

Carbon Valley Academy Family Handbook

2021-2022



Vision:

“Extraordinary student growth in academic achievement and character development through results-driven leadership relentlessly focused on students.”

Mission:

“Provide rich content and solid skills instruction in an environment that champions character and personal academic achievement.”

Values:

COMMUNITY BELIEF CHARACTER

School Hours

8:00am-3:15pm

School phone number

(303) 774-9555

Contact Information: 2021-2022 School Year

Position	Person
Principal/Academic Director 303-774-9555 x 109	Michele D. Saller michele.saller@cvamail.com
Office Manager/Finance 303-774-9555 x 102	Vanessa Arevalo vanessa.arevalo@cvamail.com
Receptionist/Attendance: 303-774-9555	Naomi Casavant naomi.casavant@cvamail.com
Clinic/ Health para 303-774-9555 x	Roxanna Chavez roxanna.chavez@cvamail.com
Community Relations/Social Media 303-774-9555 x 120	Haley Ryckman haley.ryckman@cvamail.com
Carbon Valley Academy- general information 303-774-9555	info@carbonvalleyacademy.org

CVA Motto:
Be Nice, Work Hard

CVA Board Philosophy:

- CVA will provide a classroom and school culture that will create the best learning environment for students through high expectations of student discipline and character. We believe that children and young adolescents need to develop respect for others, to grow in their own insight into ethical values and principles, and to be able to live and work collaboratively with others.
- CVA believes that parents are their children's first teachers and those parents delegate to us in a cooperative spirit the responsibility of their child's education.
- CVA believes that students thrive on challenge and learning at their "resistance level" and will strive to help develop individualized and rigorous learning goals collaboratively with the students in the area of language arts and mathematics.
- Further, at Carbon Valley Academy, a high priority is placed upon character development, critical thinking, collaboration, social emotional learning and communication in order to develop the whole child.

Carbon Valley Academy Character Code of Conduct

Character and Citizenship

The Carbon Valley Academy Code of Conduct is founded on nine Character Traits, which are reflected both in our positive behavior system as well as in our discipline structure. Every month, each trait will be highlighted in classroom teaching and culture as well as throughout the school with the exception of August, during which our motto will be featured. Individual students reflecting these traits will be celebrated at monthly Character Assemblies, and during Board of Directors meetings.

Each Character Trait is defined as follows

1. **Responsibility:** to do the things you are expected to do and to accept the consequences of your actions.

2. **Respect:** to recognize and appreciate the rights, beliefs, practices and differences of other people.
3. **Patriotism:** love and devotion to one's country and community.
4. **Courage:** strength in overcoming fear and carrying on against difficulties.
5. **Honesty:** being truthful and sincere with your words, actions, and thoughts.
6. **Work Ethic:** understanding the importance of doing work and a desire to work hard.
7. **Friendship:** having a strong liking for and trust in another person.
8. **Perseverance:** overcoming challenges and sticking with something, even when it is hard.
9. **Compassion:** -to recognize the struggles of others and then take action to help.

History of the CVA Charter, Mission and Goals

Pursuant to the Colorado Charter Schools Act, we seek “to provide parents and pupils with expanded choices in education opportunities that are available within the public school system.”

Carbon Valley Academy's (CVA) mission and goals are truly a community effort and represent different faiths, cultures and economic standings. The mission was developed largely from input at three community meetings that were advertised door to door through the free distribution and paid subscriber edition of the *Farmer and Miner*, in various local and surrounding area newspapers, area businesses, recreation centers, libraries and via word of mouth. At these meetings, approximately 100 families who are residents of the Tri-Town and surrounding areas were asked to write down what elements they would need to see in a successful charter school located in the Tri-Town area. According to those feedback sheets, the overwhelming answers were:

- Parent involvement

- Higher academic standards and a more challenging curriculum than are currently available as the norm in their local public school
- Character Ed that reflects higher standards and promotes a positive learning environment

These answers were “fill in the blanks” and not suggested to parents by the Founding Board.

Carbon Valley Academy’s mission and goals are in compliance to the purposes set forth in the Colorado Charter Schools Act. As stated in CRS 22-30.5-102:

“It is the obligation of all Coloradoans to provide all children with schools that reflect high expectations and create conditions in all schools where these expectations can be met. Education reform is in the best interests of the state in order to strengthen the performance of elementary and secondary public school pupils, that the best education decisions are made by those who know the students best and who are responsible for implementing the decisions and therefore, that educators and parents have a right and a responsibility to participate in the education institutions which serve them: Different pupils learn differently and public school programs should be designed to fit the needs of individual pupils and that there are educators, citizens and parents in Colorado who are willing and able to offer innovative efforts.”

THE CVA BOARD

The Board’s vision of Carbon Valley Academy is:

Extraordinary student growth in academic achievement and character development through results-driven leadership relentlessly focused on students.

