

# Bulletin

## Welcome

We are glad that you have chosen to make Central Valley Christian Academy your home. CVCA has a long and proud tradition of high academic achievement, extensive sporting and cultural programs, and relevant opportunities for spiritual growth and development.

There is no better feeling than to know you have done your best. “Whatever you do, work at it with all your heart, as working for the Lord, not for men.” Colossians 3:32

The following pages contain policy and procedures that are put in place for the success of the student and school. We strive to maintain a Christ-centered learning environment and We pray that whoever walks through the doors of CVCA will get a glimpse of Jesus.

We look forward to working with all of you and if you have any questions don’t hesitate to contact us!

## Mission Statement

The mission of CVCA is to provide an education of highest quality within a Christ-centered environment. It is dedicated to developing the whole person by fostering growth in a personal relationship with Jesus Christ and by promoting academic excellence, emotional stability, physical well-being, and social responsibility.

## Philosophy

CVCA is a family of curious learners who believe that true education addresses the potential of the whole person in a balanced development of the physical, mental, spiritual and social dimensions of life.

While we value the rigorous pursuit of knowledge, our main objective is to help students develop a solid Christian characters, realize their individual worth as children of God, embrace Christian values, and learn to make principled choices. This goal is best reached in a context of responsible freedom and redemptive discipline. The entire curriculum reflects the world view and the values revealed in scripture. Students are educated to embrace service as a way of life, to be sensitive to the needs of people in the home and society, and to become active members in the church. Young people are encouraged to accept Jesus Christ as Creator, Savior, Lord and coming King, and to commit their lives to Him.

## Communication

The success of CVCA depends in a large measure upon the cooperation between parents and the administration. If students voice concern to their parents concerning school matters and feel they were mistreated, parents are asked to notify the administration and withhold judgment until a proper investigation can be made.

## Objective

### EXPECTED SCHOOL-WIDE LEARNING RESULTS

Christ-like

Values

Citizenship

Academics

***Luke 2:52 – “And Jesus grew in wisdom and stature, and in favor with God and man.”***

### GUIDELINES FOR IMPLEMENTATION

#### Curriculum and Teaching

The administration and faculty of CVCA accept the responsibility to develop and implement in a classroom setting a curriculum and/or classes within that curriculum that emphasize content which will foster independent thinking, the development of a Bible-based personal value system and problem solving skills. The administration and faculty also accept the responsibility to be Western Association of Schools and Colleges (WASC) accredited, reflecting our desire to be nationally recognized.

#### Expectations and Cooperation

Both the students and the school need to know what is expected of the other. The student may expect the school to act in harmony with its statement of philosophy and objectives. The school has outlined in the student bulletin its expectations of the student.

The success of the school, in its efforts to help the student excel and reach his/her potential, depends largely upon close cooperation between parents, teachers and students. Conditional to admission, students and parents (or guardians) agree to be supportive of Central Valley Christian Academy's philosophy, objectives and regulations. Parents and teachers alike are encouraged to support these same values in the home and family unit.

## Policies and Consistency

To achieve the goals of CVCA, it is necessary to have certain policies and regulations. The school's enforcement of these policies and regulations will be consistent with its philosophy and objectives and will, therefore, require flexibility, especially in serious matters, which may have long-term implications.

## Responsibility to the Church

Central Valley Christian Academy is a Seventh-day Adventist Christian school. The faculty, administration, and staff, therefore, have a responsibility to operate the school in harmony with the working policies and guidelines of the local constituency, its operating board and the church.

# Admissions

Central Valley Christian Academy is operated primarily for education and training of the youth of the Seventh-day Adventist Church; however, the school welcomes applications from all youth who are in harmony with the philosophy and objectives of Christian education and who will cheerfully and sincerely endeavor to live according to Central Valley Christian Academy's principles. On admission, every student pledges to willingly observe all the regulations of the academy and to uphold the principles upon which the school is based. If a student breaks this pledge, he/she automatically forfeits his/her privilege to membership in the school and may be allowed to remain in school only by administrative action.

It is also a part of the student's contract that he/she will perform all the duties assigned to him/her in connection with the school to the best of his/her ability. Students who are willing to develop positive attitudes, spiritual values, and mental abilities in keeping with the philosophy and objectives are encouraged to apply.

Central Valley Christian Academy welcomes students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and other school-administered programs. However, Central Valley Christian Academy reserves the right to deny admission to

anyone unwilling to comply with the school's policies or unable to meet and/or achieve the school's level of academic or behavior standards. CVCA does not admit individuals who engage in sexual misconduct, which includes non-marital sexual conduct, homosexual conduct, or the encouragement or advocacy of any form of sexual behavior that would undermine the Christian identity or faith mission of CVCA and the Seventh-day Adventist Church.

The necessary forms for application may be obtained from the school office.

The Admissions Committee acts on all applicants for admission. Action of the committee will take place only after the administration or administratively designated teacher has secured sufficient information to take to the committee. Students will not be admitted to the classroom until positive action has been taken by the committee and all necessary forms and arrangements have been made. Typical admittance procedures are as follows:

1. Complete the online application and admissions form.
2. Interview with classroom teacher, principal and/or vice principal.
3. Kindergarten through Eighth Grade students are required to have an entrance test with the home room teacher.
4. Transfer students must provide an official grade report and most recent national test score before evaluation can be made of the student's permanent class standing.
5. Provide verification of a medical check-up by a physician. This is required for all new students and those entering Kindergarten, First Grade, Seventh Grade and Ninth Grade.
6. Fifth Grade through High School must obtain a letter of recommendation from one of the following: a former principal, teacher or pastor.
7. Provide official transcript of last grade completed. Evidence of satisfactory completion of the eighth grade must be presented before the student enrolls in the high school. Official transcripts for transfer students must be received by the academy before evaluation can be made of the student's permanent class standing.
8. Provide verification that the following immunizations are current.
  - a. A completed series of the Polio vaccine.
  - b. Two doses of the Measles, Mumps and Rubella vaccine.
  - c. All students entering Kindergarten (or First Grade if the student did not attend Kindergarten) must have one dose of the Varicella vaccine or proof of immunity. Children ages 13 through 17 from out of state or

country entering a California school for the first time, must have two doses of the Varicella vaccine.

- d. A completed series of the Diphtheria, Pertussis and Tetanus vaccine. All students transferring into the 7<sup>th</sup> through 12<sup>th</sup> grades (from either out of state or within California) are required to have a Tdap vaccine on or after their seventh birthday.
  - e. A completed series of the Hepatitis B vaccine.
  - f. Tuberculosis (TB) clearance for all new students
9. Complete Financial Policies and Procedures agreement.

## Age for Admission to TK, Kindergarten and First Grade

Students entering Transitional Kindergarten and First Grade must meet the age qualification. Age must be verified by birth certificate or other legal document normally accepted for the verification of age. A copy of such verification must be presented for student records.

Transitional Kindergarten students must be five (5) on or before December 2.

Kindergarten students must be five (5) on or before September 1. A new student entering the First Grade must be six (6) on or before October 1.

Transitional Kindergarten is a 2-year program and no student will be allowed to advance before the end of the 2 years. There are no exceptions to this policy except by Administrative Approval.

## Grade Placement for Grades TK - 8

A student's initial grade placement will be determined by the results of an entrance test and by the child's prospective classroom teacher in consultation with the vice principal. There is a \$15 TK and Kindergarten placement fee.

## Grade Placement for High School

The following requirements must be met in order to be classified as a:

Freshman – completion of eighth grade.

Sophomore – completion of at least 60 semester units of credit.

Junior – completion of at least 120 semester units of credit.

Senior – completion of at least 180 semester units of credit.

## Special Educational Needs

Whenever possible, teachers will attempt to make individualized accommodations for students with learning differences. We do not have the facilities to accommodate students with Special Educational needs, but we will gladly assist families with referral information. The school may deny admission when it is clear that the needs of the student are beyond the resources of the school.

## Standardized Testing (Elementary)

We require students in Grades 3 – 8 to take the Iowa Test of Basic Skills (ITBS) each fall. This test has been adopted by the North American Division Office of Education for Seventh-day Adventists to be used in all denominational schools. It is one of the most widely used standardized tests in both public and private schools across the nation. The ITBS is comparable to other standardized tests; it measures yearly student growth and checks for grade level proficiency. This test is a valuable tool for the teacher in determining a student's strengths and weaknesses. It is to the student's benefit to be in the best possible physical condition, so it is strongly urged that parents take special care to provide proper sleep and nutrition during this time (see calendar on page 23 for ITBS testing dates).

## Student Services

A wide variety of resources are available to assist students as they plan for life after high school. Each year we invite a college enrollment counselor to work with families as they prepare their Free Application for Federal Student Aid (FAFSA). Scholarship and award information is also provided to all seniors on a regular basis throughout the year. We offer Sunday test dates for the ACT and SAT tests on campus. A large collection of college handbooks are available for students to check-out. It is our desire to help provide students and parents with the information they need to make sound, informed decisions about college. You will find more information about graduation, testing, college and scholarships on our school website.

## Transfer Students

All new and/or transfer students will be welcomed on a probationary basis. Those coming from other Adventist schools must present verification of having cleared all financial responsibility with the other school. During the probationary period the student will also demonstrate a desire and willingness to abide by the expected rules of conduct and a determination to pursue a quality education.

New and/or transfer students may not be accepted to Central Valley Christian Academy after the fourth quarter has begun.

## Withdrawal Procedure

When withdrawing your student from school, a Student Withdrawal Form is to be submitted to the Business Office to finalize financial responsibilities. If a student withdraws from Central Valley Christian Academy, readmission is at the discretion of the Admissions Committee.

## Photo and Video Release

By registering at Central Valley Christian Academy, parents and students authorize the use by the Academy, or anyone authorized by the Academy, of any photographs or videos taken of them while at Central Valley Christian Academy, without compensation. All negatives, prints, and photo files shall be considered the property of Central Valley Christian Academy.

# Finances

It is the purpose of the Central Valley Christian Academy administration to keep the charges of the school as low as is consistent with good business practices. The rates are based on service costs and commodity prices prevailing at the time of this publication and are subject to change in the event of a marked increase in the cost of operating the school.

