

Colorado West Christian School

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Dear Parents and Students:

We are glad you are taking time to read this year's ***Parent-Student Handbook***. It means you are serious about your child's education and want to find out all you can about the school.

We are committed to providing the best possible educational environment and we are thankful for how the Lord has blessed the ministry of CWCS. Of all the things we desire to be here at CWCS, we want to glorify Christ in everything we do. Our commitment to our students, families and education partners is to look at all aspects of this ministry from a biblical world view.

We seek, by God's grace, to bring all that we do under the Lordship of Christ. We seek to surround ourselves with exceptional educators, and administrative staff and families that share our vision for Christian education. We strive to be good stewards of the resources provided to us, adhere to a model of biblical discipline, select curriculum, order our finances, love our students, educate, and everything else we do in such a manner that glorifies Christ.

It is our hope you will benefit from reading this handbook, and I invite you to contact me or others on our staff if you should have any questions.

For further information you may go to cwcsmontrose.com.

In Him,

Timothy M. Deater
Administrator
Colorado West Christian School

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OUR MISSION/VISION STATEMENT

CWCS delivers Christian education in partnership with parents and local evangelical churches to develop students both academically and spiritually. We provide every student an education with truth in every subject; surrounding them with examples of servant leaders and preparing them to utilize critical thinking and actions to develop a biblical worldview in a nurturing and structured environment.

PHILOSOPHY OF EDUCATION

We believe that there is no such thing as “neutrality” in education (or in any other area of life). Learning and teaching are either God-centered or man-centered. Education must begin with acknowledging the authority of God’s revelation and seeking His glory, or it must be an attempt to find truth independently of God. (This latter approach to life has become widely labeled as “humanism.” One of the primary reasons for the existence of Colorado West Christian School is our conviction that most education today - - private as well as public - - is humanistic, either consciously or unconsciously.)

Christian education does not happen when there is simply an addition of Bible readings and prayers to an essentially unbiblical curriculum. A Christian school is one in which every subject is taught from a biblical perspective. The Bible must not be merely the textbook for one class but must provide the framework, the “world-and-life view,” from which every subject must be approached, both by teachers and students.

The primary goal of Christian education is that, as far as possible, children will be taught to love God with all their hearts, minds, souls and strength, and to love their neighbors as themselves. Academic excellence provides tools for a productive and responsible life. By such education they will be prepared to serve God in everything that they do, in whatever vocation God calls them to as adults.

OVERVIEW OF COLORADO WEST CHRISTIAN SCHOOL

Colorado West Christian School (CWCS) is a ministry of Trinity Reformed Presbyterian Church (TRPC) of Montrose, Colorado, and is overseen by the Session (board of elders) of that church, is governed by a school board approved by TRPCs Session and is led daily by the Administrator.

Colorado West Christian School has been in continuous operation since May 17, 1987, when the merger of Trinity Christian Academy, founded in 1981, and Woodgate Christian School formally took place. Since the beginning, CWCS has offered K4 through eighth grade education. The campus and office of CWCS is located at 2705 Sunnyside Road in Montrose, Colorado. This location is also the location of Trinity Reformed Presbyterian Church and serves as the school campus for K4 through twelfth grade.

STATEMENT OF FAITH

As a declaration of its commitment to the promotion of historic Biblical Christianity, the school provides the following Statement of Faith:

A. Scripture. We believe that the Bible is the Word of God, verbally inspired by the Holy Spirit, inerrant in the original writings, and the final authority in faith and practice.

B. God. We believe in one living, sovereign, and true God, existing eternally in three persons: Father, Son, and Holy Spirit, co-equal in power and glory, and having the same essence and attributes.

C. God's Purpose. We believe that the eternal purpose of God includes all events; is holy and wise; does not deprive man of responsibility, nor make God the author of sin. Before the foundation of the world, God the Father chose for Himself in Christ a people whom He gave to His Son that they should be holy and without blame before Him.

D. Sin. We believe that all men are sinners, because Adam and Eve, their first parents, were tempted by Satan, disobeyed God's command, and by their own choice fell from their original state of innocence and fellowship with God and came under the power and penalty of sin. All men fell in Adam, being sinners by imputation and by choice, separated from God, and under His condemnation.

E. Christ. We believe that Jesus Christ was born of the virgin Mary, having been conceived by the Holy Spirit. He was both fully human and fully divine. He lived a sinless life, died a voluntary substitutionary death to save His people from their sins, and was raised bodily from the dead and exalted to the right hand of God the Father.

F. Salvation. We believe that all who are born again by the Holy Spirit receive by faith the Lord Jesus Christ and are justified on the grounds of His shed blood, not because of any works they have done. They are indwelt and sealed by the Spirit until the day of redemption, are secure in Christ, and together for the true Church.

G. Return of Christ. We believe in the personal, bodily, and visible return of the Lord Jesus Christ to judge the world, the bodily resurrection of the just and the unjust, the everlasting punishment of the lost, and the everlasting bliss of the saints.

H. Marriage. "Marriage is to be between one man and one woman, in accordance with the Word of God."

If a student and/or his parents are not in agreement with the STATEMENT OF FAITH as presented above, then they should seriously consider whether CWCS is the place for them to apply to attend school. Admission to the school will be denied if this statement is not embraced. There is no place for compromise or modification of these essentials of our faith.

DOCTRINAL DIFFERENCES

Within the Bible-believing community, we recognize that doctrinal disagreements among believers are often significant, and that many of our students may find some of the teachings new.

The policy of CWCS with respect to students and their families who may differ with the doctrinal teachings of CWCS and who are enrolled in the kindergarten and elementary programs is that the teachers shall endeavor to avoid areas of doctrinal controversy which are outside the parameters of the STATEMENT OF FAITH whenever it shall be reasonable to do so in the judgment of the teacher, and further that the teachers shall encourage students who have questions about such doctrinal matters to consider that godly Christian people have historically held differing opinions about said matters. Such students shall be encouraged to consult with their parents and pastors regarding these subjects.

It is also the policy of CWCS that with regard to students in grades 6 - 12 that frank and open discussion of many areas of doctrinal controversy is beneficial to students. However, teachers shall maintain the utmost respect for the teaching which their students have received in their homes and churches even those with which they may strongly disagree so long as such issues fall outside the parameters of the STATEMENT OF FAITH. No effort to ridicule or belittle those teachings shall be evidenced, though loving and respectful discussion of such issues is to be encouraged. A fair hearing shall be given to all sides of any doctrinally controversial area. Students shall be free from penalty in expressing those views in classroom discussions, on tests, and in any written work which may be required by the school.

STATEMENT ON MARRIAGE, GENDER, AND SEXUALITY

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Genesis 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (I Corinthians 6:18; 7:2-5; Hebrews 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matthew 15:18-20; I Corinthians 6:9-10).

We believe that in order to preserve the function and integrity of Colorado West Christian School and to provide a biblical role model to the families enrolled in Colorado West Christian School and the community, it is imperative that all persons employed by Colorado West Christian School in any capacity, or who serve as volunteers, agree to abide by this Statement on Marriage, Gender, and Sexuality (Matthew 5:16; Philippians 2:14-16; I Thessalonians 5:22).

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Romans 10:9-10; I Corinthians 6:9-11).

We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Colorado West Christian School.

THE ROLE OF PARENTS IN EDUCATION

We believe that God has given parents the responsibility for the education of their children. To believing parents He has said:

“And these words that I command you today shall be on your heart. You shall teach them diligently to your children and shall talk to them when you sit in your house, and when you walk by the way, and when you lie down, and with you rise.” (Deut 6:6-7)

Understanding that parents are biblically responsible for the education of their children, Colorado West Christian School seeks to form a partnership with the families of our students. In the context of this partnership we strive to educate students and to guide them in the development of a biblical worldview, biblical character, and a biblical lifestyle.

We encourage and expect parental cooperation with our work in such ways as prayer support, oversight of homework, special help in areas in which the child may be deficient, and the upholding of disciplinary procedures.

Unfortunately, successful partnerships are not always formed and/or maintained between the school, the student and/or their family. Should the partnership or conduct between the family/student and the school be determined to be unsupportive of the school’s philosophies, policies and statements of faith, CWCS reserves the right to decline admission or to discontinue enrollment of that student.

ONLINE COMMUNITY - <https://www.facebook.com/ColoradoWestChristianSchool/>
View the latest pictures and postings by CWCS faculty, staff, and families. We post everything from field trips to spirit days to school closings. Join in the fun and conversation.

