

Cumberland Valley Christian School



Parent – Student Handbook

Updated 7/15/2019
Updates are highlighted

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CUMBERLAND VALLEY CHRISTIAN SCHOOL PARENT – STUDENT HANDBOOK

A WORD FROM THE ADMINISTRATION

Each year the challenge of providing a sound Christian education becomes greater. It is our desire to serve each family to the fullest extent in helping them provide a learning experience for their children that is both academically sound and Biblically based.

The administration, faculty, and staff are spending a great amount of time and effort to ensure that the total educational program of the school continues to improve each year. As we look forward to the year ahead, we are excited about the privilege and responsibility of helping our parents train their children in the way they should go.

If the home, church, and school work together, we believe we will have taken another tremendous step forward in training youth who are the coming Christian leaders. May God bless each family for sacrifices made in providing Christian training that CVCS offers.

VISION STATEMENT

We envision Cumberland Valley Christian School providing the Best Education, Spiritual Foundation, Biblical Perspective, Servant Heart, and Character Development for our students to be prepared to accomplish the purpose God has for each student.

GENERAL STATEMENT

Cumberland Valley Christian School, established in 1974 by The Open Door Church in Chambersburg, PA, is accredited through Middle States Association of Secondary Schools and Colleges and Association of Christian Schools International and is a private **non-public, non-licensed** Christian school for children. CVCS is a non-profit, non-denominational ministry for children and youth from three years of age through senior high school. A traditional basic educational program is offered with special emphasis placed on the Christian faith.

The curriculum emphasizes a Christian philosophy of life as taught in the Scriptures that explains the systems of knowledge around us. Emphasis is placed on learning strong moral principles and personal ethical standards. The traits are incorporated into every subject throughout every class and by every instructor.

CVCS perpetuates American ideals of freedom and liberty, placing emphasis upon our cultural and historical heritage and responsible citizenship.

At CVCS we strive to instill an appreciation for the importance of godly living in the heart and life of every student in the school. It is for this reason we find it necessary to have rules and regulations concerning the conduct and dress of our students. We recognize that not every parent who sends children to CVCS will share all of our convictions. However, it is important that parents and students realize that in order to remain in the school, they must conform to school policy.

Core Values

Biblical Worldview

CVCS is committed to serve parents by teaching students in work and deed the truths of Scripture so as to encourage and equip them to evaluate life through a Biblical perspective.

Christ-centered Relationships

CVCS is committed to build a community that places Christ at the center of all relationships in order to promote strong academic instruction, provide co-curricular activities that refine individual giftedness, and foster a meaningful interpersonal relationship with God and with others.

Academic Excellence

CVCS is committed to hire excellent Christian teachers and to provide an academic program that challenges and enables every student to achieve his or her God-given potential.

Christian Stewardship

CVCS is committed to set tuitions and raise other additional funds to pay teachers a fair and competitive salary and to assist parents in making a Christian education affordable.

***“THE TWO BIGGEST LITTLE WORDS IN THE ENGLISH LANGUAGE
ARE THE TWO LITTLE WORDS ‘DO RIGHT.’”***

COMMITMENT

Cumberland Valley Christian School is committed to providing an affordable, quality education that is distinctively Christian. We are committed to ensuring that parents receive a legitimate return on the financial sacrifices they make to provide a Christian education for their children. We are committed to providing students with an educational experience that is equal or superior to what they would receive elsewhere. We are committed to a teaching staff that maintains a professional environment that nurtures the teaching/learning process. We are committed to cultivating the appropriate spiritual emphasis that complements our local churches. We are committed to the Lord to be faithful stewards of all the opportunities and resources He has given us.

MISSION

CVCS exists to assist Christian parents in the fulfillment of their God-given responsibilities of preparing their children for life. This is accomplished through training in righteousness (spiritual education), teaching life skills (academic/vocational education), and instilling self-discipline (social, emotional, and physical education). This is done within the framework of a Biblical Christian world view.

PHILOSOPHY OF EDUCATION

Our educational philosophy rests upon three foundational presuppositions. One states that God has given the responsibility and privilege of education and discipline to parents. CVCS is only an instrument raised up by God to assist parents in fulfilling their duties commissioned by God. The second declares that all truth centers on Jesus Christ. All educational pursuits (spiritual, academic, vocational, physical, social, or emotional) must be studied in reference to the light of God's truth as revealed in Jesus Christ in the inerrant Word of God, the Bible. A third presupposition is that the destiny of every child of God is to reflect God's character and bring glory to the Lord. To this end, we labor to do all things and be all things for His glory.

OFFICE HOURS

School in session..... 8:00 A.M. – 3:30 P.M.
Monday through Friday

Summer Hours.....9:00 A.M. – 3:00 P.M.
Monday through Thursday

SCHOOL HOURS

K3 through K58:20 A.M. – 3:00 P.M.
1st through 12th grades 8:20 A.M. – 3:05 P.M.

SCHOOL PHONE NUMBER – (717) 264-3266

Pre-school and Kindergarten..... Ext. 134
Elementary and High School Ext. 139
Development Office..... Ext. 143
Admissions Office..... Ext. 147
Transportation.....Ext. 153
Administrator..... Ext. 132
Fax.....(717) 264-0416

SCHOOL WEBSITE

www.cvcslazers.com

SCHOOL EMAIL ADDRESS

info@cvcslazers.com

NOTICE OF NON-DISCRIMINATORY POLICY:

Cumberland Valley Christian School of Pennsylvania 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. It does not discriminate on the basis of race, color, and national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs

SCHOOL CHORUS

“Ye Are My Witnesses”

Ye are my witnesses,
Saith the Lord Our God,
Chosen to be a servant.
Who is grounded in the Word of God,
That ye may know God and believe God for who He is and what he hath done,
As a vessel fitly chosen,
To glorify our God.

SCHOOL VERSE

“Ye are my witnesses, saith the LORD,
and my servant whom I have chosen;
that ye may know and believe me,
and understand that I am he:
before me there was no God formed,
neither shall there be after me.”
Isaiah 43:10

A FORMER EDUCATOR SAYS:

“A school is a place where the massed wisdom of the ages is passed from one generation to the next and where youngsters are taught to think in a logical and systematic fashion. A school where subject disciplines are unimportant is a school where education itself has become irrelevant.”

**THOSE THINGS TAUGHT WILL ALWAYS SQUARE
WITH THE WORD OF GOD,
AND
YOUR CHILD WILL BE CARED FOR BY
DEDICATED FACULTY AND STAFF.**

GENERAL INFORMATION FOR PARENTS

STATEMENT OF PHILOSOPHY

Philosophy can be defined as a system of values by which one lives. Every action or attitude usually has its roots somewhere within a system of values. Thus, our philosophy becomes very important because it will ultimately dictate what we do, say, and believe.

The philosophy of CVCS is predicated upon the premise that God, through His Holy Word, is the foundation of all truth, and truth is the framework of our educational process. Christian education is the systematic dissemination, explanation and application of truth as God's truth. The content of truth is not the only crucial element, but the origin of truth is equally pivotal. God is the center of truth, not man or his humanistic theories. *"And he (Christ) is before all things, and by him all things consist"* (Colossians 1:17).

The Scriptures exhort us to *"keep thy heart with all diligence; for out of it are the issues of life"* and proclaim, *"Where your treasure is there will your heart be also"* (Proverbs 4:23; Matthew 6:21).

Our philosophy demands that a balance be struck between the temporal and the eternal. The temporal becomes only a means by which we may enhance the eternal. One of our greatest eternal treasures is our children. Many temporal aspects of education, such as buildings, programs, and curriculum, become a means to achieve the eternal goal. Our goal is *"that the man of God may be perfect (complete), thoroughly furnished unto all good works"* (II Timothy 3:17). Also, it is our goal *"That in all things he (Christ) might have the pre-eminence"* (Colossians 1:18).

The philosophy that lodges in our hearts will be the impetus for all our thoughts, attitudes, and actions. Therefore, it is essential that our philosophy have an eternal basis, the Word of God, and not a temporal, humanistic foundation.

Our children are our greatest resource, our finest treasure and our most valuable asset. They deserve to receive, and God expects us to give them, the eternal investments of a godly home, a Spirit-filled church and a quality Christian education.

STATEMENT OF PURPOSE

In Proverbs 22:6 it is written, *"Train up a child in the way he should go, and when he is old he will not depart from it."* Our school is established to comply with that directive from God. It is organized as a private, non-public, non-licensed, non-profit Christian school which offers high academic and spiritual standards to families in and around the Cumberland Valley. Children will be taught morality and decency, obedience to law, respect and courtesy for others, love of our country, and obedience to God. Graduates of our school will be better equipped spiritually, socially, academically, and physically for life ahead. We stand for a Bible-centered and Christ-centered approach to education, emphasizing that all knowledge and truth is divine in origin and must be taught within the context of continual recognition of that divine origin. Therefore, students will be provided with a philosophy of life which will enable them to see life from God's point of view. Every subject will be taught in light of the inspired Word of God.

STATEMENT OF FAITH

- We believe the Bible to be the inspired and only infallible and authoritative Word of God. (2 Tim. 3:16; 2 Pet. 1: 19-21)
- We believe the Holy Scriptures of the Old and New Testament to be the verbally and plenary inspired Word of God. The Scriptures are inerrant, infallible and God-breathed and, therefore, are the final authority for faith and life. The sixty-six books of the Old and New Testament are the complete and divine revelation of God to man. The Scriptures shall be interpreted according to their normal grammatical-historical meaning, and all issues of interpretation and meaning shall be determined by the Senior Pastor and spiritual leadership (Elders & Deacons). The King James Version of the Bible shall be the official translation used by the church leadership. However, the Senior Pastor and spiritual leadership may also use/reference other word-for-word translations to include: only the English Standard Version Bible, New American Standard Bible or the New King James. (2 Tim. 3:16-17; 2 Pet. 1:20-21)
- We believe in one triune God, eternally existing in three persons—Father, Son, and Holy Spirit—each co-eternal in being, co-identical in nature, co-equal in power and glory, and having the same attributes and perfections. (Deut. 6:4; Matt. 28:18-19; 2 Cor. 13:14; John 14:10, 26; 1 John 5:7)
- We believe that Jesus Christ was begotten of the Holy Spirit and was born of the Virgin Mary, and that He is True God and True Man. (Matt 1:18-22; Luke 1:35)
- We believe that man was created in the image and likeness of God, but that in Adam's sin the race fell, inherited a sinful nature, and became separated from God, and that man is totally corrupt, and of himself, utterly unable to remedy his lost condition. (Gen. 1:26-27, Rom. 1:18-32, Rom. 5: 12; Rom. 3:22-23, Eph. 2:1-3)
- We believe that God has ordained and created all authorities consisting of three basic institutions: 1) the home, 2) the church, and 3) the government. Every person is subject to these authorities, and all (including the authorities themselves) are answerable to God and governed by His Word. God has given each institution specific biblical responsibilities and balanced those responsibilities with the understanding that no institution has the right to infringe upon the other. The home, the church, and the government are equal and sovereign in their respective Biblically assigned spheres of responsibility under God. (Rom. 13:1-7; Eph. 5:22-24; Heb. 13:17; 1 Pet. 2:13-14)
- We believe that the Lord Jesus Christ died for the sins of everyone, according to the scripture, as a representative and substitutionary sacrifice, and that all who believe in Him are justified on the ground of His shed blood. (Eph. 1:7; 1 Pet. 2:24, 1Cor. 15:3-4)
- We believe in the resurrection of His physical body and His ascension into Heaven and in His present life is there for us, as High Priest and advocate. (Rom. 8:34; 1 John 2:1-2)

- We believe that the Holy Spirit is the third person of the Trinity who convicts the world of sin, and regenerates, indwells, enlightens, and guides believers. (John 14:16-17, John 3:18) We believe that He is the divine Teacher who assists believers to understand and appropriate the scriptures and that it is the privilege and duty of all the saved to be filled with the Spirit. (Eph. 1:17-18; 5:18; 1 John 2:20, 27)
- We believe that the sign gifts of the Holy Spirit, such as speaking in tongues and the gift of healing, were temporary. Speaking in tongues was never the common or necessary sign of the baptism or filling of the Holy Spirit, and ultimate deliverance of the body from sickness or death awaits the consummation of our salvation in the resurrection, though God frequently chooses to answer the prayers of believers for physical healing. (1Cor. 1:22; 13:8; 14:21-22)
- We believe that salvation is the gift of God brought to man by grace and received by personal faith in the Lord Jesus Christ, whose precious blood was shed on Calvary for the forgiveness of our sins. (John 1:12; Eph. 1:7; 2:8-10; 1 Pet. 1:18-19; 1 John 1:9)
- We believe that all the redeemed, once saved, are kept by God's power and are thus secure in Christ forever. (John 6:37-40; 10:27-30; Rom. 8:1; 38-39; 1Cor. 1:4-8; 1 Pet. 1:4-5) We believe that it is the privilege of believers to rejoice in the assurance of their salvation through the testimony of God's Word, which, however, clearly forbids the use of Christian liberty as an occasion to the flesh. (Rom. 13:13-14; Gal. 5:13; Titus 2:11-15)
- We believe the church, which is composed solely of true believers, is the body of Christ through regeneration and baptism by the Holy Spirit. (Eph. 1:22-23; Eph. 5:24, 25&30; 1Cor. 12:12)
- We believe the imminent return of the Lord, which is the blessed hope of the church, is to be followed by the tribulation, the second coming of Christ to establish His kingdom for one thousand years, the eternal state of punishment for the unsaved, and the eternal state of blessing for the saved. (Titus 2:13; 1Thes. 1: 10; I Thes. 4: 13-18; I Thes. 5:4-10; Rev. 20: 1-6; Rev. 20:11-15; Matt. 25:46)
- We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex. We believe that God disapproves of and forbids any attempt to alter one's gender by surgery or appearance. (Gen. 2:24; Gen. 19:5-13; Gen. 26:8-9; Lev. 18:1-30; Rom. 1: 26-29; 1Cor. 5:1; 6:9; 1Thess. 4:1-8; Heb. 13:4) We believe that the only legitimate marriage is the joining of one naturally-born man and one naturally-born woman. (Gen. 2:24; Rom. 7:2; 1Cor. 7:10; Eph. 5:22-29)
- We believe that all the saved should live in such a manner as to not bring reproach upon their Savior and Lord. God commands His people to separate from all religious

apostasy, sinful pleasures and practices. (Rom. 12:1-2; 14:13; 2Cor. 6:14-7:1; 2 Tim. 3:1-5; 1 John 2:15-17; 2 John 9-11; Lev. 19:28; 1Cor. 6:19-20)

- We believe that God created the universe in six literal, 24-hour periods. We reject Evolution, the Gap Theory, the Day-Age Theory, and Theistic Evolution as unscriptural theories of origin. (Gen. 1-2; Ex. 20:11)
- We believe that men and women are spiritually equal in position before God but that God has ordained distinct and separate spiritual functions for men and women in the home and the church. The husband is to be the leader of the home, and men are to be the leaders (pastors, elders and deacons) of the church. Accordingly, only men are eligible for licensure and ordination by the church. (Gal. 3:28; Col. 3:18; 1 Tim. 2:8-15; 3:4-5, 12)
- We believe that human life begins at conception and that the unborn child is a living human being. Abortion constitutes the unjustified, unexcused taking of unborn human life. Abortion is murder. (Job 3:16; Ps 51:5; 139:14-16; Isa. 44:24; 49:1, 5; Jer. 1:5; 20:15-18; Luke 1:44)
- We believe that Christians are prohibited from bringing civil lawsuits against other Christians or the church and its ministries to resolve personal disputes. We believe the church possesses all the resources necessary to resolve personal disputes between members. (1Cor. 6:1-8; Eph. 4:25, 30-32)

I. ADMISSIONS

A. Admissions Requirements

- Age requirements for five-year-old kindergarten students will be as follows: Children must be five by August 31 or obtain a set score on the entrance test if their birthday is later than August 31 to qualify for kindergarten.
- Children may enter three-year-old kindergarten if they are at least 2 ½ years old by the first day of school with the understanding that they will spend two years in the program.
- ***All students entering the K-3 and K-4 program must be potty trained.***
- All students entering into CVCS will be placed on probation for nine weeks to determine their capability of maintaining the academic and spiritual standards of the school. A student entering the school will be tested for academic achievement.
- The school has a limited capacity to train students with learning disabilities and hyperactive or hyperkinetic children in a program called Student Support Services.
- The student must be of good character, attitude, and citizenship. Major misbehavior or continual misconduct will not be tolerated by the school.
- Students and parents alike must understand that it is a privilege, not a right, for a student to attend CVCS.
- Students must comply with policies adopted by the school. The school reserves the right to deny acceptance of a student in the school program if misrepresentation of the young person's status or ability is evidenced.

