CEDAR VALLEY CHRISTIAN SCHOOL

family handbook

2026-2027

Preschool - 12th grade
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Cedar Valley Christian School Family Handbook 2026-27
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GENERAL INFORMATION

We exist to make disciples.

MISSION

Cedar Valley Christian School students learn God's unchanging truth, grow in wisdom, and practice kindness while experiencing academic excellence.

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.

COMMITMENT

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:
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.
The integration of biblical truth in all that we do.
The commitment to nurturing all students in their faith in Jesus Christ and their love toward Him.
The upholding of the parents' responsibility for the education of their children.
The development of sound basic academic skills.

PORTRAIT OF FORMATION

The defining characteristics of a Cedar Valley student

Theological Umbrella

- We believe every student is an eternal being, created on purpose and for a purpose.
- We believe the Lordship of Christ is comprehensive.
- We believe discipleship is relational, immersive, and ongoing.
- We do not produce finished disciples. We aim to create an environment where lifelong discipleship is encouraged and cultivated

*A Cedar Valley student increasingly demonstrates maturity in **faith, conviction, relationships, character, and stewardship**.*

The Five Marks of Formation at Cedar Valley

Devoted Faith - Students increasingly understand and live under the comprehensive Lordship of Christ.

Thoughtful Conviction - Students increasingly integrate faith and intellect with humility and clarity.

Relational Wisdom - Students increasingly reflect the character of Christ in Christian community.

Resilient Character - Students increasingly embrace challenge, accept responsibility, and persevere with hope.

Purposeful Stewardship - Students increasingly recognize that all they have and all they are belongs to God and is to be stewarded for His glory.

Within this portrait we articulate **Formation Indicators**—observable evidences of growth that reflect our commitments while recognizing that God alone gives the growth. Formation indicators are listed in our Portrait of Formation on our website.

ANTIDISCRIMINATION STATEMENT

Cedar Valley Christian School policy prohibits unlawful discrimination based on race, color, sex, marital status, age, national origin or ancestry, physical or mental disability, medical condition, genetic information, or military status. The School is a bona fide religious organization as

contemplated by Title VII of the Civil Rights Act of 1964 and the Iowa Civil Rights Act. As such, to the fullest extent permitted by law, the School claims exemption as a religious corporation, association, educational institution, or society with respect to enrollment and employment of individuals.

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act, known as the ADAAA, are federal laws which, in conjunction with state law, prohibit schools from discriminating against applicants and individuals with disabilities and, when needed, require schools to provide reasonable accommodations to students, employees, and applicants who are otherwise qualified, with or without such accommodations. Cedar Valley Christian School will strive to provide reasonable accommodations to a qualified individual with a disability, as defined by applicable federal, state, or local law, who has made the School aware of the disability, provided that such accommodation does not constitute an undue hardship on the School.

DOCTRINAL STATEMENT

Bible: The Bible is inspired of God, inerrant and infallible in the original documents, written by human authors moved by the Holy Spirit to write the very words of God. We believe the Bible to be the final authority in all matters of faith and practice. (Psalms 19:7-9; 2 Timothy 1:13; 2 Timothy3:15-17; I Peter 1:20-21)

God: God eternally exists in three persons, Father, Son and Holy Spirit – and these three are one God. We believe in one God the Father Almighty, creator of heaven and earth, and of all things visible and invisible. He has revealed Himself in creation, through Old and New Testament prophets, through direct intervention in history, and in His Son Jesus Christ. (Genesis 1:1; Psalms 90:2; Matthew 28:19; Romans 1:20; Colossians 1:17; Hebrews 1:1-4)

Jesus Christ: Fully God and fully man, The Lord Jesus Christ was conceived of the Holy Spirit, born of a virgin in order to die a sinless, substitutionary death and thereby redeem sinful man. The proof that He accomplished this mission was His bodily resurrection from the dead and ascension to God's right hand where he now ministers as our Great High Priest. (Luke 1:34-35; John 1:1,2 14; Romans 3: 34-35; Romans 5:6; Romans 8:34; I Corinthians 15: 3-4)

