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GENERAL INFORMATION

VISION

Every student develops and faithfully lives out a biblical worldview-based on the foundation provided by the truth of the Bible and the person of Jesus Christ-by learning spiritual, social, academic and physical principles that have been taught and modeled with excellence.

MISSION

The mission of Cedar Valley Christian School is to assist parents with their biblical responsibility to raise their children in the discipline and instruction of the Lord.

GUIDING PRINCIPLES

Five guiding principles are used in the development of school programs:

1. The authority of God's Word as revealed in the Bible and recognition that people are saved by God's grace through faith in Jesus Christ.
2. The integration of biblical truth in all that we do. This includes academics, relationships, and discipline.
3. The commitment to nurturing all students in their faith in Jesus Christ and their love toward Him.
4. The upholding of the parents' responsibility for the education of their children.
5. The development of sound basic skills in reading, mathematics, and writing.

DOCTRINAL STATEMENT

Cedar Valley Christian School is a ministry of Cedar Valley Bible Church and as such follows its doctrinal statement. The elders of Cedar Valley Bible Church hold to the truth that, “All Scripture is inspired by God and profitable for teaching, reproof, correction and training in righteousness.” (2 Timothy 3:16) We also understand that the Old and New Testaments Scriptures are to be interpreted in a historical, grammatical, literal fashion. So then, when questions arise concerning the character of God, His plan regarding judgment and salvation for man, the person and work of Jesus Christ and the ministry of the Holy Spirit in the lives of the saints, our final authority is the Word of God.

HISTORY

Cedar Valley Christian School was founded in 1974 as an integral part of Cedar Valley Bible Church’s ministry. The elders of the church felt that, in order to fulfill their biblical responsibilities as parents, a school should be formed which would provide education from a Christian perspective. The school began with 34 students enrolled. Over the years the school increased in enrollment even though the high school program was pared to include only 9th grade from 1982–1989. Grades 10th - 12th were reintroduced to the program in 1990, creating a comprehensive program of preschool through 12th grade. High school graduation ceremonies resumed in 1993.

Additions to the original building have been added to facilitate both the church and school ministries. In 1978 the west addition of the building was completed, and in 1987 the gymnasium and upstairs classrooms were finished. A ten classroom addition was completed in 2008.

In the fall of 2011, Cedar Valley joined the IHSAA and IGHSAU for high school athletics and the IHSSA and IHSMA for Drama and Vocal Music. In the fall of 2013, junior high athletics joined the IHSAA and IGHSAU. Also in 2013, CVCS became a member of the Tri-Rivers conference. On June 10, 2014, Cedar Valley Christian School became fully accredited by the Association of Christian Schools International (ACSI).

Today Cedar Valley Christian School serves families from many churches in the Cedar Rapids area. The ministry is directed by the elders of Cedar Valley Bible Church and the School Board and is substantially supported by the church, both financially and through direct participation.

SCHOOL HOURS

Preschool	Tuesday/Thursday	9:00-11:30
Pre-K	Mon/Wed/Fri	9:00-11:30
Pre-K	MWF or M-F	9:00-3:30
Kindergarten-12th	Monday-Friday	8:45-3:30

BEFORE AND AFTER SCHOOL CARE

Before and After School Care are provided on a fee basis. Details can be obtained through the school office.

CHAPEL

Students will be involved in chapel each week to nurture all students in their faith in Jesus Christ and their love toward Him. This will be time for prayer, a biblical lesson, music and announcements. Guest speakers, videos, skits, etc. may be used as well.

ORGANIZATION

SCHOOL BOARD

The School Board is a group of men appointed by the elders of Cedar Valley Bible Church to direct CVCS. The School Board is responsible to ensure that the mission and guiding principles of the school are upheld. All decisions made by the School Board are subject to final approval by the Board of Elders of Cedar Valley Bible Church. Day to day operations of the school are the responsibility of the school administration.

STAFF

Every teacher must be in full agreement with the following statements: Salvation (forgiveness from sin and eternal life) is by grace through faith in Jesus Christ's death and resurrection. The Word of God as revealed in the Old and New Testaments are the only infallible rule of faith and practice.

The faculty of CVCS is committed to the following goals:

1. To walk worthy of their calling in Jesus Christ
2. To love each student according to the standards laid out in God's Word.
3. To develop and enhance each student's interest and skill in the subjects they teach.
4. To communicate and work with parents.
5. To reach a range of students, taking into account that every boy and girl is a unique creation of God.
6. To have a servant's heart. "For even the Son of Man did not come to be served, but to serve and give His life as a ransom for many," (Mark 10:45).

VOLUNTEERS

Volunteers are extremely important in the daily operation of CVCS. Before school begins in the fall, each family is asked to consider how their talents might be used to help the school and fill out a form indicating their preferences. Volunteers are used to assist in classrooms, to run the library and the hot lunch program, to serve on committees, to drive students to and from field trips, games, and practices, and for many other purposes. The school office serves to coordinate and match volunteers to areas of need.

CARPOOLS

CVCS does not provide transportation to or from school. Many families form carpools with other families who live nearby as a means of transporting students. A school directory is available on RenWeb that can be used to find other CVCS families that live near you to contact about potential carpooling. Please inform the office of your carpool arrangement to ensure safety of the students.

BUSINESS INFORMATION

ADMISSION REQUIREMENTS

Students entering preschool/preK must be at least three years old before September 15th and be toilet trained. A physical examination is required, and all immunizations must be up to date. All enrollment forms must be completed before admission.

Students entering kindergarten must be five years old by September 15th. A physical examination is required, and all immunizations must be up-to-date. Each family is required to meet with the kindergarten teacher and/or the principal for a pre-enrollment interview. It is recommended that the student complete a pre-kindergarten evaluation to assist in determining kindergarten readiness.

Families of Cedar Valley Bible Church and families currently enrolled in the school will receive first priority for enrollment during pre-registration in the spring. Pre-registration in spring allows church and school families the opportunity to reserve spots for their children. After this time, enrollment is opened up to the general public.

