

CENTRAL VIRGINIA CHRISTIAN SCHOOL

STUDENT-PARENT HANDBOOK 2018-2019

**164 Industrial Park Road
Dillwyn, Virginia 23936**

(434) 983-4810

Email: info@cvc.school.com

Website: www.cvc.school.com

CENTRAL VIRGINIA CHRISTIAN SCHOOL BOARD OF DIRECTORS (1/17)

Kemper Beasley, III (Chairman)

Mark Waldrop

Margaret Stout

Jeanne Williams

Scott Dorrier

Cindy Morris

Teresa Davis, Treasurer

Gerthie Orme, Secretary

CENTRAL VIRGINIA CHRISTIAN SCHOOL***CORE VALUES***

Respect

Teamwork

Honesty

Accountability

Excellence

Stewardship

Faithfulness

Safety

TABLE OF CONTENTS

	<u>PAGE</u>
MISSION STATEMENT	5
STATEMENT OF FAITH	5
PHILOSOPHY AND GOALS	6-8
SECTION I: GENERAL INFORMATION	
History of CVCS	9
Giving to CVCS	9
CVCS Code of Honor	10
Faculty and Staff	10
Curriculum	10
Entrance Requirements and Procedures	10-12
Financial Policies	12
Before and After School Care	12
SECTION II: KINDERGARTEN – GRADE 8 ACTIVITIES AND POLICIES	
Bible and Pledges	13
Chapel	13
Daily Schedule - Students	13-14
Dress Code – Students	14-17
Grading Scale	17
Middle School Academic Probation	18
Middle School Exam Policy	18
Homework Guidelines	18-19
Lunch Procedures	19
Matthew 18 Principle	19-20
Medication/Medical Release Forms	20
Missions	20
Money/Items Sent to School	20
Parent/Teacher Conferences	21
Parent-Teacher Fellowship	21
Parties (Holidays, Birthdays)	21

Report Cards and Track My Grades	21
Student Conduct and Discipline	21-24
Student Illness/Absence	25-26
Student Retention	26
Tardiness	26
Technology	26
Visitors	27
Weather/Emergency Conditions	27
Bus Transportation	27

SECTION III: PRE-K OVERVIEW AND POLICIES

Pre-K Admissions	28
Overview of Pre-K	29
Essential Early Childhood Skills	29
Pre-K Narrative Reports	28
Food & Snacks	29
Handwashing	29
Health & Illness	29
Medication Administration	30
Supervision	30
Statement of Public Disclosure	30
Religious Exemption	30
Qualifications of Personnel	30
Description of Facilities	30
Enrollment Capacity	31
Food Service	31
Health Requirements for Staff	31
Public Liability Insurance	31

APPENDIX A –Middle School Discipline Procedures	32
--	-----------

MISSION STATEMENT

CVCS exists to provide a Christ-centered educational opportunity that will inspire and equip students to impact the world with Christian character, leadership skills and a superior education.

STATEMENT OF FAITH

Central Virginia Christian School adheres to the *2000 Baptist Faith and Message* (copies available upon request), *Statement of Faith*, Association of Christian Schools International, and the beliefs outlines below:

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God. (2 Timothy 3:15; 2 Peter 1:21)
2. We believe there is one God, eternally existent in three persons - Father, Son, and Holy Spirit. (Genesis 1:1; Matthew 28:19; John 10:30)
3. We believe in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35), His sinless life (Hebrews 4:15; Hebrews 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3; Ephesians 1:7; Hebrews 2:9), His resurrection (John 11:25; 1 Corinthians 15:4), His ascension to the right hand of the Father (Mark 16:19), His personal return in power and glory. (Acts 1:11; Revelation 19:11)
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that we are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone we are saved. (John 3:16-19; John 5:24; Romans 3:23; Romans 5:8-9; Ephesians 2:8-10; Titus 3:5)
5. We believe in the resurrection of both the saved and the lost - the saved to the resurrection of life, and the lost to the resurrection of damnation. (John 5:28-29)
6. We believe in the spiritual unity of believers in our Lord Jesus Christ. (Romans 8:9; 1 Corinthians 12:12-13; Galatians 3:26-28)
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life. (Romans 8:13-14; 1 Corinthians 3:16; 1 Corinthians 6:19-20; Ephesians 4:30; Ephesians 5:18)

PHILOSOPHY

Christianity is not just a private faith; it is meant to function in society as a proactive force. Those who would live out the teachings of Jesus in a secularized culture must understand their meaning. Those who would share the gospel with a lost world must have an intelligent comprehension of its saving message. Thus, Christian education is vital to the spread of Christianity in today's culture. Our future leaders must be grounded in God's Word and its applications for the world in which they live.

CVCS adheres to the belief that inherent in a superior Christian education are high standards, a nurturing but disciplined learning environment, and parental involvement. CVCS also maintains that a K - 8 Christian foundation combined with a continued network of support throughout the high school years will strengthen students' potential to impact their world for Christ.

The goals that follow reflect and expand upon CVCS's philosophy.

SPIRITUAL GOALS

Central Virginia Christian School strives

1. to lead students to accept Jesus Christ as their personal Lord and Savior under the guidance of the Holy Spirit.
2. to encourage spiritual growth through a daily quiet time of Bible study and prayer and through regular church attendance and participation in church ministries.
3. to develop within students a love of God's Word, equipping them with Biblical knowledge and application for living.
4. to disciple students to use their God-given talents and gifts to bring others to Christ.
5. to develop in students submission to the authority of God and respect for the institutions ordained by God, i.e. family and government.

ACADEMIC GOALS

Central Virginia Christian School strives

1. to develop in students the ability to analyze and apply knowledge from the Biblical perspective.
2. to assist students in reaching their full potential by providing a developmentally appropriate instructional program.
3. to challenge students to use their creativity and higher levels of cognitive functioning in all academic areas.
4. to help students comprehend and master skills in reading, written and oral communication, mathematics, science, and computer literacy.
5. to heighten students' awareness and appreciation of God's world through their study of history, social studies, and current events.
6. to broaden students' views of future vocational and educational opportunities.
7. to help students identify and develop their talents in the fine arts.
8. to assist students in developing independent and responsible work-study habits.