- CVCS 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. It does not discriminate on the basis of race, color, and national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.
- The student's medical record is on file in the school office.
- The student lives with his parent(s) or legal guardian(s).
- Previous School Records - CVCS reserves the right to review a student's record from the last school attended. The information serves as one criterion for determining admission and placement. It will be included as part of the cumulative records kept for each student.

B. Application Procedures

- Parents may complete an online enrollment at www.cvcsblazers.com.
- An interview will then be arranged with the principal or designated person(s). Students are required to attend the interview if entering 6th grade through 12th.
- Parents must ensure they have signed the "Parents' Pledge of Acceptance" and that junior and senior high students have completed "My Pledge to Christ and the Christian School." The administration may require a second interview for junior high and senior high students.
- Students in grades 7-12 will be asked to submit a pastoral reference form.
- If any information on the application is found to be fraudulent, omitted or misleading:
 - o If the student is not already enrolled, the application will not be considered
 - o If the student has already been enrolled, the student will be asked to withdraw from school.

C. Parental Statement

- Parents must agree to the following and must sign a Parental Statement form in the Parent-Student Handbook as a requirement for admission:
- I have read the Cumberland Valley Christian School Statement of Faith and agree to have the student educated in accordance with it.
- I uphold the school in matters of spiritual nurturing.
- I give permission for the student to be disciplined according to school policy.
- I recognize that the school has the right to dismiss any student who does not respect its spiritual standards or cooperate in the educational process.
- I commit to:
 - Regular tuition payments
 - Practical help
 - Faithful prayer
 - Support for the administration and the teaching staff
 - Attendance at school events
 - Special financial gifts whenever possible (since tuition does not cover all costs).
- I have read the student permission to attend scheduled field trips and other school activities when properly notified.

D. Admissions Priority

Students will be considered for admission based on available space, completion of application and the following priority:

1. Returning students.
2. Siblings of returning students.
3. Other local Christian school students.

II. TUITION

A. Payment Plan

CVCS is a Christian ministry to the home, helping parents fulfill their God-given responsibility. To this end, the faculty and staff undertake their responsibilities. We ask your full cooperation in maintaining a current account. Should you experience difficulty in keeping your account current, you are asked to contact the Business Office as soon as possible. Parents who fail to contact the office will be considered delinquent in their account. It is important to maintain regular communication when a problem exists.

- No student will be enrolled until ALL prior accounts are satisfied.
- No diplomas will be released for any students who are graduating from CVCS until ALL accounts are paid in full.
- The following tuition payment plans are offered:
 1. FULL PAYMENT OPTION – payment made by July 2. This payment is made directly to the school.*
 2. MONTHLY PAYMENTS THROUGH CVCS FACTs PAYMENT PLAN - Payments can be made for up to 12 months starting in July. Payments can be made the 5th or the 20th of each month. Parents will be assessed a \$38.00 (subject to change) FACTs Fee at the time of enrollment.

**Those selecting the FULL PAYMENT OPTION and making payment by July 2 will receive a 3% discount on their tuition bill.*

B. Discounts

The family pays full tuition for the oldest child in the family. The family will receive discounts for additional children. Discount information is published prior to the beginning of the school year in the admissions and reenrollment packets.

C. Financial Aid

Families in need of financial assistance should contact the Admissions Coordinator, who will furnish the necessary forms. A very limited scholarship fund is available to families with substantial financial need. Completed forms should be returned to the Admissions

Coordinator **as quickly as possible**. Financial assistance must be requested each new school year.

D. Registration Fee

Registration fees are due with the enrollment process and are non-refundable.

E. Technology Fee

A technology fee will be charged each year. This fee helps with technology upgrades.

F. Assessment at Withdrawal

Upon withdrawal or dismissal for any reason, tuition will be assessed to the end of the month in which the withdrawal or dismissal occurs.

G. Changing of K-3 and K-4 from More to Fewer days

If parents of K-3 and K-4 children wish to make a change in attendance from a higher amount of days to a lower amount or from a lower amount of days to a higher amount of days, they must provide a 30-day notice in writing. Additionally, if they wish to go from a higher amount of days to a lower amount of days, they will be assessed a \$30.00 fee. No consideration of refund will be given for this change. Any change done by parents without a written 30-day notice will result in their owing full tuition for that period. In case of a medical emergency, Cumberland Valley Christian School will consider the situation and circumstances within the Administration team once parents have furnished a doctor's statement confirming the medical emergency.

III. ADMINISTRATIVE MATTERS

A. Guidelines for Visitors

All visitors must ring a buzzer at the main entrance and **sign** in at the office of the building in which they wish to enter. They may be asked to state the purpose and intended length of their visit. They are required to wear a visitor's badge that is visible at all times. They must sign out when leaving campus.

B. Guidelines for Visiting Students

Occasionally prospective students may request to visit the school for a day. Any request for a student to visit must be approved in advance by the administration. We require visiting students to adhere to the following guidelines:

- Both the parents of the visiting student and the parents of the student making the request must send a note stating the intention to visit. The visiting student's note must contain the student's name, address, phone number (daytime and evening, if possible, and a number where someone may be reached in an emergency), and school he/she normally attends.

- The request to visit must be submitted at least **three school days** in advance of the visit. Visits will not be permitted during times deemed by the administration to be inappropriate.
- Students who visit must follow the CVCS dress code. Anyone not adhering to dress code will be asked to leave.
- Visiting the school is a privilege. Visiting students are expected to conduct themselves properly and give respect to teachers and administration. Therefore, any visiting student who disrupts a class or behaves improperly will be asked to leave.
- The student visiting the school will attend classes and eat lunch with the student he/she is visiting.
- Returning graduates are welcome to visit the school, but they must sign in at the office and procure a visitor's pass. They may not roam freely throughout the school.

C. Parent Volunteers

Parents or other adults volunteering to help with class parties, field trips or school activities must have background clearances through the following: State Police, Child Abuse, FBI.

D. Orientation

Prior to the opening of school there will be scheduled orientations for all students and their parents. This will give both parents and students an opportunity to meet the administrators, teachers and staff.

E. Class Size Maximum Recommendations

- **K-3** *13 Students*
- **K-4** *15 Students*
- **K-5** *18 Students*
- **1st - 6th Grade** *29 Students*
- **7th - 12th Grade** *30 Students*

F. Attendance

1. Absences are initially entered as unexcused until CVCS receives a written excuse explaining the reason for the absence.

2. Parental failure to submit a written excuse within three calendar days of the absence shall result in the absence being classified as unlawful for students from first grade through age seventeen. Students shall not be permitted to make up work for days classified as unlawful.

3. Parents may hand write excuses. Each absence excuse must be submitted with an explanation and parental signature. Written excuses must also be submitted for late arrivals and prior to early dismissals.

4. Unless otherwise specified by a doctor, absences for appointments shall be allowed one half excused day.

5. Upon 5 cumulative absences, the Attendance Secretary will issue a Five Day Letter.

6. Seven cumulative absences shall generate a Seven Day Letter.

7. Ten cumulative absences shall generate a Doctor Note. The Doctor Note must indicate a return date to school.

8. Three unlawful absences shall generate a First Offense Notice.

9. Upon the fourth unlawful absence, the attendance issue will be turned over to the student's home school district, which issue a truancy citation in the name of the parent/guardian.

10. Four incidents of tardiness, regardless of number of minutes, shall constitute one half day of unlawful absence.

11. Eight incidents of tardiness, regardless of number of minutes, shall constitute one full day of unlawful absence.

1. **Excused Absences:** In order for a student to progress satisfactorily in school, he/she must be regular in attendance. The following are the ONLY acceptable reasons for being absent: Illness, quarantine, death in the immediate family, or impassable roads.

2. **Personal Excused Absences:** Families are allowed a maximum of five (5) personal excused absences during the course of a year for the purpose of family vacations. All requests for these or any additional days must be reviewed and approved by the administration. All requests to use personal days must be submitted in writing no later than three (3) days prior to the absence.

3. **Unexcused Absences:** Absences for any other reason than those stated above will be considered unexcused. The student will receive zeros for all subjects that day. Such absences will be subject to disciplinary action as outlined in the section concerning discipline.

4. The maximum limit of absences is 27 days per year, or 15% of the school year. It is highly questionable whether a student who is absent more than the above number of days can achieve the goals set forth by the total instructional program.

5. If a class goes on a field trip and the student(s) do not wish to go, they **will be** required to come to school and do assignments for each class. If they do not come, it will be an unexcused absence and the student will receive zeros for all classes in addition to a zero for any assignment based on the field trip.

6. Taking days off to work on or complete reports, papers, or homework will be considered an illegal absence, and the student will receive zeros in all classes missed.

G. Tardiness

1. Being tardy is viewed as an infraction of the necessary rules in the training of one's self for a well-disciplined life.

2. Coming into school or class after the bell has rung is considered being tardy.

3. *After three (3) unexcused tardies, parents will be contacted.* In the High School, the student will receive a warning for the 1st offense; further offenses will result in discipline.

H. Guidelines for Absences/Tardy for Students

The following guidelines concern proper procedure for notes and students' readmittance to school.

1. In the event of absence from school, a student must turn in a written excuse from his/her parents to the homeroom teacher on the student's first day back to school. The note must state the reason for the absence. If an absence slip is not submitted in a timely manner, an appropriate penalty will be assessed.
2. "Personal day" is not a valid excuse. No personal days are granted except by prior approval. Such an absence will be considered unexcused and will bring about appropriate academic and disciplinary penalties as outlined in the handbook.
3. When requesting an absence in advance, the note must contain the **specific** reason for absence.
4. A student who is not in class at the 8:20 bell will be considered tardy to school.
5. A student who is tardy to school or needs to leave school early must bring a note signed by his/her parents and turn it in to the office. The student must sign in or sign out at the office. In the event of an early dismissal, the student must bring a note to school stating the **specific** reason for the early dismissal. "Appointment" without an explanation is not a valid excuse.
6. If a student is tardy or needs to leave early because of a medical appointment, the student must present a note to the office.
7. Students not on athletic teams will **NOT** be permitted to leave school early to attend games, unless they have been approved as a scorekeeper or yearbook photographer, or because parents need to transport athletes to games.

I. High School Schedules and Class Periods

Regular Bell Schedule

- 1st - 8:20-9:00
- 2nd - 9:03-9:43
- 3rd - 9:46-10:26
- 4th - 10:29-11:09
- 5th - (10-11-12) - 11:12-11:52
- Lunch (7-8-9)-11:09-11:39
- 5th (7-8-9)-11:42 -12:22
- Lunch (10-11-12) – 11:52-12:22
- 6th-12:25-1:05
- 7th-1:08-1:48
- 8th-1:51-2:31
- 9th -2:34-3:05 (dismissal)

1:00 P.M. Dismissal

- 1st - 8:20-9:00
- 2nd - 9:03-9:43
- 3rd - 9:46-10:26
- 4th - 10:29-11:09
- 5th (10-11-12) – 11:12-11:52
- Lunch (7-8-9)-11:09-11:39
- 5th (7-8-9) – 11:42-12:22
- Lunch (10-11-12) – 11:52-12:22
- 6th – 12:25-1:00 (dismissal)
-

2-Hour Delay

- 4th -10:20-11:09
- 5th - 11:12-11:52
- 6th (10-11-12) – 11:55-12:35
- Lunch (7-8-9)-11:52-12:22
- 6th (7-8-9)-12:25-1:05
- Lunch (10-11-12) – 12:35-1:05
- 7th-1:08-1:48
- 8th – 1:51-2:31
- 9th – 2:34-3:05 (dismissal)

Tuesday when there is No Chapel

- 1st - 8:20-9:15
- NO SECOND PERIOD CLASSES
- 3rd - 9:18-10:11
- 4th -10:14-11:09
- Rest of the day is a regular bell schedule

J. Class Sessions

1. Entering School:

- School will start at 8:20 A.M.
- Children who come with their parents may enter the school at 8:00 A.M. and must stay in the designated area until school begins.
- Bus students, upon arrival, will also go to the designated area until school begins.
- All students upon entering school may not leave school property unless they have an approved early dismissal. Students are not permitted to go to their vehicles once they have entered the school.

2. Dismissal Time:

- School will be dismissed at 3:00 P.M. for kindergarten and preschool and approximately 3:05 P.M. for elementary/high school.
- Parents **MUST** wait outside the school – the children will come to you.
- Children staying after school **MUST** stay in designated areas at all times. No student is allowed in classroom after school without prior permission.
- All student drivers, bicyclers, or walkers and students going home in a car are not allowed to leave the building until the final bus has pulled away.

K. Student Drivers

1. Students are permitted to drive cars to and from school and to park their cars on school property. Students who drive will receive a form that they must fill out and return to the school office to be kept on file there. No decals, stickers, or parking passes are required.
2. Students must park in the back row of the parking lot on the gym side of the school. No students are permitted to park in the lot in back of the school by the gymnasium entrance, except in the back row.
3. Once a student comes onto school property, that student is not permitted to leave unless he/she receives permission from the office and has a written note from a parent. Students may not come to school, pick up other students, and then leave the property. Students are also prohibited from picking up other students and riding around on school property before school.
4. Upon arriving at school, students are to go directly into the school building and not hang around in the parking lot or stay in cars.
5. Students who drive will not be dismissed until all buses have left, unless they have approval for an early dismissal. In the rare cases in which driving students are dismissed before bus students, driving students must leave the parking area promptly.
6. Students must maintain a **SAFE** driving speed (15 mph is the posted limit) while on school property.

7. No horseplay in cars (drag racing, swerving at each other, following too closely, etc.) will be tolerated. No unnecessary revving of motors is permitted. No intentional squealing of tires or “patching out” is permitted. No playing of loud music on car radios/stereos is permitted on the property.
8. Students who fail to abide by these guidelines may face suspension of driving privileges on school property.
9. Students may face additional discipline if warranted.