PROMOTING CWCS

Parents who refer new families to CWCS shall receive a one-time credit of \$250 for each new¹ family who enrolls at CWCS as a result of that referral. This incentive shall be awarded at the completion of the new enrollee’s first semester at CWCS.

FACULTY

Colorado West Christian School employs qualified Christian teachers who seek to imitate Christ before the students; who are committed to high academic standards; who are sensitive to the needs of each student; and who are growing in their competence as Christian educators.

¹ New family refers to a family who has not previously been enrolled or affiliated with CWCS prior to current enrolment. Additionally, \$250 credit is per new family... *not* per new student.

CURRICULUM

Most, but not all, of the textbooks used at Colorado West Christian School are published by A Beka Books, Bob Jones University Press, Christian School's International and Saxon Publishers. The subjects taught generally parallel those taught in other schools, except that all subjects are taught from a distinctively Christian point of view.

CONFIDENTIALITY

The school endeavors to maintain confidentiality of all information that is shared between a parent, student, teacher, administrative or staff person whenever there is good reason to do so, or whenever requested to do so. As a matter of policy teachers and staff do not discuss the problems of one child with people outside that child's parents or guardians unless authorized to do so by the proper parental authority. However, it is often necessary and productive for teachers and staff to share information with one another in order to best serve the interest of our students and their families.

In addition, there are legal requirements that must be met by the school whenever there is "reasonable cause to know or suspect a child has been subject to abuse or neglect" to "immediately report or cause a report to be made of such fact to the county department or local law enforcement agency." (19-3-304 C.R.S.)

ADMISSIONS POLICIES

Application for admission to the school is to be made to the school administrator. Application forms are provided by the school. While the school administrator and school board maintain the right to refuse admission to any student for any reason that it deems appropriate in accordance with Title VI of the Civil Rights Act of 1964, it is the policy of Colorado West Christian School to admit all children without regard to race, color or national origin. The same requirements for admission are applied to all, and children are assigned within the school without regard to race, color or national origin.

A formal interview will take place with the Administrator after all the paper work is completed.

The following standards have been established for entrance into Colorado West Christian School and should be carefully reviewed by families considering making application to CWCS:

- A. Since we exist to serve the Christian family, at least one parent must give credible evidence of being born-again in Jesus Christ and be in fellowship with a local church.
- B. Parents must agree with our basic objectives and be willing to submit to the standards and regulations of the school, including the Statement of Faith and the statements following it inclusive of the Statement on Marriage, Gender, and Sexuality.
- C. Students must have a sincere desire for a Christian education, and must be willing to submit to the standards and regulations of the school.
- D. A student transferring from another school may be evaluated for academic level. Should the student be below grade level in an area(s), an appropriate plan of action will be developed to meet that student's needs pending CWCS has the resources necessary to accommodate. During the initial months additional parent and student commitment toward academics might be required.

E. Transfer students must have resolved all prior financial commitments to previous schools before enrollment in CWCS can be finalized. Upon completion and return of the enrollment forms, an interview will be scheduled with the administrator and Admissions Committee. Either parents or the head of the household should be present. It is preferred that children being enrolled attend the interview; in 6th grade and above the attendance of the applying student is required. Students applying may be tested to determine appropriate grade placement or course work.

F. Children must be four by August 1, to be enrolled in the K4 program, five by August 1, to be enrolled in the K5 program. Normally children do better in school if they are enrolled at an older rather than younger age. Exceptions to these deadlines are rare but may be made by the administrator after necessary testing of the student to determine school readiness.

G. Each year it is necessary for parents to re-enroll their children for the coming school year. Letters will be sent to parents at re-enrollment time with the necessary forms attached. Ordinarily, a personal interview will not be required, but either the parents or the school administrator may request one.

H. Children currently enrolled are given preference for re-enrollment assuming satisfactory behavior and academic performance. The Colorado West Christian School board reserves the right to refuse re-enrollment or to dismiss any student at any time it deems such action necessary without regard to how long the student's family may have been associated with the school. School standards are to be maintained both by the student and the student's family throughout the time of the student's enrollment in Colorado West Christian School.

I. To guarantee space, each returning school family must complete a registration form and submit it to the school office and have the registration fees submitted to the school office by March 1st. All other financial obligation to the school must also be met.

Failure to meet these requirements may cause children to lose their reserved spot in the class. (New students are accepted, pending Board approval, as space is available in order in which enrollment requests are received). No new enrollment request will be processed until the enrollment forms are returned to the school office and application fees paid.

LEARNING DISABILITIES

A. A child who has been diagnosed as having a mild learning disability may be admitted to Colorado West Christian School under these conditions:

1. Paperwork stating the diagnosis and accompanying tests results signed by the qualified physician who made the diagnosis are provided with the student application.

2. The Administrator, Director of Instruction, and teacher will assess what accommodations may be offered.

3. The student may be placed on academic probation. Reassessments will be scheduled as necessary.

4. At CWCS, parents should not expect a lesser academic or behavioral standard for a child diagnosed with a mild learning disability.

5. Final approval of admission will rest with the Administrator.

B. For accommodations to be made for current students, the following steps will be taken:

1. Before accommodations are made, paperwork stating the student's diagnosis and accompanying test results signed by the qualified physician who made the diagnosis are provided.
2. The Administrator, Director of Instruction, and teacher will assess what accommodations may be offered.
3. Reassessments will be scheduled as necessary. The student may be placed on academic probation.
4. Parents should not expect a lesser academic or behavioral standard for a child diagnosed with a mild learning disability, but should anticipate a more active role with the student's academic workload.
5. Teachers may not make accommodations for students without these steps being followed first.

C. Children with severe learning disabilities will be referred to educational institutions better equipped to serve individual needs.

D. Definitions:

1. Severe learning disability—Any condition in a potential student that would require a separate classroom, program, or staff to provide the educational services desired by the parents. Examples of such conditions include, but are not limited to, Down's syndrome, blindness, deafness, and severe autism.
2. Mild learning disability—Any condition in a student that may be thought by some to hinder the child's ability to learn but that does not require a separate classroom, program, or staff to provide the education services desired by the parents. Examples of such conditions include Attention Deficit Hyperactivity Disorder, dysgraphia, and dyslexia.

BOOKS AND SUPPLIES

All required textbooks for all grades are the property of Colorado West Christian School. A book fee is charged to each student. Depending on the grade level, book fees will vary. Each student is required to keep books in good condition. It is recommended that hardback books be covered with a heavy paper or cloth covering. Such book covers are the responsibility of the students. Appropriate fees will be charged for books that receive more than reasonable wear. **NO REFUNDS ARE GIVEN ON BOOK FEES EVEN IF A STUDENT WITHDRAWS FROM SCHOOL.**

Students are to secure for themselves all supplies. These include the normally consumable items such as pencils, notebook paper, crayons, etc. Each teacher makes a specific list of required

supplies. These lists will be e-mailed to all registered students at least 30 days before the beginning of the new school year.

ACADEMICS

We recognize that there is a sense of arbitrariness to a grading scale. Yet some such scale is necessary to report on a student's progress. Students are not in competition with one another to achieve grades. The grading scale does not measure their ability in comparison to other students, but only their achievement in a subject area. CWCS endeavors to set academic standards that will challenge the student and encourage them to achieve greater academic success.

GRADING SCALE

At CWCS we utilize a simple 10-point grading scale. This helps reduce confusion and clearly defines academic expectations.

| <u>Percentage</u> | <u>Letter Grade</u> |
|-------------------|---------------------|
| 90-100 | A |
| 80-89 | B |
| 70-79 | C |
| 60-69 | D |
| Below 59 | F |

HONOR ROLL

In grades K-2 academic awards and recognition's will be handled on an individual basis as determined by the classroom teacher.

Students in grades 3 - 12 are eligible for one of two honor rolls.

A. "A" Honor Roll:

- requires students to receive "A" in all core academic courses. Core subjects are listed below.

B. Honor Roll:

- requires students to earn an overall average of 90% with no "D's" on the report card. The 90% is to be arrived at by averaging the core subjects, which are as follows:

1. Grades 3 – 5: Bible, History, Science, Math, Language, Reading, Spelling
2. Grades 6 – 12: Bible, History, Science, Math, English

ACADEMIC PROBATION

Students are expected to maintain a grade point average each quarter of "C" or 70% or above. Students failing to do so may be placed on academic probation. Any student who is on academic probation for two consecutive quarters may be dismissed from school. To obtain extra-curricular eligibility, students ordinarily must maintain a 70% average in each subject taken. Teachers may waive the 70% average if they believe the student is putting forth great effort in their class.

