

STUDENT/PARENT HANDBOOK

EDUCATING AND CULTIVATING SERVANTS FOR CHRIST
2009-2010



CUYAHOGA VALLEY CHRISTIAN ACADEMY
4687 Wyoga Lake Road
Cuyahoga Falls, OH 44224-1034

(330) 929-0575
WWW.CVCAROYALS.ORG

PROCEDURE FOR REPORTING A STUDENT ABSENT OR TARDY

1. IF A STUDENT WILL BE ABSENT OR TARDY, A CALL MUST BE MADE BY A PARENT OR GUARDIAN TO THE ACADEMIC OFFICE BY 8:30 a.m.
2. Calls may be made to the recording service from 4:30 p.m. to 7:45 a.m. (330-929-0575).
3. Please follow these guidelines when recording your announcements:
 - a. State your name and your student's name and grade.
 - b. State the date of the absence or tardy.
 - c. State the reason for the absence or tardy. **Please give the specific nature of the illness, and, if it is "flu," please include symptoms for our report to the Ohio Department of Health.**

For more information on absences and tardies, please see the section entitled **DAILY SCHEDULE** and/or **ATTENDANCE** in this handbook.

OFFICE HOURS

Academic & Business Offices

Monday through Friday
7:30 a.m. to 4:30 p.m.

SCHOOL DAY

8:15 a.m. to 3:10 p.m.

CONTACT INFORMATION

Academic & Business Offices	(330) 929-0575
Athletic Office	(330) 929-4151
Auxiliary Office	(330) 920-1872
Guidance Office	(330) 920-8204
Library	(330) 929-4732
Fax	(330) 929-0156
Email	CVCA@CVCAROYALS.ORG
Website	WWW.CVCAROYALS.ORG

TABLE OF CONTENTS

◆ ABSENCES, OFFICE HOURS, AND TELEPHONE NUMBERS	I
◆ TABLE OF CONTENTS	II-V
◆ WELCOME FROM THE PRESIDENT	1
◆ GREETINGS FROM THE HEADMASTER	2
◆ HISTORY	3
Organizational Structure	
Affiliations	
◆ STATEMENT OF FAITH	4
◆ CONDUCT STANDARDS	5-7
Cell Phones	
◆ DAILY SCHEDULE	8-10
Arrivals	
Late Arrivals	
Early Dismissal	
Early Bus	
Departures	
Daily Schedule	
Chapel Schedule	
Security System	
◆ ATTENDANCE	11-14
Absences/Early Dismissal	
Maximum Absences	
Planned Absences	
Unexcused Absences	
Tardiness to School	
Tardiness to Class	
College Visits	
Closed Campus	
School Closing	
Permission Slips	
Senior Trip	
After-School Hours	
◆ ACADEMICS	14-19
Academic Support Program (ASP)	
H.O.P.E	
Honesty	
ParentsWeb	
Interim Reports	
Report Cards	
Grading System	
Grade Point Average	
Service Expectations	
Graduation Requirements	
Commencement Requirements	
Diploma with Honors	
Summer School	
Academic Affairs	
Co-Curricular Eligibility	
Student Leadership Eligibility	
Promotion	

Rank in Class	
Valedictorian and Salutatorian	
Semester Exams	
◆ SCHEDULING	19-20
Course Load	
Chapel	
Advanced Placement (AP) Courses	
Auditing Classes	
Changes of Schedule	
Study Halls	
◆ TESTING	20
Ohio Graduation Test	
Preliminary Scholastic Aptitude Test (PSAT)	
Scholastic Aptitude Test (SAT)	
American College Test (ACT)	
Advanced Placement Testing	
Stanford Achievement Test	
Entrance Testing	
◆ TRANSPORTATION	21
Student Arrivals and Departures	
School Transportation	
Public Transportation	
Car Pooling	
Student Drivers	
◆ COMMUNICATION	22-24
Contact Information	
Phone Messages/Voice Mail/Cell Phones	
Emergency Phone Availability	
<i>Link</i>	
<i>The Trumpeter</i>	
Website	
ParentsWeb	
Homework On-Line	
Email	
Parent-Teacher Conferences	
Open House	
Community Open Houses	
Guidance and Counseling	
Student Ministries Department	
Service/Outreach Ministries	
Clubs and Activities	
Posting Information in the Halls and Bulletin Boards	
Announcements	
Lost and Found	
◆ SCHOOL SERVICES	24-25
Health Assistance	
School Insurance	
Lockers	
School Store	
Lunch Hour	
Off-Hours	
Class Rings	

◆ CO-CURRICULAR ACTIVITIES	25-28
Activities and Clubs	

Special Activities	
Organizations/Special Interest Classes	
Yearbook	
Theatre	
Music	
Athletics	
Athletic Participation Eligibility	
Athletic Eligibility	
Game-Day Early Dismissals	
◆ TUITION AND FEES	29
Tuition Schedule	
Registration Fee	
Tuition Payment Plan	
Late Enrollments or Withdrawal	
Athletic Fee	
Parking Fee	
JumpStart Fee	
Senior Fee	
◆ FINANCIAL AID, TUITION AID, AND SCHOLARSHIPS	30-31
Need-Based Financial Aid	
T.R.I.P. (Tuition Reduction Incentive Program)	
Scholarships	
Awards	
Awards Assembly	
Senior-High Athletics	
Scholar Athletes	
Royal Servant	
◆ PROCEDURES	32-36
Bookbags	
Hall Passes	
Homework Policy	
Visiting Students	
Parent Visitation	
Student Medical Emergency Authorization	
Fire, Tornado, and Lockdown Drills	
Fundraising	
Study Hall Leave	
Music on Campus	
Gym Regulations/Scheduling	
Library Procedures	
Internet Policy	
Equipment Use	
Electronic Devices	
Email Use	
Web Server Use	
Student Login	
Email Accounts	
CVCA Web Page	
School Property	
Textbooks	
Delinquent Fees	
Withdrawals	
◆ MEDICATION POLICY	37
Prescription Medications	
Non-Prescription Medications	

◆ STUDENT APPEARANCE	
Philosophy/Transition	38-42
Uniform Dress Code for Boys	
Uniform Dress Code for Girls	
Banquet Dress	
◆ DISCIPLINE CODE	43-46
Behavioral Designations	
Anti-Bullying Policy	
Progressive Discipline	
Office Detention (Infractions)	
Teacher-Assigned Detention	
Suspensions (Infractions)	
◆ RESTORATION POLICY	46-47
◆ PERSONNEL	48-55
◆ BOARD	56
◆ VISION STATEMENT	56
◆ STATEMENT OF COVENANT—FAMILY COPY	57
◆ STATEMENT OF COVENANT—SCHOOL COPY	58
◆ CVCA FLOOR PLAN	

Dear Parents,

Welcome to Cuyahoga Valley Christian Academy (CVCA). We are pleased that your student has the opportunity and the privilege to attend the academy. CVCA is an independent, private, college-preparatory junior/senior high school that endeavors to be distinctively Christian in all that it undertakes.

“Distinctively Christian” can mean different things to different people, so it might be helpful to know that our definition of this term is shaped by our understanding of our mission. Our mission is *Educating and Cultivating Servants for Christ*. It is our goal that *all* of the school’s programs would work toward the accomplishment of the mission.

Distinctively Christian education at CVCA will:

challenge young men and women to know Jesus Christ as Savior and Lord

intentionally inculcate a Christian worldview, training students to think “Christianly”

encourage and model Christian service as the highest of ideals

challenge students to *invest* their God-given talents, their reasonable service and an act of worship to the Giver of every good and perfect gift (Matt. 25:14-30; Romans 12:1-2; James 1:17)

take place in an environment characterized by transforming relationships between students and their mentors—teachers, coaches, administrators, staff members, parents, and alumni. We desire to impact students in a transformational way, equipping them to become agents of transformation in the school, home, church, nation, and the world.

It is my hope and prayer that you, as parents, fully embrace these distinctives and that you will work with us to accomplish CVCA’s mission. We believe that your efforts and ours must be bathed in prayer, and to that end we sincerely ask you be faithful to hold up in prayer your student and those who will be ministering to him/her here. Thank you for your partnership in the vital work of *Educating and Cultivating Servants for Christ*.

Our best in His service,



Roger Taylor, Ph.D.
President

Dear Parents and Students,

The 2009-10 school year inaugurates the fifth decade of Christian school education at CVCA—year 41! We have much for which to be thankful as we look back... and look forward.

Looking back at 2008-09:

We graduated our 3000th graduate at 40th Commencement Exercises at the Chapel in Green on June 7, 2009!

The class of 2009 was our largest graduating class in school history...168!

The class of 2009 provided maturity, academic excellence, and spiritual leadership:

Feed My Starving Children

Monday morning worship

Record offer of college scholarships...\$13+ million

Interscholastic athletics success in performance as well as character development and testimony

The Royal Theatre...*Beauty and the Beast*

The Talking Royals (speech and debate) first appearance at the national competition

FBLA's continued success

Vocal and instrumental music programs

JumpStart and FroshFest

Record enrollment

Excellent class of new teachers

An excellent partnership with our parents

Development of our Core Values

Christ-centered education

Value the whole student

Community that mentors and trains

Authentic faith

and much more..

"Every good and perfect gift comes from above, coming down from the Father of lights,..."

James 1:17

So as grateful children we say, "Thank you, Father, for the gift of your Son and for providing abundantly for this Christian school!"

Looking forward to 2009-10 and beyond:

Tools for Transforming Tomorrow, the new vision campaign:

Schools of Distinction...continuing and expanding

Small Group connections...piloted in 09-10

J-Term...January of 2011

The class of 2010 ready to lead in word and deed

A committed Board of Trustees

A qualified and committed faculty and staff

Potential record enrollment once again

Another excellent class of new teachers and staff members

A community of parents, faculty, staff members, and Board of Trustees committed to our mission, *Educating and Cultivating Servants for Christ.*

I encourage you to read carefully this newest edition of our Student/Parent Handbook. It is edited annually. Our hope is that this handbook will provide information that will enable us to build more effectively on the three pillars of our partnership with our school families:

COOPERATION-COMMUNICATION-SHARED VALUES

Yours in the cause of education which is Christian,

Mike Bova
Headmaster

HISTORY

Cuyahoga Valley Christian Academy was founded in 1968 by a group of seven men concerned about the continuing education of their children.

As an extension of Chapel Hill Christian School, the first classes were held in the old Crawford School in Cuyahoga Falls. In May 1970, the doors of the current facility opened to 194 students; eight students made up the first graduating class. On March 10, 1975, the academy became a state-chartered junior-senior high school for grades seven through twelve.

CVCA has grown through the faithful prayers, dedicated service, and monetary gifts from an ever-increasing number of individuals, churches, and organizations interested in supporting quality, Christ-centered secondary education.

Today, the school serves a seven-county area and its students attend over 200 churches. The physical plant of nearly 125,000 square feet houses a library/learning resource center (containing over 25,000 volumes), five high school science labs, four computer labs, two gymnasiums, and a 600-seat chapel/auditorium. The 70-acre campus includes an all-weather track, baseball and softball fields, six practice fields (soccer and football), two dedicated game fields (including Royals Stadium) for football/soccer, five tennis courts, and a wrestling practice facility.

CVCA's college-preparatory curriculum includes honors and Advanced Placement courses available to qualifying students.

ORGANIZATIONAL STRUCTURE

Cuyahoga Valley Christian Academy is governed by the Board of Trustees which is composed of nine to 15 members who are elected by the board and serve three-year alternating terms. The board selects the academy's president and approves all officers as well as the academy's budget and policies.

The president oversees the entire vision and operation of the academy. The headmaster is the school's chief academic officer, overseeing the implementation of the vision in the realms of academic and student life and faculty relations.

CUYAHOGA VALLEY CHRISTIAN ACADEMY'S AFFILIATIONS

Association of Christian Schools International
Ohio High School Athletic Association
Ohio Association of College Admissions Counselors
Principal's Athletic Conference (PAC-7)

CUYAHOGA VALLEY CHRISTIAN ACADEMY STATEMENT OF FAITH

1. We believe the Scriptures of the Old and New Testaments to be verbally inspired by God and inerrant in the original writings, and that they are the supreme and final authority in faith and conduct.
2. We believe in one Triune God, eternally existent in three persons: Father, Son, and, Holy Spirit.
3. We believe in the deity of our Lord Jesus Christ; in His virgin birth; in His sinless life; in His miracles; in His atonement for our sins by His blood, shed when He died for us; in His bodily resurrection; in His ascension to the right hand of the Father; and in His personal, bodily, visible, imminent return to earth to establish His kingdom in power and glory.
4. We believe in the literal account of creation, and that the Scriptures clearly teach that man was created by a special, immediate, formative act of God; that Adam and Eve sinned, and thereby brought on themselves not only physical death, but also spiritual death—separation from God; and that all human beings are born with this sinful nature.
5. We believe that the Lord Jesus Christ died for our sins according to the Scriptures as a representative and substitutionary sacrifice; that He rose again for our justification; and that all who believe in Him are justified on the ground of His shed blood and are saved by grace through faith, wholly apart from human merit and works.
6. We believe in the bodily resurrection of the dead; the saved to a life of eternal glory in heaven, and the unsaved to eternal damnation.
7. We believe in the present ministry of the Holy Spirit, by Whose indwelling the Christian is enabled to live a godly life.
8. We believe that the primary goal of every Christian is to glorify the name of Jesus Christ in all that he or she does; therefore, we should separate ourselves from all practices and influences which hinder a Spirit-filled life.
9. We believe it is the privilege and the responsibility of every believer to do his or her utmost to give the gospel of Christ to the whole world.
10. We believe that the true universal church includes all believers in Christ during this present age and is the body and bride of Christ, of which He is the Head.

CONDUCT STANDARDS

Cuyahoga Valley Christian Academy was created in the spring of 1968 by a group of faithful and committed followers of Christ in response to the leading of God's Spirit. Those original men and women, captivated by God's vision, took a step of faith and obedience. They did so with the conviction that God had blessed them first with His love and grace and second with the resources to begin building a school that would proclaim that love and goodness of God to middle- and high-school students.

Over 40 years later, with a mission to *Educate and Cultivate Servants for Christ*, CVCA seeks to continue blessing students with the "Good News" of God's loving presence in His world. In part, this mission is fulfilled by shaping the school community according to God's character, which is (among other things) both holy and loving.

In recognition of God's holiness, CVCA seeks to be a growing community where God as Creator and Sustainer is humbly recognized by us, His followers. This means that we honor God's Name by obeying His commands.

When asked to name the greatest commandment, Christ answered with these words: "You shall love the Lord your God with all your heart, and with all your soul and with all your mind" (Matthew 22:37). He quickly followed that up with the second: "You shall love your neighbor as yourself" (v. 39).