SOCIAL GOALS

Central Virginia Christian School strives

1. to help students see that a direct relationship exists between having a personal relationship with God and a wholesome relationship with all of His creation.
2. to develop in students a reverence for human life based on the fact that man was created in God's image and all are offered redemption by the sacrifice of His Son.
3. to provide opportunities and encouragement for students to use their God-given gifts and abilities to serve God in the home, school, and community.
4. to encourage students to imitate the love and humility of Christ in meeting the needs of others.
5. to develop Christian attitudes and work ethics that are superior to the world's standards.
6. to equip students to apply their sense of godly character and energy to society in order to challenge value systems that conflict with the biblical worldview.

PHYSICAL GOALS

Central Virginia Christian School strives

1. to help students recognize that their bodies are the temple of the Holy Spirit, and that fact alone mandates exemplifying proper respect toward the human body. This will be accomplished by increasing students' understanding of the correlation between the body (physical fitness) and the spirit (spiritual fitness) with added emphasis on how exercise can be used to help them grow in their relationship to God.
2. to encourage students to demonstrate respect for the human body, glorifying God by practicing sound exercise and nutritional fundamentals.
3. to help students meet God's standards first, thus equipping them to meet the minimum VA Standards as well. The latter would include (but not be limited to) the following: Virginia Assessment Standards appropriate to the age level; Virginia Standards of Learning for Physical Education for the appropriate age level; and the United States Presidential Fitness Initiative.

SECTION I: GENERAL INFORMATION

HISTORY OF CVCS

CVCS incorporated in 2002 as a non-profit educational institution and opened for its first school year in 2004. The governing body for the school consists of the Board of Directors. In 2012, CVCS added grade 8 to complete the elementary and middle school vision for the school.

CVCS is a member of the Virginia Council for Private Education and is accredited by the Association of Christian Schools International (ACSI). ACSI includes a membership of 5000 schools from 115 countries with an enrollment of 1,030,000 students.

GIVING TO CVCS

Tuition alone does not cover the cost of a child's education at CVCS. The school is dependent upon a variety of other sources to help make up the difference. The giving of individuals, local churches, and businesses is crucial to the school program. All gifts are tax deductible and greatly appreciated.

CVCS's CODE OF HONOR

"I will not lie, cheat or steal; nor will I tolerate those who do."

Article I: A student will not knowingly make any false statements, written or spoken.

Article II: A student will not impart or receive any unauthorized assistance, either outside or inside a classroom or place of instruction which would tend to give any student unfair advantage.

Article III: A student will not unlawfully take or receive any property of another person or persons under any circumstances without specific authority of that person or persons.

Article IV: A student will not use evasive statements or technicalities in order to shield guilt or defeat the ends of justice.

FACULTY AND STAFF

Classroom teachers hold a minimum of a Bachelor's Degree and are certified by the Association of Christian Schools International. All faculty and staff are carefully selected on the basis of Christian character and professional credentials.

CURRICULUM

(NOTE: Curriculum materials are re-evaluated each year and subject to change.)

CVCS utilizes several nationally-recognized curricula to guide classroom instruction.

- **A Beka** – Math, Social Studies (K-5)
- **A Reason For-** Handwriting
- **Purposeful Design-** Elementary Spelling
- **Purposeful Design–** Bible; Science (K-5)
- **Open-Court** – Language Arts (K-4); **Glencoe** –Middle School Literature
- **Novel Studies** – Grades 4 & 5
- **Scott Foresman** – Fourth Grade Virginia History
- **Apologia** – Middle School Science; **Glencoe-** Middle School Math

The Terra Nova Achievement Test is used to measure and monitor students' academic progress. The addition of ACSI norms also provides a basis for comparing a school's achievement with other schools across the nation.

ENTRANCE REQUIREMENTS AND PROCEDURES

Central Virginia Christian School is equipped to serve students whose academic needs can be met within the scope of curriculum offerings. The administration of Central Virginia Christian School prefers that children enrolled in CVCS represent homes in which at least one parent/guardian is a Christian. Returning CVCS students in good standing will receive priority status for re-enrollment.

A child must be 5 on or before September 30 of the enrolling year to apply for Kindergarten.

Nondiscriminatory Policy as to Students:

Central Virginia Christian School does not discriminate against its members, students, teachers, or staff members on the basis of race, color, or national or ethnic origin. Central Virginia Christian School admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

Policy on Accepting Transfer Students:

Students will be considered for enrollment after the start of the school year, provided space is available and **Entrance Requirements and Procedures** are met as set forth in this handbook. After the first thirty days of the school year, only students from traditional classroom settings will be considered for kindergarten transfers. Other school settings will be considered for remaining grades throughout the year.

Tuition for transfers will be divided into quarters based on the student's start date at CVCS. If the start date falls within the first quarter of the school year, then full tuition is due. If the start falls within the second quarter, then three-fourths tuition is due, and so forth.

The following are the steps for application and admission to CVCS:

Step 1: Fill out and Return the Application

The completed application should be returned along with the following which will be reviewed by the administrator and/or admissions committee:

- A. A copy of the child's birth certificate. (Virginia law requires that parents provide the school with an **original** birth certificate.)
- B. Current medical form and immunization record.
- C. Copies of the child's report cards from the two previous years, if applicable. Home-schooled students need to complete the designated form included in the admission packet.
- D. A **\$50.00 non-refundable application fee** per applicant.