L. Ridesharing Services & Third Party Pickup on Campus

Cumberland Valley Christian School does not condone students leaving campus in third-party car services and, specifically, ridesharing services whose own policies explicitly prohibit minors from using them.

Third-party is defined by Cumberland Valley Christian School as anyone not on the authorized list of pickups for the Cumberland Valley Christian School student, designated by the legal guardian.

Per our policies, no student shall be picked up except by those authorized in the emergency pickup contacts given to Cumberland Valley Christian School by the legal guardian of a student, unless specific written permission is given by the legal guardian of the student. No Cumberland Valley Christian School student will be transported to or from any activity by a third party without specific written permission of the legal guardian of the student.

Photo ID will be required for all third party persons picking up students of Cumberland Valley Christian School.

M. School Closing

- **Check...**

Our website – www.cvcdblazers.com; follow links to cancellations/delays page.

- **Listen...**

To area radio/TV stations listed below:

- **Radio:**

WPPT – 92.1 FM – Greencastle, PA
 WCRH – 90.5 FM – Williamsport, MD
 WIKZ – 95.1 FM – Chambersburg, PA

- **TV:**

WHAG-TV – Hagerstown

- **Call...**

Parents will receive an automated call.

N. Release of Students

1. CVCS will release a student from school upon receiving a written notice from his/her parents. An attempt should be made to limit medical appointments to after-school hours or holidays. If parents wish to authorize someone to pick up their children in the event of occurrences such as inclement weather, authorization should be made in writing so it may be kept on file in the school office.

If an early dismissal for personal reasons is necessary, parents must send an excuse note at the beginning of the day to the office to the attention of the principal or the high school administrative assistant. The principal will review any extended requests before approving them. In no case will a student be allowed to leave the school grounds in the company of someone other than a parent, without a parent's written approval.

- Permission must be granted to the student from the office before any early dismissal is allowed. Students must sign out at the office.
- Homework assignments from missed classes should be obtained before an early dismissal. All work due that day should be turned in to teachers before the student leaves.
- In the case of an illness, the nurse must notify the parents that the child is sick and approval to release the student must be obtained from the parent before the student is allowed to leave the school premises.

2. CVCS will allow 11th and 12th grade students to dismiss from school during their study hall period at the last period of the day. The study hall period begins at 2:31, and 11th and 12th graders may dismiss at that time if they have a study hall, **provided that they have written permission from parents and they meet any of the following conditions:**

- 1) They are leaving for a job (they must turn in a work schedule to the office)
- 2) They are taking an online or college class
- 3) They have maintained a 3.0 grade-point average

They must also adhere to the following:

- 1) Students must sign out at the office before leaving
- 2) They must immediately leave campus; they may not hang out in the school, in the parking lot, or on school property once they dismiss.
- 3) If they have a sports practice, they may leave campus and then return. If practice is immediately after school, they may not dismiss early simply to get dressed for practice or go into the gym or onto the practice field.
- 4) They may not leave if there are any special events or assemblies planned for the end of the day.

Any violation of the dismissal process will result in loss of privileges.

3. Students may not miss regular classes, including phys-ed or electives (including choir), to leave school early for work. Early dismissal will be permitted only if the student has a study hall.
4. The following **WILL NOT** be permitted:

- Students are not permitted to call their employers from school to ask them to affirm to the office that they are scheduled to work.
- Employers should not call the office asking whether a student can get off early for work.
- Anything not in writing with an accompanying schedule will not be approved.

O. Code of Conduct

The CVCS student is expected to live by the general standards commonly accepted by evangelical Christians. We believe love, joy, peace, long-suffering, kindness, goodness, faithfulness, gentleness, and self-control are reasonable goals to be expected of our students (Galatians 5:22-23).

In James 1:12 the Scriptures state, “Blessed is the man who endures temptation...” It is also expected that the CVCS student will recognize the dangers of life’s temptations and be able to resist them to the glory of God. I Peter 2:9 summarizes the hope that is in us, which will enable the vast majority of CVCS students to conduct themselves in an exemplary manner: “But you are a chosen generation, a royal priesthood, a holy nation, His own special people, that you may proclaim the praises of Him Who called you out of darkness into His marvelous light.”

We recognize that children need limits and that some may at times exceed those limits. Consequently, there will be occasions when a student must be disciplined.

At CVCS, school discipline is based on trust. Students who want to experience a school setting where there is freedom will have to accept responsibility for their behavior. The consequence of poor behavior is the loss of such freedom or the privilege to attend CVCS.

P. School-Wide Rules

Students are expected to conform to the following guidelines while at CVCS:

- Students will respect those in authority.
- Students will respect and maintain school facilities and property.
- Students will encourage and edify each other.
- Students will refrain from chewing gum in the building.
- Students will refrain from any public display of affection.
- Students will refrain from eating or drinking in the classrooms and hallways.
- Students will refrain from wearing hats or sunglasses in the school building.

Q. Classroom Rules

CVCS students are expected to conform to the following rules in the classroom:

Students will:

- Follow directions the first time they are given.
- Raise their hands and be recognized before speaking.

- Be dismissed by the teacher, not by the bell.
- Respect the teacher, his/her authority, and his/her position and school property.
- Have appropriate textbook, paper and pens/pencils in each class.
- Avoid eating or drinking beverages in the classrooms unless the teacher has planned an approved class party or luncheon.
- Wait to be acknowledged before answering questions in class.
- Use a teacher's class time to perform work for that class only, unless otherwise directed or permitted by the teacher.
- Ask and receive permission before getting out of one's seat.
- Turn in all assignments on time or receive penalties.
- Teachers may have additional classroom rules that students must follow.

R. School Bus Rules

1. On the first day of school, buses will run their regular routes. Parents will receive information concerning the schedule at the Parent Orientation meeting in August.
2. Have student(s) **READY 10 MINUTES AHEAD OF TIME** so that the bus will not have to wait. If the bus has to wait, it will be behind on every stop.
3. Please contact the Transportation Department at Extension 153 by 6:30 A.M. if, for any reason, your student **WILL NOT** be riding.
4. Students will need a note from their parents to change their way home. This note must be brought to the classroom/homeroom teacher in the morning. The bus driver will receive a slip from the office notifying him/her of the change. If it is a car student, the name of the person picking them up that day must be put on the note.
5. Bus riders are expected to conduct themselves as if they were in the classroom. Bus riders will keep arms, hands, and heads inside the bus at all times and exercise obedience and respect to the bus driver.
6. Children must not stand or play in the roadway while waiting for a bus.
7. Children **SHOULD NOT** move toward or get on the bus until it is completely stopped and the door is opened.
8. Pupils shall keep the aisles clear of lunch boxes, musical instruments, books, bags, etc.
9. Eating and drinking is **NOT** permitted on the bus.
10. Bus riders are not allowed to change seats once seated and must remain seated in assigned seats at all times.
11. All discipline problems will be reported to the transportation director, who will confer with the Dean of Students to determine appropriate consequences.

12. It is a privilege, not a right, for students to ride the buses; and if these rules are violated, the student will lose the privilege.

13. *If listening to an electronic device, students are permitted to use only one ear bud.*

S. Detention Guidelines

Students and their parents will be notified, via RenWeb, of detention. Detention will be served on the following Wednesday. **Male students will be assigned a male detention monitor; female students will be assigned a female detention monitor.**

1. Detention will run for 30 minutes, beginning as soon as possible after the final dismissal. Detention will **NOT** begin early for any student.
2. Detention will **NOT** be served during lunch or study hall (except for *extreme* transportation hardships).
3. The detention monitor assigns students to write from a dictionary. No homework is to be done during detention.
4. Any student who does not do sufficient work during detention or who disrupts a detention room will be subject to further discipline.
5. Any student who fails to show for a detention without first having the absence approved by the administration may receive further discipline. The student will have to serve the detention at a later date.

T. Bullying

Bullying creates an atmosphere that is unhealthy for everyone. It usually tends to happen in areas where fewer adults are present. Bullying is a serious problem that causes great pain to many students. Bullying will not be tolerated.

1. Definition:
 - a. Using power over another (For example, the bullying student may be physically stronger, more popular or simply more confident than the person who is being bullied.)
 - b. Being mean on purpose (A student who bullies is trying to hurt his or her victim in some way.)
 - c. Hurting someone repeatedly (A person usually bullies his or her victim more than once.)
2. Forms of Bullying:
 - a. Physical Bullying

- Physical assaults, such as hitting, pushing, or tripping
- Taking items such as money, food or homework
- Damaging belongings such as clothing or school projects

b. Verbal Bullying

- Teasing and taunting
- Criticizing
- Spreading rumors
- Racial or ethnic slurs

c. Nonverbal (relational) Bullying

- Nasty looks
- Ignoring or excluding on purpose
- Trying to harm a person's friendship

d. Electronic Bullying

- Sending cruel or threatening e-mails or instant messages
- Threatening others in chat rooms
- Creating web sites meant to damage reputations
- Taking embarrassing photos with cell phone cameras

3. Reporting Bullying:

a. Students

- Students need to report bullying to a teacher or adult immediately

b. Parents

- If a child comes home and accuses a student of bullying, the parent needs to report the accusation to the administration.

c. Staff

- If a staff member sees a student being bullied, that staff member needs to report it to a teacher immediately.

d. Teachers

- If a teacher sees a student being bullied, that teacher should stop the situation immediately in a calm, yet firm way.
- The teacher should then document the situation and report the incident to his/her administrator.

- The administrator and teacher will discuss consequences for the bullying student.

U. Sexual Harassment

1. Definition: Sexual harassment is an inappropriate behavior of a sexual nature that:
 - Is unwelcome (The harasser's words or actions offend another person. The person being harassed did not invite and does not want the behavior.)
 - Happens repeatedly (The behavior continues, even though the person being harassed has asked the harasser to stop.)
 - Interferes with learning and life (A student who is sexually harassed may begin to dread and fear school. This can seriously affect his or her health, happiness and goals.)
2. Forms of Sexual Harassment:
 - a. Physical
 - Unwanted hugging or kissing
 - Rubbing up against a person on purpose
 - Grabbing or pinching in a sexual way
 - Pulling at a person's clothing
 - Purposely blocking someone's way
 - b. Verbal
 - Telling "dirty" jokes or stories
 - Commenting on a person's body in an inappropriate way.
 - Calling someone derogatory names relating to sexual orientation
 - Pressuring someone for dates or sexual favors
 - Spreading sexual rumors about a person
 - c. Nonverbal
 - Writing sexual notes or graffiti
 - Displaying sexual gestures, photos or drawings
 - Making sexual gestures or giving intimidating looks
 - Touching oneself in a sexual way to get a reaction
 - d. Electronic
 - Using inappropriate sexual language in an email, instant message or chat room
 - Using inappropriate sexual language or content on a personal web site
 - Using inappropriate sexual content with text messaging or cell phone cameras
3. Reporting Sexual Harassment:
 - a. Students
 - If a student feels he/she is being sexually harassed, he/she should report the harassment to a teacher or administrator immediately.
 - b. Parents

- If a child comes home and expresses a concern of sexual harassment, the parent should contact a teacher or administrator immediately.
- c. Staff
- If a staff member witnesses or is told about sexual harassment happening in the school, the staff member should contact a teacher or administrator immediately.
- d. Teachers
- If a teacher witnesses or is told about sexual harassment happening in the school, the teacher should contact an administrator immediately.

V. Discipline

1. Philosophy of Discipline

We believe good education goes hand-in-hand with consistent and fair discipline. A disciplined child will be a learning child. Our goal is to fairly and firmly discipline our students in order to direct them toward obedience to their parents, teachers, and authorities they can see, in order that they may become obedient to God, whom they cannot see.

Parents are encouraged to take all matters of concern first to the party directly involved, then to the administration. The Matthew 18 principle needs to be exercised in all communication matters. This will encourage proper communication and avoid creating hindrances to the development of relationships vital to your child's training.

We request full cooperation by each parent in the disciplining of your child. If you cannot support the authority of the teacher and administration over your child or you cannot support the policies and guidelines set forth in this handbook, then it is advisable not to enroll your child in the school.

2. Purpose of Discipline

- To ensure an environment which will be conducive to the greatest level of learning possible,
- To establish Christian character in our students.
- To correct all behavior considered disruptive or destructive to the learning environment.
- To assist in creating a community spirit among students by encouraging the exercise of individual self-discipline that will contribute to the achievement of the spiritual, intellectual, social and physical goals of the school community.
- Whenever necessary, to remove the student that repeatedly violates the school's authority and regularly offends the learning environment.

3. Program of Discipline

Behavior that is deemed unacceptable in nature will be categorized into two classifications – minor offenses and major offenses.

a. Minor Offenses

These can be defined as those offenses which are in areas of nuisance and not necessarily considered intentional or repetitive in nature. Some examples are:

- Tardy to school – late to class
- Talking without permission in class
- Writing and passing notes
- Gum chewing
- Eating or drinking in undesignated areas or at inappropriate times
- Excessive noise in hallways or class
- Meddling with other people's property
- Coming to class unprepared
- In halls without a pass
- Homework not done

b. Major Offenses

These can be defined as those offenses which have moral, ethical, and legal overtones. Some examples are:

- Cheating, lying, stealing, or plagiarizing
- Sexual immorality or immoral conduct of any sort
- Infraction of dress code dealing with modesty or hair style
- Fighting, swearing, or foul language
- Destroying or defacing God's property (restitution is required)
- Chronic disrespectful or rebellious spirit toward authority
- Cutting class or school
- Possession or use of alcohol, tobacco, or drugs. This includes e-cigarettes, Juuls, vapes, or similar products.
- Possession of any type of dangerous weapon
- Students are not permitted to have liquid write-out or aerosol hairspray in school, because if used inappropriately, those products can pose a danger to themselves and other students.
- Commission of any offense that violates civil law
- Any misconduct in or out of school which adversely affects the testimony of CVCS for Jesus Christ
- Unlawful or reckless use of a motor vehicle
- Paraphernalia, such as magazines, books, posters, artwork, tapes, videos, CDs, DVDs, pictures, etc., which do not reflect our Christian philosophy
- Threats of physical harm towards any staff member or student
- Minor offenses that become habitual
- Racial slurs
- Use of Internet Offenses: We are glad to have the Internet available on our computers in labs. This will help our students when they have reports assigned for various classes. As always, there are some concerns due to

inappropriate information available on the Internet; therefore, certain guidelines need to be in place and understood.

- The computers will be equipped with software used to block unwanted material from student use.
- No student is allowed to be in the computer lab or library unless there is adult supervision.
- Disciplinary action is outlined in the Internet Use Agreement.
- Each student, along with parents, is required to abide by the Internet User Agreement, found on page 64 of this Handbook).