The Board believes that leadership occurs throughout the organization. Leadership is formal, through positions with formal authority including the board, executive director, Principal, staff, volunteers, and student leaders. It is also informal, through the contributions of influential members of the Carbon Valley Academy community. Leadership is the responsibility of both formal and informal leaders to promote the vision and mission of Carbon Valley Academy.

Such leadership develops and sustains a positive, student centered organization culture through communication and decision making which is uncompromisingly truthful, transparent, and respectful. It ensures that students feel safe and respected by staff and other students. It holds individuals and groups accountable for actions consistent with core values and goals. Such leadership sustains high morale and motivation by sharing decision making authority, within boundaries, with those who are accountable for results. It develops understanding and earns the loyalty of students, their families, and staff through consistent and constant telling and retelling of the Carbon Valley Academy story. It always focuses on the execution of decisions and the results achieved. It is grounded in trust, caring, and positive relationships.

The Board is resolute in carrying out its leadership role. It believes in defined roles which clearly delineate the authority and accountability of the board to secure for Carbon Valley Academy fiscal sustainability, a vibrant and relevant vision and mission, a strategic context in which goals and improvement targets are defined and achieved, and a well-defined and highly effective relationship with the Executive Director.

The Board believes Carbon Valley Academy is a Kindergarten through Eighth grade organization serving the Carbon Valley and its immediate surroundings. It believes in fostering a small school feel while meeting the academic needs of all children attending CVA.

The Board embraces a hybrid version of Carver Policy Governance as the most effective means to continually improve its ability to:

- Define results to be achieved with students;

- Delegate authority and its limits to the Executive Director through which to achieve these results;
- Hold the Executive Director accountable for results and the quality of operations; and
- Provide broad fiscal and program oversight necessary to be highly informed strategic decision makers.

The Board is committed to hiring and retaining exceptional talent in the Executive Director position. It is equally committed to providing an environment within which the Executive Director may assemble and develop talented staff and volunteers to perform at exceptional levels throughout the organization. The Board believes this is the surest route to producing the extraordinary education program envisioned for the students of Carbon Valley Academy.

The Board believes the extraordinary education program is demonstrated by

- High positive academic growth of every student;
- Commitment to and demonstration of the character traits Respect, Responsibility, Patriotism, Compassion, Work Ethic, Friendship, Honesty, Perseverance, and Courage;
- Students who apply their solid foundation of knowledge in an integrated fashion to solve problems and successfully respond to future challenges and opportunities.

The Board believes that talented staff performing at exceptional levels develops students who achieve extraordinary growth when there is an intense commitment to:

- Quality;
- The growth of every student without exception;
- Making decisions which are data driven, from the classroom to the boardroom;
- Implementing a rigorous curriculum which provides for differentiation among students by staff who know how to differentiate instruction;

- Continuously improving instruction through systematic professional development and individual effort in a team environment;
- Utilizing learning styles in instruction;
- Developing student character in our core traits: Respect, Responsibility, Patriotism, Compassion, Work Ethic, Friendship, Honesty, Perseverance, and Courage;
- Remunerating staff through a system which reflects what is valued in instruction, staff involvement and leadership; and
- Open two-way communication in all conversations.

The Board believes that this vision for Carbon Valley Academy is best achieved by proactively developing partnerships between and among the members of the Carbon Valley Academy community, the broader educational community, local and regional government, private agencies, and the general citizenry.

Through these partnerships and results-driven leadership relentlessly focused on students, Carbon Valley Academy will achieve our vision of extraordinary student growth in academic achievement and character development.

Eligibility and Election of Board Members

- No members may be employees of the charter school.
- All Board members are subject to background checks.
- Board members are not entitled to compensation for their services, but may be entitled to reimbursement from the school for any reasonable expenses incurred in performing services for CVA, as deemed reasonable by the Board of Directors.
- Only one member of any family may serve on the Board at any time.
- Board members will elect the officers of the Board after each election. The officers will be President, Vice President, Secretary and Treasurer.
- In the event of vacancy through resignation, dismissal or otherwise the Board may fill the vacancy by appointment for the remaining portion of the vacant member's term.

Carbon Valley Academy Curriculum and the Academic Plan

The "Core Knowledge" movement is an educational reform based on the premise that a grade-by-grade core of common learning is necessary to ensure a sound and fair elementary education. The movement was started by Professor E. D. Hirsch, Jr., author of *Cultural Literacy* and *The Schools We Need*, and is based on a large body of research in cognitive psychology, as well as a careful examination of several of the world's fairest and most effective school systems. Professor Hirsch has argued that, for the sake of academic excellence, greater fairness, and higher literacy, early schooling should provide a solid, specific, shared core curriculum in order to help children establish strong foundations of knowledge. After wide consultation, the content of this core curriculum has been outlined in two books — *The Core Knowledge Preschool Sequence* and *The Core Knowledge Sequence, K–8* — that state explicitly what students should learn at each grade level. Currently, hundreds of schools and thousands of dedicated educators are participating in this school reform movement throughout the United States.