It is our intent and desire to embody those commands in the standards and expectations of His school. It is also our commitment to implement those standards with a spirit of *love and humility*. In that spirit, we as a faculty, staff, and administration make an open invitation to any student or parent who needs clarity on any issue to schedule an appointment to promote a more full understanding. God loved us first with a self-sacrificial and relentless love, and our prayer is that all our actions as a faculty and staff be in grateful response to that love. "As the Father has loved me, so have I loved you; abide in my love" (John 15:9).

Knowing that there is one God, CVCA will not allow any occult practices as they seek to give honor to powers other than God's.

CVCA also recognizes the principle that all human authority has been instituted by God and that the only fitting response is to be subject to them as unto the Lord (Romans 13:1). This means that as a community CVCA will strive to honor and *uphold the authority of parents* in the lives of their children. We desire to come alongside of parents as they strive to rear children who love and serve the Lord.

As we work toward that end, we expect students and parents to *honor those in positions of authority* within the school. Regardless of his/her specific role, every employee of CVCA works to serve the mission of the school as God has called him/her. As a result, CVCA expects from every student both *an attitude that honors those in authority and a conduct that obeys them*. As each member of our entire community submits him/herself to the leadership of God's Spirit, we believe the fruit of that will be a place of love, unity, and blessing.

In the athletic arena, CVCA expects that all members of its community—staff, faculty, parents and students—will honor the coaches and officials of each contest. Playing for God's glory demands a right response to all those He allows in positions of authority.

This principle also leads to the expectation that students will honor the civil authorities and obey the laws they create. CVCA's standard recognizes those laws as well as our calling as Christians to "shine as lights in the world" (Phil. 2:15). Therefore, the use or distribution of tobacco products, alcohol, or illicit drugs is *strictly prohibited on or off campus*.

The second greatest commandment spoken by Christ in Matthew 22, "To love your neighbor as yourself," flows from the first; as God's children, we are fashioned in His image. Furthermore, those who follow Christ have the Spirit of Christ living in them and as such are called the "temples of the living God." Consequently, we *love each other because God loved us first and commanded us to do so*. Finally, we love each other *through His Spirit*, who empowers us to do so.

One of the greatest acts of love we bestow on each other *is the resolution of all differences in a gracious, loving, and humble manner*. In Matthew 18:15-35, God's Word outlines both in form and spirit how conflict is to be resolved. In form, *all offenses must be addressed first to the individual who offends*, "between him and you alone" (v. 15). This dispels the slander, gossip, and backbiting forbidden by Scripture. God's Word further explains an ongoing process if no resolution is reached, which involves others at successive stages. These stages are appropriate only if and when a one-on-one encounter has been attempted and has not resolved the issue. After all those stages have been attempted, unresolved issues will be handled ultimately through the use of the Institute for Christian Conciliation of Billings, Montana (406-256-1583). *CVCA expects all the members of its community to follow this plan, allowing God's Spirit to accomplish its work of unifying through communication, humility, forgiveness, and brotherly love*. Signing the **Statement of Commitment** (pg. 57-58) signifies a commitment to follow these steps to resolving conflicts.

In spirit, those encounters are described in vv. 21-35. Christ commands us to forgive over and over again and with the same lavish kindness and mercy He has bestowed on each of us. And while some choices may nonetheless result in serious consequences, i.e. suspension or dismissal (see consequences pp.43-46), the call to forgive in Scripture is both clear and compelling.

Clearly, in any community of people, there are many practical ways to *avoid harming others*, and this, too, can be love. *Theft and lying* are both offenses against one another, and as such are forbidden. In addition, any type of conduct which creates an *unsafe school environment*, such as physical or emotional cruelty or the possession of *any* type of weapon on school grounds, is strictly prohibited.

Furthermore, because we believe God's word teaches that *every human life is sacred* and thereby *deserving of our love and protection*, the voluntary termination of the life of a child, even within the womb, is seen as a deeply serious offense.

Because a community like CVCA is built around the relationships we have with each other, it is *imperative* those *relationships be Christ-honoring*. We honor Christ in our relationships by submitting ourselves to His plan for them. In the area of sexual relations, this is extremely important. This is so because human sexuality is one of God's greatest gifts to humanity and the greater the gift, the greater the cost of using that gift outside of God's design. Therefore, CVCA recognizes and upholds the scriptural value that sex is reserved exclusively for a man and a woman and only within the bond of marriage. To go outside of this divine plan is to invite sorrow, pain, and destruction, and CVCA expects all members of its community to live within those parameters.

In addition, we recognize that while some types of intimate physical contact may not be specifically addressed in Scripture, God's Word in Philippians 4 does direct us that those things which are true, honorable, just, pure, lovely, gracious, excellent and worthy of praise ought to fill our minds and lives. In pursuit of these praiseworthy ends, CVCA stands opposed to all the cheap substitutes masquerading as "love," and embraces the truth of I Corinthians 6:19-20: "Do you not know that your body is the temple of the Holy Spirit within you, which you have from God; you were bought with a price. So glorify God in your body."

The final major principle which shapes the community of Cuyahoga Valley Christian Academy, besides the calls to love God and one another, is the call to *stewardship*. God has entrusted CVCA with many blessings, bright and growing students, excellent and devoted faculty, a rich heritage of faithfulness, wonderful facilities, and a great calling (or mission)—*Educating and Cultivating Servants for Christ!* In light of His lavish generosity, we are compelled to use wisely every gift and opportunity we've been given by Him.

Therefore, many activities (perhaps) acceptable in other settings serve to *distract from our mission at hand*. As a result, any type of *personal music device*, pagers, playing cards, card games, computer games, laser lights, and other such **potential** distractions are not permitted in the building and may be permanently confiscated if found. **The school reserves the right to prohibit electronic devices or other things that are a distraction or harmful to the mission of CVCA.**

Cell phones are not to be visible, audible, or in use when the student enters the building until 3:10 p.m. with the exception of a student's scheduled lunch period at the Welcome Center. If a student's cell phone is visible, audible or used during the restricted time it will be confiscated. In the event that a cell phone is confiscated, the parent may retrieve the phone by arranging an appointment with the administration. Cell phones should never be in use in locker rooms or restrooms regardless of time.

Gambling is forbidden on CVCA's campus and at all school events. Not only can this be a serious distraction to the school's mission, it can also be a source of great temptation to many.

As good stewards, we acknowledge that the facilities we enjoy come directly from God's hand, and we also recognize the many faithful and generous people whom God has used to provide for His school. Therefore, any *vandalism*, damage, or defacing of school property is an affront to that generosity and will not be tolerated. Furthermore, while lockers are assigned on an annual basis, they remain school property while in use. Therefore, while some individualizing of locker space is appropriate, any *material inconsistent with the values of loving God, loving others*, and being wise stewards will be removed. Every part of CVCA's facility belongs to God and has been temporarily entrusted to us as caretakers. Therefore, we strive to honor Him with these materials.

It is our conviction that because God is love, when we submit this community and ourselves (as members of it) to Him, we lose nothing. Instead, we *gain* immeasurable blessings, including *life* and *liberty*.

What we lay aside He replaces with blessings beyond our greatest thoughts or imaginations. First and foremost, He blesses us with the Gift of Himself, His Son and His indwelling Holy Spirit.

“We have this treasure in earthen vessels, to show that the transcendent power belongs to God and not to us” (II Corinthians 4:7). May He be honored in all we think, in all we say, and in all we do. For we are His people, and Cuyahoga Valley Christian Academy is His school.

* (All Scripture quotations in this section come from the Revised Standard Version.)

DAILY SCHEDULE

The students' day begins at 8:15 a.m. and ends at 3:10 p.m. Students may enter the building at 7:30 a.m. or earlier if arriving for a school-related, supervised function. Students who arrive after 8:15 a.m. must report directly to the Welcome Center.

Early Dismissal—A student who *must* leave the school before the end of his/her scheduled school day must *have a written request from his/her parents to the Academic Office stating the reason and requested time for dismissal. These written requests must be turned in to the Academic Office before 8:10 a.m. (The school is not obligated to allow students to bypass the written request format by calling home for verbal permission.)*

Early Bus Students—An early-bus student is a student whose bus departs prior to the end of the school day. Upon dismissal from class, early-bus students report immediately to the waiting bus or the designated waiting area. (Students may not wait in the hallways or main foyer.)

The school day is over at 3:10 p.m. Unsupervised students should not be in the building after 3:30 p.m.

Students participating on after-school athletic teams should be picked up from the southeast foyer in back of the building, the gym foyer, or in front of the library.

Students are permitted to use the library after school during its scheduled hours.

Security System — In an attempt to provide improved security for our students, school personnel, and guests, as well as the facility and its contents:

1. The school is equipped with a camera security system which provides coverage 24/7/365.
2. The exterior doors have been equipped with an automatic locking system.
3. The main entrance has been reconfigured which will allow us to more effectively screen all visitors during school hours. During school hours all visitors, including parents, will be required to enter the building via the main entrance.

The school has committed significant funds and time in the development and implementation of the security system.

DAILY SCHEDULE

Period	Begin	End	Length
1	8:15	9:04	49 (6 + 43)
2	9:08	9:51	43
3	9:55	10:38	43
4	10:42	11:32	50
4 Lunch	10:42	11:07	25
5A (7-8)	11:11	12:01	50
5B (9-12)	11:36	12:19	43
5 Lunch	11:36	12:01	25
6	12:05	12:48	43
6 Lunch	12:23	12:48	25
7	12:52	1:35	43
8	1:39	2:23	44
9	2:27	3:10	43

4 Lunch	10:42	11:07	25
5 Lunch	11:36	12:01	25
6 Lunch	12:23	12:48	25

CHAPEL SCHEDULE

Period	Thursday	Time	Length
1A	2 nd Chapel Homeroom	8:15–8:21	6 min.
	2 nd Chapel Class	8:21–8:57	36 min.
	1 st Chapel	8:15–8:57	42 min.
1B	1 st Chapel Homeroom	9:03–9:13	10 min.
	1 st Chapel Class	9:13 –9:49	36 min.
	2 nd Chapel	9:07 –9:49	42 min.
2	Class	9:59–10:34	35 min.
3	Class	10:38–11:13	35 min.
4	Lunch	11:17–11:42	25 min.
4	Class	11:17–12:00	43 min.
5a	Class	11:46–12:29	43 min.
5	Lunch	12:04–12:29	25 min.
5b	Class	12:04–12:39	35 min.
6	Class	12:33–1:08	35 min.
6	Lunch	12:43–1:08	25 min.
7	Class	1:12-1:47	35 min.
8	Announcements	1:51–2:27	1 min.
	Class		35 min.
9	Class	2:31–3:10	39 min.

VISITORS

The Welcome Center is located in the main foyer. The Welcome Center Supervisor will assist all parents and visitors entering the building. All visitors to campus are required to register at the Welcome Center and wear identification while in the building.

ATTENDANCE

Punctuality and good attendance reflect valued character traits our attendance policy is designed to reinforce. For students, the school is their workplace. Parents, please help us by reinforcing this value.

Absences/Early Dismissal—Absences are excused for the following reasons: illness, a death in the immediate family, or by prior arrangement with the Academic Office. Any time a student is going to be absent **for all or part of a day**, the parents should contact the school office by 8:30 a.m.

The student is responsible for all missed assignments and tests. For two or more days' absences, parents may call the Academic Office for missed assignments and tests. Please allow 24 hours notice for getting assignments. Students **are responsible to** make arrangements with their teachers to make up any test they may have missed.

Students must attend at least six **full** periods of the school day in order *to participate in an athletic event* that same day.

Students returning to school following an absence must present a written excuse if the normal procedure was not followed (see page i). The excuse must explain the reason for and give the date(s) of the absence.

When other school districts are closed due to weather conditions and CVCA is in session, students from those other school districts who are not able to attend school will receive an excused absence.

Maximum Absences—Credit may be withdrawn for a course in which a student's absences (excused or unexcused) exceed 12 days in a semester. A student who reaches a 13th absence in a class during a semester will be required to file a written appeal to the Academic Affairs Committee if he/she wishes to have the opportunity to earn credit. The Academic Affairs Committee, in consultation with the teacher, makes the final determination.

Planned Absences—Parents may take their son/daughter out of school when it is judged important enough to do so. If the student will miss more than two days, the student and parent must fill out an application for student leave of absence during school year (from Academic Office) *at least 10 school days before* the absence. The student must complete all the work which will be missed *before leaving* unless other arrangements have been made. It is understood that the days the student is absent are charged against the maximum 12 days for the semester.

When possible, all appointments such as medical and dental appointments should be scheduled outside of school hours.

Unexcused Absences—Students are to make up all work including tests and quizzes. There will be a 1% reduction in the quarter grade for each unexcused absence.

Tardiness to School—To aid student punctuality, warning bells ring at 8:00 a.m. and 8:10 a.m. The tardy bell rings at 8:15 a.m. Students will be considered tardy for school if they are not in their classroom when the tardy bell rings. All tardiness will be recorded either at the Welcome Center or by the homeroom teacher. (Note: If a student misses half or more of a class, he/she will be marked absent **from that class, but also tardy to school.**)

After 8:15 a.m., students not already in the building must report to the Welcome Center to be given a pass to class. No student will be allowed in class without a pass.

If a student **expects to be tardy**, the parent is required to contact the office to verify the student's whereabouts. However, he/she will be considered unexcused except for very limited reasons. Excused tardies may include the following:

- ◆ Bus breakdown or delay
 - ◆ Involvement in an accident
 - ◆ Medical/Dental appointment
 - ◆ Extremely poor weather conditions
 - ◆ Emergency at home
- } Both of which are
subject to the discretion
of school administration

In each semester, CVCA will grace each student two unexcused tardies without consequence. However, upon receiving a third and subsequent unexcused tardy, a student will begin receiving detentions.

Tardiness to Class—When a student is tardy to class or study hall, the teacher will record the tardiness and follow the procedures included in the specific approved discipline plan for that teacher. (Note: If a student misses half or more of a class, he/she will be marked absent from that class.)

College Visits—Juniors and seniors are permitted **two days** per year for the purpose of considering the college of their choice. For attendance purposes, **these days are considered field trips. Additional days would be considered absences.**

Closed Campus—It is understood that no student is to leave the campus for any reason without first receiving special permission from the Academic Office. It will be necessary at that time to show written parental permission giving the reason for any departure. **Notes must be brought to the office by 8:15 a.m.** In an emergency, this matter may be cleared with the parent or guardian by telephone. In all cases, parents must notify the Academic Office of all anticipated absences. When any student leaves campus for any reason, he/she must sign out at the Welcome Center when leaving and sign in at the Welcome Center when returning. The “closed campus” policy remains in effect during exam days.

Students are not permitted to leave campus during the lunch hour unless accompanied by a parent or guardian. Parents requesting permission for their student to leave campus for other reasons, i.e. medical appointments, must communicate directly to the Academic Office by a note or phone call by 8:15 a.m.

School Closing—In the event of severe weather conditions, information on school closing is available on the CVCA website (www.cvcaroyals.org) and at most Akron/Cleveland radio or TV stations. The decision to close will be made as early as possible.

