

# College View Academy

Student  
Handbook

A Kindergarten through 12<sup>th</sup> Grade Seventh-day Adventist Institution

# Table of Contents

General Information .....	3
History .....	3
School Board.....	3
Philosophy.....	3
Co-curricular Goals .....	3
Non-discrimination Policy .....	3
Special Education Policy.....	3
The Four Respects.....	3
Admission Information .....	4
Registration .....	4
Starting Age .....	4
Academic Placement .....	4
Non-resident Students/Non-community Students .....	4
International Students .....	4
International Student Application Process .....	4
Missing Children Identification Act .....	5
Physical Examinations .....	5
Financial Information .....	5
Financial Agreement .....	5
Schedule of Payments .....	5
Payment of Accounts .....	6
General School Information .....	7
School Day.....	7
Office Hours .....	7
Academic Dishonesty (High School).....	7
Asbestos .....	8
Athletics.....	8
Attendance Requirements - Elementary .....	8
Attendance Requirements – High School .....	8
Campus and Playground Etiquette .....	9
Campus Social Relationships .....	9
Care of Books .....	9
Care of Students and School Property.....	9
Career Shadowing .....	10
Cell Phones.....	10
Closed/Open Campus.....	10
Drug/Alcohol Policy .....	10
Elementary Swimming .....	11
Emergencies .....	11
Grievance Procedure .....	11
Gum Policy.....	11
Inappropriate Language.....	11
Lunches.....	11
Major Offices .....	11
Marriage .....	11
Medication.....	11
Motor Vehicle Regulations .....	11
National Honor Society .....	12
Parent Organizations .....	12
Parent-Teacher Conferences.....	12
Personal Entertainment Devices.....	12
Posting Announcements and Signs .....	12

Qualifications for Class Office.....	12
School Trip Guidelines.....	12
Snow Days.....	12
Student Association .....	12
Student Association Senate.....	13
Student Lockers .....	13
Student Records .....	13
Telephone Calls.....	13
Testing Services .....	13
Unprinted Regulations .....	13
Unsupervised Play.....	13
Visitors .....	13
Weapons.....	14
Wheels.....	14
Parental Education Rights .....	14
Appearance and Conduct.....	14
Dress Guidelines .....	14
Elementary Disciplinary Procedures.....	15
Conduct Expectations for Class Officers and Athletes .....	15
High School Disciplinary Procedures.....	15
Expulsion .....	16
Elementary Academic Information .....	17
Graduation Requirements.....	17
Elementary Music Program .....	17
High School Academic Information .....	18
High School Graduation Requirements .....	19
Academic Policies.....	19
High School Course Descriptions.....	22
Business, Vocational, & Technology Education .....	22
Language Arts .....	22
Fine Arts .....	23
Foreign Language.....	24
Mathematics .....	24
Physical Education .....	24
Religion.....	24
Science .....	25
Social Sciences .....	25
STAFF ROSTER .....	26

# General Information

## History

The history of College View Academy parallels the development of Union College and dates back to the opening of the college in 1891. The academy, initially named Union College Academy, prepared students for college attendance and was housed in the Union College administration building. In 1962, the academy's name was changed to College View Academy, and it joined with Helen Hyatt Elementary to become the Seventh-day Adventist Schools of Lincoln. In spring of 2011, the constituency voted to legally use the name "College View Academy" for grades PreK-12.

## School Board

Our school is operated by the Kansas-Nebraska Conference of Seventh-day Adventists and by the Mid-America Union of Seventh-day Adventists. The education system is operated by five constituent SDA churches in Lincoln: Capital View, College View, Lincoln Spanish, Piedmont Park, and Northside. The School Board is comprised of representatives from these churches. These representatives meet regularly to determine operating guidelines and regulations for the school system. Board meetings—except executive sessions—are open to all school constituents.

## Philosophy

The school recognizes God as the ultimate source of existence and truth. The educational system holds that God has revealed His will to the world through the Bible, which supersedes human reason.

The basic tenets of the Seventh-day Adventist Church center on God's restorative plan for fallen humanity. The church conducts its own system of education in order to foster belief in these tenets within the context of members' personal relationships with Jesus Christ and other people. Made in God's image, every human being, although fallen, is endowed with attributes akin to those of its Creator. Adventist education seeks to nurture creative thinking, as opposed to simple reflection of others' thoughts. The educational system promotes loving service and encourages the development of its students' potential. The system also seeks to build an appreciation for all that is beautiful, true, and good within its students.

SDA education imparts more than academic knowledge. Adventist education, homes and schools seek to help develop a balanced complete person. Churches cooperate with divine agencies in preparing students for citizenship on this earth and in the New Earth to come.

## Co-curricular Goals

The school conducts a wide range of social, recreational and spiritual co-curricular programs which are designed to provide opportunities for personal growth. Students are encouraged to involve themselves in a broad range of co-curricular activities as supplements to the academic aspects of academy life.

Co-curricular activities will enable the student to:

1. Develop a variety of leadership skills.
2. Pursue interests and abilities in various social settings.
3. Recognize that each person is infinitely valuable.
4. Experience various recreational activities.
5. Appreciate literature, music, and nature.
6. Realize the value and importance of managing time and other resources.
7. Practice sportsmanship.

## Non-discrimination Policy

The school does not discriminate on the basis of race, color, or national or ethnic origin in their administration policies, scholarships, and other school-administered activities and programs.

## Special Education Policy

The school recognizes that, because of heredity and environment, some students have special needs. The school system is committed to accommodating such students if possible. Unfortunately, the school system does not have the facilities or personnel to accept all students with special needs.

While recognizing the difficulty of funding special education programs, the administration is committed to arranging for special services for such students as necessary. The school system's goal is to help students with special needs build personal skills, social awareness, and a sense of civic responsibility. The educational system is committed to following the guidelines of the State of Nebraska in working with students having special needs.

The school may require students to participate in special education programs. Such participation may also be initiated by parents and/or guardians. Parents and/or guardians may appeal students' required participation in special-needs programs.

## The Four Respects

The school expects students to live in accordance with the ethical standards of the Seventh-day Adventist church. We maintain four basic behavioural principles for our students:

1. **Respect for God** - Students who respect God will:
  - Not use God's name in vain.
  - Be reverent and respectful in places of worship, including the chapel and the Church.
  - Actively seek to be of service to others.
  - Show respect to presenters during programs.
  - Respect God's natural creation.
  - Respect others who speak about their relationships with God.
2. **Respect for Self** - Students who respect themselves will:
  - Live healthfully physically, mentally, socially, and

spiritually.

- Refuse to use (or to supply others with) drugs (including energy enhancers, such as caffeine tablets), narcotics, alcohol, or tobacco. Prescription drugs may be taken under the care and supervision of the school secretary.
- Avoid the occult and occult paraphernalia (such as Ouija Boards and Dungeons and Dragons).

3. **Respect for Others** - Students who respect others will:

- Avoid lewd, indecent, and obscene language, conduct, and literature.
- Be honest in class work and in life, and refuse to steal, plagiarize, or deceive.
- Avoid sexual contact with people of either sex.
- Refuse to participate in harassment, initiations, or any other act that injures or degrades a student or faculty member.
- Avoid possessing or using weapons, including guns, knives, explosives, and firecrackers.
- Avoid insubordination.
- Treat others' property as if it were their own.
- Refuse to help or cover for any student violating school policy.

2. **Respect for the School** - Students who respect the school will:

- Avoid ideas and attitudes that undermine school philosophies, ideals, objectives, and policies.
- Avoid wearing or displaying things that promote violence or anti-Christian principles.
- Treat school property as if it were their own.
- Avoid tampering with building wiring, fire alarms, or fire-fighting equipment (students who tamper with wiring, fire alarms, or fire alarm equipment will be fined a MINIMUM of \$100).
- Refuse to possess, sell, use, or duplicate unauthorized school keys.
- Enter and leave buildings through doors rather than through windows or other unauthorized exits.

## Admission Information

Our school exists primarily to educate Seventh-day Adventist youth. However, any young person who wishes to become a part of the school system and is willing to abide by the school's policies is welcome to apply as a student.

A formal application must be made for new students entering grades PreK-12. Acceptance and classification are subject to the decision of the Admissions Committee. Secondary students must be no older than 21 prior to the beginning of their Senior year and present a transcript and/or educational records from their previous school with their application.

Students with an unpaid account at College View Academy cannot

register until cleared by the school's administration. Returning students must reapply before the fall semester by completing a *Re-admission form* for the school year.

## Registration

Registration is complete when all fees are paid and permanent registration blanks are approved. Contact the Registrar's office for complete information regarding summer registration.

## Starting Age

Educational research indicates that students generally perform better academically and emotionally when they begin school at a later age. In accordance with this research, CVA Elementary requires kindergarten applicants to be five years old and first-grade applicants to be six years old on or before July 31.

## Academic Placement

The school may require a prospective student to take entrance exams or other qualifying tests after acceptance. The results of these tests may be used to determine the student's academic placement.

## Non-resident Students/Non-community Students

Students are expected to reside in their parents' home. However, in special circumstances, the school will allow attendance of students living with Christian relatives or friends. In such cases, the school system requires a parental letter explaining the situation and living arrangements. Host family must be approved by the school.

## International Students

College View Academy is happy to admit students from outside the United States. Students wishing to attend school who come from a country other than the United States must meet the following requirements:

1. Must attend for at least one full year.
2. Must prove English proficiency or near proficiency. We don't have a program to teach English. Our program is a regular High School education program.
3. Must prove financial ability to cover tuition and fees. When accepted, the student is expected to pay the tuition and fees up front per semester. See tuition and fees below.

## International Student Application Process

Please print out from the website the packet of forms for international students. Fill out all forms and send to the school. This packet must include:

- Application for admittance.
- Internet usage contract
- Consent to treat and permission to go on school retreat.
- Official transcripts for all high school level work done by the

- student.
- Proof of immunization. This should include a complete series of Hepatitis B, and a series of MMR.
- Copy of passport.
- Letter authorizing host family to keep the student in their home and be guardians for the school year.
- Proof of medical insurance.
- Proof of a physical examination in the last six months.

### Housing Policy

We expect our international students to have a positive experience while in CVA. To maximize their performance in school and the English learning process, we ask that the student live in a supervised Christian environment. The following is required:

- The individual they live with is an older relative (25 years or older).
- If it is not a relative, they must be 25 years of age or older and have obtained a letter from parents giving school guardianship for the student for as long as that student is in the school.
- Host family must be approved by the school.
- Living arrangements must be made for the entire school year. Student may not be changing residence frequently while attending CVA, unless there are extenuating circumstances which need to be made known to the school.
- The financial arrangements for living expenses are between the host family and the student. The school is not involved.

### Tuition and Fees for International Students

Tuition and Fees will be per the normal school policy except for the following differences:

- International students must pay a non-refundable administrative fee of \$500.
- International students must pre-pay for a full semester at a time.

### Missing Children Identification Act

Nebraska State Law (LB599) requires that all new students submit certification of birth within 30 days of registration in one of the following ways:

- A certified copy of the student's birth certificate. The certificate must include a raised seal and an issue date.
- Other proof of the student's identity and age, along with a signed letter explaining his or her inability to produce a copy of his or her birth certificate.