Holy Spirit: Fully divine, the Holy Spirit permanently indwells and seals every believer from the moment of salvation unto the day of redemption. The current work of the Holy Spirit is to convict the world of sin, bring new life to those who are spiritually dead, and empower all believers to live godly lives. (John 3:3-8; John 14:16-18,26; John 16: 7-11; Acts 5:3-4; I Corinthians 3:16; Galatians 2:20; Galatians 5: 16,22-23; Ephesians 1:13-14; Ephesians 4:30)

Man: God created man in His image, innocent and sinless. Man voluntarily chose to disobey God, and through Adam's sin, all men are sinners by both nature and choice, spiritually dead and separated from God, and without Christ, incapable of restoring their relationship with God. (Genesis 1: 26; Genesis 3:1-24; Romans 3:10-18; Romans 3:23; Romans 5:12; Ephesians 2:1-3)

Salvation: Salvation is a gift of God's unmerited favor to all that He has chosen. It is wholly God's work from start to finish, and cannot be obtained by good works. It is attained by all that believe in the Lord Jesus Christ and His finished work on the cross. Salvation results in forgiveness of sins, righteous status before God, and adoption into God's spiritual family. (John 1:12; John 14:6; Romans 6:23; 2 Corinthians 5:21; Galatians 3:26; Ephesians 1:7; Ephesians 2:8-9; Titus 2:11-14; Titus 3:5)

Church: The church is made up of all (both Jew and Gentile) who have trusted Jesus Christ as Savior, and in the New Testament epistles is called the body of Christ. All believers are directed by Scripture to function within the church according to their individual spiritual gifts. The local church, as established in Scripture, is made up of believers who have

joined together for worship, instruction, fellowship and service. There is a complete and separate distinction between the Church as a 'people of God' and Israel. (Acts 2:42, 13:1-2; Ephesians 1:22-23; 4:7-13; I Corinthians 12:13)

Future Things: We believe in the personal return of Christ, in the air, for His church, to be followed by a seven-year period of tribulation. Christ will then return physically to the earth, defeat Israel's enemies, and establish a one thousand-year reign over an earthly kingdom, as promised to Israel. At the end of the thousand years, God will permanently assign Satan to the lake of fire, judge the unsaved, and establish the eternal state. (I Thessalonians, 4:13-18; Revelation 19:11-22:21)

Eternal State: All believers will experience a future resurrection of the body and reuniting with the soul. This future state is promised to all believers to enjoy an eternal existence, separated from sin, in the presence of God in glory. Those whose names are not written in the book of life will be cast into the lake of fire. This is called the second death. (Luke 16:19-26; 2 Corinthians 5:8; Philippians 1:23; 2 Thessalonians 1:7-9; I John 5:11-12; Revelation 20:11-15)

Eternal Security: All believers are secure in Christ forever. God's grace and power, not the self-effort of man, maintains salvation. (John 10:27-29; Romans 8:29-39; Hebrews 7:25; I Peter 1:3-5; I John 5:9-13)

Marriage: The term “marriage” has only one meaning: the uniting of one man and one woman in a single, exclusive union, as taught in Scripture (Genesis 2:18-25). Marriage between one man and one woman, for life, uniquely reflects Christ’s relationship with His Church (Ephesians 5:21-33). God intends sexual intimacy to occur only between a man and a woman who are married to each other (Matthew 19:4-6; 1 Corinthians 6:18; Hebrews 13:4). God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

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 made 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 2014, Cedar Valley Christian School became fully accredited by the Association of Christian Schools International (ACSI).

In 2026, Cedar Valley Christian School became independent but continues to reside in the Cedar Valley Bible Church building and works closely with the church.

Cedar Valley Christian School serves families from many churches in the Cedar Rapids area.