In the event that while school is in session the weather becomes such that the administration determines that after-school activities should be cancelled, this decision will affect all practices, rehearsals, competitions, performances and concerts, and any and all activities involving students.

In the event that school is cancelled due to weather conditions, the following policies and guidelines will govern our decisions:

- a. All junior high and freshmen-level practices and events will be cancelled. (Freshmen participating on a varsity or junior varsity team will be covered under different guidelines.) Generally, junior high games will not be rescheduled.
- b. All fine arts practices and rehearsals will be cancelled.
- c. Fine arts performances and concerts will *not* be cancelled automatically. A decision to allow the performance or concert to proceed will be made jointly by the head of the fine arts department and the headmaster.
- d. Varsity and JV practices: Swimming, Hockey, Basketball, Wrestling, and Cheerleading—Practices will *not* be cancelled automatically, however the following principles and guidelines will be strictly adhered to:
 - ◆ The athletic director will make the decision to allow practice to proceed in consultation with the head coaches. No coach may make this decision independently.
 - ◆ Practice is optional.
 - ◆ Basketball practices, cheerleading practices, and wrestling practices may be conducted, weather permitting, during the following window of time, 2:00—4:00 p.m.
 - ◆ The athletic director will make the final decision regarding practices. He may consult with the headmaster. The decision to proceed with practices will be made very thoughtfully and with great caution.
 - ◆ Swim team practices and hockey practices, because of available rental times, may have difficulty in scheduling practices on snow days. Swim team practice and hockey practice may proceed under ideal weather conditions.
3. Varsity and JV scheduled-athletic contests will *not* be cancelled automatically. The decision to play a game will be made by the athletic director in consultation with the headmaster.

Permission Slips—A student must obtain written permission from his/her parents or guardian to:

1. Leave the school grounds during regular school hours FOR ANY REASON.
2. Engage in school functions off campus.
3. Participate in competitive sports.
4. Drive an automobile to school. (Refer to the TRANSPORTATION section for specific details.)

Senior Trip—This long-standing tradition at CVCA is intended to provide a time of meaningful and extended fellowship among seniors prior to graduation. All seniors are required to participate in the senior trip program unless granted special permission by the administration. Questions regarding senior trip should be directed to the senior class advisors.

After-School Hours—Students are not permitted on campus after the regularly-scheduled hours for school or beyond the approved hours of authorized school events or activities. The administration solicits cooperation from parents in this area. **Note: The library closes at 5:00 p.m. daily.**

ACADEMICS

We thank God for the superior academic reputation our school enjoys. The truth that the fear of the Lord is the beginning of wisdom (Proverbs 1:9) forms the foundation on which we build to meet the demands of a world filled with intellectual, spiritual, and social challenges.

CVCA is a state-chartered, college-preparatory school which meets and/or exceeds the educational standards required by the state of Ohio. Our commitment to Christian education inspires excellence. Our demands for excellence begin with our teachers.

Honesty—As a Christian school that intentionally seeks to honor the Lord in every facet of its community, CVCA places the highest emphasis on academic honesty. Believing that every disciple is called to love God with his/her mind, CVCA recognizes that integrity and submission are essential to fulfilling this call. Therefore, the administration expects that all work, including (but not limited to) homework, projects, quizzes, and tests, must be completed according to the guidelines of the particular classroom teacher. Any work done in a manner outside those specifications will be considered an act of academic dishonesty.

Any form of plagiarism is also considered academic dishonesty. Students are urged to take particular care to ensure that material accessed via the Internet and other sources and incorporated into their work is appropriately documented. The administration supports the guidelines and standards which individual academic departments have established concerning plagiarism.

The Academic Support Program (ASP)—The ASP is available to assist both junior-high and senior-high students who are experiencing academic difficulties with particular subjects or specific units in a subject. These services are available to students during their study hall times throughout the day. However, the teachers also work with students during their lunch times or other times, as prearranged. Feel free to call 330-929-0575 and talk with *Mrs. Janet Weaver* (Junior-High Coordinator) *Mrs. Nancy Miller* (Senior High Coordinator) or *Miss Sharon Runyon* for further information.

H.O.P.E.—The H.O.P.E. program is an after-school program offering homework help, organizational skill development, personal attention, and encouragement. Although the program is designed primarily for students who may be challenged by the adjustment to the requirements of the junior-high program at CVCA, it is available to any junior-high student who desires the extra help. For further information, please contact *Mrs. Cindy Holmes* or *Mrs. Janet Weaver*.

ParentsWeb—This service, available through the CVCA website to parents whose accounts are current, provides continuous on-line access to student progress in all classes. Daily homework assignments may also be accessed through ParentsWeb. Parents will receive instructions on gaining access through ParentsWeb by the end of the second week of the school year (see pp. 22-23).

Interim Reports—This report, which is mailed (electronically or via postal service) to parents at midterm (see calendar), is a notification of the student’s academic progress. These reports serve as a cooperative effort between CVCA and the home to improve or recognize a student’s performance.

Report Cards—At the close of each nine-week grading period, report cards are mailed (either electronically or via postal service) to parents.

Grading System—The following guidelines generally determine a student’s grades:

99-100%	A+	Superior
96-97-98%	A	
94-95%	A-	
91-92-93%	B+	Above Average
88-89-90%	B	
86-87%	B-	
83-84-85%	C+	Average
80-81-82%	C	
78-79%	C-	
75-76-77%	D+	Below Average
72-73-74%	D	
70-71%	D-	
0-69%	F	Failing

Grade Point Average—The following quality points will be assigned to letter grades and used in calculating a student’s quarter average and cumulative GPA.

<u>Letter Grade</u>	<u>Quality Points</u>	<u>Weighted Quality Points</u>	
		<u>Honors</u>	<u>AP</u>
A+	4.3	4.8	5.3
A	4.0	4.5	5.0
A-	3.7	4.2	4.7
B+	3.3	3.7	4.1
B	3.0	3.35	3.7
B-	2.7	3.0	3.3
C+	2.3	2.55	2.8
C	2.0	2.2	2.4
C-	1.7	1.7	1.7
D+	1.3	1.3	1.3
D	1.0	1.0	1.0
D-	0.7	0.7	0.7

Fourth and fifth-year foreign language courses will receive honors-weighted quality points.

High-school credits are earned and cumulative GPA's are calculated on the student's *semester grades*. Only grades earned at CVCA will be considered in determining a student's cumulative GPA.

Service Expectation—Although not a graduation requirement, all students grades seven through twelve are expected to do a minimum of eight hours of Christian service each semester. Students receive instructions in their Bible classes concerning the procedure necessary for approval and documentation of their service projects. Bible teachers will approve service project proposals and will collect and evaluate the required documentation forms.

Each student will receive a mark of P (Passing) or F (Failing) each semester for the service expectation. Although the mark for the service expectation will not calculate into the student's grade point average, the mark will be recorded on the student's transcript and will become part of the student's permanent record.

Graduation Requirements—1) Students must earn a minimum of 22 credits as outlined below. 2) Students must pass the **Ohio Graduation Test**.

-
Grades 9-12 (Credit Requirements)

Bible	4 credits (one per year)*
English	4 credits
Math	3 credits
Science	3 credits (Including biology and chemistry)
Social Studies	3 credits (including global studies, American history, government, and economics)
Speech/Debate	1/2 credit
Foreign Language	2 credits (same language)
Computer Applications	1/2 credit
Physical Education	1/2 credit**
Health	1/2 credit
Fine Arts	1 credit

*Transfer students are required to take Bible only while in attendance at CVCA

**Physical Education Waiver: See guidance counselor

Please refer to the **academic section of the CVCA website for more information.**

Commencement Requirements—Under the following conditions a senior will be permitted to participate in commencement exercises, but *will not* receive a diploma:

- ◆ has failed to return all school property including textbooks, uniforms, library books, etc. **A diploma will be awarded when all obligations to the school have been fulfilled.**
- ◆ has unpaid fines or has not fulfilled other financial obligations to the school. **A diploma will be awarded when all financial obligations have been fulfilled.**
- ◆ has no more than a half-credit academic deficiency. **A diploma will be awarded** when the deficiency is made up.

Under the following conditions a senior *will not* participate in commencement exercises:

- ◆ has more than a half credit academic deficiency.
- ◆ has failed to complete all graduation requirements including the Ohio Graduation Test.

Diploma with Honors—Students may receive a diploma with honors by meeting CVCA graduation requirements and additional requirements established by the Ohio State Board of Education. Requirements for the Diploma with Honors:

Class of 2010

- ◆ Three units of one foreign language or two units of two different foreign languages
- ◆ One unit of fine arts
- ◆ One unit of technology and two additional academic or fine arts units or one-half unit of technology and an additional two and one-half units of academics or fine arts
- ◆ Overall 3.5 cumulative GPA on a 4.0 unweighted scale through the first semester of the senior year
- ◆ Composite score of 27 on the ACT or a 1210 combined math and reading score on the SAT

Class of 2011 and beyond must fulfill all but one of the following:

- ◆ Four units of mathematics (including Algebra I, Geometry, Algebra 2 or Honors Algebra 2, and one additional higher level math credit)
- ◆ Four units of science, including Physics
- ◆ Three units of one foreign language or two units of two different languages
- ◆ Overall 3.5 cumulative GPA on a 4.0 unweighted scale through the first semester of the senior year
- ◆ Composite score of 27 on the ACT or 1210 combined math and reading score on the SAT

Summer School—Courses taught at CVCA are integrated with biblical truths and the Christian worldview. Since students are enrolled at CVCA to receive a Christian education, students generally will not be granted permission to attend summer school or take courses by correspondence or evening school in order to advance in their class standing toward graduation.

Courses taken in this manner without prior approval of the school will be solely for the student's personal enrichment.

Students who need to make up credit because of failures or other deficiencies must first try to complete the work at CVCA. Enrollment in summer school must have prior approval of the academic dean to ensure credit received will be applied toward the graduation requirements.

Grades earned in courses taken at other schools during the summer, even if approved, will not be included in the student's GPA. Students taking a summer school course to make up a course failed during the school year will receive *credit only* for successful completion of the course. This credit will be duly noted on an appropriate summer school section of the transcript, but *will not* remove the "F" received in the course from the transcript or affect the student's cumulative GPA.

Academic Affairs—The Academic Affairs Committee places students in the appropriate categories as follows:

- Watch:** Students whose quarter averages are low enough to warrant extra help, encouragement, and/or formal tutoring will be placed on academic watch.
- Probation:** Students who have a sufficiently low quarter average (usually below 1.5) or who have an “F” in a course required for graduation will be placed on academic probation. These students must meet the criteria for improvement in order to remain at CVCA and are subject to restrictions from field trips, co-curricular activities, etc.
- Dismissal:** CVCA reserves the right to dismiss a student who does not receive a GPA of 1.3 or better for the semester, or who has failed enough courses to jeopardize the possibility of graduation.

Academic problems may prevent a student's participation/continuation in co-curricular activities. The following guidelines apply:

Co-Curricular Eligibility—Students whose previous quarter average is less than 1.6 are academically ineligible to participate in CVCA-sponsored co-curricular activities. They are considered inactive until the quarterly grade report. As an inactive member of the club, group, or organization, they may not participate in any activities of the group until such time as they become academically eligible (quarter average at or above 1.6).

Student Leadership Eligibility—To qualify for a position of leadership, a student must maintain a record of behavioral *and* academic integrity.

- Both in conduct and attitude, a student must maintain a testimony that demonstrates respect for the principles of the CVCA community **and** for those in authority.
- Students must have attained a cumulative GPA of 2.2 to be eligible for a leadership position at CVCA.
- Student leaders must maintain a 2.0 quarter average to serve in their leadership position.

(NOTE: See academic standard for athletic eligibility, **page 32**.)

Promotion—Seventh and eighth-grade students who successfully fulfill requirements of the five core academic subjects will be promoted to the next grade level.

Honor Roll—The Academic Office prints the honors list at the end of each quarter. A quarter average of 3.50 or above earns a place on the honor roll. A student with a quarter average of 3.0-3.49 earns a place on the merit roll.

National Honor Society—The Jim Elliot Chapter of the National Honor Society at CVCA held its first induction ceremony on May 9, 1990. Inductees must have a minimum cumulative GPA of 3.5 for senior candidates and 3.8 for juniors. **Candidates for induction** are nominated by faculty and administration and must exhibit Christian service, character, and leadership in their lives.

Rank in Class—Class rank determines how well a student’s academic record compares with that of the other members of his/her class. CVCA ranks a student at the end of the junior year and at the end of each semester during the senior year. Ranking will be based solely upon grades earned at CVCA. Students enrolling at CVCA in their senior year will not be ranked.

Valedictorian and Salutatorian—The cumulative high-school GPA, strength of schedule, and

total credits earned are factors used to determine recipients of the two highest academic titles in the class. Although eligibility is left to the discretion of the headmaster, valedictorian and salutatorian honors are open only to graduating seniors who have been enrolled at CVCA for at least two out of the four high school years. Final determination of the recipients is made in late May when seniors' second-semester grades are completed.

Semester Exams—Semester exams occur in January and May/June. Generally, students are scheduled for two exams each day. The first exam begins at 8:30 a.m., and the second finishes at 1:30 p.m. Parents should make transportation arrangements for exam days as needed.

Exams comprise 20% of the semester grade for high school students and 10% for junior high school students. Junior high students may have a reduced exam schedule.

THE “CLOSED CAMPUS” POLICY IS IN EFFECT DURING EXAM DAYS.

- **Senior Exception Policy for One Semester Classes:** Exemption from a one-semester course exam in a particular subject area is a privilege extended to seniors who meet attendance requirements (no more than 12 absences) and who have no quarter grade lower than C- in that particular subject, and who consistently exhibit positive classroom behavior.

SCHEDULING

Course Load—Each student must be enrolled in at least six classes each semester. Students who desire to take more than seven classes in a semester must have permission from their parents and the academic office.

Chapel—Each student attends weekly chapel services (normally on Thursdays). Chapel services are conducted for praise, worship, and spiritual growth. Community resource speakers are selected periodically to assist students in their consideration of contemporary social issues. Parents and guests are welcome to attend all chapels and assemblies.

Spiritual Emphasis Days are a very blessed time at CVCA. During these days each semester, selected speakers present challenging inspirational messages that encourage students to accept Jesus Christ as Savior and Lord and to respond to His call for complete dedication.

Advanced Placement (AP) Courses—This is a program of college-level courses and exams which allows qualifying high school students the opportunity to receive advanced placement and/or credit for college while still in high school. CVCA offers AP courses in biology, calculus, English literature, European history, statistics, U.S. history, economics, and music theory.

Admission to AP courses is generally granted according to the following criteria:

1. Cumulative GPA of 2.5 and 3.0 GPA in related course work
2. Approval of AP instructor and headmaster
3. Commitment to take the AP national exam

(Students who withdraw from an AP course at any time before its completion or who fail to take the AP exam do not receive weighted quality points or AP course designation on their transcript.)