HOMEWORK

Homework is an integral and profitable part of the course of study at CWCS. Homework fosters good study habits and is vital for optimum development of Godly character such as dependability and steadfastness. The responsibility for completion of homework is placed on the student. If the student does not do the required homework for any day, he may be required to complete the work during recesses or after school. The following is a guideline to be used for daily homework:

| | |
|--------------|---------------|
| Grades 1- 3 | 30-40 minutes |
| Grades 4- 5 | 40-60 minutes |
| Grades 6- 12 | 1-2 hours |

If your child's homework load is consistently above these levels, consult with the teacher for causes and remedies. Amount of time will vary from student to student based on abilities and personal work habits. All students are expected to do their very best work at all times. Parents are expected to support the school in seeking to offer challenging levels of academic achievement to all students regardless of their individual capabilities.

Please note that adjustments for individual students may be made at the discretion of the teacher after consultation between the parent and the teacher.

TESTING

Each Spring, CWCS will administer academic testing through either TerraNova or Iowa Basic Tests. These tests help establish growth, achievement, and potential achievement. Due to increasing costs of testing, the school board may on occasion as it deems appropriate waive the annual testing.

FINANCIAL PROCEDURES, POLICIES, AND FEES

REGISTRATION

Starting with the 2019 academic year CWCS will combine all school registration, FACTS and Renweb enrollment fees into one fee paid through FACTS.

Our hope is this step will eliminate multiple payments for administrative fees to multiple entities.

2019 Academic Year Registration fee.....\$100.00²

Registration fees are non-refundable except when a student is on a waiting list for an opening and chooses to withdraw before his final acceptance. Registration Fees should not be paid unless the applicant intends to enroll or remain enrolled in the school.

² Registration fee will be paid at the time FACTS accounts are established for the new year.

TUITION

| K4 – 8th | 1st Child | 2nd Child | 3rd Child | 4+ Children |
|-------------------------------|------------------|---------------------|---------------------|----------------------|
| | Full | 15% Discount | 25% Discount | 100% Discount |
| Annual Tuition | \$3,800.00 | \$3,230.00 | \$2,850.00 | FREE |
| 10 mo pymt plan | \$380.00/mo | \$323.00/mo | \$285.00/mo | N/A |
| (Aug – May) | | | | |
| 9 mo pymt plan | \$422.32/mo | \$358.89/mo | \$316.67/mo | N/A |
| (Sep – May) | | | | |
| 9th – 12th | | | | |
| | Full | 15% Discount | 25% Discount | 100% Discount |
| Annual Tuition | \$2,500.00 | \$2,125.00 | \$1,875.00 | FREE |
| 10 mo pymt plan | \$250.00/mo | \$212.50/mo | \$187.40/mo | N/A |
| (Aug – May) | | | | |
| 9 mo pymt plan | \$277.78/mo | \$236.12/mo | \$208.34/mo | N/A |
| (Sep – May) | | | | |
| Part-time | | | | |
| Per Course³ | \$450.00 | N/A | N/A | N/A |
| 10 mo pymt plan | \$45.00/mo | | | |
| 9 mo pymt plan | 50.00/mo | | | |

CWCS takes every effort to keep our tuition costs affordable; however, periodic adjustments are necessary from time to time. In the even that tuition rates increase for the following school year it is the responsibility of the school to publish forecasted changes in tuition prior to the open enrollment date for the affected school year.

In lieu of paying the entire tuition at one time at the beginning of the school year, our families may elect to make ten (10) monthly tuition payments beginning August 1st and ending May 1st of each year. If you enroll after August 1st you will be placed on the nine-month plan.

Monthly tuition payments are DUE AND PAYABLE on the FIRST OF EACH MONTH. Monthly tuition payments are PAST DUE after the TENTH OF THE MONTH.

If tuition has not been received by the tenth of the month, a late fee of \$25.00 per family will be assessed. Checks returned by the bank are assessed a \$25.00 processing fee.

If credit cards are used for the payment a credit card fee will be assessed.

Tuition for children who enter after school has already started will be prorated for the time

³ Part-time HS students are charged \$450.00 per course per year. For example: if two classes are taken, annual tuition rate is \$900.00. This would then be divided out by either the 9 or 10 payment plan option.

remaining in the school year beginning in the month in which the student enters.

DELINQUENT ACCOUNTS

If monthly tuition payments become two (2) months past due, the student(s) involved will be withdrawn from CWCS until such time as the tuition payments are current, unless prior arrangements are made with the school board.

BOOK FEES

For returning students, for the school year are due as follows:

- A. ½ the book fees are due by June 10
- B. remaining ½ of the book fees are due by July 10
- C. students registering after August can be, if needed, put on a 3 month pay plan
- D. book fees are non-refundable

DISCOUNTS

- A. Families with more than one child enrolled will receive a 15% discount for second child and 25% for the third child. Discounts will be applied to the youngest students of the family. (See schedule on previous page)
- B. A 5% discount will be extended to those who pay the full year's tuition in advance (before August 10th). (This does NOT apply to part time students.) Please note that this discount applies to tuition only, and not to the registration or book fees.

TUITION ASSISTANCE

Colorado West Christian School offers Tuition Assistance to families in need on a case by case basis. It is the desire of CWCS that no otherwise qualified student be deprived of the opportunity of being enrolled at CWCS because of an inability to meet the financial requirements.

The Tuition Assistance Program is a reduction in tuition income for the school and not a scholarship fund from which monies are available to compensate tuition income. Therefore, we carefully and prayerfully evaluate each application for tuition assistance.

Tuition assistance is a reduction in tuition that is granted by the school. However, **it is the expectation that the family will volunteer to assist the school in any way possible.** All families that are approved for tuition assistance are strongly encouraged to actively participate in all programs of the school.

Families who have not been current on their tuition payments in the previous year are not eligible for Tuition Assistance in the following year. Families on Tuition Assistance falling two months in arrears in the tuition payments will be removed from the Tuition Assistance Program and must then pay the full tuition to remain in school. Requests for exceptions must be brought to the School Board.

For more information or a Tuition Assistance packet, contact the school office.

FACTS MANAGEMENT

CWCS uses **FACTS** Management to collect our tuition/books fee/etc. payments. There is a small annual fee to establish your account.

Addition information and instructions is available through the school office.

WITHDRAWALS

Withdrawals from school are to be made through the school office. The school may request a parent interview to learn the reasons for the withdrawal and to clear up any necessary business.

The student must turn in all books and materials belonging to the school as well as clear up financial obligations.

DONATIONS AND GIFTS

Colorado West Christian School is a non-profit (501c) organization. While student tuition provides for a large portion of our annual budget it does not cover all operating or future growth costs of CWCS. CWCSs remaining expenses are met by charitable gifts and donations. We praise the Lord for the way He has touched the hearts of His faithful people to meet the needs of His work here at CWCS. Pray for this support ministry to continue and for God's blessings to be poured out on those whom He leads to contribute to CWCS.

CWCS is dependent upon the enrollment of students to meet its annual budget. If enrollment drops dramatically for any reason during any given school year, it may be necessary to appeal to our school families to help to meet our budgetary needs. Parents should be aware of this possibility.

All gifts are tax deductible.

DEEDS OR DOLLARS

Many schools have recognized both the importance of family involvement in the life of the school and the unfortunate reality of how little involvement there actually is. As a result, there is a growing trend towards what is called a "Deeds or Dollars" policy in many Christian schools in the US and in Australia, where "Deed or Dollars" Programs have been in place for over a decade. In essence, each family is expected to contribute a certain amount of volunteer time **OR** pay a fee in lieu of this service. In the US the amount of time required by schools varies from 30 to over 100 hours per year.

The CWCS Board has adopted a "Deeds or Dollars" policy for the school year July 1 to June 30. We will require each of our families to contribute either 24 hours of service for that year **OR** pay a fee of \$240.00 **OR** a combination thereof (using the rate of \$10.00/hour as the prorated fee).

We realize that many families already are involved in service to the school beyond these requirements. To others it may mean they will choose to serve in a more time-efficient manner by using a block of time monthly or seasonally, when the school or teachers have increased needs. Some of you may prefer a set schedule each week during the year, like playground duty, etc. We

will do all we can to work with you to accommodate your time constraints and to make this requirement meaningful.

Forms for keeping track of your hours may be picked up in the school office.

We look forward to working with you and getting to know you better. May the Lord knit our hearts together for His glory as we do so.

VOLUNTEER/BACKGROUND APPLICATION

Any person that will work in the classroom or oversee students, such as; playground duty, lunch recess, class reading groups, etc. is required to fill out a “Volunteer/Background Application”. The cost of the Background check is \$7.00.

