

CVCA High School Handbook

Rise UP

Look UP

Grow UP

Introduction

Mission Statement

The mission of Central Valley Christian Academy (CVCA) is to provide high-quality education within a Christ-centered environment. We are passionate about developing the whole student to grow in a personal relationship with Jesus Christ and promoting academic excellence, emotional stability, physical well-being, and social responsibility.

Philosophy of Education

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.

Our main objective is to help students find and grow their own relationship with our Creator and Savior. We strive to encourage all students to think for themselves and not just repeat what others have told them. We believe every human being has great value in God's eyes and it is our mission to share how much He loves and values each one of us. A growth mindset is a focal point of our educational approach and we believe failure and attempting challenging tasks help us grow. The entire curriculum reflects the worldview and the values revealed in scripture. Service is a way of life at CVCA and we intentionally look for ways to serve at home, in the church, and in our community.

CVCA 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 stakeholders, its operating board, and the church.

Non-Discrimination Disclosure

CVCA 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 based on race, color, national, and ethnic origin in the administration of its educational policies, admission policies, scholarship, and loan programs, and other school-administered programs.

CVCA reserves the right to deny admission to anyone unwilling to comply with and support the values and policies of the Seventh-day Adventist Church.

Objective

School-wide Learning Outcomes (SLOs)

Christ-led - Be Christ-led in all of life's choices.

*"Trust in the Lord with all your heart; do not depend on your own understanding."
Proverbs 3:5*

Values - Be proactive in making love a verb.

"But the Holy Spirit produces this kind of fruit in our lives: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control. There is no law against these things!" Galatians 5:22-23

Citizenship - Be active in serving our community.

"And the King will say, 'I tell you the truth, when you did it to one of the least of these my brothers and sisters, you were doing it to me!'" Matthew 25:40

Academics - Be a lifelong learner.

"And Jesus grew in wisdom and stature, and in favor with God and man." Luke 2:52

Accreditation

Central Valley Christian Academy is accredited by the Western Association of Schools and Colleges (WASC), the National Council for Private School Accreditation (NCPA), and the Adventist Accrediting Association (AAA). CVCA's curriculum is accepted by the A-G College Entrance Requirements, which is through the University of California and the California State University system.



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GUIDE

Admissions

CVCA welcomes applications from students of good character who have demonstrated scholastic achievement and who have a positive attitude toward Christian values. While CVCA is operated primarily for the education and training of the youth of the Seventh-day Adventist Church, 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 CVCA's principles. Acceptance is based upon the evaluation of educational performance, personal references, and at times, a personal interview. Previous disciplinary situations and academic performance may affect admission and re-enrollment. All new students to CVCA are accepted on a probationary basis.

Enrollment Steps

1. Complete the online application which includes providing transcripts and standardized test scores.
2. Evaluation with the classroom teacher or registrar.
3. Administrative Council (AdCo) votes to accept the student.
4. Complete enrollment paperwork and provide required documentation which includes medical records, proof of immunization, and release of records.

On admission, every student pledges to willingly observe all the regulations of the academy and to uphold all the principles of CVCA. If a student breaks this pledge, he/she automatically forfeits his/her privilege to attend 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.

Student Learning Accommodations

CVCA welcomes applications from students who have mild to moderate learning differences.

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. Each application for admission will be reviewed by CVCA to determine if the student's documented needs can be adequately met. CVCA may deny admission when it is clear that the needs of the student are beyond the resources of the school. All students with IEPs, 504s, or special needs who are accepted will be admitted on a probationary basis.

Student Services

CVCA strives to provide services that will help students prepare for life after high school. Guidance counseling is provided for students beginning in the eighth grade through the duration of their high school experience. Guidance Counseling focuses on life planning, career planning, work, academics, ACT/SAT/MAP testing, college applications, and college financial aid.

Student services also provide information to students regarding FAFSA, Cal Grant, and other related college information. In addition, CVCA hosts a college fair each year and strives to connect students with alumni attending the colleges they are interested in and professionals in the careers the students want to pursue.

Transfer Students

Transfer students will go through an assessment process to determine grade level and credits which will transfer. Credits from another accredited high school will normally be accepted at full value by CVCA for students who transfer. Credits for home-schooling courses will normally be accepted under the discretion of CVCA.

While attending CVCA, all courses must be taken at CVCA unless there are extenuating circumstances. In this case, course selection must be approved by AdCo.

New and/or transfer students may not be accepted to CVCA after the fourth quarter has begun.

Financial

General

Our goal is to maintain the financial stability of CVCA as it is a vital part of maintaining the high academic standards and Christ-centered environment our parents and community expect.

Contact Information

Please contact the business office at (209) 537-4521 [Option 2] with any questions regarding your account or our financial policies. The business office is open Monday through Thursday, 8:00 am to 4:00 pm. Friday 8:00 am to 1:00 pm. For holidays and summer vacation hours see the [school calendar](#).