Core Knowledge is:

- **Solid:** Many people say that knowledge is changing so fast that what students learn today will soon be outdated. While current events and technology are constantly changing, there is nevertheless a body of lasting knowledge that should form the core of a Preschool-Grade 8 curriculum. Such solid knowledge includes, for example, the basic principles of constitutional government, important events of world history, essential elements of mathematics and of oral and written expression, widely acknowledged masterpieces of art and music, and stories and poems passed down from generation to generation.
- **Sequenced:** Knowledge builds on knowledge. Children learn new knowledge by building on what they already know. Only a school system that clearly defines the knowledge and skills required to participate in each successive grade can be excellent and fair for all students. For this reason, the Core Knowledge Sequence provides a clear outline of content to be learned grade by grade. This sequential building of knowledge not only helps ensure that children enter each new grade ready to learn, but also helps prevent the many repetitions and gaps that characterize much current schooling (repeated units, for example, on pioneer days or the

rainforest, but little or no attention to the Bill of Rights, or to adding fractions with unlike denominators).

- **Specific:** A typical state or district curriculum says, "Students will demonstrate knowledge of people, events, ideas, and movements that contributed to the development of the United States." But which people and events? What ideas and movements? The Core Knowledge Sequence is distinguished by its specificity. By clearly specifying important knowledge in language arts, history and geography, math, science, and the fine arts, the Core Knowledge Sequence presents a practical answer to the question, "What do our children need to know?"

- **Shared:** Literacy depends on shared knowledge. To be literate means, in part, to be familiar with a broad range of knowledge taken for granted by speakers and writers. For example, when sportscasters refer to an upset victory as "David knocking off Goliath," or when reporters refer to a "threatened presidential veto," they are assuming that their audience shares certain knowledge. One goal of the Core Knowledge Foundation is to provide all children, regardless of background, with the shared knowledge they need to be included in our national literate culture.

Carbon Valley Academy is committed to using the Core Knowledge Sequence with slight variations.

CVA Curriculum Overview

All elementary curricula are chosen based on the proven Core Knowledge sequence (What Every __ Grader Needs to Know by ED Hirsch). Your child's teacher will provide an overview of academic areas and the curriculum offered CVA for the 2021-2022 school year. Teachers appreciate resources to borrow from parents relating to study areas (rock samples, souvenirs from world travel, books that relate). Art and music will follow the Core Knowledge list with creativity and flexibility added by individual teachers.

Specials/Electives

Elementary students will complete history, science, art, music, physical education, technology, and Spanish with their grade level. Students will be assessed before beginning coursework to determine where the best

placement will be for them during each unit of language arts and mathematics. Depending on how they assess, they may be able to work at their own grade level or on deeper, more critical thinking experiences with other students in groups that will best challenge them in math and language arts.

Middle School students will complete History and Science with their grade level. Middle School students will be placed in Spanish, English and Math classes according to ability. Art, Technology, Music and P.E. classes are chosen electives.

Learning Environment

The origins of the word “discipline” lie in the Latin word disciplina, which means “teaching” or “learning.” To discipline is to instruct. At Carbon Valley Academy, Teachers and Administrators know that discipline is an essential component of academic achievement. The ultimate goal of CVA’s discipline plan is to help students become people who behave well on their own – not just when under the direct supervision of adults. Our brand new Behavior Team and our Positive Behavior Team (PBIS) are working to create structures so that we can create school-wide clarity and consistency in the expectations for student behavior.

Teaching Human Sexuality

We will teach the Core Knowledge Sequence in the fifth grade, which includes a discussion on the reproductive organs and reproduction, in a gender-separated environment. Eighth grade will also have a reproductive and wellness unit of study in Science.

Teaching Evolution

Much of modern biology rests on the theory of evolution. The Core Knowledge Sequence introduces the theory of evolution in 7th grade. We will adhere to the Core Knowledge Sequence. The theory of evolution in relation to human origins will not be taught at this time. The teaching of evolution is not intended to exclude other theories of human origins and development.

Teaching of Religion

Carbon Valley Academy will encourage all students, parents, and staff members to appreciate and respect each other's religious views. Within the Core Knowledge sequence, religion is discussed in relation to world history and culture and is a critical piece to a culturally literate education. When it is educationally appropriate (as it occurs within the established curriculum), discussion of religion will be conducted in an open, objective, and respectful manner as a basis for gaining knowledge and perspective.

