



Coosa Valley Academy

Student Handbook

163 Park Place

Harpersville, Alabama 35078

OUR MISSION

Mission

The mission of Coosa Valley Academy is to provide a college preparatory education in a safe and orderly Christian environment that will instill in each student the desire to fulfill his or her greatest academic potential while encouraging mutual respect among students and staff to prepare well-rounded individuals for success in life.

Statement of the policy

This handbook is neither a contract nor an offer to contract. Coosa Valley Academy reserves the right to change objectives, policies, regulations, fees, and offerings as circumstances require.

Coosa Valley Academy is a College Preparatory Institution bound by its Mission Statement and Policies. The Academy is not subject to IDEA (Individuals with Disabilities Education Act) or FAPE (Free Appropriate Public Education).

Beliefs

- Student learning is the chief priority for the school.
- A student's self-esteem is enhanced by positive relationships and mutual respect between students and staff.
- Students learn differently and should be provided with various instructional approaches to support their learning.
- Each student is a valued individual with unique physical, social, emotional, and intellectual needs.
- A safe and physically comfortable environment promotes student learning.
- Students learn best when they are actively engaged in the learning process.
- Students learn to make appropriate decisions given a supportive and challenging learning environment.
- The commitment to continuous improvement is imperative if our school will enable students to become confident, self-directed, lifelong learners.

PHILOSOPHY

Coosa Valley Academy is a college preparatory school committed to excellence in our total educational program. The founders of the Academy firmly believed that a quality education that leads to productive, purposeful, and fulfilled lives must be based upon the truths of God, as revealed in Jesus Christ and proclaimed in the Bible. They further held that hard work, the pursuit of knowledge, integrity, sacrifice, citizenship, and prayer define America's heritage and are essential to the well-rounded development of students. We share these convictions, which remain fundamental to our school's philosophy of education.

Believing that preparation is critical to every endeavor, we equip our students for college and life success by emphasizing English, mathematics, history, geography, science, foreign languages, computer application, and fine arts. In addition to a challenging and balanced academic curriculum, we value the benefits of athletic programs and other extracurricular activities that promote the student's sense of character, responsibility, fair play, teamwork, and commitment.

We know children study, learn, interact, and participate best in a safe environment. We emphasize our children's physical safety and desire that they be emotionally secure. Our staff, teachers, and coaches should be positive role models for our children and be sensitive to each student's needs. We encourage parental involvement because we believe that schools and parents must work together. In return, we expect our students to learn respect for authority, become accountable for their actions, and exhibit self-discipline.

We desire the unity of spirit and purpose at Coosa Valley Academy and believe that encouraging others is key to achieving that unity. We want all our students to be inspired and treated with respect by their fellow students. We believe that God created each of us uniquely and intends that we appreciate the individuality of others.

We believe the Mission Statement and this Statement of Philosophy is vital to the life and direction of Coosa Valley Academy, but words alone do not ensure success. We expect to be measured not only by our actions but also by the lives of our graduates in their service to God, their families, and their communities.

ADMISSIONS POLICY

Coosa Valley Academy admits students of any race, color, national and ethnic origin, or religion to all the rights, privileges, programs, and activities generally made available to students. It does not discriminate based on race, color, national and ethnic origin, or religion in the administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

Coosa Valley Academy is a co-educational college preparatory school. Satisfactory grades, test scores, and a good record at previous schools are required for admission to CVA. Tests for access and/or placement may be necessary. These factors of academic performance and character will determine which applicants should fill vacancies in the CVA student body.

The Admissions Committee screens and evaluates all admission information. If the applicant has been expelled from a previous school, the applicant will not be accepted into Coosa Valley Academy. This will be an automatic rejection for admission. An applicant who has been asked to withdraw, suspended, or allowed to withdraw facing disciplinary action for academic or attendance reasons will require thorough review and approval before being admitted into Coosa Valley Academy. The committee reserves the right to investigate any incident, and all decisions are final.

Applicants re-enrolling at Coosa Valley Academy must meet all of the requirements as new students, with the following exception: A student who was expelled from Coosa Valley Academy can apply for readmission after a minimum of 12 months. The Admissions Committee and Administrator will review the circumstances of the previous expulsion, the student's academic and behavioral records before and following their withdrawal from Coosa Valley Academy, and any other mitigating factors (counseling, rehabilitation programs, etc.). If the Admissions Committee, Administrator, and Board approve readmission, the student will be re-enrolled but on Behavioral/Conduct probation for at least two full semesters.

Students enrolling at Coosa Valley Academy and their parent(s) agree to abide by the policies and educational philosophy practiced by Coosa Valley Academy.

When applying, the prospective student and parent(s) must accomplish the following:

1. Be approved by the administrator, the Admissions Committee, and the Board of Directors.

Criteria are as follows:

- a. Have an overall average of 75 in core curricula courses.
- b. Have an acceptable Percentile score in Reading, Math, Science, Language, and Writing on the ACT Aspire or alternate standardized test approved by the administrator.
- c. Take an entrance exam if necessary.

2. Pay the membership fee.
3. Submit completed application forms.
4. Read and agree to abide by the Student-Parent Handbook.
5. Provide the following forms **before** enrollment:
 - a. Withdraw from the previous school(s)
 - b. Birth certificate
 - c. Copy of Social Security Card
 - d. Up-to-date on all required immunization
 - e. Copy of last report card and permanent record transcript
 - f. Letter of Recommendation from teacher or administrator for seventh through twelfth-grade students
 - g. Previous school system behavior record
 - h. Negative Drug Test administered by Coosa Valley Academy for 9th -12th-grade students.
6. Upon acceptance, pay the entrance fee and all other fees and assessments and provide a signed contract.

CURRICULUM

The curriculum meets or exceeds the Southern Association of Colleges and Schools requirements and the Alabama Independent Schools Association. The program is designed to prepare the student for success in college. Because the entrance requirements for different colleges and fields of study vary, students should select high school courses that conform to the specific entrance requirements of the college of their choice. This fact stresses the importance of an early decision concerning college selection and career goals. Our Upper School curriculum is continuously reviewed to ensure our students receive the best preparation.

STANDARDIZED TESTING

Test scores of Coosa Valley Academy students exceed the Alabama Independent School Association and Alabama Department of Education requirements on standardized testing. Standardized tests, such as ability, achievement, and interest, are used when needed. These tests are administered in the fall and/ or spring. SATs are administered to grades 1-9. All 10th-grade students take the Pre-ACT test. The Preliminary Scholastic Aptitude Test (PSAT) is required for all 11th-grade students and is optional for 10th-grade students. While some start earlier, most students take the ACT or SAT during their sophomore or junior year. All 11th-grade students are required to take the ACT.

This year we will be partnering with Mr. Lance Beverly from Vidal Access.

- Each high school student will take a career inventory.
- Individualized College Consulting
 - Available 9th - 12th
 - Intensive 1-on-1 support begins in 11th grade.
- Juniors will participate in the SAT/ACT Comparison Test.
 - Goal Setting & Motivation
 - Understanding why testing is so essential.
 - Test prep timeline
 - More information on our standardized testing is available from the Counselor.

COUNSELING

The school's aim is that each student profits as much as possible from the school program at Coosa Valley Academy. Students are assisted in their further education and future employment plans. The

Head of School and the School Counselor can work with students, parents, and teachers toward each student's academic and social growth. Students and parents are also encouraged to contact the Counselor for assistance concerning any necessary adjustments. Confidentiality is assured.

The Counselor's office will announce scholarship opportunities during the school year and post them on bulletin boards and the school website. Students should consider it **their responsibility** to pursue these opportunities and others by actively marketing themselves. This should include building a helpful resume by taking appropriate courses, maintaining contact with the counselor and colleges, and meeting deadlines for scholarships, applications, etc.

Students/Parents are encouraged to check the school's website for scholarship opportunities regularly.

ACADEMIC POLICIES

The state of Alabama and AISA require **all students** to have 6 hours of instruction daily.