Full time / Part time students

All students are considered full-time students unless special arrangements are made with the registrar and approved by AdCo. The tuition charge is the same regardless of the number of courses for which a full-time 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.

Registration Fee

A registration fee is due at the time of enrollment. This fee is charged in addition to tuition and is non-refundable. Family discounts or any other discounts do not apply. Class schedules will not be confirmed until the fee is paid in full. Students enrolling before April 1, will receive a 20% discount on the registration fee.

Late Registration

The registration fee for re-enrolling students will increase after April 1. Family discounts or any other discounts do not apply. Please refer to our website for the current [tuition and fee schedule](#).

Late Enrollment

Students may enroll at any time during the school year, depending on space availability and AdCo approval. The registration fee is due in full upon enrollment regardless of the time of enrollment. If a student enters late or exits early, he/she will be charged a daily rate for the number of days of actual enrollment.

Tuition

CVCA is a private Christian school. To ensure CVCA has the necessary resources to deliver effective instruction, the tuition and fees for each student must be paid in full and on time when due. Tuition charges are based on the grade level of the student. Please refer to the [tuition and fee schedule](#) for current rates.

Tuition does not include PE uniforms, lab fees, ASB fees, sports fees, extended care fees, yearbook, field trips, senior fees, band, extracurricular activities, or trips.

All fees are non-refundable and are subject to change. Please refer to the current fee schedule for the current fees and costs, except for field trips and most extracurricular activities.

CVCA reserves the right, at its option and sole discretion, to require the responsible party to provide adequate assurances that the tuition and fees will be paid when due. CVCA shall determine the appropriate assurances at its sole and absolute discretion which may include but are not limited to, completion of a credit application, delivery of personal credit reports, execution of a payment agreement, and requiring a third party personal guarantee for payment on the account. Accounts that exhibit a pattern of delinquency may be required to set up automatic payments. These arrangements will be made at the discretion of the school board's finance committee.

Students may be requested to be withdrawn from school by either CVCA or their parents or guardians. In either case, the responsible party will continue to be held responsible for any fees, tuition, and costs incurred before termination of enrollment.

Tuition Payment Options

Full Payment: Tuition is due on or before August 1st and is payable directly to the business office. Accounts with tuition paid in full by August 1st will receive a 3% discount.

Month Payments: Tuition and fees are billed monthly. The account balance is due by the 15th of each month.

Statements

Ten monthly statements are sent via email from September through June. Whether or not you receive an email, you are responsible for paying the amount due on time.

Family Discounts

A multiple student (family) tuition discount of the lower [tuition](#) is given to the second, third, or additional sibling. This discount is applied to the current year's tuition. Family discounts are not available for registration fees, late fees, etc.

Constituent Church Discount

To qualify for the constituent rates, the student must be on the list of qualifying students, submitted by the constituent Seventh-Day Adventist (SDA) church. Those not on the list must obtain a letter of qualification from the certifying constituent church.

[Ceres SDA Church](#)

[Modesto Central SDA Church](#)

[Modesto Hispanic SDA Church](#)

[Modesto Westside SDA Church](#)

[Oakdale SDA Church](#)

[Parkwood SDA Church](#)

[Patterson SDA Church](#)

[Turlock SDA Church](#)

[Waterford SDA Church](#)

Withdrawal Policy

When withdrawing your student from school, a Student Withdrawal Form is to be submitted to the Business Office to finalize financial responsibilities. Transcripts/student records will be released once financial obligations have been met.

Insufficient Funds/Cash Payments

A charge of \$30 will be added to accounts for all returned checks. Any occurrence of a returned check may require future payments in cash or by automatic payment.

Delinquent Accounts

All accounts (tuition, fees, extended daycare, sports, etc.) must be kept current and paid when due. Any account that is 30 days delinquent will be reported to the school board finance committee to determine whether the student may continue to be enrolled at CVCA. Students with delinquent accounts may not be allowed to participate in class programs, special year-end events, trips, or graduation ceremonies.

Release of Records and Exam Permits

Diplomas will only be released to students whose accounts are paid in full and current. Semester exam permits will only be issued to students whose accounts are current or who have received clearance from the business office.

All accounts with fees or fines due to library books, textbooks, sports uniforms, damaged property, etc. must be cleared before any records or transcripts are released.

Financial Aid

We know you value Christian education and CVCA is committed to helping you create a financial plan which works for your family. Several different scholarships are available at different times throughout the year. Please contact the business office early to have the most options possible.

Referral Scholarship

Christian education is a gift we want you to share with others. CVCA's most successful advertising is you! Receive a \$1000 credit toward your TK-12 tuition account by bringing a new family to CVCA for the school year. The Referral family name must be listed on the new enrollment for the family to receive tuition credit. Your friends will receive an excellent Christian education for their students and you will benefit from a tuition credit. Some conditions apply before receiving this credit. More information is available through the business office.