A copy of the student's birth certificate or other proof of identity will be retained in the student's school file. Students born in Nebraska may obtain a birth certificate from the following address:

Bureau of Vital Statistics  
State Department of Health  
P.O. Box 95007

Lincoln, NE 68509

### Physical Examinations

Students entering kindergarten, (or first grade, if it is your child's first year), and seventh grade, along with all new school system applicants must undergo a physical examination prior to attendance. Medical forms are available in the College View Academy office. Only physical examinations undergone within six months prior to attendance will be accepted.

Students who wish to participate in NSAA (*Nebraska School Activities Association*) athletic activities must undergo a physical examination prior to each season they play.

Students who fail to submit an up-to-date immunization record within 30 days of registration will not be permitted to attend classes. The following immunizations are required by the Health Department:

- 3 doses of DtaP, DTP, DT or Td vaccine, one of which must be given on or after the student's fourth birthday.
- 3 doses of Polio vaccine.
- 2 doses of MMR vaccine, given on or after 12 months of age and separated by at least one month.

All seventh-graders, along with any student who is transferring into our school from outside the state of Nebraska, must also undergo the following immunization:

- 3 doses of Hepatitis B vaccine.

## Financial Information

### School Tuition

Tuition does not cover the full cost of operating College View Academy. Members of the SDA Church support Adventist education with substantial church and conference subsidies. CVA is supported by six Lincoln Churches: Allon Chapel, Capitol View Church, College View Church, Lincoln Hispanic Church, Northside Church, and Piedmont Park Church.

### Financial Agreement

To enroll in our school, students must have a parent or guardian willing to sign an agreement accepting financial responsibility for school bills. Parents who enroll students in CVA have entered into a contractual agreement with the school and are expected to live up to these commitments. Monthly balances or approved financial agreements must be kept current.

### International Students

Financial policies for our international students may differ from the information listed below. Please see page 4 for more information.

## Schedule of Payments

For your convenience, the annual tuition charge is divided into ten installments and is billed August through May. The monthly installment plan is designed to help parents spread the cost of tuition over ten months and does not signify the cost of education per month. Tuition is due the 5<sup>th</sup>, 15<sup>th</sup>, or 20<sup>th</sup> of each month by automatic payment. Parents may access their tuition and fees account through FACTS Tuition at any time to see detail of charges or make online payment.

Families whose accounts are paid in full by the 15<sup>th</sup> of each month will qualify for a prompt payment discount of \$3-\$8 per student, depending on grade level.

## Delinquent Accounts

If parents are unable to meet their financial obligations to CVA, they need to contact the school. It is College View Academy's policy that no student shall receive diploma, transcript, or report card if any financial obligations are outstanding.

To assist in the collection of delinquent accounts and to ensure that students do not leave/graduate from College View Academy with significant debt, the following policy will be implemented for the admission of students with account balances from previous semesters/years.

1. Student account balances will be evaluated at the end of each semester (i.e. in December and May) to determine eligibility for re-admission.
2. Re-admission for any subsequent semester will require that the family account balance be less than half the amount owed for one semester.
  - a. For example: A family tuition agreement shows that the expected family contribution for the year is \$4000. Before anyone from the family will be allowed to re-enroll for spring semester, their account balance must be below \$1000, or half of one semester's worth of expected family contribution ( $\$4000/2 = \$2000$  for fall semester. Account must be less than \$1000, or half of one semester's worth of payments).
3. For August admission, outstanding account balance must be below the limit stated above AND entrance fees for the semester must be paid in full.

## Tuition Pre-Payment Discount

A 3.5% discount is given on tuition if paid for the entire school year. A 2% discount is given on tuition if paid one semester at a time. Payment(s) must be received no later than the first day of school to qualify for the discount. Discount will **not** apply to tuition amounts paid by educational allowance or tuition assistance.

## Family Discounts

Tuition discounts are given to families with more than one child in attendance at College View Academy. The discount is applied to the tuition of the younger child(ren).

- 1st Student – no discount

- 2nd Student – \$100 discount per year
- 3rd Student – \$200 discount per year
- 4th Student/more – \$100 discount per year/per student

## Entrance Fee

A non-refundable entrance fee is required of each student at the time of registration. Some items covered by the entrance fee are:

- student accident insurance
- technology (1:1 program)
- yearbook
- school retreats
- class dues (grades 9-12)
- student association dues
- grades 5-8 music festivals

## Additional Fees

After School Care	\$150/mo.
Enrollment Fee	
(Current families after 4/1/17)	\$50
Financial Aid Application (per family)	\$30
NSF Check Fee	\$30

## Activity Fees

\*Certain activities may incur additional fees.

Music Festivals (high school)	\$50
Music Dept. Uniform	Approx. \$130
Music Dept. Tour	\$150 - \$175

## Extra-Curricular Fees

NHS Dues	\$15
Banquets	\$10-\$20
High School Sports (1 <sup>st</sup> /2 <sup>nd</sup> /3 <sup>rd</sup> )	\$100/\$75/\$50
(Due before students will be allowed to play any games)	
MS Sports	\$50 per

## Withdrawals/Late Entry

Yearly tuition for students who withdraw early or enroll late is based upon quarter month increments.

## Part-Time Students

High School students who wish to attend CVA on a part-time basis will be charged based on the following:

- Four credits (forty credit units) = full-time status
- Each credit will be charged based on a percentage of the four credits.

A schedule of part-time tuition rates for elementary students is available in the office.

## Exam Permits

College View Academy high school students must show teachers an examination permit in order to take semester exams. Examination permits are available in the school Business Office and are issued only to students whose accounts are not delinquent. Any student who loses his or her permit will be charged a \$1.00 replacement fee.

## Accident Insurance

The school provides excess-only coverage for medical and hospital expenses to students based on individual insurance agreements with those students. Students must file insurance claims under their primary



insurance plan before filing with the school. Student claims must reach the Claim Office within 90 days of any accident. A full copy of the school's insurance policy is available to all school families.

### Work Opportunities

Students are encouraged to seek work opportunities at our school as janitors or as assistants to teachers (positions are limited). Applications for student employment are available year-round. Campus employment is a privilege, and students who display poor work ethic or standards will be let go.

All school policies and standards—including dress codes—apply to students during working hours.

Before a student may be employed on our campus, he or she must complete an application form, an I-9 form (as required by the U.S. Department of Justice), and a W-4 form. These forms are available in the school Business Office. To complete the I-9 form, students must have a Social Security card and either a Nebraska driver's license or a school record or identification card.

*Student-employment applicants under the age of 16 must obtain a Nebraska State Work Permit.*

## General School Information

### School Day

#### Elementary

The elementary school day begins at 8:00 A.M. and ends at 3:00 P.M. Monday-Thursday. On Friday, classes are dismissed at 1:00 P.M. **Kindergarten** classes meet: **Half-time:** 8:00 A.M. to 11:30 A.M., Monday-Friday, **Full-time:** same schedule as the regular school day.

Parents are expected to pick up their students by **3:00 P.M.** Monday-Thursday and **1:00 P.M.** on Friday. **Elementary students are not to be left on campus without parental supervision.** Please note: a charge may be incurred for a student who remains after the assigned pickup times.

Students who ride bicycles to and from home must walk their bike to and from the public sidewalk before riding. College View Academy asks its students to ride on sidewalks in order to protect its lawns.

#### High School

High school classes begin at 8:10 A.M. and dismiss at 4:05 PM Monday-Thursday. On Fridays the last class dismisses at 2:14 PM. Students' daily schedules vary according to their course loads. When students finish classes, they must leave campus. CVA's doors are locked at 5:00 PM. Students participating in athletics must leave the campus during the time between their last class and their practice. **The school is**

**not responsible for unsupervised students who spend time in unauthorized areas.**

### Office Hours

The school Administration office is located in the College View Academy high school building and is open during the school year from 8:00 AM to 4:30 PM Monday-Thursday. On Friday, the office is open from 8:00 AM to 2:00 PM. During the summer, the office is open 9:00 AM to 12:00 PM and 1:00 to 4:00 PM Monday –Thursday, and 9:00 AM to Noon on Fridays. Appointments outside of regular office hours can be arranged by calling the office at 402-483-1181, extension 146. The elementary office is open from 8:00 AM to 3:00 PM Monday-Thursday, and 8:00 AM to 1:00 PM on Fridays. The elementary office is closed for the summer. Elementary inquiries during the summer should be directed to the Administration office in the high school building.

### Academic Dishonesty (High School)

Cheating is a serious offense. In all cases, parents will be notified of the incident and the circumstances surrounding the incident. Students who copy other students' work, cheat on tests, and/or assist other students to cheat will receive:

1<sup>st</sup> Offense - no credit for the work involved and may, at the teacher's discretion, be required to attend a conference between the teacher and the student's parents.

2<sup>nd</sup> Offense - no credit for the work involved and will be required to appear before the Discipline Committee for discipline.

3<sup>rd</sup> Offense - will be dropped for the semester from the class in which they were caught.

4<sup>th</sup> Offense - may be expelled.

### Asbestos

Both schools have asbestos located throughout the buildings. It is completely sealed and in a non-friable condition. An inspector conducts an inspection of our asbestos every three years to certify its safety. A copy of the report can be viewed in the administrative office.

### Athletics

College View Academy holds membership in the Nebraska Schools Activities Association (NSAA). The Association brings students together from different areas of Nebraska to compete in athletics. CVA participates in the following NSAA athletic programs: Boys and Girls Cross Country, Boys and Girls Basketball, Girls Volleyball, Boys Tennis, and Soccer

### Nebraska Frontier Conference

CVA is part of the Nebraska Frontier Conference, which includes six other schools, both public and parochial. The purpose of this Conference is to foster good will, cooperation, academic excellence, and sportsmanship within member schools. The organization encourages students of member schools to work together in athletics, drama, music, art, speech, and academics. The Conference operates within the policies of the Nebraska Schools Activities Association (NSAA).

Students who wish to participate in NSAA activities must maintain a minimum GPA of 2.00 with no “D” or “F” grades. They must also maintain a minimum attendance grade of a C.

Any student whose name appears on any D, F, or I list of the school year will be placed on athletic probation. Probation means that the athlete is suspended from all away games and travel for the following week. The student athlete may participate in practices and attend, but not participate in home games.

If a student athlete is on the DFI list for the second time during a sport, he/she will be suspended from all home and away games as well as practices until they are removed from the list.

Removal from the list is the sole responsibility of the student.

All student athletes that incur detentions for any reason must have all detentions served prior to playing in any games.

## Attendance Requirements - Elementary

Students must attend school punctually and regularly. Absences because of sickness, funeral attendance, medical appointments, and other prior arrangements will be excused. Students who miss more than 15% (14 days) of a semester’s class time in any course may fail that class, according to the Mid-America Union Education Code and Nebraska State Education guidelines.

Students must arrive at school on time as morning worship is one of the most important parts of the school day.