All families enrolling children in kindergarten through 12th grade for the first time will be expected to meet with an administrator for a pre-enrollment interview. Admission to CVCS is never based on sex, race, color, national origin or ethnic group. Admission is determined by the compatibility of the student and his/her family to the mission of the school. The school's ability to meet the needs of each individual child and family must also be considered. All families seeking enrollment of their children must read and agree to comply with the policies outlined in this

handbook.

Families seeking enrollment should recognize that although family beliefs will be respected as much as possible, all students will be taught that the Bible is true and useful, and that the only way for salvation is through the finished work of Christ on the cross, apart from human efforts. In cases of doctrinal differences, the doctrinal beliefs of Cedar Valley Bible Church will be supported.

ADMISSION PROCEDURES

1. The appropriate application (pre-kindergarten, elementary, or secondary) must be completed for each new student.
2. A deposit must accompany the application in order for the admission process to continue.
3. A pre-enrollment interview is required for all new families. Students may be asked to accompany their parents to these interviews.
4. Parents will be notified of their child's acceptance. Acceptance is based on available classroom space and consideration of the school's suitability to the child's needs as an individual.
5. No student will be admitted who has tuition or fees left unpaid from a previous year unless arrangements are made in advance with the principal or designated school board member.
6. Enrollment is completed in early August during registration. Student fees and appropriate tuition are to be paid, and all forms are to be completed at that time. When a child is admitted during the school year, the admission and enrollment processes will occur simultaneously.
7. Attendance at Cedar Valley Christian School should be considered a privilege. If a family or student fails to meet the standards of the school

or the conditions under which the student was admitted, the privilege of attending CVCS may be revoked.

TUITION AND FEES

A current list of rates is available on the school website or from the CVCS Office. The School Board determines tuition and fee amounts before registration for the upcoming school year and those amounts remain in effect for that entire school year.

Tuition is the annual amount charged for each student who attends CVCS. As the tuition and fee schedule indicates, discounts are available for families sending more than one child to the school.

Overall, Cedar Valley Bible Church bears a significant financial responsibility for the operation of the school. The elders of Cedar Valley ask each person who is a part of our church body to give generously, as each is able, and cheerfully to help support the various ministries of Cedar Valley Bible Church, including the school.

A deposit is required with each application, and is only refundable if a student is not admitted. Upon admission the deposit is applied to the student fee.

TUITION PAYMENT OPTIONS

We have partnered with FACTS Management Company to help us manage our tuition payment program. FACTS is used by many schools locally and over 6,000 schools nationally. We are excited to be working with them and are confident this program will offer greater efficiency and financial

stability for the school while providing convenience to families.

You will realize these benefits by using FACTS for your tuition payment plan:

1. Tuition payment may still be made annually or semiannually without additional fees.
2. Payment Dates: You may choose the 5th and/or 20th of each month as your payment date. Automatic payments can be made from a checking or savings account or from a variety of credit cards (additional fees for credit card payments apply). Payments may be made over 9, 10 or 11 months and can be made once monthly or twice monthly.
3. Enrolling in FACTS: You will receive an invite from FACTS with information necessary to enroll. Included in the invite will be the website you will need to access. You may check your personal account or make payments online from the convenience of your home or office anytime.
4. Convenience & Security: Along with multiple payment plan options, your payments are processed securely through a bank to bank transaction.

LATE PAYMENTS, REFUNDS AND UNPAID TUITION

Any financial problems that a family may be facing with the scheduled plan need to be discussed with a member of the School Board before a payment is late.

Families who withdraw students during the school year are required to pay tuition for the month in which they withdraw. Registration fees paid are

not refundable. Diplomas may not be provided for students who have outstanding tuition at the end of the school year.

FINANCIAL AID

STO Scholarships: Cedar Valley Christian School is part of the Heart of Iowa School Tuition Organization (STO), which is a needs based scholarship program. To qualify, your family income must be no more than three times the federal poverty level for your family size. Bring your application to the office and attach a signed copy of your most current Federal Tax Return, pages 1 and 2. Deadline for applications is June 1. There is no fee to apply for an STO scholarship.

Non-STO Financial Aid: If there is need of financial aid beyond STO funding, families may also apply through FACTS Grant and Aid Assessment. Apply online at www.factstuitionaid.com. There is a fee for this application paid directly to FACTS at the time of the application.

CHARITABLE GIFTS AND CONTRIBUTIONS

Appropriate and useful gifts of materials or equipment are greatly appreciated; however, acceptance of the gifts must be approved in advance by a school administrator. Monetary gifts will be used for operating expenses, special projects, or as designated by the giver. If you desire to assist a specific family, please contact a school administrator. Gifts of stocks, life insurance, memorials, etc. are also welcomed. All gifts are tax deductible since CVCS is a non-profit organization. We rely on gifts for much of our equipment, special events, and maintenance costs, as tuition pays only a portion of the total cost of operation of the school.

ACADEMIC INFORMATION

BIBLE

The Bible is the written revelation of God for men. It provides the foundation of our faith in Jesus Christ, the standard of truth by which all other truth is measured, and the practical guide for life today. In kindergarten through 12th grade, Bible is taught as a separate subject. Just as important, however, the truths of the Scriptures are integrated in the content of all classes, recess, extra-curricular activities, and in the handling of all school affairs.

CURRICULUM

The curriculum used at Cedar Valley Christian School addresses needs of students in the areas of spiritual, mental, physical and social development. We view the student as a whole person, and therefore no particular area of development should be isolated or omitted. While the basic traditional subjects of reading, writing, mathematics, history, and science are pursued, we attempt to help each student seek to:

1. love their Lord: (Luke 10:27) "...You shall love the Lord your God with all your heart, and with all your soul, and with all your strength, and with all your mind..."
2. love others: (John 15:12) "This is my commandment, that you love one another, just as I have loved you."
3. love the wisdom/truth of the Lord: (Proverbs 4:6) "Do not forsake wisdom and she will guard you; love her, and she will watch over you."

Early Childhood-Elementary

The early childhood –elementary curricula is designed to prepare students for lifelong learning by building a strong academic base, while fostering spiritual, physical and social development in a loving, accepting environment. God’s Word, the foundation of our curriculum, is taught as a subject and is integrated into all other areas and activities.