Auditing Classes—A senior-high student may audit a course if he/she agrees to complete all classroom assignments the teacher deems necessary and receives permission from the Academic Office, as well as from the participating teacher. The auditor receives no academic credit and does not take semester exams.

Changes of Schedule—A student must receive approval from the guidance counselor to change his/her schedule. To withdraw from a course, the student secures permission from the teacher and his/her parents and makes arrangements through the Guidance Office. ***NO ONE MAY WITHDRAW FROM A CLASS AFTER THE FIFTH DAY OF THE NEW SEMESTER.***

Students participating in after-school activities but who normally have early bus must attend a ninth-period study hall for the duration of their involvement in the particular activity, whether for one day or an extended period of time.

TESTING

Various types of tests evaluate the progress of a student. Tests to evaluate ability, achievement, and academic potential form a vital part of the educational program at the academy.

- **Ohio Graduation Test**—Students are required to pass all sections of the Ohio Graduation Test. Students first take the test in March of their sophomore year.
- **Preliminary Scholastic Aptitude Test (PSAT)**—Sophomores take this test to familiarize themselves with college entrance testing. Results are used to assist students in selecting classes. In the junior year, this test is used to determine eligibility for National Merit Scholarships and provides evaluation of the student's academic and study skills, strengths, and weaknesses. Insight is provided into grammar, writing, vocabulary, reading, math, and reasoning ability.
- **Scholastic Aptitude Test (SAT)**—For college-bound seniors and juniors, the SAT meets the admission requirements of many colleges. It assesses reading, writing, vocabulary, and math skills.
- **American College Test (ACT)**—For college-bound seniors and juniors, the ACT assesses verbal, math, science, and social studies achievement.
- **Advanced Placement Testing**—Students enrolled in Advanced Placement classes take Advanced Placement exams for that subject in early May. There is a fee for taking AP exams. This fee is payable by the end of the first semester.
- **Stanford Achievement Test**—This test is given to all eighth-grade students during the second semester.
- **Entrance Testing**—All students applying for first-time admission to CVCA must take an entrance test.

TRANSPORTATION

Student Arrivals and Departures—Students transported by car must be dropped off and/or picked up at the rear entrance of the building or the library foyer entrance (before 8:10 a.m. and between 2:00–3:30 p.m.). After 3:30 p.m., students not in an athletic program should be picked up from the library foyer. Students involved with after-school athletic teams should be picked up at the gym foyer entrance.

During school hours (8:15 a.m.–3:10 p.m.) entrance to the building is through the main foyer only. ALL OTHER DOORWAYS WILL BE LOCKED. All visitors must check in at the Welcome Center upon entering the building.

School Transportation—CVCA maintains its own vehicles for field trips, away games, certain athletic events, and school-sponsored groups needing conveyance. A student on a bus comes under the authority of the bus driver and is expected to respect him/her at all times. School behavioral guidelines remain in effect while students are traveling to and from school. Safe transportation for all students is essential and dependent upon the conduct and cooperation of those students who are transported via school bus or other conveyance bus.

Public Transportation—Since public transportation policies depend upon the school district in which a student resides, parents are responsible to check with their LOCAL SCHOOL DISTRICT TRANSPORTATION OFFICE or METRO CITY BUS OFFICE for special details regarding busing their child(ren) to CVCA.

Car Pooling—The Academic Office maintains a list of parents in each zip code area. Parents are invited to call for names and phone numbers of CVCA students living in their immediate area.

Student Drivers

1. Students driving to school must be registered with CVCA prior to using their vehicle on campus. Registration permits are purchased in the Academic Office. Each student is assigned a numbered parking space. TAGS MUST BE DISPLAYED AT ALL TIMES. Tag number must match numbered space in order to maintain optimum security and efficiency. The registration cost is \$50.00/year.
2. Failure to park in the appropriate space will result in fines, beginning with a \$10.00 fine. Further offenses will result in larger fines.
3. Speeding (faster than 10 miles per hour), reckless driving, or excessive noise (including screeching tires) will jeopardize the student's privilege of driving on campus.
4. Students are to park in designated areas only. A student may not go to his/her car during the school hours without approval from the Academic Office.
5. Repeated tardiness resulting from driving an automobile to school is sufficient grounds for loss of driving privileges.

COMMUNICATION

Cuyahoga Valley Christian Academy services a six-county area and represents over 200 churches. Since our student body comes from such a large geographic area, we concentrate on maintaining effective communication among administration, students, faculty, parents, and the various other public entities concerned with school news.

The following offices may be contacted for specific information in their area of oversight:

- **Guidance Office** (330-920-8204) - For scheduling of classes, standardized test information, college information, report card or course credit concerns, summer school programs
- **Business Office** (330-929-0575) - For tuition payments, financial or facility concerns
- **Academic Office** (330-929-0575) - For a student's academic or behavioral progress, calendar of events, new student registration, program and/or academic concerns
- **Athletic Office** (330-929-4151) - For athletic information or questions regarding practices, games, policies, etc. Also, students should use this phone to contact parents when necessitated by an athletic schedule change

Phone Messages/Voice Mail—Faculty may be contacted through voice mail. *Calling a student at school should be reserved for emergencies or matters of extreme importance. Parents should please refrain from calling to give routine messages to their students.*

Cell Phones may be used after 3:10 p.m. All other use is restricted except for during a student's scheduled lunch period at the Welcome Center or outside in the eating area. Cell phones that are visible, audible, or used at any other time or place will be confiscated. The parent may retrieve the phone by arranging an appointment with the administration.

Emergency Phone Availability—There is a telephone available in the Academic Office for emergency use. Students should check with the office personnel for access to the emergency telephone.

The following resources provide information pertaining to specific areas of school life:

The Link—This newsletter is a brief summary of events and announcements distributed to CVCA families each month.

The Trumpeter—This publication is mailed to parents, alumni, and friends of CVCA. It is a timely publication which contains reports on past functions and provides notices of future events.

Website (www.cvcaroyals.org)—The website provides parents, students, family, and friends information about CVCA's programs, policies, and activities.

ParentsWeb—ParentsWeb is our web-based student and parent access program. It is used to provide report cards, homework assignments, and real-time academic progress reports. We also use this program to re-register students for each new school year, and to maintain accurate medical and demographic information for your student. To establish your ParentsWeb account, please follow these steps:

1. Log onto CVCA's website, www.cvcaroyals.org
2. Click on the ParentsWeb tab in the upper right corner of our homepage
3. If you are logging on for the first time, click on the "First Time Users" tab
4. Type in your email address and click the appropriate button (parents or students)
5. Within 10 minutes, a password will be sent to the email address you provided. You will need to retrieve your password and then go back and repeat steps 1 and 2
6. This time, click on the "Parent's" or "Student's" tab instead of "First Time User" tab
7. Type in your email address and new password to log into ParentsWeb

Homework On-line—Students' homework assignments are accessible through ParentsWeb on the CVCA website.

Email—All teachers may be contacted through school email. A teacher's address consists of the following: Initial of first name, last name@cvcaroyals.org.

Parent-Teacher Conferences—Parents and teachers meet to discuss a student's progress during a regularly-scheduled Parent-Teacher Conference Day in October/November and again in March. It is also possible to arrange for conferences during school hours or immediately before or after school. Parents can schedule appointments in advance by contacting the individual teacher. **PLEASE DO NOT CALL TEACHERS AT HOME.**

Open House—Scheduled in early fall, this event gives parents an opportunity to meet the faculty in a more formal setting.

Community Open Houses—These open houses expose prospective students and their parents to the various facets of CVCA. Opportunities are available to meet selected faculty and staff and to become acquainted with the school programs.

Guidance and Counseling—CVCA offers guidance services through the guidance office. The faculty, guidance counselors, academic dean, dean of students and headmaster are willing to discuss any problems with the student and/or parents. The Academic Office secretaries schedule individual appointments.

Student Ministries Office "SMO"—While every member of CVCA's faculty and staff is a servant-leader charged with implementing the mission of the school, the members of this department have dedicated time set aside in their schedules to interact with students seeking counsel and/or encouragement. Every member of SMO is available to minister when needed. As a team, this group works together with the administration and faculty to provide spiritual vision and direction for the community of CVCA.

Service/Outreach Ministries—Outreach projects to nursing homes, jails, local churches, hospitals, and even other cities and countries provide an opportunity for the practical application of Christian principles.

Posting Information in the Halls and Bulletin Boards—Several bulletin boards, placed strategically throughout the school, post information of interest to the student body, including club activities. *Secure permission from the Academic Office prior to posting any information on the bulletin boards or in the school building.*

Announcements—All announcements must be submitted on the form provided by the Academic Office and be in the office **by 8:00 a.m. the day the announcement is to be made.** These must be signed and dated by a faculty member. Announcements will be made daily

at the beginning of homeroom.

Lost and Found—Please tag all clothing and personal belongings. Any high-value items should be checked in to the Academic Office to ensure security. Students should check as soon as possible in one of the following three areas when an item is lost: (Students may recover lost items by identifying them.)

1. Academic Office—for money or other high-value items
2. Cafeteria book shelves—one for lost books and book bags and a second for lost clothing and shoes

Clothing and shoes will be removed at the end of each week from the lost and found. Parents and students should check for lost items immediately.

Each student is expected to demonstrate honesty, responsibility, and concern for fellow students by picking up and returning lost items. Anyone who does not know what to do with a lost item should ask at the Welcome Center.

SCHOOL SERVICES

For several hours each day, the academy is a student's "home away from home." We believe a safe and comfortable environment encourages a positive learning atmosphere. CVCA offers a variety of ways to meet a student's safety and convenience requirements.

Health Assistance—Sickroom facilities are open during school hours, and a nurse is available certain hours during the week. The Academic Office provides minor first-aid treatment and sickroom facilities. If the injury or illness is serious, the school will call the parents to enable the student to receive care from his/her family physician. A student, if injured or sick, must report to the office before contacting a parent.

Prescription medications are to be dispensed at home. On the rare occasion that medication is needed during school hours, the student may carry it on his/her person and be responsible for administering his/her own medication as long as the main office has been notified. (See page 37 for a full version of CVCA's medication policy.)

School Insurance—Through registration and tuition fees, CVCA furnishes supplemental school insurance which provides secondary insurance for accidents or injuries on school grounds or at a school event. The Student Insurance Program covers all students, including athletes. If a student sustains an injury, the parent should contact the Finance Office (ext. 233) after the student's injury to inquire and/or request student accident insurance forms.

Lockers—Lockers are assigned by the Guidance Office. Lockers are to be kept neat, clean, and free from inappropriate pictures, symbols, and themes. *All* items should be kept inside of lockers. *Magnets must be used on locker doors* rather than tape. Students are not permitted to change lockers or locker partners without permission from the Guidance Office. *Students are strongly encouraged to purchase a standardized lock through the school store for protection of personal belongings.*

A student will avoid most locker problems by keeping his/her locker locked and the combination to him/herself. Locks not purchased at CVCA will be removed. Tampering with another student's locker is forbidden and may warrant disciplinary action. *Locks must be*

used on gym lockers during gym class. Students should plan to use two locks, one for their hall locker and one for the gym locker. Locks (gray-faced) used in the locker room are purchased in the Athletic Office.

Lockers are inspected periodically throughout the school year. *The academy retains possession of all locker space, and any locker may be searched at the discretion of the school administration at any time.*

School Store—Students can purchase limited school supplies during the store’s normal hours of operation.

Lunch Hour—Lunches may be brought from home or purchased at school. Microwave ovens are available for student use. All food, etc. must be consumed either in the cafeteria or in the picnic areas outside the building unless special permission has been granted from the Academic Office. Students are not permitted to leave campus during the lunch hour unless accompanied by a parent or guardian.

No purchase may be made from the vending machines during pass periods. To ensure cleanliness and safety, students are not permitted to eat or drink in the hallway.

Off-Hours—Students will not be permitted entrance to the school buildings on weekends or during vacations to obtain books or other materials. Needed materials should be taken with the students when they leave school.

Class Rings—Sophomores, juniors, and seniors may purchase class rings through the Academic Office in the fall.

CO-CURRICULAR ACTIVITIES

Co-curricular activities at CVCA complement the mission statement and the standard curriculum by developing interests outside of scholastic achievement. Their structure encourages students to develop social skills, to pursue artistic talents and hobbies, and/or to hone physical capabilities all in the context of love for and devotion to Christ.

Activities and Clubs

The following is a sample list of clubs and activities available to CVCA students:

A.C.S.I. Academic Events	Missions Trips
Academic Challenge	National Honor Society
C.A.T.S. (Concerned About Teen Sexuality)	Ornithology Club
Ceili Club	Royal Fools (Improvisational Theatre Group)
Chapel	Royal Theatre
Chapel Worship Band	Royal Thespian Society
Chess Club	SCRAM (Students Concerned Radically About Missions)
Chix with Stix	Shoebox Prison Ministry
Class Officers	Ski Club
Concerts of Prayer	Spirit Week
Diakanos (Servant Leaders)	Spiritual Emphasis Days
Diakanos Missions Trip	STEP Norway
FBLA (Future Business Leaders of America)	Student Ambassadors
Forensics/Debate	Student Council
Harvest Home Outreach	Student Ministry Internships
History Club	Student Discipling
Homecoming	<ul style="list-style-type: none">• Barnabas• Five:6 (JH peer encouragement)
Junior Classical League (Latin)	
Junior-Senior Banquet and Party	

Language Clubs (French, German, Spanish)

Special Activities—Every activity or club function must be in harmony with the Christian philosophy of CVCA and should reinforce the Christian principles learned in the classroom. The advisors must adhere to established guidelines in an attempt to ensure a safe and wholesome atmosphere for the activity.

Social activities planned by various clubs and organizations abide by the following guidelines:

1. All activities are screened and approved by the administration before becoming a part of the school calendar.
2. Only with the approval of the headmaster can an outside guest attend a club, class, or organizational activity.
3. Advisors close (i.e., remain until all students leave) all parties and other activities.

All CVCA rules regarding Christian behavior are in effect for all school activities during and after school hours and on or off the school campus.

Organizations/Special Interest Classes—A student can avail him/herself of a wide range of in-school organizations and classes that provide an opportunity for developing special skills.

Yearbook—A student who has an interest in layout and photography will enjoy compiling and editing material for *The Scroll* (a one-year commitment).

Theatre—The Royal Theatre provides an opportunity for students to express themselves artistically in a variety of capacities. Students can help build sets, sew costumes, run lights and sound, stage manage, or act in multiple theatrical offerings throughout the school year.

Music—The vocal and instrumental music departments have received superior ratings in regional and state competitions. A student who has interest in music has the opportunity to develop and pursue his/her musical talent in one or more of our vocal or instrumental programs. CVCA offers a program of **three** bands, five choirs, an orchestra, three handbell groups, and various special performance groups. Each ensemble performs regularly throughout the school year.