SCHOOL HOURS

Pre-K	Mon/Wed/Fri	9:00-11:30
Pre-K	MWF or M-F	9:00-3:15
Kindergarten-12th	Monday-Friday	8:45-3:30

BEFORE SCHOOL CARE

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

CHAPEL

Students will be involved in chapel 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/BUSINESS

SCHOOL BOARD

The School Board is responsible to ensure that the mission and guiding principles of the school are upheld. Day to day operations of the school are the responsibility of the principal.

FACULTY/STAFF

All faculty/staff are under the authority of the Principal and are held to the policies outlined in their contact and the Staff Handbook.

ADMISSION REQUIREMENTS

Cedar Valley Christian School admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at our school and does not discriminate on the basis of race, color, and national or ethnic origin in administration of our educational policies, admissions policies, scholarship and loan programs, and athletic or other school-administered programs.

Students entering preK must be at least three years old before September 15th and be toilet trained. All immunizations must be up to date.
Students entering kindergarten must be five years old by September 15th. All immunizations must be up-to-date.

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 Christian School will be supported.

ADMISSION PROCEDURES

Families interested in enrolling their child(ren) at CVCS schedule an educational consultation with the principal.
An application is submitted for each child a family wishes to enroll. Any other information about the child should be submitted with the application. (IEP, 504, report card, transcript, etc.)
At the discretion of the principal, an interview, shadow day or more information may be required.
The admission committee decides whether or not to accept a child based on space available and our ability to serve the child well.
Parents are mailed a letter informing them of the decision of the admission committee.

TRANSPORTATION

CVCS does not provide transportation to or from school. School owned buses are used to transport students on field trips and to some activities.

TUITION

A current list of rates is available in 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 the entire school year.

TUITION PAYMENT OPTIONS

We have partnered with Digital Academy to help us manage our tuition payment program.
Tuition payment may be made annually or semiannually without additional fees. Monthly payment plans are also available through DA for

a fee.
Enrolling in Digital Academy: You will receive an invite from DA with information necessary to enroll.

LATE PAYMENTS, REFUNDS AND UNPAID TUITION

Any financial problems that a family may be facing with the scheduled plan need to be discussed with the principal before a payment is late. Families who withdraw students during the school year are required to pay tuition through the end of the semester in which they withdraw.

FINANCIAL AID

ESA: Families may apply for the Student First Education Savings Account school choice funding through the Iowa Department of Education and use those funds to pay tuition. ESAs must be applied for annually and are the responsibility of the parents.
STO Scholarships: Cedar Valley Christian School is part of the Heart of Iowa School Tuition Organization (STO), which is a needs based scholarship program. There is no fee to apply for an STO scholarship. STO scholarships will be applied after ESA funding.
Non-STO Financial Aid: Additional financial aid is handled on a case by case basis by school administration.

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. 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. It provides the foundation of our faith in Jesus Christ, the standard of truth, and the practical guide for life today. Bible is taught as a separate subject, 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 the 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 help each student seek to:

Love God, love people: (Mark 12:30-31) ‘Love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength.’ The second is this: ‘Love your neighbor as yourself.’There is no commandment greater than these.

GRADUATION REQUIREMENTS

To graduate from CVCS, a student must complete 44 credits of work (one credit for each semester of a class). 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.
English Grammar: 2 credits.

Literature: 8 credits.
Mathematics: 6 credits.
Science: 6 credits.
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.
Electives: Electives are offered during each semester and during J-term.
Additional Recommendations: Two years of foreign language, four years of mathematics, four years of science, involvement in extracurricular activities.

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.

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.
Iowa Statewide Assessment of Student Progress (ISASP) is given to 3rd through 11th grade students in the spring.
MAP Growth testing is given to kindergarten through 5th grade students two times per year. MAP Reading Fluency tests are given to kindergarten through 5th grade students throughout the year.
Preliminary Scholastic Aptitude Test (PSAT) may be 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.
Scholastic Aptitude Test (SAT) and American College Test (ACT) are not given at CVCS, but we recommend that college bound 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 must maintain a “C-” average or higher. Failure to do so in two consecutive semesters may result in the student being dismissed.