Along with core subjects: Bible, Math, History/Social Studies, Science, and Language Arts (Reading, Writing, Spelling, Grammar, Listening and Speaking), students participate in related classes: Music, Art, Physical Education, Library, and Computer activities.

A flyer detailing objectives and procedures for Preschool and Pre-kindergarten and curriculum sheets detailing educational objectives for each grade as well as classroom activities and textbooks to support those objectives are available upon request.

Junior High (6th-8th Grade)

The junior high program is structured to help the student learn independent study skills, personal responsibility, and self-discipline. A scope and sequence of Junior High courses is available upon request or can be found on RenWeb. At the beginning of the year (or semester), each student is given a class syllabus. A class syllabus should contain a course description, objectives for the class, requirements, information regarding how the student will be graded and a brief schedule of activities and assignments. A copy of each class syllabus is kept in the office.

High School (9th-12th)

A scope and sequence of High School courses is available upon request or can be found on RenWeb. At the beginning of the year (or semester), each

student is given a class syllabus. A class syllabus should contain a course description, objectives for the class, requirements, information regarding how the student will be graded and a brief schedule of activities and assignments. A copy of each class syllabus is kept in the office.

GRADUATION REQUIREMENTS

Our graduation requirements are intended to prepare a student for college. To graduate from CVCS, a student must complete 44 credits of work (one credit for each semester of a class that meets everyday). It is our practice at Cedar Valley to assign high school students a minimum of 5 1/2 credits per semester. Transfer credits will be accepted for both required classes and electives pending the approval of the administration.

Listed below are the subject areas and the courses offered.

Bible: 2 credits for each year enrolled at Cedar Valley. The following classes which fulfill this requirement are; Old Testament Survey, New Testament Survey, Apologetics, Romans, Family Living, Church Doctrines.

English Grammar: 2 credits.

Literature: 8 credits. The following classes which fulfill this requirement are; Intro. Lit., American Lit., World Lit., British Lit., A.P. Lit., AP Lang.

Mathematics: 6 credits. The following classes which fulfill this requirement are (in order of progression); Algebra 1, Geometry or Informal Geometry, Algebra 2, Functions Statistics & Trigonometry, Pre-Calculus, Calculus. Problem Solving or Accounting may be substituted for one of these classes at the discretion of the administration.

Physical Education: 4 credits (unless exempt)

Science: 6 credits. The following classes which fulfill this requirement are; Biology, Physical Science, Chemistry, Physics.

Service: 1 credit. (60 hours of service = 1 credit). This may be accomplished in the school or outside of the school in the local community anytime within the student's high school years.

Social Studies: 6 credits. The following classes which fulfill this requirement are; World History, U.S. History, American Government, Personal Finance, Psychology, WWII, Asian History.

Electives: A number of electives are offered every year or every other year which may be used to complete the 44 credits. These electives include the following classes; Spanish 1, Spanish 2, Spanish 3, Spanish 4, Journalism, Creative Writing, Choir, Drama, Yearbook, Art, Speech, Accounting, Human Biology, Automechanics.

Additional Recommendations: Two years of foreign language, four years of mathematics, four years of science, involvement in extracurricular activities.

TEXTBOOKS

Textbooks are carefully selected to meet the goals of the program and student needs. Many of our textbooks are from Christian publishers such as Bob Jones University Press, ACSI, and A Beka. Secular publishers are used in cases where the material better suits our needs without compromising our goals. Textbooks are selected based on these criteria:

1. **Biblical perspective:** This is important throughout the school so that the materials used are consistent with what is taught and modeled in the classroom.
2. **Educational quality:** Teachers examine textbooks to see if the subject is presented in an accurate, clear, relevant and interesting way.
Teacher/Student friendly: We look for textbooks with clearly stated objectives for both the teacher and the student.

GRADING SYSTEM

To communicate the many aspects of the child's performance in the classroom, in kindergarten through 3rd grade, students are rated on a 1-4 scale. In 4th – 12th grades are based on the following numerical averages:

99-100	A+	83-86	B	70-72	C-	0-59	F
93-98	A	80-82	B-	67-69	D+		
90-92	A-	77-79	C+	63-66	D		
87-89	B+	73-76	C	60-62	D-		

Elementary report cards also include character development/work and study habit ratings.

GRADE REPORTS

Report cards are emailed to the parents by the third day following the halfway point of each semester and the end of each semester. Hard copies of these reports are given to the students and are available to parents upon request. Parents of 4th - 12th grade students should also check RenWeb for weekly updates regarding the progress of their child as well as status of assignments.

HONOR ROLL

Students who have a semester GPA of 3.30 or higher are on the Honor Roll, and with 3.70 or higher on the High Honor Roll.

TESTING

The following tests are administered on an annual basis as a means of assessing the progress and needs of our students and of our academic

program.

1. Iowa Assessment Test (IA) is given to 1st through 11th grade students in the spring.
2. Gallistel-Ellis Test of Decoding Skills is given to
3. Preliminary Scholastic Aptitude Test (PSAT) is given to sophomores and juniors in the fall. The sophomore test offers practice for college testing and the junior test provides entrance into the National Merit Scholarship competition.
4. Scholastic Aptitude Test (SAT) and American College Test (ACT) are not given at Cedar Valley, but we recommend that Juniors take the ACT in the spring (April).

ACADEMIC STANDARDS

Cedar Valley Christian School maintains a high standard of academic excellence. Students are encouraged to perform at their highest capability. Students and their parents are encouraged to contact teachers when assistance is necessary.

Each student in high school must maintain a “C-” average or higher. Failure to do so in two consecutive semesters may result in the student being expelled, unless the student is making a strong effort to achieve higher scores. A “strong effort” is indicated by the student’s attitude, use of study time at school, requests for help, and a high regard for following class and school procedures. Promotion to the next grade is contingent on the student meeting all academic requirements.