1. All students who do not maintain a 75 average in core courses will be placed on one-semester academic probation.
2. If the student does not have an overall 75 average in core curricula on probation at the end of the semester, the student's record will be referred to the Academic Admissions Committee for further review and possible dismissal.
3. If a student fails a core class, the student will be on academic probation the following semester.

Grade Placement

Elementary (Grades 1-5)

To be promoted to the next grade, students must achieve a yearly average of 60 or higher in Math and Language Arts.

Middle School (Grades 6-8)

To be promoted, middle school students must:

- Fail no more than two of the core curricula subjects of English, Reading, Math, Science, and Social Studies. Students cannot fail the same course for two consecutive years.
- Complete an approved summer school program if they fail no more than two of the core curricula subjects,
- Students must pass Math and Language Arts (English and Reading)

High School (Grades 9-12)

In grades 9-12, credits are earned toward high school graduation. A student's grade status will be determined according to the minimum number of credits earned.

Freshman status	0-4 credits
Sophomore status	6 credits
Junior status	12 credits
Senior status	18 credits

Grades and Averages

It is recommended that grades be determined by the following system:

1. Nine-week grades include class participation, homework, classwork, major assignments, tests, and projects.
2. Semester Grades (80% Nine-Week Averages and 20% Semester Test).

If a student is to pass, he must pass both first and second semesters; he cannot pass by averaging both semesters together. If a student only passes the first semester for a ½ unit credit, he/she must make up the other ½ unit in summer school, online, or repeat the failed work the following year.

GRADUATION REQUIREMENTS/STANDARDS

Each student who graduates from an AISA accredited school will at least meet State Department of Education course requirements for an officially sanctioned state diploma (State High School Diploma or State High School Diploma with Advanced Academic Endorsements). AISA diplomas are awarded upon completion of the requirements for one of the State Diplomas or upon the completion of the requirements for the AISA Advanced Honors Diploma. The AISA Advanced Honors Diploma is strongly recommended but not required for College Preparatory students in AISA accredited schools.

Beginning in the 9th grade, students earn unit credits for passed courses. However, students can take the following courses in the 8th grade to earn high school credit:

- Algebra I
- Geometry
- Introductory Computer
- Health
- Foreign Language

To graduate, each student shall complete the senior year at CVA and fulfill the requirements for a diploma. In addition to the following academic requirements, hours of community service with a non-profit organization are required. Please see our website for the documentation form. Students must pass eight English, math, science, and social studies semesters to be eligible for graduation.

1. Coosa Valley Academy will award three diplomas:
 - a. Standard Diploma
 - b. Advanced Academic Diploma
 - c. Advanced Honors Diploma
2. Candidates for Standard Diploma will have to pass 24 units, candidates for an Advanced Academic Diploma will have to pass 24 units, and candidates for an Advanced Honors Diploma will have to pass 25 units.

Units for Standard Diploma

English	4 units	
Social Studies	4 units	
Mathematics	4 units	through Algebra 2 w/ trig
Science	4 units	
Physical Education	1 unit	
Health	.5 unit	
Career Preparedness A	.5 unit	
Career Preparedness B	.5 unit	
Foreign Language	1 unit	
Fine Arts	2 units	

Bible 1 unit
 Additional Required Courses TBD
 25 hours of community service (over 4 years) required.
***Community service must be served with a NON-PROFIT organization.**

Units for Advanced Academic Diploma

English 4 units
 Social Studies 4 units
 Mathematics 4 units through Algebra 2 w/ trig
 Science 4 units through Chemistry
 Physical Education 1 unit
 Foreign Language 2 units (same language recommended)
 Health .5 unit
 Career Preparedness A .5 unit
 Career Preparedness B .5 unit
 Fine Arts 1 unit
 Bible 1 unit
 Additional Required Courses TBD units
 25 hours of community service (over 4 years) required.
Community service must be served with a NON-PROFIT organization.

Units for Advanced Honors Diploma

English 4 units
 Social Studies 4 units
 Mathematics 4 units through Pre-Calculus
 Science 4 units through Physics or Anatomy
 Physical Education 1 unit
 Foreign Language 2 units (same language recommended)
 Health .5 unit
 Career Preparedness A .5 unit
 Career Preparedness B .5 unit
 Fine Arts 1 unit
 Bible 1 unit
 75 hours of community service (over 4 years) required.
Community service must be served with a NON-PROFIT organization.
 Additional Required Courses TBD

Guidelines for Determining Valedictorian and Salutatorian

1. Students who have been enrolled without interruption at CVA 9th through 12th grades will be considered. Grades from the first semester of the ninth grade throughout the third quarter of the twelfth grade will be considered. Grades received for office aide, teacher's aide, or library aide will not be considered.
2. The Valedictorian and Salutatorian will be selected from those earning an Advanced Honors Diploma.
3. Grade Point Average (GPA) will be used to determine valedictorian and salutatorian.
4. The student with the highest GPA will be the Valedictorian, and the second highest will be the Salutatorian. If there is less than a 0.05-point difference between the grade point averages, the second-semester grades from the senior year will determine the rank.
5. Students who have received discipline for a serious academic or behavioral violation of the policy will lose 0.02 from their grade point average for each instance.

GRADING SYSTEM AND SCALES

Marks for daily activities, homework, projects, and tests are combined to determine a quarter average.

- Each teacher will communicate their grading policy at the beginning of the course.
- Semester examinations are given in grades 7- 12 and count as 20% of the semester grade.
- The two-quarter averages make up the remainder of the semester grade.
- If students qualify for an exemption on an exam(s), each quarter will count for 50% of the semester grade.
- Grades in courses may not be over 100.

Parents and teachers are encouraged to monitor grades through PowerSchool. CVA’s school calendar will reflect mid-quarter dates and the quarter's end dates.

Grades reported at mid-quarter might not represent 50% of the work for that quarter.

Questions concerning grades or assignments are most effectively addressed through email to the teacher.

Teachers will respond within a reasonable period. Parents/students should see the Head of School if questions are not adequately addressed.

Requirements for Pre-Pre-Algebra in 7th grade:

- Yearly average of 90 or above in Math 6
- Teacher approval

Requirements for Algebra in 8th grade:

- Yearly average of 90 or above in Math 7
- Teacher approval

If a student averages below 85% for the year in Pre-Algebra in the 7th grade, he/she must retake PreAlgebra in the 8th grade.

GRADING SCALES

Letter Grade	Numeric Grades	Standard Grading Scale	Honors Grading Scale	Advanced Grading Scale	Advanced Placement / Dual Enrollment Grading Scale
A	90 - 100	4.0 GPA	4.3 GPA	4.5 GPA	5.0 GPA
B	80 - 89	3.0 GPA	3.3 GPA	3.5 GPA	4.0 GPA
C	70 - 79	2.0 GPA	2.0 GPA	2.0 GPA	2.0 GPA
D	60 - 69	1.0 GPA	1.0 GP	1.0 GPA	1.0 GPA
F	59 and below	0.0 GPA	0.0 GPA	0.0 GPA	0.0 GPA

ELIGIBILITY FOR ATHLETICS

To be eligible for extracurricular activities, a student must pass **all** classes for the semester and maintain an overall 75 average for the semester in all subjects including PE and art, an overall 70 average in core courses, and meet the requirements of the AISA. Failure to maintain these requirements will result in probation for the next semester grading period. Any student not meeting the requirements will be declared ineligible for the following semester grading period at the end of the probationary period.

Once academic standards have been met, eligibility will be restored for succeeding grading periods. The semester average will be used to determine probationary status. A student who becomes ineligible for athletics in the fall due to below standard grades for the second semester can elect to attend an approved online program and have the appropriate semester grade replaced by the approved online grade. If the student's resulting second semester average in core subjects is 70 or above, athletic eligibility for the following fall will be restored.

PARENT/TEACHER CONFERENCES

Parent/Teacher conferences are encouraged to foster open communications between school and parents. If parents have a concern regarding their child's educational experience, the first step is to contact the child's teacher directly through email. This strengthens the channels of communication, and in most cases, the situation can be resolved. If an in-person conference is needed, please contact the teacher by email to set up an appointment that is convenient for both the parent and the teacher.