HOMEWORK

Homework is not assigned on a daily basis for students in kindergarten through 6th grade, although occasional projects may require parental

assistance or extra time. Homework should be expected in 7th-12th grades.
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

Paraeducators assist classroom teachers with students experiencing academic difficulties. Teachers will modify instruction for individual students at their discretion to best serve the student.

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.

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, cross country, weightlifting and basketball. Other athletic opportunities may be offered through sharing agreements with other schools.
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 concerts throughout the 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.

POLICIES AND PROCEDURES

BOARD POLICIES

School policies can be found in the CVCS Bylaws, School Board Handbook, Family Handbook, Staff Handbook, and Athletic Handbook. These handbooks are available upon request.

PARENT RESPONSIBILITIES

For CVCS to 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 is committed to the biblical standards of sex, gender, marriage, and sexual purity. Sex and gender are intentionally created and designated by God at conception and not a matter of human free will. The biblical definition of marriage is exclusively limited to the covenant relationship between one man and one woman. Sexual activity outside of marriage is contrary to God's design and plan for what is best. (Genesis 1:26-28, 2:18-25)
In the event that the atmosphere, or conduct, within a particular home is determined to be counter to, or in opposition to, the biblical lifestyle the school teaches, the school reserves the right, within its sole discretion: to refuse admission of an applicant, or discontinue enrollment of an active student, based on the family lifestyle or their inability to support the moral principles of the school.

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:
Our school calendar is on our website (www.cedarvalleychristianschool.org). This calendar is updated frequently with field trips, sporting events, student activities, etc.

We ask every family to provide an email address so that we might communicate with them through Digital Academy (our school information management system). Teachers will use DA to communicate academic progress to parents of students in 4th - 12th grade and administrators will use it to communicate general school information.
The school provides assignment planners for students in 6th - 8th grade. The planners are intended to encourage organizational skills in students and to provide another avenue of communication for parents and teachers.
Parent/Teacher Conferences are scheduled in the fall and in the spring to discuss general progress. Major concerns should be dealt with when they arise.
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.
If you have a concern, talk with the person directly involved privately and quickly. 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.
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.

DISCHARGE POLICY

At some point it may be determined that our program is not equipped to serve a particular child 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.
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.
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:
Verbal reproof, in which the child receives a warning about a particular behavior, is given opportunity to accept responsibility and then changes that behavior.
Time out, in which the child is removed from the situation or the classroom in order to have time to consider his/her actions.
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.

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.
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.
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 Principal will contact the parents to inform them of the expulsion. The parents will then be given an opportunity to appeal the decision to the School Board if they wish.

VISITORS

All visitors must sign in at the office.