Step 2: Testing and Interviews

Students are assessed to ensure that CVCS can meet their academic, social, and physical needs. The administrator also meets with the student's parents or guardians for an informal interview. This is an opportunity to assess philosophical compatibility, answer parents'/students' questions, and assess whether CVCS's program can meet the needs of the child. The administrator and committee members then determine admission or non-admission of the student. In making its decisions, the administrative team will consider such issues as:

- Is CVCS able to meet the student's academic, social, and physical needs?
- Are the student's parents supportive of the school's Christ-centered philosophy, so that they can develop a partnership with the school?
- Is the student under his/her parents' authority and willing to follow the school's lifestyle guidelines?

Step 3: Notification of Admission Decision

- A. If the student **is not** admitted, the administrator notifies the parents by telephone or in writing.
- B. If the student **is** admitted, the parents will be notified by telephone or in writing. Further preparations will be made for the student's enrollment at CVCS. Parents will need to sign a release form for the student's academic records. A **non-refundable** \$300.00 deposit is due to officially enroll. This fee is credited toward the student's tuition balance.
- C. For re-enrolling students, a non-refundable \$300.00 deposit is due by the designated date to reserve a place for the next academic year.

FINANCIAL POLICIES

All accounts are expected to be paid on time. Failure to make payment arrangements with the Board of Directors within 30 days of account delinquency shall result in a withdrawal warning. If there is no attempt to make payment arrangements within 60 days, the student will be asked to withdraw from the school. If an account is not paid in full by the end of the school year, the student will not be allowed to re-enroll.

TUITION SCHEDULE		
	1st Student	2 + Students/Founders
Middle School (Grades 6-8)	\$4,200.00	\$3,780.00
Elementary (Grades K-5)	\$4,000.00	\$3,600.00

PAYMENT SCHEDULE				
	Elementary Student		Middle School Student	
	Option 1	Option 2	Option 1	Option 2
April 1	\$ 300.00	\$ 300.00	\$ 300.00	\$ 300.00
August 15	3,700.00	1,850.00	\$3,900.00	\$1,950.00
January 15	-----	1,850.00	-----	\$1,950.00

OPTION 3

Tuition may be paid over 10 months by requesting this payment option. Payments must be made by the 15th of each month beginning in August through May. A \$150.00 administrative fee will be assessed to all accounts utilizing the 10 month option.

Scholarships are available based on financial need. Applications are available during the enrollment and re-enrollment period each year and decisions are made by a Scholarship Committee. Interested families should request the application from the school office. For new first graders and any age child transferring from public school, please inquire about the **Children's Tuition Assistance Fund**.

BEFORE AND AFTER SCHOOL CARE

Based upon need, a before and after school program may be provided. Separate information will be available detailing this program. Extended care services are billed at the end of each month. Payment is required by the 15th of the next month.

SECTION II: ACTIVITIES AND POLICIES

BIBLE AND PLEDGES

Bible class includes the pledges to the Bible and to the American and Christian flags, recitation of scripture memory passages, prayer, praise and worship, and the Bible lesson. The New King James Version of the Bible has been selected for official use in grades K - 8 so there can be uniformity in memorization and oral reading. However, teachers are given discretion to select another version should the wording in the NKJV be too difficult.

Pledge of Allegiance 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, and will hide its words in my heart, that I might not sin against God.

Pledge of Allegiance to the Christian Flag: I pledge allegiance to the Christian flag and to the Savior for whose Kingdom it stands, one brotherhood, uniting all Christians in service and in love.

Pledge of Allegiance 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.

CHAPEL

Chapel will be held once weekly for all students, faculty, and staff members. Parents are welcome.

DAILY SCHEDULE - STUDENTS

Morning Arrival Procedures for Students

Students should report to their classrooms between 8:00 and 8:15 a.m. Arrival after 8:15 a.m. will be counted as tardy. Parents who need to drop off their children **before 8:00 a.m.** should make arrangements for the *Before School Care* program and be charged according to the policies of that service. (As previously stated, before and after school care may be provided based on need. Details of this program will be outlined in the *Before and After School Care* brochure.)

Afternoon Dismissal

Student dismissal is at 3:20p.m. Students may be picked up between 3:20 and 3:30 p.m. Students who are not picked up by 3:30 p.m. will be taken to the *After School Care* program if offered, and parents will be billed accordingly.

If a student is not going home his/her regular way or if someone else is picking up the child, parents must send a written note that morning to the teacher. This procedure should be encouraged as it is difficult to relay telephone messages at the end of the day in time for dismissal. Parents and guardians do not have to sign their children out at the end of each school day, but any change in the individual picking up a child or the time of day the child is being picked up requires the student to be signed out in the office.

DRESS CODE - STUDENTS

1. General Standards

- All clothing must be clean, neat, and in good repair.
- All clothing must be of appropriate size.
- Girls' shorts and skorts are to be no more than 5 inches and jumpers no more than 3 inches as measured from the floor when the child is kneeling.
- All uniform shirts must be tucked in. Sweaters and sweatshirts are exceptions.
- Shirts must be of a different color than the slacks, shorts, skirts/skorts (i.e., navy shorts/pants should not be worn with a navy shirt.)
- If an item has belt loops, the student is required to wear a belt. *Kindergarten students are exempt from this requirement and are encouraged to wear elastic waist slacks.*
- No sweat suits or denim, leather, satin, velour, or see-through materials are permissible.
- Only CVCS logos may be worn on clothing.
- Hats and caps should be removed upon entering the building.
- Tattoos are not permitted. Heavy chains are not permitted.
- Boys are not to wear earrings. Girls may wear small earrings. Other jewelry is allowed but should be simple and non-distracting. Therefore, no multiple sets of jewelry, such as two necklaces, three bracelets, etc. may be worn. Piercing of ear cartilage is not permitted.

- Hair must be clean, neat, out of the face, and of a natural color and style. Boys' hair should not be below the collar. There shall be no rattails, Mohawks, ponytails (boys), or other faddish hair styles.