Athletics—CVCA provides a full three-season sports program including men's and women's basketball, soccer, tennis, golf, swimming, track, and cross country; women's volleyball, softball, and cheerleading; men's football, wrestling, baseball, and ice hockey.

Athletic Participation Eligibility—A student who participates in competitive sports must return the Ohio High School Athletic Association's *STUDENT PARTICIPATION, PARENTAL APPROVAL, AND PHYSICAL EXAMINATION FORM* to the Athletic Office. Every parent and athlete must also attend an informational meeting which is scheduled for the beginning of each team's season to explain the athletic department guidelines.

Athletic Eligibility—CVCA is a member of the Ohio High School Athletic Association, which has established the following eligibility rules for athletes in grades seven through twelve. (CVCA includes the same standards for cheerleaders):

- All beginning seventh graders are eligible.
- All beginning ninth graders must have received passing grades in 75% of all courses taken in the last grading period of eighth grade.
- Eligibility for each grading period is determined by grades received the preceding grading

period. Semester and yearly grades have no effect on eligibility.

- Grades nine through twelve: To be eligible, a student-athlete must be currently enrolled in an OHSAA member school and have received passing grades in *a minimum of five one-credit courses*, or the equivalent, in the immediately preceding grading period.
- Grades seven and eight: To be eligible, a student-athlete must be currently enrolled in an OHSAA member school and have received passing grades in 75% of subjects in the immediately preceding grading period.
- For eligibility, summer school grades may not be used to substitute for failing grades received in the final grading period of the regular school year or for insufficient courses taken the preceding grading period.

The following standards pertain to CVCA athletic eligibility as well:

1. A student must have a quarter average of 1.6 or above to participate in athletics.
2. Any student with a quarter average between 1.20 and 1.6 may participate on a limited basis according to the following criteria:
 - a) The parents do not oppose the student's continued participation in sports.
 - b) Athletes are placed on a two-week probationary period. During this time, they may participate in practices only. Should the average reach the 1.6 level, the athlete is reinstated for the remainder of the marking period with a two-week check continued throughout the season. If the athlete has not reached this level, he/she will be given a second two-week period. Should the athlete not reach the 1.6 level at the end of this period, he/she will be declared ineligible for the rest of the marking period.
3. Any student with a quarter average below 1.20 may not participate in athletics for the marking period.
4. Any student may also be ineligible due to inappropriate behavior. Students on behavioral ineligibility may not participate in athletics for a period ranging from two to six weeks.
5. A coach may dismiss a player for a predetermined amount of time if, in his/her opinion, a serious breach of conduct has occurred or an irresponsible attitude has been displayed by a player.

Game-Day Early Dismissals:

1. *Prior* to leaving, the student-athlete is required to submit all assignments and/or make other necessary arrangements.
2. A student leaves the school in dress code uniform or changes to appropriate sports attire.

TUITION AND FEES

Tuition Schedule—A new tuition and fees schedule is available in the spring of each year. These are mailed to parents when re-registration for the following academic year begins.

Registration Fee—A registration fee *must accompany each student registration form* whether the student is a new applicant or a returning student. (Class dues are included in the registration fee.) The registration fee is non-refundable unless CVCA does not admit the student, in which case all but a processing fee of \$50 will be returned.

Tuition Payment Plan—The monthly or quarterly tuition payments are withdrawn from the bank through F.A.C.T.S. Management Corporation. CVCA provides a discount when tuition is paid in full by July 15.

Late Enrollments or Withdrawal—Tuition for students entering CVCA after school has begun will be pro-rated. Those students withdrawing from CVCA during a given quarter will be charged for the full quarter. All financial obligations must be discharged before transcripts are forwarded to a new school.

Athletic Fee—An athletic fee of \$100 is charged to each participant in competitive sports. (One \$100 fee covers all seasons and all sports.)

Parking Fee—A \$50 fee will be charged for a CVCA parking permit. A permit may be purchased any time during the year, and the cost is pro-rated for the amount of time remaining (with a minimum fee of \$20).

JumpStart Fee—A fee of \$85 is charged for incoming seventh graders to spend three days and two nights at a Christian camp during the first week of school.

Senior Fee—A fee of \$85 is charged to each senior to cover the cost of the senior composite, cap and gown, and other expenses relating to the graduation ceremony.

If tuition payments are in arrears, the student's involvement in all school activities will be restricted until the tuition balance is current. Access to report cards in RenWeb and/or receipt of diplomas may also be affected.

FINANCIAL AID, TRIP, SCHOLARSHIPS

CVCA provides tuition assistance through need-based financial aid, the TRIP program, and partial scholarships.

Need-Based Financial Aid—Each year, CVCA distributes financial aid. The amount granted depends upon the total financial aid budget as well as the family’s ability to pay.

CVCA uses an outside organization, School Scholarship Service (SSS), to facilitate the gathering of financial information. This data shows to what extent a **family** can finance a student’s education. CVCA uses this CONFIDENTIAL information to grant financial aid awards. The deadline to apply for financial aid is April 30.

T.R.I.P. Tuition Reduction Incentive Program—T.R.I.P. is a program whereby parents purchase certificates at a discount to be used at local stores and merchants. The discount percentage is then credited to a family’s T.R.I.P. account at a rate of 75% and to the school’s general fund and operating costs for the remaining 25%. We then transfer the accumulated credits each April and November from the T.R.I.P. account directly to each family’s tuition account at CVCA.

Scholarships—The Scholarship Review Committee determines the recipients of several specific scholarships. These grants are based upon varied criteria including spiritual testimony, academic excellence, financial need, as well as participation in and support for school programs.

Scholarships Awarded:

- Bud Beyerle Memorial Scholarships
- Jay Jones Memorial Award
- Knight Development Corporation Engineering Scholarship
(one returning junior, one graduating senior)
- Michelson Foundation Scholarship Awards
- Paz Chu Memorial Scholarships
- Excellence in Christ Scholarships
- Bonnie Belleman Memorial Scholarship
- Glenn Meadows Memorial Scholarships
- Adams Memorial Scholarship
- Richard P. DeBlender Memorial Scholarship
- “Apostle Paul Scholarship”
- The C. H. Tipton Scholarship
- Ambassador for Christ Scholarships
- Mindy Ormond Memorial Scholarship
- Natalie Pausch Memorial Scholarship
- Richard L. Shellenberger Scholarship
- Glenn L. Pringle Memorial Scholarship

ACADEMIC AND ATHLETIC AWARDS

Awards Assembly—Each spring, students who demonstrate outstanding academic achievement throughout the school year receive special recognition in an awards assembly. Special acknowledgment also goes to those who distinguish themselves in service to the community as well as to the school.

Senior-High Athletics—Letters may be earned in the following sports: football, wrestling, soccer, volleyball, basketball, softball, baseball, tennis, golf, track, cross country, cheerleading, ice hockey, and swimming. Criteria for lettering in individual sports is described in the Athletic Handbook. In all cases, the coach's discretion is the final determining factor.

High-school athletes receive their awards according to the following schedule:

- First year—Varsity letter plus gold pin descriptive of their sport
- Second year—Service bar/Key chain
- Third year—Plaque/Service bar
- Fourth year—Blanket/Service bar

All athletes in junior high will receive certificates of participation for their involvement in a particular sport.

All athletes must complete their sport season and acceptably follow the policies of the coaching staff to be eligible to letter.

A sports award assembly for both the junior and senior-high teams is held at the completion of each season.

Scholar Athletes—At the end of the year, the athletic department awards a certificate to those athletes who distinguished themselves in academics. This Scholar/Athlete Award goes to all athletes with a GPA of 3.5 or better.

Royal Servant—This award is given to those students who have distinguished themselves both as athletes as well as Christian servants during their time at CVCA.

PROCEDURES

Bookbags—All student belongings need to be secured either in the student's locker or in an assigned athletic locker. Any bookbags or other items left on the floor or the tops of lockers will be removed **and may be reclaimed after school**.

CVCA Web Page—Please check the CVCA web page often, as changes and updates are made on a daily basis. The web address is www.cvcaroyals.org.

Delinquent Fees—Defaults in tuition, fees, or book fines will detain report cards, transcripts, diplomas, and access to ParentsWeb and result in a restriction on the student's involvement in all student activities until all outstanding balances have been settled.

Electronic Devices—Under unique circumstances and only with *prior* administrative approval, students may be permitted to use certain electronic devices.

CVCA maintains very high standards for the use of school computers, both in terms of stewardship and personal purity. These standards and policies are clearly posted throughout the library and computer labs. **Laptop computers are not allowed at CVCA except for short-term projects as approved by teachers or administrators.**

Given the constantly advancing capability of personal electronic devices, CVCA reserves the right to review and revise, at any time, policies governing their use.

Email Accounts—Each student will be assigned a CVCA email account. All email accounts are subject to review by the network administrator and/or the school administration.

Email Use—Students are permitted to email projects home and also to retrieve emails with attachments (assignments) from home for use at school. Students may not share email. It is our desire that students use school computer facilities for academic purposes only.

Equipment Use—Students may reserve a laptop and digital projector in order to give a PowerPoint demonstration by contacting the technology coordinator in the computer lab. The student is responsible to pick up the equipment and to return the equipment to the library immediately after use.

Students must receive permission and instruction before using the scanner, CD burner, media stick, zip drive, or other equipment in the lab.

Zip disks, CD's, etc. are available for purchase in the school store.

Fire, Tornado, and Lock Down Drills—Periodic **fire, tornado, and lockdown** drills are required by state law. The fire drill will be conducted periodically to acquaint the student with the quickest route and most orderly manner of exit from the building in case of fire. During the tornado drill, all those in the building will be instructed beforehand as to their particular room's safest place of protection. As with the fire drill, this drill will be conducted periodically to ensure everyone's efficient transfer to a safe location. The lock down drill is an opportunity to practice securing each room and hallway in response to a possible future danger. Each teacher explains the procedures during the first day of school.

Fundraising—Approved school fundraising activities occur under the supervision of designated advisors.

Hall Passes—Students must have a pass if they are in the hallways during class time. When a student is late to class because he/she has been detained by a teacher, it is the sending teacher's obligation to write a pass for the student to enter. Passes will not be issued for late admittance to class without proper excuse. Students with unexcused tardies will complete consequences as designated by the teacher.

Homework Policy—No assignments are due on Thursday. Homework is given regularly in most subjects. Students experiencing exceptionally heavy homework loads should meet with the guidance department to review the situation.

Internet Policy—CVCA believes that the Internet has much to offer students in its variety and access to valuable resources. It is the school's goal to educate students about efficient, ethical, and appropriate use of those resources.

It is to be understood that Internet access for students is a privilege, not a right. All users of the Internet will agree to the following Code of Ethics:

I will strive to act in all situations with honesty, integrity, and respect for the rights of others and to help others to behave in a similar fashion. I will make a conscious effort to be a good testimony to my fellow students, faculty members, and others I communicate with on the Internet. I agree to follow Cuyahoga Valley Christian Academy's basic rules. I will strive to apply Philippians 4:8 to my electronic communication, *"Finally brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable—if anything is excellent or praiseworthy—think about such things."*

Unacceptable Practices

The Internet user is held responsible for his/her actions whenever using the Internet. Unacceptable uses of the network will result in the suspension or loss of these privileges. Some examples of unacceptable use include (but are not limited to the following):

1. Using the network for any illegal activity.
2. Defacing or disrupting the equipment or system performance. Any security problems must be reported to the technology coordinator and not shared with other users.
3. Vandalizing the data of another user.
4. Wastefully using finite resources after being warned and instructed as to proper use.
5. Gaining unauthorized access to resources, including attempting to get around any censor software installed on a computer with Internet access.
6. Invading the privacy of individuals, including reading mail that belongs to others without their permission.
7. Using an account owned by another user—with or without that user's permission.
8. Posting personal communications without the author's consent or posting material containing information not meant for public view.
9. Posting rude or inappropriate messages.
10. Downloading viruses or attempting to circumvent virus protection programs.
11. Violating the spirit of Cuyahoga Valley Christian Academy's Mission Statement *Educating and Cultivating Servants for Christ.*
12. Not asking permission before using any color printers (Printers have a daily limit, and

individuals will be charged with a fee for personal use).

13. Viewing/accessing pornography.
14. Posting slanderous or derogatory information about any person, race, or gender.
15. Uploading images of any CVCA community member to off-campus websites or blogs.
16. Using the Internet intentionally to harm the reputation of any CVCA community member or family.
17. Downloading or duplicating copyrighted material in any form without expressed permission.

Disclaimers

The Internet user and his/her parents must understand that he/she uses the Internet at his/her own risk. Considering the provisions mentioned above, CVCA cannot assume responsibility for any of the following:

1. The reliability of the content of a source received by a user. Students must evaluate and cite sources appropriately.
2. Costs that the student incurs if he/she requests a product or service for a fee.
3. Any consequences of disruption in service that may result in lack of resources. Though every effort will be made to ensure a reliable connection, there may be times when the Internet service is down or scheduled for use by teachers, classes, or students.
4. CVCA does support privacy of email. Users must not assume that this is guaranteed. The technology staff and the headmaster reserve the right to investigate possible misuses or to monitor any email that comes through CVCA computers. System administrators can access mail, and need to approve all standard distribution list emails. Programming errors may cause servers to misdirect messages. These considerations should be kept in mind when corresponding with others.
5. While CVCA employs an Internet filtering service, no filter is 100% effective. CVCA cannot guarantee that all inappropriate material will always be blocked.

Expectations and Understanding

In exchange for the use of Cuyahoga Valley Christian Academy's computer system, students understand and agree to the following:

1. Use of network is a privilege which may be revoked at any time for any conduct deemed inappropriate.
2. Users need to be aware that Internet sites reflect only the opinions of their designers/producers and not that of Cuyahoga Valley Christian Academy. Sites should be evaluated for source reliability and validity before being considered for inclusion into academic research.
3. System administrators reserve the right to review any material stored in files which are generally accessible to others and will edit or remove any material which the staff, in its sole discretion, believes may violate the above standards. It is expressly forbidden for users to use any CVCA resource to obtain, view, download, store, forward, or otherwise access illicit materials.
4. CVCA user who violates the above standards or attempts to log in as another user will have his/her account disabled.
5. In order to preserve the privacy of the account, the user should not reveal any password to anyone.
6. The network is a shared resource with finite capacities, and users should be considerate when transferring or storing large files on the CVCA resources. Any use of the network that disrupts other users or seriously degrades performance may be determined to be improper by the system administrator, and appropriate action will be taken.