Textbooks

The cost of textbooks for a year (per student) is \$175. Any damaged, destroyed or not returned textbooks will incur a fee, up to 100% of replacement cost, based on the condition of the book at time of return.

Class Funds

Money raised specifically for class functions that are individually credited and not used remains in the class fund for which they were raised. All other money raised for a class goes into the general class fund. Students who withdraw from CVCA have no claim to class funds. No refunds will be made on money raised through class fundraisers. All monies in the class funds are used and distributed at the sole discretion of CVCA.

Senior class trip monies paid by the student and/or immediate family may be refunded only beyond non-refundable deposits or expenses.

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 a good work ethic in students. 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. If you have any questions regarding the student work program, please contact the business office.

Communication

There are numerous ways of communication available to students, parents, and the school.

Website

Although the primary audience for the school's website is the general public and the wider community, it is an important communication channel for the CVCA community. Event information, school news, and links to FACTS are examples of some website features of value to parents, students, and school personnel.

Maverick Memo

CVCA has a newsletter that is sent out via email monthly. Make sure to [subscribe](#) so you don't miss out on upcoming events, and classroom activities/announcements.

Remind

Remind is our text option to send out group announcements. Subscribe now to get the latest from the office and teachers. To learn more, watch this short video about [Remind](#).

FACTS (RenWeb)

FACTS is the platform CVCA uses for filling out applications, re-enrollment, checking attendance, and your child's grades.

Social Media

Social Media, including Facebook and Instagram, are used to promote and post pictures of events happening at CVCA. See our [Photo and Video Release](#) statement.

“Old School,” Low-tech

Of course, more traditional, "old school" communication channels such as personal meetings, letters, phone calls, texting, and email are available to all for communication purposes.

Conflict Resolution Process

Students or parents may have questions or disagreements regarding classroom policy. At CVCA, we follow a method based on Matthew 18, wherein if a problem arises we ask families to use the following plan of communication:

- First, the student requests to meet with the teacher to discuss the matter. This will help students grow in their communication and leadership skills.
- If the matter is not resolved, the student, parent/guardian can reach out directly to the teacher.
- If further resolution is needed, the Vice Principal of High School can be included in the conversation.
- If the matter is still unresolved, the principal will be included in further conversation and if necessary AdCo may be asked to make a final decision.

While every effort will be made to resolve conflicts to everyone's satisfaction, if disagreements remain at the conclusion of the conflict resolution process, parents and students agree to cooperate with and support the final decision of CVCA.

Student Conduct

CVCA is committed to providing an environment that is free from harassment (verbal, and/or physical) that is conducive to learning. Faculty, staff, students, parents/guardians, board members, volunteers, vendors and other individuals are expected to conduct themselves in a manner that is professional and respectful of others at all times while at school or school-sponsored events. CVCA will address all complaints, formal or informal, verbal or written, of disrespectful behavior or harassment. Appropriate discipline or action will be taken based on the situation.

Expectations of Parents & Students

Parents and students have the responsibility to read and abide by the policies and standards contained in the CVCA Handbook. By enrolling, each student and parent agrees to the contents of our CVCA Handbook. Failure to support the staff, teachers, and administration in the enforcement of policies in this handbook may result in the removal of the student from school (ed code: [A23-152](#)).

Dress Code

Student Appearance

CVCA's 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 dress code, we believe, adheres to this philosophy:

- Schoolwear should be of appropriate size and length, not excessively tight or large.
- All clothing should be free of any rips, tears, holes, and 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 performance.
- 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 during cold weather. Uniforms should be visible at all times. Any outerwear must also maintain the standard of a positive, uplifting nature and not display any images or writing that are offensive, inflammatory, derogative, violent, or sexual.
- Attire that is worn altered in such a way as to identify with non-school clubs, teams, or gangs is not allowed.
- Hair must be clean and well-groomed. Extreme hairstyles and unnatural hair colors are not acceptable.

Approved School Wear

- White/Black/Navy/Royal Blue/Light Blue Jersey or Pique Polo Shirts (long and short sleeve) with a CVCA Logo
- Khaki/Navy/Black/Plaid Skirts/Skorts
- Khaki/Navy/Black Pants/Walking Shorts (No Cargo or Carpenter pants/shorts)
- Khaki/Navy/Black/Plaid Jumper

*Uniforms shirts must be purchased through:



French Toast



Lands End

- Students are required to wear the Physical Education (P.E) uniform during P.E. classes. P.E., 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.
- 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 Conference, Pacific Union event shirt, or a shirt of an Adventist college or university). All other guidelines apply. Any variations must be approved by the administration.

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 before a school event that requires or allows special clothing.

Attendance

Many educational experiences cannot be replicated outside of the classroom. As far as possible, students are discouraged from missing their classes.