HOMEWORK

Homework is not assigned on a daily basis for students in kindergarten through 5th grade, although occasional projects may require parental assistance or extra time. Homework is given for several reasons:

- 1) Reinforcement: We believe that most students require practice to master material essential to their educational process.
- 2) Practice: Following classroom explanation and illustrations on new work, homework is given so that the material will be mastered.
- 3) Remedial activity: As instruction progresses, various weak points in a student's understanding of a subject may become evident. Homework, following instruction, is given to overcome such difficulties.
- 4) Special Projects: Book reports, compositions, special research assignments and projects are some of the activities that are frequently the subject of homework attention. We request parent's full cooperation to assure that the assignments are completed.

Homework assignments are kept to a minimum on Wednesdays to facilitate students who wish to attend mid-week services at their churches. Any concern about homework should be discussed with the teacher.

MAKE-UP WORK

When a student has been absent due to illness or family emergencies the teacher will work with the student to see that the work is completed in a reasonable amount of time, usually in a few (1 - 3) days. Secondary students must check with the teachers to see when their make-up work is due.

We strongly urge that family vacations not be scheduled while classes are

in session. This places additional responsibility on a teacher to prepare and assemble work and may slow down the progress of the student and/or the class.

INCOMPLETE WORK

In some cases a teacher may give an “I” for incomplete work. This is usually reserved for cases in which the student has been ill or absent for an exceptional reason at the end of the grading period. In such cases the work must be completed by the student within the time limit set by the teacher, or a maximum of three weeks, and a grade will be assigned. The principal may grant an extension of time if deemed appropriate.

RESOURCES

Currently, we have two resource teachers on staff to assist classroom teachers with educational planning for students experiencing academic difficulties. These teachers will work independently with some students, as well as assist classroom teachers with implementation of individual educational plans.

SCHOOL POLICIES

BOARD POLICY MANUAL

A complete CVCS Board Policy Manual is kept in the principal's office and is available upon request. The following section summarizes and highlights some of the school policies.

PARENT RESPONSIBILITIES

In order that CVCS achieve its purpose and goal for students, there must be cooperation between the school and the home. Students and parents need to recognize their responsibilities to their children and to the school community. You, as parents, should help assure proper attitudes toward the environment desired at CVCS by:

- Carrying out your biblical responsibility for your child's education. The school is not a substitute for the parent but you have delegated this responsibility to school personnel for a period of time during the day.
- Demonstrating a positive attitude toward your child's school education by showing interest in your child's work
- Getting to know your child's school, its staff, curriculum, programs and activities. Attending parent teacher conferences and school-parent functions.
- Teaching your children to be clean, well groomed, and dressed according to the school policies
- Making sure your child arrives at school on time

- Keeping your child home when you know your child is ill or has a contagious disease, and having your child immunized, consistent with the Iowa law.
- Notifying the office of your child's absence from school and the reason for the absence
- Notify the school immediately of anything that may affect your child's ability to learn, to attend school regularly, or to take part in school activities.
- Teaching your child, by work and example, to respect the policies and authority in this school and to respect the rights and property of others.
- Working with school personnel to solve any disciplinary or academic problems

FAMILY LIFESTYLE POLICY

CVCS believes that the biblical definition of marriage is strictly limited to the covenant relationship between one man and one woman. (Genesis 2:18-25). On occasion, the atmosphere or conduct within a particular home may be counter or in opposition to the biblical lifestyle the school teaches. This includes, but is not necessarily limited to, sexual immorality, homosexual sexual orientation, or inability to support the moral principles of the school. The school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student based on the family lifestyle.

COMMUNICATION

Good communication between parent and teacher is vital to a child's

education. It ensures that parents and teachers understand how best to facilitate the child's growth, it fosters consistency between home and school and it allows parents to maintain their biblical responsibility for their children. Our part in promoting good communication includes the following:

1. Our school calendar is on our website (www.cedarvalleychristianschool.org). This calendar is updated frequently with field trips, sporting events, student activities, etc.
2. We ask every family to provide an email address so that we might communicate with them through RenWeb (our school information management system) and the CVCS googlegroup (cvchristian@googlegroups.com). Teachers will use RenWeb to communicate academic progress to parents of students in 4th - 12th grade and administrators will use it to communicate general school information. Our office staff will use RenWeb and the CVCS googlegroup to send families our newsletter each Friday (a hard copy is sent home with each elementary school student).
3. The school provides assignment planners for students in 4th - 12th grade. The planners are intended to encourage organizational skills in students and to provide another avenue of communication for parents and teachers.
4. Parent/Teacher Conferences are scheduled on one day in the fall to discuss general progress. Major concerns should be dealt with when they arise.
5. Midterm reports and report cards are sent home with the student at the end of each term.

Parents are strongly encouraged to address any concerns about their child to the classroom teacher or to the individual most directly involved.

Parents, teachers, and students are all expected to use the principles given in Scripture (*e.g.*, Matthew 18) when dealing with issues of offense or sin. This will aid in achieving a positive solution, avoiding gossip and rumors, and building relationships.

1. If you have a concern, talk with the person directly involved privately and quickly. (Don't let the sun go down on your anger.) Approach the situation with an attitude of restoration rather than finding fault or blaming. Above all, let love, as described in 1 Corinthians 13, guide your interaction. Discussing the problem with others first may be gossip and usually results in making the problem larger and more difficult to resolve.
2. If the problem is not resolved talk with the school administrator.
3. If the problem is still not resolved, contact the School Board.

Although parents are strongly encouraged to communicate with teachers, we ask all parents to be sensitive to a teacher's schedule. The best way to contact the teacher is to call the office during office hours and leave a message for the teacher to return your call. Also indicate how immediate the need is. Do not expect the teacher to be able to come to the phone or to discuss a problem when you drop in. Please schedule an appointment to talk.

A good way to establish positive communication is to get to know your child's teacher well early on, sending notes of encouragement and appreciation, and offering both physical and emotional support to the teacher and classroom. Problems are easier to face in an atmosphere of encouragement and support.

DISCHARGE POLICY

At some point it may be determined that our program is not equipped to serve a particular child or family. This may occur because our school is not equipped to meet the needs of the student or family. It may be due to irreconcilable differences of philosophy or doctrine, or because the attitudes or actions of the student or family are inconsistent with CVCS standards. In all cases, the needs of the student will be of primary consideration, and we will make every attempt to assist the family in finding a program better suited to meet those needs.