7. All information services and features contained on the CVCA network are intended for the private use of its users, and any commercial or other unauthorized use of those materials, in any form, is expressly forbidden.
8. All information contained on the CVCA network is placed there for educational and general information purposes.
9. CVCA does not warrant that the functions of the system will meet any specific requirements a user may have, or that it will be error free or uninterrupted; nor shall it be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or profits) sustained or incurred in connection with the use, operation, or inability to use the system. CVCA shall not be liable for any damage incurred due to harmful programs (including computer viruses), which on rare occasions may propagate through networks such as CVCA network and the Internet.
10. The CVCA network is intended for the exclusive use of its registered users, who are responsible for the use of their password and account. Any problems which arise from the use of a particular account are the responsibility of the account holder. Any misuse will result in suspension of the account privileges. Use of an account by someone other than the registered account holder may also be grounds for loss of privileges.
11. Students will abide by such rules or regulations of system usage as may be decreed from time to time by the administrators of the CVCA network.
12. Excessive use of websites that are deemed by the administration to be unacceptable/non-academic may be blocked or permitted on a limited basis.
13. In consideration of the privilege of using the CVCA network and in consideration of having access to information contained therein, I release CVCA, its operators, and any institutions with which CVCA may be affiliated from any and all claims of any nature arising from the use, or inability to use, the CVCA network and the Internet.
14. Students, at present, are permitted to access Facebook files up to **20** minutes per day during school hours. Prior to and after school on school days, students have unlimited access to Facebook. This privilege is subject to change without notice.

Library Procedures—If a student wishes to work in the library during a study hall, he/she must sign **out of the** study hall and then sign in at the library. The library is a place for quiet study. Delinquent accounts may result in loss of borrowing privileges and/or admission. Permission must be granted before using headsets or audio equipment. Students scheduled to ride early bus may come to the library ninth period after reporting in to study hall. They must come on a pass. Students remaining at school after 3:30 should be working in the library or lab or waiting in a supervised classroom.

A supervised computer lab is available for student use before, during, and after school **until 5:00** p.m. Monday through Friday for school-related assignments. When the lab is not available for individual use due to class instruction, a limited number of computers are available in the library.

Music on Campus—Music played before or during athletic events will be played by the CVCA Pep Band or may include only music pre-approved by the administration.

Parent Visitation—Parents who wish to visit or to observe classes must obtain advance permission from the headmaster's office.

Posting Information—Permission must be obtained from the academic office prior to posting.

School Property—Fines will be assessed for damage to school property, including lockers,

desks, lab equipment, parking lot pavement, etc. Vandalism (including pranks) may result in a student's expulsion from the academy.

Student Login—CVCA gives each student personal login information. The students will be responsible for logging in and out on any computer used. Students may not share login.

Student Medical Emergency Authorization—Each parent or guardian completes this on-line form to authorize emergency treatment for a student who may become ill or injured while under school care when the parents or guardians cannot be contacted. The authority granted by this form meets the specifications outlined by Section 3313.712 of the Ohio Revised Code. Changes in emergency information during the school year must be communicated immediately to the main office. Parents may also make changes to their student's medical information through the "Webforms" feature in ParentsWeb.

Study Hall Leave—Students must have a pass if they wish to go somewhere else during study halls. Students may sign out of study hall if they wish to go to the library.

Textbooks—All non-consumable textbooks *must have a book cover*. A book damage fine is assessed at the end of the school year for damage to textbooks. Book covers are available for sale in the school store.

Visiting Students—CVCA welcomes visitors who are interested in Christian education! All visits must be arranged at least one day in advance through the Academic Office. A person who is on suspension or probation from another school may not visit CVCA.

All visitors to the campus must report to the Welcome Center to sign in.

CVCA prohibits any unauthorized meetings with CVCA students on school property during the school day.

Web Server Use—Students have the ability to save school-related documents to CVCA's in-house server. The network administrator will determine the space limit.

Withdrawal—A student who withdraws from school any time before the end of the academic year observes the following procedures:

1. Requests a withdrawal form from the Academic Office for parents to complete and return, stating the reason for withdrawal and the name of the school where the withdrawing student's records should be sent
2. Turns books in to each teacher, library books and/or fines to library, and sports uniforms to Athletic Office

MEDICATION POLICY

Medication will be understood for this policy as any medicine whether obtained by a physician's prescription or purchased without a prescription (over-the-counter). Medication should be given at home by the parent. On the rare occasion that medication is needed during school hours, the student may carry it on his/her person and be responsible for administering his/her own medication, as long as the student has secured administrative approval. **Use** permission for medication forms found in the main office.

If the parent prefers the school to dispense the medication, please note the following:

No medication shall be received or administered by school personnel unless it is in the original container in which it was purchased and contains the following:

Prescription medications:

1. Name of student
2. Name of medication
3. Dosage of medication
4. Intervals or times to be administered
5. Prescribing physician's name
6. Date prescribed
7. Parental permission form dated with month, day, and year
8. Notification of possibility of any serious adverse reactions or other warnings
9. Special instructions regarding storing and/or administering the medication

Non-prescription medications:

1. All manufacturer's information (name, dosage, warnings, expiration date)
2. Student's name clearly marked by school personnel
3. Same as #7 if instructions direct a dosage exceeding the recommended dosage

The only medications that will be stocked by the school are **ibuprofen**, acetaminophen (generic Tylenol®) regular strength, Maalox®/Tums®, and Sudafed®. The school will not dispense this medicine unless a current parental authorization is on file through ParentsWeb.

All physicians' authorizations and parent permissions, including those for **ibuprofen**, Maalox®/Tums®, Sudafed®, and acetaminophen, must be renewed annually and as necessary for changes in medication orders.

Philosophy

Student appearance should enhance the spiritual, social, and academic atmosphere at CVCA. We desire to do all things to the glory of our Lord (I Cor. 10:31). We endeavor to provide student appearance standards that are reasonable and reflect our three guiding principles of modesty, neatness, and unity. It is our intention that student apparel be easy for students to wear, easy for parents to purchase, and easy for CVCA to supervise.

The following standards were set as the combined effort of many people. The Student Appearance Committee interviewed students, parents, administrators, teachers, staff members, and professionals in other private schools and implemented many of their suggestions. Success with these standards will require the support of everyone in the CVCA community. It is our hope that our student appearance standards will assist us in fulfilling our mission: to educate and cultivate servants for Christ.

Parents, please note that our apparel has been prayerfully selected to eliminate distractions and promote learning. We understand that God has given parents the primary responsibility for the nurture and admonition of their children. The investment that you have made in teaching your children about appropriate dress will be reinforced at CVCA.

While we have taken care to set precise standards, no list of standards can cover every possibility. We realize that whenever appearance standards are implemented, there will be unforeseen circumstances. In light of this, the administration will make the final decision concerning student appearance compliance should specific issues arise.

Privileges Carry Responsibility: A Message to Students

Within the style guidelines listed on the following tables, you are permitted to purchase your uniform style slacks and shorts wherever you can find a proper fit and price range. Please be aware that we will only be able to extend this privilege to you as you prove to be responsible. Take great care in adhering to our style standards: we are maintaining a uniform look. When in doubt about a garment, bring it to the office with the price tags still attached, and keep your receipts. Be careful to choose a *modest, loose-fitting, business-attire size in all garments*.

Transition

Our transition toward final implementation of our 2010 standards is well underway. Feedback from faculty, students, and parents has led to the following changes for 2009-2010:

- Ladies' skirts will include a CVCA plaid skirt in both a kilt and a two kick pleat, purchased through Schoolbelles (see below).
- All new tan-khaki kilt and two kick pleat skirts will be purchased through Schoolbelles.
- Ladies' belts will be brown or black, leather or leather-like, to be worn in belt loops.
- T-shirts underneath uniform shirts will be black or white.
- Socks and tights will be black, white, or tan-khaki. Clear hosiery can still be worn, as well.
- We are adding a monogrammed black vest and sweater, purchased from our website.
- We are allowing brown two-tone leather or leather-like shoes to be worn, along with solid black and solid brown.

- We are reinforcing that slacks should be uniform style by making the following clarification: no patch pockets and no stitching that gives the appearance of patch pockets.
- Polos may not be altered.

The following tables outline the 2009-2010 student appearance standards. Families will purchase the CVCA monogrammed polos and jackets through our website. T-shirts (white or black crew-neck), slacks and shorts, socks (white, black, or tan-khaki), belts (black or brown, leather or leather-like), and shoes (as outlined on the following tables) can be purchased where desired. All 2007-2009 former Kids Kloset polos, skirts, slacks, and outerwear can still be worn this year, with the exception of the oxford shirts for young ladies. **Additionally, note that items that are not listed in our standards may not be worn, with the exception of a reasonable amount of business-attire jewelry. Scarves, sashes, bandannas, and hats are not permissible.**

Student Appearance Standards

Basic student apparel consists of a CVCA monogrammed polo and tan-khaki slacks, skirts, or shorts. Additionally, a new plaid skirt in two styles is available for girls. Students are encouraged to tuck polos in but are permitted to wear them untucked if neatness is maintained. Polos, jackets, sweaters and vests must be purchased through our website. Oxfords, turtlenecks, and crew-neck T-shirts will be available through the website, but may be purchased elsewhere. Clothing items must conform to the style and color standards listed on the Student Appearance Standards chart. The following distributor carries our skirts: **Schoolbelles of South Euclid**, 4507 Mayfield Road, S. Euclid, OH 44121-4016; phone: 216-291-0568; fax: 216-291-0595 and **Schoolbelles of Cleveland**, 4747 W. 160th St. Cleveland, OH 44135; phone: 216-898-5500; fax: 216-898-5520. **Schoolbelles of Akron**, 1955 Brittain Rd. Akron, OH 44310; phone: 330-633-3000. Website: <http://www.schoolbelles.com>.

Regarding student appearance in addition to clothing, hair is to be worn out of the face. Extreme hair fashions, including but not limited to close scalp shavings, extreme grooving, unnatural coloring, and spiking, are not permitted.

Male students are to keep their hair trimmed to cover no more than a third of the ear, and to avoid touching their collar when standing in a normal upright position. In questionable situations, hair length will be determined by where the hair falls naturally. Male students must also be clean-shaven during school hours and for certain appropriate occasions.

Given our understanding of modesty and humility, visible pierced body parts other than ears are not in code. Male students are *not* permitted to wear earrings on campus or any CVCA event off campus. Tattoos are not to be visible at any time.

Remember also that beyond school hours, the principle of modesty is always in effect for all CVCA events on or off campus. Anything which draws attention to oneself serves more to distract from this principle rather than to promote it.

STUDENT APPEARANCE STANDARDS FOR YOUNG MEN

ITEM	STYLE	DESCRIPTION
POLO SHIRTS	<ul style="list-style-type: none"> Long-sleeved or short-sleeved polos: must be purchased through the CVCA website 	Black, white, royal, light blue, light pink, displaying CVCA monogram Check website to view availability of colors for each style and size range, as these vary according to adult or youth sizing Light color polos (white, light blue, and light pink) must be worn with a black or white crew-neck T-shirt
OXFORD SHIRTS	<ul style="list-style-type: none"> Long-sleeved or short-sleeved oxford cloth, with traditional buttoned-down collar. 	Available through the website but can be purchased elsewhere White or light blue Oxford cloth: heavy weave stay-press material Free of name-brand logos or lettering Collars are to be buttoned; top button may be unbuttoned Shirt must be tucked in neatly with belt visible
SLACKS	<ul style="list-style-type: none"> Uniform style slacks 	Tan-khaki (all cotton or cotton/poly blend) Pleated or flat front Slit or welt pockets One or two rear welt pockets No external (patch) pockets, no stitching that gives the appearance of patch pockets No rivets No carpenter loops Must adhere to business-attire standards for proper fit <i>Must not be ripped, split or frayed</i> Worn with a business-attire black or brown belt
SHORTS	<ul style="list-style-type: none"> Uniform style walking-length shorts 	Tan-khaki (see slacks information above) Should maintain the look of the longer-style shorts: not calf length Worn with a business-attire black or brown belt
VEST/SWEATER	<ul style="list-style-type: none"> V-neck, monogrammed 	Black; monogrammed and available through the website only Must be worn over a uniform shirt
RIB FLEECE JACKET	<ul style="list-style-type: none"> Monogrammed ¼ zip rib fleece jacket 	Black; monogrammed and available through the website only Must be worn over a uniform shirt
TURTLENECKS	<ul style="list-style-type: none"> Long-sleeved mock or fold-over style 	Available through the website but can be purchased elsewhere Black or white cotton or cotton/poly blend: no stretch Worn under oxfords or polos No sweaters or thermal underwear
SHOES DRESS BOOTS	<ul style="list-style-type: none"> Must have a closed toe 	Leather, leather-looking, or suede Solid black, solid brown, or two-tone brown in color No wheeled shoes Shoelaces must be tied
SOCKS	<ul style="list-style-type: none"> Must be worn at all times 	Solid black, white or tan-khaki Any style sock is appropriate (i.e., footie, crew, knee length)
BELTS OR SUSPENDERS	<ul style="list-style-type: none"> Must be worn at all times 	Business-attire Black or brown, leather or leather-like
TIES	<ul style="list-style-type: none"> Long or bow ties 	Any respectful design
T-SHIRTS	<ul style="list-style-type: none"> Long-sleeved or short-sleeved crew neck 	Available through the website but can be purchased elsewhere Cotton or cotton/poly blend: no stretch Black or white No print should be visible through the outer shirt

Chapel day: Wear slacks and oxford shirts with a tie. Button your collar buttons.

Spirit Fridays: Wear slacks or shorts (when permitted) with a CVCA sweatshirt (purchased from the CVCA Booster Club) or an approved CVCA club, group, or team shirt. No letter jackets. Wear socks and t-shirts according to the standards above.

Walking shorts: These may be worn with athletic shoes during the months of August-November and March-June.

Accessories: Young men may wear a reasonable amount of business-attire jewelry (no earrings). Bandannas and hats are not permissible.