Parent Responsibilities

1. Schedule doctor and dentist appointments outside school hours (8:10 am-3:30 pm, lab classes are from 3:35-4:30 pm) so that school attendance is affected as little as possible.
2. Should a student be absent, parents are requested to communicate with the teachers and the front office before 8:00 am and report the absence.
3. When a family has prior knowledge of the dates for absences, the parent and their student must complete and submit an [Absence Request Form](#) at least one week before the actual absences. Submission alone does not guarantee approval.
4. Regularly check student's attendance on FACTS.

Tardiness

A student is tardy if he is not in his assigned place when class begins. Students arriving more than 10 minutes after the beginning of any class period may be counted absent from that class.

3 tardies = 1 absence

Late Arrival Procedure

Students who arrive on campus after 8:10 am need to check-in at the office before heading to the classroom.

Partial Day Absences

All students must sign out at the office when leaving before school is dismissed. Parents/guardians and an administrator must give prior permission.

If a student is picked up prior to school dismissal, it will count as a tardy.

Excessive Absences

If a student has missed 10% (see [Chronic Truancy](#) definition) or more of school days (excused or unexcused) during one school semester, the school Administration may place the student on Attendance Contract which imposes a requirement that additional absences be verified by a licensed medical practitioner. Excessive absences in a semester or school year may also jeopardize a student's promotion to the next grade level and/or future enrollment. In the case of a lengthy illness or other "unique" circumstance, a written petition may be submitted for an exception.

Excused Absences/Tardies

The following are considered excused absences:

- Illness
- Quarantine
- Court
- Death in the immediate family
- Drivers Training & DMV driving test
- Absences due to Athletics/Fine Arts events/Field trips
- Medical, dental, mental health counseling, or eye appointments that CANNOT be scheduled outside of school hours (must provide a note from health care provider)
- Other absences approved by AdCo (appropriate [form](#) must be submitted at least 10 days in advance)

All excuses must be submitted to the office within five (5) school days of the absence or they will be unexcused.

Unexcused Absences/Tardies

The following are examples of what is considered an unexcused absence (if in doubt please ask beforehand):

- Haircuts
- Manicures
- Shopping

- Family errands
- Senior pictures
- Sporting events not related to the school
- Family trips without AdCo approval

If a student misses class for reasons that are not excused, the student jeopardizes the opportunity to complete missing work, which may impact their academics.

Truancy/Chronic Truancy

Per California Ed Code 48260, a student is considered truant if they are tardy more than three times in a school year or are absent without excuse for three full days. Per California education code 48263.6, chronic truancy is defined as absence from school without a valid excuse for 10% or more school days from the date of enrollment to the current date. Chronic truancy may lead to a request for withdrawal from CVCA.

CVCA Truancy Process

Timeframe: Semester

3 unexcused absences in a class

- Parents and students will be notified by email

7 unexcused absences in a class

- The student will be put on probationary status for all offices, privileges, and extracurricular activities.
- The student will meet with the administration.
- Email notification of probation will be sent to students and parents.

10 unexcused absences in a class

- The student will be removed from all offices, privileges, and extracurricular activities.
- The administration will have a meeting with the student and parents.

15 unexcused absences in a class

- The student is suspended from school and subject to a \$250 re-admittance fee.

*3 unexcused tardies equals one unexcused absence

Late Arrival Procedure

Students who arrive on campus after 8:10 am need to check-in at the office.

Partial Day Absences

All students must sign out at the office when leaving before school is dismissed. Parents/guardians and an administrator must give prior permission.

Chapel Programs & Lab Classes

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

Making Up Missed School Work

Students should communicate with teachers and get assignments where possible before being absent. Students are expected) upon returning to school, to immediately communicate with teachers and collect all missed assignments and materials. Students should be ready for school on their first day back.

Academic Integrity

At CVCA students are expected to practice academic honesty. Plagiarism and cheating are unacceptable.

Plagiarism

Plagiarism is the unauthorized use of another's material that is represented as one's own work and may include, but is not limited to, the following acts:

- Using a piece of writing that has been copied from someone else and is presenting it as being your own work, i.e., taking someone's words or ideas as if they were your own
- Turning in another student's paper as your own
- Copying portions of another student's paper into your own
- Copying reference material into your paper without appropriate attribution, such as quotation marks and/or citations to the original author
- Paraphrasing material into your paper without appropriate attribution, such as an in-text citation to author and page
- Summarizing referenced material without citing original source
- Using AI(Artificial Intelligence) software in any manner not explicitly permitted or authorized by a classroom teacher, including but not limited to submitting academic work created or written in part or in total by AI software and claiming it as your own.

Cheating

Cheating is to act dishonestly by claiming the work of someone else as your own, or by enabling or permitting another student to claim your work as their own, or by obtaining for yourself or providing for another student an unfair advantage on a test, quiz or any other academic work. Cheating may include, but is not limited to the following acts:

- Allowing someone to copy your work
- Claiming someone else's work as your own
- Having or providing knowledge of questions or answers prior to a test or quiz
- Giving or receiving assistance during a test or quiz

- Using artificial intelligence (“AI”) software in any manner not explicitly permitted or authorized by a classroom teacher, including but not limited to completing an academic assignment with the assistance of AI software when not permitted, or misrepresenting a portion of the whole of an academic assignment as our own without proper attribution or acknowledgement of the use of AI software.

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 AdCo.

Academics

Links to Additional Information

- [Daily Class Schedule](#)
- [Class Bulletin](#)

Class Standing

Freshman

- A first-year high school student who has completed the eighth grade and is registered for 5.5 Carnegie Units.

Sophomore

- A second-year high school student who has completed 5.5 Carnegie Units and will have earned at least 11 Carnegie Units by the end of the school year.

Junior

- A third-year high school student who has completed 11 Carnegie Units and will have earned 16 Carnegie Units by the end of the school year.

Senior

- A fourth-year high school student (or/and approved accelerated third-year student) who has completed 16 Carnegie Units and whose class load will permit graduation at the end of the school year.

Semester Credits

Half of a Carnegie Unit of credit is given for each class that meets a minimum average of 200 minutes per week for one semester of a non-laboratory class and a minimum average of 240 minutes of class/laboratory per week for one semester of a laboratory class.

- .5 Carnegie Unit = minimum average of 200 minutes per week for one semester
- 1 Carnegie Unit = minimum average of 200 minutes per week for one year (240 minutes for laboratory science classes)

Grading Periods

CVCA operates on the Semester grading period. Grade reports are issued two times a year and are recorded on the student's permanent transcript. Progress reports are run mid-semester and emailed out to the student and parents. You can look at the grading scale [here](#).

Standardized Testing

CVCA utilizes NWEA's MAPGrowth tests three times a year for students in Grades 3-11. This test has been adopted by the North American Division Office of Education for Seventh-day Adventists to be used in all denominational schools. MAPGrowth tests are comparable to other standardized tests; it measures 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 these times. See the [school calendar](#) for testing dates.

[Family Guide to MAP Growth](#)

[Family Toolkit](#)

CVCA also offers students the opportunity to participate in standardized testing on campus as part of our college preparatory program. All Juniors participate in the PSAT which is an SAT/ACT readiness test that is also required for the National Merit Scholarship. The cost for this test is covered by the school. CVCA also offers optional weekday testing for the SAT during school hours, which is made available to students twice a year.

Eligibility for Extracurricular Activities

Sports

Varsity sports athletes must maintain good academic standing to remain eligible to play at games and tournaments. Eligibility is checked once a week. The minimum criteria for eligibility is:

One D or less

No Fs in any class

CVCA maintains the right to keep a student from participating in varsity sports if there are behavior, attendance, or other academic concerns.

Student Officer Guidelines

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

- Be enrolled as a full-time student at CVCA
- Earn a GPA of 2.5 or above in the previous semester and maintain this GPA while in office, with no incompletes, multiple D's, or any F's
- Must have a satisfactory attendance record
- Support and be following 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 one (1) major office such as ASB President, ASB Vice President, ASB Social Vice President, ASB Religious Vice President, or Class President
- May additionally hold one minor office if approved by class or ASB sponsor

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 by the 9-week mid-term during the following grading period.** Any incomplete grade not changed by this time automatically becomes an "F".

Acceleration

Acceleration in a student's program is seldom advisable. The Pacific Union Education Board has established guidelines for the acceleration of academy students into college. Students who plan to accelerate must receive approval by AdCo before the second semester of the sophomore year and should attend CVCA 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.

Add / Drop Forms

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 semester without penalty. A class may not be added after the end of the second week of the semester. Withdrawal from a class after the

end of the sixth week of the semester will result in a WP (Withdrawal Pass) or WF (Withdrawal Fail) on the transcript.

Students may print the [Add/Drop Form](#) or obtain one from the registrar's office. This form requires a parent's signature. If a student fails to submit a form 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.

Transfer Credits

Transfer credits are credits received for courses taken outside of CVCA. Credits from another accredited high school will normally be accepted by CVCA for students who transfer in. Students transferring from homeschool or non-accredited programs need to have coursework approved by the Curriculum Committee before credit can be given. CVCA reserves the right to test students and place them at the appropriate grade level as indicated by their test scores. While attending CVCA, all courses must be taken at CVCA unless there are extenuating circumstances. In this case, course selection must be approved by AdCo.

Non CVCA Courses

Any online course work or summer school course(s) applying towards graduation must be approved in advance by AdCo. A student may print the [Non CVCA Course Request Form](#) or pick one up from the registrar's office. Students will only be approved for an online course under extraordinary conditions or extenuating circumstances. Online courses and summer school courses must be taken from educational institutions which are on the California A-G approved list.

When prior approval for non CVCA courses has not been obtained, CVCA may not add the course to a student's transcript. CVCA also reserves the right to ask a student to take an appropriate achievement test to ascertain the level of skill achieved.

Any senior taking an online course must have the course completed by the end of the first semester of the senior year.

A student will not go on the class trip, 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.

Academic Probation

Grades are reviewed weekly by the registrar's office. Students who have at least two D's or one F (D, F&I List) will be subject to the procedure:

First Step

- a. Email is sent to parents/guardians/students.
- b. The student is restricted from participating in non-academic trips, tournaments, and events until the following week.

Second Step

- a. Email is sent to parents/guardians/student.

- b. The student is restricted from participating in non-academic trips, tournaments, and events until the following week.
- c. The Student and parents/guardians have a meeting with the school administration regarding academics to create an academic plan.

Third Step

- a. Email is sent to parents/guardians, and student.
- b. The student is restricted from participating in non-academic trips, tournaments, and events until the following week.
- c. The student appears before AdCo to discuss academic performance.

Fourth Step

- a. AdCo reviews a student's academic performance and may make a request for withdrawal.

Students who remove themselves from the D, F&I List will begin at the beginning of the sequence again the next time they have low grades.

Students may also be subject to an administrative review of their academic performance if they regularly appear on the low grades list.

Senior Graduation Requirements

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

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

Seniors who have had severe, long-term medical problems may petition AdCo 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.

Students unable to achieve the required academic credit for a general diploma may be offered a certificate of attendance; this allowance must be approved by the Educational Superintendent of the Central California Conference of Seventh-day Adventist.

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 withheld by a previous school, the student will not be able to graduate. An official transcript will be issued upon request free of charge.

If you want CVCA to release a transcript to another school click [here](#).

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 help our students learn how 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. Community service hours must be documented by the student and verified by the supervisor of the activity. Community service hours will be treated as a class; all hours must be completed before graduation or diplomas will be withheld.

Technology

Guidelines for Technology Use

CVCA is excited about the academic uses associated with technology as it evolves. However, due to the advanced capabilities of these devices, guidelines must be put in place to protect our CVCA community and facilitate a positive learning environment.

- iPads, iPhones, iPods, cell/smartphones, 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 school trips 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 CVCA. Access to restricted websites via electronic devices/phones is prohibited.
- Students who use electronic devices/phones for bullying or harassment of any kind will be subject to the same guidelines outlined in the [Grounds for Discipline](#) section.
 - 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/phones 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 AdCo.

Internet/Social Media Policy

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 by CVCA.

- Students may be held accountable for online conversations, online bullying, pictures, video, and other forms of online activity describing or depicting the use of illegal drugs, alcohol, and tobacco products.
 - In the above-mentioned scenarios, CVCA may contact the proper authorities (e.g. Police and FBI).
 - Online actions, words, and images may result in discipline as outlined in the misconduct section below.
- 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, 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, etc., 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 Christian manner as outlined in the Conflict Resolution section below.

Misconduct

Grounds for Discipline (Unacceptable behavior)

Actions/behavior on campus, off-campus, or on school-sponsored trips, (such as those mentioned below) may result in suspension or dismissal and may affect eligibility for class or organization offices, some jobs, participating in or playing on any extracurricular sports, mission trips, and other such positions and activities. Examples include, but are not limited to:

- Undermining the Christian ideals of CVCA.
- Using profane language.
- Possessing or displaying obscene literature or pictures.
- Indulging in lewd or suggestive conduct or unwanted teasing or touching.
- Using tobacco, vaping, narcotics, harmful drugs, or misusing prescription drugs.
- Drinking or possessing alcoholic beverages or frequenting places where such beverages are served.
- Stealing.
- Willful deception, dishonesty, plagiarizing, and cheating.
- 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).
- Leaving campus during school hours or school-lead activities without permission.
- Displaying a detrimental influence or spirit that is out of harmony with the standards or basic philosophy of the school.
- Violating the policies and procedures of the CVCA Handbook
- An uncooperative attitude or insubordination displayed by the student or guardian(s) regarding school guidelines or rules.
- Misuse of technology as outlined in Technology Policy.

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

- Providing or supplying drugs, including tobacco and alcohol.
- Being involved with spiritualism in any form.
- Sexual activity.
- Participating in hazing, sexual harassment, or initiations, or deliberately committing any act that injures, degrades, or disgraces a fellow student.
- Intentionally vandalizing school property or the property of a fellow student or faculty member.
 - a. You break it, you pay for it.

- Possessing or using firearms, knives (including metal silverware), or other 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.

Disciplinary Procedure

We believe discipline is a learning process and should focus on the growth and development of wise future choices. Trust, relationships, and accountability are the three areas addressed in our discipline process. Below are the normal steps taken with misconduct. Based on the severity of the misconduct steps may be accelerated.

1. In the classroom

- Teachers will work to redirect and warn students.
- Parents/Guardians may be included, but the focus is to build a strong student/teacher relationship.
- Consequences will vary.

2. Administration involvement

- When a student disregards a teacher's directions or prior warnings the student will be sent to the office.
- Parents/Guardians will be notified via email, through FACTS.
- An event will be logged on the student's record in FACTS.
- Consequences will vary, suspension is possible.

3. Parents/Guardians meeting

- If the behavior or issue continues, a meeting with parents/guardians will be scheduled.
- Issue is presented to AdCo.
- An event will be logged on the student's record in FACTS.
- Consequences will vary, probable suspension.

4. Withdrawal request

- A student refuses to participate in word or action with the guidelines of CVCA outlined in this document.
- AdCo will vote on the withdrawal request.
- The student will be asked to withdraw from CVCA, a failure to withdraw will result in dismissal.

Phone Violation

1. First Occurrence

- The phone is taken from the student for one day and is required to be picked up in the office.

2. Second Occurrence

- The phone is taken from the student, requires parental/guardian pick up, and the item is not allowed on campus for seven days.

Plagiarism

1. First Occurrence

- a. The student receives a zero grade for that assignment.
- b. The incident is recorded in the discipline file on FACTS.
- c. Parents/guardians will be notified via email through FACTS.
- d. The Student loses leadership privileges.

2. Second Occurrence

- a. The student receives a zero for that assignment.
- b. The incident is recorded in the discipline file on FACTS.
- c. The student writes a letter to parents/guardians.
- d. The student and parents/guardians meet with an administrator.
- e. The student receives a three-day suspension with a mandatory project assigned by AdCo.

3. Third Occurrence

- a. The student receives a failing grade in that class for that current semester.
- b. The incident is recorded in the discipline file on FACTS.
- c. Parents/guardians will be notified via email through FACTS.
- d. Possible dismissal from CVCA.

Hazing, Bullying & Sexual Harassment

No staff member, student, or any other person employed by or in attendance at a Seventh-day Adventist school shall concur with, cooperate, permit, or participate in any act that injures, degrades, or disgraces, OR intends to injure, degrade, or disgrace any student attending the school.

Definition of Hazing

"Hazing" includes any method of initiation, pass time, or amusement into the school in connection with an activity/organization which causes, or is likely to cause, bodily danger/physical harm.

Definition of Bullying

In general, bullying/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 ostracizes and disrespects 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.

Definition of Sexual Harassment

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 should 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 should report it directly to the principal or another responsible adult. CVCA will make an investigation and communicate to the alleged victim that appropriate action has been taken. Follow-up inquiries will be made to ensure that harassment has not resumed and that the alleged victim has not suffered retaliation.

Substance Abuse

CVCA believes that the use of addictive, mind or mood-altering substances is not in the best interest of a student. A student who uses illegal substances or abuses the use of legal medications/drugs may be suspended or dismissed. CVCA 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.

Public Display of Affection

Students are encouraged to develop appropriate social interactions. Because CVCA is a co-educational school, specific limits are placed on the physical interaction between students. Hand holding and non-intimate hugging are allowed when students show maturity in their respect for time, place, and appropriateness. Staff is given the 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.

Hand holding is considered appropriate if:

- Hands are not concealed
- Hands are not touching other parts of the other person's body
- When it occurs outside the classrooms

Incidental, non-intimate hugs are appropriate if they are occasional and short in duration. Students who violate this PDA policy will be subject to disciplinary action at the discretion of AdCo.

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 the 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 rules, school policy, or the 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 a search. When appropriate, the school may report violations of law to appropriate authorities.

School property may be searched at any time for any reason. School property includes, but is not limited to, desks, lockers, school computers or electronic devices, classrooms, common areas, school athletic equipment, school vehicles, and any other property owned or controlled by the school. Students have no privacy rights or expectation of privacy in utilization of any school property.

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

Parents will be notified after any search.

General

Emergency Care Plan

The school's emergency care plan follows clear and practiced safety procedures in the event of fire, earthquake, lockdown, active shooter, bomb threats, and other emergencies.

- In the event of an actual school-wide emergency, the school will provide parents/guardians notification by text message and/or email.
- Parents should not call the school directly but wait for notification; school lines need to be used for calling out only.
- Parents should not block access to the school, access needs to be available for emergency vehicles.
- In the event of a city/countywide disaster, parents should tune to a local Emergency Broadcast Station to receive emergency instructions.
- All students will be accounted for and cared for by school staff and necessary emergency steps will be taken.
- No student will be released until all CVCA students are accounted for or local law enforcement allows.

Closed Campus

CVCA is a closed campus which means that students may not leave campus without a pass during school hours. Students must sign out before leaving campus and sign back in when they return to campus. A student may not leave campus until the school day has ended without consent from the school administration. 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.

Seniors may leave campus for lunch if they are eligible or accompanied by/her parent/legal guardian. Students must sign out before leaving campus and sign back in when they return to campus.

Student Vehicles

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

- Students driving vehicles to school must register them with the school office.
- 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.
- **VEHICLES ARE NOT TO BE USED DURING SCHOOL HOURS EXCEPT WITH PERMISSION FROM THE ADMINISTRATION.**
- Students should not linger, loiter, or eat their lunches in the area where vehicles are parked.
- Students are expected to drive carefully at all times, following all traffic laws and speed limits. They are responsible for how they drive and use their vehicles. Vehicles are subject to search by school officials.

Senior Off Campus Lunch Privilege

Seniors who have good Citizenship and Attendance records and are not on the D, F&I List are "eligible" and may leave campus for lunch on a corresponding Senior 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 6th 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

No student may leave campus for lunch unless they are an eligible senior and have received the administration's permission. Parents or legal guardians may sign a child out only through the front office. Students must sign back in when they return to campus.

Library

The library is a great resource for reference and research for the students and staff of CVCA. Books and other materials may be checked out from the library. Students will be charged the full replacement value for materials that are not returned, are lost, or damaged.

Music

In the course offerings of CVCA's 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.

Field Trips and Extracurricular 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 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 (D or above) in order to participate in extracurricular activities that represent the school and involve time away from school during school hours. Each student involved in activities such as retreats, sports events, etc. must communicate and create a plan with each teacher of a missed class.

All Parents/Guardians signed permission in CVCA's enrollment packet for students to participate in eligible field trips and extracurricular activities. Notice of all overnight trips will be sent to each parent/guardian a minimum of 2 weeks prior to the trip.

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 is on a field trip, school-sponsored outing, social event, party, or other occasions 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.

Student Health

The physical health and welfare of each student is important. Please do not send your student to school at any time with a fever, even if they appear to feel fine.

- Students should be fever free for 24 hours before returning to school.
- Special health problems should be discussed with your student's teacher and office staff.
- A physician's note may be necessary for readmission to the school (or if the student's recovery is in question). If your student is ill with a communicable disease, please contact the school office before returning to school.

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 A23-124):

- 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 a desire for the school to 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.

Immunizations

California law requires all students to be current on all [immunizations](#) before entering any public/private school or have a medical [waiver](#) from a physician on file at school. As part of each enrollment period, parents will certify the status of their student(s) immunizations.

Accidents/Injury Reporting Procedure

In the event an accident of any kind occurs, it must be reported immediately to the teacher in charge of the class or activity. If no teacher is available, the accident is to be reported to the office. An accident report form must be filled out within 24 hours. Information regarding coverage and limitations is available upon request.

Volunteers

Our volunteers and chaperones are a valuable asset to the CVCA faculty, staff, and students. For the protection of our students, all volunteers, including drivers for field trips, chaperones, lunch helpers, coaches, and any other aide/volunteer working with children in any capacity, are required to complete online child abuse training and a background check. The Central California Conference K-12 Board of Education uses **Sterling Volunteers** for conducting background checks. The background check is valid for three years and is transferable between schools, churches, Pathfinders, etc. This is a secure website and

personal information will not be seen by any school or Conference employee. CVCA will only receive a report indicating the volunteer's eligibility or ineligibility.

Guests

All guests are required to check-in at the office during school hours and obtain a visitor's pass. Guests who are high school age or younger must receive permission from the administration to visit students during school hours.

Home and School Association

The purpose of the Home and School Association is to unify the home, school, and church together. The Home and School director is voted by the school board and will lead in coordinating social activities, school spirit events, and fund-raising for appropriate school needs. The director will coordinate with room parents and other parent volunteers to be involved in Home and School functions. Call the school office if you would like to volunteer.

Photo and Video Release

By registering at CVCA, 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 photos and videos are considered the property of Central Valley Christian Academy.

CVCA reserves the right to publish any student images, visual or audio, including any student work products, with or without student names. CVCA does not control, nor can it reasonably control, all uses of student images published for personal use by students, family members, CVCA employees, CVCA School Board members, constituent churches, or any other member of the general community, including any images that are published including student names. CVCA, therefore, assumes no liability for the publication of student images in any forum. In enrolling students at CVCA, CVCA parents/guardians fully release and forever discharge CVCA from and against any liability whatsoever from any claims, actions, causes of action, liability, and damage for the use of student images.

By enrolling as a student at CVCA, you authorize CVCA to use, broadcast, and publish a likeness, image, or photograph and personal and professional qualifications to promote CVCA in any form or format including, but not limited to school-sponsored yearbooks, newspapers, promotional brochures, books magazines, social media, and other internet activity.

If a parent desires to have his/her student be excluded from any promotional materials (other than yearbooks), he/she must contact the school office to make the appropriate request in writing.

Staff Directory

To see CVCA's staff. Check out our [Staff Directory](#) link.

Educational superintendents of the Central California Conference of Seventh-Day Adventists:

Ken Bullington
Erik Borges
Donna Baerg Entze
Sandra Green