GENERAL SCHOOL RULES

Colorado West Christian School is dedicated to the development of student conduct which will exemplify all the Christian virtues. Students, by virtue of their enrollment, agree to live within the framework of the school's standards of conduct. While some may not have personal convictions in accord with these standards, agreeing to them obligates the students to assume responsibility for honorable adherence to them at all times.

Any behavior, either on campus or away, which indicates that the student has little desire to live a life honoring God or whose conduct gives evidence of disregard for the spirit of the school's standards, would be enough reason for expulsion.

The purpose of rules and regulations is to make it possible for many people to engage in activity without confusion, to protect the rights, property and safety of individuals and to aid in providing an atmosphere for mutual respect and dignity.

Our school exists to help parents in their responsibility to educate their children. When a disproportionate amount of time is spent in disciplining students during the school day, teaching and learning time is lost. Rules and regulations promote effective working and learning conditions. Students will be expected to obey general school rules and individual classroom rules.

CODE OF CONDUCT

The student shall:

1. Exhibit proper reverence during flag salutes, devotions, chapel services and prayer times.
2. Always speak courteously.
3. Not disturb a teacher for any reason while he/she is conducting a class except in an emergency.
4. Not disrupt or disrespect other students.
5. Not intimidate or exclude other students whether through physical, emotional, mental, verbal, written or technological means. (i.e. bullying)

6. Show respect for other people's rights, ethnicity and property.
7. Pick up after himself/herself and help keep the school rooms and grounds clean and neat.
8. Not lie, steal or cheat or plagiarize.
9. Return school materials, books, assignments and requested information.
10. Exit and enter the buildings quickly and quietly, while carefully following teacher's/supervisor's instructions.
11. Walk in an orderly manner according to the teacher's/supervisor's instructions when relocating to or from the classroom.
12. Line up immediately and quietly when the whistle blows or the bell rings.
13. Always Obey all teachers/supervisors promptly and respectfully.
14. Consult the teacher/supervisor on duty when having trouble or difficulties on the playground.
15. Consider all games open to anyone. Students may not be purposely excluded.
16. Follow a "HANDS-OFF" policy; no hitting or slapping. Games involving pushing, shoving or other forms of rough play and behavior are not allowed.
17. Not engage in contact that is considered inappropriate or unwanted. "Inappropriate Public Displays of Affection" (PDA) or harassment will not be tolerated.
18. Observe the school boundaries, playing only in designated areas. All other areas are "off-limits" (i.e., church foyer and sanctuary). AT ALL TIMES students need to stay where teachers can see them.
19. Use all playground equipment carefully and according to its intended use.
20. Receive teacher's approval before bringing any games or toys to school.
21. Not bring backpacks, lunch pails, games, toys or similar items which display objectionable or inappropriate subject matter.
22. Help keep restrooms clean and throw paper towels and other trash in trash containers only.
23. Not loitering, playing or visiting outside of a classroom, in the restrooms or hallways. Students should not enter a classroom without a teacher/supervisor present.
24. Not willfully deface or damage property belonging to others or Colorado West property. (Parents or guardians shall be liable for all damage caused by students.)
25. Exhibit self-control and not be involved in fighting, arguing, use of profanity or name calling.

26. Not throw any objects such as rocks, spit balls, sticks, snowballs or other objects.

27. Not bring to school:

- Gum
- Caffeine drinks
- Electronic devices
- Knives or "weapons" of any kind
- Matches, lighters or fireworks

DISCIPLINE

Discipline is usually understood in terms of negative consequences for bad behavior, which certainly occurs. However, self-mastery allows the child to develop mental, spiritual and physical skills for effective living as a Christian within the world. Self-mastery further equips the child to fight what the Bible refers to as “the battle of the flesh.” Both results are very positive consequences of a disciplined life.

In a sense, all Christian education is about the disciplining or the “discipling” of children. Christian education is most effective when parents, teachers and students, under the guidance of the Holy Spirit, work together to strive towards a spirit of Christ-likeness.

One of the primary goals of CWCS is to see young people grow into mature Christian men and women, capable of understanding God’s truth and obeying His calling. Our school is dedicated to the training of children in a program of student activity and living that is Christ-centered. We believe that all things should be done decently and in order, and that our students should be taught to accept the responsibility to walk honorably before all men.

Romans 13:1-2 “Let every person be subject to the governing authorities. For there is no authority except from God, and those that exist have been instituted by God. Therefore whoever resists the authorities resists what God has appointed, and those who resist will incur judgment.” Hebrews 13:17 “Obey your leaders and submit to them, for they are keeping watch over your souls, as those who will have to give an account. Let them do this with joy and not with groaning, for that would be of no advantage to you.”

Each student is accepted as an individual with individual needs. Every effort is made to develop those attitudes and habits of behavior that will be conducive to compatible relationships with teachers, parents, and fellow students. Teachers use various forms of positive reinforcement to recognize and encourage students in the growth of Christian character. It is our intent that students move toward self-monitoring and self-correction of their behavior.

All discipline is for the purpose of instilling, within an individual, the acceptance of personal responsibility for actions, self-control, and to bring the individual back into a proper relationship with peers and authority according to the principle of Galatians 6:1. “Brothers, if anyone is caught in any transgression, you who are spiritual should restore him in a spirit of gentleness. Keep watch on yourself, lest you too be tempted.” If a student continually chooses to resist the school's efforts to teach him/her to follow certain expected behavior patterns or chooses to participate in activities that would eventually hurt the testimony of Christ within the life of that individual and the school, that student will be dismissed.

Being responsible and self-controlled are learned behaviors that we believe are necessary in order to maintain a strong, Christ-centered approach to Christian education. It is the teacher's responsibility to form a comfortable environment and to maintain order in the classroom conducive to a student's education. The student's responsibility is to follow the directions of the teacher, to be courteous to peers, and to exercise Christ-like attitudes and conduct in all areas of relationships and actions. If a student does not follow the direction of the teachers, disciplinary action will be taken.

Students are encouraged to greet teachers and other personnel respectfully throughout the day. Students will address teachers and other personnel by their last names preceded by the proper title (Miss, Mrs. or Mr.). A flippant attitude by the student when addressing a teacher or other staff member will result in that student being disciplined. CWCS does not permit students to respond to teachers and staff with a simple "yes" or "no". While it does not necessarily reflect the true condition of the heart, we believe that students should respond to teachers and staff with "Ma'am" and "Sir". We believe that such responses help students to learn proper respect for authority.

Recognizing that this may not be the practice of many families whose children enter the school, great patience in the teaching of this principle of respect for adults will be exercised by the teachers and staff, but such response on the part of the students is expected. Parents are encouraged to reinforce this behavior in the home.

During day-to-day activities teachers are responsible for maintaining control over their students. Order must be maintained in the classroom, during chapel, on the playground, in lines, and on trips.

BIBLICAL CHASTISEMENT

Teachers strive for a positive climate of discipline in their classrooms. They endeavor to work and communicate closely with the parents in all these matters. Please keep in mind that discipline includes repentance through prayer and the restoration back to the classroom in a way that would reflect a Christ-like spirit. Proverbs 23:13a "Do not withhold discipline from a child." Proverbs 29:15-17 "The rod and reproof give wisdom, but a child left to himself brings shame to his mother. When the wicked increase, transgression increases, but the righteous will look upon their downfall. Discipline your son, and he will give you rest; he will give delight to your heart."

DISCIPLINE PROCEDURES

Our discipline procedure includes two tracks. Track I refers to the daily predictable inappropriate behavior and Track II refers to unpredictable inappropriate behavior when major infractions occur.

Each teacher has a classroom management plan consisting of class rules, incentives and consequences. This system spells out the behaviors we expect from students and what they can expect from us in return. Each teacher's plan may differ, but the consequences are standardized, so our students will always know what to expect.

Our goal is to have a fair and consistent way to establish a safe, orderly, positive classroom environment in which we can teach, and students can learn.

CWCS uses a system of referrals, or discipline reports, to document a student's inappropriate behavior, whether inside or outside of the classroom. These referrals (Track I and Track II detailed on the following pages) coincide and will be tracked simultaneously. For example, should a student

receive three Track I referrals and two Track II referrals, they will be considered for expulsion from school.

****NOTE:** The teachers and Administrator will use the track system in most discipline cases; however, the Administrator may deviate from the Track system when they feel the situation warrants. We strive to provide grace and mercy in our approach, but the teachers and staff are here to teach. Children are here to learn. In matters of blatant disrespect and antagonistic obstinate where the learning environment is disrupted CWCS will deal with those issues more abruptly.