(The offenses in each category are examples and are not meant to be inclusive. Offenses that may occur which are not listed will be dealt with by the administration in accordance with the guidelines set forth for the examples given.)

c. Expulsion offenses

Any student committing an offense in violation of what the school defines as civil or moral law could lead to expulsion. These offenses are:

- Consumption or possession of alcoholic beverages
- Use, possession, or sale of any non-prescribed drugs (includes sniffing, or huffing of white-out or hairspray)
- Use, sale, or possession of illegal drugs
- Unauthorized use, possession or sale of prescribed drugs
- Immoral conduct of any sort
- Any use or possession of pornography
- Death threats upon staff or student
- Possession of any type of dangerous weapon – guns, rifle, knife, fireworks, archery, or weapon of any kind, ammunition or weapon parts, or any item that could cause physical harm to students and staff.
- Commission of any offense that violates Civil Law

(This may include behavior off school property or at school-sponsored activities.)

4. Procedure for Discipline

a. Minor offenses

Minor offenses will be dealt with in accordance with the severity of the offense, age of the child, and circumstances.

Discipline may be administered in any of the following ways:

- Elementary: Loss of privileges, demerits (See Appendix A), timeout, loss of recess, reports, sentence writing, call to parents, conference with Principal and/or Dean of Students, reprimand, or other measures the teacher and administration deem appropriate.
- Junior and Senior High: Call to parents, conference with Principal, demerits (See Appendix A), detention after school (no in-school detention), reprimand,

reports, loss of privileges, or other measures the teacher and administration deem appropriate.

b. Major offenses

When the student commits any major offenses, the student will **receive demerits that could lead** to the following disciplinary action:

- Elementary:
 - 1st offense – one day in-school suspension
 - 2nd offense – two days in-school suspension, plus loss of school privileges for two weeks
 - 3rd offense – Expulsion
- Junior and Senior High:
 - 1st offense – One day suspension (in-school or out-of-school, at the discretion of the Principal and/or parent), plus privilege suspension
 - 2nd offense – Three day suspension (in-school or out-of-school, at the discretion of the Principal and/or parent), plus privilege suspension
 - 3rd offense – Expulsion
- All grades:
 - Smoking or possession of tobacco-related products**
 - 1st offense – Two day suspension (in-school or out-of-school, at the discretion of the Principal and/or parent), plus a two-week privilege suspension
 - 2nd offense – Four days suspension (in-school or out-of-school, at the discretion of the Principal and/or parent), plus four-week privilege suspension
 - 3rd offense – Expulsion

Students on suspension may receive zeros for all work missed while serving suspension in isolation at school. Privilege suspension means a student cannot participate in extra-curricular activities.

5. Policy Limitation on Discipline

- a. Students are under the jurisdiction of the school's rules when they are on campus, when they are participating in or attending any school-sponsored activity, and when they are en-route to and from events on school-owned or school-contracted vehicles.
- b. Please note that a critical, complaining, and uncooperative attitude on the part of students or parents in reference to the school's policies and their administration is considered counterproductive and un-Christian. If an attitude of Christian humility and cooperation is not possible by either the student or parent, then the student may be asked to withdraw from the school program.

- c. Please understand that attendance at Cumberland Valley Christian School is a privilege and not a right. We are greatly honored to extend this privilege to any student who desires to attend CVCS. However, this privilege may be forfeited by any student who does not adhere to the standards and policies of the institution. The school may request the withdrawal at any time of any student who, in the opinion of the school, does not fit into the spirit of the institution.

6. Academic Dishonesty

Academic dishonesty is defined as an intentional act of deception in which a student seeks to claim credit for the work or effort of another person or uses unauthorized material or fabricated information in any academic work. It includes but is not limited to the following:

- A. Cheating – giving or receiving answers on assigned material, using materials or aids forbidden by the instructor, unauthorized possession of examinations, or any other intentional use or attempted use of unauthorized materials, information, or study aid.
- B. Plagiarism – the offering of someone else’s work, words, or ideas as one’s own or using material from another source without acknowledgement.
- C. Interference – interfering without permission with the work of another student either by obtaining, changing, or destroying the work of another student.
- D. Buying or selling of term papers, homework, examinations, laboratory assignments, computer programs, etc.
- E. Falsifying of one’s own or another’s academic records.
- F. Knowingly assisting someone who engages in A-E above.

PLAGIARISM: The following are considered plagiarism:

- Copying another person’s ideas, words, or work, **whether intentional or not**, in whole or in part, from a print or non-print source, and attempting to pass them off as one’s own.
 - Students are expected to do original work. The majority of the work in a paper or project must be a student’s original work.
 - If a student simply cuts and pastes material from a source or sources, even if cited, without providing sufficient original work, it will be considered plagiarism.
 - If a student takes material from a source or sources and changes only a few random words, it will be considered plagiarism.
- Deliberate and/or consistent lack of proper documentation and citation in a project or paper.
- Presenting the work of tutors, parents, siblings, friends, or other students as one’s own work.
- Supporting plagiarism by providing work to others, whether it is believed it will be copied or not.
- Submitting material that was used previously for another assignment.
- Citing sources that are not actually sources.

W. Expulsion

The expulsion of a student from school is a serious matter. For this reason, much consideration is given to all circumstances before a student is expelled. Expulsion may come about as a result of repeated offenses of any or all of the school's policies. It also may come about as a result of constant poor and non-Christian attitude or in accordance with the Procedure for Discipline.

THE ADMINISTRATION RESERVES THE RIGHT TO USE ITS DISCRETION IN HANDLING DISCIPLINARY MATTERS.

X. Drug Policy

1. Philosophy

Cumberland Valley Christian School has a responsibility to safeguard the health and safety of all students. Because the abuse of substances constitutes a health hazard, the administration shall:

- Provide controlled substance education in the elementary and secondary schools.
- Cooperate with any law enforcement agency in the investigation of controlled substance use and/or sale.
- Seek the cooperation of students in controlling the use of controlled substances by students.
- Pursue any method of resources necessary to curtail substance abuse.

2. Definitions

The following are included in the substance abuse policy of Cumberland Valley Christian School:

- Drugs – All prescription drugs, patent drugs, controlled substances, volatile chemicals, or over-the-counter drugs.
- Prescription drugs – Those medicines prescribed by a physician, physician's assistant, nurse practitioner, dentist, or anyone else legally permitted to prescribe drugs.
- Patent drugs – Drugs sold over the counter without a prescription. Examples: steroids, caffeine pills, cough syrup, cold medicine.
- Controlled substance – Substances identified in the schedule contained in "The Controlled Substance, Drug, Device and Cosmetic Act" of the Commonwealth of Pennsylvania.
- Alcohol – Beverages sold under state license containing alcohol.
- Misbranded substances – Substances offered for sale or sold under the name of a drug or in such a manner as to create a reasonable probability that the purchaser will be led to believe that he/she is purchasing a drug. This includes "look -alike" substances.
- Volatile chemicals – Substances and/or inhalants containing dangerous or toxic properties. This includes but is not limited to gasoline, kerosene, butane, Freon, "RUSH," glue, white-out, and aerosol hair spray.

- Drug or substance paraphernalia – Any utensil or item which, in the school’s judgment, can be associated with the use of drugs, alcohol, or mood altering substances. Examples include but are not limited to reach clips, injection needles, pipes, bowls, rolling papers, marijuana seeds, and syringes.
- User – One who possesses or takes drugs, alcohol, misbranded substances, or volatile chemicals, or possesses drug-related paraphernalia.
- Pusher – One who possesses for sale, sells or distributes drugs, alcohol, misbranded substances, volatile chemicals, or drug-related paraphernalia.
- “Use” – The ingestion, injection or inhalation of any drug or alcoholic beverage. Also, a condition or state of being of a student indicating to school authorities that a student is under the influence of a drug or alcoholic beverage when either the ingestion, injection, inhalation or condition is performed or observed in any setting in which students are responsible to school authority and/or supervision.
- “Possession” – The presence of a drug or alcoholic beverage on the person of a student, in any amount, or in or on any item under control of the student or owned by the student when such presence of the drug or alcoholic beverage is observed, discovered, or has occurred in any setting in which students are responsible to school authority and/or supervision.
- “Cooperative Behavior” – The willingness of a student and/or parent or guardian to work with staff and school personnel in complying with requests and recommendations of the administrative guidelines.
- “Uncooperative Behavior” – Resistance or refusal, either verbal, physical or passive, on the part of the student and/or parent or guardian in complying with requests and recommendations of the administrative guidelines.
- School Sponsored Activity – A meeting, gathering, class, or activity that is initiated, supervised, or coordinated by a school employee, whether or not the school sponsored activity occurs on school property.

3. Procedures

- Emergency Situation – When there is evidence that a student is functioning under the influence of a controlled substance, the following procedure is in order:
 - School authorities will seek immediate attention for the student.
 - Parents (or guardians) will be notified.
 - The school nurse shall be informed and involved.
 - Punishment will follow under the user/possessor procedure listed below.
- ***The school reserves the right where reasonable suspicion exists to ask for administration of an alcohol content test.***
- At the discretion of the administration, preliminary screening for drugs and/or alcohol abuse can be used. Additionally, police canine units may be called to sniff lockers for drugs.
- *USER-POSSESSOR PROCEDURE: In cases of use, possession, distribution, pushing, or selling of drugs and/or alcohol, the following procedures will apply:
 - Parents are notified.
 - Law enforcement may be notified.
 - School nurse will be informed and involved.

- The student, his/her locker, desk, car, and other possessions may be searched.
- The student could be expelled.
- The administration reserves the right to use its discretion in all drug- and/or alcohol-related cases.
- Illegal drugs or alcohol by non-students – A person who is not a student at Cumberland Valley Christian School who brings drugs and/or alcohol onto the campus or to a school sponsored activity, or is suspected of or known to be selling or providing drugs and/or alcohol to students, shall be treated as follows:
 - Local law enforcement officials will be informed immediately.
 - The school may press charges if evidence is found.

4. Prescribed Medications

- It is recognized by the school that prescribed medication may need to be administered to students in school. This policy is not intended to infringe on those circumstances. However medications will be kept in a safe place in each school building, and medications will be administered by the school nurse in a confidential manner. The following procedure should be followed:
 - The parent will send the medication to school with the student along with a note outlining its use.
 - The student will turn the medication in to the office.
 - This procedure may also be followed for a student who needs to take non-prescription medications during school hours.

Y. Selection of Literature

The reading and evaluation of great literature is an essential part of each CVCS student's education. Literature will be evaluated by the administration to assess its appropriateness. The maturity and reading ability of the students and the instructional goals of the course will be considered. The inherent worth of the literary work in the areas of moral tone, gratuitousness of evil, and explicitness of evil will also be evaluated. Because the teacher can point out an author's scripturally foolish perspective, works may be chosen to use in the controlled environment of the classroom which are not suitable for independent, undirected reading. If a parent expresses strong negative feelings about a particular work, a different work may be assigned to that student.

Z. Textbooks

- All books are the property of CVCS. Damage to books will be paid for (even soft-back, if abused greatly). All non-consumable books must be covered.
- If books are damaged, a fee will be assessed.
- Books lost for three days must be replaced. The student must pay for the cost of the new book. If the old book is found, the money will be refunded.
- All students are required to have their names in ALL their books.

- The fact that certain books are used as textbooks for classes or reference in the school library does not necessarily mean the school has endorsed all their contents from the standpoint of morals, philosophy, or religious, scientific or educational theories.
- Pens, pencils, paper, notebooks, and other necessary school supplies will be supplied by the students.
- All school-owned equipment – such as lockers, desks and computers – are subject to random or individualized search at any time. If a student is suspected of specific wrongdoing, the student may be required to empty his or her pockets, handbags, wallet, or book bag for school personnel.

AA. Cell Phones and Electronic Devices

Students are NOT permitted to have cellular phones turned on inside the school building during school hours (upon entrance to school until final dismissal) *unless the device is used according to the school's BYOD policy*. If a student has a cellular phone, the student must keep it in his/her belongings, but it MUST be turned off. Students may also turn cellular phones in to the office for safekeeping. The same applies to any other electronic device or music listening devices, as well as cameras.

Students may not make calls or text on cellular phones, watches or other electronic devices during school hours unless they receive permission from a teacher to go the office, and those calls must be made from the office.

Cell phones and Smartphone Watches may not be used as calculators.

If a student is caught taking a phone out of a purse/pocket, making or receiving a call, text messaging, if the phone rings or vibrates, or if the student is otherwise using a cell phone or other electronic device during school hours, the following discipline will apply:

- **First offense:** If the phone goes off in class (vibrating or ringing), or if the student is checking for messages or the time, the student will receive a warning.
- **Second offense:** The device will be taken from the student, who must pay \$10.00 to the office to redeem it. The student will receive **5 demerits, a 500-word report and loss of** phone privileges for **one week**.
- **Third offense:** The device will be taken from the student, who must pay \$40.00 to the office to redeem it. The student will receive **lunch detention for one week**. The student is not permitted to have the device in school for **two weeks** or must turn it in to the office each morning.
- **Fourth offense:** One-day suspension. The student is not permitted to have the device indefinitely, at the discretion of the administration.

The phone must be turned in to the office and the fine paid within one week.

The administration reserves the right to invoke any of the above offenses for any occurrence of a violation, depending on the seriousness of the offense.

CVCS is not responsible for any cellular phone or any other electronic device that is lost, misplaced, or stolen while in a student's possession.

CVCS reserves the right to check all contents of the cell phone or electronic device if taken from the student for violation of any of the above offenses.

Students are not permitted to take photographs during school hours or school-sponsored activities with cameras, cell phones or any other electronic devices unless approved by the administration or designated person (yearbook advisor, athletic director, or other person given authority by the administration).

Also, taking pictures in private areas such as locker rooms or bathrooms is strictly prohibited.

BB. Restrooms and Other Facilities

Biological Sex means the biological condition of being male or female as determined at birth based on physical differences, or when necessary, at the chromosomal level.

Notwithstanding any other board policy, student restrooms, locker rooms, and showers that are designated for one biological sex shall be used only by members of that biological sex. In any other school facilities or settings where a student may be in a state of undress in the presence of other students (for example, changing costumes during school theatrical productions, etc.), school personnel shall provide separate, private areas designated for use by students according to their biological sex.

IV. MEDICAL POLICIES

A. School Nurse

The nurse and health room will be available for students who are ill or need to take medication. Students must receive permission from the classroom teacher to go to the office to see the nurse.

B. Communicable Diseases

If a student has been diagnosed with any of the following diseases or conditions, the student must have written consent from a physician to return to school or be subject to school office approval for re-admittance: Chicken pox, measles, mumps, pneumonia, whooping cough, pinworms, scabies, ringworm, impetigo, or other such communicable diseases and conditions.

C. Medical Excuses for Physical Education Class

If a student needs to be excused from physical education class for a week or less due to an illness or injury, a note from a parent is required. If a student needs to be excused from physical education class for more than a week, a physician's note is required.

D. Medical Emergency Procedures

At the beginning of each school year each student is required to complete the information on an “Emergency Card.” This card includes the name and phone number of the doctor to be notified as well as the name, address, and phone number of the parents or guardians and an alternative person to be notified if the need should arise. It is the responsibility of parents or guardians to provide this information and update changes in phone numbers, contacts, doctors, etc. In case of serious illness or injury, this information may be furnished to health care professionals if this is felt necessary.

In case of illness the family will be contacted by phone, and the parents will be requested to come to the school to pick up the ill child. Student drivers will not be allowed to leave unless parents have been contacted and have granted permission.