The beginning of the school day is a very busy time for teachers and students; therefore, parents are asked to choose a time other than early morning to discuss matters of concern with the teacher and always make an appointment. The Counselor and/or Elementary Director will be available to schedule these appointments and participate as needed. If after dialogue with the teacher, the parents believe further discussion is warranted, they may contact the Head of School.

HONOR ROLL

No student who makes a grade lower than a B average in any academic subject in any quarter or exam is eligible for the Honor Roll. **A-B Honor Roll** consists of students who earn averages of A's and B's for each quarter and exam of the year. The A Honor Roll includes all students who received averages of A's for each quarter and exam in all academic subjects for the year.

PROMOTION AND RETENTION

Grades 7-8

In Grades 7-8, promotion is the responsibility of the Promotion Committee. This committee may consist of the Head of School, the Counselor, and any student's teachers in consultation with the parent(s).

GRADES 9-12

Students in grades 9-12 earn credits toward graduation by semester. Students who do not achieve an average of 60 or above for the semester will be required to make up the failed semester(s) in the summer or at a time approved by the school. A maximum of two credits may be earned in summer school. The Coosa Valley Head of School must approve all summer school registrations.

AVAILABILITY OF SUMMER SCHOOL

Students should be aware that summer school availability varies from year to year. Students should not expect to be rescheduled in courses they failed during the preceding school year. There are several distance (online) educational programs available to students.

While Coosa Valley will help our students by providing contact information for these programs, this should not be our endorsement. Each distance education program has its own rules and requirements, and it is the student's responsibility to become familiar with them and fulfill them.

Also, anyone desiring to participate in AISA/CVA athletics must meet AISA and CVA academic eligibility requirements. All athletic eligibility is determined by semester. (For questions regarding athletic eligibility, please call the Head of School or Athletic Director.

CHANGING SCHEDULES

Students will not be allowed to change schedules without permission from the Head of School and Counselor. Before any teacher can add or drop a student from the roll, the student must have written permission from the office authorizing the change. No schedules may be changed after the first (1st) week of school without special permission by the Head of School and Counselor, and only in very unusual cases. When scheduling classes, some electives/non-core courses may be required. The state of Alabama and AISA require **all students** to have 6 hours of instruction daily.

TEXTBOOKS

Faculty and administrative committees choose textbooks. The school provides textbooks and students pay a book fee to defray purchase and replacement costs. Students typically purchase consumable materials, which cannot be collected and used the following year. Students are responsible for all books and Chromebooks and must pay the total replacement cost for lost or defaced books/Chromebooks. A partial payment may be required for damaged books. Students should be aware that books dropped and thrown in backpacks could be damaged.

EXTRACURRICULAR ACTIVITIES

This year, we aim to reinstitute clubs and organizations. Sponsors may restrict or include participation in grades other than those listed. Membership in these clubs and organizations is subject to each club's bylaws and constitution or approval of the sponsor and administration (as the case may be). The school accounting office will keep all funds for clubs and organizations, and the request for withdrawal of funds must be presented in writing to the accounting office. All use of club funds is subject to the approval of the administration and sponsor.

All activities of school organizations are subject to the administration's approval and should be submitted through the sponsor no less than one (1) week before the proposed date.

ATHLETICS

Coosa Valley Academy's athletic program is responsible and operated under the direction of the Head of School and Athletic Director.

- Coaches may restrict or include participation on specific athletic teams to certain grade levels. This decision will be made jointly with the Athletic Director and Head of School and may vary yearly.
- Tryouts may be required for participation in these activities. When new sports are added, grade levels will be determined each year and may differ.

Teams/Competition
Varsity Cheerleaders
Jr. Varsity Cheerleaders
Elementary Pep Squad
Varsity Football
JV Football
Varsity Volleyball
JV Volleyball
Boys Varsity Basketball
Boys JV Basketball

Girls Varsity Basketball
Girl JV Basketball
Varsity Baseball
Varsity Softball

STUDENT POLICIES AND PROCEDURES

ARRIVAL AND DEPARTURE

- Students should not arrive at school before 7:00 A.M.
- Elementary students (Grades 1-6) who arrive between 7:00 and 7:45 A.M. should report to the morning care room in the Elementary Hall. At the end of the school day, all students in grades K2-6th will remain in the elementary hall until they are picked up at the elementary end doors in the car rider line. **NO ELEMENTARY STUDENTS WILL BE DISMISSED THROUGH THE LOBBY AT THE END OF SCHOOL DAY.**
- **Students in grades 7-12 are required to enter through the front doors each morning, not the end doors.** Students in grades 7-12 who do not drive themselves will be dismissed through the front lobby doors.
- High school drivers who pick up younger siblings in the elementary grades must come through the car line.
- **No one is allowed to pass cars in the car rider line. Students who are in K4 - 6th grade who are not picked up by 3:15 will be sent to After School Care. After School Care fee will be added to the tuition bill. Parents who arrive after 3:15 should ring the doorbell to pick up their child. Non-drivers in grades 7th – 12th should remain in the front lobby until their parents are notified.**

For the safety of our students, once they have been picked up in the car rider line, they should not remain on campus unless participating in or attending a school function. (i.e. should not be let out of the car to play on the front lawn, playground, etc.).

ATTENDANCE

Accrediting agencies and Alabama State Law require a student to be present a minimum of 150 days during the academic year if he/she is to receive credit for his/her work. The curriculum can be perfect and the instruction impeccable, but effectiveness is lessened when students are not at school. Students are encouraged to attend school every day of the year. Parents are asked to help reinforce this.

ABSENCE POLICIES

Regular attendance is required. Absences and tardies negatively impact the students' instruction, can be disruptive to other students, and make it more difficult for the teacher to meet the needs of all students. Absences will be recorded and documented for each class and may be viewed in PowerSchool. A student is considered absent from a class if he/she misses more than half of the class. This requirement may be waived in the event of serious illness, accident, or other verifiable circumstances at the discretion of the Head of School. Those students who have missed an excessive number of days forfeit the opportunity to exempt exams. Coosa Valley Academy will follow the state of Alabama guidelines regarding truancy and credit recovery.

Sickness Policy: A student should NOT come to school if he/she has a fever. When students become sick or develop a fever during the school day, parents will be called to make arrangements for picking up the child.

ABSENCES FROM CLASS FOR SCHOOL-SPONSORED EVENTS

If a student misses class because of participation in a school-sponsored event, he/she must be responsible for any work or test that had been assigned for the class missed on the day the student returns. **There may be exceptions if prior arrangements are made with the teacher.**

ABSENCES — EXTRACURRICULAR ACTIVITIES

The student shall attend a minimum of one half-day (3 periods) at school to be eligible to participate in an extracurricular activity on that day. The student will not be excused from class for extracurricular activities unless prior arrangements have been made with the Head of School.

EXCUSED ABSENCES

Students with an excused absence must make up for all work missed. This may or may not be the same work or tests completed by other students but will cover the same material.

The only absences that will be excused are as follows:

- illness of student (see note below)
- death in family
- informed absence (see note below)
- inclement weather (roads impassable)
- doctor or dentist appointments (with a signed and dated note, email or phone call from a parent for the student to check out and, upon return, a **signed and dated appointment card from the doctor**).

***NOTE REGARDING ABSENCES DUE TO ILLNESS OF STUDENT:**

Students will only be allowed a maximum of five (5) excuses per semester originating from the parent/guardian without a doctor-issued excuse. The only acceptable forms of excuses are hand-written OR typed and signed by the parent or an email originating from a parent/guardian email account. All subsequent absences will be considered unexcused and subject to the Unexcused Absences Policy.

***NOTE REGARDING INFORMED ABSENCE:** This excused absence is for situations when the student/parent has prior knowledge of an absence. For this type of absence to be excused, the parent must email the Head of School at least one (1) day before the absence. During this time, students should check with their teachers to obtain the assignments they will be missing during the absence. Those assignments should be completed and ready to turn in upon the students' return to school. Credit will not be given if the absence is considered unexcused. (see below)

UNEXCUSED ABSENCES

Unexcused absences may include but not be limited to:

- failure to get the administration's approval.
- errand for parents or students
- absence from class to conform to dress code.
- going home to get forgotten items.
- vacations without prior approval by the Head of School

PENALTY FOR UNEXCUSED ABSENCES

Students will receive a zero on all work missed. The student may be subject to disciplinary action.