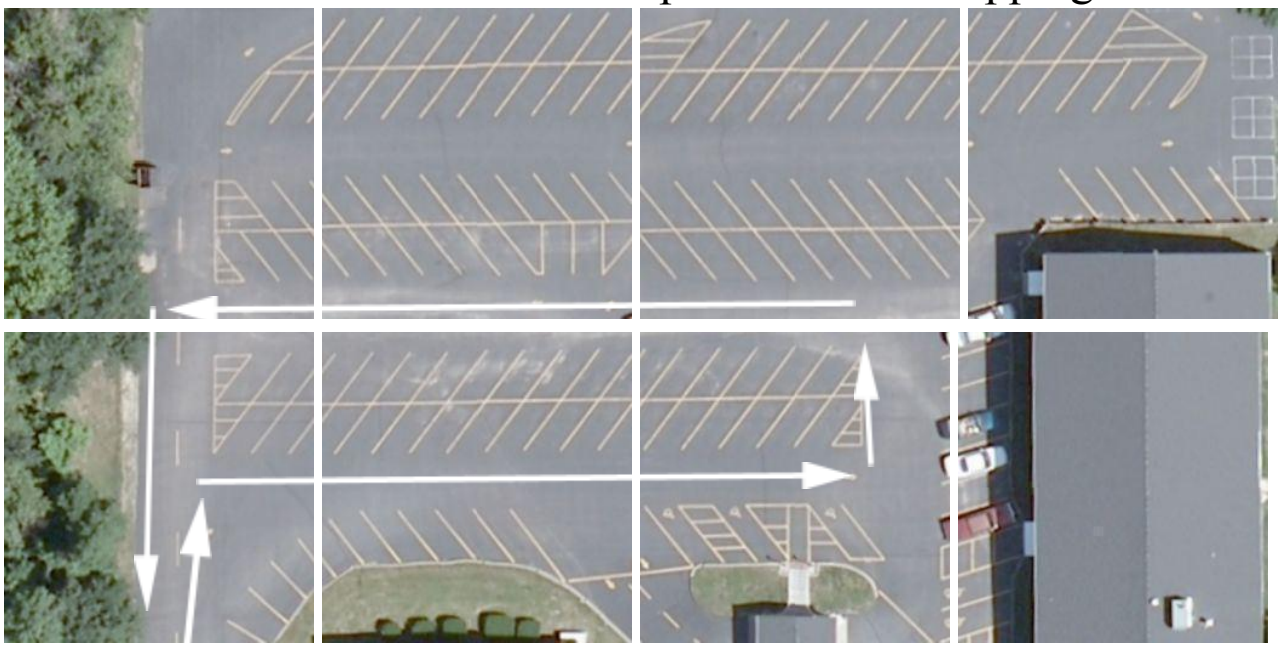
OFFICE

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.

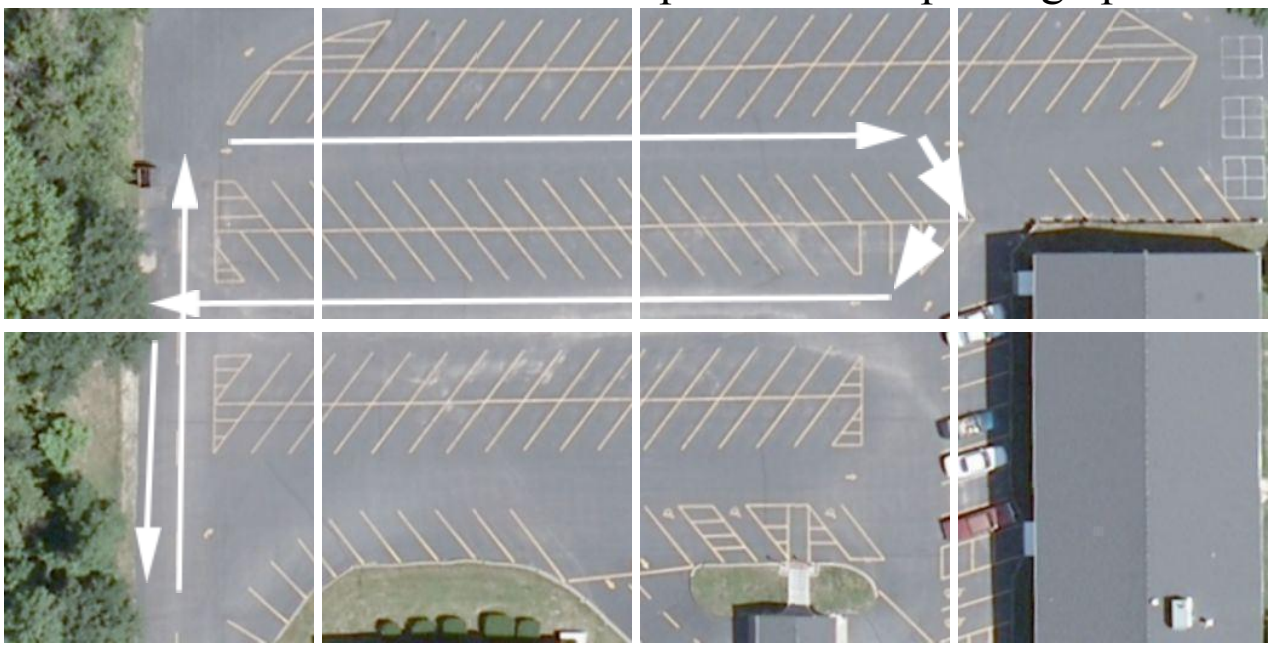
STUDENT DROP OFF AND PICK UP

All drivers entering the CVCS parking lot are asked to exercise extreme caution since children will often be walking or playing in the lot.