E. Medication Security

In compliance with the School Health Standards, medications are stored in a locked cabinet. Access to medication locked in the designated space shall be under the authority of the school nurse.

F. Health Requirements

The following examinations and immunizations are required for students attending public and private schools through the Commonwealth.

Record forms are available in the office for the attending physician’s verification and signature. These forms must be returned to the office and verified by the school nurse. Any student whose health record is deficient **WILL BE** refused admittance to school until the record is brought current.

Guidelines for Medication During School Hours

- Cumberland Valley Christian School recognizes that parents have the primary responsibility for the health of their children. Although CVCS strongly recommends that medication be given in the home, it realizes that the health of some children requires that they receive medication while in school.
- Parents should confer with the child’s physician to arrange medication time intervals to avoid school hours whenever possible. When medication absolutely must be given during school hours, certain procedures must be followed:
 - In grades K-3 through 12, individualized plans will be made for the supervision of the self-administration of medication by the principal. Students at CVCS will be responsible for reporting to the school nurse at the time the medication is to be taken.
 - Medication will be kept in a secured area designated by the nurse.
 - Any medication to be taken during school hours must be delivered directly to the school nurse. Parents must instruct or direct – in the form of a note – school personnel regarding the taking of any medication by a student. (Form 1603 must be completed for all prescription medications.)

- The school nurse will supervise the student’s taking of all medications.
- Students are not permitted to have in their possession medications of any kind while in a school building.

- Prescription Medication

- Both the physician and parent must complete the Private Physician’s Request for the Supervision of the Self-Administration of Medication during school hours (Health Services Form 1603).
- ***If a child receives medicine during school hours, it will be recorded in RenWeb.***
- The supply of medication to be kept at school should not exceed the amount needed for one month in the case of long-term therapy.
- Unclaimed medication will be discarded at the end of the school year.

- Nonprescription Medications

- Students are not permitted to carry nonprescription medications to school unless absolutely necessary.
- For all nonprescription medication that is to be taken during school hours, the parent will have the appropriate physician signature on the Physician Health Medication form. The parent should submit the following:
 - Name of child.
 - Name of the medication and the dosage to be taken.
 - Why the medication is to be taken.
 - The exact time the medication should be taken.
 - A statement granting permission to school personnel for self-administration of medication
 - **If medication is to be given for more than one (1) day, a form is necessary.**
- This information should be taken by the student to the nurse at the beginning of the school day. The medication must be brought to the school in a properly labeled container.
- Medications taken at school will be recorded in the Medications Log by the person supervising the taking.
- Unclaimed medication will be discarded at the end of the school year.
- The nurse of Cumberland Valley Christian School may give or apply nonprescription medication according to the school physician’s standing orders.

- Type of Examination

When Required

Hearing*	Grades K-5, 1 st , 2 nd , 3 rd , 7 th , and 11 th
Vision/Height & Weight*	All Grades
Physical	Grades 6 th , 11 th and Entry Grade (K-4, K-5)
Dental	Grades 3 rd , 7 th and Entry Grade (K-4, K-5)
Scoliosis	Grades 6 th and 7 th

***The school nurse will assist in administering the hearing and vision/height and weight examinations throughout the school year. However, the physical, dental exam, and immunization should be completed prior to the first day of school at CVCS.**

- Immunization Requirements (upon entry)

Children in all grades (K-12) in Pennsylvania need the following immunizations for attendance:

- 4 doses of Tetanus (1 dose on or after 4th birthday) (usually given as DTaP or DT or Td)
 - 4 doses of Diphtheria (1 dose on or after 4th birthday) (usually given as DTaP or DT or Td)
 - 3 doses of Polio
 - 2 doses of Measles (usually given as MMR)
 - 2 doses of Mumps (usually given as MMR)
 - 1 dose of Rubella (German measles) (usually given as MMR)
 - 3 doses of Hepatitis B
 - 2 doses of varicella (chickenpox) or evidence of immunity
- 7th Grade additional immunization requirements for entry
- 1 dose of meningococcal conjugate vaccine (MCV)
 - 1 dose of Tetanus, Diphtheria, Acellular Pertussus (Tdap) (if 5 years have passed since last tetanus immunization)

Pennsylvania's school immunization requirements can be found in 28 PA Code Ch. 23 (School Immunization).

Vaccine information can be found at www.cdc.gov/vaccines

Contact your healthcare provider or the Pennsylvania Department of Health at 1-877-724-3258.

V. STUDENT INFORMATION

A. Confidentiality of Student Records

- Policy Statement

The administration of Cumberland Valley Christian School understands the value of parental involvement in all areas of a student's schooling and encourages parents to inspect and review their students' on a regular basis, especially as they progress from one grade to the next. The school administration also understands the right of students and their parents to have full access to individual student records. Therefore, employees of Cumberland Valley Christian School are instructed to maintain accurate student records and protect the confidentiality and privacy of student records except where State and Federal law provides for disclosure.

- Terms

For the purposes of this policy, Cumberland Valley Christian School has used the following definition of terms:

- Cumulative student record – A continuous record of relevant and factual information regarding the progress and growth of an individual as that student goes through school. This information generally includes personally identifiable information, family information, physical and health information, standardized test data, attendance information, and school performance data.
- Student information – This information generally refers to the student’s name, address, telephone number, e-mail address, date and place of birth, participation in officially recognized activities and sports, height and weight, date of attendance, awards received, previous school attended, and other similar information. Cumberland Valley Christian School will not reveal student addresses, phone numbers, and/or e-mail address except to:
 - An organization of students, former students, parents, and/or former parents which is recognized and approved by the Cumberland Valley Christian School Administration.
 - Pastoral staff of The Open Door Church.
 - Law enforcement authorities, emergency personnel, and/or other civil authorities.
- Parent/guardian – A parent is either a biological or adopted parent of a student, including a non-custodial parent, unless their rights have been terminated under the state law by a court order. A guardian, such as a family relative, is an individual acting as a parent or guardian in the absence of the student’s parent who is legally recognized as such by legal record. Where there is evidence that some legal action exists which denies the non-custodial parent access to the educational records of the student, information and/or access to the student records will be denied. If not specifically stated, both parents shall be considered to have the right of access to records about the student.

- Regulations

Parents have the following rights under this policy:

- To inspect, review, and receive a copy of the student’s education record.
- To exercise a limited control over access to the student’s education record by other persons.
- To seek to correct the student’s education record.

All rights given parents under this policy transfer to the student when he or she graduates from Cumberland Valley Christian School or reaches age 18 and is no longer a student at Cumberland Valley Christian School.

- Implementation Procedures

The Principal is responsible for protecting the confidentiality of all active or inactive student records stored in the school. Since the Principal makes every effort to keep student records confidential, no Cumberland Valley Christian School Staff will permit access to student records except by the terms outlined in this policy.

- Maintenance Procedures

All student records are kept in a fireproof file located in an administrative office and accessible only to authorized individuals. Health records of currently enrolled students are kept in the Health Room in a locked file and are accessible only to authorized individuals. Student records are reviewed annually during the summer months and prior to transfer to another school to ensure that student records are current, are in usable condition, and contain no improper information.

- Transferring Student Records

When student records are transferred, the following procedures are to be followed:

- Upon receipt of a written request from a school, the cumulative student record will be forwarded by mail to the new school (or faxed upon request).
- Transcripts, confidential letters, statements, and other records by school staff will be mailed to post-secondary institutions and/or employers (or faxed upon request).

- Inspection or Review of Student Records

A student's record may be reviewed by:

- The student's parent(s), legal guardian(s), and/or the eligible student.
- School staff as determined by school administration on a need-to-know basis.
- Persons legally appointed to supervise the student, such as probation officers and social services workers.

The Principal or designees will comply with requests from the above-mentioned individuals for access to a student's record within 48 hours. Requests for records should be made in writing. If a record contains information about students other than the one whose record is being reviewed, those students' records may not be reviewed.

- Disclosure of Information with Parental Consent

The written consent of the parent, guardian, or eligible students must be secured before any school personnel discloses personally identifiable information from any student's educational records, except as provided elsewhere in these procedures. Such consent must include the specifications of the record to be disclosed, the purpose of the disclosure, and to whom the disclosure will be made. In the event of a disclosure request, the Principal or his designee will notify the parent, guardian, or eligible student about the request and secure written consent.

- Disclosure of Information without Parental Consent

The Principal or his designee may disclose personally identifiable information from the educational records for a student without the consent of the parent, guardian, or eligible student if the disclosure is:

- to a teacher of Cumberland Valley Christian School
- to a pastoral staff member of The Open Door Church
- to state and local officials or authorities to whom information is specifically required by state statute to be reported or disclosed
- to comply with a judicial order
- to appropriate parties in a health or safety emergency

- Location of Records

All records of currently enrolled students are kept in a fireproof file in an administrative office of the school under the supervision of the Principal. Health Records are maintained in the Health Room. Transcripts of former students are stored electronically.

- Retention of Records

Files of students who graduated from Cumberland Valley Christian School will be kept in their entirety for one year. After one year, files of Cumberland Valley Christian School graduates will include only their transcripts, which are stored electronically. Students who withdraw before graduating will have records sent to their next school.

- Fees for Copies of Student Records

Cumberland Valley Christian School reserves the right to charge a fee for copies of student records which are made for the parent or transcripts it forwards to potential employers or post-secondary educational institutions. Cumberland Valley Christian School may deny copies of records when there is an unresolved disciplinary action involving the student and/or when there are outstanding debts on behalf of the student.

- Procedures to Amend Student Records

The Principal will create a forum for parents to challenge the content of their child's school records should they believe the records are inaccurate, misleading, or otherwise in violation of the rights of the student as contained in this policy. This meeting will be conducted within 14 days of the request to correct a student's record. This meeting will be an opportunity to allow for the correction, removal, or deletion of any inaccurate, misleading, or otherwise inappropriate data found in the records. When data is in question, the originator of the data, or a person in a similar position, will be present at the meeting as needed. If the Principal determines the record is not correct, the Principal will make necessary changes in the record, and the parent will be notified of the change in the record. If, as a result of the meeting, the Principal decides the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, the parent or guardian will be informed of the

right to place in the education records of the student a statement commenting on the information in the education records, which may include reasons for disagreeing with the decision of the Principal. This statement will be kept in the record along with the challenged information.

B. Family Legal Matters

School Board and staff members of Cumberland Valley Christian School will not become involved in family legal matters unless subpoenaed by a court.

The Child Protective Services Law (CPSL), under expanded statutory mandates pertaining to the reporting of suspected child abuse, imposes the child abuse reporting mandate on any individual who comes into contact with children in the course of his or her employment, occupation (including volunteer work), or professional practice.

The term “child abuse” includes inflicting, or creating an imminent risk of, physical injury, mental injury, sexual abuse, or harmful physical neglect.

It is no longer necessary that an abused child actually “come before” a mandated reporter. Second-hand reports of abuse received by a mandated reporter must now be reported to proper authorities if they afford the mandated reporter “reasonable cause to suspect” child abuse has occurred.

Those who serve in staff positions are obligated by the CPSL to “immediately” notify Childline at 1-800-932-0313 or via electronic means. A written or electronic report (CY-47) is to be made within 48 hours of the telephone report and sent to the child protective services agency in the county in which the abuse occurred. The staff member should also report to his/her supervisor that a report has been made.

It is important to note that such mandates are criminally enforceable and that adherence to expanded reporting mandates will be closely scrutinized.

C. Parent/Teacher Conferences

Dates for parent/teacher conferences will be scheduled on the school calendar. Appointments may be made through the school office.

D. RenWeb

CVCS uses RenWeb, an online student information database, for record keeping. Parents and students may access RenWeb to find current grades, lesson plans, homework assignments and other information regarding the school and classes. Each parent will receive an ID and logon to access RenWeb.

E. Homework and Study Guide

We at CVCS are of the persuasion that homework is an integral part of the school learning program. Therefore, each teacher is at liberty to assign homework to aid the

student in advancing his/her studies. Students are expected to complete all of their homework assignments, which are given for many purposes, including the following:

- **Drill:**
Most students require solid drill work to master material essential to their educational progress.

 - **Practice:**
“Practice makes permanent” is an excellent motto in the life of the student. Following classroom explanation, illustration and drill, consistent practice through homework assures the student of complete mastery of the subject.

 - **Remedial Activity:**
As instruction progresses, various weak points in a student’s grasp of the material may become evident. Homework following instruction helps to strengthen and overcome such difficulties.

 - **Special Projects:**
Book reports, compositions, and special research can be carried on through homework in order to ensure a deeper understanding of the subject and related material.

 - **Homework:**
 - Homework must be complete and accurate.
 - Failure to do homework may result in loss of recess and loss of points for elementary grades. Homework must be made up and turned in the next day.
 - In junior high and high school, teachers may handle failure to turn in homework by deducting points and/or lunch detention.
 - Homework will not be accepted if not neatly prepared.
 - Test makeup:
 - If missed day of test, take test the next day.
 - If missed review, take test two days later or at teacher’s discretion.
 - Homework will not be given on Wednesday night in order to encourage families to attend church. Major tests will not normally be given on Thursdays (unless one week’s notice is given.)
 - Teachers should also refrain from giving homework on weekends. This does not include such things as writing assignments, packets or other forms of homework that were given well in advance of the weekend.
 - The following are suggested guidelines for homework to be issued in the various sections of CVCS:
 - When not designated it implies per night
 - These times are to include study time for tests
- | | |
|--------------|----------------------------|
| Grade 1 | 2 times a week, 15 minutes |
| Grades 2 & 3 | 15 to 30 minutes, total |
| Grades 4-6 | 30 minutes, total |
| Grades 7 & 8 | 1 hour, total |
| Grades 9-12 | 1.5 hours, total |

- Assignments missed because of excused absences must be completed. It is the responsibility of the parent and student, **not the teacher**, to follow through on this. Parents and students can obtain homework assignments on RenWeb for each class. A student will have a reasonable time, established by the teacher, to complete the assignment.

F. Change of Schedule

Permission to change a schedule may be granted if it will not overload a particular class. Changes in schedules are not always possible due to scheduling constraints. Students requesting to change or drop a class must have permission from a parent, Guidance Counselor, and teacher.

G. Adding Classes

A student may add a course up to two weeks after the first quarter begins or as indicated on the school calendar as long as there is space in the requested class.

H. Study Hall Guidelines

- A study hall is a regular class; therefore, students are expected to be in the classroom and on time in their **assigned** study hall, just as in an academic subject class. Students are to go to their seats immediately. They are to study; they are not to talk, roam around the room, etc. It is up to the individual teacher to enforce his/her standards for classroom behavior. The study hall teacher will have a seating chart. It is up to the study hall teacher whether to allow people to play chess quietly.
- Admission to and departure from a study hall is no different from that for a regular class. Students must be on time (or have a valid, signed hall pass), and they must have a hall pass signed by the study hall teacher in order to leave the study hall. **EXCEPTIONS:** Organized activities during study halls – such as club meetings – do not require the student to have a hall pass. However, to work on electives (art, music, etc.) or to go to another teacher for help in a subject, a student must report to the study hall **first** and get his/her pass signed by – or show a pre-approved pass to – the study hall teacher before leaving. Teachers will receive a list of which students belong to which activities.
- It is at the discretion of the individual teacher as to whether to allow students to study together, or work on projects in groups.
- No food, candy, beverages, gum, cards, games, **music, cell phones**, etc. are allowed in a study hall.
- A student will be allowed to go to the library or **computer lab** only if he/she is doing research for a class or school project, checking out or returning a book, or reading a newspaper or magazine.