The teacher will not be expected to help the student cover material missed. Unexcused absences may affect a student's ability to exempt exams.

PENALTY FOR SKIPPING SCHOOL

The student will receive the penalty for an unexcused absence plus additional disciplinary action. Leaving campus without permission may also result in suspension or revoking driving privileges on campus. For example, students may not leave school to go get lunch and then return.

CHECKING OUT

Students will only be allowed to check out with permission from a parent/guardian or those recorded with the school as an emergency contact. This permission can be given written or given by email to office staff.

CVA asks parents to help us encourage attendance by not granting this permission unless it is an emergency or necessary. The Head of School must grant any exceptions to this policy. If a student attends a school-sponsored event (not as a participant) he/she is expected to check in at the event with a designated CVA employee and is expected to attend the entire event that day.

CHECKING IN TARDINESS

All students, including elementary students, must check in through the office and obtain a pass to class which must be signed by the teacher. The office staff must receive a written excuse, email, or phone call from the parent/guardian, before the student will be admitted to class.

Students are responsible for getting assignments from teachers whose classes they missed once they have arrived at school.

School starts promptly at 7:50 each morning. Students who arrive late to school miss valuable class time, cause a distraction for other students, and arrive unnecessarily flustered. Students who arrive after 7:50 will be counted as late to school and must sign-in at the front office. A student is considered tardy to class if he/she is not **in the classroom** when the tardy bell rings for each class. The teacher will record the tardy. Tardies more than half the regular period are considered absences. Absences of this nature from class will be considered skipping class. Three (3) tardies are equivalent to one (1) absence and each additional tardy is equivalent to an additional absence (i.e., 3 tardies = 1 absence, 4 tardies = 2 absences, 5 tardies = 3 absences, etc.).

MAKE-UP WORK

Students will be allowed to make up work for all excused absences. **IT IS THE RESPONSIBILITY OF THE STUDENT TO ARRANGE FOR THE WORK TO BE MADE UP AT THE TEACHER'S CONVENIENCE.** Students are responsible for tests or projects assigned before their absence on the day they return to school. Students should make every effort to check with teachers to secure assignments, notes, etc. Make-up work should be completed as quickly as possible. The students will be allowed the same number of days to make up their work as the number of days absent. If work is not completed by the due date, the student will receive a zero.

STUDENT CONDUCT POLICIES

According to the Mission statement and philosophy of Coosa Valley Academy, we are a college preparatory school committed to excellence in our total program. We also claim an environment designed to nurture the growth of balanced, responsible, and dedicated young people. To achieve these objectives, the faculty and staff are committed to establishing meaningful standards for conduct and behavior. We believe these standards have a role in advancing the development of a level of responsibility necessary for college success. Students are responsible for their compliance with school

standards or the consequences of their misconduct.

HONOR CODE

Personal honor and integrity are essential to quality education and a healthy academic environment. The pursuit of excellence in education at Coosa Valley Academy necessitates intellectual honesty. To help develop the student's character and intellect, we strive to teach by example and policy the importance of truth and trust in all life. Thus, every member of the CVA family should respect and support the philosophy and guidelines of the honor code to maintain a sense of personal honor and integrity in the Coosa Valley community.

Probation- Academic & Behavioral

1. Academic Probation

- a. Entering students, as well as those presently enrolled at CVA, who do not maintain an overall 75 average in all subjects, excluding P.E. and art, will be placed on Academic Probation for one nine-week grading period.
- b. All grades will be checked at the end of each nine weeks.
- c. At the end of the probationary period, any student not meeting the academic standard will be subject to further academic penalty, up to and including dismissal.
- d. If a student fails a core class, the student will be on probation the following semester.

2. Behavioral Probation

- a. Any student receiving multiple conduct reports during any semester may be placed on Behavioral/Conduct Probation at the discretion of the Administrator, lasting no longer than through the end of the following semester (assuming no further violations).
- b. Students who have been suspended shall be placed on behavioral probation through the end of the following semester.
- c. Continued failure to meet conduct standards will result in further discipline, up to and including dismissal.
- d. Students on Behavioral Probation must have written approval from the Administrator and Athletic Director on file prior to participation in athletic extracurricular activities while on Behavioral Probation.
- e. No student who has been on Behavioral Probation will be allowed to represent Coosa Valley Academy in an official capacity, including Homecoming Court, Prom King or Queen, All Star, Miss Confederate, or any similar role.

GUIDELINES

While no student can be another's conscience, they can go on record as creating honesty in all relationships. By the Philosophy stated above, Coosa Valley Academy sets forth the following code of honor.

- **Lying**
 - A person lying or purposely misrepresenting the truth violates the Honor Code. Forging the signature of any person is a violation. Violations of this policy will result in disciplinary action as warranted by the offense.
- **Stealing**
 - A person taking another's property without permission violates the Honor Code. Suspension and expulsion will result from violations of this policy.
- **Academic Dishonesty**
 - Academic dishonesty is defined as knowingly giving or receiving information or assistance on graded work, an example of individual effort. Academic dishonesty includes, but is not limited to, the following:
 - Copying or allowing another student to copy homework, worksheets, essays, research papers, test answers, or lab reports that will be graded. (Teachers may permit students to work cooperatively on some assignments.)

- Possession of materials that could be of unauthorized assistance during testing. It is the student's responsibility to remove all such materials from around him during a test.
- Material written on skin or clothing is considered to assist in completing a graded assignment.
- Plagiarism represents another's ideas or words as one's own and is a form of academic dishonesty. Rules concerning plagiarism are explained in each course. Student work submitted from an AI website will receive an automatic ZERO.
- Using calculators or electronic devices to procure answers during an examination or quiz. (Teachers may specifically permit the use of these items for some assignments.)

Each teacher will establish rules concerning homework, quizzes, tests, and projects in their classes and will make these rules/procedures accessible to students.

The following policy will be in effect upon reporting incidents of academic dishonesty:

- **First offense**
 - The student who violates the academic dishonesty policy will receive a grade of zero for the graded work involved. The incident will be documented and kept on file in the office. Parents will be notified.
- **Subsequent offenses**
 - The student who violates the academic dishonesty policy more than once will receive the same punishment as above, with added disciplinary action as warranted by the infraction. Suspension and expulsion are possible punishments for such offenses.

CONDUCT AT SCHOOL-SPONSORED EVENTS

Conduct at school-sponsored events will follow the same rules and regulations applied during the regular school day. Parents are also urged to conduct themselves maturely at school-sponsored events. Students shall only be in areas where there are adult sponsors. **Parents should be responsible for supervising their children, not participating in the event.**

FIELD TRIPS

Occasional field trips off-campus are considered a privilege and should be treated as such. Students can learn much from these trips if they follow an acceptable standard for their conduct. Students represent Coosa Valley Academy and their families when they leave our campus. We expect nothing less than exemplary behavior.

Therefore, while on a field trip, students are expected to follow the same rules of conduct applied during a regular school day as well as any additional rules set by the venue. Parent chaperones are welcome and appreciated and are encouraged to follow the same rules as an example to their children.

Students are allowed two parents per child on field trips, and siblings (including younger siblings who are not yet in school) or other students who are not in the participating class are not allowed to attend. Please note that some field trip venues may further limit the number of chaperones that are allowed to attend.

Coaches will be held responsible for supervising the conduct of athletes on or off the field or court or traveling back and forth to the place of the activity. School sponsors will also be responsible in the same way for school squads or club members at activities. A student who is not a club member may not be present at the club's conventions, trips, or activities without prior approval from the Head of School.

TYPES OF DISCIPLINE

Discipline is essential for learning in any classroom and proper functioning in school activities. School personnel and students alike will benefit from the order and structure provided by a well-disciplined school.

To help us achieve this positive atmosphere, disciplinary measures will be administered fairly and consistently.