Important points within the Carbon Valley Academy procedures are:

- The school's approach to religion is academic
- The school may expose students to a diversity of religious views, but may not impose any particular view
- The religious beliefs of the staff, students and their families will be respected
- When the study of a world religion occurs in the curriculum or as a logical extension of the curriculum, the discussion and teaching of the religion will be conducted in a manner consistent with the above guidelines
- Historical accuracy demands that teachers pay special attention to truthfully representing history, even when it involves motives and foundations based on religion. Examples of this would include being historically accurate in describing the Pilgrim's reason for immigrating to America (religious freedom), or the strong motivation provided by the faith convictions of the forefathers of the United States

Room parents and party planners should be aware of these guidelines.

Homework Procedures

Students on educational contract or those students falling behind their classroom assignments may be required to complete additional work at home to maintain progress and develop content mastery. However, homework in Kindergarten through 5th grade is not fundamental to our academic plan. Ample opportunities exist for students to master and practice concepts within the regular school day. It will be the responsibility of each teacher to evaluate whether or not the completion of work or additional homework is appropriate for students to master new or more

difficult concepts. If homework is assigned, it will be used as a tool to help students achieve academic potential. Middle school students, grade 6-8, may be asked to complete special assignments after school hours as homework.

In addition to or for the completion of regular classroom assignments, we would like each student to read, or be read to, preferably every day. Understanding that becoming a competent reader is critical to being a good student and is the first step to being able to explore the world. By making sure your child is reading at home, you are directly contributing to their education. By reading in front of your children, you model good habits and reinforce your expectations. We feel the same way about math. Developing number sense and automaticity in addition, subtraction, multiplication and division are the foundational elements of the creation of problem solving. Any time each evening that students can improve their foundational learning will only benefit their ability to THINK as they grow older.

CVA Policies and Procedures

Parent – Teacher Interaction/Communication

At the center of the educational process are the student, teacher and parent. A fully functioning classroom is one in which teachers and parents are working together on the behalf of the best academic interests of students. It is expected that parents and teachers make every effort to work positively with each other at every turn. As adults, we must model positive interaction for our students. The following parameters will help facilitate a positive professional relationship:

- Parents will make arrangements in advance to set up meeting times with teachers.
- Teachers will make every effort to communicate with parents in a timely manner. (CVA response time expectation: within 24 hours)
- The responsibility for teacher evaluation rests with the Principal.
- Before entering classrooms, parents will secure mutually agreed upon times and dates with teachers. Further, all visitors will check in with the front office before entering the school and receive a badge.
- Parents and teachers will always keep the best interests of the student(s) the highest priority.

- A teacher's right to professional educational practice will be respected.
- Teachers will champion parents as central to the educational process and parents will champion teachers as an essential piece of student learning.

Parent/Teacher Organization

It is essential that there is a team of people connecting all stakeholders that work towards school goals and what is best for the students. Timely and consistent communication to the community will be one of this team's goals. This will be brand new this year. Keep your eyes out for upcoming information on how to join.

School Accountability Team

This important committee will consist of teachers and parents and is required by the State of Colorado to make recommendations to the Principal regarding the performance of the school. Each year schools are required to create an Improvement Plan (UIP) and submit it to the Colorado Department of Education (CDE). BE on the lookout for an invitation to this important team meeting.

Attendance Policy

The State of Colorado requires by law for compulsory school attendance of all children between the ages of 7 and 16. Truancy is a violation of Colorado Law. CVA strongly encourages student school attendance. The responsibility for compliance with Colorado law belongs to the parents, but the school is obliged to keep an accurate record of daily attendance. This attendance record is to be placed in the student's permanent file and record for indefinite retention. If a student is going to be absent, parents are expected to notify the school before 8:30 a.m. the day of absence. If the school does not receive information from a parent or guardian of an absence, the school's Infinite Campus system will automatically notify the parents of the absence. Students are expected to make up missed work in a timely manner defined by the teacher. Vacations taken during the school year must be preapproved. Talk with your child's teacher and email the attendance clerk at naomi.cassavant@cvamail.com with the specific information. CVA shall adopt District policy and adhere to State Attendance Law (22-33-107 Enforcement of compulsory school attendance) in regard to student attendance, school discipline regarding infractions of attendance

and tardies and school reporting. CVA will work with Weld County law enforcement, including truancy officers and local municipal officers on applicable student attendance issues.

Lunch

Carbon Valley Academy contracts with a local vendor to provide students with a purchased lunch option throughout the week. You can sign up for and purchase your child(ren)'s lunches through the Sign-Up Genius link on our website and in our newsletter. There is a two-week window once the menu is posted for lunch to be purchased via Sign-Up Genius; once those dates are closed, we cannot add to our submitted numbers.

Transportation

Carbon Valley Academy will have bus routes to provide both a.m. and p.m. transportation to and from school. It is the responsibility of the parents to get their child signed up. Exceptions to this policy may be made for special functions or field trips. Since this is a brand new structure that CVA is creating, more information is coming. Consistently check our

website: <https://www.carbonvalleyacademy.org/>

Facebook: <https://www.facebook.com/CarbonValleyAcademy/>

pages to keep up to date on the information. This handbook will be updated once our policy is finalized.