I. Achievement Testing

Achievement tests are administered throughout the school in April (K-5 through grade 11). School Ability tests are administered to students in grades 1, 3, 5, 7 and 10.

PSAT testing is administered to juniors and sophomores during October. ASVAB testing is administered to juniors during the fall. Other testing opportunities may be evaluated by administration to determine their benefit to students.

J. Student Support Services

In seeking to meet a wider range of needs that our students have, CVCS operates a Student Support Services program.

The Student Support Services program is based on individualized instruction that intends to meet the need of remediation for the student experiencing academic difficulty or deficiency.

The goal of Student Support Services instruction is to strive for re-integration of students into the regular classroom whenever possible for those students experiencing academic difficulty.

The Student Support Services program is not a “special ed” program and does not carry that stigma. The Student Support Services program is designed to enhance educational advancement, whether advancing a student with academic deficiencies.

To help fund the Student Support Services program, a fee will be assessed to those using Student Support Services. Check with the school office for details.

K. Promotion

Normally, repeating a grade by any student is based on failure of two or more MAJOR subjects. A student in grades 7 through 12 who fails a subject must take the subject through a school-approved *credit-recovery* course in order to pass onto the next grade or graduate.

L. Summer School

Summer school exists to help the student who is having difficulty in a specific academic area. Students are required to take the summer school course(s) at the recommendation of the administration.

Students transferring to CVCS may be required to take the summer school courses(s) as a condition of entrance. This may be recommended where an academic deficiency is evident.

There will be an additional cost for course(s) in the summer school program. The student is responsible for the cost of the course. The summer school program is administered at home.

M. Transcripts

For students applying to college, the school will send transcripts to colleges at no charge. Final transcripts for seniors will be sent to the graduate's college of choice promptly after final grades are registered. Parents may also request a copy of a student's transcript for their personal records.

N. Grading

- The student will receive the grade he/she earns.
- There will be four nine-week marking periods for grades K-5 through 12.
- Grading Scale:
 - Superior 100 – 94 Equivalent to an A
 - Above Average 93 – 85 Equivalent to an B
 - Average 84- 75 Equivalent to an C
 - Below Average 74 – 65 Equivalent to an D
 - Failure Below 65 Equivalent to an F
 - I = Incomplete
 - O = Outstanding
 - U = Unsatisfactory
 - S= Satisfactory

O. Incomplete Grade

An “incomplete” is only a temporary grade and will be given only when there are justifiable reasons for work that is not completed on time. Parents and students have the responsibility of taking the initiative to work with the teacher to establish a deadline for removing and “incomplete.”

P. Transferring Home School Credits

Students who have been home schooled may receive credits toward graduation for courses successfully completed at home. Parents of these students must provide the Guidance Counselor with an evaluation, portfolio, or other evidence of the work done. The school staff will evaluate the evidence to determine whether credit is warranted. Like all other entering students, home school transfer students will be given placement tests to help the staff determine which courses would be most appropriate for them.

Q. Student Insurance

Insurance will be offered by Cumberland Valley Christian School. We recommend that parents purchase supplemental insurance for their student if needed. *The parents' insurance is the primary coverage, and the school's insurance is the secondary coverage.*

R. Chapel Requirements

CVCS has regular chapel programs each week for K-3 through 2nd, 3rd through 6th; and 7th through 12th grades. In addition, a systematic Bible class is held in the classrooms during the week. Chapel attendance is compulsory, and no student is to be excused from regular or special chapel programs.

S. Electives (High School)

Student electives have been developed for personal enrichment and benefit in areas of interest. These electives offer the student an opportunity for further academic or vocational study. Electives will be taught Monday through Friday. Some examples are Choir, Art, Drama, Home Economics, and Physical Education. Other electives are being developed and will be offered as the opportunity arises.

T. Virtual Education (Grades 5-12)

We are pleased to offer online courses to increase our students' options for classes. CVCS has partnered with VLN to provide students with another avenue of education. These online courses run in sync with on-campus courses and provide the same high-caliber education. A variety of Advanced Placement (AP) courses are offered along with many elective and core courses. Most online courses are taught by a CVCS instructor. Credit and recovery courses are also available. High school juniors and seniors may also take courses for dual high school and college credit through many different colleges, either on campus or online.

*We can order and administer the Advanced Placement Test at CVCS. Cost for taking the AP test is usually around \$95, and the test is administered in May according to a schedule determined by The College Board.

U. Snow Days and E-learning

If school is canceled because of weather or other unforeseen circumstances, we will institute eLearning days beginning with the 2019-20 school year. This will allow us to stick to the school calendar and not use holidays or days at the end of the year for makeup days.

The procedure for eLearning days will be as follows:

- Teachers will upload assignments and necessary materials into Renweb by 9 a.m. on the eLearning day. However, in the case that the next school day has already been canceled or seen as likely to be canceled because of weather, teachers may hand out assignments that will need to be completed on the snow day. If a teacher has a website, the teacher may also put the assignments and materials on the website.
- All assignments, whether done on paper or online, will be due three days after the eLearning day.

- Students will not be given class time to complete the assignments when they return from an eLearning day.
- All students will be counted present for the eLearning Day as long as all assignments are completed and turned in within the designated completion window. If a student fails to turn in any assignment by the completion date, the school secretary is notified and the student will be marked absent for that school day.
- School buildings will not be open on the eLearning day.
- Teachers will be available via email on the eLearning day. They will be instructed to check their email regularly in case students or parents have questions about an assignment.
- Assignments will be given in core subjects: Math, English (Language Arts), Science, Social Studies, Bible and Foreign Language (high school).
- Teachers will email parents when assignments and materials are uploaded.
- Basic guidelines for time to complete work:
 - K through 3rd grade – 1 hour total
 - 4th-6th grade – 2 hours total
 - 7th-12th grade – 2.5 hours total

V. Athletic Department

As with all extra-curricular activities, members of the athletic squads, as well as the cheerleading squad, of CVCS must remember that to be a leader demands sacrifice and much devoted effort. Parents as well as participants must be willing to expend extra time and effort if the squads are to be successful.

- Junior High, Junior Varsity, and Varsity Playing Philosophy

A coach is not required to:

- Play everyone in a particular game.
- Play athletes because they are seniors or older team members.
- Play athletes because they started the last game.

At this level, the coach looks at the ABILITY, ATTITUDE, CHARACTER, and COMMITMENT OF EACH PLAYER. Therefore, the coach has discretion to pick and play players as he or she believes is best for the team.

- Goals

- We want to develop each athlete spiritually. The main purpose we have on this earth is to glorify God.
- We want to develop each athlete mentally. That is why it is important to stress that each one does his/her best in the classroom.
- We want to develop each athlete physically. It is important to teach each athlete fundamentals of the sport in which he/she is participating and to be the best he/she can be.
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- Coach's Responsibilities
 - To develop athletes through the application of the above goals.
 - To have absolute control over all the athletes under you, whether at practice, traveling to or from a game, or during the game itself.
 - To have organized practices. If you don't have a plan, the athletes will perform just as students would in an uncontrolled classroom.
 - To be as knowledgeable about your game as possible. Read books, listen to tapes, see films, go to clinics, and talk to successful coaches.
 - To be open to counsel athletes when they come to you. You are preparing them for life.
 - Remember, your athletes are a reflection of Christianity, the school, and yourself.
 - Start and end all practices and games with prayer. Have a devotional with the team before practices and games.
 - Conduct yourself in a Christ-like manner at all times while coaching in both practices and games.

- Athlete's Responsibilities
 - To conduct yourself in a Christ-like manner at all times, in the classroom as well as during games.
 - To be the best athlete you can be – not comparing yourself to someone else or your God-given ability to someone else's.
 - To be the best student you can be. God has given us different mental capabilities, but He expects all of us to do our best.
 - Eligibility and Participation
 - a. Athletes must maintain an overall 70% average and have all work handed in for each subject in order to participate, or the athlete will be suspended from sports for one week, Monday through Sunday. Grades will be checked on **Thursday morning** of each week. He/she may resume play the next week when the average passes the standard stated above.
 - b. If a player comes in late on game day, the following consequences will occur (the only exception will be a doctor's excuse written by the physician or parents provide a logical, legal excuse).
 - Soccer – player will miss first 10 minutes.
 - Volleyball – player will miss first game.
 - Basketball and Cheerleading – player will miss first quarter.
 - Baseball – player will miss first 2 innings.

In the event of an absence or being tardy on either a game day/night or the day after a game day/night the following guidelines will apply.

- If a player is absent on game day, that player will not be allowed to play in the game that day, unless the absence has been approved **in advance** by the administration. Remember: if the athlete is too sick to come to school, he/she is too sick to play in a game. This also applies to any special games (fund-raisers, etc.) that may be scheduled for a school night. Also, a player who is absent from

school is not allowed to practice that day, unless the absence has been approved **in advance** by the administration.

- If a player is absent on the day after a game and the absence is unexcused, that player will not be allowed to play in the next game.
- If a player comes in late on game day or the day after a game, that player will be held out of that day's game (if late on a game day) or the next game (if late the day after a game) in accordance with the rules outlined.

Exceptions:

- If an athlete is late because of an appointment at a medical office, the player must have an excuse from the doctor's office, signed by the physician or desk nurse and dated that day.
- If an athlete is going to be late or absent **because of an illness or another valid reason** on either game day or the day after a game, a parent of the athlete must call or email the high school office by 8:30 A.M. and either talk to someone personally or leave a message on voice mail. (Voice mail is available 24 hours a day.) If no call is made or no message left, the athlete will be held out of the appropriate game time, no matter what excuse is offered.
PLEASE NOTE: The call must be made by a parent; a call from student will not be acceptable.
- The following excuses for being late are **NOT** valid, and athletes will be held out of the appropriate game time: Too much traffic; forgot something at home and had to return for it; missed the bus; did not get enough sleep; and any other excuse deemed by the administration to be unacceptable.

- c. If a player or coach is ejected from a game, whether the ejection was justified or not, he/she will be suspended from the team for the next game. Exception: If the league in which the school plays requires a longer suspension for league games from which a coach or player is ejected, we will adhere to that rule.
- d. If an athlete receives a school suspension, he/she will be suspended for the next game for the first offense and 2 games upon receipt of a second offense.
- e. Only the captain of the team may speak to officials, and only then with the coach's permission and with the proper attitude.
- f. Players must shake hands with opposing players and coaches after games.
- g. Coaches will schedule no practices for middle school or high school teams on Wednesday, whether formal or informal.

▪ Dress Code

- a. Girls dress code for practice will be as follows (player will be asked to leave practice unless appropriate wear is put on):
 - All shorts must be no higher than 3 inches above the knee (the knee is

- defined by the top of the kneecap).
 - Sweat pants or warm-up pants may be worn in place of shorts. No yoga pants, joggers or leggings.
 - b. Soccer, volleyball and baseball teams will leave for games in uniform and may return from games in uniform or warm-ups with a sleeved t-shirt that does not have questionable words or graphics. Scorekeepers and line-persons must be dressed in school dress or warm-ups with a t-shirt as stated above.
 - c. Basketball players, managers, and scorekeepers will leave for games in school dress-code and may return in warm-ups with a sleeved t-shirt that does not have questionable words or graphics. Exceptions may be made for certain situations and will be announced prior to event.
- General Rules
 - a. When the bus leaves during or after school, all players must ride the bus to and from games. Exceptions:
 - Your parents pick you up or you ride the school bus home and come to the game later.
 - You get special permission to drive to the game from the Athletic Director because you live in the area where the game is played (when you have permission in this situation, you are not allowed to take anyone else with you from school).
 - You must have a note to ride home after the game with someone other than your parents. The person's name you are riding home with must be included on the note. You must hand in the note prior to dismissal time.
 - b. Seating arrangement on the bus is determined by coaches.
 - c. Athletes who have cars on school premises must LEAVE IMMEDIATELY upon arrival back from games.
 - d. Returning times stated on schedule are only approximate due to game situations. Coaches are required to wait UNTIL ALL ATHLETES ARE PICKED UP upon arrival back to school before leaving.
 - Physicals
 - a. No student shall be eligible to practice or represent CVCS in any contest unless he/she has been examined by a licensed physician of medicine or osteopathic medicine, a certified school nurse practitioner, or a physician's assistant.
 - b. The examination for all sports will be provided free of charge during the summer before school starts.
 - c. The Athletic Department must have a completed card on file in order for all athletes to participate, signed by parent and physician.
 - Insurance
 - a. All athletes must have medical insurance to participate in a sport.

These codes are standard for all CVCS athletes. Coaches have the freedom to expect higher standards. Remember, coaches are individuals and coach on an individual basis.

- Guidelines For Homecoming Dress
 - The dress must come below the knee (break of the knee). Slits also must come below the break of the knee.
 - The dress back must be above the bra line.
 - The dress front will be no lower than two inches from the clavicle – at the bottom of the bone directly below the windpipe.
 - Shoulder straps must be a minimum of one inch wide; therefore, spaghetti straps are not acceptable, unless the student wears an opaque covering over the back and shoulders at all times.
 - Any covering, such as a shawl or jacket that is worn to cover bare shoulders or back, must be opaque and must be worn at all times.
 - A date on which dresses will be checked will be set by the administration.
 - For boys, dress shoes, a suit, or dress pants with a sports coat or blazer must be worn. Socks must also be worn.
 - Hair must be worn according to dress code guidelines in the handbook.
 - Information forms that will be read during Homecoming evening for each member of the court (boys and girls) will be reviewed and approved by the Homecoming supervisor and administration.
 - Failure to comply with the above guidelines on the night of Homecoming will result in a student's not being allowed to walk into the gym during Homecoming. Additionally, violations will be considered a major dress code offense and will result in appropriate discipline.
 - Homecoming Court attendants and their escorts will be given a form that must be signed by them and a parent highlighting these guidelines before they are permitted to participate in Homecoming.

W. Student Council and Class Officers

- The purpose of the Student Council and Class Officers is to:
 - Glorify and honor God, and be used by Him.
 - Be an effective form of leadership in the school.
 - “REVELATION”
 - R – EACHING THE COMMUNITY
 - E – XCELLENCE IN CHARACTER
 - V – OLUNTEER
 - E – NCOURAGE CLASSMATES
 - L – EADERSHIP
 - A – CTIVITY ACTIVATION
 - T – EAM CONCEPT
 - I – NSPIRE SCHOOL SPIRIT
 - O – PEN TO GOD’S CALLING
 - N – OTHING LESS THAN OUR BEST
 - Learn how to organize projects and activities effectively.
 - Make a difference, be active, and be able to be counted on.
 - Have a stepped plan of action with details and guidelines.
 - Take active steps toward goals.