Attendance records become part of a student’s permanent files. Attendance reports are sent home with grade reports. Students make up work missed due to absence.

### Absence or Tardiness Procedures

Students must attend school except in cases of illness or serious family problems, and all extended absences must be arranged in advance. **Parents should call the office if they know their child will be absent. A written excuse must be given to the school within 24 hours of any absence or tardiness for that absence or tardiness to be excused.** The elementary secretary will call the parents of any child who is absent during morning attendance, according to the Nebraska state school code.

A student will be considered absent for the morning if they arrive to school after 10:00 a.m.

## Attendance Requirements – High School

### Chapel Attendance

Students must attend chapel, which is an important part of the College View Academy spiritual program. The only exception

is seniors with Open Campus Privileges who do not have a class before or after chapel. Students who choose to sit in any seat not assigned to them will be marked absent.

### Reward for Attendance

In order to have *perfect attendance* a student must have no excused or unexcused absences. Students must have an acceptable attendance record in order to participate in off-campus extra-curricular activities.

In order to have *outstanding attendance* a student must have no unexcused absences or tardies.

### Tardies

In order for a first-period tardy to be excused, a late student must bring a note to the office or have a parent call the office. Parents may only excuse first-period tardies. Tardies to other periods can only be excused by a staff member.

### Excused Absences

Absences will only be excused in two situations:

#### I. Emergencies/Sickness/Medical Appointments

If a student misses a class due to an emergency or sickness, he or she must, upon returning to school, bring a note to the school office explaining the absence, or have a parent call or email. If a student has been to a medical appointment, they must provide a note from the Dr./dentist office upon their return. Note must include time and date of appt. Students who fail to provide proper documentation may risk not having their absences excused.

Students are expected to attend first period classes following school activities unless late arrival is granted by the school principal.

If you are keeping your child home in the morning due to sickness, he/she needs to be kept home all day. Do not send them to school later that same day.

Your child may miss 10 days of school due to illness throughout the year without having to provide a doctor’s note. Any absences beyond those 10 will require a doctor’s note in order to be excused. Each excused absence for illness where you bring a note will not count towards the 10 day limit.

As a school, we:

- are required to have an attendance policy, which is subject to review by the county attorney of the district in which the school is located.
- may report any extensive absence issues to the office of the county attorney.

#### II. Prearranged absence(s)

Students must prearrange all non-emergency absences, including



those involving school and family trips, and medical appointments when possible. Absence forms are available in the office. Students must fill out an absence form at least two days before missing class. Failure to turn in a pre-arranged form may result in an unexcused absence.

A completed absence form must include a parental or guardian signature, along with a student's name, the date, and the dates of planned absences. Students must obtain approval from the office and from each of their teachers (in writing) in order to excuse absences.

It is the student's responsibility to complete absence forms and to get these forms into the office on time. Students who return early from prearranged absences must return immediately to class.

Students who become sick during the day must report to the office. It will then be determined whether a student needs to go home or rest for a while at school.

### **Unexcused Absences**

Unexcused absences include all non-emergency and non-prearranged absences. Absences of students who miss classes for disciplinary reasons will not be counted toward the student's 21 attendance points. Students may not make up work due on a day of an unexcused absence. If a student skips one or more classes during the day, the action will be considered as a disciplinary issue as well as attendance.

If a student's unexcused absence causes him or her to miss a major test or project, he or she may or may not be able to make up the work at the discretion of the teacher involved.

Students are credited with 21 attendance points at the beginning of each quarter. Students will lose three attendance points for each class period missed, and one for each tardy. Parents will be notified at the 10 point mark.

Absence and tardy records will be posted daily on the bulletin board by the trophy case. Students are responsible for checking with the office to correct attendance record mistakes.

### **Attendance Infraction Consequences:**

Students who lose all 21 attendance points in a quarter:

1. May be asked to attend a conference with school administration and parents.
2. Will receive an 'F' on their report card and transcript as their attendance grade.
3. May be prohibited from participating in extra-curricular activities.

\*Students who lose all 21 points for 2 quarters in a row may be asked to leave/ withdraw from CVA.

Attendance will be recorded on students' transcripts as a letter

grade.

### **15% Attendance Policy**

Students who miss 15% or more of a course's total semester class time may receive a "withdraw fail" or a "withdraw pass" grade for the class. In addition to the attendance policies included in this bulletin, teachers may implement their own attendance policies for specific classes.

At the beginning of each school year, teachers will provide students with a syllabus which outlines attendance requirements for their classes and explains how these requirements affect grading.

### **Campus and Playground Etiquette**

Students are not permitted to throw snowballs unless directly supervised by a teacher or staff member. Balls are not to be bounced against the outside walls of buildings. If a ball goes onto a roof, a teacher or staff member will retrieve it. Students are not allowed on the roof and they will be fined if this rule is broken. Swings are not to be wrapped up, and jumping from swings is not allowed.

### **Campus Social Relationships**

College View Academy encourages students to develop positive social relationships. The school advises students to form many friendships rather than one serious, steady dating relationship. Students must be in supervised areas at all times, and public displays of affection—like kisses, extended hugs, walking with arms around each other, and lounging/sitting on top of each other—are inappropriate on campus and on school trips.

### **Care of Books**

Students will be charged for damage to textbooks according to the value of the books when issued at the beginning of the semester or year. Students will be fined for careless handling of school books. The cost of textbooks damaged beyond repair, lost, or not returned will be charged to students' accounts at the end of the school year.

### **Care of Students and School Property**

Students share responsibility for the care of school property and are expected to respect and care for school property as if it were their own. If school property is damaged, replacement or repair of that property will be handled on an individual basis.

Students who damage or deface school property, including kicking doors, fire extinguishers and alarms, lockers, and locks, will be fined a minimum of \$50 plus replacement costs. Students are responsible for repairing or replacing damaged property. Students will also be fined a minimum of \$50, lock replacement costs, and subject to disciplinary action for being in unauthorized possession of school keys.

The school does not accept responsibility for damage or loss of books, computers, calculators, clothing, musical instruments, cars, bicycles, motorcycles, or other personal property left on school grounds or in school buildings.

## Job Shadowing

Junior and Senior students are required to participate in career-shadowing experiences (one during their Junior year, and two during their Senior year). Students will work with the Academic Counselor to plan and respond to these experiences.

## Cell Phones

The school expects students to abide by the following guidelines regarding cell phones:

- Students may bring cell phones to school, but phones must be off during classes.
- Students may not make or receive phone calls during class time.
- Students are not allowed to leave class to receive or to make calls.
- Cell phones must be kept in students' backpacks during class time.
- Faculty will confiscate phones used during classes. Confiscated phones will be returned at the school administration's discretion.
- If a parent needs to contact a child due to an emergency, he or she should call the school office. School staff will retrieve students from class.

## Closed/Open Campus

The school does not permit students to leave campus during the day. Students must stay on campus from the time they arrive until the end of their classes or campus work assignments. If, for any reason, a student must leave campus early, he or she must check out with the office. If the student returns to school the same day, he or she must check in with the office and then go directly to class. Only Seniors, with parental authorization, have open campus privileges. This means that they may leave campus at any time during the day that they are not in class or work. Open campus is a privilege and can be revoked if a student has attendance or disciplinary problems. Students of all grades may go to lunch with their parents or with staff members on any day. With parental authorization, students may also leave campus for lunch under the supervision of other adults.

## Drug/Alcohol Policy

College View Academy believes that our school must be drug free and that drug and alcohol abuse must be addressed at every level. It is a violation of CVA's alcohol and drug policy for students to possess, use, share, sell, distribute, or be under the influence of any illegal drug, mind-altering chemical, intoxicant, inhalant, or alcoholic product on or off campus.

Similarly, abuse of prescription or over-the-counter drugs is prohibited. Possession of drugs or alcohol includes having such substances on the student's person or within an area of his control, including, but not limited to, his car, locker, books, clothing, or some other location known to him. Students may be placed on suspension during investigation.

**Student Consent** — Each student and parent agree that by presenting themselves for admission to College View Academy, they are expressly giving their consent for drug and alcohol testing as determined necessary by the school. Whenever CVA has reason to believe that a student may have violated this policy, CVA may search for drugs or alcohol and may require a student to undertake drug and alcohol testing.

**Self-Referral and Reporting** — Students who are concerned about their involvement or the involvement of another person with drugs or alcohol are encouraged to ask a staff member for assistance. This staff member will help a student contact appropriate resources. As a general rule, all self-referrals will be treated without disciplinary action, but the student must be assessed and all recommendations must be followed. Self-referral must take place before school discipline involvement.

**Students Who Violate Policy** — Students who are found to have violated school alcohol and drug policy shall be subject to random drug screening as deemed necessary by the school administration. The costs for such screening will be the responsibility of the student or his/her parent(s) or guardian(s).

**Students Associated with Drug Abuse** — Students who are present when drug or substance abuse takes place shall be subject to drug screening as deemed necessary by the school administration. The cost for such screening will be the responsibility of the student or his/her parent(s) or guardian(s) when the results prove positive. The school will pay the cost for such screening when the results prove negative.

**Failure to Submit to Testing** — A student's failure or refusal to take a required drug-screening test within one to two hours of a request will result in the assumption of a positive test. This may result in suspension or expulsion.

**Discipline** — Distribution, sale, or trafficking of drugs or alcohol will result in expulsion for the remainder of the school year. Discipline for first instance of alcohol, drug, or cigarette use will result in the student choosing to attend another school or enrolling in a school-approved education program that provides information on the social, legal, and medical aspects of alcohol, drug and cigarette usage. Regular drug testing and evaluation are part of the program. Exit recommendations will be given to the discipline committee, and a final set of requirements will be given to the student, which must be followed to continue at College View Academy. Examples of continued requirements are smoking cessation classes, counseling, attendance at peer group meetings, etc. A second offense of substance use will result in the student being asked to leave College View Academy for at least one complete semester. Before being allowed to return, the student must get further professional assistance as approved by the school. If the student selects an approved education program, a contract of intent between the student, parent, and school will be signed.

## Elementary Swimming

Once a week Grades 1-6 are taken over to the Larson Lifestyle Center on Union College's campus to go swimming for the afternoon. Lifeguards are on duty and for those students who have not learned how to swim yet, there is a shallow end where they may enjoy the pool. Further questions can be directed to your child's teacher.

## Emergencies

In emergencies, the school will attempt to contact a parent or guardian of any student involved. However, if a parent or guardian cannot be reached, and if immediate medical aid is necessary, a teacher, administrator, or staff member will take the student to receive necessary aid.

## Grievance Procedure

The success of the school depends largely upon cooperation between parents, teachers, and students. Parents concerned about a report, criticism, or complaint made by a teacher or another parent regarding their student(s) should take the following actions:

- a. The concerned parent should speak with the teacher or staff member involved.
  - b. If speaking with the teacher or staff member fails to resolve the parent's concern, the parent should notify the school system's administration of the problem.
  - c. If notifying the administration fails to resolve the parent's concern, the parent should contact the School Board Chair.
  - d. If contacting the School Board Chair fails to resolve the parent's concern, the parent should contact the Superintendent of the Kansas/Nebraska Conference of Seventh-day Adventists.
4. If contacting the conference fails to resolve the parent's concern, the parent should contact the Education Superintendent of the Mid-America Union.