All traffic should follow the same pattern when dropping off students.



All traffic should follow the same pattern when picking up students.



No driver is to block the traffic flow waiting to pick up students. **After school, K-6th grade students will line up along the gym with their teacher**. Parents should park their cars and walk to the student area to pick up their child so that no child is walking in the parking lot unattended.
Students should arrive at school no earlier than 8:30 each morning, and leave no later than 3:45 PM unless special arrangements are made. Teachers are on duty only fifteen minutes before and after school. Elementary students are to go to the gym in the morning. Elementary students who arrive before 8:25 a.m. will go to before 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 or families may purchase hot lunches (at least 24 hours in advance through FACTS). **If a student is without a lunch, they will be provided a cold lunch. A $6 fee will be applied to the family account and the parent will be notified by email or text.** If a student is absent, there will be no refund. If there is a snowday or the school cancels lunch, refunds will be given at the end of the school year.
Lunches are eaten in a designated area of the gymnasium or outside when the weather permits. 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. Elementary students are not allowed to use microwaves, but secondary students (7th - 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. Fines may 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.

INCLEMENT WEATHER

In the case of severe weather tune to KGAN TV Channel 2, KCRG TV Channel 9, www.kgan.com, www.kcrg.com, or check your email for delays, early dismissals, or cancellations. Whenever possible school announcements will be made by 6:30 AM, but could come as late as 8:00 AM.

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 "Fight, Flee, Barricade" 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 we will follow Tornado protocol.

Emergency/Crisis: In the event of a critical incident during school hours that necessitates police intervention, students and faculty will be relocated to ImOn Ice Arena 1100 Rockford Rd SW. 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 required to keep a child at home if any signs of illness are present including, but not limited to, fever, sore throat, runny nose, cough, upset stomach, rash, diarrhea, and weeping cold sore. **A student must be fever-free (without medication) and symptom free for 24 hours 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.

MEDICAL AND EMERGENCY PROCEDURES

Emergency contact information should be kept updated in FACTS. 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:

Every effort will be made to contact the parents immediately.

If the emergency is life-threatening 911 will be called first, and then the

parents will be called.
If a child is transported by ambulance a CVCS staff person will follow the ambulance to the hospital.
First aid will be administered to the child until medical personnel can proceed with the child's care.

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.

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 CVCS. A detailed computer use policy is available in the office.

SMARTPHONES

High School students: Smartphones will be off and away from 8:45 until 3:30 each day. They will be in a bag or locker or on their person and **powered off.** If they are seen or heard, they will be confiscated and left in the office until the end of the day. High school students may power their smartphones up during lunch time to check messages or communicate with parents. We still encourage High School students to interact with their peers and teachers during lunch time and not be on their phones.
Pre-k-8th grade students: We highly recommend that these students do not have phones. For those who do, we highly recommend keeping those phones at home. If a smartphone is brought to school, it will be powered

down and kept in a bag or locker from 8:45-3:30. Violator's phones will be confiscated and kept in the office to be returned to the parent.

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.

DRESS POLICY

The Dress Policy 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.
To assist parents the following guidelines should be observed:
1. Undergarments should be completely covered.
2. Clothing must have no writing/markings that are deemed offensive or inappropriate by the administration. Hoods will remain down in the building.
3. Modesty must be exercised in what is worn in terms of length and fit.
4. Jackets/coats may be worn in the building but not blankets.
5. Shoes/sandals are to be worn at all times.
6. Secondary students may wear hats in the building as long as the hat does not distract from learning or cause problems.
The administration reserves the right to determine appropriate dress and grooming standards. Students who are not appropriately dressed will be

asked to change into appropriate clothing and/or face disciplinary action. 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.