- The Organization:
 - The Student Council will be the primary government responsible for Student activities in fulfillment of the Purpose as delineated in Article of its charter.
 - Executive Council
 - The Student council shall also include a class representative from each homeroom as organized by the administration from each grade (7th through 12th)

 - Class Officers
 - Each grade level shall maintain a slate of class officers for each year, starting with their ninth grade year, which shall be organized during class elections conducted during their eighth grade academic year.
 - Officers shall be:
 - a. Class President
 - b. Class Vice President
 - c. Class Secretary
 - d. Class Treasurer
 - e. Class Chaplain – One per each homeroom
 - If there is a lack of eligible candidates:
 - a. Secretary and Treasurer may be combined.
 - b. Student Council Representative may serve in dual capacity as Class Vice President ONLY after a. is invoked
- It is an honor and privilege to serve in this capacity. Also, student council members will be required to attend leadership classes throughout the year.

X. Character Development

The world system places great stress on the reputation of men and women and, to a great degree, ignores the character of men and women.

Our goal is to develop the character in our students that reflects the transformed life. Since we live in a world of choices, instruction in right character principles enables a student to make choices based on unchanging principles.

Popularity is not always synonymous with good character. Therefore, the student, by discerning principles, can determine the right course of action even at the expense of popularity.

The test of a person's character is what it takes to stop that person from doing right. God is seeking individuals who will do right because it is right to do regardless of the sentimentality of peers or society.

CVCS is dedicated to the development of godly character in each of our students. The end result will be submission to God and service to man.

“REPUTATION IS WHAT MEN THINK YOU ARE. CHARACTER IS WHAT GOD KNOWS YOU TO BE.”

Y. Christian Concerns

The ministry of CVCS is reaching into many churches that send children to be educated. That is a very honorable calling to pursue. We believe, however, that this is a shared responsibility. The parents have been given the primary responsibility of educating and disciplining children. God, in His wisdom, has raised up the church and the Christian school to assist in this task.

Therefore, we believe that church attendance is an important ingredient in the development of a successful Christian life. Students are encouraged to be faithful in attending a local Bible-believing church.

We encourage parents to take their children to church, not to merely send them. Set a right priority in your home; place God first in your family.

The academic and spiritual welfare and progress of our children is a primary concern to us. Each policy and regulation is designed with their best interests in mind. We trust we can count on your cooperation to support us and help make our school one the Lord will bless and one in which our students will grow in confidence, ability, and character before the Lord and man.

Z. Lunchroom Guidelines

- No cutting into the lunch line is permitted.
EXCEPTION: If a student is going to a teacher to make up work or for help in a subject during a lunch period, that student may move to the front of the line.
- Each student will stay in the lunchroom unless leaving to buy more food, going to the restroom, or getting a drink. Students are not allowed to go to any other part of the school unless they have permission from a teacher on duty. A minimum of two teachers will be on duty – one in the lunchroom and one in the hallway/lobby adjacent to the lunch room.
- Talking in the lunchroom is allowed but should be done in a conversational tone.
- Each student must clean his/her area before leaving, put trash in proper containers, and return trays, dishes, glasses, etc. to the kitchen window. Failure to do so may result in loss of lunch room privileges.
- Students may use the microwave in the home economics room but are to be there only to microwave food, not to carry on conversations or group discussions.
Students are not permitted to eat in the home economics room unless they are being tutored by or are working with a teacher.
- No throwing of food, drink, paper, or other items is permitted.
- Students are dismissed to their classes at the first bell at the end of the lunch period.
- There will be a 10-minute break between lunch periods so that cafeteria workers can clean tables and have ample time to prepare for the next meal. **No teachers may**

dismiss students early for lunch (for either the first or second lunch period) without prior approval from the administration.

- Students may sit at any table and seat they prefer.
- No student is allowed in the kitchen unless he/she is on assigned duty.
- Food or drinks **may not** be taken into any other part of the building.

AA. Guidelines for CVCS Honor Society

To qualify for membership in CVCS Honor Society, a student:

- Must be in 10th, 11th, or 12th grade.
- Must have an overall GPA of 94% or above for all subjects, excluding gym.
 - Sophomores are eligible based on their freshman grades
 - Juniors are eligible based on their freshman and sophomore grades.
 - Seniors are eligible based on their freshman, sophomore, and junior grades.
- Once a student has qualified academically, the student's name will be submitted to the faculty and administration for approval based on:
 - Good Christian character
 - Good testimony
 - Leadership qualities
- Students will be inducted into the Honor Society at a chapel period. The students' parents will be invited.
- Students who fall below any of the above standards may be removed from the Honor Society.
- National Honor Society members may be asked to help Student Council with school events and projects, such as Chapel Committee; Parent Orientation; See You at the Pole; Homecoming/Spirit Week; Prayer Groups/Discipleship; mentoring Program; Open House; Pastors Day; Grandparents Day; and other activities as they come up.

BB. Dress Code

The dress code will be as follows for all grades of the school:

- **CLOTHING**
 - **TOPS** – All tops must be collared polo shirts that have buttons and can be of any color, print, striped and/or have a logo in the pocket area. All tops must reflect our values as Christians (e.g., nothing referencing alcohol, drugs, gothic styles, skulls, etc.). Additionally, no clothing that depicts images of weapons (guns, knives, swords, etc.) may be worn. Long-sleeved T-shirts may be worn under polo shirts. Only sweat shirts and sweaters may be worn over polo shirts, and long-sleeved polo shirts may be worn as well. Girls must have a natural inch give around the chest area.
 - No button down shirts, t-shirts, or other shirts.
 - **SLACKS** – Must be of twill or cotton in a solid color. Girls must have a one-inch leeway on legs and posterior, and slacks must not be made of stretch material (includes Spandex, Lycra, nylon, etc.). Docker, corduroy, flare, boot cut or cargo styles are permissible.

- No “skinny pants”, jeans, shorts, capris, sweatpants, windpants, “**jogger pants,**” or athletic pants with stripes down the side.
 - **SKIRTS (7th-12th grade) – They may be solid in color or be a print. The length must be at least to the bottom of the kneecap and must not be clingy.**
 - **SKIRTS (K3-6th grade) –** Same material as slacks, and the length must be at least to the bottom of the kneecap. They must be solid color uniform type- plain or pleated or straight skirts only.
 - **No** skorts, prairie or peasant skirts (wide, light flowing).
 - If girls wear leggings under a skirt, the skirt must come to appropriate length as outlined in the dress code.
 - **JUMPERS-** solid color uniform type only with a polo underneath.
 - **No** dresses of any type including polo dresses.
- **HAIR**
- Hair must be naturally colored. No alternative hairstyles (“punk,” “emo,” “Mohawk,” etc.) are permitted. Boys may wear hair to the bottom of ear but off the collar and eyebrows, and boys’ sideburns may be no longer than the bottom of the ear. Boys must be clean shaven. Hairstyles may be evaluated at the discretion of the administration.
- **BODY MARKINGS**
- No piercing of tongue, nose, eyebrows, lips, face
- **FOOTWEAR**
- Sneakers, sandals, dress or causal shoes, crocks, and wedge heel thick flip-flops are acceptable
 - No flip-flops that are thin soled.
- **ACCESSORIES**
- No earrings for boys
 - Girls may wear earrings, but earrings must be worn in the earlobes and/or cartilage; however, only one earring in the cartilage of each ear along with one(s) in the lobes is permitted.
 - Boys – may wear necklaces
 - Wording on clothing or accessories should reflect Christian values. No vulgar, obscene, or otherwise inappropriate symbols, language, or wording will be permitted on clothing or accessories. Accessories (book bags, jewelry, hats, etc.) that display alcohol, tobacco, or other drug symbols are not permitted. Gang attire and gang symbols are also not permitted to be worn or displayed on accessories. Wearing excessive accessories or clothing that could pose a safety threat to one’s self or others is not allowed. This includes heavy chains not made as jewelry, fishhooks, studded bracelets or collars, etc.

- HEADGEAR

- Hats, sunglasses, head stockings, or kerchiefs must not be worn in buildings. No picks or combs are allowed in hair.

- DRESS DOWN DAYS

- Dress Down Days are scheduled periodically during the school year. Students may wear non-school clothing on those days, but they still must adhere to guidelines. Clothes must be modest and must follow school standards for tightness and length.
 - Not allowed for Dress Down Days: shorts, jeans/slacks or shirts with holes or shreds in them, leggings, yoga pants, pajama tops or bottoms (unless on a special Spirit Week day), clothes containing wording contrary to Christian standards, short skirts or dresses.
- During Spirit Weeks, students may wear clothing designated for that particular special day. However, as stated above, clothes must be modest and must follow school standards for tightness and length.
- Students in the elementary may wear shorts for Elementary Field Day. If there is a high school field day scheduled for an afternoon, students may change into shorts for the field day. Shorts must be of modest length.
- On “Spirit Wear” days, students may wear CVCS shirts/tops that are not polo shirts, but slacks must be in dress code.

- Summary Comments

What happens if you do violate the dress code? Several things could happen. You may be embarrassed when a teacher or administrator asks you to call home for a change of clothes. You may also be given a detention or worse. This also may go on your discipline record. So think before you pull on those clothes. If you have any questions or doubts if an outfit is appropriate for school, it probably isn't. Find something else to wear. Special dress or costumes may be worn during the school day, for special occasions, when approved by the administration.

The administration will make the final judgment on the appropriateness of dress and reserves the right to prohibit students from wearing any article of clothing or accessory which may result in the disruption of school environment.

DRESS CODE VIOLATIONS

- Student must call home and have school-appropriate clothing brought to school.
- Drivers with parents' permission may leave to get changed.
- Students may wear school-provided clothing.
- First offense – 3 demerits
- Second offense – 5 demerits; 500-word report
- Third offense – One-day suspension

CC. Guidelines for Senior Trip – All Senior trips are Missions Trips

PLANNING FOR THE TRIP

- Students who wish to go on the Senior Trip must put down a non-refundable deposit equaling 35% of the total cost of the trip before the beginning of the second semester of their senior year.
- All fundraisers for the trip must be approved by the administration. There will be no fundraisers after the trip to “catch up” with expenses. All expenses must be met **BEFORE** the senior trip.
- No refunds will be paid to students not going on the senior trip until seven (7) days before the senior trip begins. Refunds will consist only of personal money put into an account, **not money raised through class fundraisers**. Individual class dues are not refundable.
- No electronic devices of any kind will be taken on the senior trip without approval from the administration.
- Chaperones for the senior class trip will be chosen by the administration and the senior class advisor for the trip; if the senior class advisor chooses not to go, other chaperones will be selected by the administration. Chaperones should be full-time staff members, if possible.
- The senior class advisor or chaperone will approve the devotional schedule and the students and/or advisors who will conduct daily devotions.
- Seniors must provide the administration with a written trip itinerary for approval by March 1. After administrative approval, the itinerary must be given to parents.

ON THE TRIP

- Chaperones and their decisions will be respected.
- The senior class advisor (or chaperone) will set the curfew each night during the senior trip. Students must be in their rooms by curfew. Curfews on individual nights may vary according to the schedule of events students are attending on a particular day.
- Any behavior during the senior class trip in violation of the student handbook will be dealt with by the administration when the seniors return to school. For major violations, a student may be sent home from the senior trip at his/her parents’ expense. Major discipline would follow on the student’s return to school.
- Members of the opposite sex are not permitted in each other’s rooms. The **only** exceptions are if the advisor/chaperone is in a room with the senior class members, or the door to the room(s) is totally open and seniors have permission from the advisor/chaperone.
- Luggage will be limited to one large suitcase and one small carry-on.
- Dress code for the senior trip:
 - Nice jeans are permitted, but not torn or frayed jeans or rags.
 - T-shirts are allowed (caution should be taken concerning any writing or symbols that appear on the T-shirts). No tank tops or midriffs are permitted.
 - Shorts are allowed but they may be no more than three inches above the knee. No cut-offs are permitted.

- Only modest one-piece bathing suits are allowed. Two-piece bathing suits with T-shirts are not permitted. Female chaperones will have the final say on female bathing suits.
- Mixed use of whirlpool and/or hot tubs is not permitted.

PURPOSE

The purpose of the Senior Trip: Spiritual, Educational, and Recreational.

DD. Service Hours.

All students are required to perform service in their church, community, or school. Students are required to accumulate 100 service hours (or an average of 25 for each year they are in 9th through 12th grade at CVCS) to qualify for graduation. Various service opportunities will be provided through school activities, including class service projects. Service hours also may be accumulated during summers between school years. Students will need to turn in a form (available under “Parent Resources” on the CVCS website) in order to have service hours recorded. Service hours may also need to be verified.

VI. GENERAL INFORMATION

In compliance with government regulations, all schools are required to carry an asbestos management plan. The following complies with this regulation:

Availability of Asbestos Management Plan

In October 1986, the U.S. Congress enacted the Asbestos Hazard Emergency Response Act (AHERA). Under this law, comprehensive regulations were developed to address asbestos problems in public and private elementary and secondary schools. These regulations require most schools to inspect for friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings and implement response actions in a timely manner.

These regulations assign schools many new responsibilities. Our program for fulfilling these responsibilities is outlined in our asbestos management plan. This plan contains information on our inspections, re-inspection, response actions and post-response action activities, including periodic surveillance activities that are planned or in progress.

You can review this plan during normal business hours without cost or restriction.

We have been provided with assurance from our architect and contractor that our building was constructed without the use of asbestos.

7th-8th GRADE CURRICULUM

Seventh Grade

Early U. S. History

Bible

Life Science

Reading

English

Math

Art (2 periods/week)

Home Economics or Industrial Arts (2 periods/week)

Music (4 periods/week – 1 semester)

Physical Education (2 periods/week)

Computer (4 periods/week- 1 semester)

Choir (elective)

Eighth Grade

Recent U.S. History

Bible

Earth Science

Reading

English

Math

Art (2 periods/week)

Home Economics or Industrial Arts (2 periods/week)

Music (4 periods/week – 1 semester)

Physical Education (2 periods/week)

Computer (4 periods/week- 1 semester)

Choir (elective)

PROGRAM OF STUDIES

<u>Periods/weeks</u>	<u>Subject</u>	<u>Credits</u>
Grade 9		
5	Bible	1.0
5	English 9	1.0
5	Algebra I or Honors Algebra I	1.0
5	Physical Science	1.0
5	Ancient World History	1.0
5	Foreign Language (I)	1.0
5	Computer I	1.0
1	Physical Education	0.2
1	Home Economics/Art/PE Elective	0.2
2	Choir (elective)	0.4
Grade 10		
5	Bible	1.0
5	English 10	1.0
5	Algebra II or Honors Algebra II	1.0
5	Biology	1.0
5	Modern World History	1.0
5	Computer II	1.0
5	Foreign Language (II)	1.0
1	Physical Education	0.2
1	Home Economics/Art/PE Elective	0.2
2	Choir (elective)	0.4
Grade 11		
5	Bible	1.0
5	English 11	1.0
5	Advanced Mathematics or Geometry	1.0
5	Advanced Physics or Conceptual Physics	1.0
5	American Government	1.0
5	Computer III	1.0
4	Health (½ year)	0.4
4	Speech (½ year)	0.4
1	Physical Education	0.2
1	Home Economics/Art/PE Elective	0.2
2	Choir (elective)	0.4

PROGRAM OF STUDIES

<u>Periods/weeks</u>	<u>Subject</u>	<u>Credits</u>
Grade 12		
5	Bible	1.0
5	English 12	1.0
5	+ Calculus or Consumer Math	1.0
5	Economics (includes PA History)	1.0
5	Chemistry or Environment Science	1.0
5	Understanding the Times	1.0
1	Physical Education	0.2
1	Home Economics/Art/PE Elective	0.2
2	Art Appreciation	0.4
2	Music Appreciation	0.4
4	Choir (Elective)	0.4
5	College English 101 and 102 (Elective)	1.0
5	Honors U.S. History (Elective)	1.0

+ Calculus required to Qualify as Valedictorian/Salutatorian Candidate

GRADUATION REQUIREMENTS:

Minimum of 23.5 credits for graduation – grades 9-12

Students generally take the following:

- 4 credits of Bible
- 4 credits of English
- 4 credits of Mathematics
- 4 credits of Science
- 4 credits of Social Studies
- 2 credits of Art & Humanities
- 2 credits of Computer Science
- 2 credits of Foreign Language
- 1 credit of Physical Education & Health

CODE OF CONDUCT FOR INTERNET USE FOR CUMBERLAND VALLEY CHRISTIAN SCHOOL

Internet access is available to staff and students at CVCS. The school is providing employees and students with use of the school's hardware and software, and the opportunity to access the Internet. Some materials that are on the Internet may not be considered to be of educational value in the school setting. CVCS has taken precautions to restrict access to controversial or unacceptable materials that an Internet user may discover. CVCS believes that the wealth of information available from the worldwide network outweighs the possibility that users may access material that is not either acceptable in a spiritual setting or consistent with the educational goals of CVCS. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, smooth operation of the network relies on the proper conduct of users who must adhere to strict guidelines. Guidelines are provided here to that users are aware of the responsibilities they are about to acquire. In general, this requires efficient, ethical, and legal use of the network information resources. If a user violates any of these provisions, his or her account will be terminated and future access could possibly be denied. The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance. Each user must sign in the designated area of this document and receive an account number before using Internet service.