The Academy is partially maintained through substantial subsidies from the Central California Conference of Seventh-day Adventists and the members of constituent churches. To equalize the burden of support among the patrons of the school, the tuition rates are discounted for those who are members of a constituent Seventh-day Adventist Church. To qualify for the constituent rates, the student must be on the list of qualifying students, submitted by the constituent church. Those not on the list must obtain a letter of qualification from the certifying constituent church.

The charge for tuition is the same regardless of the number of courses for which the student is enrolled. If a student enters late or exits early, he/she will be charged a daily rate for the number of days of actual enrollment.

The registration fee and the first month's tuition are due on registration day. Those not able to pay cash should contact their local pastor or the chairman of the CVCA Finance Committee. Ten monthly statements, including the first month's tuition and registration fee, are sent to those responsible for the student's bill. Payment is expected by the due dates per payment schedule. All accounts are considered past due if payment is not received by the close of school on the due date of each month as defined below.

**All old accounts must be paid before starting the new school year.** Current accounts (current school year) will not be allowed to go beyond 60 days. When an account is 30 days delinquent, the person(s) responsible for the account will be notified that they have 10 school days to make their account current. If the account reaches 60 days past due,

the student(s) and responsible party will be notified that the student(s) will not be allowed to return to Central Valley Christian Academy until the account is brought to a zero balance or an arrangement made. A written arrangement can be made with the approval of the finance committee chair, principal, business manager, and constituent pastor within the 60-day cut-off date. When the student(s) leaves school because the account is not current, no tuition will be charged and no assignments will be given. This will be considered an automatic withdrawal. Students who are re-admitted after the account is made current will not be charged a registration fee. If the student is re-admitted within one week of the withdrawal date, the student may be allowed to make up the course work provided their bill is paid up for that current week. If a student misses more than one week of school because of finances, academic credit will be given only up to the date of withdrawal and after the date of re-admittance.

An official transcript will be issued upon request free of charge, providing the account is paid in full. CVCA automatically sends unofficial transcripts/GPA to Pacific Union College and La Sierra University without the student's permission.

***Students with outstanding accounts will not be given a diploma or a transcript until the account is paid in full.***

## Textbooks

Book Purchase Price (per student) from \$175.00 and up. New and used textbooks will be available for purchase throughout the year in the Library. Most textbooks will be purchased back by the school based on the condition of the textbook. A minimum of 1/3 of the replacement value will be withheld from your purchase price.

## Class Funds

No refunds will be made on funds raised through class fundraisers. Monies paid by the student and/or immediate family may be refunded only beyond non-refundable deposits or expenses. The remaining funds will stay with that class. Any funds raised specifically for class functions that are individually credited and not used remain in the class in which they were raised. All other class funds raised are considered general class funds. Students who leave CVCA will not be able to take any funds with them.

## Student Work Program

The purpose of the work program is to help students who are age 14 or older defray part of their tuition and to instill in the student respect for the dignity of work. The school endeavors to employ each student who has a sincere desire to work, but unfortunately the academy student labor budget may not be large enough to employ everyone who applies. An attempt is made to match the job preference of the student to the individual job requirement. If you have any questions regarding the student work program, please contact the administrative offices.

## Program Changes

All policies outlined in this bulletin are subject to change by action of the Central Valley Christian Academy Board. Any variation from the stated financial policies must be voted by the school board upon recommendation by the finance committee.

# Community Service

CVCA is involved in a significant community service program. The purpose of this program is to educate our students regarding the diverse needs within a community and to teach them to be involved through example and experience. This training will educate our students to be responsible members of their community.

Students at CVCA are required to participate in 100 hours of service ministry/community service, or 25 hours for each year of enrollment. Proof of these hours must be documented on the CVCA Service Ministry form.

# Academics: Elementary

## Grade Reports

The school year is divided into four periods of approximately nine weeks each. At the end of each of these periods a report concerning the student's scholastic progress, attendance and citizenship is sent to the parents.

Progress reports will be sent to the parents at the discretion of the teacher. Grades and grade-point averages (GPA's) are based on the following scale:

KINDERGARTEN / EFFORT GRADES	
E	Excellent
S	Satisfactory
N	Needs Improvement

FIRST and SECOND	
E	Doing Very Well
S	Making Acceptable Progress
N	More Progress Needed

THIRD - EIGHTH			
A	94-100%	Excellent	4.0 GPA points
A-	90-93%		3.7 GPA points
B+	87-89%		3.3 GPA points
B	84-86%	Above Average	3.0 GPA points
B-	80-83%		2.7 GPA points
C+	77-79%		2.3 GPA points
C	70-76%	Average	2.0 GPA points
C-	65-69%		1.7 GPA points
D+	59-64%		1.3 GPA points
D	54-58%	Below Average	1.0 GPA points
D-	50-53%		0.7 GPA points
F	0-49%	Failure – no credit	0 GPA points
I		Incomplete*	0 GPA points

\* An incomplete must be cleared by the end of the following quarter or the grade will become an F.

## Honor Roll

An Honor Roll will be posted for Grades 5-8 at the end of each quarter, for students receiving grades of a 3.0 or higher—cumulative)

## EIGHTH GRADE INFORMATION

### Eligibility for Eighth Grade Class Office

Class elections will be held in January, after the first semester. The first semester grades will be evaluated to see who is eligible to run for office. A candidate must have no grade less than a "C" for the first semester. The office of President must have a semester GPA of 3.0 or higher. The other five offices must have a semester GPA of 2.5 or higher. All officers must continue to maintain these GPAs in order to remain in office. If elected to an office and the student is unable to maintain the required GPA, he/she may be asked to step down from the office resulting in another election. Good citizenship is necessary to hold an 8<sup>th</sup> grade office. An officer will not misbehave or receive any detentions. Candidates for President and Vice-President must be a full-time student.

## Eighth Grade Graduation

Graduation for the 8<sup>th</sup> grade is planned and conducted by the administration of Central Valley Christian Academy. Graduation exercises are held at the end of the school year. A student completing required course work will be permitted to participate in graduation ceremonies. Student participation in the graduation activities is a privilege and not a right. The administration of the school reserves the right to deny participation in the graduation activities to any student who does not meet the established criteria for academic and citizenship standards. During the graduation activities, any student who refuses to abide by the specific instructions/guidelines that are given by the class sponsors and/or the administration will be denied the privilege of continued participation in the remaining graduation activities.

### Participation in Graduation Exercises for Students in the 8th Grade

Students in the 8<sup>th</sup> grade must have successfully completed all requirements for graduation by the end of the school year to be able to march during graduation exercises. These requirements include passing all required classes, meeting minimum proficiency requirements, and the school having received official notification that all correspondence work and/or courses for transfer credits have been successfully completed.

# Academics: High School

## Purpose

The desire and purpose of Central Valley Christian Academy is to offer quality instruction and excellence in scholastic standards. CVCA will schedule students in a program that suits their interests and ability level. In addition, every student is expected to maintain positive academic growth each semester in order to retain attendance privileges.

## Transcripts

Transcripts for all previous scholastic work should be mailed directly to:

Registrar  
Central Valley Christian Academy  
2020 Academy Pl  
Ceres CA 95307

Class standing will be based upon transcripts in hand. If a transcript is held by a previous school, the student will not be able to graduate.

## Semester Credits

Five credits are granted for a class that meets for a minimum of 225 minutes per week for 18 weeks. Ten credits are equivalent to one Carnegie unit.

## Correspondence Courses

Any correspondence or summer school course(s) applying towards graduation must have prior approval of the Curriculum Committee. No student shall be approved for a correspondence course except under extraordinary conditions or extenuating circumstances. Correspondence and summer school courses must be taken from educational institutions which are accredited by a regional accrediting agency.

When prior approval for a correspondence course has not been obtained, Central Valley Christian Academy has the option of withholding credit. The academy also reserves the right to ask a student to take an appropriate achievement test to ascertain the level of skill achieved.

Any senior taking a correspondence course must have the course completed by the beginning of the second semester of the senior year or will be asked to enroll in an equivalent class on campus. The course must be completed, including the final test, before a senior may participate in the class trip.

A student will not receive a diploma or participate in Commencement until all correspondence work is completed and a final passing grade is on file in the registrar's office.

## Acceptance of Students from Home School or Non-accredited Programs

Students transferring from home school or non-accredited programs need to have coursework approved by the Curriculum Committee before credit can be given. The academy reserves the right to test students and place them at the appropriate grade level as indicated by their test scores.

## Change of Program

Changes in the academic program for grades 9 – 12 may be made at the registrar's office, through the end of the second week of the quarter without penalty. A class may not be added after the end of the second week of the quarter. Withdrawal from a class after the end of the fifth week of the quarter will result in a WP or WF on the transcript.

Students must obtain an "Official Change in Program" form from the office. This form requires a parent's signature. If a student should stop going to class, the teacher is still

obligated to turn in the earned grade based on the entire semester or term, and that grade will become part of the permanent record.

## Incompletes

Students who have not completed coursework due to extenuating circumstances may receive an “I” (Incomplete) grade. All work for incompletes must be made up during the following grading period. Any grade of incomplete not changed by this time automatically becomes an “F”.

## Scholastic Probation

Students who persistently earn low grades may be placed on scholastic probation. Those who violate the conditions of their probation will jeopardize their continued attendance at CVCA.

## Grade Point Average Equivalents

Central Valley Christian Academy uses GPA equivalents based on California State guidelines which calculate pluses and minuses. The following grades and point values are used:

A	Excellent	4 GPA points
B	Above Average	3 GPA points
C	Average	2 GPA points
D	Below Average	1 GPA points
P	Pass-credit as earned	2 GPA points
F	Failure – no credit	0 GPA points
WP	Withdraw Passing – no credit	0 GPA points
WF	Withdrew Failing – no credit	0 GPA points
I	Incomplete	0 GPA points

An incomplete must be cleared by the end of the following quarter or the grade will become an F.

Honor Classes will be graded on the following scale:

A	Excellent	5 GPA points
B	Above Average	4 GPA points
C	Average	3 GPA points
D	Below Average	1 GPA points

F	Failure – no credit	0 GPA points
WP	Withdraw Passing – no credit	0 GPA points
WF	Withdrew Failing – no credit	0 GPA points
I	Incomplete	0 GPA points

## Grading Periods

Central Valley Christian Academy operates on the nine-week quarter grading period. Grade reports are issued four times a year. Only semester grades are recorded on the student’s permanent transcript. Quarter grades will be recorded for those courses which are designated quarter classes. Mid-term reports are mailed between each nine-week period only when progress is unsatisfactory.

## Graduation Requirements

Participation in Commencement is contingent upon a student successfully completing all required and elective courses necessary to earning the minimum number of credits for a general diploma from accredited secondary schools. Attendance at Central Valley Christian Academy for the second semester of the senior year is required. Juniors and seniors involved in major discipline during the last quarter may forfeit participation in graduation services.

Eligibility for honor cords will be determined by the academic standing at the end of the 7th semester. High honor cords are reserved for those with a cumulative 3.75 GPA or above and honor cords are for those with a 3.50 to 3.74 GPA.

For a general diploma a student must have a minimum of 240 credits. To receive a college prep diploma, 280 credits are required. Every student enrolled in an SDA academy must pass 10 semester credits of Bible for each year in attendance.

## Diploma Options

Basic Diploma

Basic Diploma, with College Preparatory Requirements

Central California Conference Advanced Honors Diploma

## A diploma will be granted to a student

- Who has been in attendance for the final semester of the senior year
- Whose conduct and attendance has been satisfactory
- Who has met 10<sup>th</sup> grade proficiency requirements in Reading, Math & Language

- Who has completed in a satisfactory manner the course work as listed for the following diploma options:

### Basic Diploma: Minimum Total – 240 Semester Units

Computers – 10 Semester Units  
 Mathematics – 20 Semester Units\*  
 Electives – 35 Semester Units  
 English – 40 Semester Units  
 Physical Education – 30 Semester Units  
 Fine Arts – 10 Semester Units  
 Religion – 40 Semester Units  
 Health – 5 Semester Units  
 Science – 20 Semester Units  
 Social Science – 30 Semester Units

\* Pre-Algebra does not count towards HS Math Credit

### Basic Diploma with College Preparatory Requirements: Minimum Total – 270 Semester Units

**All of the previously listed Basic Diploma requirements with the following additions:**

A grade of C or better in all core classes  
 Modern Language – 20 Semester Units  
 Fine Arts – 10 Semester Units  
 Science – 10 (30 Lab) Semester Units  
 Mathematics – 10 Semester Units\*

\*Must include Algebra 1, Algebra 2, and Geometry

### Central California Conference Advanced Honors Diploma: Minimum Total – 290 Semester Units

All of the College Preparatory requirements with the following additions:

A grade of B or better in all high school classes  
 Cumulative GPA of 3.5 or higher  
 Senior Project (5 Semester Units)  
 20 hours of Honors/AP courses  
 Minimum Competency must be 12<sup>th</sup> grade or higher in the ITED Math and English, ACT Composite Score 28, or SAT 1800

### Graduation Cord Significance

Principal Medallion = Graduating with a cumulative of 4.0 or higher  
 Gold = Graduating with a cumulative GPA of 3.5 to 3.99  
 Silver = Graduating with a cumulative GPA of 3.0 to 3.49  
 Blue = Awarded to students who have been in full time attendance at CVCA for 12 or 13 years  
 Green = Awarded to students who have been in full time attendance at CVCA in grades 9-12

CCC Advanced Honors Diploma Medallions will be awarded at commencement

### Participation in Graduation Exercises for Seniors in 12th grade

Seniors must have successfully completed all requirements for graduation by the end of the school year to be able to march during graduation exercises. These requirements include passing all required classes, meeting minimum proficiency requirements, and the school having received official notification that all correspondence work and/or courses for transfer credits have been successfully completed at least two (2) weeks prior to graduation.

Seniors who do not successfully complete requirements by the end of the school year may appeal to the faculty in order to participate in graduation exercises.

Seniors, who because of severe, long term medical problems, may petition the faculty for a waiver allowing them to participate in graduation activities. Students interested in an accelerated graduation program may set up an appointment to meet with the registrar.

<b>Freshmen Year (9<sup>th</sup>)</b>	<b>Sophomore Year (10<sup>th</sup>)</b>
English I	English II
Religion I	Religion II
Algebra I or Pre-Algebra	Biology I
Life Skills	Geometry or Algebra I
Physical Science	Physical Education
Keyboarding /Comp. App.	Health
Physical Education	World History
Elective	Elective
<b>Junior Year (11<sup>th</sup>)</b>	<b>Senior Year (12<sup>th</sup>)</b>
Eng. III	Eng. IV or AP Eng. IV
Religion III	Religion IV
Am. Hist.	Gov't or Hnrs. Gov't
Chemistry	Physics
Physical Education	Physical Education
Algebra II	Pre-Calculus
	Business Math
Spanish I	Econ. or Hnrs. Econ.
Elective	Spanish II
	Elective

## Acceleration

Acceleration in a student's program is seldom advisable. The Pacific Union Education Board has established guidelines for acceleration of academy students into college. Students who plan to accelerate must receive approval by the Curriculum Committee prior to second semester of the sophomore year and should attend Central Valley Christian Academy for all three years of their education. There is a \$500 fee for acceleration. For information contact the Registrar.

Students who accelerate other than by the approved program may be eligible to receive a diploma upon completion of course work, but will not participate in graduation ceremonies.

## Class Standing

**Freshman:** A first year academy student who has completed the eighth grade and is registered for 55 credits.

**Sophomore:** A second year academy student who has completed 55 credits and will have earned 110 credits by the end of the school year.

**Junior:** A third year academy student who has completed 110 credits and will have earned 160 credits by the end of the school year.

**Senior:** A fourth year academy student (and approved accelerated third year student) who has completed 160 credits and whose class load will permit graduation at the end of the school year.

## Daily Class Schedule

See website for current class schedule at [www.cvcaonline.net](http://www.cvcaonline.net).

# CVCA High School Course Descriptions

## ENGLISH

### **English I**

English I will have six different but related emphases, working to the end of improving the student's ability to understand the world and to communicate with others in it. The course of study will include an introduction to expository speaking, an understanding and use of grammar and mechanics of English as well as an exploration of classical vocabulary roots, a focus on reasoning as relates to critical reading and writing, and an introduction to the forms of literature and writing about them. The students will be introduced to the structure of the essay, starting with the paragraph and working toward the full essay. The research process will include both the Internet and materials in the library.

Prerequisites: None  
Grade: 9  
Credit: 10 units

### **English II**

English II will continue the same emphases as English I, but additional elements will be added. Continued emphasis on the mechanics of writing and vocabulary growth as well as increasing skills in rhetorical effectiveness define the growth in expression for the student. Additional practice using the internet and library to research ideas for presentation will be provided.

Prerequisites: None  
Grade: 10  
Credit: 10 units

### **English III**

English III continues to develop student's ability to comprehend, analyze and appreciate all forms of literature and the ability to communicate their ideas effectively orally and in writing through a study of American Literature as well as composition.

Prerequisites: None  
Grade: 11  
Credit: 10 units

### **English IV**

English IV continues to develop the student's ability to comprehend, analyze and appreciate all forms of literature and the ability to communicate their ideas effectively orally and in writing through a study of British Literature as well as composition.

Prerequisites: None  
Grade: 12  
Credit: 10 units

## AP Literature and Composition

AP English Literature and Composition is a College Board-approved class in which students will engage in close reading and critical analysis of literature in preparation for taking the AP exam at the end of the academic year. This rigorous course is designed to bring high school seniors to the college level in their critical thinking, reading and writing skills.

Prerequisites: 3.0 minimum cumulative GPA or at least a C+ in English III for 2nd semester.  
Grade: 12  
Credit: 10 units

## English as a Second Language (ESL)

ESL will prepare our international students to transition into their mainstream English-speaking classes at CVCA. The class will also prepare students for the Test of English as a Foreign Language (TOEFL) by learning the key aspects of grammar, composition, speech, and American culture. The course is required for every first-year international student, and will be encouraged for a second year based on the previous year's grades.

Prerequisites: None  
Grade: 9-12  
Credit: 5

## FINE ARTS

### **Art & Drawing**

Art and Drawing is an elective course which will fulfill the Fine Arts requirements. This class combines artistic perception, creative expression, historical and cultural context, aesthetic valuing as well as application. Students will learn the basic elements of design theory and will have the opportunity to showcase their work.

Prerequisites: None  
Grade: 9-12  
Credit: 5 units

### **Concert Choir and Concert Band**

The Concert Choir and Concert Band experience a wide variety of music ranging from Renaissance and Baroque to the twentieth century. Performances include both sacred and secular music. Objectives for students enrolled include technique, improved ability to read music, and appreciation of a wide variety of musical styles.

Prerequisites: An audition to determine placement  
Grade: 9 - 12  
Credit: 10 units per year

## LIFE SKILLS

### **Automotive Shop**

Automotive Shop I is an introductory class consisting of learning the fundamentals. Topics include shop safety and shop practices, hand tool instructions, equipment operating instructions, hazardous wastes handling and disposal, career awareness, consumer awareness, and the operating principles of all major components of the automobile including the engine, transmission, drive lines, differentials, steering, brakes, suspensions, etc.

Prerequisites: None  
Grade: 9  
Credit: 10 units

### **Home Arts**

This class covers areas of nutrition, food preparation principles, interior design, sewing, textiles, and a short introduction to industrial arts.

Prerequisites: None  
Grade: 9  
Credit: 5 units

### **Study Skills**

This class is aimed at helping students transition from elementary to high school. Students will learn how to take control of their own learning to become active, confident, self-directed students. Students will learn how to make efficient use of their study time and become more organized. They will learn the keys to note taking, problem solving, applying, synthesizing, and summarizing.

Prerequisites: None  
Grade: 9  
Credit: 5 Units

## MATHEMATICS

### **Consumer Math**

This class covers consumer education, advertising, credit analysis, buying a car and other major purchases, filling out tax forms, budgeting, banking and saving and all aspects of personal and business life requiring mathematical skills.

Prerequisites: None  
Recommended Grade: 12  
Credit: 10 Units

### **Pre-Algebra**

Pre-Algebra covers a combination of arithmetic skills and an introduction to algebra. This course is designed to strengthen the basic math skills required for algebra and other math classes.

Prerequisites: None  
Grade: 9  
Credit: 10 units

### **Algebra I**

Algebra I includes a study of functions, set theory, positive and negative numbers, equations and inequalities, factoring, graphing, radicals and quadratics with problem-

solving and applications emphasized throughout the course. The use of a graphing calculator is encouraged.

Prerequisites: Adequate scores on algebraic aptitude test or past teacher recommendation.  
Grade: 9 - 10  
Credit: 10 units

### **Algebra II**

Algebra II includes advanced algebra, extending knowledge of functions, graphing, sequences, and series. The college-bound student or one who is headed for scientific and technical fields will find Algebra II useful. A graphing calculator is required.

Prerequisites: Algebra I with a grade of C or better  
Grade: 11  
Credit: 10 units

### **Geometry**

Geometry is a college-preparatory course which includes a study of mathematical logic and its application to geometric figures. This course emphasizes plane geometry and addresses deductive and inductive reasoning, ratio and proportion, congruence and similarity, algebraic applications to geometric figures, and coordinate geometry.

Prerequisites: Algebra I with a grade of C or better.  
Grade: 10  
Credit: 10 units

### **Pre-Calculus**

Advanced math is an in-depth study of functions, graphs, trigonometry, data analysis, limits and an introduction of calculus. The college-bound student or one who is headed for scientific and technical fields will find Pre-Calculus useful. This course will enable a student to go directly into Calculus I. A graphing calculator is required.

Prerequisites: Algebra II  
Grade: 12  
Credit: 10 units

## MODERN LANGUAGE

### **Spanish I**

Spanish I is a class designed to acquaint the student with the basics of the Spanish language. Grammar, vocabulary, reading, writing, and audio comprehension are emphasized, Cultural analysis of Latin America and comparative linguistics (using English grammatical structure to compare Spanish structure) are also important areas covered in this initial year of language study.

Prerequisites: None  
Grade: 11  
Credit: 10 units

### **Spanish II**

Spanish II is a continuation of the grammar, vocabulary, reading, writing, and audio comprehension begun in Spanish I. In addition, there is an emphasis on the development

of reading comprehension and a concentrated effort on teaching the student to converse using the target language. Cultural analysis and appreciation for cultural diversity is integrated into the curriculum to give students a broader world view and a respect for other cultures and individuals

Prerequisites: Spanish I  
Grade: 12  
Credit: 10 units

## MUSIC

In the course offerings of the CVCA Music Department there are two primary objectives: education and performance. In the education component, students are given the opportunity to learn the language of music and to develop the techniques necessary to sing or play with skill and confidence. In performance, students are given opportunities to exhibit their growing musical abilities, and to develop poise and confidence in a public setting. Performance is also the means of sharing God-given talents with others. Performance settings include churches, schools, and concerts at CVCA.

While participating in the musical experience at CVCA, students should learn both the pleasure and the responsibility involved in making music. It is required that members of all groups will participate in rehearsals and performances. Commitment to any performing ensemble is shown through attendance at all rehearsals/concerts and through a positive attitude. Students wishing to participate in the Music Dept. Spring Tour MUST join a performance ensemble at the beginning of the school year. Students will not be allowed to join at the semester except in extenuating circumstances at the director's discretion. The individual group members will fund the cost of uniforms and major tours. A limited number of group fundraisers will be organized to help the students in their efforts to pay for such costs. It is assumed that members of all groups will participate in rehearsals and performances.

### Concert Choir

The main vocal group of the music department, the choir experiences a wide variety of music. Performances include both sacred and secular music. Objectives for students enrolled in choir include correct vocal technique, clear diction, improved ability to read music, and appreciation of a wide variety of musical styles. (This course meets the Fine Arts requirement.)

Prerequisites: An audition to determine placement  
Grade: 9 - 12  
Credit: 10 units per year

### Symphonic Band

The main instrumental group of the music department, the concert band experiences both sacred and secular music in a variety of. Objective for students in concert band include development of correct technique on the instrument, tone quality, sight-reading ability, musicianship, and appreciation of a wide variety of musical styles.

Prerequisites: An audition to determine proficiency on an instrument  
Grade: 9 - 12  
Credit: 10 units per year

### Small Ensembles

The music department, depending on available instrumentation, offers brass, handbells, woodwind, percussion and string ensembles and the vocal ensemble El Cap. Chamber music and other music of various styles written or arranged especially for the small ensemble is included in the repertoire. Emphasis is focused on the unique demands and pleasures of small ensemble playing.

Prerequisites: Concurrent enrollment in Band or Choir  
Grade: 9 - 12  
Credit: variable

### Private Lessons

Individualized instruction is available on a limited basis. Private students may start as beginners or work wherever their development indicates is appropriate. Consistent, regular practice is required. There is an additional fee for private lessons.

Prerequisites: Current Enrollment in Band or Choir  
Grade: 9 - 12  
Credit: 1 - 2 units

## PHYSICAL EDUCATION AND HEALTH

### Physical Education

Basic Physical Education consists primarily of these seven areas: Fundamental Fitness, Organic Development, Neuromuscular Development, Social Development, Spiritual Growth, Safety Awareness and Good Hygiene Practice.

These goals are achieved through daily calisthenics and a wide variety of team, dual and individual sports. Fitness levels will be tested each semester. Special emphasis will be placed on carry-over values that will help students in their post-high school years.

Prerequisites: None  
Grade: 9 - 12  
Credit: 10 units per year

### Gymnastics

The Gymnastics Team class will aid students in developing their skills in using such gymnastics apparatus as the mini tramp, ground tumbling, vaulting, and pyramid building. The team will participate in tours and programs during the school year. Because one of the objectives of the gymnastics team is to promote good school public relations, solid citizenship and academic standing is required. Expense of uniforms and tours are to be funded by gym team members.

Prerequisites: Satisfactory performance during tryouts  
Grade: 9 - 12  
Credit: 10 units

### Health

Health class offers an introduction to the structure and function of the human body, disease and public health concerns, and the importance of lifestyle and exercise to health and longevity.

Prerequisites: None  
Grade: 10  
Credit: 5 units

## Religion

### **Religion I**

Religion I focuses on the study of origins as presented in the book of Genesis and the life of Jesus as presented in the book of Matthew. Specific topics from Genesis include the origin and history of the Scriptures, the nature of inspiration, the creation of the earth and the origin of man, and the origins of family relationships. The focus of study from the book of Matthew is on the life and teachings of Jesus, the plan of salvation, and the relevance of these topics to our lives today.

Prerequisites: None  
Grade: 9  
Credit: 10 units

### **Religion II**

This class is a study of God's chosen people from the Exodus out of Egypt to 20th century Christianity. The four areas of study include 1) The history of the relationship between God and His people from Exodus to the Crucifixion, 2) the Christian church in the New Testament, 3) the Protestant Reformation, and 4) the history of the Seventh-day Adventist Church.

Prerequisites: None  
Grade: 10  
Credit: 10 units

### **Religion III**

Religion III concentrates on three areas of the Christian life, from salvation to the final victory of God over sin. The three main areas of study include: 1) The book of Romans and the reasons for Christ's first coming, how salvation is a gift – not earned but accepted, and that Christian works are a response to something already received, 2) students will study the scriptures for themselves and come to their own conclusions on key Bible doctrines, and 3) the closing events of this world's history, the second coming of Christ to claim those who have accepted Him, and the final destruction of sin.

Prerequisites: None  
Grade: 11  
Credit: 10 units

### **Religion IV**

This is a course of study of the Bible and the Spirit of Prophecy principles in the areas of spiritual and personal development, vocational choice, dating, the Christian home and a Christian's involvement with church and community. Students participate in activities, which provide experience in financial management, decision making, and developing communication and relationship skills.

Prerequisites: None  
Grade: 12  
Credit: 10 units

## **SCIENCE**

### **Physical Science**

This course provides the student with an introduction to the earth and physical sciences. Topics of study include geology, meteorology, oceanography, astronomy, fundamentals of chemistry and physics, and electronics.

Prerequisites: None

Grade: 9  
Credit: 10 units

### **Biology**

Biology is a college-preparatory laboratory science which presents an introduction to a variety of biological principles and to the methods and techniques of science. Included are the fundamentals of cellular biology, genetics, ecology, taxonomy, and microbiology and a survey of the kingdoms of organisms. Field trips and projects provide hands-on experiences with organisms and ecosystems that support and reinforce the premise that the natural world is the result of design and creation.

Prerequisites: None  
Grade: 10  
Credit: 10 units

### **Chemistry**

Chemistry is a college-preparatory laboratory science covering the principles of chemistry, including atomic structure, the periodic table, bonding, chemical names and formulas, chemical equations, gas laws, chemical kinetics, equilibrium, acids and bases, oxidation and reduction, and electrochemistry.

Prerequisites: Algebra I with grade of C or better (concurrent enrollment in Algebra II recommended)  
Grade: 11  
Credit: 10 units

### **Physics**

This is a study of the order in the physical universe with an emphasis on a conceptual understanding of the laws that rule the universe. The major topics covered are mechanics, heat, light, sound and electricity.

Prerequisites: Algebra I  
Grade: 12  
Credit: 10 units

## **SOCIAL SCIENCE**

### **World History**

World history is an examination of civilization and its development from ancient times to the 21st Century. This course identifies how geography, society, government and religion influence peoples and their cultures.

Prerequisites: None  
Grade: 10  
Credit: 10 units

### **American History**

American History class is designed to acquaint each student with certain ideas, functions and attitudes that Americans have today, as well as to learn where these particular attitudes came from. An emphasis is placed on the study of past civilizations and then is specifically concentrated on the 200 years of US History and its relationship to world history. Also included is the study of geography, key people and key events, governmental concepts, analysis of "block" periods of American history, and the role of Seventh-day Adventists in US History.

Prerequisites: None  
Grade: 11  
Credit: 10 units

### **American Government**

United States Government class is designed to acquaint students with the basic form of the American federal system. An historical perspective combined with a current analysis of the federal system is at the heart of the class. Students are encouraged to discover for themselves what liberty and democracy really are. An emphasis is placed on the constitution as the basis for American government, responsibilities of the national and state governments, and the duties of a responsible citizen. Finally, the exploration of the basic concepts of the separation of church and state are covered.

Prerequisites: None  
Grade: 12  
Credit: 5 units

### **Economics**

This course demonstrates how economic principles influence the daily lives of Americans with specific attention given to consumer spending, borrowing, saving and investing. This course also emphasizes the study of how individuals and societies make decisions about the use of national resources, labor, time and money. The student is introduced to basic economic terminology and to the everyday application of basic economic principles.

Prerequisites: None  
Grade: 12  
Credit: 5 units

### **Honors American Government / Economics**

This course includes the integration of literature, government, and economics with an emphasis being placed on collegiate skills such as critical thinking, reading and discussion. Students will participate individually and in cooperative groups on projects that develop writing, speaking, listening, and teamwork skills through a thematic approach which uses primary documents, plays, speeches, poetry, novels, short stories and non-fiction. Texts may include: The Constitution, Federalist Papers, Federal legislation, Brown v. Board of Education, Inaugural speeches, and political memoirs.

Prerequisites: Application and selection into the Honors Program  
Grade: 12  
Credit: 10 units graded on a 5-point scale

## **TECHNOLOGY EDUCATION**

### **Computer Applications I**

Students will learn three core components of computing. The first is Computing Fundamentals where students examine the hardware and software components of a computer and how it functions as well as covering basic skills in a Windows operating system. The second is Key Applications where students learn Microsoft Word, Excel, and PowerPoint skills. The third is Living Online where students learn data and networking basics, email applications, and Internet tools and their use. Students have a chance to take the internationally recognized IC3 (Internet and Computing Core Certification) exams with the possibility of receiving college credit.

Prerequisites: Semester of Keyboarding with a grade of C or better or permission of instructor.

Grade: 9  
Credit: 5 units

### **Basic CAD**

Basic CAD introduces students to Computer-Aided Design (CAD) and careers that use CAD. Students learn about 2-dimensional and 3-dimensional drawing related to architecture using AutoCAD software. They also explore other 3D software like 123D Design, OpenSCAD, and Fusion 360. A final study includes design as it relates to 3D printing with the opportunity to print several projects.

Prerequisites: Keyboarding with a C or better and Computer Applications I with a C or better.  
Grade: 10  
Credit: 5 Units

## **VOCATIONAL ARTS**

### **Journalism**

Journalism is a class for students to develop the yearbook. Students will learn and put into immediate practice: photography guidelines, color and design, layout, interview techniques, captioning pictures, short article writing, publishing, and fundraising. Ownership of a digital camera is recommended, but not required.

Prerequisites: Application and acceptance by instructor  
Grade: 9 - 12  
Credit: 10 units

# Student Handbook

## School Life

### Respectful School Policy

Central Valley Christian Academy is committed to providing faculty, staff, and students with a learning and working environment that is free from harassment (verbal and/or physical). Therefore, Central Valley Christian Academy requires all employees, students, board members, volunteers, vendors, and other individuals at school or at school-sponsored events to conduct themselves in a manner that is professional and respectful of others at all times. The goal is to maintain a school climate that is conducive to learning, and therefore supportive and respectful.

This policy is in effect while students or employees are on property within the jurisdiction of the board, while in school-owned or school-operated vehicles, while attending or engaged in school-sponsored activities, and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school.

Central Valley Christian Academy will investigate all complaints, formal or informal, verbal or written, of disrespectful behavior or harassment. Central Valley Christian Academy will discipline, or take appropriate action against, any member of the school community who is found to have violated this policy.

### Expectations of Parents

Parents and guardians must encourage the students to uphold school standards at all times. A time for study should be provided for each student outside of regular school hours. Time is provided at school for study, but additional time will normally be needed to complete assignments. Every effort is made to work closely with the parent for the success of each student's program. Occasionally questions or problems arise between the student and the school of which the school may be unaware. If such reports are brought home, please call or visit the school so that a cooperative effort may be made to resolve any problem. Items that pertain to classroom discipline, subject grades, individual class attendance, classroom instruction, teacher methods, or other teacher-related matters should first be discussed with the teacher, in accordance with the Biblical model in Matthew 18. If a parent or guardian still feels that the concern is unresolved, then he/she should arrange to discuss it with the principal.

### Expectations of Students

A student at Central Valley Christian Academy is expected to uphold the standards of the school at all times. You will join a group of people, teachers and students, who live and work closely with each other in an atmosphere of intellectual challenge and personal concern for others. Our school community is based on confidence in one another, on the value of a Christian life, and on the belief that learning is vastly facilitated when everyone knows that each person counts and has an active part to play in the community.

The school is not operated on the basis of an overbearing structure or an all-inclusive rulebook, although we have some structure and rules. Its smooth and positive operation depends heavily on the willingness of each person to be honest, to be interested in personal and intellectual growth, to accept responsibility for life and actions, be positive and supportive in relations with others, and should conflict arise follow the biblical principles of Matthew 18 to resolve them.

In our desire to provide a Christ-like atmosphere, the faculty and staff of Central Valley Christian Academy regard the personal growth of each student as a part of our responsibility. As faculty members, we become involved in each student's life through our everyday contact in a variety of activities, recreation and work. This opportunity for a close relationship with each member of the faculty is a special aspect of education here at Central Valley Christian Academy.

### Adult Students and Student Parents

Seventh-day Adventists and their related institutions, including Central Valley Christian Academy, are family oriented in terms of their basic philosophy. Because of this philosophy Central Valley Christian Academy will treat any student, including those who are 18 years old or older as part of their family unit, as opposed to being a separate, independent individual. This policy applies to such things as excuses for absences, living with the family unit while attending Central Valley Christian Academy, field trip permission, consent to medical treatment, and other areas where the family as a unit is involved. The Admissions Committee will consider student parents who wish to attend Central Valley Christian Academy for admission on an individual basis.

### Guests

To protect our students, all parents and visitors are required to check in at the office during school hours and obtain a visitor's pass. In general, the presence of student visitors is discouraged to avoid disruptions in the school program. No student visitor is allowed on campus without administrative authorization. A Visitor Request Form must be obtained from the office and turned in 2 days prior to the date of the requested student visit.

## Volunteers

Our volunteers and chaperones are a valuable asset to the CVCA faculty, staff and students. For the protection of our students all volunteers and/or chaperones, (this includes drivers for field trips, chaperones, lunch helpers, coaches, and any other aide/volunteer that works with children in any capacity), are required to complete on-line child abuse training and a background check.

The Central California Conference K-12 Board of Education has voted that all schools should discontinue the use of LIVE SCAN background checks for volunteers and instead, use Verified Volunteers for this service.

The background check is valid for three years, and the good news is the background check is totally transferable between schools, churches, pathfinders, etc. This is a secure website and your personal information will not be seen by any school or Conference employee.

We will only receive a report that indicates that you are eligible or ineligible.

Thank you for helping to make our students the number one priority.

## Accidents

In the event an accident of any kind occurs, an accident report form must be filled out within twenty-four hours. The student accident insurance plan covers injuries caused by accidents:

1. While attending school during the hours and on the days while school is in session.
2. While traveling directly and uninterruptedly between school and home within one hour before school begins and one hour after school is dismissed or for any additional time required on school buses.
3. While engaged in any activities sponsored exclusively by the school, including travel to and from such activity in a vehicle authorized by the school.
4. The insurance pays a percentage of the expense subject to limitations. Information regarding these limitations is available from the school business office. All accidents should be reported to the school office within two days following the time of the accident.

## Cars

### STUDENT VEHICLES

The following regulations apply to all motorized vehicles, including scooters and motorcycles:

1. Students driving vehicles to school must register them with the school office.

2. Vehicles are required to be parked in the parking area designated by the school. The school does not assume responsibility for damage or loss to student vehicles.
3. **VEHICLES ARE NOT TO BE USED DURING SCHOOL HOURS EXCEPT BY PERMISSION FROM THE ADMINISTRATION.** Central Valley Christian Academy has a closed campus and students shall remain on campus during school hours.
4. Students shall not linger, loiter, or eat their lunches in the area where vehicles are parked.
5. Students shall drive carefully at all times, and are responsible for the manner in which they drive and use their vehicles. Students shall observe all traffic laws and speed limits, especially when driving through school zones.
6. Vehicles are subject to search by school officials.

## Closed Campus

Central Valley Christian Academy has a closed campus policy, which means that students may not leave campus without a pass during school hours. The reason for the policy not only involves legal responsibilities, but also encourages a bonding of our students and improves the spirit on campus. A student may not leave campus until the school day has ended without consent from school administration.

No student may leave campus for lunch unless they are an eligible senior or accompanied by his/her parent and after signing out in the school office. Students must sign back in when they return.

Students who leave campus without a pass will be assessed the following:

First Offense: Parent(s) notified, meet with principal.

Second Offense: Parent(s) notified, sent to Administrative Council.

Third Offense: Parent(s) notified and student is removed from school. The student may be permitted to re-apply.

Re-admittance will be at the discretion of the Admissions committee.

The parking lot is considered off campus and is off limits to students. Students may not return to the parking lot until school is dismissed at the end of the school day or after their last class.

## Detentions (Elementary)

The upper elementary school (grades 5-8) operates a cooperative detention policy different from the lower elementary. Students may be assigned to an after-school detention for inappropriate behavior.

Detentions will be held after school on Tuesdays. Parents are given a twenty-four hour notice to make transportation arrangements. Failure to serve a detention assignment results in an additional detention.

1st Detention = 30 minutes

2nd Detention = 45 minutes

3rd Detention = 60 minutes—Administrative Council review

4th Detention = Suspension and possible recommendation for withdrawal from school, subject to the review of the Administrative Council.

## Field Trips (Elementary)

Field trips are designed to enrich and enhance the classroom curriculum. In addition, there are times when field trips are organized as a special classroom reward. Keep in mind that the trips are organized for specific classes and age groups. (Siblings in other grades are not to join.)

Students who participate in activities that represent the school and that involve time away from school during school hours must currently have the grade of C- or higher in each of their classes.

A student's academic status, attendance, and behavior may limit a student's ability to participate in special field trips.

Sports/Skiing – It is a privilege to play after-school sports. A student must have at least a “C-” in all his/her classes, and maintain good citizenship for the preceding quarter. There is a fee for every sport. Payment is due before playing the sport.

When any school sponsored group is on a field trip, party, social event, or outing, the immediate area prescribed as the location of the activity is considered the extended campus. All school rules, regulations, policies, and directives apply to the extended campus. Any regulations pertaining to the extended campus location become regulations of the school and apply as if they were written policy of the school.

## Field Trips and Extra-Curricular Activities

Field trips are designed to enrich and enhance the classroom curriculum. In addition, there are times when field trips are organized as a special classroom reward. Keep in mind that the trips are organized for specific classes and age groups. Some field trips, upon the discretion of the teacher, will be exclusively limited to the students in a given class.

Students must currently be passing in each of their classes in order to participate in extra-curricular activities that represent the school and that involve time away from school during school hours. Each student involved in activities such as retreats, sports events, etc. must complete an “Extra-Curricular Activity Permission Form” and have it returned to the sponsoring teacher prior to the outing.

A student who does not participate in a curricular trip with his/her class or traveling group must attend all classes or follow the procedures listed under “Pre-arranged Absences.” (Examples of activities may include, but are not limited to: band, choir, bell choir, gymnastics, class activities and field trips.)

When the entire school or any group from the school are on a field trip, school-sponsored outing, social event, party or other occasion where the school is in charge, the immediate area prescribed as the location of the activity is considered the extended campus. All rules, regulations, policies and directives applicable to the school apply to the extended campus. Additionally, any regulations pertaining to the extended campus location become regulations of the school and apply as if they were written policy of the school.

## Fines

When school property is damaged or broken by a student, the student will be assessed the actual cost of the repair plus the fine. In addition to the fine, students who use an unauthorized key may be charged for re-keying. It may be necessary, due to time and available manpower, to use the services of a commercial business to make the needed repairs. When fines are assessed, they must be paid by the end of the quarter. Refusal to pay a fine will jeopardize a student's enrollment.

## Head Lice Policy – “No New Nits”

Central Valley Christian Academy recognizes that its *Lice Policy* should be conducted in a manner that protects and enhances student and employee health and is consistent with recognized health practices.

Because head lice are not uncommon and are easily spread, the administration will send home information as needed about the treatment and control of head lice in an effort to prevent infestations.

School employees will report all suspected cases of head lice to the administrative secretary as soon as possible. The administrative secretary or designee will examine the student and any siblings of affected students or members of the same household. If nits or lice are found less than ½ inch from the scalp, the student will be sent home with proper parental notification. The staff will make every effort to maintain the privacy of students. When the student is picked up at the office, a paper will be given to the parent

with recommended treatment procedures, ways to check the hair, and sources of further information.

Central Valley Christian Academy recognizes that responsibility for the treatment of head lice and periodic head checks rest with the home.

If there is a student affected in any classroom, all students in that class will be examined. Excluded students may return to school when they bring a note from the parent indicating the treatment used and when reexamination by the administrative secretary or designee shows that pest and nits have been removed.

## Home and School Association

The Home and School Association is for the purpose of uniting the home, school, and church in positive ways and providing parent education, social activities, and fund-raising for appropriate school needs. The Home and School Association is comprised of parents and staff. The officers are elected from church representatives provided by each constituent church's nominating committee. The officers will work together to coordinate room parents and other parent volunteers to be involved in Home and School functions. Meetings are regularly scheduled and open to all parents.

## Library

The library is provided for use by the students and staff of Central Valley Christian Academy. The primary functions are to provide resources for reference and research, to meet the educational and recreational needs of the students, and provide a quiet place for students to study during the school day. Books and other materials may be checked out from the library, usually for a two-week period, and fines will be levied for overdue materials. Students will be charged the full replacement value for materials that are not returned, are lost, or are damaged.

## Medication at School

All students who must take any type of medication (prescription or over the counter, i.e. Advil, Tylenol Pepto-Bismol, Cough drops, etc.) during regular school hours including school sponsored trips are required to have on file the following statements: (Pacific Union Education Code 1538)

A written statement from a physician detailing the time schedules, amount, and method by which medication is to be taken, **AND** a written statement from the parent or guardian of the student indicating the desire that the school assist the student.

Such medication (prescription and/or over the counter) must be delivered to the school office in the original container bearing the student's name.

For the protection of all our students, no medication of any type can be carried by students while on campus or during off campus school trips. In the event a student must carry and self-administer prescription auto-injectable epinephrine and/or self-administer inhaled asthma medication, he/she is required to have on file the above mentioned statements.

## Music Education

Grades K-4 will receive a variety of music instruction. Grades 5-8 are required to take band. There are a limited number of instruments available for rental on a first-come-first-serve basis.

All students who participate in music will be asked to perform at various churches or functions in the community. (Dress requirements will be announced.)

**FOR ALL MUSIC CLASSES** – Attendance is vital and required at all performances.

## Student Officer Guidelines

Associated Student Body (ASB) officers and class officers are required to:

1. Be enrolled as a full time student at CVCA.
2. Have from the previous grading period and continue to maintain a grade point average of at least 2.0, with no incomplete and/or multiple D's or 1 F.
3. Must have a satisfactory Attendance record.
4. Support and be in accordance with the principles on which the school is established.

Any officer who does not satisfy all of the above will be placed on a probationary period of one quarter. If the officer fails to satisfy the probationary conditions, he/she will forfeit the office.

### Eligibility to run for Office

- Must be a full-time student at CVCA.
- Must meet attendance, behavior, and academic requirements as listed above.
- May hold only (1) one major office such as: ASB President, ASB Vice President, ASB Social Vice President, ASB Religious Vice President, or Class President.

A student who wishes to hold more than one office must petition the faculty for approval.

## Parent-Teacher-Student Conferences (Elementary)

Twice each year, following the first and third quarter periods, Parent-Teacher-Student Conferences are scheduled. These conferences are deemed very valuable to the parent and the teacher and are for the ultimate benefit of the student. Parents should make every effort to meet these appointments for the report by the teacher on the academic progress of the student and for the parent to receive answers to their questions concerning the same topic.

## Recess and Physical Education (Elementary)

Participation in recess and Physical Education activities is required. Only those who have physical deficiencies will be exempt and in those cases every effort will be made to devise a program that will allow the student to participate to a degree in keeping with the student's ability. Instructions from the student's physician or other medical arts personnel will be used as a guideline to the development of such a program.

Short-term illness that necessitates temporary non-participation must be verified by a physician's notice. Minor illness may be excused if a note is sent from the parent to prevent abuse of this type of excuse.

Students will be required to observe the program if they are not able to participate. A student is not allowed to stay in the classroom or be sent to another room during recess or physical education periods.

## Search of Property

The school search policy is effective for all students in attendance. This policy is designed to balance the privacy of the individual student while allowing school officials to maintain a safe environment for all students. The school administration has the right and responsibility to conduct (in the presence of an adult witness) a search of a student, a student's automobile, backpack (or similar items), and/or locker when there is reasonable suspicion that a student may be in possession of drugs, weapons, alcohol, or other contraband in violation of school rules, school policy, or law. A student's personal computer, tablet, phone, or other technology may also be searched when there is reasonable suspicion that the devices contain information relevant to a violation of school rule, school policy, or law. The school will use reasonable efforts to make the search minimally invasive and targeted.

Parents will be notified after any search.

Law enforcement may be contacted where appropriate before, during, or after search. When appropriate, the school may report violations of law to appropriate authorities.

## Senior Lunch Privilege

Senior class students who have good Citizenship and Attendance records and are not on the D, F, and I List may leave campus for lunch on a corresponding Senior Jean Day (day ending with the last digit of their graduation year). Students may only drive themselves and may not take any other student. Students must return in time for 6<sup>th</sup> period or forfeit the privilege of going off campus for lunch. Also, students must act according to school behavior guidelines while off campus.

Students must also provide:

- A driver's license
- Proof of insurance
- Parental permission for the year

## Skateboards, Bicycles, Etc.

Skateboards and skates are not to be used while on the campus. Student bicycles are to be pushed rather than ridden on all school sidewalks. Abuse of this policy may result in confiscation.

## VARSITY SPORTS AND FRIENDSHIP GAMES

Students who wish to participate in the varsity sports program and/or friendship games must meet the following requirements:

1. Maintain a C or better in each class and have a GPA of 2.0 or above for each 3 week grading period.
2. Must have a satisfactory Attendance record. See Unexcused Absences and Tardies page 14
3. Have an annual physical and athletic/medical consent on file with the Academy.

Students may become ineligible due to discipline issues.

# Academic Integrity Policy

At Central Valley Christian Academy students are expected to practice academic honesty. Plagiarism and cheating are unacceptable.

**Plagiarism** is presenting someone else's material as your own. Work is plagiarized if any part is taken from another source without proper attribution. Such sources include Internet web sites, encyclopedias, textbooks, magazines, and other students' papers.

**Cheating** includes copying homework, looking on another's test or quiz, letting another student look on a test or quiz, using other secretive methods for giving answers on a test or quiz, taking information from another source that is not properly attributed, and working with others on an assignment that was meant to be done by individuals.

## First Offense:

- Student receives a zero grade for that assignment.
- Incident is recorded in discipline file.
- School contacts parent or guardian.

## Second Offense:

- Student receives a zero for that assignment.
- Incident is recorded in discipline file.
- Student writes a letter to parent or guardian.
- Principal writes a letter to parent or guardian.
- Student meets with discipline committee.
- Student loses leadership privileges.

## Third Offense:

- Student receives a zero grade for that assignment.
- Incident is recorded in discipline file.
- Student receives a three-day suspension with a mandatory project assigned by the discipline committee.
- Student receives a failing grade in that class for that current quarter.

## Fourth Offense:

- Probable Dismissal from School.

# Attendance Policy

Regular school attendance is required by California State law and is necessary for learning to take place. The instructional program designed by each teacher is a progressive and sequential experience. Even though students may be required to complete work in lieu of the assignments they missed, it is generally impossible for that experience to be "made

up". For this reason, failure of a student to attend class for other than excused reasons is greatly discouraged. A student who is frequently tardy misses valuable class instruction and causes disruptions when he/she enters.

## Legal Absences

According to the California State Education code, the **only valid excuses for absence from public or private schools are verified illness of the student, medical, dental, or optical services, school-sponsored educational trips, quarantine, and bereavement in the immediate family.** Medical and dental appointments should be scheduled outside of school hours if at all possible and when they cannot, a written excuse needs to be provided by the medical office. Students who have a communicable disease and/or vomiting, fever, etc. should not be sent to school. The school should be notified immediately in the case of any communicable disease so that the appropriate notification to parents and the health authorities can be made. Please keep in mind that the school cannot provide childcare for sick children.

## Excused Absences and Tardies

Absences are excusable under the following circumstances:

- Appointment with an CVCA administrator (Pre-Arranged Absence Request)
- Death in the immediate family
- Illness (If a student is sick more than three consecutive days, s/he must have a written doctor's note for absences to be excused)
- Medical, dental, or court appointments of the student and require a note

**CVCA highly discourages any absence request for the final 4 weeks of school. The classes missed could jeopardize the academics of the student.**

The school maintains attendance records

If students need to leave school for an excusable appointment during the school day, they must bring a written request from home stating the reason and obtain school administration consent. A written note must be received by the school office when the student returns. The request for early dismissal must be submitted to the office. Parents and/or students of a driving age must sign the Sign-in / Sign-out Sheet in the office before leaving school and upon returning. Upon returning the student must go to the office for a re-admittance slip.

## Truancy

A student is considered truant if he/she is any place on or off the campus that is not in accordance with school regulations or without knowledge of the parent(s) or school

authorities. Students are not permitted to leave the campus during school hours except when accompanied by a parent or a staff member or with specific parental and staff permission.

## Attendance Penalties (Elementary)

Two (2) unexcused absences or ten (10) tardies per quarter will result in a \$10 fine to be paid at the time of a meeting with the principal before the student can return to classes. If two (2) unexcused absences or ten (10) tardies occur again before the end of the quarter, there will be a \$25 fine to be paid at the time of a meeting with the principal and an in school suspension (ISS) will be given. Continued absences and tardies could jeopardize the student's attendance at CVCA. Students who are consistently late/absent may be reported to the County's Truancy Officer.

## Elementary

### Attendance Grading System

In an effort to encourage punctuality the classroom teacher will assign an attendance grade on the grade report each quarter. Grades for tardiness will be assigned as follows:

Tardies:	Grade:	
0-2	A	
3-4	B	
5-6	C	Letter of reminder sent home
7-8	D	Appointment with administration required
9 or more	F	

### Absences

When there is a bona fide reason to keep a student out of school, the parent may make pre-arrangements. Medical appointments, unavoidable trips out of town, and other such emergencies should be pre-arranged in writing. Extended illnesses may require a statement from a doctor while a short illness may be cared for by a note sent to the teacher on the day the student returns to school

When it becomes evident that there is abuse of the attendance requirements on the part of the students, parents, or guardians, the school will have no alternative other than to take action which may include asking for withdrawal of the student, and/or reporting the attendance abuse to the appropriate authority. Action may be taken in case of truancy,

keeping students out of school for unwarranted reasons, repeated and excessive trips necessitating student absence, excusing nonexistent illnesses, etc.

## Pre-arranged Absences

Families are encouraged to plan their vacations around the school vacation days. Occasionally, this is impossible. The school desires to be reasonable, however, it is charged with an educational responsibility. For families that must be gone during the school year, the following will apply:

1. Approval should be gained from the teacher at least 2 days in advance of the anticipated absence.
2. A "Pre-Arranged Absence Request Form" (pick up a copy at the office) must be turned in to the office with the signature of a parent, the principal, and the teacher.
3. Adequate arrangements must be made for completing the missed work before or during the absence. Realize that it is difficult for a teacher to anticipate the exact class assignments days in advance.
4. All assigned work must be turned in at the beginning of the class period on the day the student returns to school. All tests must be taken either the day of return or the following day as arranged by the teacher. Any additional work assigned while the student was on vacation will be due the following day or as arranged by the teacher.
5. It is recommended that parents discuss their child's academic standing with the teacher before planning an extended school-time vacation.
6. **CVCA highly discourages any absence request for the final 4 weeks of school. The classes missed could jeopardize the academics of the student.**

## High School

### Pre-arranged Absences

If a parent is planning for a student to be absent from school for personal or family reasons, such planned absences should be arranged at least five school days prior to the anticipated absence. To accomplish this, a "Pre-Arranged Absence Form" should be obtained from the school office. When submitted to the office for approval this form must include the signature of a parent and the teacher of each class that will be missed.

If the above procedures are not followed and/or the absence is not approved, the absence will be treated as an "Unexcused Absence" as stated below.

### Medical Appointments

Routine medical and dental appointments should be scheduled for when the student is out of classes.

## Unexcused Absences and Tardies

Any unexcused absences will be reflected on a student's report card. At the teacher's discretion, a student's grade may be affected by unexcused absences. Two or more unexcused absences, one unexcused absence and three or more unexcused tardies, or six or more unexcused tardies during a three-week period will be subject to:

- Loss of class or school office.
- Ineligibility for varsity sports.
- Ineligibility for extra-curricular non-academic trips or activities.

### Disciplinary Steps:

- First: Parents will receive a letter and a phone call from the principal.
- Second: Students and parents are notified of potential loss of privileges.
- Third: Loss of office and/or extra-curricular privileges. Student and parents are required to appear before the Administrative Council.
- Fourth: Student is suspended from school and is subject to a \$100 re-admittance fee.

## Tardiness

A student is tardy if he/she is not in his/her assigned place when class begins. If the student is tardy it is his/her responsibility to see that the record is cleared with the teacher and the attendance office. Students arriving more than 10 minutes after the beginning of any class period may be counted absent to that class.

**All students arriving on campus after 8:20 a.m. must sign in at the school office.**

## Attendance Procedures

Parents may request a printout of their student's current attendance record from the school office at any time.

Absences for any reason that exceed fifteen percent of a class during a nine-week period may result in either a failing grade or a reduction of grade at the discretion of the teacher.

A student's attendance has a direct bearing on his/her eligibility to hold a student office and/or participate in activities that represent the school, and may affect his/her eligibility to remain a student at Central Valley Christian Academy. Eligibility will be based on the number of unexcused absences combined with number of unexcused tardies.

### Attendance to Chapel/Assembly Programs and Laboratory Classes

The chapel/assembly programs and laboratory classes are regularly scheduled classes and attendance is required.

# Dress Code Policy

## Student Appearance

The Central Valley Christian Academy dress policy seeks to instill, in students, respect and pride in their physical appearance and school. This policy reflects the school's commitment to Christian excellence and modesty. The following are dress guideline which we believe adhere to this philosophy:

### Approved School Wear: Elementary

**Approved School Wear Grades K-4:** Uniform shirts must be purchased at CVCA. Pants and shorts may be purchased at CVCA or if purchased at a local vendor they must match the style of those provided by CVCA and meet the following requirements:

- Khaki/Navy Skirts/Skorts
- Khaki/Navy/Black Pants/Walking Shorts (No Cargo or Carpenter pants/shorts)
- Khaki/Navy Jumper

**Approved School Wear Grades 5-8:** Full uniforms must be purchased at CVCA.

### Approved School Wear: High School

Full uniforms must be purchased at CVCA.

- White/Navy/Light Blue Jersey polo Shirts with a CVCA Logo (long and short sleeve)
- White/Navy/Royal Blue/ Black Pique Polo Shirts with a CVCA Logo (long and short sleeve)
- Other optional accessories

**Only approved uniform wear purchased through the school will meet the school's dress code. No look-a-likes will be accepted.**

### Dress for Extracurricular Activities:

Students should harmonize with the school's image and dress policy on and off campus at all extracurricular and after-school events (banquets, trips, programs, athletic games, vespers, etc.) Exceptions to the regular school wear will be announced prior to a school event that requires or allows special clothing.

#### General Guidelines:

- School wear should be of appropriate size and length. Shirts may be untucked but should not hang below one's bottom. Baggy pants, pants that are too long, or excessively tight or short are not acceptable.
- All clothing should not have any rips, tears, holes, or cuts.
- Ball caps or hats may only be worn outside. Bandanas, do-rags, or skull caps may not be worn in any fashion at any time.
- Glasses, other than prescription eyewear may not be worn inside school buildings.
- Jewelry is not to be worn on campus or at any school function or performances.
- Undergarments are not to be visible. This would include bra straps, boxers, and underwear.
- All swimsuits worn at school-sponsored events are to be modest.
- Shoes are to be worn on campus at all times.
- Slippers are not to be worn.
- Outerwear by definition is: clothing that you wear over the school uniform. Items such as jackets, coats, sweaters or sweatshirts may be worn over the uniform as needed. Outerwear such as an additional shirt of any kind, shrug, fitted sweater, or blanket is not to be worn over the uniform. Any outerwear must also maintain the standard of a positive, up-lifting nature and not display any images or writing that are offensive, inflammatory, derogative, violent, or sexual in nature.
- Attire that is worn altered in such a way as to identify with non-school clubs, teams or gangs is not allowed.
- Students are required to wear the physical education uniform during P.E. classes. Physical Education and Varsity uniforms and athletic clothing are to

be worn only in the gymnasium or on athletic fields and not in the Administration Building or classrooms unless for a special event.

- Hair must be clean and well groomed. Extreme hairstyles are not acceptable.
- On Fridays, students may wear their uniform or jean pants (blue, black, or khaki jeans) with a class or school shirt (a class tee shirt, a CVCA organization shirt, Central California or Pacific Union event shirt, or a shirt of an Adventist college or university). All other guidelines apply. Any variations must be approved by administration.

### Dress Code Enforcement Policy

Students who fail to comply with the dress code will be removed from the classroom with an unexcused absence until they or their parent/guardian can provide acceptable clothing. Inappropriate items of clothing, jewelry, or accessories will be confiscated and held until picked up by a parent. Continued disregard for the dress code may result in a conference with the Principal or suspension from school.

## Technology Policy

### Cell/Smart phones /iPads/iPods/Tablets/Other Electronic Devices

Central Valley Christian Academy is an organization committed to high quality education, the safety of both students and staff, as well as the preservation of our outstanding reputation. As technology evolves, CVCA is excited about the academic uses associated with these tools. However, due to the advanced capabilities of these devices, guidelines must be put in place in order to protect students, staff, parents, constituents, alumni (these individuals are identified as CVCA community members) and facilitate a positive learning environment.

- iPads, iPhones, iPods, cell/smart phones and other electronic devices may be used to listen to music before and after school only. They are not to be used as gaming devices or video players from 8:10 a.m. to the end of the school day. Cell phones may be used to text or call outside of classes.
- Headphones are not to be worn or out, unless by permission from a faculty member .
- All electronic devices/phones will be off during class and study hall except for academic use with teacher approval.