## Gum Policy

The permittance of chewing gum in class is based on the discretion of each classroom teacher.

## Inappropriate Language

Language that is demeaning, insulting, vulgar, profane, or sexually suggestive is unacceptable. Students who use such language will be subject to the discipline process.

## Lunches

A lunch supplement is available for purchase each day. Orders are taken at the beginning of the school day.

## Major Offices

A high school student may not hold more than one major office during the school year. Major offices include all class presidents, all vice-presidents, all pastors, and junior and senior treasurers. The Student Association presidency and vice-presidencies, along with the

yearbook and newspaper editorships, are also major offices. All other offices are considered minor offices.

## Marriage

Students who marry during the school year will be asked to withdraw from school. CVA does not accept married students at any time.

## Medication

School personnel are not permitted to give students medication unless appropriate forms have been completed and submitted to the school office. Such forms must include a medication name and dosage instructions. Prescription medications must be kept in original containers. Written parental permission is required for students to take non-prescription medication. Aspirin will not be administered without a doctor's authorization because of concern over Reyes Syndrome. Students with any of the following medical conditions must complete specific forms relating to their conditions: asthma, diabetes, seizures, and allergies that require an epi pen.

## Motor Vehicle Regulations

The following guidelines apply to student use of motor vehicles:

- a. Motor vehicles must be registered with the school during registration. Proof of insurance must be presented.
  - b. Students who drive motor vehicles to school must have vehicle liability insurance during the time they are enrolled at CVA. Students and parents must notify the school if their vehicle insurance changes.
  - c. Students must park vehicles in designated areas. Students are not to use vehicles during the school day. Under special circumstances, students may obtain permission from the office to return to their vehicle during school hours.
  - d. All CVA students and staff must display a school parking permit from the rear view mirror of their car.
  - e. Charge for a lost parking permit is \$25. All fines must be paid in cash. Fines cannot be charged to a student's school bill.
5. Students must turn parking permits in to the office to obtain a test permit at the end of the spring semester.
  6. Parking permits are not to be modified in any way.
  7. Handicapped parking requires a state issued handicap parking permit.
  8. Students may park in CVA's front parking lot on a first-come first-served basis.
  9. The parking lot behind the gymnasium is reserved for seniors and visitors.
  10. Students are not permitted to park in elementary staff parking places (the parking row closest to the elementary) during school hours. Students may not park on the grass, on school sidewalks, behind school buildings, or on the roadway between the elementary and high school.
  11. The speed limit in school parking lots is 5 mph. Squealing tires, crooked parking, loud music, horn-honking, and traffic-blocking are unacceptable. Vehicles must enter parking lots according to directional signs.

## National Honor Society

The National Honor Society (NHS) recognizes a student's academic (a student must have a minimum GPA of 3.50 to become a member), service, leadership, and character achievements. See the *Academic Awards and Honors* section of this bulletin for a thorough explanation of NHS.

## Parent Organizations

### Home & School - (Elementary)

A child's academic success is heavily influenced by his or her parents' relationship with and attitudes toward the student's school, its officers, and its spiritual, scholastic, social, and physical activities. Parents are encouraged to attend and participate in Home & School meetings and activities scheduled throughout the year.

### Parent/Teacher/Student Organization (PTSO) – (High School)

The purpose of the PTSO is to enhance parent communication and involvement in students' social activities. Several committees assist the PTSO in planning and organizing extra-curricular educational programs, booster club activities, fund-raisers, and work bees.

### Parent Representatives

We encourage our parents to be actively involved in the school. Another way is by being a representative of a class. We usually ask for two parents to work closely with the teacher (elementary) or class sponsor (high school) in helping them meet the various needs of the class (room). Volunteers are asked to sign-up at registration.

### Parent-Teacher Conferences

Parent-teacher conferences will be held during fall and spring of the school year. In the fall, there are specifically scheduled days for the conferences, and in the spring they are by appointment only. Parents may also arrange to meet with a teacher at any time during the regular school year. Students' progress reports will be sent out on a regular basis via email through our grading program.

### Personal Entertainment Devices

Students are not permitted to bring personal entertainment devices to the school campus or on school sponsored trips or activities. Students may only bring personal listening devices on school-sponsored trips with the permission of the sponsoring staff member. Items brought without permission will be confiscated, as will devices played so that others hear them. Parents may pick up confiscated items from the school office. Student workers are not permitted to use personal entertainment devices while working at school without the permission of their work supervisors.

### Posting Announcements and Signs

All announcements and signs must be approved by the school office and are to be posted only on provided bulletin boards.

### Qualifications for Class Office

To be eligible to hold any office, a student must be in good and regular academic and disciplinary standing. A student must be considered a full-time student, which equates to being enrolled in two

CVA semester units. All officers must maintain a GPA of 2.50 or above (exceptions must be approved by school administration) and receive no "F" grades. Officers must comply with school policy during their elected tenure. If an officer appears on the D, F, I list, they have two weeks to improve the grades. If they fail to do so and/or if they remove themselves from the list, but reappear a second time, they may lose their office. If an officer loses their 21 attendance points in any one quarter, they may lose their office.

### School Trip Guidelines

Each student is allowed five days per semester to go on non-required school trips or on family vacations. Students will receive unexcused absences for missing more than five days per semester due to non-required trips, and will not be permitted to make up missed class work. Students who wish to take personal trips must fill out an Absence Form at least one week prior to the trip.

### Snow Days

Should severe weather necessitate the closing of school, students and parents will be informed through the following radio and television media at approximately 6:00 A.M.:

**KFOR..... 1240 am**  
**KLIN..... 1400 am**  
**KOLN TV..... Channels 10/11**  
**KLKN..... Channel 8**  
**RenWeb..... School's phone service**

### Student Association

The Student Association is an organization composed of elected student leaders and their sponsor(s). A new president, vice-president, religious vice-president, social vice-president(s), public relations officer, secretary, and treasurer are elected each spring.

The Student Association promotes activities that foster school spirit and uplifts the spiritual, physical, social, and cultural aims of Christian education. The organization also encourages loyalty to CVA.

An active Student Association helps students develop responsibility and leadership. The organization also helps students better understand government and administration. Student Association officers and sponsor(s) are responsible for planning many school activities, such as banquets, vespers programs, and a Christmas party for underprivileged children.

The Student Association president and vice presidents must maintain a GPA of 2.50 or above and must not receive any "D" or "F" grades. All other Student Association officers must maintain a GPA of 2.00 or above and receive no "F" grades. Officers must have good attendance and disciplinary records.

Details about the Student Association and its elections can be found in the Student Association Constitution, which can be obtained from the Student Association sponsor(s).

### Student Association Senate

The Student Association Senate is chaired by the Student Association Vice-President. It is composed of two representatives from each class, along with the school Principal. The SA Senate normally meets



once per month unless circumstances necessitate meeting more often. Student Association sponsors and class representatives must regularly attend meetings in order to maintain their standing in the organization.

## **Student Lockers**

Students in grades 7-12 will be assigned lockers for storage of personal items. Students are responsible for caring for and cleaning their lockers. Students are expected to keep lockers free of old food and garbage. The school reserves the right to search inside any student's locker at any time. Students must provide the school office with a key or combination for any locks used on school lockers. Students must obtain permission from school administration to decorate the outside of their lockers. Students may decorate the inside of their lockers, but decorations must be in keeping with Christian principles. Locker doors must remain closed.

## **Student Records**

The school maintains student records according to the guidelines of the Federal Privacy Rights of Parents and Students Act. This act is summarized as follows:

Students and parents/guardians of non-collegiate students who are 19 or younger may inspect their official school records upon request of school officials. Such a request must be granted by officials within 45 days. Only students and parents/guardians of non-collegiate students who are 19 or younger, along with school officers, record keepers, administrators, teachers, and those who the school administration determines to have legitimate educational interests, may access an official student record.

Student and parents/guardians must request in writing to review records or to have records released to individuals or organizations. A copy of such a request will be kept on file in the student's records. Information from educational records will be released as necessary in emergency situations.

The school reserves the right to release directory information on students. This directory information includes, but is not limited to, students' and parents' names, addresses, telephone numbers, birthdates, places of birth, sex, participation in official activities, school attendance dates, and degrees/awards received.

School officers may periodically destroy student records that are no longer valuable to the institution.

Additional information about policies and procedures pertaining to student records may be obtained from the school's administration office.

During the year after a student's graduation from College View Academy, he or she does not have to pay in order to

receive school transcripts. After that year, he or she must pay \$3.00 for each transcript request.

## **Telephone Calls**

Students will not be called out of classes to take phone calls in the office except in emergencies. There is a phone available for student use in the front foyer. Office phones are not to be used for personal calls except by permission of the administration.

## **Testing Services**

Standardized tests are used to determine a student's academic strengths and weaknesses as compared to those of the general population. Grades three through ten take the Iowa Assessments. Academy students take the PSAT (*Preliminary Standardized Aptitude Test*) in October of their junior year. Sophomores may also request to take the PSAT for practice. Students must register to take the SAT (*Standardized Aptitude Test*) and ACT (*American College Testing*) via online registration. Check the school calendar or call the counselor's office for exact registration deadlines and test dates.

The Kansas-Nebraska Conference may require students to undergo additional testing. Test results are communicated to parents and students approximately six weeks after a test is taken. Testing is also available for students who need help in determining their interests and aptitudes.

## **Unprinted Regulations**

If changes are made to any school regulations or policies during the school year, the school will notify parents and students.

## **Unsupervised Play**

Students are to play on the playground or in the gym only while under faculty supervision. The school does not assume responsibility for students who play on campus without the direct supervision of an authorized adult. Students may be fined for being in an unauthorized area.

## **Visitors**

### **Parent Visitation Policy & Procedures:**

Research shows that parent involvement is a key component to student success. College View Academy values our partnerships with students, parents, and community members. In an effort to provide a safe and secure environment and to protect instructional time, our school visitation procedures are outlined below. It is the responsibility of all staff members of CVA to direct persons who are on school property during school hours to follow these procedures.

Parents/Guardians wishing to observe their child's class must make arrangements with the teacher or an administrator, and arrangements should be made at least 24 hours in advance. Parents/Guardians are asked to plan any visit so that they arrive



at the beginning of classes. The purpose of the visit is to observe. Therefore, parents/guardians should not interact with their child, other students, and/or attempt to have a conference with the teacher. Parents/Guardians wishing to observe longer than one class period must have this approved by an administrator prior to your arrival.

Once an appointment has been made, visitors must report to the front office to register their visit in the official logbook. After verifying picture identification, an identification badge will be issued to that person, and it must be worn at all times while on school property. School personnel will escort visitors to the classroom. Upon completion of the visit, visitors must also sign-out of the official logbook. Visitors should only go to where they have been provided permission to visit.

Our daily office hours are 8:00 a.m. – 3:30 p.m. Parents/Guardians attending after school activities, including meetings or special events, should simply proceed to the designated location.

