details.
- Students on academic probation may not dress for the game, participate in warm-up activities, or the game. They must dress in athletic dress attire.

POLICY CONCERNING OFF CAMPUS STUDENT PARTICIPATION

All students participating in off campus activities that come under school jurisdiction will adhere to the following governance or face disciplinary measures.

1. School transportation

- All travel to and from activities will be established by school personnel.
- The administrator or his/her designee for each activity will approve all drivers in advance.
- Students will not transport themselves or others to or from any activity without prior administrative approval and parent permission.

2. Conduct for all participating school representatives

- All participating students will adhere to the school dress code.
- All appropriate school rules and regulations will be applicable.
- Students are acting as ambassadors of Christ and CVVPA and therefore exemplary behavior is expected.
- Christian behavior is always expected and appreciated.
- No pranks or practical jokes.

3. Regulations for extended trips

- If the activity requires overnight lodging, the chief school sponsor of the activity will establish the time for all participants to be in their appropriate accommodations.
- There will be adequate adult chaperones available (one per room) and approved by the administration 24 hours in advance of the departure time.
- The chief school sponsor for the activity will be responsible for insuring that adequate rest and nourishment is available for all students' participants.
 - All mission trips are governed by the separate mission policy and the chaperone/volunteer agreement.

END OF YEAR ACTIVITIES

Students on academic or disciplinary probation may not be allowed to participate in end of the year activities and trips.

MISCELLANEOUS

ACCIDENTS

Only basic first aid will be administered to children who are hurt on the school premises. In case of severe illness or injury, we will follow the instructions given on the emergency medical form on the back of the enrollment form. In the event that the parents/guardians cannot be reached to make arrangements for emergency medical treatment, the school will determine the course of action, such as whether or not to take the child to the doctor or the clinic/hospital listed on the form. Continuous attempts will be made to notify the parents/guardian of the situation and upon making contact, the responsibility for further decisions will be relinquished by the school.

CHAPERONES & SCHOOL VOLUNTEERS

All CVV Chaperones and school volunteers must have a signed Chaperone's Agreement on file with the school office. The forms are available in the school office. No adult is allowed to chaperone or supervise CVV field trips, activities or events, or serve as a classroom or lunchroom supervisor prior to document being on file in the school office.

CLASS PARTIES

Class parties are sponsored from time to time as a school event. All official class parties will have a CVV Preschool and Academy teacher or other staff member in attendance. Parents will be informed of class parties in writing.

Parties that are organized by the students without the school's knowledge or approval are not class parties. CVV bears no responsibility or liability for non-school sponsored social activities.

PLEDGES AND DAILY ANNOUNCEMENTS

Pledges to the American Flag, the Christian Flag, and to the Bible may be conducted in an opening gathering or during homeroom. Following are the pledges to be learned and recited each day and at formal gatherings.

PLEDGE TO THE AMERICAN FLAG

I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

PLEDGE TO THE CHRISTIAN FLAG

I pledge allegiance to the Christian flag and to the Savior for whose Kingdom it stands. One Savior, crucified, risen, and coming again, with life and liberty for all who believe.

PLEDGE TO THE BIBLE

I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide His Word in my heart that I might not sin against God.

DELIVERIES TO STUDENTS

Special deliveries to students such as flowers, costumed birthday announcements, singing telegrams, etc. are at times disruptive to the educational process of the other students.

Packages, messages and flowers will be detained in the school office until school is dismissed and will be delivered to the designated student at that time.

FUNDRAISING

It is necessary for us to have several fundraising activities each year. It is expected that all families participate in tuition control events.

LOST AND FOUND

All lost items will be placed in the Lost and Found. Students and/or parents must check the lost and found for missing articles. At the end of each quarter all unclaimed items will be disposed of.

MEDICATION

This requires a permission form, completed by the family's physician, and a signed parental release statement. Designated school personnel will administer all medication. The medicine needs to be in the original container from the pharmacy, is properly labeled with the child's name, dose to be given, and is properly authorized by a licensed medical person.

Any changes in type of drugs, dosage and/or time of administration should be accompanied by a new parent's permission signature and instructions.

School personnel are not permitted to administer any other type of medication (aspirin, topical creams, etc.) without the permission forms as well. This form is available upon request from the school office.

Over-the-counter medication should not be maintained at school, unless a prescription is provided along with written permission from the parents.

Students who have a medical condition which requires self-administration of a medication must have a signed authorization form filed in the office.

Medication left over at the end of the school year should be picked up by the parent/guardian, or the school will appropriately dispose of the medication.