Readmission to CVCS for another year is contingent on the family meeting all financial responsibilities and on the student fulfilling all academic requirements.

DISCIPLINE

Children require guidance and discipline in order to mature. Disciplining children is a responsibility of the school in assisting parents with their family ministries, and it is done out of love and concern for the child's growth. The ultimate goal of external discipline used in the classroom is to train the child toward self-discipline and self-control.

Students will be expected to demonstrate **respect for authority, respect for learning, respect for people, and respect for things**. Specific rules and procedures will be explained to students at the beginning of the school year and as the need arises. Teachers are expected to provide appropriate supervision in their classrooms and to implement schedules and room arrangements that encourage proper behavior. Teachers are also responsible for dealing with routine offenses among their own students. **Routine offenses** are those actions and attitudes that require intervention but do not consistently disrupt learning. The type of discipline used

depends on the age and maturity level of the student, the severity of the offense and the child's sensitivity to instruction. Methods of discipline for routine offenses may include, but are not limited to the following:

1. Verbal reproof, in which the child receives a warning about a particular behavior, is given opportunity to accept responsibility and then changes that behavior.
2. Time out, in which the child is removed from the situation or the classroom in order to have time to consider his/her actions. This may lead to detention.
3. Loss of privileges, which is most often used as a direct consequence of the child's behavior, or when a child has abused a privilege.
4. Lunch, or after-school detention, when time is needed to correct or work out a problem.

Excessive offenses are those actions and attitudes that consistently disrupt learning, are grossly disrespectful of people or property or cause the school to come under reproach. Offenses of this nature are referred to the principal. The student involved may immediately receive in-school suspension or expulsion.

1. In-school /out of school suspension involves being suspended from classes and isolated from other students. Parents will be notified and may be asked to come directly to the school and pick up their student. School work will be assigned to the student and will be expected to be done during the suspension.
2. Expulsion may result as a consequence for extremely offensive behavior or after multiple offenses in which a student's behavior warrants in-school suspension. The administration may recommend to the School Board that a student be expelled. The Principal will contact the parents to inform them of the recommendation. The parents will then be given an opportunity to address the School Board before a final decision

is made. A member of the School Board will notify the parents of the School Board's ruling. The student will remain suspended until a decision is made.

VISITORS

We encourage interested people to visit and observe our school. All visitors must sign in with the secretary and acquire a visitor's badge before being admitted to the school. Those interested in inquiring about enrollment should call the office to schedule a visit.

OFFICE

The office is to be used only for church and school business. All visitors, except regularly scheduled volunteers, need to report to the office first. The telephone, office supplies, and equipment (including copiers) are restricted for use by the secretaries, their assistants, and the teachers. A secretary or a school administrator must approve any other use of these items. A school administrator must approve any request for work to be done by the secretary.

STUDENT DROP OFF AND PICK UP

All drivers entering the CVCS parking lot are asked to exercise extreme caution since children will often be walking or playing in the lot. No cars should drive under the overhang when students are arriving at or leaving school.

Teachers are on duty only fifteen minutes before and after school. Elementary students are to go to the gym in the morning and under the overhang while waiting for rides in the afternoon. An adult must accompany preschool/pre-kindergarten students to the classroom. Elementary and Junior high students who arrive before 8:25 a.m. or are not picked up by 4:00 p.m. will go to before/after school care and appropriate charges will apply. Only the school entrance doors will be used by students to enter and exit the building.

KITCHEN AND LUNCHES

Students are to bring their own lunches. Families may purchase (in advance) hot lunches when offered. Lunches are eaten in a designated area of the gymnasium or outside when the weather permits. No eating is allowed in classrooms or other parts of the building without specific permission. Appropriate behavior is expected during lunchtime. Students should speak in a normal voice, remain properly seated until dismissed, and clean up their own area after eating. Milk is available daily at a yearly cost. Student lunches should be packed so that refrigeration at school is unnecessary. Students are not to be in the kitchen except to get their milk. Elementary students are not allowed to use microwaves, but secondary students (6th - 12th) have microwaves available for their use.

SCHOOL LIBRARY

Volunteers are responsible for running the library at CVCS. Students may use the library during library hours or during other school hours under the supervision of the classroom teacher. All library rules for using and checking out materials must be observed or a student may lose library

privileges and possibly serve a detention. Fines will be assessed for overdue and lost materials. Any donated materials or recommended purchases must be pre-approved by an administrator or a librarian.

SCHOOL PROPERTY AND EQUIPMENT

Use of the property and equipment of Cedar Valley Bible Church and Christian School is a privilege. Each student will be held responsible for damage caused to school property or equipment, and may be asked to pay the cost of repair or replacement.

Students are frequently asked to help with routine cleaning and upkeep in the areas they use. This helps to promote a sense of personal responsibility for care of school property.

5th-12th graders are regularly assigned lunchroom cleanup. This involves cleaning and putting away the dining tables, sweeping the floor and taking the trash to the dumpster.

INCLEMENT WEATHER

In the case of severe weather, including ice storms, heavy snow, blizzards, or extreme temperatures, tune to KGAN TV Channel 2, KCRG TV Channel 9, www.kgan.com, www.kcrg.com, or check your email, for delays and cancellations. Whenever possible school announcements will be made by 6:30 AM, but could come as late as 8:00 AM. School delays and closings are based on consideration of the entire staff and student population, as well as the area surrounding the school, so please listen for announcements before school whenever severe weather is forecast or

imminent.

If severe weather develops during the day, it is possible that school may be closed early. Again, these announcements will be made via email websites and TV, but parents and carpools will also be called when time is short. Please keep emergency contact information current in the office for these and other instances. In case of early dismissal, students must leave with their parents, carpools, or emergency contact person, unless the school receives specific instruction from the parents otherwise. Students will be kept in the safest area of the building, and will be cared for until they are able to leave with the appropriate person.

Children are expected to participate in outdoor recess daily, so they must bring the necessary clothing to school each day according to the weather. This may include boots, hats, gloves, jackets, snow pants, etc. If the weather is too cold or wet, indoor recesses will be held.