STUDENT APPEARANCE STANDARDS FOR YOUNG LADIES

ITEM	STYLE	DESCRIPTION
POLO SHIRTS	<ul style="list-style-type: none"> Long-sleeved or short-sleeved polos: must be purchased through the CVCA website 	<p>Black, white, royal, light blue, light pink, displaying CVCA monograms Check website to view availability of colors for each style and size range, as these vary according to adult or youth sizing Light color polos (white, light blue, and light pink) must be worn with a black or white crew-neck T-shirt If worn tucked in, a belt (black or brown, leather or leather-like) must be visible</p> <p>Sizing considerations: Choose a loose-fitting, business-attire size Choose lengths that overlap slacks and skirts or can be easily tucked in No part of the midriff can ever be exposed</p>
SKIRTS	<ul style="list-style-type: none"> Solid tan-khaki twill or CVCA plaid 	<p>Kilt or two kick pleat - purchased from Schoolbelles Must come to the top of the knee but may be worn longer</p>
SLACKS	<ul style="list-style-type: none"> Uniform style full-length slacks: boot-leg or slight flare 	<p>Tan-khaki (all cotton or cotton/poly blend) Pleated or flat front Slit or welt pockets One or two rear welt pockets No external (patch) pockets, no stitching that gives the appearance of patch pockets No rivets No carpenter loops Must adhere to loose-fitting, business-attire standards for proper fit</p> <p><i>Must not be ripped, split or frayed</i> Choose a business-attire rise: avoid a noticeably low rise</p>
SHORTS	<ul style="list-style-type: none"> Uniform style walking-length shorts 	<p>Tan-khaki (see all slacks information above) Should maintain the look of the longer-style shorts: not calf length Worn with a business-attire black or brown belt if polo is tucked in</p>
VEST/SWEATER	<ul style="list-style-type: none"> V-neck, monogrammed 	<p>Black; monogrammed and available through the website only Must be worn over a uniform shirt Choose a loose-fitting, business-attire size</p>
RIB FLEECE JACKET	<ul style="list-style-type: none"> Monogrammed ¼ zip rib fleece jacket Princess-seamed full- zip rib fleece jacket 	<p>Black; monogrammed and available through the website only Must be worn over a uniform shirt</p>
TURTLENECKS	<ul style="list-style-type: none"> Long-sleeved mock or fold-over style 	<p>Available through the website but can be purchased elsewhere Black or white cotton or cotton/poly blend: no stretch Worn under polos No sweaters or thermal underwear</p>
SHOES DRESS BOOTS	<ul style="list-style-type: none"> Must have a closed toe 	<p>Leather, leather-looking, or suede Solid black, solid brown, or two-toned brown in color No wheeled shoes Shoelaces must be tied</p>
SOCKS	<ul style="list-style-type: none"> Must be worn if not wearing hose/tights 	<p>Choose solid black, white, or tan-khaki Any style sock is appropriate (i.e., footie, crew, knee length)</p>
HOSE/TIGHTS	<ul style="list-style-type: none"> Must be worn if not wearing socks 	<p>Hosiery must be clear or solid black, white, or tan-khaki No fishnet or patterned hose/tights; no leggings; no footless tights</p>
BELTS	<ul style="list-style-type: none"> Must be worn when polo is tucked in Cannot be worn over other garments 	<p>Business-attire (true belt: no ribbons, scarves, or sashes) Black or brown, leather or leather-like, worn in belt loops</p>
T-SHIRTS	<ul style="list-style-type: none"> Long-sleeved or short-sleeved crew neck 	<p>Available through the website but can be purchased elsewhere Cotton or cotton/poly blend: no stretch Black or white No print should be visible through the outer shirt</p>

*Ladies, please note that stretch fabrics and lace are not a part of our new standards. No lace or stretchy material should ever be visible.

Chapel day: Young ladies must wear skirts.

Spirit Fridays: Wear slacks, a skirt, or shorts (when permitted) with a CVCA sweatshirt (purchased from the CVCA Booster Club) or an approved CVCA club, group or team shirt. No letter jackets. Wear socks and t-shirts as outlined above.

Walking shorts: These may be worn with athletic shoes during the months of August-November and March-June.

Accessories: Young ladies may wear a reasonable amount of business-attire jewelry. Scarves, sashes, bandannas, and hats are not permissible.

STUDENT APPEARANCE

Standard Dress Violation—If necessary, parents will be called to bring in what is needed for the student to comply with the dress code. If parents cannot be reached, students will sit out of classes and do assigned work the remainder of the school day. Missed class time will be considered an unexcused absence and may result in an academic penalty.

Jeans Day—These are days occasionally used as a fundraiser for school-wide participation in missions or ministry. Appropriate Jeans Day dress includes CVCA spirit wear tops, appropriate fitting, full-length jeans without holes or fraying, and athletic shoes. No sandals or flip-flops.

BANQUET DRESS

Modesty for girls is a very significant consideration in selecting a stylish formal or dressy dress. Parental cooperation is needed. We understand that modesty is somewhat subjective in nature, especially when the same dress fits each girl differently. However, we have established a description of modesty for girls' dresses that we believe is in keeping with the spirit of our appearance guidelines.

Dresses with the following characteristics do not meet the modesty requirement:

- "Slip" dress (clinging material; styled like a slip)
- Low cut dresses, cleavage showing
- Back more than half uncovered
- Hemline or slit more than two inches higher than top of knee cap
- Inappropriately tight dresses
- Midriff showing

CVCA guests will be required to follow the same guidelines as CVCA students.

DISCIPLINE CODE

“For whom the Lord loves He disciplines...but he disciplines us for our good that we may share His holiness. All discipline for the moment seems not to be joyful, but sorrowful; yet to those who have been trained by it, afterward, it yields the peaceful fruit of righteousness.”

Hebrews 12:6, 10, 11

Discipline is a necessary action in a fallen world. Discipline is designed to encourage obedience and a heart inclined toward God. As much as possible, CVCA will practice *preventive or pro-active discipline*. Teachers will structure their classrooms and activities so as to minimize the likelihood of disobedience. Recognizing that every decision we make directly affects our character, and that we bring that character with us when we join the school community, CVCA administration makes no distinction regarding whether an infraction took place *on or off school property* or during school hours.

Punishment, the reactive aspect of discipline, will be governed by the principles of redemption and restitution. However, some behaviors and/or attitudes may warrant immediate (and perhaps long-term) separation from the school community. The classroom teacher has the primary responsibility for daily student discipline, including discipline for academic dishonesty. In cases of serious or repeated disobedience or defiance, however, students will be referred to the headmaster(s) or the dean(s) of students for discipline. If in their opinion the gravity of an offense warrants it, a student may be dismissed immediately at their discretion.

The disciplinary procedure administered by teachers may include (but is not limited to) verbal reprimand, teacher-student conference, parent-teacher conference, teacher-assigned detentions, loss of privileges, or additional responsibilities. Further corrective measures may also include after-school detention, office detention, Saturday detention, in-school suspension, out-of-school suspension, Behavioral or Academic Watch and Probation, or expulsion.

Behavioral Designations

The Academic Affairs Committee places students in the appropriate categories according to the following criteria:

Watch: Students who violate school standards significantly or repeatedly, meriting special monitoring by teachers/administrators will be placed on watch with restrictions.*

Probation: Students who continue to demonstrate an attitude and/or behaviors contrary to school standards, or are suspended, are placed on probation with restrictions.* Some behavior may warrant an immediate probationary status.

Dismissed: A student on probation who continues to disregard the policies of the school or continues in a *mocking attitude* will be dismissed from CVCA.

*Restrictions may include loss of the following privileges: using the library, using hall passes, participating on field trips, and holding or pursuing positions of leadership.

Anti-Bullying Policy

Cuyahoga Valley Christian Academy prohibits any intentionally written, verbal, or physical act from one student toward another student(s) that causes mental or physical harm and is sufficiently severe and persistent or persuasive that it creates an intimidating, threatening, or abusive situation for another student on or off of school property. Examples of inappropriate behaviors include but are not limited to threats, taunts, and intimidation through words or gestures, extortion, damage, stealing of money and/or possessions, repetitive or hostile behaviors with the intent to harm others.

Bullying also includes but is not limited to posting derogatory statements or embarrassing photos about others on personal websites, using the Internet to spread gossip about others, and excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers. Misuse of technological tools/programs, online journals, social networking databases, chat rooms, forums, message boards, instant messaging programs, text messaging, or email should be reported to a faculty member or administration. Any person who reports suspected harassment may do so with the confidence that he or she will not face retaliation for reporting the perceived bullying.

Administration will conduct an investigation regarding the nature of reported bullying offenses. If it is determined that harassment is taking place, then the parents or guardians, students, and administration will work to resolve the situation. Appropriate action will be taken to protect the victim of harassment and to determine consequences for the person guilty of harassment.

Progressive Discipline

In order to help our students develop an increasing level of personal responsibility, we have implemented a program of progressive discipline which is generally applied in less serious matters. Our goal is to correct behavior and encourage godly responsibility as early in the process as is possible.

Teacher-Assigned Detention with the Teacher—A personal detention may be assigned by a teacher for his/her room before or after school or during lunch periods. Our hope is that this type of conference between student and teacher will resolve the disciplinary situation.

Office Detention—Office detentions are a consequence for students committing an infraction of the behavioral expectations. Office detentions are monitored through the Academic Office.

Detentions are held during lunch period, before or after school or on Saturdays at the discretion of the administration.

All student inquiries regarding detentions should be done before school, after school, or during lunch period. Student inquiries should not take a student out of class.

Gum chewing—A \$1.00 fine will be assessed (money to be used for cleaning supplies). The fine is due immediately upon notification from the office. NOTE: The second fine increases to \$5.00 **with additional \$5.00 increases for each repeated offense.**

Suspensions—In-school suspensions (ISS) are served in the Academic Office. The student who is serving an in-school suspension will report to the Academic Office as soon as he/she arrives on campus. All missed work, including tests and quizzes, will be made up at full credit.

Out-of-school suspensions (OSS) are served at home. Community service may also be a required component of suspensions. All missed work, including tests and quizzes, will be made up at full credit.

A grade reduction for the quarter is assessed as follows: 1 1/2% for an in-school suspension, 2% for an out-of-school suspension, per day, per quarter, per class.

Suspended students may not attend school activities, including home or away athletic events.

Suspensions normally result in a student being placed on behavioral watch or behavioral probation. Depending on the nature of the infraction, suspensions may range from a one-day in-school to a 10-day out-of-school suspension.

Suspensions may be assigned for the following:

- ◆ **Accumulation of Office Detentions**—Students who accrue *five* office detentions in one semester will be placed on behavioral watch *at the time of the fifth detention*.
- ◆ **Academic Dishonesty**—This includes, but is not limited to cheating on a test, plagiarism, or copying another's homework. Academic dishonesty is reported to parents and administration. Consequences may include loss of credit, suspension, or dismissal.
- ◆ **Destruction or Damage of Property**—Student will also be required to make restitution for the damage.
- ◆ **Serious Disrespect or Insubordination**—Student has committed serious violations of the general student conduct code.
- ◆ **Theft**—Student will also be required to make restitution.
- ◆ **Truancy (unauthorized departure from campus)**— CVCA is a closed campus (including exam days). Written parental permission stating the reason for leaving campus is required between the hours of 8:15 a.m. and 3:10 p.m. (Early-bus students are dismissed according to schedule.)
- ◆ **Unauthorized Possession and/or Use of Fireworks** (*or any items that disrupt the school atmosphere during school, on school grounds, or at a school-sponsored event*)
- ◆ **Theft of Testing Materials/Unauthorized Distribution or Possession of Testing Materials**—If testing material comes into a student's hand illegally, or in any unauthorized manner, it is the student's obligation to inform the teacher and the headmaster.

Expulsion may be assigned for the following:

- ◆ **Persistent violation** of the school discipline code, including a mocking attitude, may result in dismissal from CVCA.
- ◆ **Possession and/or Use of Weapons** (during school, on school grounds, or at a school-sponsored event)
- ◆ **Any single serious violation** of the school discipline code may be deemed by the administration to be sufficient cause for dismissal.

Note: Any student who when questioned during an investigation knowingly withholds information pertaining to serious violations of the school discipline code by another student may be subject to suspension or expulsion.

CVCA reserves the right to suspend or dismiss a student for misconduct on or off the school campus, without regard for whether the form of misconduct is identified specifically herein, and without regard for whether it is specified as improper off campus.

RESTORATION POLICY

It is a painful and disappointing process to reach the conclusion that students must leave the community of CVCA. In many situations, we have watched them “grow up” among us, and the decision to separate brings grief to everyone involved. Nonetheless, we recognize the reality that choices do indeed have consequences, and the greatest consequence any of us face involves the transformation of our souls.

Decisions shape character, and character shapes destiny. In light of that truth, the administration regretfully acknowledges that there are times when a student makes choices opposed to the values that shape the CVCA community. All too often when the choice is made for a student to leave, it is only a recognition of an inner break from the community that began long before the situation at hand.

As administrators of a Christian school, we humbly recognize that CVCA is not a church. Instead, CVCA is a school built on biblical beliefs with a very specific mission, *To Educate and Cultivate Servants for Christ*. As a result, participation in the CVCA community is distinct from one’s unchanging identity as a member of the family of God, His church.

However, we share a foundational conviction with the local church, namely, that the goal of all discipline is the restoration of the individual to the community. We seek this restoration recognizing that God made His people to flourish and grow as active and connected members of something larger than themselves.

With this belief in mind, it is always our desire for departing students to experience some form of restoration.

In order for that desired restoration to occur, a student must bear the fruit of repentance. This fruit is above all the result of the work of God’s Holy Spirit in an individual’s life. It comes only when one yields him/herself in obedience to the Holy Spirit’s leading. While repentance is a mysterious and grace-filled process that occurs within the heart of an individual, there are visible signs of such a change.

1. The first is confession. Confession involves not only the admission of guilt, but also the faith to say what God says about sin, to agree with Him. In a repentant heart, confession comes willingly, extends thoroughly, and ends humbly.
2. The next step is to release into God’s hands all the objects, situations, and relationships that contribute to the temptation and opportunity to sin.
3. On the heels of that surrender comes the immediate need to replace old habits with new ones that feed the inner person. In the past, some of these new choices in students’ lives have included biblical counseling, regular accountability meetings with mature believers, one-on-one mentoring with pastors, consistent programs of Bible study, faithful service to others, and a commitment to make restitution for any offense. While this list is not exhaustive, it does represent the type of active decisions which contribute to a character that honors God.
4. Another essential element for restitution to occur in many cases is time. Often the habits that lead to the initial separation were fashioned over time, and the work of God’s Spirit to build new habits also takes time. Nonetheless, the first three steps release the Holy Spirit to accomplish His plans for us—plans for life and liberty. In this process, time allows new growth to take root and bear fruit. Clearly, some fruit is instantaneous and some comes only after time has passed.

All of these steps represent essential elements of a process leading first and foremost to personal transformation and eventually to restoration. When students (or anyone) surrender to the Holy Spirit within them, they begin to become the child of God they were meant to be, and that more than anything is the definition of true restoration. That must be the goal in mind— more than the return to CVCA or any human institution. For some have entered this process only to discover God’s plan leading them to places and mission fields other than CVCA. Thus, we offer no guarantees other than a pledge to consider each case individually, to search diligently for the open door of restoration, and finally to listen to God’s Spirit as we wrestle with these serious situations.

Students desiring to return to CVCA should write a letter expressing that desire to the headmaster. The letter should also include steps that the student has taken or completed since leaving CVCA that would substantiate changes that have taken place in the student’s life—i.e. biblical counseling, discipleship, one-on-one mentoring, faithful service to others, restitution for any offense, change of attitude.

SENIOR ADMINISTRATION

Headmaster

MICHAEL BOVA
B.A. Georgetown College
M.A. The University of Akron

Chief Financial Officer

JAMES GAUL
B.S. The University of Akron
C.P.A.