2. Uniform Dress Regulations

For the purposes of consistency and clarity of standards, uniforms should be purchased from one or more of the following vendors: **Land's End Uniform Catalog, French Toast Catalog and French Toast at Target and Sears, The Children's Place, & the JC Penney Uniform Catalog or store.** These vendors are all available on-line. JC Penney, Sears, and Target carry many uniform items in the store.

NOTE: White shirts (polos, turtlenecks, blouses, oxfords) can be purchased from ANY vendor.

Shirts (Girls and Boys)

- with collar and sleeves – Polo or turtleneck in solid colors: white, classic navy, burgundy, maize yellow, and dark green (hunter/evergreen); oxford shirts in white or light blue. Middle school (grades 6-8) are permitted to wear light blue polo shirts.

Sweatshirts

- crew-style in solid colors: white, classic navy, maize yellow, burgundy, dark green with collared shirt to be worn underneath
- CVCS sweatshirts

Sweaters

- turtleneck, v-neck, crew, vest, or cardigan in solid colors: white, classic navy, burgundy, evergreen, and maize yellow
- collared shirts to be worn underneath the latter four

Slacks

- full length, (or cargo-style is acceptable as long as it's from one of the above vendors), straight leg or slightly flared (for girls), flat or pleated front in solid colors: classic navy or khaki (not stone-washed)
 - belted or fitted waist
- NOTE:** Kindergarten students are exempt from wearing belts.

Shorts

- flat or pleated front in solid colors: classic navy or khaki
- belted or fitted waist

Skirts and Skorts

- solid colors: classic navy or khaki
- plaid: (Land's End/Sears: hunter/navy plaid; French Toast: green/navy plaid)
- belted or fitted waist

Jumpers

- solid colors: classic navy or khaki
- plaid: hunter/navy plaid or green/navy plaid
- a collared shirt or turtleneck to be worn underneath

Shoes

- athletic shoes or brown, black, or navy dress shoes (no clogs, no cowboy boots, no high heels)
- Note: Athletic shoes provide the best wear for physical education/recreational activities. No black sole shoes may be worn in the multi-purpose room.
- inclement weather conditions: protective footwear permissible

Socks, Tights

- solid colors: white, classic navy, evergreen, or khaki
- solid color leggings (colors as above) may be worn in winter months; no trim is allowed on leggings.

Belts

- solid colors: navy, brown, black; Land's End hunter/navy plaid belt for girls

Neckties

- colors: dark russet red, classic navy, classic navy/dark crimson, hunter/classic navy; any tie from Land's End boys' collection is acceptable.

Field Trip Uniform

- khaki shorts, pants, skorts or skirts
- burgundy shirts

Chapel Attire

- Girls should wear uniform jumpers or skirts on chapel day.

- Boys should wear oxford shirts (light blue or white) with a necktie and uniform slacks or shorts.

Dress Down Occasions

- On “Fun Fridays” and other special events, students will be allowed to wear jeans (in good repair, not torn or faded), sweatshirts, and other appropriate non-uniform clothing. Parents will be notified of these occasions.

Dress Code Violations: Elementary students in violation of the dress code will be issued an “Oops Slip” for the first time violation. Subsequent violations will result in the parent being notified personally with follow-up as needed. The parent may be asked to bring the appropriate dress to school. Middle school students will receive referral points for multiple dress code violations (see Middle School Discipline Procedures).

GRADING SCALE

The grading scale is as follows:

Kindergarten

S = Satisfactory completion of skill or understanding of concept

DV = Developing skill or concept

Grade 1 and Grade 2

E = Exceeds Expectations

M= Meets Expectations

N = Needs improvement

Grades 3 -8

A 92-100 Excellent

B 83-91 Good

C 74-82 Average

D 65-73 Below Average

F 64-Below Failing

I Incomplete The teacher will determine the length of time that the grade shall remain incomplete before converting to a letter grade.

Middle School Electives

E = Exceeds Expectations

M = Meets Expectations

N = Needs Improvement

HONOR ROLL

In order to be listed on the honor roll, a student must:

- Be in grade 3 or above
- Receive all As and Bs on his/her report card
- Not have any “below expectations” or “needs improvement” in non-graded subjects
- Have one or less conduct marks on his/her report card
- Be on or above grade level in reading and math

MIDDLE SCHOOL ACADEMIC PROBATION

Middle school students will be expected to carry a 2.0 or higher cumulative grade point average. If a student falls below that average he or she will be put on academic probation. When on probation the student will be required to participate in private tutoring as determined by the middle school faculty and school administration. Also, if a student earns a grade lower than a “C” in two consecutive grading periods in math or English, he or she will be required to participate in private tutoring in those subjects.

MIDDLE SCHOOL EXAM POLICY

Middle school exams will be given in English and Math at the end of each term as a true assessment of student learning and to prepare them for cumulative exams in high school. ALL students will take these two exams.

1. All middle school students will take a Math exam at the end of the first semester. Seventh & eighth graders will also take an English exam. Eighth graders will take a History exam since it is a high school credit course.
2. The exam grade for each class will count 10% of the semester average.
3. There will be a three day review prior to each exam.
4. Study guides should be provided for each subject one week prior to the review. Students should be encouraged to review the study guide prior to class review so that questions may be answered. However, the review time will not be a time to simply complete the study guide.
5. The review time will include test taking strategies and study skills as well as content review.

HOMEWORK GUIDELINES

In 2017-2018, CVCS will piloted a Reading initiative which deemphasizes homework and promotes more independent and family reading time. This program will target students in grades K-4. Teachers will give little to no homework in the core subjects and instead require more reading time at home. In fifth grade, homework will be gradually added throughout the school year, but will still be kept to an average of less than one hour/night.

Middle school students will be expected to complete an average of between 60-90 minutes of homework per night.

Parents are asked to create a learning environment that promotes independent and responsible study/work habits.