Terms and Conditions

1. **Acceptable Use and Actions Resulting from Misuse:** The purpose of the Internet network is to support research and education by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research and consistent with the educational objectives of CVCS. Transmission of any material in violation of any United States or state law or regulation is prohibited. Deliberate and or negligent abuse of the network, computing resource, or any other school resource could lead to disciplinary action. Offenders may also be subject to criminal prosecution. Under Pennsylvania law it is a felony punishable by a fine of up to \$15,000 and imprisonment of up to seven years for any person to access, alter or damage any computer system, networking, software, or data base, or any part thereof, with the intent to interrupt the normal functioning of an organization. Knowingly and without authorization disclosing a password to a computer system, network, etc. is a misdemeanor punishable by a fine up to \$10,000 and imprisonment of up to five years, as is intentional and unauthorized access to a computer, interference with the operation of a computer or network, or alteration of computer software. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret. Use for commercial activities, product advertisement, and political lobbying are not permitted
2. **Privileges.** The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of privileges. Each user will receive an account. CVCS has the right to deny, revoke, or suspend a specific user account.

User Guidelines

1. Students and employees will not use the CVCS network to access material that is profane or obscene (pornography), that advocates or engages them in illegal acts, or that advocates violence or discrimination toward other people (hate literature). If a student user inadvertently accesses

inappropriate material, the student should immediately disclose the inadvertent access, the URL, and the date/time of the discovery to the teacher in charge or supervisory personnel.

2. Use for Internet chat programs is prohibited.

3. Student users will not agree to meet in person with someone they have met on line.

4. Student users will promptly disclose to their teacher or another school employee any message they believe inappropriate or makes them feel uncomfortable.

5. E-mail is not guaranteed to be private. CVCS has the right to periodically monitor all electronic mail messages. Any e-mail that comes into or goes out of the CVCS network or Internet site that is downloaded into the network becomes property of CVCS.

6. Using another person's account, password, or e-mail address is prohibited. All users are responsible for the use of their registered accounts and should take all reasonable precautions to prevent others from using their accounts. Under NO conditions should a user provide his/her password to another person. No user will attempt to gain unauthorized access to another person's files, even if only for the purpose of "browsing." Users will immediately notify the administration if they have identified a possible security problem. Users will not probe the network looking for security problems; this will be construed as an illegal attempt to gain access.

7. Under no circumstances will students or employees use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. Anyone doing so will receive discipline consistent with policy outlined in the CVCS handbook.

8. Students and employees will not post information that if acted upon could cause damage or a danger of disruption.

9. Students and employees will not engage in personal attacks, including prejudicial or discriminatory attacks.

10. Students and employees will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person.

11. Students and employees will not knowingly or recklessly post false or defamatory information about a person or organization.

12. Students and employees should not post personally identifying information about themselves or others, such as phone numbers, addresses, social security data, driving records, medical records, etc. Students and employees will not post personal or private information about another person.

13. A user may not download or install any shareware, freeware, or commercial software onto network drives or disks.

14. Users will not post chain letters or engage in sending an annoying or unnecessary message to a large number of people.

15. Users will restrict printing to documents that are part of the educational purpose as approved by a member of the professional staff.

16. All users must adhere to all existing licensing and copyright laws, and any other applicable state or federal regulations.

17. Users must not use the network in such a way that would disrupt the use of the network by other users.

18. Students may not order any materials or use credit cards while using CVCS computers. For employees, purchase order procedures must be followed for purchase of goods or services through the network.

19. Use while access privileges are suspended or revoked is prohibited.

Limitation of Liability

CVCS makes no warranties of any kind, whether expressed or implied, for the service it is providing. CVCS is not responsible for any damages, including loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions. Use of any information obtained through the use of the CVCS computers is at the user's risk. CVCS denies any responsibility for the accuracy and quality of information obtained through its computer network.

Computer use

Only CVCS employees and students are authorized to use CVCS computers. No family members of CVCS staff or students may operate a CVCS computer at any time. Additionally, CVCS students who are children of staff members are permitted to log into CVCS computers under their individual login only. Under no circumstances are CVCS students who are children of staff members permitted to use a computer under a parent's login. The term "employee" also includes any volunteer who must do work on a CVCS computer.

I will abide by the above Code of Conduct for Cumberland Valley Christian School network and Internet access. I further understand that any violation of the regulations stated above is unethical and prohibited, and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, denied, or suspended, and I may be subject to school disciplinary action and or legal action.

PARENT OR GUARDIAN

As the parent or guardian of this student, I have read the Code of Conduct for Cumberland Valley Christian School network and Internet access. I understand that this access is designated for educational purposes, and that CVCS does not take responsibility for unauthorized use. I also understand that CVCS has taken responsible precautions to eliminate or restrict controversial material. However, I also recognize that it is impossible for CVCS to restrict access to all controversial materials, and I will not hold CVCS responsible for materials acquired on the Internet. Furthermore, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an Internet User Account Number for my child and certify that the information contained on this form is correct.

CVCS Bring-Your-Own-Device (BYOD) Policy

Technology plays a large role in our students' lives. Personal devices can enhance and enrich learning opportunities both at home and at school. CVCS is committed to allowing responsible, learning-centered use of personal devices at school so as to provide as many pathways to understanding as possible for our students.

Access from personal devices is limited to Internet use only. Students will not have access to any documents that reside on the school network from their personal devices.

Access to the CVCS wireless network is a privilege, not a right. Any use of the wireless network entails personal responsibility and compliance with all school rules. The use of the CVCS network also allows IT staff to conduct investigations regarding inappropriate Internet use at any time, by administrator request.

Guidelines for use

- Use of personal devices during the school day is at the discretion of teachers and staff. Students must use devices as directed by their teacher.
- The primary purpose of the use of personal devices at school is educational (i.e. not games and/or non-school related tasks and functions).
- The use of a personal device is not to be a distraction in any way to teachers or students. Personal devices must not disrupt class in any way.
- The use of personal devices falls under CVCS Acceptable Use Policy, found in the student handbook.
- Students will refrain from using personal devices outside of their classroom unless otherwise directed by their teacher.
- Students shall make no attempts to circumvent the school's network security and/or filtering policies. This includes setting up proxies and downloading programs to bypass security.
- The student may not use the devices to record, transmit or post photos or video of a person or persons on campus. Nor can any images or video recorded at school be transmitted or posted at any time without the express permission of a teacher or administrator.
- Students are not to call, text message, email, or electronically communicate with others from their personal device, including other students, parents, guardians, friends, and family during the school day.
- Personally owned devices used in school are not permitted to connect to the Internet through a 3G, 4G, or other content service providers. Personally owned devices must access the internet via the CVCS content filtered wireless network.
- Violations of any CVCS policies, administrative procedures or school rules involving a student's personally owned device may result in the loss of use of the device in school and/or disciplinary action.
- It is not the responsibility of your teacher or other staff to troubleshoot individual devices during the school day.
- No gaming devices are allowed (to include: Nintendo DS, PlayStation Portable PSP, etc.).

School Liability Statement

Students bring their devices to use at CVCS at their own risk. It is their duty to be responsible in the upkeep and protection of their devices.

CVCS is in no way responsible for:

- Personal devices that are broken while at school or during school-sponsored activities
- Personal devices that are lost or stolen at school or during school-sponsored activities
- Maintenance or upkeep of any device (keeping it charged, installing updates or upgrades, fixing any software or hardware issues)

How to find your mac address

Android:

Click on the Home button at the bottom of the phone to go to the Home screen.
Click Menu
Click Settings
Click About Phone
Click Status
Scroll down to see your "Wi-Fi MAC address"

IPhone, IPad, IPod

Tap on Settings
Tap on General
Navigate to and tap on "About"
Scroll down to "Wi-Fi Address"
The characters next to Wi-Fi Address are your iPhone MAC address

Windows computer.

Click on Start, select Run.
In the box this pops up type CMD and press return.
Within this window type IPCONFIG /ALL
Look for the adaptor you want to know the MAC address for and this should show a Physical Address for example 00-0a-0c-16-fe-1a - this is the MAC address.

Apple computer

Click on the Apple menu icon top left corner.
Select about This Mac from the menu
Then click on the More Info button.
Select Network in the left hand pane of the Info window and the MAC address will be listed in the right hand pane.

Appendix A: Demerit System

K3-2nd

Demerits would be assigned to students for various behaviors. Once students reach certain thresholds, they would receive the discipline for that level of offense. Students would receive a “clean slate” at the beginning of every marking period.

Threshold 1 – 5 demerits

Students would write or trace sentences relating to the offense. The amount of sentences will depend on the grade level of the student.

Threshold 2 – 10 demerits

Students would lose privileges. These privileges could include (but not be limited to) the following:

- Activities (dress down days, class parties, special class days)
- Field trips (student would be in school while class is on trip and do an assignment in lieu of the field trip)
- Cell Phone/Electronic Device
- Sports/Games
- Lunch detention
- Recess
- Specials (art, gym, music, library, computer)

Threshold 3 – 15 demerits

Conference with Parents

Threshold 4 – 20 demerits

In-school suspension

Threshold 5 – 25 demerits

Possible expulsion at discretion of administration

Major Offenses

Students will be subject to the disciplinary actions described in the Handbook on pages 28-30.

Dress Code

If a student is wearing clothes not within the boundaries of the CVCS dress code as outlined in the Handbook on pages 56-58 they will be given the following options:

1. Put on CVCS issued school dress that stored in the Elementary. This will need to be washed and returned to school.
2. Call home and have parents bring in dress code approved clothes for the remainder of the day.

3rd-6th

Demerits would be assigned to students for various behaviors. Once students reach certain thresholds, they would receive the discipline for that level of offense. Students would receive a “clean slate” at the beginning of every marking period.

Threshold 1 – 5 demerits

Students would write a paper. The amount of words would depend on the grade level. The topic of the paper would relate to the offense.

Threshold 2 – 10 demerits

Students would lose privileges. These privileges could include (but not be limited to) the following:

- Activities (dress down days, class parties)
- Field trips (student would be in school while class is on trip and do an assignment in lieu of the field trip)
- Cell Phone/Electronic Device
- Sports/Games
- Lunch detention
- Recess
- Specials (art, gym, music, library, computer)

Threshold 3 – 15 demerits

Conference with Parents

Threshold 4 – 20 demerits

In-school suspension

Threshold 5 – 25 demerits

Possible expulsion at discretion of administration

Major Offenses

Students will be subject to the disciplinary actions described in the Handbook on pages 28-30.

Dress Code

If a student is wearing clothes not within the boundaries of the CVCS dress code as outlined in the Handbook on pages 56-58 they will be given the following options:

1. Call home and have parents bring in dress code approved clothes for the remainder of the day
2. Wear a CVCS issued dress code replacement for the rest of the day
3. Students can go home and will receive zeros for the remainder of the day. If a student returns in dress code approved clothing, that student will receive zeros only for the time away from class. The zeros will be for classwork, tests, quizzes, and seatwork.

7th-12th

Demerits would be assigned to students for various behaviors. Once students reach certain thresholds, they would receive the discipline for that level of offense. Students would receive a “clean slate” at the beginning of every marking period.

Threshold 1 – 5 demerits

Students would write a paper of no less than 500 words. The topic of the paper would relate to the reason the discipline was handed out.

Threshold 2 – 10 demerits

Students would lose privileges. These privileges could include (but not be limited to) the following:

- Activities (dress down days, pep rallies, Christmas competitions, Spirit Week)
- Field trips (student would be in school while class is on trip and do an assignment in lieu of the field trip)
- Driving on campus
- Cell Phone/Electronic Device
- Sports/Games
- Offices (either class offices or student council)
- Lunch detention

Threshold 3 – 15 demerits

30-minute detentions

Threshold 4 – 20 demerits

In-school suspension

Threshold 5 – 25 demerits

Possible expulsion at discretion of administration

Major Offenses

Students will be subject to the disciplinary actions described in the Handbook on pages 28-30.

Dress Code

If a student is wearing clothes not within the boundaries of the CVCS dress code as outlined in the Handbook on pages 56-58 they will be given the following options:

1. Call home and have parents bring in dress code approved clothes for the remainder of the day
2. Wear a CVCS issued dress code replacement for the rest of the day
3. Students can go home and will receive zeros for the remainder of the day. If a student returns in dress code approved clothing, that student will receive zeros only for the time away from class. The zeros will be for classwork, tests, quizzes, and participation.

*****IMPORTANT*****

The Administration, Faculty, and Staff of Cumberland Valley Christian School have committed this institution to the highest of Christian conduct. No one will become spiritual merely by observing the rules; nonetheless, we believe the spiritual student will want to abide by the rules and regulations of CVCS. This school holds as one of its goals the development of young people of strong Christian character. We would like to see young people who profess Christ as Savior to allow HIM to be their Lord – as evidenced by regular church attendance, desire to study the Word, compassion for souls, and being set apart for a lifetime of service for Him.

The student who is interested in “doing his own thing” will not be happy in this atmosphere, but the student who wishes to become a part of the program of CVCS in the spirit of enthusiastic participation will look back on profitable years at the time of graduation.

The Open Door Church Board reserves the right to change any policy or procedure at any time in its sole discretion after reasonable notice to constituents.

PARENTS/GUARDIANS:

Please complete this part of the page, detach it and have your child return it to his/her homeroom teacher.

I have reviewed this handbook with my student(s).

Signature of Parent/Guardian:

Date:

List Student(s): (Students in grades 3-12 must provide signature) Grade:
