

# CVCA TK-8 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, or ethnic origin in the administration of its educational policies, admission policies, scholarship, or 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 (NCPSA), 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.



UNIVERSITY  
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**A-G**  
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.

## 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 another 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 of the year enrolling. 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 perspective classroom teacher in consultation with the vice principal.

## 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.

By enrolling, 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 are accepted 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.

**Monthly 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

Diplomas will only be released to students whose accounts are paid in full and current. 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.

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## 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

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.

# 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, a parent or guardian can reach out directly to the teacher.
- If further resolution is needed, the Vice Principal of Elementary 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 can 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) so that school attendance is affected as little as possible.
2. Should a student be absent, parents are requested to communicate with the homeroom teacher 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/her assigned place when class begins ( 8:10 am). If a student arrives on campus after 10:00 am or later, he/she will receive an absence.

3 tardies = 1 absence

### Perfect Attendance

Perfect attendance is awarded to students who have no tardies or absences on their record. Students with perfect attendance are recognized at the end of each quarter. There are no excused tardies or absences in grades TK-8.

## 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.

## Making Up Missed School Work

Students should communicate with teachers and get assignments where possible before being absent. Students are responsible, 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.

## 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.

## 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 for three full days. Per California education code 48263.6, chronic truancy is defined as absence from school without a valid reason 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 Elementary Chronic Truancy Process

### Timeframe: Semester

#### 3% absence

- Parents will be notified by email about the large number of absences.

#### 7% absence

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

#### 10% absence

- The student will be removed from all privileges and extracurricular activities.

- The administration will have a meeting with the parents and the Attendance Contract will be signed.
  - Valid reasons for absences/tardies while under the Attendance Contract:
    - Personal illness or injury
    - Quarantine, under the direction of the county or city health office
    - Court
    - DMV appointments
    - Medical, dental, mental health counseling, or vision appointments

#### 15% absence

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

#### 20% absence

- The student will be asked to withdraw from school. Failure to do so will result in dismissal from CVCA.

\*3 tardies equals one absence

# 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 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

## 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 (GPAs) are based on the following [scale](#).

## Parent-Teacher-Student Conferences

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.

## 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](#)

## Honor Roll

Honor Roll will be posted for Grades 3-8 at the end of each quarter for students receiving a GPA of 3.5 or higher.

## 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".

## Transcripts/Records

Transcripts/records 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](#).

# 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.
- 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.

- o In the above-mentioned scenarios, CVCA may contact the proper authorities (e.g. Police and FBI).
- o 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 possible 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

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

### 2. Administration involvement

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

### 3. Parents/Guardians meeting

- a. If the behavior or issue continues, a meeting with parents/guardians will be scheduled.
- b. Issue is presented to AdCo.

- c. An event will be logged on the student's record in FACTS.
  - d. Consequences will vary, probable suspension.
4. **Withdrawal request**
- a. A student refuses to participate in word or action with the guidelines of CVCA outlined in this document.
  - b. AdCo will vote on the withdrawal request.
  - c. 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. Offensive pictures, graffiti, jokes, and stares are also included. 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

TK-8 students have a hands-off policy. No PDA (Public Displays of Affection) will be allowed. It is expected that elementary/junior high students will conduct themselves in a respectful, safe, and appropriate manner, keeping their hands to themselves. Physical altercations will not be tolerated.

## 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.

# Eighth Grade Information

## Eligibility for Eighth Grade Class Office

Class elections will be held in January, after the first two quarters. The first two-quarter grades will be evaluated to see who is eligible to run for office. A candidate must not have a grade less than a "C" for the first two quarters. The office of the President must have a GPA of 3.0 or higher for the first two quarters. The other five offices must have a GPA of 2.5 or higher for the first two quarters. To remain in office, all officers must continue to maintain these GPAs. 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 office. An officer will not misbehave or receive any detentions. Attendance, including tardies, is considered when determining a student's eligibility to hold office. All class officers must be full-time students.

## Eighth Grade Graduation

Graduation for the 8th grade is planned and conducted by the 8th-grade homeroom teacher and administration of CVCA. Graduation exercises are held at the end of the school year. A student completing the required coursework will be permitted to participate in graduation ceremonies. Student participation in graduation activities is a privilege and not a right. The administration of the school reserves the right to deny participation in graduation activities to any student who does not meet the established criteria for academic and citizenship standards. During graduation activities, any student who refuses to abide by the specific instructions/guidelines provided by the class sponsors and/or administration will be denied the privilege of continued participation in the remaining graduation activities.

## Participation in Graduation Exercises

Students in 8th 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
- All financial obligations to CVCA have been met
- Official notification of completion of remote learning courses, as applicable
- Transfer-credit credits, as applicable, received

# 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. The parking lot is considered off-campus and is off-limits to students.

## 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.

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.

## Recess and Physical Education

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 for the development of such a program.

Short-term illness that necessitates temporary non-participation must be verified by a physician's note.

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.

## Field Trips and Extracurricular Activities

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.

A student's academic status, attendance, and behavior may limit a student's ability to participate in special extracurricular activities. Exceptions and accommodations are at the sole discretion of the teacher and administration.

Students who participate in activities that represent the school and involve time away from school during school hours must currently have a grade of C- or higher in each of their classes. An [Elementary Field Trip Info & Permission Form](#) must be filled out and returned to the sponsoring teacher before the outing.

### Field Trips

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 from other grades/classes are not allowed to join.)

### Sports

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 participating in the sports program.

## 7th & 8th Grade History Tours

An exciting educational history tour to the East Coast is planned yearly and offered to students in grades 7 and 8. Each student and his/her parent(s) have the opportunity to participate. Participating students must maintain at least "C" grades in all classes, have good citizenship, and exhibit the positive standards of CVCA. All school rules and procedures must be adhered to by students and the participating adults. This is an extensive, high-energy, and valuable learning experience.

# 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, photograph, or personal/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

Policies subject to change without notice.

Updated: 08/2023