Before and After School Student Supervision

Students may not enter the building prior to 7:45 a.m. School starts promptly at 8:00 a.m.; students are considered tardy at 8:10 a.m.

Students are dismissed at 3:15 p.m. All students should be picked up by then unless attending an adult-supervised after-school activity. Students will be directed to the After School Homework Club if they have not been picked up by 3:35pm, and a drop-in fee will be assessed and posted in Infinite Campus.

Students may not stay with siblings who are attending after school activities if they are not involved with said activity.

Before and After School Homework Club is available on site provided by Carbon Valley Academy. Please contact the front office at 303-774-9555 for more information including cost and times or any other questions regarding the programs. A link for a Sign-Up genius is located on our website, and in our weekly newsletters. Be on the lookout for more specific information coming soon.

School Closures/Inclement Weather

CVA has adopted the St. Vrain Valley School District's inclement weather policy. When St. Vrain Valley School District is closed or delayed due to inclement weather, Carbon Valley Academy will also be closed. We will post our school closures on our website, our social media outlets, including Facebook, Instagram, and Twitter pages. We will also send out a school-wide message via Infinite Campus. SNOW DAYS will remain snow days. Students will not be required to log on or sign into school via Chromebook. Enjoy your time with your family!

Video Viewing Policy

From time to time, video or other media may be used to support a lesson. To be used in class they must meet a specific grade level learning objective. The teacher must preview videos to ensure that they are appropriate. Below are the defined categories based on grade level:

- K-3: Only G-rated movies will be used.
- 4-5: Only G or PG rated movies will be used.
- Middle School: Only G or PG rated movies will be used. If a PG-13 movie is to be used, the teacher will seek parental permission.

Cell phone policy

All cell phones must be placed on vibrate or turned off and put out of sight during the school day. This expectation is school-wide meaning, students, staff and volunteers. People assume you are on your phone when the phone is out and visible and school is not the place to be on your cell phone.

Messages to Students

If you must get a message to your child before the end of the day, please call the front office. Calling or texting your child directly violates our cell phone policy. Due to the heavy demands in the office, messages received after 3:00 pm. may be tough to get delivered, but we promise we will try our hardest.

Student Use of School Phone

Students are at school to learn and grow. However, we understand that sometimes a phone call needs to be made. Students are not allowed to use the school phones during the school day unless approved by a faculty member. Students who need to call home should have a conversation with the nearest staff member and can only use the phones in the classrooms with specific permission from the classroom teacher.

Text Book Fines

Book fines are collected for books that are lost or unduly damaged. This policy encourages student responsibility for belongings. At the end of the year, the books assigned will be examined. If they show more than normal “wear and tear,” students will be asked to pay an additional amount to cover the cost of the book. Any book fines will be posted on Infinite Campus.

To avoid damage, students are asked to cover their books and treat them carefully. Grocery bag brown paper is recommended as book covering material. Do not use contact paper or place tape on the inside of the book covers.

Final report cards are withheld until any outstanding year-end fees are paid.

Library Fines

Library book fines are collected for books that are lost or unduly damaged. This policy encourages student responsibility for belongings, as well as being accountable for the books while they are in their care, and returning

them so the library system works for all students. More information will be shared once our library is open and books are getting checked out.

Animals in School

In accordance with St Vrain Valley Schools District policy, all visitors must receive approval before bringing any animal into the school. This policy is the result of concerns raised about safety in the school and on school grounds. We also have students severely allergic to certain animals. Please contact the office at 303-774-9555 before bringing any animal onto school grounds.

Carbon Valley Academy Dress Code and Uniform Policy

Objective

The objective of a dress code at CVA is to promote a more effective learning environment by:

- Placing students of different socio-economic levels on an even footing in regard to their appearance.
- Eliminating the “fashion show” behavior which is a distraction in the classroom.
- Reinforcing that the primary purpose of school is education.
- Fostering good order, discipline, values, and behaviors in our students.
- Enhancing the educational environment of our students to promote learning in the classroom.
- Learning that a neat, professional, appearance is a valuable career skill.
- Building a sense of community within the school and creating an atmosphere of belonging. This sense of unity can positively affect students’ attitudes toward school and can lead to better learning and improved attendance.
- Making it easier for school officials to identify non-students while promoting a safe and comfortable atmosphere.
- Promoting time efficiency and organization – parents will find shopping less complicated and enforcement will be more straightforward. It will also be easier for students to get dressed in the morning.

- Helping students express themselves in a positive manner. Instead of expressing themselves through their hairstyle and clothing, students will express themselves through the arts, music, sports, personality, and academic achievement.