Any person(s) associated with an approved outside agency must also report to the front office to sign in and secure a visitor's badge.

No students or unauthorized visitors may remain on the school campus after regular school hours without supervision.

School personnel have the authority to warn persons trespassing to leave the facilities or properties.

## **Weapons**

Students are not permitted to carry weapons—including knives—to school. Students who bring weapons, explosives, or flammable liquids to campus may be expelled, and legal authorities may be notified.

## **Wheels**

Skateboards, skates, roller blades, and wheeled shoes are not to be used on school property.

## **Parental Education Rights**

### **Access by Non-Custodial Parent**

Any natural or adoptive parent has all rights of a parent unless his/her rights are altered by the courts. College View Academy will not arbitrarily alter these rights.

If the custodial parent requests that the non-custodial parent be denied any of these rights, the school administration should honor that request only if the custodial parent provides a court order or divorce decree that denies the non-custodial parent these rights. If that written information is not provided, it should be assumed that the court is allowing both parents

equal access to the child and the child's records. If a court order is provided, the school administration should follow the directive stated in it and such additional directives regarding access to the child provided by the parent with legal custody and that are consistent with a court order.

The custodial parent should receive routine information about his/her student including notification of conferences. The non-custodial parent need not receive this information on a routine basis. However, if the non-custodial parent requests this information and his/her right to it has not been denied by the courts, it should be provided.

If the non-custodial parent wishes to attend conferences regarding his/her child, that parent should also be provided with conference times so both parents may attend a single conference. It is not required to schedule separate conferences if both parents have been previously informed of appointed conference times.

If the behavior of either or both parents is not conducive to good communication, staff members are not expected to continue a conference but should reschedule with appropriate modifications or expectations. Related to visiting children at school, attempts will be made to accommodate both parents. However, in cases of concern and dispute between parents, the custodial parent's directive will be followed. Parents will be asked to resolve issues of child visitation at school outside of the school setting.

The term, "custodial parent", also refers to any individual (e.g., caseworker) who has been given legal custody of the child by a court.

## **Appearance and Conduct**

### **Dress Guidelines**

The dress and appearance standards of CVA are designed to reflect the school's principles of neatness, cleanliness, and modesty. The following dress guidelines are to be observed by all students during school hours, work hours, school trips, and at all school activities, whether home or away; throughout the duration of the activity/event. CVA students coming as guests are also encouraged to comply with the dress code as a show of support for CVA and its policies. A student who shows up to any event or activity dressed in attire that is not in accordance with dress code risks being sent home to change. Class sponsors may make modifications to dress code during class trips as they deem necessary.

#### **The following are general rules for both boys and girls:**

- a. All clothing is to be modest, clean, and in good condition. Clothes must not have holes, tears, or ragged edges.
- b. Students may wear sleeveless shirts that come all the way out to the shoulder and fit closely under the arm. No racerback shirts; bras should not show.
- c. Excessively tight clothing should not be worn.
- d. Sleepwear, particularly pajama bottoms and

- tops, are not to be worn.
- e. Any words, messages, or brand-names on clothing must be tasteful and in agreement with Christian standards.
  - f. Adornments (including those made of natural materials) such as rings, toe rings, wrist/ankle bracelets, necklaces, and earrings are not to be worn.
  - g. Shoes or sandals are to be worn at all times. While playing in the gym, students must wear gym shoes.
  - h. Sunglasses, hats, and head coverings are not to be worn in school buildings.
  - i. Tattoos — whether permanent or temporary — must be covered by clothing.
  - j. Hair styles must be neat, orderly, and of a natural hair color. Extreme styles are not acceptable. Hair styles are open to interpretation by the staff.

**The following guidelines pertain to boys:**

- k. Modest swimsuits (boxer-type) are to be worn on all school-sponsored aquatic activities.
- l. Shirts must be worn at all times.
- m. All pants must be worn at the natural waist.

**The following guidelines pertain to girls:**

1. Bare backs and bare midribs are not acceptable. Low necklines, backless styles, spaghetti straps, and sun dresses are not acceptable.
2. The shortest part of any skirt or dress must be no more than 3 inches above the top of the knee.
3. Shorts must be walking shorts (closer to the knee than to the hip in length). Boxer shorts and spandex shorts are not acceptable.
4. If yoga pants or leggings are worn, the shirt covering them must reach to the tip of the middle finger when standing with arms straight down at the sides.
5. **For banquets only:** spaghetti straps are the only exception to the dress code. Strapless and backless dresses are not an option.
6. Only natural color makeup is appropriate for elementary; this includes nail polish.
7. Modest bathing suits are to be worn at all school-sponsored aquatic activities. Modest is defined as tankinis, one pieces, or dark t-shirts over bikinis.

**Dress Code Infraction Consequences:**

**1st offense:** The Vice Principal will give the student a first **written** warning.

**2nd offense:** The student will receive a second written warning that will also be emailed to the parents.

**3rd offense:** The student will receive a written warning. The warning will again be emailed to the parents, and follow-up communication between the parents and Vice Principal will take place.

**4th offense:** The student and the parents will be invited to speak with the Vice Principal and Principal.

**5th offense:** The student may face disciplinary action such as a suspension or fines.

**6th offense:** To be evaluated and determined by Administrative Staff.

**Elementary Disciplinary Procedures**

College View Academy Elementary upholds the standards of the Seventh-day Adventist Church. Some rules are based on divine, unchanging principles. Others help us witness in a changing society, while many specifically address issues around the CVA community. Rules and discipline are essential for young peoples’ success and happiness.

The faculty and staff of CVA seek to encourage, by example, the willing acceptance of school standards. When students disregard these standards, the following disciplinary procedures will be followed:

1. Verbal counsel conferences either in person or by phone at some or all of the following levels:
  - a) Teacher-student
  - b) Teacher-parent
  - c) Principal-student
  - d) Principal-parent
  - e) All together
2. A notice of citizenship irregularity will be sent to a student’s parents and to his or her teacher or advisor.
3. A written statement will be sent to a student’s parents expressing serious concern about the trend of that student’s behavior.
4. The principal, an administrative assistant, or a faculty committee will suspend the student. The student will remain suspended until he or she, along with his or her parents, request reinstatement and indicate how he or she will conduct himself or herself differently in the future. The faculty will then determine if the student should continue in school at CVA and, if so, under what conditions.
5. The student, if reinstated, will be put on probation. Probation gives the student opportunity to change his or her behavior.
6. When a student’s citizenship status becomes probationary, he or she is ineligible to hold offices or

participate in extracurricular activities. In some cases, probation may occur before suspension.

7. The student will be expelled from CVA by action of the School Board.
8. Student behavior that is not in compliance with school guidelines will be initially handled by classroom teachers in an incident report, which notes behavior problems. A copy of this report will be sent to parents.

Students who receive an incident report are expected to attend the hour-long after-school detention hall that meets each Tuesday. Students who arrive late to detention will be required to attend again the next week, and those who fail to attend detention hall will be required to attend two detention halls. Parents will be notified of any behavior problems resulting in detention hall attendance.

## **Conduct Expectations for Class Officers and Athletes**

Students who wish to hold class offices or participate in athletic activities must maintain a “C” average in each subject. A student whose actions result in major disciplinary action may lose his or her right to hold class office. Major disciplinary action can be the result of, but is not limited to, an excessive number of detentions. Any student who receives a detention will receive a minimum one game suspension. The discipline committee will determine if further discipline is necessary.

## **High School Disciplinary Procedures**

### **Four-Level Discipline Plan**

It is the desire of College View Academy that no student ever need to be disciplined. However, if a student chooses not to cooperate with the spirit of the school program, the following will be the result. For minor infractions an Incident Report form will be filled out by the teacher or staff member and sent to the office. A copy will be given to the student and another copy will be filed in the office for the remainder of the school year. Parents will be notified of the write-up via email. A minor incident report will place a student on the Four Level Discipline Plan.

### **Level 1 Infractions:**

This includes activities that create minor disturbances, prevent classroom order, and impede instruction. Some examples of Level 1 infractions include, but are not limited to: disruptive behavior in the classroom, dress code violation, jewelry usage, eating food in non-designated areas, usage of electronic devices, inappropriate use of cell phones, skipping class (in school), swearing, crude language, and offensive hand gestures.

### **Consequences of Level 1 Misconduct:**

Parents will be notified about each incident. In addition, the student will meet with the Principal to discuss the infraction. If a student accumulates three Level 1 infractions, he/she will be moved on to Level 2 consequences.

### **Level 2 Infractions:**

This includes activities and actions that show lack of respect for authority or property or frequent and repeated violations of Level 1 infractions. Some examples of Level 2 infractions include, but are not limited to: defiance/disrespect towards teachers/coaches/staff, leaving campus without permission, cheating, inappropriate use of internet, inappropriate public displays of affection, and unauthorized use of keys.

### **Consequences of Level 2 Misconduct:**

Parents will be notified. In addition, the student will meet with the Principal to discuss behavior and fill out a personal behavior contract. In addition, offenses may result in a parent-principal conference, in-school suspension, or Level 3 consequences for recurring offenses.

### **Level 3 Infractions:**

This includes the most serious infractions and consequences. It would include activities that threaten the safety of a student or other students, activities that show a consistent lack of respect for authority or property, or activities that violate biblical moral codes of conduct. Level 3 also includes frequent and repeated violations of Level 2 rules. Some examples of Level 3 infractions include, but are not limited to: Assaulting another student or staff member, sexual harassment, bullying/threatening another student, vandalism of school property or another student’s property, consumption or possession of alcohol/tobacco/illegal drugs, theft, sexual behavior (i.e. petting, sexual intercourse) and second offense of cheating.

### **Consequences of Level 3 Violations:**

Offenses will result in suspension (in-school or out of school) and a Parent-Principal meeting will be required before student returns to school. After returning to school, if further disciplinary action needs to be taken, a student could face Level 4 consequences.

### **Level 4 Infractions:**

Some behaviors could lead to a recommendation for expulsion. These are some examples of Level 4 violations, including, but not limited to: a repeated Level 3 offense, weapon possession and/or use on campus, and supplying drugs/cigarettes/alcohol.

### **Consequences for Level 4 Violations:**

Parents will be required to meet with Administrative Council to discuss the seriousness of the infractions by their student. Student may be asked to withdraw from school for a specific period of time. Expulsions could include partial semesters, or an

entire school year. (A student who has been expelled may apply to Academic Policies Committee for permission to write his/her final exams if his/her expulsion and other absences result in no more than 18 class absences (according to the attendance policy, credit may be lost if 20% of any course - approximately 18 class periods - is missed). If permission is granted, a student may also complete assignments missed after his/her withdrawal date.)