Academic Dean

JERRY HERSHMAN
B.S. Alderson-Broadus College
M.S. The University of Akron

Dean of Students

ROGER PUTNAM
B.A. Michigan State University
M.A. Grace Theological Seminary

Vice President for Institutional Advancement and Programs

JASON SPODNIK
B.A. Messiah University
M.A. West Chester University

President

ROGER TAYLOR
B.A. Mt. Vernon Nazarene University
M.A. Kent State University
Ph.D. Kent State University

add Joe Rogers

OFFICES/DEPARTMENTS

Administrative/Academic Office

Linda Allen	Administrative Assistant to the President
Mindy Fullerton	Director of Admissions
Jeneane Hallis	Welcome Center
MaryAnn McMullen	Student Activities Coordinator
Jeanie Micale	Administrative Assistant to the Headmaster
Terri Pawlak	Assistant to the Dean of Students
Linda Rocha	Auxiliary Services
Nancy Schofield	Attendance Secretary
Judy Sewell	Curriculum Coordinator/Mentoring Coordinator
Linda Staker	Assistant to the Academic Dean
Randy Tomich	Director of Guidance

Advancement Office

Jocey Bolender	Public Relations Coordinator/Advancement Assistant
Mary Ann McMullen	Parent Volunteer Coordinator
Maribeth Newland	Website Administrator
Linda Schilling	Advancement Coordinator
Jonathan Taylor	Advancement Assistant/Donor Relations
Mary Taylor	Alumni Relations Coordinator/Advancement Assistant
Patti Zaubi	Database & Mailings Coordinator/Advancement Assistant

Athletic Office

Jay Tyree
Jason Herblet
Karin Bosshard
Kerry Lawrence

Athletic Director
Assistant Athletic Director
Secretary
Administrative Assistant

Business Office

Abby Fishel
Vicki Rhodes

Accounting Manager
Accounts Payable/Purchasing

Facilities Department

Kevin Gross
Steve Douglas
Tony Gunder
Dennis Monegan
Don Schaal
Ed Schofield
Vance Speas

Facilities Manager
Facilities Supervisor

Transportation Coordinator

Fine Arts Department

Scott Isaacs
Brandon Davies
Denita King
Margie O'Brien

Director of Fine Arts Department
Director of Royal Theater
Director of Royal Theater
Secretary/Royal Theater Producer

Food Service Department

Sharon Milner
Andrea Crew
Meiliana Karnadi
Nancy Lazio
Dee Prosek
Cindy Swinehart

Food Service Supervisor

Guidance Department

Randy Tomich
Nancy McMahon
Steven Kasiguran

Director of Guidance

Library

Cindy Horsfall
Lisa Bradley
Sue Robinette
Barb Ruppel
Judy Walker

Director of Library and Media
Librarian

Student Ministries Office

Matt Koons
Adam Armstrong
Zachary Churchill
Walter Glenn
Eileen Hoffman
LT Newland
Chrisi Thompson
Richard Thompson

Director of Student Ministries
Coordinator of Junior High Ministries
Assistant Coordinator of Junior High Ministries
Coordinator of Women’s Ministries

Technology Department

Matt Riordan
Phil Dipane

Network Administrator
Technology Consultant

FACULTY AND PROFESSIONAL STAFF

Matthew Akers	English Latin	B.A. M.T.S. M. Phil. Ph.D.	The University of Akron Cranmer Theological House Drew University Drew University
Edward Arida	Science	B.S. M.A.T.	Kent State University Kent State University
Adam Armstrong	Bible Student Ministries	B.A. M.A.	The University of Akron Denver Seminary
Linda Bailey	English	B.S.	Kent State University
Heather Bartel	Spanish	B.A. M.S.	Baldwin Wallace College The University of Akron
Kimberly Beavers	Accounting Computer	B.S.	University of Phoenix
Donald Bechtel	Bible	B.M.E. M.M.	Grace College Kent State University
Brittian Bollenbacher	Bible	B.A.	Cedarville College
Jon Bucciarelli	Science Engineering	B.S. M.S. M.S.	The University of Akron GMI Eng. & Man. Institute Kettering University
Ray Carroscia	Social Studies	B.S.	Kent State University
Laura Chadima	Spanish	B.A. M.S.	Moody Bible Institute The University of Akron
Paul Charvat	Science	B.S.	The University of Akron
Zachary Churchill	Bible Student Ministries	B.A.	Wheaton College
Cheryl Clason	Mathematics	B.A. M.Ed.	The University of Akron Kent State University
Jerry Cowley	Social Studies	B.S. M.A.T.	Messiah College Kent State University
Linda Cowley	Mathematics	B.A. M.A.	Messiah College Kent State University

Brandon Davies	Theatre Arts Royal Theatre Computer Lab	B.A.	Messiah College
Lesa DiPaolo	English Computer	B.A. M.S.	Malone College The University of Akron
Doug Fairchild	Science Mathematics	B.S.	Arizona State University
Matthew Fleagle	English Debate	B.A.	Malone College
Arian Foster	Physical Education Health	B.A. M.A.	Atlantic Union College The University of Akron
Sue Ellen Gabler	Mathematics	B.A.	Cedarville College
Nathan Gurnish	Social Studies	B.A.	The University of Akron
Ethel Mae Haslett	English	B.A. M.A.	Eastern Nazarene College The University of Akron
Jason Herblet	Health Assistant Athletic Director	B.A.	Cornerstone University
Eileen Hoffman	Bible Computer Student Ministries	B.A.	Hiram College
Cynthia Holmes	English	B.S.	The University of Akron
Cindy Horsfall	Library	M.L.I.S.	Kent State University
Victoria Ickes	French	B.A.	Miami University
Scott Isaacs	Band Handbells Music Appreciation	B.S. M.A.	Indiana Wesleyan University Kent State University
Christina Kamp	Mathematics	B.S. M.S. M.S.	Asbury College University of Pittsburgh The University of Akron
David Kamp	Science	B.S. M.S.	Kentucky Christian College Marygrove College
Steven Kasiguran	English Guidance	B.A.	Baptist Bible College
Matt Koons	Bible	B.A.	Moody Bible Institute

	Student Ministries	M.A.	Trinity Evangelical Divinity School
Barbara Lanier	Art	B.F.A. B.S.E.	Kent State University Kent State University
Marcia Lichi	Spanish	B.A. M.S.	The University of Akron Kent State University
Eric Ling	Social Studies	B.S.	Kent State University
Taylor Lombardi	English	B.A.	Grove City College
Richard Luker	Science	B.S. M.S. Ed.D.	Kent State University Virginia State College The University of Akron
Rick Lyons	Science	B.A. M.S.	Grace College Eastern Kentucky University
Nancy McMahon	Guidance	B.S. M.A.	California State University Michigan State University
Craig McSparran	Social Studies	B.S.	Pennsylvania State University
Joy Meszaros	English	B.A. M.A.	The University of Akron The University of Akron
Nancy Miller	S.H. Academic Support	B.A.	Wheaton College
Van Misheff	Bible	B.A. B.S. M.A.	Kent State University University of The Americas Ashland Seminary
Jennifer Moore	Choral	B.M.E. M.M.E.	Otterbein College Kent State University
Amy Mucha	Mathematics	B.S.	Grove City College
David Myers	Bible Social Studies	B.S.	Taylor University
LT Newland	Bible Student Ministries	B.A.	Moody Bible Institute
Jay Peters	Social Studies	B.S. M.S.	Kent State University Marygrove College
Regina Pykare	Science	B.S.	Denison University
Melinda Rice	Mathematics	B.S. M.S.	Gordon College The University of Akron

Meredith Riordan	English	B.A. M.A.	Middlebury College The University of Akron
Erik Rostedt	Video Media	B.S.	Kent State University
Sharon Runyon	Academic Support	B.A. M.A.	Asbury College Ashland Theological Seminary
Craig Rupe	Science	B.S.	The University of Akron
April Rutkowski	English	B.A.	Mt. Vernon Nazarene University
Jordan Samsonas	Social Studies Bible	B.A. M.A.	John Carroll University John Carroll University
Dale Schilling	Social Studies Speech	B.A. B.S. M.A.	Cedarville College Kent State University John Carroll University
John Schwarz	Art	B.S.	The Ohio State University
Judy Sewell	Curriculum Coordinator Mentoring Coordinator	B.A. M.Ed. Ed.S. Ph.D.	University of Kentucky Miami University Indiana University Kent State University
Richard Shellenberger	Master Schedule Consultant	B.A. M.S. M.A.	Earlham College Indiana University Indiana University
Alice Simpson	Physical Education	B.S. M.A.	Bowling Green State University Penn State University
Brenda Speas	Health Physical Education	B.A.	Cedarville College
Kelly Stirewalt	LPDC (Local Professional Development Committee)	B.A. M.A.	The University of Akron Kent State University
Marian Stofsick	Graphic Design Yearbook	B.F.A.	Kent State University
Erik Sundet	Orchestra	B.M.E. M.F.A.	Wartburg College University of Iowa
Rick Thompson	Bible Student Ministries	B.A.	Purdue University Fuller & Eastern Baptist Theological Seminaries
Randy Tomich	Guidance	B.S.	The University of Akron

		M.A.	The University of Akron
Ami Wagner-Woodrum	Latin	B.A.	Malone College
Jeanine Waisala	German	B.A. M.M.E.	Bowling Green State University The University of Akron
Janet Weaver	JH Academic Support	B.S. M.Ed.	Bowling Green State University Kent State University
Benjamin Weber	Instrumental Music Music Theory Audio Technology Computer	B.M.E. M.M.	The University of Akron The University of Akron
Elizabeth Wides	English	B.A.	Miami University
Brittany Williams	Mathematics	B.A.	Messiah College
Scott Wright	Logic	B.A. M.Div. Ph.D.	Princeton University Gordon-Cromwell Theological Seminary Westminster Theological Seminary
Don Zinn	Mathematics	B.S.	The Ohio State University

BOARD OF TRUSTEES

Mark Kirk, Chairman
Eric Bosshard
Tony Ciepiel
Roger Emerson
Jay Halley
Jess Hurst
Craig Keslar
Paul Moncrief
Dave Petno
Loren Petry
Sam Prentis
John Rasnick
Kerry Sullivan
Dave Tiley
Theo Woods

Mission Statement

Educating and Cultivating Servants for Christ

Vision Statement

We will provide a quality, Christian, college-preparatory education for young men and women in grades 7-12 that builds both biblical character and a biblical worldview in the lives of students, and we will build a community that includes the diversity of the larger evangelical community within our region in order to prepare our students to love, honor, and serve God through the development and use of their gifts in the school, home, church, nation, and the world.

**Cuyahoga Valley Christian Academy
STATEMENT OF Commitment
(Family Copy—Do not return)**

Student Name _____
(Last) (First)

Grade Level _____

I have read the current Student/Parent Handbook for the 2009-2010 school year and agree to abide by the stated rules. Should I NOT be in agreement with the guidelines, I will attempt to discuss the matter with the administration, and will, to the best of my ability, seek to comply with the stated rules.

If an unresolved dispute over this handbook arises, the student and parent agree to waive any right to sue in a court of law and will resolve the matter through a mutually acceptable Christian dispute resolution process. If the parties fail to agree on a process, the parties agree to use the Institute for Christian Conciliation of Billings, Montana (406-256-1583) to establish a mediation/arbitration procedure.

Nothing herein precludes the administration of CVCA from maintaining and operating its school in accordance with its Statement of Faith.

In order to provide a positive influence among my classmates at CVCA, I will attempt to foster a wholesome attitude toward spiritual and academic matters. I understand the purpose of CVCA and will seek to uphold its standards of academic excellence as well as Christian testimony.

I understand that attending CVCA is a privilege granted to those who demonstrate a spirit of cooperation with the philosophy and purpose of the school. I also understand that the administration has the authority to dismiss me for an unwillingness to abide by the rules or for demonstrating a negative attitude towards school authority or school policies.

THIS AGREEMENT MUST BE SIGNED AND TURNED IN TO HOMEROOM TEACHERS BY FRIDAY, SEPTEMBER 4, 2009. Beginning Tuesday, September 8, 2009, students will not be permitted to attend classes if this form is not submitted.

Student Signature _____

Date _____

I have read and understand the policies included in the Student/Parent Handbook. I will faithfully uphold these standards and encourage my child to observe proper Christian conduct as described herein.

Parent Signature _____ Date _____

**Cuyahoga Valley Christian Academy
STATEMENT OF Commitment
(School copy to be returned)**

Student Name _____
(Last) (First)

Grade Level _____

I have read the current Student/Parent Handbook for the 2009-2010 school year and agree to abide by the stated rules. Should I NOT be in agreement with the guidelines, I will attempt to discuss the matter with the administration, and will, to the best of my ability, seek to comply with the stated rules.

If an unresolved dispute over this handbook arises, the student and parent agree to waive any right to sue in a court of law and will resolve the matter through a mutually acceptable Christian dispute resolution process. If the parties fail to agree on a process, the parties agree to use the Institute for Christian Conciliation of Billings, Montana (406-256-1583) to establish a mediation/arbitration procedure.

Nothing herein precludes the administration of CVCA from maintaining and operating its school in accordance with its Statement of Faith.

In order to provide a positive influence among my classmates at CVCA, I will attempt to foster a wholesome attitude toward spiritual and academic matters. I understand the purpose of CVCA and will seek to uphold its standards of academic excellence as well as Christian testimony.

I understand that attending CVCA is a privilege granted to those who demonstrate a spirit of cooperation with the philosophy and purpose of the school. I also understand that the administration has the authority to dismiss me for an unwillingness to abide by the rules or for demonstrating a negative attitude towards school authority or school policies.

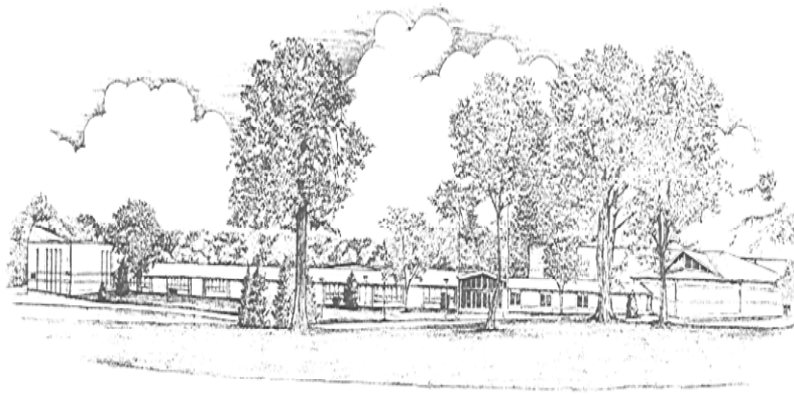
THIS AGREEMENT MUST BE SIGNED AND TURNED IN TO HOMEROOM TEACHERS BY FRIDAY, SEPTEMBER 4, 2009. Beginning Tuesday, September 8, 2009, students will not be permitted to attend classes if this form is not submitted.

Student Signature _____

Date _____

I have read and understand the policies included in the Student/Parent Handbook. I will faithfully uphold these standards and encourage my child to observe proper Christian conduct as described herein.

Parent Signature _____ Date _____



Cuyahoga Valley Christian Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally available to students at the school. These policies apply to CVCA educational policies, scholarships, athletics, and other school-related programs.