OFF LIMITS AREAS

The administrator will determine and communicate both verbally and in writing the areas that are off limits to students (without proper supervision). Each student is then responsible to stay away from these areas. This includes before and after regular school hours. Some specific areas include:

Teacher's desk, chair and closet

Supply rooms and storage rooms

Kitchen and cafeteria

Unsupervised/Unused classrooms or other rooms

Maintenance Closets

Chapel

Pastor Office

OPENING/CHAPEL

School wide opening is held, tentatively Monday-Thursday. All members of the school gather together to say pledges, hear announcements, pray, and praise the Lord together.

This provides an opportunity for the entire student body to celebrate community as a Pre-K thru 6th grade Christian school. Opening has a set time limit and is held **8:10 am**. Chapel is Fridays 8:10 am.

PARENT/TEACHER CONFERENCES

Parent/teacher conferences are to be held in the fall during the middle of the first marking period and again in the spring of each year (mid third quarter). The fall conference is considered mandatory for all families and will be scheduled by the teacher. Spring conferences are optional depending on a request by parents or teachers. Additional conferences may be held anytime when there is a need for one.

REPORT CARD DISTRIBUTION

Report cards will be pick up by parent. During any time of the school year, parents may request an individual conference with any teacher. The parent need to contact the office to request a meeting with the teacher.

SALES

There will be no sales of any kind by individual students in school. Only school clubs or other office approved projects will be accepted. Parents will be informed of such sales in writing.

SCHOOL SAFETY

CVV Preschool and Academy is a locked campus. **We have monitoring cameras throughout the facility 24/7.** Students should not arrive at school earlier than 7:30 am (extended care exemption). From 7:55 am – 8:10 am, the doors will be unlocked for students. From 8:10 am – 2:45 pm, the front doors to the school will be locked and anyone who wishes to enter will need to call in by the office. Students and teachers have been instructed not to open outside doors for anyone.

Students are to leave the building at 3:00 pm (2:00 pm Wednesday) and will wait for the ride in front of the building. At 3:10 pm, if the student is still at school, he/she will get inside the school and the parent need to pick up them from the reception. A late pick up will be apply.

CVVA students will be required to participate in a minimum of **two (2) Lockdown Drills** each school year. CVVA will hold **monthly fire drills** and **two tornado drills** during the school year as required by State law. Teachers will review the procedure for fire and tornado drills with students during the first days of school. The procedures will be posted in each classroom. Complete cooperation by every student is vital to the success of these important drills!

Severe weather terms:

TORNADO WATCH: Conditions are favorable for the formation of a tornado.

TORNADO WARNING: A tornado has been sighted in the area.

During a **“Watch”** building principals will monitor the weather conditions provided by the Emergency Broadcast System and the following will occur.

- 1) Pupils will be dismissed at the regular times.
- 2) After school activities may continue with the coaches and athletic director monitoring weather conditions.

During a **“WARNING”**

- 1) Pupils will not be sent home, but will be kept in the building and stationed in designated “safe” areas until the warning is lifted.
- 2) Parents are asked not to telephone or drive to the school during a warning because of the need to keep the lines of communication open.

3) Parents are urged not to pick up students during a warning because students are required to remain in a designated tornado shelter area.

VISITORS

Visitors to CVV Preschool and Academy are welcome. All visitors and parents must check in at the main office. Student visitation shall be subject to the approval of the principal in advance of the visit.

VOLUNTEER HOURS

Each family agrees to volunteer at least 15 hours per year. Volunteer hours can include serving as classroom aides, lunchroom and recess aides, maintenance work, coaching, tutoring, etc. **Sign-up sheets will be posted at the Open House as** well as throughout the year for parents to indicate their volunteer preferences.

HANDBOOK POLICY

There is not a rule, regulation or procedure written to cover every possible action which interferes with student learning. Therefore, conduct that deliberately interferes with the educational process or violates accepted and ordinary standards of conduct is also prohibited even though not specifically addressed in this handbook. The degree of severity of this misconduct, will determine whether the offense warrants detention, suspension, expulsion, or referral to a law enforcement agency. Please take the time to read through this handbook and understand it in its entirety. Questions need to be **referred to the administrator.**

SCHOOL HANDBOOK/PARENT AGREEMENT

After reading the parent handbook, I understand that we,-----

----- Parents of -----

----- and CVV Preschool Academy will work for the best of my child. I
compromise to follow the policies and procedures written in this hand book.

Parents/Tutor Signature