EXPULSION

Expulsion is ultimately the responsibility of the School Board. Once a student has progressed through the Track I and/or Track II referral system, the administrator will inform the School Board of the student's choice to exclude themselves from CWCS. The expulsion process is as follows:

- A. The administrator communicates with the parents/guardians of the student, informing them of the date the School Board will conduct a Disciplinary Hearing. The parent and their student may choose to attend should they wish to contest the expulsion.
- B. During the Disciplinary Hearing, the administrator will inform the School Board of disciplinary steps that have been taken, providing written documentation of the steps taken.
- C. The School Board will decide by majority vote regarding the expulsion after reviewing all information during the Disciplinary Hearing.
- D. The parents/guardians of the student will be notified as to the School Board's decision.
- E. Students expelled from CWCS will only be considered for re-enrollment after enough time has elapsed for the student to have given evidence of true repentance and a desire and ability to conform to school policy. The School Board must agree to the request for re-enrollment.

DISCIPLINE PROCEDURE FOR TRACK I REFERRAL DAILY BEHAVIOR MANAGEMENT (Predictable Inappropriate Behavior)

DAILY schedule of consequences*

PK-2nd Grades

| <i>Infraction</i> | <i>Card Color</i> | <i>Consequence</i> |
|-----------------------------|-------------------|--|
| 1st time: | Yellow | A student breaks a rule: Warning |
| 2nd time: | Orange | Loss of 5 minute block of time (recess or privilege) |
| 3rd time: | Blue | Loss of 15 minute block of time (recess or privilege) |
| 4th time: | Green | Send to office to call parent, student will speak to parent on phone |
| 5th time: | Red | Send to administrator (see below) |

3rd – 5th Grades

| <i>Infraction</i> | <i>Card Color</i> | <i>Consequence</i> |
|-----------------------------|-------------------|--|
| 1st time: | Yellow | A student breaks a rule: Warning |
| 2nd time: | Orange | Loss of 5 minute block of time (recess or privilege) |
| 3rd time: | Blue | Loss of one recess plus writing in Behavior Journal |
| 4th time: | Green | Send to office to call parent, student will speak to parent on phone |
| 5th time: | Red | Send to administrator (see below) |

6th- 8th Grades

| <i>Infraction</i> | <i>Card Color</i> | <i>Consequence</i> |
|-----------------------------|-------------------|--|
| 1st time: | Yellow | A student breaks a rule: Warning |
| 2nd time: | Orange | Loss of 15 minute block of time (lunch recess) |
| 3rd time: | Blue | Loss of 30 minute block of time (lunch recess) |
| 4th time: | Green | Send to office to call parent, student will speak to parent on phone |
| 5th time: | Red | Send to administrator (see below) |

* *Patterns in behavior will escalate consequences.*

9th – 12th Grades

Track I infractions with the High School grades will be handled on an individual and a case by case bases.

When a student has moved through the final step of the class management system in **one day**, and has been sent to the administrator, then the discipline plan below will go into effect. A discipline report (Track I or Track II) accompanies each step below. The parent will be notified at the time the student receives either a Track I or Track II referral.

- 1st Referral:** Administrator counsels and prays with the student, suggesting other ways the student could have handled the situation, and lets the child know what to expect if this happens again.
- 2nd Referral:** Parent will be called to a conference with the teacher and administrator **as soon as possible**.
- 3rd Referral:** In-school suspension where the student does schoolwork and/or writes in a Behavior Journal in a closely supervised environment outside the regular classroom. The parent is notified immediately of a student reaching step 3.
- 4th Referral:** 1-3 days suspension off school grounds. Student will be required to complete missed assignments in order to keep up with current concepts, however, credit will not be given for these assignments.
- 5th Referral:** Student excludes him/herself from the school on a permanent basis (expulsion).

**DISCIPLINE PROCEDURE FOR TRACK II REFERRAL
ANNUAL BEHAVIOR MANAGEMENT
(Unpredictable Inappropriate Behavior)
MAJOR INFRACTIONS**

A referral (discipline report form) will be sent home for each of the following steps.

1st Referral: All teachers will exercise corrective measures by helping the student have a clear understanding of WHAT he/she did wrong, WHY it is wrong, and what the next step will be if the SAME or similar behavior is repeated. Student will be sent to see the Administrator for further clarification of the incident. A referral will be sent home and must be signed and returned the next school day.

2nd Referral: Receipt of a second referral requires a parent conference with the teacher and Administrator **that same day**. The referral must be signed at the time of the conference. The student will not be allowed to attend class until the conference occurs.

3rd Referral: Receipt of a third referral requires that the parent pick up their child at which point he/she is suspended for the rest of the day. (If the parent cannot be contacted or is unable to pick up their child before school is dismissed, then it is an automatic one-day off campus suspension for the following day with no provision for make-up work.) The consequence may also include the loss of a privilege as detailed previously on page 4. A teacher/parent conference in person is required **that same day**. The referral must be signed at the time of the conference. The student will not be allowed to attend class until the conference occurs.

4th Referral: Receipt of a fourth referral requires that the student be suspended for 1-3 days. **A conference with the parent, administrator and teacher is required.** A referral will be sent home and must be signed and returned at the end of the suspension.

5th Referral: Receipt of a fifth referral requires that the administrator inform the School Board of the student's expulsion from school.

Some types of misbehavior that these steps would apply to:

- * Blatant defiant disobedience
- * Stealing or lying
- * Fighting or any harmful act
- * Major disrespect for the teacher or other authority figure
- * Inappropriate language/gesture
- * Major disruption in the classroom
- * Cheating/plagiarism
- * Bullying

Track II **DOES NOT** apply to students for simply talking to their neighbor in class or occasionally popping out of their seat without permission, an occasional interruption, or any other infraction of the classroom rules. **(These kinds of behaviors should be controlled by the teacher's own classroom management program - see Track I).**

Students are not only expected to adhere to the above standards of student conduct, but also to promote and encourage their peers in the same. Students are expected to assist the staff and faculty in maintaining a Christian environment and in upholding Biblical principles.

BEHAVIORAL PROBATION:

Students that have moved through the Track II Referral System without having been expelled will be placed on Behavioral Probation for the following school year. **A single reoccurrence of a MAJOR OFFENSE of a student on Behavioral Probation will then result in immediate expulsion from school.** We want to allow the student the opportunity to change their behavior, while understanding that inappropriate behavior will not be tolerated.

Severe Clause:

Behavior that could skip the steps outlined above (recorded on Track II form)

- * Defacing or destroying property
- * Leaving school boundaries
- * Any other major misbehavior which the administrator determines is inappropriate.
- * Drugs or weapons

SUSPENSION

Suspension from school is used when other attempts to remediate a problem have been unsuccessful. Suspension may result from repeated violations or a single serious violation of school rules. The length of suspension is determined by the frequency or severity of the offense. Length of time will be determined by the administrator, usually from 2-5 days. Any suspension requires a parent conference with the administrator prior to the student being allowed to return to classes. Any student suspended will receive a "0" on all assignments for the days or days he is suspended from school.

Suspension from school automatically places the student on behavioral probation which lasts for 90 calendar days, starting with the student's return to school. Any serious violation of school rules during the probationary period will result in consideration of expulsion. A student may be put on academic probation for consistently poor academic effort or behavioral probation for poor school behavior. When a child is placed on probation, a notice will be sent home to the parent explaining the reason, the restriction and the duration. New students will be put on both behavioral and academic probation for the first six weeks of school. After the 6-week time period, each student will be reviewed and removed from probation as appropriate.

CONFLICT RESOLUTION

We have a great community with a lot of unity at CWCS, but it is understandable that at times we will have concerns and disagreements. As Christians, we are commanded to follow Matthew 18:15-17 to resolve our conflicts in a manner pleasing to the Lord. CWCS upholds this command by establishing the following procedure for resolving conflicts.

A. Primary principle: Go to the person with whom you have a conflict and in a humble spirit work together to reach a peaceful and reasonable solution. Some scenarios are listed below:

1. If the situation involves an action or policy originating from a teacher, the parent should approach that teacher directly with an attitude of respect and a desire for honest communication. The parent should NOT approach other parents.

2. If the situation involves a policy of the school, or if the meeting (above) with the teacher does not resolve the situation, the parent or teacher should contact the Administrator to discuss.

3. If one of the above steps have been applied and have not resolved the situation, the parent or teacher is encouraged to contact the school board president so that the situation can be addressed by the board. As board membership fluctuate please contact the school office if contact information is needed for the board president.