EMERGENCY PLANS AND PROCEDURES

Emergency drills are held on a regular basis. All inhabitants of the building are to follow emergency procedures each time an alarm is sounded, whether the alarm indicates a drill or a real disaster, until an “all clear” is given by a school official. The distinct alarms for fire, tornado, and lock-down are demonstrated for the students at an assembly at the beginning of the school year.

Fire drills and alarms will be indicated by a distinct alarm bell. Students should quietly line up at the door of the classroom without stopping for personal belongings. Students should exit the classroom quickly and in

single file along with their teacher, and should line up facing the building when they reach the area outside that is designated for waiting. Teachers need to account for all of their students. Doors of classrooms should be closed on the way out. If a teacher is not present, students should still follow this procedure and exit the building without delay.

Tornado drills and alarms will be indicated by a distinct alarm bell. All occupants of the building must go to their pre-appointed locations in the building. Those who do not know where to go should go to a restroom or interior classroom.

Lock Down alarms will be indicated by a distinct alarm bell. Cedar Valley will operate within a “Run, Hide, Fight” framework. Teachers are trained at the beginning of each school year in this procedure. We will not do live drills but teachers and students will be reminded of what to do in the event of an armed intruder.

Power failure may cause immediate darkness in the classrooms. Emergency exit lights and battery powered lights in the hallways will be lit. Every effort will be made to determine the cause and an expected amount of time for repair. If the power is to be off for an extended amount of time, parents will be notified to pick up their children.

Earthquakes are rare in our region, but in case of an earthquake students will be instructed to take cover under the classroom tables or a large desk, and to remain there until the area is clear of danger and the building is deemed safe.

Emergency/Crisis plans and procedures are in place for two types of

critical incidents. First of all, in the event of a critical incident at the Duane Arnold Energy Center, students and faculty will be evacuated from the building and transported by bus, van and teacher/parent vehicles to Washington Elementary School in Mt. Vernon, Iowa. Second, in the event of a critical incident during school hours that necessitates police intervention, students and faculty will be relocated to Sinclair Auditorium at Coe College (1220 1st Ave NE). The Cedar Rapids Police have an emergency plan that they follow in which parents and students are reunited.

HEALTH RECORDS

Each student of CVCS is required by the state of Iowa to have a record of immunizations on file in the school office. All students are also required to have a physical examination form signed by their doctor on file. Physical and dental examinations are required of pre-kindergarten and kindergarten students and students who are new to the school. Physical exams need to be updated for students in 3rd, 6th, 9th and 11th grade.

ILLNESS AND MEDICATION

Parents are urged to keep a child at home if any signs of illness are present including fever, sore throat, runny nose, upset stomach, rash and weeping cold sore. A student must be fever-free for 24 hours before returning to school. A student who has been absent because of a communicable disease must be confirmed non contagious by a doctor before returning to school.

If it is necessary for a student to receive medication during the school day, the parent must send the medication in its original container, with complete labeling intact. The medication must be immediately taken to

the office where it will be stored and dispensed. Students may not have medication at school without following this procedure.

Parental permission must be on file if a child is to be given medication at school and only designated staff members may dispense medications.

If it is determined that a student is ill at school, the parents will be contacted to make arrangements to pick up their child.

Written instructions or other direct communication by the parents is necessary for a child to remain inside during recess.

MEDICAL AND EMERGENCY PROCEDURES

Emergency contact information should be updated in RenWeb at registration. It may also be updated in RenWeb at any time if anything changes to affect its accuracy. Contact persons should be available during school hours and have a means of transportation.

In case of a medical/dental emergency the following steps will be taken:

1. Every effort will be made to contact the parents immediately.
2. If the emergency is life-threatening 911 will be called first, and then the parents will be called.
3. If the parents cannot be reached and the child needs immediate medical attention, the emergency treatment card will be presented to the attending physician. The alternative persons who are listed as emergency contacts on the card will be called.
4. If a child is transported by ambulance a CVCS staff person will accompany the child.
5. If the emergency does not require the use of an ambulance, yet the child needs to see a doctor or dentist, the child will be transported by his/her

own parents or by at least one CVCS staff person.

6. The responsible teacher or aide will assure that the remaining students are adequately supervised before leaving with the child.
7. First aid will be administered to the child until medical personnel can proceed with the child's care. Because of diseases transmitted by blood, all personnel are advised to glove up when administering aid to students. Students should not assist a sick or bleeding student but get an adult to help.

SCHOOL PICTURES

Each fall the school will hire a photographer to take individual pictures of our students. Parents will be sent information concerning prices and packages that they can purchase. Each individual student's picture will be used in the school yearbook and for school records. Every student will have their picture taken regardless of whether they purchase any pictures.

YEARBOOK

Students will be given the opportunity each year to purchase a yearbook. These will be available to order during the school year and will be distributed at the beginning of the next school year.

COMPUTER POLICY

The use of computers and Internet access is to support research and education by providing access to unique resources and the opportunity for collaborative work. Use must be in support of education and research and consistent with the educational objectives of Cedar Valley Christian School. A detailed computer use policy is available in the office and on RenWeb.

STUDENT RESPONSIBILITIES

Though the following section was first written with the older students in mind, the responsibilities that follow will be applied where appropriate.

What is the summing up of the responsibilities which God gives to His people? Jesus Himself said this, “Love the Lord your God with all your heart and with all your soul and Love your neighbor as yourself. All the Law and the Prophets hang on these two commandments” (Matthew 22:36-40; for a good working definition of how we are to love others, read 1 Corinthians 13).

The policies that exist for the students of Cedar Valley Christian School are not intended to confuse what righteousness with God is all about. Salvation is by grace through faith in Jesus Christ (Ephesians 2:8-9). The policies listed below are considered by the School Board and the elders of CVBC as necessary for the good of operating a school.

Secondary students and their parents will sign an agreement indicating their willingness to follow school rules and policies.