REMOVAL FROM CLASS

- Any student who exhibits behavior inconsistent with their teachers' expectations may be temporarily removed from class by that teacher. The student may not be allowed to make up the work missed during that class. Further disciplinary action may be taken.
- Note: Students who are removed from class may have an absence recorded if they miss over half the class.

BREAK DETENTION

- Students assigned break detention should report promptly to the assigned room. These students should arrange to eat breakfast before school since they will not be allowed to eat during the break. Break detention starts at 9:40 and ends at 9:54.
- Students will be dismissed in time for their 3rd-period class.

IN-SCHOOL SUSPENSION

- This disciplinary measure allows a student to demonstrate that an indefinite suspension or expulsion will not be required.
- Students will be removed from the regular classroom for the prescribed period and monitored by an administrator. Students will be expected to complete work given to them by the In-school suspension supervisor.

OUT-OF-SCHOOL SUSPENSION AND EXPULSION

- **No student has the right or privilege to interfere with another student's right to learn or a faculty member's responsibility to teach.**
- Every student is expected to observe a personal code of conduct that will not interfere with the educational process.
- The Head of School may suspend any student violating school rules and policies.
- The suspension may be for a definite time or indefinite if, in the administration's judgment, the offense warrants it.
- The student will receive "zeros" on all work.
- **The suspension will negate any exam exemption for that semester.**

GENERAL RULES

- **The administration reserves the right to search any student, locker, book bag, purse, desk, or automobile based on reasonable grounds for believing something contrary to school rules or detrimental to the student or others is present.**
- **Upon discovery of an apparent drug and weapon, the parents will be notified, the proper authorities contacted, and the material confiscated as evidence.**

Every situation that may arise cannot possibly be anticipated and provided for in this handbook. The administration will deal with these problems by applying the same fair and consistent rules as stated in this handbook.

DISCIPLINE PLAN OFFENSES AND CONSEQUENCES

Minor Offenses:

1. Unprepared for class
2. Disruptive behavior
3. PDA
4. Leaving the lunchroom without permission
5. Dress code violations (See Dress Code)
6. Cell phone (see Cell Phone Policy)

Consequences for Minor Offenses:

- warning
- notification of parents
- in-school detention
- two days after-school detention
- After the 5th disciplinary referral for the same offense, a student will then proceed to the consequences for **major offenses** as listed below and be placed on Behavioral Probation.

Major Offenses:

1. Disrespectful behavior (ex: argumentative, refusing to follow directions, etc.)
2. Possession, creation, or distribution of disrespectful or inappropriate/suggestive comments, pictures, or written material
3. Going to parking lot during school hours without permission
4. Skipping class
5. Use or possession of tobacco, drugs, e-cigarettes, or vaping devices
6. Fighting, assault, threats of bodily harm
7. Bullying (see Bullying Policy)
8. Inappropriate language and/or profanity
9. Vandalism and property damage
10. Weapons (possession, use, threat of use, transfer)

Consequences for Major Offenses (or multiple minor offenses):

- meeting of student (and notification of parents) with the Administrator of the designated faculty member to determine the appropriate action
- one to two days in-school suspension
- one to two days suspension-zeros on all work and loss of exam exemption
- three or more days of suspension-zeros on all work and loss of exam exemption and placement on Behavioral Probation
- referral to the board for possible expulsion
 - **VANDALISM:** Students who destroy or vandalize school property will be required to pay for losses or damages. If students willfully destroy school property, any students involved will be subject to disciplinary actions up to and including possible expulsion as deemed appropriate by the Administrator and subject to Board approval. If a student should happen to damage something accidentally, he/she should report it to a teacher or the office immediately.
 - **WEAPONS:** Possession, use, threat of use, or transfer of any items that could be

used with the intent of causing bodily harm will not be tolerated. Violation is a Class C felony in accordance with ACT 94-817 of the Code of Alabama. Weapons include, but are not limited to, knives, pistols, rifles, shotguns, switch blades, swords, daggers, clubs, batons, blackjacks, brass knuckles, body disabling agents (e.g. mace, pepper spray, tear gas, ect.), explosives (including fireworks), flammables, or other potentially dangerous object or “look-alikes” thereof. Items such as baseball bats, pipes, bottles, locks, sticks, pencils, and pens will be considered weapons if used, attempted to be used, or threatened to be used to cause bodily harm.

- **DRUGS & ALCOHOL** : Any student bringing unlawful drugs or alcohol of any description on the campus or to an off campus school sponsored event will be placed on Behavioral Probation, suspended, and referred to the Board for possible expulsion. The police will be notified and offenders will be turned over to the proper authorities.

RESPONSIBLE TECHNOLOGY USE POLICY

A TECHNOLOGY USE PERMISSION FORM WILL BE SENT HOME FOR EVERY STUDENT AND PARENT TO SIGN.

General Statement of Policy and Educational Purpose

- Technology offers many global opportunities.
- One objective of Coosa Valley Academy is to encourage and facilitate appropriate student access to those opportunities. Our goal in this is to enhance the educational development of our students. CVA provides the privilege of access to its computer network, technology tools, and the Internet for educational purposes only. This access will be available to students if they use it responsibly, efficiently, courteously, and legally. Misuse of this privilege may lead to discipline of the offender.
- All school Internet use is filtered and monitored at all times.
- The guidelines in this policy apply to all student use of electronic devices - including Chromebooks, Laptops, phones, and wearable technology - on the CVA campus or for CVA assigned work, regardless of the ownership of the device.
- The CVA Technology Department should ONLY complete all physical or technical repairs or support of school-owned devices. Financial liability related to breakage, damage, loss, or theft of school-owned devices is the student's or their family's responsibility. Any such damage or loss should be reported immediately to the CVA Technology Department, which will provide further information regarding the specific financial liability. Such liability could include the repair or total replacement cost of the device.

Terms of Use

- Students will adhere to these guidelines each time a device is used on the CVA campus or for CVA assigned work.
- If a personal electronic device such as a laptop, Chromebook, or tablet is brought to school the student will:
 - Ensure devices are fully charged and ready to use for an entire school day. Students must not assume they can use a charger at school.
 - Assume responsibility for always keeping devices safe and secure.
 - Notify the office immediately if a device is lost, stolen, or damaged.
 - Ensure that device-location services (Find My iPad/iPhone) are enabled on all devices.
 - Use appropriate language in all communications, avoiding profanity, obscenity, and offensive or inflammatory speech. Students will never use any form of electronic communication to harass, frighten, or bully anyone. Any misbehavior is to be reported to responsible school personnel immediately.
 - Protect their own and others' private information. Students will not share last names,

usernames, passwords, home addresses, telephone numbers, or other identifying information in online public forums. Students will not share their usernames and passwords with anyone. Teachers may have access to student login information for assistance purposes only.

- Use all technology equipment carefully and do not damage, change, or tamper with the hardware, settings, or the network.
- Understand that academic content takes precedence over personal files and apps. Students may not add individual files and apps to school computers.
- Obey copyright laws. Students will always give credit for using someone else's words, images, or ideas. Not giving credit for using work found online is a form of plagiarism and will be treated in the same manner as other incidents of plagiarism. When possible, students will obtain permission before using someone else's work. Students will not install, save, or transmit illegal copies of programs or files. This is commonly known as "pirating" and is strictly prohibited.
- Print only when and where the teacher tells them. Students should also back up documents and other schoolwork to Google Drive connected to their CVA email. Lost or damaged data is not the responsibility of CVA.
- Make any messages or files sent or received at any Internet location for inspection by an administrator or teacher upon request. Files stored and information accessed, downloaded, or transferred on school-owned devices or networks are not private.
- Set passcodes on devices to prevent others from misusing them. If requested, students must provide their passcodes to the CVA Technology Director or teachers to allow access to verify compliance with the CVA Responsible Use Policy.
- Turn off cellular data access on student-owned devices while on campus, if applicable. Student-owned iPads and MacBooks must be connected to the CVA network while on campus. **Using any student-owned device as a wireless hotspot is strictly prohibited unless directed by a teacher.**

Students will not:

1. Subvert or circumvent the CVA network rules, proxies, filters, or other settings, such as VPN (Virtual Private Network).
2. Download and install any programs, files, or games onto any school-owned devices unless instructed by a teacher or administrator.
 - Change the device name or otherwise modify the CVA profile.
 - Engage in gaming activities during instructional times.
 - Create, view, send or display inappropriate pictures, videos, text, or websites. Any misbehavior is to be reported to responsible school personnel immediately.
 - Use the camera, video camera, or microphone to take or share pictures, recordings, or videos of people or events without permission from the specific individual or responsible party.
 - Post videos, pictures, or recordings of CVA or students, activities, and events on the internet in a public forum without the express permission of the teacher and administration
 - Use the camera and microphone on CVA property unless a teacher or administrator grants permission.
 - Use technology devices to cheat on schoolwork.
 - Change, delete, or move anyone's work besides their own.
 - Use any electronic device at school or e-mail account other than their CVA-issued account without teacher permission.
 - Modify or remove the operating system. This refers to the process commonly known as "jailbreaking" and is strictly prohibited. Jailbreaking will cause the device to be vulnerable to security breaches and at risk of losing data. Not only will jailbreaking invalidate our warranty,

but it can also jeopardize our network at CVA.