4. A parent's or teacher's final opportunity for appeal would be to the Session of Trinity Reformed Presbyterian Church (TRPC), which oversees the school board. The parent or teacher need not be a member of TRPC to exercise this option. Contact Ruling Elder/Board Liaison David Van den Hoek at dsvandenhoek@gmail.com.

B. Failure to follow the above steps for resolution could lead to unnecessary gossip, which would dishonor our Lord and disrupt the peace and purity that should be enjoyed by the Body of Christ.

C. This process outlines the biblical approach to conflict resolution and provides numerous layers of appeal for all parties involved. If the above steps are not followed by one or more of the parties involved, we will direct that unresolved issues be handled at the lowest level. If they cannot be resolved and/or if parties are not willing to resolve them as stated above CWCS Administrator may impose administrative suspension until the Administrator and school board are able to discuss the issue and decide the best course of action.

APPEARANCE POLICY

The School Board of Colorado West Christian School recognizes that there may, in fact, be much freedom of conscience with respect to appearance as reflected in clothing, hairstyles, jewelry and make-up. Nonetheless, as in other areas of the school, CWCS reserves the right to set the school's policy, whether it be in the area of curricula, sports, appearance, or any other area. In establishing an appearance policy, it is not the intention of CWCS to substitute outward appearance for genuinely godly character, but rather to encourage genuine godly character and to embrace an outward appearance consistent with that character

OBJECTIVES

SECTION I

We believe that the appearance of students should be consistent with their current vocations as students.

Specifications of Principles:

1. Clothing is to be age appropriate and conducive to safety.
2. Overly baggy clothing and overly tight clothing is prohibited.
3. Hats are not to be worn in the buildings and are to be worn as intended.

SECTION II

We believe that the students of CWCS should not dress, do their hair, wear make-up or jewelry, or otherwise appear in a way which is in obvious conformity to worldly principles of darkness, but rather in a way which reflects God's standard of holiness.

Specifications of Principles:

1. Any apparel with pictures or words of obviously worldly attitudes, styles, advertisements, alcoholic beverage or tobacco slogans, etc. is prohibited.
2. Extreme hair colors and styles are prohibited.
3. Excessive or inappropriate jewelry or accessories are prohibited. Examples would include, but are not limited to, large chains or earrings, and jewelry which pierce any part of the body other than the ear lobe of the female staff and students.
4. Make-up and nail wear must be tastefully applied.
5. Visible tattoos are prohibited.
6. Facial hair on boys must be neatly trimmed.

SECTION III

We believe that the appearance of students of CWCS should be appropriate to each sex and such as to clearly distinguish between male and female.

Specifications of Principles:

1. Hair length for boys will not be below the earlobe, eyebrow, or the bottom of the collar in the back.
2. Girls' hair is not to be styled as to present a masculine appearance.

SECTION IV

We believe that the students should dress in an orderly and disciplined way and avoid extremely casual dress that may reflect a casual approach to life, and, in particular, to the vocation of the student, which is the discipline of study.

Specifications of Principles:

1. Pants and shorts are to be made of denim, corduroy or twill materials. Tights/Leggings are not a substitute for pants.
2. Boys' shirts are to be a polo or button-down-the-front collared style.
3. Girls' tops are to be blouses, polos or other tops (not "tees") that cover the top of the shoulder. Low necklines, "spaghetti" straps and exposed undergarments are prohibited.
4. Bare midriffs or exposed cleavage are prohibited, regardless of posture.

5. Clothing must be clean, neat and not frayed.
6. Clothing must be free of intentional holes (cutouts).
7. “Flip-flops,” thong sandals, or “cros” are not to be worn.
8. Shorts may be worn to school from the beginning of the school year until the end of September, then from May 1 until the end of the school year. When shorts are allowed, they are defined as non-athletic dress shorts (no cutoffs), no shorter than two inches below the fingertip length when student is standing.
9. When activities call for swimsuits, girls are to wear modest, one-piece suits, and boys are to wear only “boxer” style suits.

SECTION V

We believe that the students of CWCS should dress in a modest, decent, and non-extravagant fashion.

Specifications of Principles:

1. “See Through” clothing is prohibited.
2. All skirts/dresses on girls, K4 and above, will be of such a length that the bottom of the hemline will be no more than two inches above the knee, and no slits or openings will be permitted above this hemline.
3. Girls in grades K-4 through 3rd must wear tights/leggings or shorts (see pg. 27 section IV #8) beneath their skirts/dresses – see above #2.

SECTION VI

We believe that the students of CWCS should not dress in an overtly unique way that draws inappropriate attention to one’s self.

Specifications of Principles:

(None deemed necessary.)

SECTION VII

We believe that the students of CWCS should restrict their personal preferences concerning dress when that preference may cause another to stumble, and that they should dress in a conservative way, which demonstrates love and concern for others, and promote peace.

SECTION VIII

We believe that it is the responsibility of both the home and the school to offer mutual support in the enforcement of the appearance policy.

Specifications of Principles:

Since this policy is established by the Colorado West Christian School Board, any disagreement with the principles or implementation thereof, must be addressed by the parent to the School Board and not to the teachers or staff who are merely responsible to implement it.

OTHER ISSUES

“Out-of-school” Activities

A. This category refers to such things as out-of-school sports events, drama presentations, athletic and academic banquet, field trips, or any other off-campus, school-sponsored event.

B. Minimum standards:

1. More casual dress may be authorized for “out-of-school” activities by the administrator in consultation with the appropriate faculty members.

2. The faculty in consultation with the administrator may modify the appearance code requirements for any special event or reason it deems appropriate.

C. Students who are enrolled concurrently at CWCS and at other academic institutions, will be expected to comply with CWCS appearance code standards while on CWCS campus or while participating in CWCS activities.

Spirit and Pride Days

Students are encouraged to wear their knight’s shirts or shirts/hoodies with the school logo anytime.

Friday: Spirit and Pride Day. All students may wear their **Knights T-Shirts or any other T-Shirt, polo, etc. that meets school dress code** that has the schools name and or logo on it.

Enforcement of the Appearance Policy

A. The homeroom teachers in grades 7-12, and the classroom teachers in grades K-6, will be responsible to enforce the Appearance Policy in their classrooms.

B. Enforcement of the Appearance Policy will fall under the guidelines found in the Classroom Management Plan found in the Parent/Student Handbook.

C. Consequences for violations of the Appearance Policy will be an automatic “green card,” requiring a phone call home for a proper change of clothing.

D. In cases of chronic infractions of the Appearance Policy teachers, in consultation with the administrator are authorized to accelerate the consequences of the violations.

ATTENDANCE POLICIES

ABSENCES

A written excuse signed by a parent or a guardian, must be presented to the teacher when a student returns from an absence. If possible, a note should be sent in advance of the absence. Medical appointments should be scheduled after school when possible. When the student is ill parents should call the school and let the office know the student will not be in school.

If a student is unable to participate in a class or classes due to absences of more than fifteen school days in a semester, he will not receive credit for the class or classes, except that in the case of an extended illness that is validated by a physician, consideration will be given, by the School Board only, to allow the student to make up the work for credit.

Excused absences include but may not be limited to illness, death in the family, professional appointments, and family trips with prior notification to the teacher.

Unexcused absences are all absences not listed under excused absences. Absences due to suspension will be considered unexcused.

ABSENTEE MAKE-UP POLICY

With respect to excused absences, the faculty would like to affirm to the students and their parents that it is the responsibility of the student, not the teacher, to obtain and do any make-up work, which can be found on the “Parent Portal”, that has resulted from an excused absence.

While make-up work is ordinarily required for unexcused absences, the student is not given credit for the work. Make-up work will be made-up at the teacher’s discretion and may require after-school time.

At the student’s initiative, inquiry should be made with each teacher involved as to what process is necessary to do make-up work. Unless there are special circumstances that would warrant doing otherwise, each student has one school day for each school day of absence to make-up any missed work. Work received after that time would be subject to the normal penalties for late work.

There are many occasions when students know before the fact that they will be absent for some reason such as a family trip. Students should advise their teachers with a written notice from their parents in advance of the absence and request any work that might be done during the time of the absence.

However, students and parents should realize that it may not always be possible for a teacher to know in advance what the assignments will be. In addition, the paper work for such advanced assignments is sometimes lost during the absence and cannot therefore be easily acquired in order to be done again. Thus, it is left to the discretion of the individual teacher to determine whether or not work should be delivered to the student in advance of an absence. Students and parents should also recall that students absent more than fifteen (15) school days in a semester will not ordinarily receive credit for their class or classes.