Makeup work: Students with excused absences will be allowed one day for every day absent to complete and turn in work missed. However, work, quizzes, or tests which were assigned before the absence occurred are due on the day the student returns to school unless other arrangements are made at the discretion of the teacher and/or administrator.

LUNCH PROCEDURES

Students will need to bring their lunch and their own utensils and bowls from home. Student lunches (grades K-4) cannot be re-heated at school. Grades 5-8 may use the school's microwave as long as the microwaves remain clean and the privilege is not abused. Parents are encouraged to send healthy foods for lunch (and snacks) and a minimum of sweets. Milk, juice drinks, (all days) and ice cream (Fridays only) may be purchased at school.

There will be special lunch days when pizza or other favorites may be purchased. Hot lunches are offered for purchase on Wednesdays. These meals must be pre-ordered the month prior.

Parents are welcome to eat lunch with their children, but they need to send the teacher a note on those mornings indicating their plans.

MATTHEW 18 PRINCIPLE

Jesus taught the following principles in solving people-to-people problems:

- Keep the matter confidential.
- Keep the circle small.
- Be straightforward.
- Be forgiving.
- If a parent has a problem, he/she should talk to the teacher before going to the administrator. If the controversy cannot be resolved at this level, then the parent(s) and teacher both should agree to share the matter with the school administrator.

- If further proceedings are necessary, the school administrator should explain the problem to the chairman of the School Board. The chairman will decide how the matter should be presented to the Board. (Depending on the complexity of the problem, it may be appropriate for the board chairman to request that all persons involved be present at a school board meeting.)

MEDICATION/MEDICAL RELEASE FORMS

All medications should be hand delivered to the teacher by the parent/guardian. A signed statement by the parent/guardian granting permission and including directions for administering the medication must also be provided to the school. All medications must be in their original containers and clearly labeled with the student's name. Prescription medicines must include a doctor's signed statement authorizing the proper use of the medication. Only designated personnel will be allowed to administer medications, and a record of all medications administered (short and long term) will be on file in the office. Medical release forms signed annually by the parent/guardian are also kept on file for every student. This authorizes the school to provide basic first aid treatment when necessary.

MISSIONS

As Christ came to serve, CVCS students will be provided age-appropriate service opportunities for spiritual development and experiential learning. These opportunities will consist of school, community, national, and/or international mission projects.

MONEY/ITEMS SENT TO SCHOOL

Money should always be sent in a sealed envelope or container with the younger children. The following information should be written on the outside: child's name, amount and purpose, and teacher's name.

Other personal items, including articles of clothing, should be labeled with the student's name.

PARENT/TEACHER CONFERENCES

A planned parent-teacher conference day is scheduled near the end of the first grading period. Parents will have an opportunity to schedule an appointment with the teacher prior to that day.

Parents or teachers may request a conference at any time they deem necessary, but **parents are asked to schedule visits in advance.** Parents are encouraged to

communicate frequently with the teacher concerning any needs of their child; however, they are urged not to “drop in” and interrupt instructional or planning time.

When parents need to discuss any aspect of their child’s education, the teacher should be contacted first. The administrator should be contacted only if the matter has not been successfully resolved through the parent-student-teacher conference.

PARENT - TEACHER FELLOWSHIP

The PTF is an organization formed by the parents and led by a steering committee made up of parents and faculty. The purpose is to bring the school and home closer together by means of fellowship and a real partnership in the education of the children. The PTF sponsors fund raisers throughout the year and a variety of social functions for the families. Parents are encouraged to sign up as school/classroom volunteers. All school families are urged to get involved and take an active role in the home - school partnership.

PARTIES (HOLIDAY AND BIRTHDAY)

The room mother works with the teacher in the planning of **five** class parties per year. The room mother in turn seeks to involve the other parents in at least one of the parties. The five parties include Thanksgiving, Christmas, Valentine’s Day, Easter, and End-of-School. No Christmas presents may be exchanged among students at school.

Birthday Parties: Parents are welcome to send cupcakes or a special snack for a child’s birthday in coordination with the classroom teacher. Birthday invitations may not be distributed at school unless every child in the class is invited. (“Every child” may include all the girls or all the boys.) No birthday presents are to be brought to school.

REPORT CARDS and TRACK MY GRADES

Report cards are issued four times each year. The card provides a place for comments and requests for conferences. Parents should contact their child’s teacher if there is a concern with the report card. TrackMyGrades.com provides parents the opportunity to keep up with student progress in grades 3 – 5. Middle School utilized Thinkwave to communicate grades and assignments.

STUDENT CONDUCT AND DISCIPLINE

(Please see Appendix A for Middle School Discipline Policies and Procedures.)

As stated in CVCS’s *Philosophy*, “CVCS adheres to the belief that inherent in a superior Christian education is high standards, a nurturing, but disciplined learning environment, and parental involvement.” In order to ensure a clear understanding of the conduct that is expected of CVCS students, the following specific rules have been established:

1. Students will abide by the CVCS Code of Honor.
2. Students are expected to be in attendance and on time.
3. Students will abide by the CVCS Dress Code.
4. Courtesy is a must at all times. Students are expected to be courteous to fellow students, teachers, staff, and visitors. In general, good manners show respect and should be taught, modeled, and practiced.
5. According to Ephesians 4:29, students will strive to speak wholesome and edifying words at all times. Cursing, other inappropriate language, name calling, and fighting will warrant disciplinary action.
6. Students are expected to show respect for the authority of the administration, faculty, and staff.
7. Students are not allowed to chew gum at school.
8. Students are expected to move about the school in an orderly manner. Running and loud voices are not allowed in the halls.
9. Students will treat school property and personal property of others with respect and care. Littering is unacceptable. Any damage to the buildings, grounds, or furnishings of CVCS must be repaired and/or replaced at the expense of those causing the damage. Students will be subject to disciplinary action if they willfully or negligently bring harm to school property.
10. Students are expected to obey classroom and playground rules. This is for their benefit. Disruption of classroom instruction or activities will not be allowed.
11. Students are expected to bring required materials to class (homework, books, paper, etc.). This teaches responsibility and parents are needed to help foster this work ethic in their children.
12. Inappropriate magazines, books, pictures, or other materials will not be permitted on the campus, school bus, in cars being used for school functions, or at any school-sponsored activity.
13. Electronic devices that can connect to the internet and ANY hand-held games and cell phones are NOT allowed at school. Bus riders may have hand-held game systems and e-books on the bus at the discretion of the bus driver, but they must remain in the student's locker or backpack during the day. If one of these devices is seen in the classroom or anywhere other than the bus, it will be taken to the office and returned to the parent. Basic e-books without games and with disabled internet access may be allowed with

permission from the administrator and classroom teacher. Misuse of this privilege will result in its loss.

14. Possessing weapons or imitation weapons is not allowed and will warrant disciplinary action. Depending upon the severity of the infraction, the student could face suspension or expulsion.

15. Possessing illegal drugs is not allowed and will warrant disciplinary action (automatic suspension or expulsion).

16. Possessing over-the-counter medications and prescription drugs violates CVCS policy. These medications should be hand-delivered by the parent to the teacher. This is for the safety of students.

17. Bullying or threatening comments or behavior from any student will not be tolerated.

18. Students should be careful to correctly cite references on all written assignments. Plagiarism is considered a violation of the Honor Code and could result in dismissal from the school.

The conduct of a CVCS student should be exemplary both on and off the campus. The reputation and good name of the school and, more importantly, of the Lord Jesus Christ, should be considered at all times.

Discipline

Rules, when broken, will always result in consequences. The severity of the consequence will depend on the age of the child, the severity of the violation, and the frequency of violations. The following steps are to be adhered to in resolving discipline problems:

1. The teacher verbally corrects the student, and if necessary, handles the situation in the classroom through effective classroom discipline procedures.
2. If necessary, the teacher talks to, counsels with, and prays with the student.
3. The teacher sends a note home with the student to be signed and returned. A weekly "behavior report" may be sent home for all students in order to keep parents informed on a regular basis.
4. The teacher confers with the parent over the phone or in person.
5. A parent-teacher-student conference is held.
6. The student is referred to the administrator.

7. A parent-teacher-student-administrator conference is held. Depending upon the severity and frequency of the offense, the student may be put on probation for a designated period of time.
8. A suspension and/or expulsion recommendation is made to the School Board.

As noted above, the number of steps taken in this process depends upon the severity and the persistence of the problem.

Suspension: This will be limited to a maximum of three days and will be given as a result of serious offenses. This may be one of the following:

- **In-School Suspension:** The student is to report to the administrator at 8:45 a.m. on the day(s) of the suspension and fulfill assignments given to him/her until 3:00 p.m.
- **Out-Of-School Suspension:** The student is not permitted to return to school for the number of days appointed. The days will count as days absent, and all class work must be made up in the time given by the teacher.

Probation: A student may be placed on probation for repeated misconduct or attitudes inconsistent with the spiritual standards of CVCS. Probation gives the student an opportunity over a specific period of time to correct his/her problem. During the probation period a student may be required to forfeit some privileges or special activities as deemed necessary by the administrator. If there is insufficient improvement within the specified time, the student may be asked to withdraw from CVCS.

Expulsion: Expulsion is the exclusion of a student from school for a period of time exceeding ten days or more. A student may be expelled only after every attempt has been made to correct the situation. The teacher, administrator, and School Board representative must be in agreement, and the **School Board makes the final decision. If a student is expelled indefinitely, tuition is non-refundable.**

STUDENT ILLNESS/ABSENCE

Regular attendance is critical to the learning process. Furthermore, through regular school attendance, students develop habits of self-discipline and responsibility. On the other hand, absenteeism causes a variety of problems for the student, teacher and class. We encourage parents to be supportive of consistent school attendance.

Central Virginia Christian School expects students to be in attendance for all classes. In keeping with the Virginia State Board of Education guidelines, the following policies and procedures have been established by the Board of Directors:

1. When the student becomes ill at school, the parent or designated emergency contact will be notified.

2. In order to receive credit for attendance, the student must be present for three and one-half hours of the school day.
3. When a student is to be absent for an unforeseen reason (illness, death in family), **the parent should contact the school office by 9:00 a.m.** The office will notify the teacher of the absence. The student's assignments will be available in the office by 2:30 p.m.
4. Students will be allowed one day for every day missed to complete and turn in missed work when the absence is excused. The parent (K-4) and student (5-8) are responsible for obtaining assignments during the student's absence.
5. Early pick-up from school is highly discouraged. However, if a student leaves school early due to illness or medical appointment, the student's parent must sign him/her out in the office and obtain make-up work.
6. **CVCS distinguishes between excused absences, scheduled absences and unexcused absences.** Categories for excused absences include:
 - a. Illness of the student.
 - b. Death in the student's immediate family.
 - c. Medical or dental appointments that could not be scheduled after school.
 - d. School-sponsored activities.
7. Scheduled absences (planned absences for family or extracurricular activities) must be approved **TWO WEEKS PRIOR** to the absence(s) using the designated approval form (available on CVCS website and from the office). A maximum of five days/year are granted for scheduled absences.

For an approved, scheduled absence, students are given a day for every day missed to make up work. If a student exceeds the five day allowance, any additional absences which are not excused will be treated as unexcused, and work is due the day of return. In Middle School, students are responsible for contacting each teacher using a routing form provided at the time of approval. Middle School parents should not email the teachers.

In elementary school, students will also be provided with a form to record make up work and due dates. However, more parental support will be necessary to ensure that the student obtains and completes the work.

If approval is not obtained two weeks prior to the absence, then the absence(s) are considered unexcused.

8. Absences that do not fall into one of the above categories are considered **UNEXCUSED**, and missed work is due immediately upon returning to school unless otherwise specified by the classroom teacher.