- Student use of electronic devices on class trips, field trips, etcetera, is left to the discretion of the faculty member in charge.
- Students will not use their electronic devices/phones to circumvent the established internet restrictions of Central Valley Christian Academy. Access of restricted websites via electronic devices/phones is prohibited.
- Students who use electronic devices/phones for the purposes of bullying or harassment of any kind will be subject to the same guidelines discussed in Central Valley Christian Academy's **Respectful School Policy** and outlined in the school **Handbook**.
  - Electronic devices/phones used in the harassment of students or staff may result in confiscation. The administration may inform proper authorities (e.g. Police and FBI) and will follow legal precedent.
- Students will not use electronic devices/phones to distribute inappropriate\* pictures or videos of themselves or others. Students caught sending, receiving, or posting inappropriate\* pictures/videos will have their electronic devices/phone confiscated.
  - If a student, staff member or parent receives a text, picture, or video containing sexually suggestive/explicit material from a student, staff member, or parent the administration may inform the proper authorities (e.g. Police and FBI) and they will follow legal precedent. (\* Inappropriate as determined by the CVCA Administrative Council.)
- Consequences for infractions of these policies may result in the following depending on nature of infraction:
  - **First offense – The item is taken from the student for 1 day and requires parental/guardian pick up.**
  - **Second offense – The item is taken from the student, requires parental/guardian pick up, and the item is not allowed on campus for seven (7) days.**
  - **Continued Offenses will result in Administrative Council involvement and consequences that may include suspension and or dismissal.**

First and foremost, students are encouraged to always exercise the utmost caution when participating in any form of social media or online communications both within the CVCA community and beyond. Students who participate in online interactions must remember that their posts reflect on the entire institution and, as such, are subject to the same behavioral standards as set forth in the Central Valley Christian Academy **9-12 Student Handbook**.

- Students may be held accountable for online conversations, pictures, video, and other forms of online activity describing or depicting the use of illegal drugs, alcohol, tobacco products.
  - In the above mentioned scenarios CVCA may contact the proper authorities (e.g. Police and FBI).
  - These actions are grounds for expulsion, and based on their online actions students may be expelled.
- Students may not request faculty member interaction on social media sites without prior written parental consent being on file in the school office.
- Students may not use social media sites to publish defamatory or harassing remarks or digital pictures/video recordings about CVCA community members, extra-curricular or academic contest rivals, Seventh-day Adventist beliefs and teachings, etc.
- Students who choose to post editorial content to websites or other forms of online media must ensure that their submissions do not violate student handbook policies regarding profanity, coercion, threat, intimidation, fear, bullying, or other policies.
- CVCA students are expected to support the positive Christian reputation of CVCA. Students who post defamatory remarks about CVCA, its programs, its staff, et cetera, may face disciplinary action, and their expressed attitudes will influence the longevity of their enrollment. Students who have legitimate concerns are encouraged to express themselves in the proper manner befitting a Christian young person (see handbook policy regarding conflict p. 5).
- Failure to abide by this policy, as with other policies at CVCA, may result in disciplinary action as described in the **Student Handbook**, or as determined by school administrators in consultation with the Administrative Council.

## Internet/Social Media Policy

Central Valley Christian Academy also reserves the right to amend these policies in our judgment to address issues that may arise, changes in our operation, or the law.

Notification of these changes will be disseminated to the CVCA community in written form either hard-copy or electronically.

## Citizenship

The conduct guidelines of Central Valley Christian Academy are founded upon Seventh-day Adventist Christian values including respect for others, personal honor, morality, duty and order. On or away from the campus, the school encourages behavior and attitudes that support and uplift these values.

Any practice or attitude which tends to nullify a Christian atmosphere or defeat the purpose of the school will not be permitted. Whenever, in the judgment of the administration, a student's connection with the school is no longer profitable to himself/herself, or should his/her influence become detrimental to others, he/she may be dismissed from school even if no overt act has been committed.

Central Valley Christian Academy expects its students to comply with the regulations it has adopted and to otherwise be models of Christian behavior, both in relationship to the school and otherwise. Failure of a student to comply with this standard of behavior will result in the imposition of appropriate discipline. The overall goal of Central Valley Christian Academy in this regard is to work with parents in addressing unacceptable behavior and assisting students in correcting problems and achieving success in life with the minimum discipline reasonably necessary. Some misconduct is so serious that it may lead to suspension or expulsion of the student. These guidelines should not be interpreted to be all-inclusive, and announcements, written or given verbally, may change or modify what is listed below. It should also be noted that such announcements will carry the same authority as those printed in this bulletin.

Principles of Christian conduct are upheld at Central Valley Christian Academy. Honesty, courtesy, reverence, respect and purity are emphasized. The counsels from the Bible form the basic guidelines followed at CVCA. Actions taken by the board or the faculty that are publicly announced will have the same authority as those published in this handbook.

**Discipline for actions/behavior, on campus, off campus, or school sponsored trip, such as those mentioned below may result in suspension or dismissal and may affect eligibility for class or organization offices, some jobs, playing on varsity, intramurals, gymnastics, mission trips, and other such positions and activities.**

1. Undermining the religious ideals of CVCA or disseminating atheistic/agnostic/infidel ideas
2. Using profane language

3. Possessing or displaying obscene literature or pictures
4. Indulging in lewd or suggestive conduct or unwanted teasing or touching
5. Using tobacco, vaping, narcotics, harmful drugs or misusing prescription drugs
6. Drinking or possessing alcoholic beverages or frequenting places where such beverages are served
7. Stealing, willful deception, or dishonesty
8. Entering locked facilities without permission. Picking or breaking locks, doors, or windows. Duplicating school keys; using unauthorized keys or computers; or computer hacking (including data destruction or theft)
9. Displaying a detrimental influence or spirit that is out of harmony with the standards or basic philosophy of the school
10. Violating the student agreement signed on the application form
11. An uncooperative attitude or insubordination displayed by the student or guardian(s) regarding school guidelines or rules.
12. Misuse of technology as outlined in Technology Policy.

**The following areas of conduct will result in probable dismissal from school:**

1. Providing or supplying drugs, including tobacco and alcohol
2. Being involved with spiritualism in any form
3. Sexual activity between members of the same or opposite sex
4. Participating in hazing, sexual harassment, or initiations, or deliberately committing any act that injures, degrades, or disgraces a fellow student
5. Intentionally vandalizing school property or the property of a fellow student or faculty member.
6. Possessing or using firearms or weapons on campus or on a school sponsored activity. A firearm is considered any weapon that can shoot a projectile, including paintball and airsoft guns.

## Substance Abuse

Central Valley Christian Academy believes that the use of addictive, mind or mood altering substances is not in the best interest of a student. Therefore, the Academy will suspend or dismiss a student who uses illegal substances or abuses the use of legal medications or drugs.

Central Valley Christian Academy reserves the right to obtain a lab specimen, at the expense of the student, to test for illegal substances when there is reasonable suspicion of such use.

## Suspension and Dismissal

Students who have been suspended may not return to CVCA's campus for the period of their suspension unless permission is granted by the administration. Students who have

been dismissed from CVCA may not return to the campus until after the end of the school year unless permission has been granted by the principal or Ad Council.

## Campus Behavior

**Elementary students have a hands-off policy. No PDA will be allowed.**

### **Public Display of Affection Policy (High School)**

Students are encouraged to develop appropriate social interaction. Because CVCA is a co-educational school specific limits are placed on the physical interaction between students. Handholding and non-intimate hugging are allowed when students show maturity in their respect for time, place and appropriateness. Staff is given discretion to determine what an abuse of the social policy is and may immediately deal with the infraction by verbal feedback.

The following guidelines are set forth to provide students and faculty with an understanding of appropriate and inappropriate social behavior.

Handholding is considered appropriate if:

1. Hands are not concealed
2. Hands are not touching other parts of the other person's body
3. It is done outside the classrooms
4. Of the opposite sex

Incidental, non-intimate hugs are appropriate if they are occasional and of short duration.

Students who violate this PDA policy will be subject to disciplinary action at the discretion of the school Administration/Administrative Council. CVCA will respond to homosexual behavior rather than to feelings or attractions. The school welcomes as members of the student body all who conduct their lives in a manner that is consistent with the teachings and standards of Seventh-day Adventist Church relating to sexual orientation and behavior. A student's stated, same-gender attraction will not be considered a violation of school policy, however, the school does require all in the student community to abstain from sexual conduct/activity. Homosexual behavior is inappropriate and violates the teachings of our faith and includes not only sexual relations between members of the same sex, but all forms of physical intimacy that give expression to homosexual feelings.

# Harassment

## Definition of Harassment

In general, Harassment includes communications such as gestures, jokes, comments, innuendoes, notes, display of pictures or symbols, communicated in any form, including orally, in writing, or electronically via the Internet, cell phones, text messaging or in any other way, that shows disrespect to all persons including those in a legally protected class.

By law, what constitutes harassment is determined from the perspective of a reasonable person with the characteristic on which the harassment is based. What one person may consider acceptable behavior may reasonably be viewed as harassment by another person. Therefore, individuals should consider how their words and actions might reasonably be viewed by other individuals.

It is the responsibility of all members of the school community to treat each other respectfully. In addition, all members are expected to become familiar with The Respectful School Policy and to abide by it.

## Harassment Policy – SEXUAL

### Definition

Sexual harassment is unwelcome sexual advances or requests and other conduct of a sexual nature, which is offensive. It can be words spoken or written, or physical behavior. It includes offensive pictures, graffiti, jokes and stares. If submission to offensive sexual conduct is made a condition of academic status, progress, benefits, honors or activities, it is sexual harassment. Sexual harassment also occurs when the offensive behavior or material creates a hostile school environment.

## Reporting Procedures

Students who have experienced sexual harassment shall report the incident to school authorities as soon as possible. If the harassment is between students, the student shall report the incident to the classroom teacher. The student may also report to the principal. If the harassment comes from an adult, the student shall report directly to the principal or another responsible adult.

## Resolving Sexual Harassment Complaints

Any employee of the school, upon receiving a complaint or otherwise learning of alleged sexual harassment, shall notify the principal, or if the principal is allegedly involved in the harassment, the Central California Conference Superintendent of Schools. The school will investigate the matter promptly, thoroughly and confidentially. If harassment is found to

have taken place, such appropriate corrective action will be taken as reasonably necessary to end the harassment. After the investigation and response, the alleged victim will be informed that appropriate action has been taken. The school will also make appropriate follow-up inquiries to ensure that harassment has not resumed and that the alleged victim has not suffered retaliation.

### Dissemination

The school administration shall make available a copy of this policy to all present and future employees of the school. A copy of this policy shall also be available to all present and future students enrolled in the school and/or to their parents and guardians.