It is always the intention of the school to cooperate with the families of the school in any way that we can. However, parents should recognize that absences from school are almost always detrimental to the student in some fashion. Every effort to avoid absences should be made by each family.

Our teachers work in the classroom to promote and encourage responsibility among their students.

TARDINESS

In a related matter, parents and students should also be aware that tardiness may be either excused or unexcused. Students in kindergarten through 5th grades should be in their desks at 8:30 A.M. each school day. Students in grades 6 - 12 are accountable to be in class on a timely basis for each of the class periods of the school day.

It is the responsibility of each parent to ensure his or her children are punctual. Tardiness to school or class creates a disturbance that disrupts the learning environment and is inconsiderate of others. A student is considered tardy if he is not in the required place at the start of the school day (8:30 a.m.) Tardy students should NOT go directly to class but should go to the school office where they will obtain an admit slip to class.

ATTENDANCE

Students who must leave school during the day due to illness or appointments must check out through the school office. Parental approval is necessary.

SCHOOL HOURS

School **convenes** at 8:30 a.m. (the admissions bell is at 8:25a.m.) and **dismisses** at 3:10 p.m.

Students are not allowed to be at school before 8:00 a.m. No teacher is on duty to supervise prior to that time.

Students need to be picked up by 3:30pm. No teacher is on duty to supervise after that time.

SCHOOL CLOSINGS

In case of inclement weather or other circumstances that would necessitate the closing of school, CWCS will follow the determination of the Montrose County public schools. Please listen to the local radio and T.V. stations for closures. An e-mail or text will be sent to each family stating such activity.

Also, please make sure the office has an emergency number to contact a parent or a guardian in the event of a closure during the middle of the day.

PARENT CONTACT SYSTEM

In our effort to improve communication between parents and school, we have instituted a telephone broadcast system that will enable school personnel to notify all households and parents by phone within minutes of an emergency or unplanned event that causes early dismissal, school cancellation or late start.

MEDICAL GUIDELINES

RECORDS

Health records are kept on file for all students. The Colorado Immunization Law requires suspension from the school for any student that does not have a completed certificate of immunization or certificate of exemption on file in the school office. The certificate must be in the school office no later than the first day of school. All children entering Kindergarten must have their immunization records completed before entering Kindergarten in the fall.

ILLNESS POLICY

Every reasonable provision is being made to provide a wholesome, healthful atmosphere for each child during school. There is a correlation between a child's health and his enjoyment of school and ability to profit from it. Parents can make a great contribution in this area by following the guidelines below.

Reasons to keep sick children at home:

1. **The child does not feel well enough to participate comfortably in usual activities, (such as; extreme signs of tiredness, unexplained irritability or persistent crying).**
2. **The child requires more care than program staff is able to provide, without effecting the health and safety of the other children.**
3. **The illness is on the list of symptoms or illness for which exclusion is recommended.**

Fever

If your child has a temperature of 99.5 degrees or more, keep him or her home. A fever is a sign that the body is fighting off infection, which means your child is vulnerable, and can also spread the virus to others. **Wait at least 24 hours after the fever has come down and stabilized WITHOUT MEDICATION before sending your child back to school.**

Vomiting and Diarrhea

Vomiting and diarrhea are good reasons for your child to stay home. These symptoms are too difficult to deal with at school and are signs that the child is still capable of spreading the infection. **Wait at least 24 hours after the last episode before sending your child back to school.**

Strep Throat

Your child must stay at home for 24 hours after treatment and the child is able to participate in usual activities. **A Doctor's note is required upon your child's return to school.**

Flu Symptoms

Your child must stay at home for at least 24 hours after there is no longer a fever, **without the use of fever reducing medicine.**

This 24-hour policy is designed for the sick child's protection, as well as for others in the school. Taking that extra day to make sure a fever is gone gives the child the rest they need for their own body and health.

In fairness to the other students and teachers, if a child is brought to school sick, with a fever, or becomes ill during the day, his parents will be called and asked to pick him up. The emergency call number listed in the enrollment packet will be used to contact you.

MEDICATION

Any medication sent to school must be in a suitable container. Necessary medications must be accompanied by a note from the parent, and given to a teacher or other staff person to oversee the administration of the medication. According to law, the school is not allowed to give out any medication without parental permission, even Tylenol or Aspirin.

ASBESTOS MANAGEMENT PLAN

The Colorado Department of Public Health and Environment requires annual notification to parents and staff concerning the availability of an Asbestos Management Plan. CWCS has no exposed asbestos, but has an asbestos management plan which is available to any parent or employee for their inspection and for review. To access the plan please contact the school office during regular business hours.

PICK UP AND DISMISSAL

We are always concerned for ways in which to make our campus safer for our students, staff, parents, etc. One of the areas that we focus on is our parking lot, especially at morning drop-off and afternoon pick-up. Here are some suggestions that we would like to see observed:

A. Please use the drive through system for pick-up and drop-off. **DO NOT** park in the drive through. If you need to get out of the vehicle, please park in the designated parking spaces.

B. **DO NOT** drop off students before 8:00a.m. and please have them **PICKED UP** no later than 3:30p.m.

C. **Cell phones will not be tolerated in the drive through in the before or after school times.** Our children are very important and need our **FULL** attention.

*****For the safety of our students and staff parents are prohibited from using cell phones (unless hands free) during the pickup and drop off of students. Offenses may result in warnings (verbal/written) and/or fines.***

D. Once a child has been placed in a vehicle, they should not get out to come across the parking lot unless accompanied by an adult.

LOST AND FOUND

Books, clothing or other materials found will be taken to the Lost and Found Box by school personnel. At the end of each quarter all items which have not been picked up will be disposed of as the school deems best. Please mark all coats, hats, books, etc. with your child's first and last name to avoid loss of possessions.

PARTIES/ FIELD TRIPS

Birthday parties, national holidays, etc. have a place in the classroom. Field trips can be a good learning tool. We encourage parents to help the teacher organize parties and outings appropriate to that grade.

INTERNET ACCEPTABLE USE POLICY

Colorado West Christian School believes that the Internet has much to offer students with its wide variety of resources. It is our goal to educate students about efficient, ethical, and appropriate use of those resources. Within the context of our mission statement as a school, the Internet connection will be used to meet the goals in our curriculum. Specifically, students will have the opportunity to enhance their learning through:

- a wealth of additional resources for reference and research;
- consulting with experts in a variety of fields;
- learning to conduct searches, evaluate resources, and locate relevant material; and interacting with up-to-date primary sources.

In order to assist students in learning to use the Internet correctly, the school will do everything that it can to ensure that students access the resources appropriately including providing:

- A. a reliable connection that is protected by filtering software; (Filtering is intended to block sites that are objectionable for content, language, or a variety of other things that the school has defined as inappropriate, such as releasing personal information.)
- B. supervision of students while they are using the Internet
- C. training for students that clearly spells out what is appropriate and what is inappropriate. (Students will be given general instruction about what is available on the Internet and how they can find what they are looking for through searches, how to save, and how to print.)

Expectations for the student will be clearly spelled out, and students will be aware of what constitutes a violation.

Note: Occasionally, whole classes with their teachers will use the Internet as one of many tools in the research process.

It is to be understood that Internet access for students is a privilege, not a right.

All users of the Internet will agree to adhere to the following Code of Ethics:

I will strive to act in all situations with honesty, integrity, and respect for the rights of others and to help others to behave in a similar fashion. I will make a conscious effort to be a good testimony to my fellow students, faculty members, and others with whom I communicate on the Internet. I agree to follow Colorado West Christian School's rules. I will strive to apply Philippians 4:8 to my electronic communication: "Finally brothers, whatever is true, whatever is honorable, whatever is

just, whatever is pure, whatever is lovely, whatever is commendable—if there is any excellence, if there is anything worthy of praise, think about these things.”

The Internet user is held responsible for his actions when using the Internet and any action done under his login name. A student **MUST** be logged in to the computer under his own name to access the Internet. **Unacceptable uses of the network will result in the suspension or revocation of these privileges.** Some examples of unacceptable use are:

1. using the network for any illegal activity;
2. using the network for accessing any pornographic or otherwise inappropriate sites;
3. using the network for financial gain or initiating any financial transactions;
4. degrading or disrupting the equipment or system performance; (Any security problem must be reported to the technology coordinator and not shared with other users.)
5. accessing or vandalizing the data of another user, or using the login of another user—with or without that user’s permission;
6. wastefully using finite resources, after being warned and instructed as to proper use;
7. gaining unauthorized access to resources, including attempting to get around the filter installed on a computer with Internet access;
8. invading the privacy of individuals including reading mail that belongs to others without their permission;
9. posting personal communications without the author’s consent or posting information containing information not meant to be made public;
10. posting rude or inappropriate messages;
11. downloading viruses or attempting to avoid virus protection programs;
12. violating the spirit of the Colorado West Christian School’s Mission Statement;
13. writing/sending any type of chat or instant messaging or personal e-mail; (School projects can be sent to and from home with the approval and supervision of the teacher.)
14. obligating CWCS in any way—financial or otherwise;
15. disclosing personal information to websites or people through the Internet; (This prohibition includes requesting magazines, catalogs, etc.)
16. using of resources in any inappropriate manner resulting in plagiarism.