STUDENT DRIVERS AND BICYCLES

Student drivers must remember that driving to school and parking in the lot are privileges which can be revoked for these or other offenses: Excessive speed, reckless driving, parking inappropriately or in the wrong area. Students who drive are to park in the back NW section of the lot. Extreme caution must be exercised since children will often be walking or playing in the lot.

Students who ride a bike to school must park the bike immediately upon arrival and leave the parking lot immediately upon retrieving the bike after

school. Bikes are to remain parked throughout the school day. Bicyclists must observe the same rules and patterns of traffic as outlined for cars.

DRESS POLICY

Our purpose during school hours is to engage the students in academic learning. Our appearance makes a statement about who we are and what we are doing. Furthermore, how we appear must be modest for the good of other believers. The Apostle Paul writes this instruction in 1 Timothy 2:9, “Likewise I want women to adorn themselves with proper clothing, modestly and discreetly. . .” He also writes this in 1 Corinthians 10:23-24, “All things are lawful, but not all things edify. Let no one seek his own good, but that of his neighbor.” So then, the goal of our dress policy is to promote two things; an environment where learning can occur and modesty among young people.

Dress Policy – All grades up to and including 5th grade:

The Dress Policy for grades up to and including 5th grade will be one of modesty and appropriateness. It will be incumbent upon the parents to have their children dress in clothes that are not offensive and do not distract from the learning environment. Elementary students may be sent to the principal, or the teacher *may* have some dress code appropriate clothing for the student to wear however, it will be the responsibility of the class teacher and the administration to address any violations of this standard with the parents.

The dress policy for grades 6-12 is defined as follows:

1. All shirts and blouses are to completely cover undergarments and midriff area. Tight fitting and low cut tops will not to be worn to school. CVCS T-Shirts may be worn. No non-CVCS T-Shirts with writing will be permitted.
2. Sweaters/sweatshirts (hooded or not) may be worn but must have no writing/markings that are deemed offensive or inappropriate by the administration.
3. T-shirts with writing, athletic shorts, wind pants, sweat pants, etc. are allowed only in gym class.
4. Modesty must be exercised in what is worn in terms of length and fit. Acceptable length at school for dresses, skirts and shorts is one hand width above the knee when standing.
5. Outdoor clothes (coats, hats, etc.) may not be worn in the building during school hours.
6. All students will wear clothing appropriate to their gender. and fall under the above rules.
7. Shoes/sandals are to be worn at all times during school hours.
8. Excessive piercings and visible tattoos are not allowed.

Students arriving wearing clothing with markings deemed offensive or inappropriate will be asked to change into appropriate attire immediately

or go home to change. The student will not be allowed to attend class or return to school until they are in attire that complies with this policy.

It is our expectation that parents will work with us in helping their children follow these standards. The administration reserves the right to determine appropriate dress and grooming standards. Secondary students who are not appropriately dressed will lose their cell phone privilege and/or be assigned a detention and may be asked to change into appropriate clothing. Multiple infractions may result in further disciplinary action.

PUBLIC DISPLAYS OF AFFECTION

There is to be no inappropriate public display of affection at any school activity on or off campus nor during school-provided transportation.

SUBSTANCES

Students who use drugs, tobacco or alcohol illegally will be suspended from school for a minimum of three days and may be expelled from school. Student use of drugs, tobacco, or alcohol should be reported by the student or parent to the school administration. Though tobacco and nicotine products are legal for students who are 18 or older, we ask that students at Cedar Valley not use these products.

ABSENCES AND TARDINESS

All students are expected to arrive at school on time and prepared for

class. When a student is going to be tardy or absent, a parent must call the office before the school day begins in order to help us notify teachers and make necessary arrangements. The reason for the tardy or absence should be explained in the phone call or in a written note. When a carpool arrives late the driver should notify the office of their arrival so that all students can be accounted for. Parents will be contacted if absences and/or tardiness are excessive or unexplained. Absences and tardiness are noted on report cards.

Secondary students need to observe the same rules along with the following additional policies: Students are expected to arrive on time, prepared for class. If a student is not on time or misses class, a note from a teacher (or parent) is required to excuse the tardiness or the absence. In case of unexcused tardiness there is not a school penalty for the first or second offense. There may be a penalty imposed by the classroom teacher. The third, fourth and fifth offenses will result in loss of cell phone privilege and/or detention and parent notification. A sixth offense may result in suspension or other loss of privileges. Every nine weeks (midterm of the semester) the tardy count starts over.

LEAVING CAMPUS

Students may leave campus for appointments with written permission, or call to the office from a parent. Any student arriving late or leaving early must sign in/out in the office recording the time and reason.

PERSONAL PROPERTY

Students assume responsibility for all personal articles brought to school. A student will not be allowed to keep an item in his/her possession that is inappropriate, unsafe, or distracting.

Items found at school will be placed in the lost and found. Small or valuable items such as watches, money, or jewelry will be taken to the office. Parents and students may search the lost and found box for lost items at any time. Contents of the lost and found box will periodically be put on display, and items not claimed will be disposed of or donated to charity.

Following are some guidelines for bringing personal property to school:

1. Clearly label articles of clothing (especially gym clothes), school bags, books, and school supplies that are used regularly at school.
2. Cell phones and other texting devices are to be placed in a “phone pouch” inside each classroom at the beginning of each period and retrieved at the end of the period. Teachers may allow students to use their phones for school related activities (ie. calculator, stopwatch, etc.) Common courtesy is to be exercised when using cell phones, tablets, computers and other electronic devices. Elementary students may not bring cell phones/texting devices to school.
3. Computer equipment is only to be used for educational purposes during class time, including study halls. Video games and social media are not to be used during class time, including study halls.
4. Do not bring items to school that distract (electronic games, cards, toys, sports equipment, etc.). Such items are not allowed to be used in the building during school hours. Such items will be taken to the office and returned only to the parents.