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. Parents will be contacted if absences and/or tardiness are excessive or unexplained. Absences and tardiness are noted on report cards.

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.

STUDENT BULLYING/HARASSMENT

God's Word should govern all student behavior and relationships. Therefore, student harassment will not be tolerated. All CVCS employees and students are protected from harassment according to Board policy.

Consequences for harassment will follow the regular discipline procedures and may include:verbal warning/appropriate consequence, written warning/appropriate consequence, and/or suspension/expulsion.

ANTI-BULLYING/HARASSMENT POLICY

I. Statement of Policy

A. School employees, volunteers, and students in school, on school property, or at any school function or school-sponsored activity will not engage in bullying/harassing behavior.

B. School employees, volunteers, and students will not engage in reprisal, retaliation, or false accusation against a victim, witness, or an individual who has reliable information about such an act of bullying/harassing.

C. School employees, volunteers, parents, or guardians, and students are expected to act in a timely and responsible manner to prevent, report, and facilitate investigation of suspected bullying/harassment.

II. Definitions Bullying/harassment is defined as follows: The repeated actions or threats of action directed toward a person by one or more people who have or are perceived to have more power or status than their target in order to cause fear, distress or harm. Bullying/harassment can be physical, verbal, psychological or any combination of these three. It is important to distinguish bullying/harassment from other unkind, mean and harmful behavior. To be defined as bullying/harassment, all three components must be present: 1) repeated actions or threats, 2) a power imbalance and 3) intention to harm.

III. Reporting Suspected incidents of bullying/harassment should be reported to the Principal within 24 hours. The Principal or designee is responsible for receiving reports and ensuring the Anti-Harassment/Anti-Bullying Policy is implemented.

IV. Investigation Suspected incidents of bullying/harassment will be promptly and thoroughly investigated by the Principal or designee. Investigators will consider the totality of the circumstances presented in determining whether conduct objectively constitutes bullying/harassment under this policy.

V. Consequences for Violators Individuals responsible for conduct in violation of this policy will be subject to disciplinary action, which may include suspension or expulsion.

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: Clearly label articles of clothing (especially gym clothes), school bags, books, and school supplies that are used regularly at school.

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. CVCS student accounts are filtered for internet content. Filtering for individual students' personal devices is the responsibility of the parent.

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.

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.

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. 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.

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 are only allowed to use the school phone with permission from their teacher.

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 time.

SCHOOL PERSONNEL

School Board

Brian Banowetz, Darrin Crow, John English, Dave Lynch, Don McDill, Jeff Pospisil, James Skvor, James Young

Administration

Principal - Jeff Pospisil
Athletic Director – Adam Conn
Elementary Instructional Coach - Sue Menken
Secondary Instructional Coach – Robin Crow

Staff

Administrative Assistant – Michelle Fields
Administrative Assistant – Lynette "Nette" Nugent
Administrative Assistant - Amy Fulkerson
Campus Pastor - Sean Masterson
Food Service - Angel Freund

Faculty

Early Education – Melanie Snodgrass
    Associates – Laura Wheat, Melanie Lynch, Ava Clair
Kindergarten – Jill Wilson
1st grade – Kelli Meyers
2nd grade - Lisa Conn
3rd grade – JoAnn Slee
4th grade - Heather Thomas
5th grade – Abby Lewis
6th grade – Amanda Baugh
Elementary Art – Carrie Lane
Paraeducators - Jennifer Spurrell, Valerie Key, Danielle Vasser, Sam Pospisil
Physical Education – Drew Kayser
Vocal Music – Samantha Ulmer
Secondary Math – Adam Conn
Secondary Science – Evan Mills, Rick Long
Secondary Social Studies – Craig Foote
Secondary Literature – Sarah Davis
Secondary English Grammar – Wendy Cronbaugh, Tom Fogle
Secondary Spanish – Dawn Foote
Secondary Bible – Joshua Schramm, Sean Lillis