#### Four Level Discipline Procedure Plan

Level	After	Consequence
Level 1 - <i>disruptive behavior in the classroom, dress code violation, jewelry usage, eating food in non-designated areas, usage of electronic devices, inappropriate use of cell phones, skipping class (in school), swearing, crude language, and offensive hand gestures</i>	One incident report	Parents notified; student-principal conference
Level 2 - <i>defiance/disrespect towards teachers/coaches/staff, leaving campus without permission, cheating, inappropriate use of internet, inappropriate public display of affection and unauthorized use of keys</i>	Three minor incident reports OR one major incident report	Parents notified; student behavior contract; possible in-school suspension (ISS)
Level 3 - <i>Assaulting another student or staff member, sexual harassment, bullying/threatening another student, vandalism of school property or another student's property, consumption or possession of alcohol/tobacco/illegal drugs, theft, sexual behavior (i.e. petting, sexual intercourse) and second offense of cheating</i>	Two ISS occurrences	Out of school suspension (OSS); parent-principal conference
Level 4 - <i>a repeated Level 3 offense, weapon possession and/or use on campus, and supplying drugs/cigarettes/alcohol</i>	One OSS occurrence	Parents meet with Administrative Council; possible recommendation for expulsion or student may be asked to withdraw

\*\*\*Additional rules, guidelines, or regulations may be adopted by the faculty and announced to students during the course of the school year.

### Expulsion

Any practice or attitude, which undermines the standards of the school, is not permitted. Whenever, in the judgement of the faculty, a student's connection with the school is no longer beneficial, or his/her influence becomes detrimental to others, s/he may be dismissed whether or not s/he has broken specific rules.

An expulsion will be for the remainder of the semester or the remainder of the semester plus one full semester depending on the offense.

A student who has been expelled may apply to Academic Policies Committee for permission to write his/her final exams if his/her expulsion and other absences result in no more than 18 class absences (according to the attendance policy, credit may be lost if 20% of any course - approximately 18 class periods - is missed). If permission is granted, a student may also complete assignments missed after his/her withdrawal date. It is the student's responsibility to contact his/her teachers for assignments missed. All such assignments are due one week before final exams.

#### Visitation to Campus (after suspension or expulsion)

Students who have been suspended or expelled may be permitted to visit the campus during the current school year at the discretion of the Guidance Committee. Any approved visits must be pre-arranged with the principal.

#### Parents/Legal Guardians

If a student violates any of the guidelines listed above, his/her parents are to be notified before the Administrative Council meets. Students and/or parents have the right to meet with the Administrative Council and to propose suggested action. The Ad Council will listen and consider their input; however, the Ad Council is responsible for making the final decision.

#### Probation

Under some circumstances after a suspension or expulsion, students may be permitted to return to school on a probationary basis. The Administrative Council will develop the conditions. Each student on probation will be assigned a faculty mentor.

#### Administrative Council

Either administration (minor infractions) or the Administrative Council (major infractions) determines discipline for infractions of school rules. Students have the right to appeal any decision that affects them. Appeals should be directed to the Principal.

## Elementary Academic Information

### Graduation Requirements

To receive a regular diploma and to participate in graduation activities, eighth grade students must successfully complete all of their course work. In most cases, students who fail course work will be required to complete a summer-school program before receiving a diploma. In addition, all financial obligations to the school must be met in full before a student receives a diploma. A student may appeal to the Finance Committee thirty days prior to graduation to explain circumstances that require the school to extend financial credit beyond the end of the school year.

Unsuccessful completion of elementary course work may result in a student's ineligibility for promotion to the ninth grade. In special cases, a student may receive a certificate of completion or a certificate of



attendance rather than a regular diploma.

### **Acceleration**

In accordance with the Code Policy of the Mid-America Union Conference, students seeking advanced placement must meet the following minimal requirements:

3. On a standard achievement test battery, a student must have a composite score which places him or her at or above the 90th percentile.
4. A student must demonstrate satisfactory evidence of academic, emotional, and social maturity to school staff and to parents in order to receive advanced placement.
5. A parent must submit a written request for advancement to the Conference of Education. The school must receive approval for a student's advancement from the Superintendent of Kansas-Nebraska Conference of Education.
6. A student must maintain an average or above average achievement-level in his or her accelerated program.

### **Early Completion of Elementary School**

Under special circumstances, a student may complete elementary school in less than the normal eight years required by CVA Elementary. The school follows the early-completion policy of the Mid-America Union Conference, which is summarized below.

The policy requires that, in order to complete elementary school, a child must complete eight years of elementary education (grades 1-8). In special circumstances, a child who is 13 or older prior to admittance in the secondary school (grades 9-12) and who has completed the subjects listed in Mid-America Union Code Policy #1582 may be approved for early elementary education completion.

The procedure for obtaining approval for early elementary school completion is as follows:

1. To initiate a program for early elementary school completion, the school Principal must submit a letter of application to the Kansas-Nebraska Conference Office of Education. The application must include a written request from the child's parents and teacher and a summary of the completion plan. This application must be submitted prior to completion of the student's sixth year of school work.
2. The application must be both approved by and made a matter of record by the Kansas-Nebraska Conference Office of Education before the student begins work on the early elementary school completion program.

### **Grade Reports**

Elementary grade reports are issued on a quarterly basis. Grades 6-8 grades are emailed periodically through the use of our electronic grading program. For those who do not have email capabilities, reports can be mailed.

## **Elementary Music Program**

### **Classroom Music**

Students in kindergarten through fourth-grade explore music with *hands-on* experiences. These students work with bells and rhythm instruments while creating and notating their own music.

### **Choir**

The choral experience is provided for elementary students in grades five through eight and includes performances at most area churches and school programs. Grades five through eight attend the Kansas-Nebraska Conference-sponsored music festival. There is a fee for attending this music festival. Treble Choir is a select choir for which students in grades six through eight have an opportunity to audition during the first two weeks of school.

### **Band**

Exploratory Band is offered to all fifth-grade students and to new students in grades six through eight. Band students spend nine weeks learning the basics of several band instruments, such as flutes and trumpets. At the end of the nine weeks, students select an instrument to continue with in the beginning band program. Students in Prep Band continue the instrumental training skills initiated in Exploratory Band. Experienced band students perform in the Prep Band or Concert Band according to their grade level and degree of skill.

Students who qualify may join the College View Academy high school band by recommendation of the band director.

### **Music Lessons**

Private instrumental, vocal, and keyboard lessons may be offered by music staff. To arrange for lessons, a student must complete appropriate forms upon registration and confirm availability with the music teacher.

## **High School Academic Information**

### **Semester Unit of Credit**

A semester unit of credit is earned in a class that meets one period each day for one semester or meets for a minimum of 200 minutes a week. A total of 230 units are required to graduate.

### **Class Load Limitations**

A minimum of 20 units is required per semester at College View Academy (CVA) (Union College classes do not count). Any exceptions due to extenuating circumstances must be approved by the Academic



Standards and Curriculum Committee.

Graduate

230 units completed

Fifty (50) to seventy (70) units per year constitute a full scholastic program. Class loads beyond the 70 unit limit — with the exception of music courses — must be approved by the Academic Standards and Curriculum Committee. All correspondence work will be considered part of the 70 units.

### Grading System

CVA grades are based on a 4-point and percentage scale as follows:

Grade	GPA	Percent	Grade	GPA	Percent
A	4.00	100-94%	C	2.00	76-74%
A-	3.67	93-90%	C-	1.67	73-70%
B+	3.33	89-87%	D+	1.33	69-67%
B	3.00	86-84%	D	1.00	66-64%
B-	2.67	83-80%	D-	.67	63-60%
C+	2.33	79-77%	F	.00	59%

In addition, the following grade codes will be used.

<i>S-Satisfactory *</i>	<i>AU-Audit</i>
<i>U-Unsatisfactory *</i>	<i>W-Withdraw</i>
<i>CR-Credit</i>	<i>WF-Withdraw failing</i>
<i>P-Pass</i>	<i>WP-Withdraw passing</i>
<i>I-Incomplete</i>	

*\* Interim grades only- These codes are not used in GPA calculation.*

### Grade Reports

High school issues grade reports at the quarter point and at the end of each semester. Progress reports will be sent periodically via email through our electronic grade book program. Those families without access to email may, upon request, be sent a hard copy of the progress reports via regular mail. The semester grades are official, and become part of a student's permanent record.

### Semester Examinations

Semester examinations must be taken at the times scheduled except in case of illness or unless previous arrangements have been made with the instructor. There is a \$10 fee for each exam taken at an unscheduled time. This fee covers the teacher's additional work in preparing a separate exam. All high school students must receive exam permits from the Business Office before they can take their exams.

### Qualifications for Class Membership

High school students become members of different school classes based on the number of credits they have completed. Students are classified as follows:

Sophomore Class	55 units completed
Junior Class	110 units completed
Senior Class	165 units completed

### Graduating Class

Seniors must meet the following requirements in order to be eligible to graduate:

1. Complete all graduation requirements.
2. Submit all official transcripts from previous schools attended.
3. Remove all incompletes and school-related deficiencies.
4. Complete all correspondence courses with an official grade submitted to the Registrar by April 30.
5. Pay school tuition account in full.
6. Adhere to school's dress code and practice schedule for graduation.

## High School Graduation Requirements

**General Diploma** - Requirement: 250 units

CVA offers a general diploma which meets the requirements set forth by the Mid-America Union Conference of Seventh-day Adventists and the State of Nebraska. It is granted to students who have competed and passed a minimum of 250 units. Classes that meet five days a week for one year are worth ten units.

College View Academy's **minimal** requirements for graduation:

Religion	40 units*
Math	30 units**
Soc. Science	30 units
Language Arts	40 units
Fine Arts	20 units
Science	30 units
PE	20 units
Health	5 units
Business/Voc/Tech	20 units
Electives	15 units

This will fulfill the requirements set by the Mid-America Union of Seventh-day Adventists and the State of Nebraska.

Different colleges and universities have different entry requirements. Some state universities have higher academic entry requirements than others. CVA seeks to ensure that its graduates are capable of entering any post-secondary institution. The following two diplomas help prepare students for entrance to the college or university of their choice.

**College Preparatory Diploma** - Requirements: 280 units, 2.75 GPA

Religion	40 units*
Math	40 units**
Soc. Science	30 units
Language Arts	40 units
Fine Arts	20 units
Science	30 units
PE	20 units
Health	5 units
Bus/Voc/Tech	20 units

Spanish	20 units
Electives	15 units

**Advanced College Preparatory Diploma** - Requirements: 300 units, 3.50 GPA

Same requirements as listed above with the following additions:

- Science - 10 additional units
- Other electives - 10 additional units

For a total of 300 total semester units.

\* One year of Religion for each year in attendance at a Seventh-day Adventist school. 10 semester units are required per year with no less than 5 semester units per semester.

\*\* Must be Algebra I and higher level courses. Pre-Algebra and Life Math do not qualify.

**Dual Credit for College Work**

College View Academy will grant a semester of credit for a semester of work for college classes taken by our students. This, providing that a transcript is supplied to the school showing the class in question with a grade of C or better. The academy's Religion requirement must be fulfilled with classes taken at the academy only. Other college classes intended to fulfill graduation requirements must be approved by the registrar's office beforehand.

**Community Service**

Though it is not a school requirement, we encourage our students to volunteer in their community helping others. We will add any community service activity information to a student's transcript if they request in writing that we do so, and as long as the activity is verified with signature by a parent or other community leader.