Requirements and Details

This uniform policy applies to all functions on school property and during all school activities in other locations unless otherwise notified. The Principal reserves the right to make judgments concerning the wearing of uniforms on school field trips.

All uniform items must be of a similar style to French Toast uniform brand. The uniform will be clean, neat, serviceable, and in good order (no holes, tears, excessive fading, slits deliberately cut, frayed or ragged) and worn properly. This includes pant legs that are cut off and not hemmed. All uniforms should fit comfortably and not be overly baggy or tight.

Shirts:

Shirt colors will be white, burgundy, and dark blue and must be one solid color. All shirts must have collars; *contrasting details on collars are not allowed*. All shirts and blouses must have sleeves, and shirttails must be long enough to be tucked in. Turtlenecks are allowed.

Sweaters/Sweatshirts:

Sweaters must be of a style similar to French Toast, Lands' End, Old Navy, or Arrow brand uniform line. Acceptable colors are white, burgundy and navy blue and must be one solid color. Accepted styles are:

- Plain knit v-neck
- Crew neck
- Cardigan
- Sweater vests

Solid colored sweatshirts of white, burgundy, or navy blue are also acceptable. Collared shirt must be worn under sweater or sweatshirt. Students are also permitted to wear CVA logoed shirts or sweatshirts sold by the school or an authorized vendor.

Bottoms:

Pant, skirt, short, skort and jumper colors are khaki and navy blue. All styles must be of a similar style to French Toast, Lands' End, Old Navy, or Arrow brand. Pants are to be trouser style only.

Plaid skirts or skorts similar to the French Toast pattern "burgundy plaid" are also acceptable.

Purchasing

The French Toast brand is sold online at the French Toast website – www.frenchtoast.com; Lands' End and Arrow brands are also available online or at local retail stores. Locally, uniform options are sold at Target, Old Navy, and other retailers, or online through www.target.com, www.oldnavy.com or www.Amazon.com.

You also have the option of ordering directly from French Toast by calling 1-800-636-3104. *When placing your order over the phone or online, enter the school source code **QS5WRMY**. This way CVA receives a 5% commission on your order, which helps raise funds for school needs like building equipment, field trips, software, supplies, and so on.*

Non-Uniform Apparel Guidelines

Undershirts:

Undershirt sleeves must be covered completely by uniform shirt with the exception of wearing a long-sleeved shirt under a uniform shirt in cold weather - this under shirt must be uniform color (white, burgundy, or navy blue). CVA does not allow exposed midsections, as well as no exposed undergarments.

Footwear:

Solid color socks, knee socks, or tights in navy blue, white or burgundy.

Acceptable shoe styles: athletic shoes, Oxfords, Loafers, Mary Janes, hiking boots, dress boots, and western boots. Heel height should not exceed 2 inches.

No shoes with excessive color, wheels, lights, or characters; Crocs, high heels, flip flops or open toe sandals are not allowed. Slippers will only be allowed when specifically authorized by teacher or Principal.

Outerwear:

Coats, jackets and other outerwear must be free of inappropriate logos, verbiage and/or pictures. Outerwear must be hung up while inside school building unless in a specific situation with approval.

Belts:

Boys and girls are encouraged to wear belts which are solid brown or black with all belt-looped pants, shorts, skorts and skirts. Belts must wrap fully around the waist and not dangle.

Grooming:

Students should arrive at school physically clean. Hair should be styled so as not to block the student's vision and should not require grooming during class. Spikes, dyes, and extreme hairstyle (such as Mohawks or shaved designs) are not permitted. Students in kindergarten through fifth grade should not wear makeup, cologne, and/or perfume.

Jewelry and Accessories:

No items can hang from belts such as clips, pagers, cell phones, chain wallets, and pocket watches.

Jewelry should be discrete. Dangling or hoop earrings, or jewelry that could cause injury on the playground should not be worn.

Upon entering the building, all students are to remove hats and other head coverings, including scarves and kerchiefs. An exception may be made by the Principal under the following circumstances:

- The student is a member of a legally recognized religious organization that requires a head covering to be worn.
- The student has a medical necessity.

Dress of Choice Days

The third Friday of each month, or as designated by the Principal, will be a free choice day for students. It is expected on free choice days that student apparel will be appropriate for a school setting. Shirts with crude, vulgar, profane, or sexually suggestive artwork or writing, or that advocate racial, ethnic or religious prejudice, or the use of drugs, tobacco, or alcohol, are prohibited.

Skirt, skort, and shorts should be longer than any shirt not tucked into the bottoms. Bare midriffs are not allowed and appropriate undergarments should be worn. No halter-tops, tube tops, tank tops, spaghetti straps or sleeveless shirts.