9. Greater than five unexcused absences during the school year is unacceptable, and there will be NO grades given on any make-up work. (i.e. A student with more than five unexcused absences will receive zeros for graded work that was missed.)
10. CVCS maintains a 90% attendance rule. Based on a 180 day year, the maximum TOTAL (excused and unexcused) absences allowed are 18 per school year. If a student exceeds the maximum number of absences, he/she may not receive credit for each class missed (grades 5-8) or may risk needing to repeat his/her grade (K-4).
11. Absences due to long-term illness or extenuating circumstances will be handled on an individual basis by the Administrator and School Board.

STUDENT RETENTION

Any student (grades K-5) who performs below age/grade level expectations in math or reading will be considered for retention. The final authority rests with the administrator.

Middle school students must have a minimum grade point average of 1.75 AND at least a D in English to be promoted to the next grade level.

TARDINESS

A student is considered tardy if he/she is not seated in the classroom by 8:15 a.m. Tardies must be held to an absolute minimum. Tardy students need to bring a signed note by the parent stating the reason for being tardy, and they must check in at the office before going to class.

Every three tardies accumulated in a grading period will be considered an absence and will be recorded on the report card. Excessive tardies will warrant a parent conference to determine appropriate measures to alleviate the problem.

TECHNOLOGY LAB

All students using the school's technology lab must sign and have their parents sign the "Acceptable Use Policy." This document outlines student and parental responsibility for using the school's internet. In addition, a complete technology plan is available in the school office.

VISITORS

For the protection of CVCS students and staff, all visitors are required to check in at the office upon entering the school. All doors remain locked during the school day. Exceptions would include events such as field day, special programs, etc. when an open invitation has been extended.

WEATHER CONDITIONS/EMERGENCY CLOSINGS

Weather conditions and emergency situations may necessitate school closings or alterations in the regular schedule. When these occur, information concerning school closing will be announced as soon as possible. Announcements will be made on the following:

- **Email alert:** Email notifications will be sent out to those who submit their email address to the school office.
- **Text Message:** Parents should submit their cell number to the school office to receive notifications regarding weather closings and delays.

It is ultimately the parent or guardian's responsibility to ensure that the student is transported safely to and from school. In the event that CVCS is open but road conditions are questionable in an outlying location, the parent may choose not to travel to school. In this instance, the student will not be counted absent or tardy.

BUS TRANSPORTATION

Students using daily bus transportation must sign a "transportation agreement" provided by the school administrator. This agreement will also cover fees for transportation.

Students are expected to comply with the following rules while riding on the bus:

No food or drink.

Remain seated with seatbelts fastened while bus is in motion.

No horseplay or loud voices.

Only "E" rated games are allowed on the bus.

Students must submit to the authority of the bus driver at all times.

Failure to comply with the bus policies may result in suspension of bus use.

SECTION III

PRE-K OVERVIEW AND POLICIES

. The Pre-K program is guided by the same policies and procedures in Section I and II except where noted below.

ADMISSIONS

A child must be 4 on or before September 30 to enroll in Pre-K. Siblings of current students and staff children are given priority for admission. Other students are admitted based on availability of space, order of enrollment request, and compatibility with the mission and goals of CVCS. Tuition and fees are located in the CVCS Handbook.

Prospective students must present proof of age and identification (original birth certificate). Prospective students must also present proof of immunizations.

CVCS Pre-K enrolls up to eight students per academic year.

OVERVIEW OF PRE-K

The Pre-K program seeks to lay the foundation of loving Christ and loving to learn. Recognizing that “a child’s work is his play,” many hands-on activities are designed to prepare students for the next phase of learning. Our pre-K students are well-prepared spiritually with biblical truths; academically with phonics, story time, and weekly letter themes; and beginning math skills; socially through classmate interaction and dramatic play; and physically through motor skills activities.

ESSENTIAL EARLY CHILDHOOD SKILLS

To build a broad foundation for each child’s success as a student, the CVCS Pre-K class focuses on the following skills:

- Socialization
- Language Development
- Gross Motor Skills
- Eye-Hand Coordination
- Manual Dexterity
- Small Muscle Control
- Conceptual Development
- Shape and Number Recognition
- Following Directions and Listening
- Color Awareness

PRE-K NARRATIVE REPORTS

Each quarter, the Pre-K teacher will send home a brief narrative report of each child's progress. Parents may request a conference with the teacher at any time throughout the school year.

FOOD AND SNACKS

CVCS students should bring a healthy snack and lunch packed from home each day. We do not have the capacity to refrigerate food items, and younger students are not permitted to use the microwaves.

HANDWASHING

CVCS Pre-K students must wash their hands after going to the bathroom, before eating lunch and snack, and after coming into contact with any bodily fluids. CVCS Pre-K staff are expected to maintain excellent hygiene in the classroom by ensuring student handwashing and by washing their own hands at the beginning of each day, before snack and lunch, after helping any students with toileting, after going to the bathroom, and after coming into contact with any bodily fluids.

HEALTH AND ILLNESS

In an effort to keep all of our pre-K students healthy, the pre-K teacher will perform a quick health observation of all children at the beginning of the school day.

Children with the following conditions may not attend school:

(Note: This information does not substitute for the advice of a child's health care provider.)

- Both fever and behavior change
- Symptoms of severe illness such as lethargy (more than expected tiredness), uncontrolled coughing, inexplicable irritability, difficulty breathing, wheezing, or other unusual signs (until medical evaluation determines the child can remain at school).
- Diarrhea
- Vomiting two or more times in 24 hours
- Persistent abdominal pain (lasting more than 2 hours)
- Mouth sores with drooling
- Rash with fever or behavior change
- Purulent conjunctivitis (pink eye)
- Lice
- Scabies
- TB
- Impetigo
- Strep throat or any other strep infection
- Chicken pox; shingles
- Whooping cough
- Mumps
- Hepatitis A
- Measles

- Rubella
- Unspecified respiratory illness
- Herpes simplex

(Source: Healthy Young Children: A Manual for Programs, 2002 Edition)

MEDICATION ADMINISTRATION

CVCS will only administer non-prescription medications to Pre-K students. These include, but are not limited to, Tylenol, Ibuprofen, cough syrup, and topical anti-itch medicines. Medications will only be administered with written parent/guardian permission.