**Academic Policies**

**Acceleration Policy**

The Mid-America Union Conference of Seventh-day Adventists expects students in its secondary schools to take four years of full course loads in order to graduate. The School Board agrees and believes this time is necessary in order to:

1. Complete the credits needed to graduate without undue exertion or detrimental external or internal pressures to achieve.
2. Develop social, physical, and emotional maturity, and acquire the breadth of experience, knowledge, and wisdom to be adequately prepared for life after high school.
3. Progress with other students of a similar age group.

The Mid-America Board of Education recognizes that some students can benefit from an accelerated, three-year graduation program. The

guidelines for such a program are as follows:

1. The student must demonstrate scholastic achievement by scoring at or above the 90th percentile\* on a school-administered national aptitude test and have a cumulative GPA of 3.5\* or higher.
2. The student must meet the required total and specific credits normally required for graduation, including Senior Bible.
3. The student must apply in writing for the accelerated program no later than fall (registration time) of his or her second year, at which time he or she must take qualifying tests and work out a study-program. Any acceleration request made later than the fall of a student's sophomore year must be approved by the Academic Standards and Curriculum Committee.
4. The student's parents must submit a written request for the student's entrance into the acceleration program.
5. The student must, under his or her proposed acceleration plan, be at least 16 years old by graduation in order to enter the program.

**\* Students who will be at least 19 years of age by graduation if enrolled in a four-year program may accelerate with a 3.0 GPA and will not be required to take the qualifying aptitude test.**

**Drops, Withdrawals & Changes in Course Program**

Written permission to enter or to discontinue classes must be obtained from a student's parents and from the school registrar. A student cannot drop any class until he or she submits a properly completed and signed drop voucher. Students are usually not permitted to enter a class after the second week of the semester.

A grade of "W" (withdraw), with no academic credit, will be given to students who withdraw from class any time between the third and fourteenth week of the semester. Students dropping a class during the last four weeks of a semester will receive a grade of "WP" (withdraw pass) or "WF" (withdraw fail). Because a student's departure from a music or performance class during the semester can affect an entire class's work, a grade of "F" (fail) may be given to students who drop after the fourth week of a semester.

**Pass/No Pass Option**

A student may use the Pass/Fail option instead of withdrawing from a course. This option requires parent, registrar, and teacher approval, and must be filed in the office by the 12<sup>th</sup> week of the semester. A "P" grade carries no grade point value. It simply means that the student passed the class.

The Pass/Fail option is limited to 5 credits per semester and no more than 20 credits over a four year period. In order to exercise this option, a student must make arrangements with the teacher of the class in question, along with the registrar.

### **Auditing Classes**

To audit (to enter and attend a class and receive no credit), a student must receive approval from the school's administration. Students who wish to audit a class must request to do so within the first two weeks of the semester. Students may not audit music or performance classes.

### **Correspondence Work**

Students who desire to take correspondence work must secure the approval of the academic counselor before enrolling in such courses. Required courses which are offered at CVA may not be taken by correspondence unless they are being retaken for a better grade, or there are scheduling conflicts. Not more than 25 percent of a student's graduation units may be taken by correspondence. Evidence of satisfactory completion of correspondence work must be submitted to the registrar by April 30 to be applied toward graduation.

College View Academy accepts correspondence work from Griggs University and from other accredited correspondence schools.

### **Incompletes**

Incompletes will be given for excused absences only. When a student receives an incomplete at the end of a quarter or semester, he or she must arrange to make up the excused work within three weeks after the start of a new grading period. Any exceptions to the three-week limit must be approved by the Academic Standards and Curriculum Committee.

### **Failed Courses**

A student who fails a sequential course, such as Spanish I or Algebra I, must take the course during the following summer, either through summer school or by correspondence. The student must retake and pass the failed course before taking any more advanced courses in a sequence.

### **Remedial Level Courses**

Students who have a learning disability or who have special academic needs may wish to take classes that do not qualify as college preparatory courses in order to prepare for more advanced courses. A student may take more basic-level courses by the recommendation of a teacher who is willing to modify his or her course guidelines and objectives or by the request of the student's parents. For further information on these classes—which are labeled as *Fundamental (Subject name)* on the transcript—contact school administration.

### **Diplomas and Transcripts**

Diplomas and official transcripts/documents are released when a student's account is paid in full.

### **Academic Awards and Honors**

An Honor Roll list is produced every semester. It is based on current GPA each semester. At the end of the year it is based on cumulative GPA, which is posted in June. A student may not have any incompletes. The categories are listed below under Graduation Honors.

### **National Honor Society**

The National Honor Society (NHS) is one of the most prestigious national organizations recognizing student achievements. The NHS recognizes students' outstanding scholarship, service, leadership, and character. Students selected to the NHS must have a minimum GPA of 3.5 and maintain high standards of conduct in order to retain membership. The society meets on a regular basis to plan service and community-oriented programs and events. Members of the NHS are eligible to receive NHS scholarships to college. NHS member-dues are assessed at the beginning of the school year for returning members and after induction for new members.

### **Graduation Honors**

Graduation Honors and High Honors are based upon cumulative GPA from the beginning of a student's freshman year through the first semester of his or her senior year. The honors categories are:

High Distinction	3.90 - 4.00 GPA	Gold Cord
Distinction	3.70 - 3.89 GPA	Silver Cord
Honors	3.50 - 3.69 GPA	Red Cord

### **Principal's List Criteria**

- minimum of 90% in every class
- no disciplinary actions
- minimum of 'A' in attendance

### **Student of the Month**

Each month the faculty and staff of College View Academy select a high school student who represents the ideals and philosophy of the school. Students chosen as the Student of the Month receive a \$25 cash award and are eligible for the Student of the Year award. A vote is conducted in May to select a student of the year from the entire Student of the Month winners.

### **Union College Early Entry Program for Juniors/Seniors**

College View Academy works with Union College (UC) to help our juniors and seniors begin their college career during their high school years. Juniors and Seniors may take up to seven semester hours per year at Union College for a cost 10% of the regular UC tuition per each credit hour, which will be reversed for any student who enrolls as a full-time student at UC in a subsequent semester.

Some classes at UC (such as music lessons and some HHP classes) charge additional fees that are due, along with tuition payment, at the time that the application is submitted. Students who qualify may enroll in UC courses at the beginning of their junior year through graduation of their senior year.

In the event of a conflict between a student's CVA and UC course activities, his or her CVA course activities take priority. Students taking classes at UC will not be excused from academy activities or classes that conflict with their UC classes.

Guidelines for taking college course work include the following:

1. Senior students must have a minimum GPA of 3.0 or higher over the past two semesters. Junior students must have a minimum GPA of 3.5 or higher over the past two semesters.
2. Students must be enrolled in a minimum of 20 units (4-5 classes) of coursework per semester at CVA.
3. The student must maintain at least a "C" average in the college course work taken.
4. The student must be approved to attend UC by the CVA administration before registration at the college.
5. CVA Seniors have priority over Juniors in enrolling in UC classes should space be limited.
6. Courses taken at UC may be used to replace graduation requirements or courses offered at CVA.\*
7. Students taking UC classes cannot miss any class time from their CVA classes.
8. Enrollment in summer classes is open to a CVA student who has completed their Junior year, but not to a student about to enter their Junior year.

\* Union College classes can be substituted for only one core class per year. A Union College transcript must be submitted to CVA's Registrar for a Union College class to be considered for dual credit.

## High School Course Descriptions

### Business and Technology Education

**Accounting:** **5 or 10 units**  
Introductory course in accounting. The course covers topics relating to income statements, balance sheets, and budgets, along with introductions to cost, price, and volume analysis. The class also explores asset management and temperance in regards to time and money. Students are introduced to the manufacturing environment, including terminology and practices related to proprietorship, partnership, and corporations. Practical applications of accounting principles are utilized, along with hands-on microcomputer experiences.

**Computer Applications:** **10 units**  
Introduction to Microsoft Excel, Word, and Power Point. Students learn basics of business spreadsheet, word processing and presentation programs. *This course is required.*

**Independent Living:** **5 units**  
A life-preparation course. This class explores topics relating to personal finances, such as calculating net worth, planning monthly budgets, completing banking transactions, paying utility bills, performing credit transactions, making rent and mortgage payments, applying for loans, planning for large purchases, and reconciling monthly bank statements. The class also focuses on cooking,

sewing, and other practical life skills. *This is a required course.*

A \$35.00 fee is charged for supplies.

**Interactive Media:** **5 units**  
This course teaches students skills in project planning, including theme, divisions, and use of color, font and graphics to develop theme. Students will be practicing skills in photography, journalistic writing, layout and design, and using an on-line program to create pages for the making of the school's yearbook. Students who wish to be a part of the yearbook staff must take this course, as well as any student who wishes to be an editor of this publication. This course will meet every other day for a full two semesters. Editors alone will receive 10 units of technology credit.

\*\*Can be counted as a 2<sup>nd</sup> Fine Arts credit. First Fine Arts credit must come from music or visual arts (i.e. Band, Choir, Drawing, Ceramics)

**Personal Business Skills:** **5 or 10 units**  
The class builds skills to help students make future financial decisions. Students will be informed and prepared to be prudent managers of financial resources, enabling them to achieve long- and short-term financial goals and security. They will also gain knowledge of personal financial planning, including investments, and sound money management skills.

**Robotics:** **5 units**  
In this class students will use robotics to explore the fundamentals of engineering and electronics. The course will consist of lectures including principles of engineering, physics, electronics, mechanics, and computer programming. Laboratory experiments will require students to build simple robots to demonstrate these principles. While building the robots, students will learn the function of basic electronic components such as resistors, capacitors, and transistors. The design process will be emphasized as the robots are tested and their designs are modified.

**Web Design:** **5 units**  
Introduction to HTML and JavaScript programming. Topics covered include learning, organizing, and exploring the power of HTML and Java Script. This class meets every day for one semester. May be offered every other year on an alternating schedule with Robotics. *Prerequisite: Computer Applications*

### Language Arts

**English I:** **10 units**  
Introduction to writing and literature. This required course focuses on sentence and paragraph development in composition and on short stories and poetry in literature. The class incorporates outside reading requirements and also introduces students to basic research, including online research.

**English II:** **10 units**  
Builds on the foundation of English I. This required course focuses on

the development of unified paragraphs in composition and on discussion of literary concepts in regards to short stories and longer works. The class explores the issue of tolerance in studying literature and includes an outside reading requirement each semester. Students continue the online research process.

**American Literature: 10 units**

Applies tools from English I and II to the study of American writers from colonial times to the present. In this required course, students apply literary concepts in exploring the works of various American authors. Outside reading requirements focus on American literature. Composition centers on expository writing and on the development of the five-paragraph essay. *Prerequisite: English I, English II.*

**British Literature: 10 units**

Applies tools from English I and II to the study of British authors from origin of the English language to the present. In this required course, students learn about British literary contributions over the centuries, with an emphasis on the Renaissance period. Outside reading requirements focus on classics in British literature. Composition centers on literature and on the five-paragraph essay in the first semester and on research in the second. *Prerequisite: English I, and English II.*

**Fine Arts**

**Band: 5 units**

Learning and performing organization that enhances student knowledge and appreciation of instrumental music.