The Internet user and his parents must understand that he uses the Internet at his own risk. Considering the provisions mentioned above, CWCS cannot assume responsibility for:

- the reliability of the content of a source received by a user; (Students must evaluate and cite sources appropriately;
- costs that the students incur if they request a product or service for a fee;
- any consequences of disruption in service that may result in lack of resources; (Though every effort will be made to insure a reliable connection, there may be times when the Internet service is down or scheduled for use by teachers, classes, or other students.)
- privacy of electronic communications. (The administration reserves the right to investigate possible misuses and to monitor any communication that comes through CWCS’s computers.)

Colorado West Christian School Public and Private Media

From time to time throughout the school year, reporters from the media will want to photograph and/or film and/or report activities in which students are participating. Your child could be considered for inclusion either in a photograph or film or report. In addition, school web pages are used to demonstrate student learning and inform parents and the public of school initiatives and activities. Staff, teachers and students will endeavor to withhold personal information including full names, physical addresses and email addresses. A form will be filled out and signed by each student and parent as each school year begins.

SECURITY PROCEDURES

Colorado West Christian School Policy Regarding On-Campus Visits of Individuals with CWCS Students

(adopted by the CWCS School Board on November 10, 2014
and effective immediately thereafter)

No one shall be permitted on campus to visit with a CWCS student who is not the parent of the student or a relative of the student to whom the parent has given written or verbal approval to the school office/Administrator for such visits.

Explanation: No one except those noted above may come on the campus for the purpose of visiting with a student, for example, at lunch time. This policy does not preclude anyone that the School Board through its Administrator may invite on campus for any reason it deems appropriate, for example, a pastor or youth minister who desires to meet with a particular student. Nor does this policy preclude anyone who has been given the appropriate permission by a student's parent(s) to pick-up a student for an off-campus lunch or similar outing. Nor does it preclude persons with appropriate parental permission from picking-up a student, for example, at dismissal.

This policy of non-visitation of students applies to all friends and other acquaintances of parents. It also applies to students who may want to visit other students but who are not related to CWCS students.

This policy is intended to promote the safety and well-being of CWCS students.

Questions regarding this policy should be referred to the administrator and/or to the School Board.

SECURITY PROCEDURES FOR SIGNING IN AND OUT

All persons entering a class room **MUST** sign in and out at the office and receive a pass before they will be allowed in the classrooms.

SAFETY PROCEDURES AT SCHOOL:

A. Signs directing all visitors to report to the office will be prominently displayed.

B. All visitors **MUST** report to the school office and sign in and sign out. A pass will be required for visitors and volunteers to facilitate identification of all authorized persons on campus.

C. Staff will contact the office immediately when encountering an unidentified person or possible unsafe situation.

D. It is against the law for unauthorized persons or unwanted visitors to be on campus. Law enforcement will be contacted when needed.

VISITORS

Guidelines for Classroom Visits for Parents/Guardians:

We believe that our teachers are our most valuable resource. They are proficient in what they do, and they devote countless hours to setting up the classroom environment to be the best possible learning space for each individual student. Each new year our teachers make adjustments in their class. They have experience doing this and can be trusted to make good choices. Each teacher is unique as well as each class. As a parent entering the classroom, it is important to remember that we may not understand all of the variables that go into the teacher's choices. We can know however, that at CWCS each teacher cares about making the best learning experience for each child and is working diligently to set up an environment of success for all. The atmosphere and environment of the classroom is being constantly modified and carefully planned by teachers all year long. It can be easily disrupted. For this reason and the benefit of all students it must be carefully protected.

With that in mind we have listed some general guidelines for parents who would like to visit the classroom. Scheduled meetings and conferences are a great time to discuss with your teacher their classroom set up.

Guidelines:

A. Anyone working in a classroom or any duties with the students is required to complete a background check through CWCS. The cost of each background check is \$7.00 due at time of background check.

B. Parents must begin the process of visiting in the classroom by scheduling such visits with the school office or the classroom teacher. On the day of the visit the parent must secure a "Visitor's Pass" from the school office before going to the classroom.

C. Each teacher will have a designated location in the classroom from which the parent may observe.

D. Any parental involvement with the class or with their child needs to be solicited, directed, and supervised by the teacher.

E. If a parent would like to discuss any aspect of the classroom environment with the teacher, they should schedule a meeting time separate from their visit. It is important that parents do not share their concerns with others before giving a teacher the opportunity to explain their teaching methods. (see Matthew 18:15-17)

F. Parents should keep in mind that their presence **will** affect both their student's behavior and other students' behavior. However, that manifests itself, will depend on the individual, but a child's behavior and/or learning may either improve or change for the worse with a parent's presence in the classroom.

G. Parents may not take a child out of class during school without securing permission from the office.

Guidelines for Classroom Visits for Students:

Prospective students desiring to attend classes at CWCS must be registered in the office the morning of the visit and should plan to meet our standards for dress and conduct. Students wishing to bring visitors to school are to observe the following rules:

- A. The visit must be approved by the administrator or school office at least one day in advance.
- B. Unplanned visits are not acceptable.
- C. The student bringing the visitor is to introduce his visitor to each teacher before the class begins.

All other required security procedures must be followed. Please call the school office to set up an appointment if you wish to visit a classroom.

FIRE DRILLS/EXERCISES

Fire drills are held throughout the school year. To train the students in proper emergency exit habits, a fire drill exit chart is posted in each room. Students are to observe the following rules:

- A. When the alarm is sounded, all class activities must cease, and an exit made promptly.
- B. Walk quickly in a single file, but do not run or push, and assemble in your designated area.
- C. No talking in or out of the building. Listen to the teacher's direction. Close classroom doors.
- D. Teachers are to check their class lists to make sure all students are out of the building.

There is also a need for the staff to run other emergency management related drills and exercises. CWCS will work with local emergency responders during these scenarios. Due to the nature of these exercises we will conduct them on days where students are not present. The goal of these exercises is to equip the staff with the skills necessary to respond to a variety of incidents. If you have questions concerning these exercises, please contact the Administrator or a member of the School Board.

THE SCHOOL NEWSLETTER

The monthly school newsletter is e-mailed to all our school families and prayer partners to keep you informed of upcoming events. If you have friends or relatives who would like to receive a newsletter, give their name, address and or e-mail Address to the school secretary.

SCHOOL LUNCHESES

While we do not have a formal school lunch program, we do have available some lunch items that can be purchased. On Wednesdays, the students are able to order personal pan pizzas, salads, or breadsticks from Pizza Hut. These will be delivered on Thursdays in time for lunch. We also sell

milk for lunches. Parents can pay for milk and lunch by the month or longer if they wish. See school office personnel for prices. The school has microwaves to warm lunches but please do not bring items that require more than 3 minutes to heat as many students use the microwaves.

LIBRARY PROCEDURES

Each class has an assigned Library time each week. Each student can check out (2) books. The books are checked out for a two-week period. If the books have not been returned by the assigned due date, there is a library overdue book fine for each book per late day, until they are returned. During such time period the student with the overdue books may NOT check out other books until the fine and books are paid and returned.

ELECTRONIC DEVICES

Items such as pagers, iPods, electronic devices, etc. are not allowed on campus, except by express permission of the administrator and or, if the item is supplied by the school. If there is an emergency, please call the office and the student will be notified.

Students may bring cell phones to school however; ALL cell phones MUST be checked in to the student's teacher at the beginning of each day and picked up upon leaving the campus.

INCLEMENT WEATHER

As a school we support outdoor play, even when the weather is not ideal. Parents, please be advised to dress your children appropriately for cold and or snow days.

Delayed Reporting/Early Pick-up. There may be, on occasion, times where weather conditions dictate delayed reporting, early pick-up or canceled school. CWCS follows suit with local Montrose public school decisions concerning adjusted school hours due to weather. CWCS staff will make every effort to notify families in a timely manner if delays/closures are directed. Please use our Facebook site or local news stations for real-time updates due to weather conditions.