Capris, leggings, and jeans are allowed on free choice days. Ripped jeans are allowed if the rips begin an inch or less above the knee; if any higher, leggings are required underneath. No shoes that leave marks, platform shoes, platform tennis shoes, flip-flop sandals, high heels, slippers, or dress shoes with slick soles will be allowed. Sandals must have a strap.

Enforcement

If a student is in violation of our dress code, the student will be required to call home to request a change of clothes. Extra clothes will be kept in our health clinic and if clothes cannot be brought from home, a similar sized piece of clothing will be shared with the student. The student is expected to change into the shared clothing for the day and then take the extra clothing home, wash it and bring it back.

If the student continues to violate the dress code, a conversation will be had with the student, family/guardian and Principal.

Exemptions

A student may remain in compliance with the school uniform policy when the student's parent or guardian has secured an exemption from the uniform policy by the procedures outlined herein. Some examples of exemptions are as follows:

- Noncompliance derives from financial hardship.
- Wearing the school uniform violates a student's sincerely held religious beliefs.
- Wearing the school uniform violates a student's medical profile.

- Wearing a uniform of a nationally or locally recognized youth organization such as the Boy Scouts or Girl Scouts on days approved by the school.
- Newly enrolled students in their first week of attendance at school. The Principal may approve occasional special days where exceptions to this uniform policy may be allowed for some or all students.

Code of Conduct and Behavior

Behavior Management Strategies

Our current Behavior Management structure is in the process of being updated. Below is a guideline for what is coming. We will share with you the new structure once it is completed.

The management structure will be followed when addressing student misbehavior.

Classroom level guidelines:

- Multiple redirections from teacher
- Final redirection of teacher
- Written refocus form--personal reflection of choice
- Teacher/student conversation about choice and reflection form
- Removal from class to refocus/time out area--buddy classroom
- Parent phone call/conversation
- Community service during the day
- After school detention

Administration level:

- Community Service during/before or after school
- In School Suspension (ISS)
- Individualized Behavior Plan
- Out of School Suspension (OSS)
- Modified class schedule (shortened days)

Teachers or administrators may search students and their possessions, under reasonable suspicion for contraband or weapons. Witnesses will always be present.

Grounds for Suspension, Expulsion or Denial of Admission

In addition to state law 22-33-106 we also include:

- Repeated infractions of CVA discipline policy.
- Repeated conduct or a pattern of behavior, which substantially or materially disrupts or interferes with school programs or activities, or otherwise interferes with the school's ability to provide educational opportunities to other students.
- Theft, willful, or grossly negligent damage, vandalism or destruction of school property or private property on school grounds or at a school activity.
- Designation of a student who is "habitually truant" in accordance with policy/procedure student attendance policy.
- Assault, physical or verbal abuse, or any form of intimidation or hazing another student or denying other person on school grounds or at a school activity.
- Behavior off school property which is detrimental to the welfare of other students or school personnel, including behavior which creates a threat of physical harm to the student or to other students (i.e. Facebook, Instagram, Twitter)
- Knowingly making a false accusation of, or intentionally, giving false information regarding child abuse, sexual harassment, sexual misconduct; and/or allegedly committing an offense referenced in the Colorado Criminal Code when on school grounds; at a school activity, or under circumstances having a substantial effect on school programs or activities.
- Carrying, bringing, using or possessing a dangerous or deadly weapon, or using any other objects so as to render them dangerous to the user or to others, without authorization from the school or the school district on school grounds or at a school activity or under any other circumstance that has a substantial effect on school programs or activities.
- Activities and actions reasonably considered to be gang related which occur in the school on, school grounds, or at a school activity. "Gang" is defined in Colorado school law 22-25-103 (3.5) "a group of three or more individuals with a common interest, bond or activity characterized by criminal or delinquent conduct, engaged in either collectively or individually." Any cult or gang related symbols or materials will result in a

phone call to parents and an infraction of dress code and may result in a seizure of said contraband and at the administration's discretion be used in a suspension hearing.

- Manufacture, use, possession, sale, transfer, or distribution of alcoholic substances or illegal drugs, or being in an impaired state apparently caused by the use of alcohol or illegal drugs at the school.
- Cheating, forgery, or any student manipulation of any assessment system will result in a recommendation for suspension

Volunteering At Carbon Valley Academy

Introduction

As partners in the important process of helping children grow and learn, educators, parents and community members form a powerful team, Carbon Valley Academy (CVA) volunteers serve as positive adult role models for our students and play a major role in making our school a success.

We ask that you find a volunteer position in which you can share your skills and knowledge. You may choose to be on our PTO which will create subcommittees like the fundraising committee, the Handyman team, the Front Office crew, the special events staff, just to name a few. You may wish to work directly with our students or assist teachers by running small groups, organizing, collecting data or giving a presentation in the classroom.

There are volunteer jobs that can be performed during the day or in the evening, or during weekdays or weekends. There are also tasks that can be completed at the school or from your home or workplace. CVA's PTO will help you find the volunteering position that is right for you and your schedule.