**Choir: 5 units**

Learning and performing organization that enhances student knowledge and appreciation of choral music.

**Chorale: 2.5 units**

A choral organization made up of students selected by the music director. The organization participates in various programs and public performances throughout the year. *Co-requisite: Choir*

**Drama: 2.5 units**

Course Description: This is a one quarter class, designed for students to prepare a performance for Play Production for NSAA each fall. Students will meet on a regular basis to practice and learn parts for the production. Each year, the class will present two performances.

**Music Drama: 2.5, or 5 units**

A fall musical for which preparation begins in late August and continues through early November. The course includes, but is not limited to, the following: script and vocal-part memorization, staging, blocking, set and performance production, costuming, and makeup. Any student participating in music drama is eligible to receive

academic credit (non-letter grade credit) based on the number of hours spent in musical production as follows: *up to 25 hours = .25 units; 35-60 hours = .3 units; 60+ hours =.5 units.*

**Photography 2.5 units**

Introduction to digital photography and photo manipulation using software. Students should have their own cameras. This is a one semester class. Students will learn the basic functions of a camera and the proper way to shoot various types of pictures in various lighting conditions.

**Private Music Lessons: 10 units**

Thirty-minute, once-per-week (maximum of 15 lessons per semester) instrumental, keyboard, or vocal lessons. Students must practice three hours per week in order to obtain academic credit for lessons, and students are graded on practice time and progress.

**Drawing: 2.5 units**

Introduction to visual artistry. This class is a first semester class. Students focus on the 7 elements and 7 principles of art. They are line, shape, form, color, value, texture, space, and the principles: balance, movement, rhythm, contrast, emphasis, pattern and unity. Each student produces an art journal besides usual class assignments.

A \$30.00 art fee is charged for supplies.

**Art Media: .25 units**

This is a second semester class where students explore art through media. We play with watercolor, acrylic, colored pencils, charcoal, pastels and crayons. Students begin to develop an art portfolio in this class along with their regular assignments.

A \$35.00 art fee is charged for supplies.

**Ceramic I and II 2.5 units**

First semester of Ceramics I is hand building using slab, coil and pinch methods. Second semester is sculpture and wheel projects. Students in ceramics learn to incorporate design and composition technique into their projects. *Drawing class is a prerequisite, unless pre-arranged with the instructor.*

A \$30.00 supply fee is charged each semester.

**Independent/Advanced Art: 2.5, 5, or 10 units**

Students who have completed two years of art can take Independent Art. This has to be arranged with the instructor, and classes run concurrent with the other art classes. Students can choose the areas they would like to take. Lessons are more in depth and require more discipline. An art portfolio is required. The amount of credit will be worked out between student and teacher. *Prerequisite: Drawing or Ceramics; special permission from instructor*

A \$30.00 to \$35.00 art fee is charged for each class.



# COURSE DESCRIPTIONS

## Foreign Language

### Spanish I: 10 units

An introduction to the Spanish language. Students learn basic Spanish sentence structure and verb conjugation while building their Spanish vocabulary.

### Spanish II: 10 units

Builds on the foundations of Spanish I. This course focuses on irregular verbs and conversational idioms, and students are expected to read and write in Spanish extensively. *Prerequisite: Spanish I*

## Mathematics

### Algebra I: 10 units

Continuation of algebra. This required course explores properties and real-world applications of rational numbers, equations, inequalities, polynomials, factoring, rational expressions, functions, linear equations and inequalities, systems of open sentences, radical expressions, quadratics, statistics, probability, and trigonometry. *A TI 83 Plus graphing calculator is required, and the course introduces students to computer graphing.*

### Geometry: 10 units

Introduction to geometry. This required course looks at real-world applications of geometric concepts. The class looks at reasoning, proofs, parallels, congruent triangles, quadrilaterals, similarity, right triangles and trigonometry, circles, polygons and area, surface area, volume, loci and transformations. A scientific calculator is required. *Prerequisite: Algebra I, with a grade of "C" or better or permission from the teacher.*

### Algebra II: 10 units

Builds on the foundation of Algebra I. This course continues exploration of the real-world applications of linear equations, inequalities, relations and functions, conics, polynomial functions, rational polynomial expressions, exponential and logarithmic functions, sequences and series, probability and statistics, trigonometric functions, identities, and equations. A graphing calculator is required (TI-83 or TI-84 strongly recommended). *Prerequisite: Algebra I with a C" or higher*

### Pre-Calculus: 10 units

Builds on the foundations of Algebra I and II and Geometry, and helps students prepare for college-level calculus. This course looks at the real-world applications of trigonometric functions, along with their graphs, inverses, identities, and equations. The class also explores vectors, parametric equations, polar coordinates, and complex numbers, as well as concepts of analytic geometry, including linear relations, functions, systems of equations,

inequalities, nature of graphs, polynomial and rational functions, and conics. Students are introduced to concepts of calculus, including concepts related to limits, derivatives, and integrals. graphing calculator is required (TI-83 or TI-84 strongly recommended). Computer graphing is an integral part of Pre-Calculus. *Prerequisite: Algebra I, Geometry, Algebra II, with a grade of "C" or better or permission from the teacher.*

## Physical Education

### Fitness and Sports for Life: 5 units

This PE class will enhance all fitness areas of an individual: 1) cardiovascular endurance, 2) Muscle strength and endurance, 3) flexibility, and 4) body composition. Time will be spent engaged in these fitness areas both physically and educationally. An emphasis on sports that are not ones CVA participates in for athletics but are popular sports throughout the world. Freshmen and sophomores are required to take this course.

### Health: 5 units

An introductory wellness class. This course seeks to help students develop knowledge, understanding, attitudes, and lifestyle practices that enhance personal and community health. The class focuses on the teachings of the Bible and of Ellen G. White.

### Physical Education Modules (11<sup>th</sup> & 12<sup>th</sup> Grades): 5 units

This class gives students an opportunity to learn and participate in a number of leisure and recreational type of activities. Examples include golf, bowling, tennis, and personal fitness to name a few. May not be offered on a yearly basis.

## Religion

### Religion I: 10 units

An introductory look at the history and reliability of the Bible and of different Biblical translations. This required course explores the experiences of selected families from the book of Genesis and seeks to apply the principles found in these experiences to families today. The class also explores Jesus as recorded by His friends and acquaintances in the books of Matthew, Mark, Luke, and John.

### Religion II: 10 units

An overview of the history of God's people from the Exodus out of Egypt to the development of the New Testament church in Jerusalem. This required course also includes a historical overview of the Christian church and its leaders from A.D. 70 to the present time. The class focuses on the origin of Seventh-day Adventism.

### Religion III: 10 units

An analytical study of Daniel and Revelation and their relevance to present-day events. Students learn how basic Seventh-day Adventist doctrines are formed. Doctrines are in regards to relevance of the great controversy between Christ and Satan in significance to present-day Adventism. This required course also includes an introduction to self-understanding, friendship, dating, and other challenges facing young

people.

**Religion IV: 10 units**

An introduction to worldwide religious and philosophical viewpoints and their impact on society. This required course stresses the importance of committing one's life to God, of selecting the right life companion, and of making the right career decision. Using Biblical principles, this class challenges students to consider the role of SDA eschatology in asking and, if possible, in answering current moral questions relating to civil responsibility, values, and the role of Christianity in modern society.

## Science

**All Science courses are lab-oriented and require a number of lab work hours for a passing grade.**

**Physical Science: 10 units**

An introduction to chemistry and physics. This required course explores matter and energy and focuses on the periodic chart, elements, compounds, and reactions. The class also looks at energy and its motion, heat, magnetism, and electricity. Applications to everyday life are included. This is a lab course.

**Biology: 10 units**

An introduction to the study of living things and how they interact. This required course presents an overview of different biological fields, including the study of cells, genetics, animals, bacteria, the human body, plants, and ecology. This is a lab course.

**Chemistry: 10 units**

An introduction to the study of inorganic chemistry. Students prepare for college chemistry by studying the elements, parts of the atom, stoichiometry, gases, and solids. The class also introduces students to writing formulas and balancing equations. This is a lab course.

*Prerequisite: Minimum of a "C" grade in Algebra I & Geometry (can be a Co-requisite)*

**Physics: 10 units**

An introduction to physics. This course explores motion, waves, electricity, and states of matter, and is designed to introduce students to the field of physics. This is a lab course.

*Prerequisite: Minimum of a "C" grade in Algebra II.*

**Micro-Biology: 10 units**

An introduction to the fundamentals of microbiology. Students learn about the microbial world, study the interactions between microbes and their hosts, learn about diseases caused by microorganisms, and study environmental and applied Microbiology. Offered with **Anatomy and Physiology** or **Robotics** on an alternating years' schedule.

*Prerequisites: Minimum of a "B" in Biology or permission of the instructor.*

## Social Sciences

**World History: 10 units**

A survey of world history. This required course combines study of the past with study of current cultural, political, literary, and geographic realities. The class explores how humans have shaped—and continue to shape—their planet's physical, economic, and social environment.

**American History: 10 units**

A study of the development of the United States. This required course explores the economic, political, and social forces which have influenced—and continue to influence—the United States. The class seeks to help students understand their roles as citizens both of Heaven and of earthly societies. The course also explores God's leading in the affairs of the United States.

**US Government: 5 units**

A study of the American governmental system. This required course seeks to help students understand their dual roles as Christians and as active, constructive, contributing members of society.

**World Geography: 5 units**

An investigation of the earth's physical and cultural features, especially as they vary across space. This required course seeks to study both the physical and cultural worlds and how they are interrelated.

## STAFF ROSTER

Staff	Assignment
Berthelsen, Steve	Maintenance
Burton, Benjamin	HS Math, Computer Education
Cook, Kathy	Kindergarten
Cross, Renae	Music K-12
Edgerton, Teresa	Director of Finance
Finch, Amy	Grade 2
Flores, Michelle	Grade 6
Gustafson, Becky	Art / Health
Gustafson, Elizabeth	HS Spanish
Hannah, Spencer	Principal
Hansen, Derek	HS Science
Hauck, Cherie	Grade 5
Heam, Angela	Grade 8
Lambrecht, Lori	Registrar / Academic Advisor / HS Admin. Assistant
Paradise, Alana	Grade 3
Pierce, Angela	HS English
Powell, Kirk	Grade 4
Powell, Starla	Elementary Administrative Assistant (mornings)
Powell, Suzette	Grade 1
Prindle, Casey	Grade 7
Roehl, Louie	HS Religion / HS Gov. / Chaplain
Sanford, Mary Beth	Elementary Admin. Assistant (afternoons)
Sorter, Melissa	Director of Marketing and Recruiting
Sorter, Shawn	PE 5-12 / Athletic Director / HS History



**Contact Us:**

**5240 Calvert St.  
Lincoln, NE 68506**

**Phone: 402-483-1181**

**Elementary Fax: 402-483-5473**

**[www.cvak12.org](http://www.cvak12.org)**

**[principal@cvak12.org](mailto:principal@cvak12.org)**