5. At no time are students to bring the following items to school:
Fireworks, matches, explosives, weapons, knives, real or toy guns. Not only will the item be taken away and not returned, but depending on the nature of the offense, the student may be suspended.
6. Backpacks may be used to carry books and materials to and from home but may not be used to carry items during the school day.
7. Lockers: Hallway lockers are assigned to each student. Locker checks may be conducted periodically. Students are responsible for their locker. Lockers must be vacated in the same condition as when assigned. No stickers, tape, or writing on lockers is permitted. Failure to adhere to the above will result in work detail or payment for repairs. Locker room lockers will be assigned to each 6th-8th grade student. High school students may request a locker room locker. These lockers are to be used to store athletic items only. Students may request a school lock for their locker room locker and/or their hallway locker. Students may have their own lock on their locker, however a key or the combination must be provided to the administration. Elementary students may not have locks on their lockers.
8. Eating and drinking may only be done in the gym or outside.

STUDENT BEHAVIOR IN THE BUILDING

You are to respect authority. Do what is asked of you with a servant-like attitude.

You are to respect property. Use what is given you for its designated purpose. Do not write in textbooks or on desks or chairs. Do not sit on tables or lean back in chairs. Clean up after yourself and others.

You are to respect learning. Be quiet in the halls when other classes are in session, and study quietly in study halls. Do all your schoolwork to the honor and glory of your God and Savior.

You are to respect others. Do not let unwholesome words proceed from your mouth, but speak so as to build others up in their faith in Christ. Be kind to one another, tenderhearted, forgiving each other, just as God in Christ has forgiven you

TELEPHONE USE

Students may not receive telephone calls at school except in an emergency. A secretary will take a message and see that it is delivered to the student. Students are only allowed to use the school phone with permission from their teacher for reasons such as illness, missing lunches or necessary belongings, or for disciplinary reasons. If a student wishes to make a call for other reasons, he/she may use their cell phone, with permission from a teacher, or the pay phone in the kitchen. Visitors to the building, including parents, should ask permission before using the telephone. First consideration is always given to use for school business.

PETS

Pets in school can be a distraction, a source of allergens for susceptible students and employees, a health issue and an occasional safety threat to students who may not know how to properly interact with pets. Everyone is asked not to bring pets to the school or any school activity unless approval is obtained from the administration at least one day ahead of date needed.

EXTRACURRICULAR ACTIVITIES

CVCS offers extracurricular activities that serve to aid students in developing spiritual, social, and physical abilities. Students are strongly encouraged to participate in these activities. In many cases our extracurricular activities rely heavily on the participation of volunteers. In addition to the activities listed below, students can receive credit for involvement in such activities as choir, drama and yearbook.

Students who participate in extracurricular activities are expected to maintain high academic standards.

ATHLETICS

Students in 5th - 12th grades are encouraged to participate in the CVCS athletic program. CVCS offers soccer, volleyball, and basketball.

We feel that participation in athletics provides students with physically challenging and competitive situations in which they can learn to work as a team and develop good sportsmanship. Our primary objective in athletics, as in all other areas of the school, is to please God in our thoughts, words, and actions. All students who desire to participate will be allowed to do so, and every effort will be made to ensure that each student in the lower grades (5th and 6th) gets playing time during games.

All students who participate in athletics should have an annual physical exam. High school students who participate in athletics must have an annual physical exam and sign a Concussion Fact Sheet.

A complete athletic handbook is available upon request from the office.

DRAMA

While drama is sometimes an elective class for high school and a part of the curriculum for elementary and 7th/8th grade, your child may be required to attend a practice or performance before or after school. High school students who choose this elective should expect before or after school practices and evening performances.

MUSIC

Private piano lessons are available to students of CVCS during the school day. Lessons are scheduled in cooperation with the classroom teacher. Recitals are held throughout the year, and many students participate in contests such as the All-City Music Contest held in the spring. The piano teacher sets the cost per lesson, which is paid directly to her by parents.

Vocal music is taught in all elementary grades. The elementary students prepare and present some type of production at Christmas and in the spring of every other year. High school students may participate in choir as an elective for credit toward graduation. As is the case with drama, students who choose this elective should expect before and after school practices and evening performances.

SENIOR TRIP

Each year the senior class may be given permission to take a trip. The funds are to be raised by approved fundraising activities, so school funds are not used. Details about the trip will be determined and communicated to parents and students during the senior school year. A detailed Senior Trip Policy will be given to the parent sponsors before fundraising begins.

AWARDS

Christian character development goes hand in hand with every other area of student development. In keeping with that philosophy, teachers will award a certificate to each student identifying a biblical character trait that is being displayed or developed. We hope to encourage the students (and their parents) in their development of Christ-like character.

Athletic achievements are recognized at the athletic awards nights at the end of each season. Participants are recognized, and awards are presented for outstanding athletic achievements in areas of sportsmanship, hustle and team leadership. Athletic letters are awarded those athletes who have earned them. Coaches and sponsors are also recognized at these events.

Other awards may be presented at different times throughout the school year. We encourage students to excel in all areas of life, and we want to recognize their accomplishments when they do.

SCHOOL PERSONNEL

School Board

Brian Banowetz, Darrin Crow, Jay Davidson, J.W. Kissling, Dan Lord, Darin Ulmer, James Young

Administration

Principal - Jeff Pospisil
Elementary Lead Teacher - Sue Menken
Athletic Director – Stephanie Hodge

Staff

Administrative Assistant – Michelle Fields
Administrative Assistant – Lynette “Nette” Nugent
Administrative Assistant - Amy Fulkerson

Faculty

Early Education – Jill Wilson, Melanie Snodgrass
Associates – Laura Wheat, Christina Hernandez
Kindergarten – Janet Knake
1st grade – Sue Menken
2nd/3rd grade – Lisa Conn
4th grade – Heather Thomas
5th grade – Lindsey Richey
Elementary Art – Suzanne Oelschlaeger/Betsy Banowetz
Resource – Josie Andrew/Dawn Foote
Resource – Terri Iversen
Physical Education – Julianne Wilson
Vocal Music – Samantha Ulmer
Secondary Math – Adam Conn
Secondary Science – Rick Long
Secondary Social Studies – Craig Foote
Secondary Literature – Sarah Davis
Secondary English Grammar – Tom Fogle
Secondary Fine Arts/History/Bible – Robin Crow
Secondary Spanish – Sara Ulmer, Dawn Foote
Secondary Bible – Sean Lillis, Sean Masterson