SUPERVISION

CVCS Pre-K students must be supervised at all times by the Pre-K teacher or another designated, qualified adult. During dismissal and arrival, Pre-K students will be escorted to their classroom and car by an adult. They are not to walk alone. Pre-K students are not permitted to return to the main building from the playground without an adult.

TRANSPORTATION

Four year olds must be in an appropriate car seat or booster seat while riding on CVCS buses. The parents are required to provide the appropriate seat for daily transportation and/or field trips.

STATEMENT OF PUBLIC DISCLOSURE

The Code of Virginia, Section 63.2-1716, allows child day care centers operated by religious institutions the opportunity to file for an exemption from licensure by meeting documentation and other requirements specified within the religious exemption law. The statements below have been prepared and distributed to meet the requirements of the religious exemption law.

RELIGIOUS EXEMPTION

In compliance with the Code of Virginia, Section 63.2-1716, the Pre-K of CVCS is exempt from licensure and is classified as a religiously exempt daycare.

QUALIFICATIONS OF PERSONNEL

The position description for staff presently employed in Pre-K at CVCS is located in the school's office.

DESCRIPTION OF FACILITIES

The Pre-K is located in the Central Virginia Christian School at 164 Industrial Park Road; Dillwyn, Virginia. The building is 25,000 square feet. Two rooms are primarily used for instruction and play for the Pre-K students, and the lunchroom is used for lunch and play. The kitchen facilities are not available for Pre-K use. Play equipment consists of a large playground including a playset, monkey bars, swings, balance beam, and pavilion. There are also two fields utilized for playing and games.

ENROLLMENT/CAPACITY

The maximum number of children that CVCS Pre-K will enroll is 8.

FOOD SERVICE

CVCS Pre-K does not provide food service.

HEALTH REQUIREMENTS FOR STAFF

Staff employed to serve CVCS Pre-K students must be certified by a practicing physician to be free from any disability which would prevent him/her from caring for children. Documentation is maintained in the CVCS office.

PUBLIC LIABILITY INSURANCE

CVCS is covered by public liability insurance which provides coverage in the event that someone brings a suit for personal or bodily harm suffered during the operation of the Center as a result of negligence.

APPENDIX A

CENTRAL VIRGINIA CHRISTIAN SCHOOL Middle School Discipline Policies and Procedures

Please refer to the CVCS Student-Parent Handbook for the CVCS Code of Honor, Dress Code, and Code of Conduct. All of these rules are in effect for CVCS middle school students unless otherwise indicated.

When a middle school student is involved in a disciplinary incident, a Disciplinary Referral Form will be sent home with the student to keep the parent(s) informed of both the incident and the subsequent action taken by the teacher or the administrator. Parents should contact the teacher directly involved in the incident for any clarification. If parents have additional concerns after contacting the faculty member, they should call the Administrator. The Administrator has discretion to administer discipline as he/she deems appropriate.

Disciplinary Options

Conferences – Student and parent conferences are often not only necessary, but important in communicating the defined behaviors that are being sought.

In-School Suspension (ISS) – Students involved in a serious incident, consistent disruptive behavior or showing disregard for CVCS policies may be given an In-School Suspension. Although isolated from students during the day of suspension, suspended students will be expected to complete all assignments on time. A letter will be placed in the student's file regarding the reason for the ISS. A student may not participate in extracurricular activities on days when ISS is served.

Out-of-School Suspension – Students involved in a serious violation of school policy may be given an out-of-school suspension. A letter will be placed in the student's file documenting the violation. A student in out-of-school suspension may not participate in any school events or extracurricular activities during the time of the suspension. All missed assignments must be turned in the first day returning from suspension or receive a zero. Missed tests and quizzes will be allowed to be made up at the teacher's discretion. Full credit will not be given for made up assignments, tests, or quizzes. Out of school suspension days are unexcused absences.

Disciplinary Probation – Students involved in serious offenses may be placed on disciplinary probation. This means that for the prescribed time, the student may not be involved in a serious infraction of school policy without running the risk of being expelled from the school.

Voluntary Withdrawal from School – In some rare cases, it may be in the student's best interest for the parents to withdraw their student voluntarily.

Expulsion – In extreme cases, it becomes apparent that it would be best for the school and the student that he/she leaves the CVCS campus. If the expelled student desires to return to CVCS, he/she must re-apply. CVCS reserves the right to refuse re-admission.

DISCIPLINARY POINT SYSTEM

The disciplinary point system has been put in place as a means to act in a fair and deliberate manner as we attempt to assist the student in correcting his/her behavior. Any middle school teacher or the administrator may assign points to middle school students for behavioral infractions. Point totals carry over between all of the classes.

Depending on the severity of the offense, a point value is assigned as specified below. Point totals will clear on the last day of every six weeks.

SIX (6) POINTS – Out-of-School Suspension

FOUR (4) POINTS – In-School Suspension

1 point offenses

excessive talking in class, unexcused tardy, unprepared for class, sleeping in class, dress code violation, unreturned papers needing parent signature and other similar offenses

2 point offenses

rude or discourteous/disrespectful behavior, lack of cooperation, lying, disruptive in chapel, electronics/cell phone visible at school, offensive language, and other similar offenses

Immediate suspension (in-school or out of school) for the following:

cheating, forgery, fighting, vandalism, stealing, bullying, verbal or written threats and similar offenses

Multiple suspensions will be addressed with consideration given to probation, expulsion or voluntary withdrawal from CVCS.