Profiles and Filtering

CVA's website filtering program limits on-campus student access to content available through an Internet browser. Student devices will be protected by a filter connected to CVA's Wi-Fi network so that content from Internet browsers will only include educationally appropriate materials.

Monitoring

Coosa Valley Academy reserves the right to inspect any device in use by a student on the CVA campus without prior notification. Coosa Valley Academy reserves the right to inspect any device used by a student connected to our wi-fi network without prior notice. If a student is found to violate any of the guidelines expressed here, CVA further reserves the right to enforce appropriate consequences. Such consequences could include but are not limited to:

- 1st offense: device privilege taken away for one day (student must leave device at home or turn it in to the office at the beginning of the school day), parent notification.
- 2nd offense: device privilege taken away for three days, parent notification.
- 3rd offense: device privilege taken away for five days, parent notification.
- Any subsequent offenses: Administrator's discretion

Students are still responsible for assignments during the time they are on restriction.

Any additional policy violations could result in losing the privilege of using a CVA or student-owned device on campus.

- Students are to report any known violations of this Responsible Use Policy to the appropriate CVA teachers or administrators.
- CVA takes no responsibility for unauthorized student activities while not on campus. Nor does CVA take responsibility for unauthorized materials students store on the devices, the CVA network, or within a CVA-issued account.

Compliance

CVA encourages using its technology resources to expand students' options to facilitate their pursuit of knowledge. If misused, Coosa Valley Academy reserves the right to confiscate and search any device to ensure compliance with this Responsible Use Policy. Violations of any of the provisions of this Responsible Use Policy may result in a loss of access and other disciplinary or legal action as determined by the honor code, CVA administration, or legal authorities.

Parent Responsibility Outside school, parents bear responsibility for the same guidance of Internet use as they exercise with other information sources such as television, telephones, movies, radio, and other potentially offensive media. Parents are responsible for monitoring their student's use of technology, including student access to CVA resources from home or a remote location.

CVA recommends that parents and students discuss these privileges and responsibilities and commit to the positive use of all technology resources.

To Students and Parents:

Please indicate that you have read and understood the Responsible Use Policy on the Policy Signature Page, which will be provided through your student's first-period teacher. Return the signed page by the deadline indicated on the form.

CELL PHONE POLICY

Coosa Valley Academy acknowledges the reality of cell phones in today's world. There are good uses of cell phones for educational and personal purposes. However, students will be expected to adhere to CVA's Cell Phone Policy (**this applies to all electronic devices**). **Students will be required to turn in their phones at the beginning of each class period.** The only exception made will be when cell phones are needed for a teacher-directed classroom activity. Violations of either of these policies may result in the cell phone being taken up. Inappropriate use includes, but is not limited to, the following:

- Using social media during class time (including Physical Education) unless directed by a teacher for class purposes.
 - Making or receiving phone calls during class time or in the hallways between class without teacher or administrator permission
 - Recording or taking pictures in the classroom without staff permission
 - Using earphones at the school **or hallway** unless permitted explicitly by the teacher
 - Using a cell phone after being instructed not to or using it in a manner not consistent with CVA Responsible Use Policy
- **First offense:** First-time violations of this policy will result in the device being taken up by the teacher and returned at the end of the 7th period (to the student). This may be handled through the office if the teacher is unavailable at the end of the 7th period.
 - **Second offense:** Students found in violation a second time will have their telephones turned into the office. The phone will be kept in a safe location and returned to the parent at their earliest convenience.
 - **Any subsequent violations** will result in confiscating the telephone and returning the phone to the parent, along with a disciplinary action for the students.
 - **Use of cell phones that results in academic dishonesty will be dealt with under that policy.**
 - **Inappropriate use of other technology will be addressed through the CVA Responsible Use Policy.**
 - **Students will be allowed to use cell phones during break & lunch in the school lunchroom only.**

EXEMPTION POLICY

Students must take all the semester exams for the first semester. In order to qualify for exemptions from second semester exams, a student must:

1. have an A average with no more than five (5) total absences* during the second semester, including combinations of tardies.
2. have a B average with no more than three (3) total absences* during the second semester, including combinations of tardies.
3. Have no out-of-school suspensions for the entire year.

*Absences for school sports (players & cheerleaders only), trips, and college visits (with proof of visit), will not be included in the total absence count.

DRESS CODE

Coosa Valley's Dress Code ensures that students dress modestly, do not draw undue attention to themselves, and encourage a dignity appropriate for the learning environment. The dress code is consistent with the school's mission statement and values. It is the prayer of the School Board and Administration that parents and students will view the Dress Code as creating not only the proper school environment but also as an occasion to discuss lifelong personal choices and dress standards with the understanding that one's dress is ultimately a matter of the heart (I Peter 3:3-4).

POLICY STATEMENT

Students must always be neatly, modestly, and appropriately dressed. Suggestions concerning the dress code may be addressed to the Lower and Upper Supervising Teachers. The School Board will review and evaluate the dress code as needed.

When a teacher or administrator observes a student violating the following code, the student will be required to make the needed alterations. If the change can't be made, they will be held out of class as necessary and parents will be notified. The student's absence will be considered unexcused and result in zeroes for any graded work in the missed classes.

Since this works a more significant hardship typically on the parents or guardians than the students, parents are urged to supervise their child's dress daily, **and it is suggested that an additional set of appropriate clothing be sent with the student to keep in their locker to avoid parental inconvenience or absence from class.** The student alone is responsible for proper dress consistent with the spirit and the words of the dress code.

As our policy reflects the philosophy of Coosa Valley, we ask parents to dress appropriately and consider the spirit of the dress code when on campus and attending a school function. This will communicate a unified philosophy and example to our students. While athletic attire is not allowed during school hours except in designated classes, it is appropriate for after school during athletic practices/games.

Appropriate attire, consistent with the spirit and intent of our dress code, will be allowed on CVA game days at the coach's discretion with approval from the CVA Head of School. School field trips should be considered the same as regular school days unless otherwise determined by the individual instructor. More formal dress may be required for class trips, while more casual attire **may be allowed with prior administrator approval.**

STUDENT DRESS CODE

All students (Grades K-12) should dress and conduct themselves appropriately. The following guidelines must be followed to comply with the Coosa Valley Academy dress code.