Please take time to fill out our "Volunteer Application" that will be available at the school as well as on our website and in our newsletters. We will get it to our PTO team leader or classroom teacher and they will be in contact with you.

Siblings and students under 18 years of age are allowed to volunteer with prior permission of the school and adult supervision. We also encourage grandparents, aunts, uncles, etc. to volunteer as well.

Thank you for wanting to make a positive impact on Carbon Valley Academy!

General Volunteer Procedures

- You must have a completed volunteer application form on file at the school. The form is available at the end of this handbook.
- Pre-arranged volunteering in the classrooms is expected, each teacher will have a posted calendar with available dates. Please be aware that unexpected volunteering is not encouraged – please make arrangements with the teacher or volunteer coordinator, to confirm the opportunity to volunteer time.
- Each time you come into the building to volunteer, you will be signed in and out with the CVA receptionist.
- You will be REQUIRED to always wear a name tag for identification while in the building; this will be provided at the time of checking in with the front desk.
- Please observe all school policies.
- Exhibit professionalism and high moral standards at all times while volunteering. Remember that you are a role model for all CVA students!
- Share any problems or concerns you have about your assignment with the school volunteer coordinator or Principal.

Classroom Volunteering

Carbon Valley Academy recognizes the value of parent and community member involvement in the school and wishes to provide avenues for them to contribute to the success of CVA. The following are specific expectations for volunteer involvement in the classroom:

- Coordinate with each teacher before volunteering to ensure that it is at an appropriate time.

- Teachers are the final authority in the classroom.
- Teachers have their own teaching style which is to be respected by all room volunteers.
- Teachers will provide meaningful opportunities for volunteers to participate in the classroom.
- Volunteers must be under the direct supervision of certified staff at all times.
- Volunteers must check in with front office upon entering the school.

Under no circumstance is it acceptable for a volunteer to confront a teacher about an issue in the classroom or any other part of the school when students are present. Any pressing issue should be addressed first with the teacher after class. If the issue is not resolved to the volunteer's satisfaction, then s/he should bring the matter to the attention of the school's Principal. Finally, if the matter is not resolved by meeting with the Principal, the volunteer can address the CVA Board of Directors during the Public Comments on Non-Agenda Items part of a scheduled Board meeting. (3rd Thursday of every month, 6:00pm at CVA)

There will be an ongoing list of activities to volunteer for throughout the school year as these events come up. Some examples would be helping seat people at a play, working on a fundraising event, lawn or building maintenance, and so on. We will request help on Facebook, on our website, and in our newsletters.

Support

Each school volunteer plays an important role in the education process. It is the goal of Carbon Valley Academy to ensure that each of our volunteers has a positive experience while helping our school. If that is not the case, or if you have suggestions on how to improve the volunteer program, please contact the school's Principal.

Tips for Working with Students and Teachers

- Be honest in your approach and attitude. Students will trust and respect you when they know you are sincere.

- Be patient when working with students. Give yourself time to get established and find your comfort zone.
- Be fair. Avoid comparisons between students, teachers or schools.
- Understand, accept and support all students and teachers.
- Listen carefully to what the student has to say. By your words and actions, you are showing you are interested in that student as a person.
- Be consistent. Apply the same rules every day to every student.
- Be considerate. Treat people as you would expect to be treated.
- A student's name is very important. Do your best to remember each student's name and use it!
- If you must be absent from a volunteer job, please call the school. Both teachers and students count on you, but will be reassured that you cared enough to call.
- Build the student's self-esteem. Praise your students HONESTLY and FREQUENTLY. Remember that attentiveness and effort is just as important as results.
- Remember confidentiality! Keep the progress of each student between you and the teacher.

Safety

Safety at CVA is our number one priority. All visitors must enter through our front door where they will need to be "buzzed" in. All visitors will be "Raptured" and given a sticker that makes all adults aware that their person followed our procedure. Our Raptor system requires a driver's license and it runs the information through CBI to determine that the individual is deemed "safe to enter". Staff has been informed to interact with anyone who is not stickered and to escort them to the front desk in order to follow our safety procedures. This rarely happens due to the only entrance into our building that doesn't require a key/key card is our front entrance which is monitored by our front desk receptionist.

Safety drills will be run based on the expectations from CDE and Frederick PD/FD. You may need to pick up your child and arrive at school to find us in the middle of a drill. Please be patient! Your child's safety is our number one priority and we must make sure that everyone understands the procedures of when/if an emergency happens.

Examples of drills that be consistently run: fire drills, tornado drills, Lockdown drills.

If after reading this you have any questions, ideas, concerns, etc. that will make CVA the best it can be, feel free to reach out to any of the staff listed at the very beginning of this document. We are all interested in continuing to grow and learn and with your input, we can only get better!