1. All clothing, including T-shirts, must be appropriately sized. No tight fitting clothing or extremely baggy clothing will be allowed. Tights and leggings may be worn with other clothing that is not more than 4 inches above the knees. **Undergarments (bra, camisole, etc.) should never be visible.**
2. Students shall not wear garments or jewelry with obscene or offensive language or graphics, or that are sexually explicit or suggestive, or that promote drugs, alcohol, tobacco or cults.
3. Students **shall NOT wear the following:**
 - Hats, caps, and other headgear on campus during school hours.
 - Lounging or pajama pants or shorts.
4. No visible tattoos.
5. No body/cartilage piercing or gauges. (Females may wear earrings.)
6. No unlined nylon, spandex or work-out type pants, shorts or unlined mesh PE clothing.
7. Shorts, skirts, and dresses must not be more than four (4) inches above the kneecap.
8. All tops (shirts and blouses) **must always cover midribs and cleavage.**
9. See-through clothing and/or clothing with holes is not allowed.
10. Proper underclothing should be worn, but it should not be visible.
11. Hair should be worn in a fashion that will not cover the eyes. Acceptable hair length for males should not touch the shoulders.
12. Hair should be a natural color and no extreme hairstyles will be allowed. (Gothic, Mohawk, or punk styles, etc)
13. Boys must be always clean shaven.
14. No tank tops or muscle shirts are allowed. Shirts with less than two (2) inches shoulder straps are not allowed.
15. P.E. clothing must consist of a grey T-shirt and red gym shorts. P. E. clothing will not be allowed

- in the school building.
16. All athletes and cheerleaders must wear AD and Coach **approved** clothing for practice (to include after school practices).
 17. Sweatpants **must** have pockets.

Student Apparel Rule of Thumb: If you have to stop, think, and decide if an item is appropriate for school, don't wear it. Students will not be allowed to attend class until the dress code violation has been corrected. Repetitive dress code violations will result in suspension.

GENERAL INFORMATION

VISITORS

- Visitors/parents should visit the school office before visiting any classroom during the day. Unscheduled visits to the classroom are discouraged as they interrupt important learning time for students. Forgotten lunches, homework, etc. can be left with the Office Manager in the main office. The Office Manager will then deliver the item to the student at an appropriate time.
- Students from other schools are not allowed on campus during the school day without permission from the office.
- Visitors will be required to sign in at the main office to obtain a visitor's pass. Visitors may be asked to provide a photo ID.
- Visitors and parents are not allowed to be anywhere on campus (including the gym, lunchroom, and parking lots) during school hours without a visitor's pass. This includes delivery of food by parents.
- Restaurant deliveries will not be allowed.

PARTIES

Grades K4 through 3rd are allowed to have three parties per year. Grades 4 through 6 may have two parties per year. Cupcakes or other treats are permitted at lunchtime or during snack on the children's birthdays.

ENTERING, TRANSFERRING, AND WITHDRAWING STUDENTS

- An assembly will be held with students at the beginning of each school year when an overview of the Coosa Valley Academy rules will be discussed. Additionally, the student handbook will be available in its entirety on the school website for review.
- A student transferring to another school or withdrawing from CVA will report to the Counselor or Head of School at least two days before withdrawal so that they can be checked out properly and have records cleared.
- One transcript will be sent free of charge. There may be a charge for processing additional transcripts and materials in the student's file.
- Written permission from the parent/guardian will be required to have transcripts sent to the new school.
- All financial obligations must be cleared up before transcripts will be released.

FINANCIAL REGULATIONS

- Tuition payments are due on the first day of each month and are delinquent after the tenth (10th).
- Statements are emailed monthly.
- For any past due payment, there is a \$35.00 late fee.
- There will be a \$30.00 charge for all checks returned to the school for insufficient funds.
- All accounts must be current to register for the next school year.

NO PERSON in any capacity will take it upon himself to purchase, order, or in any way obligate funds of Coosa Valley Academy without prior approval by the Head of School. Anyone who violates this policy is responsible for the purchase. All purchases will require the use of a numbered purchase order that can be obtained from the Head of School when the proposed expenditure is discussed.

All money collected at the school or in the school's name must go through the office so that it may be audited to protect school officials, teachers, and students.

EMERGENCY PROCEDURES

SEVERE WEATHER DRILLS

- Coosa Valley has a Civil Defense warning device (radio) to notify the school of possible severe weather.
- Teachers have designated safe locations to take students away from all outside walls.
- Upon notification of a tornado warning, teachers will take students to these locations and take proper precautions.

INFORMATION FOR CLOSING SCHOOL IN THE EVENT OF SEVERE WEATHER

- It is sometimes necessary for schools to close early because of threatening weather. This decision is made after consulting with agencies such as Shelby County Emergency Management, the Police Departments, State Trooper Office, and other weather officials.
- Schools are sometimes requested to close early to prevent traffic problems caused by blocked streets, slick road surfaces, or congestion.
- The school will be dismissed only at the request of the proper authorities.
- Should it become necessary for the school to be dismissed, the local radio and television stations are immediately contacted and asked to begin making announcements.
- This information will also be posted on the school website, social media, and parents will receive an all call from the office.
- A sufficient number of school employees will remain on duty at the school to supervise students until all are safely departed.
- As a parent or guardian, you're requested to do certain things. These include:
 - Please instruct your child what they should do if school closes early.
 - If no one is likely to be at home, be sure your child knows where they should go; to a neighbor's house, to a relative, etc.
 - Please arrange to pick your child up immediately if school closes early. Children can get quite upset if they remain at school for several hours without contacting their parents. Also, traffic conditions usually get worse during the day.
 - Do not depend on a telephone call to the school to give instructions when school closes early. The school's telephone lines are flooded with calls, and it is tough to get a call through. Be prepared in advance.
 - If weather conditions at home are such that you need to pick up your child early, please come directly to the school and notify the office before going to your child's room. The office staff can't deliver messages to students during severe weather because of the necessity of putting the emergency plan into operation.
 - **PLEASE DO NOT TIE UP THE SCHOOL PHONE LINES.** The phone lines must remain open for communication with emergency officials.
- In the event school is not in session due to the weather conditions, 7:00 AM will notify local media. This information will also be posted on the website and social media.

FIRE DRILL INSTRUCTIONS

- The signal for a fire drill is the sounding of the fire alarm.
- Students will leave the room in a quiet and orderly manner and remain in line throughout the drill.
- Students not in regular classes will leave the building in an orderly manner.

- No students should return to the building until the all-clear signal or announcement is given.
- The signal or announcement for all-clear at the end of the drill will be given over the intercom.
- Fire Drill information for each room is located near the door on the inside of the room. Teachers and students should be familiar with these directions.
- Fire Drills will be held at least once per month.
- Students guilty of playing with fire extinguishers or fire alarms will face possible suspension.

LUNCH PROGRAM AND CAFETERIA

1. Upper School students may eat in the cafeteria or designated outside areas with teacher supervision.
2. Students will conduct themselves in a quiet and orderly manner.
3. **Students will clean their tables and put all trash in the waste cans.**
4. Students cannot leave the campus or sit in cars during lunch.
5. Students cannot take food or drink into classrooms or the gym.
6. Teachers meeting with students during break or lunch may make an exception.
7. **Violations of these rules will be handled according to the student conduct policies.**

ASSEMBLIES

Periodic assemblies will be held for various reasons. Your behavior in groups is a reflection of your character.

- Enter the assembly in a quiet and orderly manner and remain this way for the entire body.
- Show respect to the speaker or entertainer who is presenting the program.
- Applaud is a cultured manner; never boo, whistle, or stamp your feet, etc., regardless of your opinion on the program.
- The Head of School will deal with violations of these assembly rules

Students must sit with the teacher whose class they are in during that class period.

LOWER SCHOOL BUILDING AND PLAYGROUND

Students in grades 7-12 shall not go to the Lower School playground. Students in grades 7-12 shall not go to the Lower School Hall without permission.

CVA SOCIAL EVENTS

Students are to remain in the building except when chaperones grant permission to go. Once a student leaves, they are not allowed to re-enter the event. Leaving the campus to return later will be allowed only under extreme need by permission of the chaperones. Sitting in parked cars is not permitted.

AUTOMOBILES

Students should remember that driving cars on our campus is a privilege. Students going to drive to school must have a valid driver's license. Drivers must observe all safety rules. Any deviation from these rules could result in a student losing their privilege to bring an automobile on the campus. Students are not to be in their cars at any time during the school day without permission from a staff member.

Campus Parking and Driving Regulations

1. Students who drive cars to the school campus must have a CVA parking decal and are expected to drive slowly, safely, and with courtesy.
2. The campus drive is **ONE WAY** and is marked as such. The speed limit on campus is **always FIVE MILES PER HOUR (5mph).**
3. Students are expected to park in designated areas.

4. Parking behind the building is for faculty only. Parent/visitor parking is provided in front of the school.
5. **No car shall pass a car that is loading or unloading students.**
6. Students will not be permitted to drive on school property without a valid driver's license.
7. Violations of safety, courtesy, and speed regulations could result in suspension of driving privileges.
8. Seniors and juniors will park in front of the gym.
9. **Students are not allowed in the back-bed of trucks at any time.**
10. Parents are also asked to abide by these regulations.

Student drivers and parents of student drivers must sign and abide by the Student Use of Vehicle Contract.

CARE OF SCHOOL PROPERTY

- Students are expected to help maintain the property of Coosa Valley Academy.
- Consistently demonstrate pride in your school.
- Our buildings and fixtures are provided at great expense to the parents and friends of CVA.
- Every student will refrain from defacing or destroying school property.
- Help the janitorial staff by placing all paper and trash in containers arranged for this purpose.
- Any student who causes damage to the school property or the property of another student, either intentionally or through neglect on his part, will be financially liable for such damages and face disciplinary action.

SELLING MATERIALS ON SCHOOL GROUNDS

- It is against school policy for any individual or group to sell or distribute any goods on school grounds or use the school's name to raise funds unless prior permission has been obtained from the Head of School or Upper School Principal.
- Persons violating this policy are subject to disciplinary action, including suspension.

PROHIBITED ITEMS

A student will not have personal possession of and store (locker or motor vehicle) on campus or at school-sponsored activities the following items:

- Alcoholic beverages and unopened, partially empty, or empty alcoholic beverage containers. Also, being under the influence of alcohol at school or school-sponsored events is prohibited.
- Tobacco products, manufactured, homemade, and related items such as lighters, matches, pipes, and containers.
- Any illegal drug or item for drug use. Also, being under the influence of any substance or illicit drug at school or school-sponsored events is prohibited. Drug dogs and local authorities will make periodic searches of the facilities. Please also see Drug Policy.
- Any weapon or instrument to be used as a weapon. These include but are not limited to firearms, knives, razor blades, utility knives, or ammunition.

MEDICINE DISPENSING PROCEDURES

Coosa Valley Academy will make a designee available to students and parents of students to issue prescription or non-prescription medicines. All medicines, with the student's name and dosage instructions, should be left in the main office. Students should not have medications in their possession, in the locker, etc. during the school day.

DRUG TESTING PROGRAM

PURPOSE

- Coosa Valley Academy is a college preparatory school where students are to be challenged with Christian principles that promote the development of the total person.
- Substance abuse interferes with that development by its physical and emotional effect on the individual and its possible impact on those around him.
- We strive to promote and maintain a drug-free learning atmosphere at every level.
- We desire to cultivate leadership from CVA students and staff in the community and on campus.
- It is not the goal of this policy to humiliate or be punitive.
- The primary focus is on prevention as an aid in the early intervention should the presence of drugs be detected.
- **Students, faculty, and staff must participate in this drug program if they are to be admitted, hired, or remain at Coosa Valley.**

SCOPE OF THE DRUG-TESTING PROGRAM

Student Drug Testing

The program advocates universal drug testing of all students in grades 9-12. The testing schedule will be as follows:

- Initial testing - every student in grades 9-12 will be tested at the beginning of the school year. Testing will be conducted during the first four weeks of school.
- Random - students will then be randomly selected (using a random number generator) throughout the school year to achieve a goal of 25% of the grades 9-12 student body by the end of the school year.
- Follow-up testing/suspicion - any student testing positive will be tested at 90-120 day intervals at the parent's expense. This may be in addition to those required by outside counseling agencies to which the individual is referred. Also, any student in grades 9-12 suspected by the Head of School or Upper School Principal of drug use may be tested.

TESTING METHOD

Hair analysis has been selected as the method of testing.

- A licensed clinical laboratory, Psychemedics, Inc., will perform the analysis of all hair samples.
- Psychemedics, Inc. uses patented sensitive technology (radioimmunoassay) to screen hair specimens.
- All positively identified models through the screening analysis are then confirmed through Gas Chromatography / Mass Spectrometry.
- Each hair sample will be analyzed for six drugs: cocaine, opiates, marijuana, PCP, methamphetamines, and ecstasy.
- The significant advantage of hair testing over urine testing is that it dramatically expands the detection period following the use of an illicit drug.
- Every 1/2 inch of hair represents approximately 30 days of drug use history.
- A standard hair analysis will provide detection for the 90 days before the hair collection.
- Hair specimens are also more challenging to adulterate than urine specimens.
- Collection of hair is less intrusive and embarrassing than urine.

HAIR COLLECTION PROCEDURES

- The student, employee, and board member will be assigned a unique identification number.
- Trained staff and Psychemedics personnel will perform the hair collections using complete

- chain-of-custody procedures.
- The Head of School and Upper School Principal will be the only person privy to these identification numbers.
- These numbers will be entered on the hair collection kit and will protect the identity of the tested individual
- A sample of hair (approximately 60 strands) is cosmetically cut at the scalp from the crown of the person's head. Persons with short head hair will have body hair collected, such as arm, leg, or underarm hair.
- The sample will be sealed by the designated CVA employee collector and initialed by the tested person under complete chain-of-custody procedures to ensure the correct identification of the hair sample and results.
- The model will be mailed to the Psychemedics, Inc. laboratory.
- Results will be returned to the school via secured, confidential facsimile or email.
- Appropriate action will be taken if the student or employee deliberately tries to avoid this collection process.
- This could be considered failing to participate in this required program.

CONTESTING A POSITIVE RESULT

All positive results are confirmed using a highly reliable confirmation technology called Gas Chromatography / Mass Spectrometry. This prevents false positives resulting from other drugs or substances that are ingested. If, however, a person testing positive wishes to contest the result, he may do so in writing to the Head of School or Upper School Principal within ten days of notification. The retest will be at their own expense.

CONFIDENTIALITY AND DISSEMINATION OF RESULTS

- The unique individually coded number will identify all hair collections and results. No names are recorded on the collection bag or the test results.
- Psychemedics Corporation will confidently provide students' test results to the Head of School and Upper School Principal. The school will inform the student and parent/guardian within 15 days of receiving a positive impact.
- All tests of employees/board will remain strictly confidential between the tested person and the CVA Academy Head of School. No test results of students will be disclosed to any person or agency beyond the persons identified above (#2) without signed written consent by the parents. The Head will request the release of students' test results to the School or Upper School Principal for purposes of referral for professional evaluation and possible treatment recommendations.
- No test results of employees will be disclosed to any person or agency beyond the persons identified above (#3) without the employee's signed written consent for professional evaluation and possible treatment.

CONSEQUENCES OF POSITIVE RESULTS

- School personnel will not initiate criminal charges or other legal action against the student or employee based solely on a positive drug test.
- Provision should not be confused with possessing or being under the influence of drugs or alcohol on campus or at school-sponsored events.
- Violation of these provisions will be dealt with as severe offenses that may involve expulsion, termination, and legal action.)
 - The CVA Head of School will refer the student who tests positive the first time, without a valid prescription, for a substance abuse evaluation through a licensed Counselor or community agency acceptable to Coosa Valley Academy.
 - This evaluation should take place within ten days of notification of a positive test.

- This Counselor or agency will provide recommendations to the family on the type of additional services required for successful program completion.
- The student and parents/guardians must seek this evaluation and follow all recommendations.
- **All costs for this will be the responsibility of the parents/guardians.**
- CVA must be provided a copy of the agency's evaluation and recommendations within 30 days of treatment.
- If a student or parent/guardian refuses to follow the conditions of this policy, the student will be dismissed from Coosa Valley Academy at that time.
 - Students who test positive more than once during their enrollment at Coosa Valley Academy will be permanently dismissed.
 - **Students will be allowed to verify medications they are taking, which may have been prescribed, and lain test results.**
 - **CVA will consult with a medical review officer for verification of medical issues.**
 - **The Coosa Valley Head of School will choose this medical review officer.**
 - **If confirmation of a valid prescription for medication is provided, this positive test result will not be considered a violation of the Coosa Valley Academy drug policy.**
 - A Counselor or community agency may provide assessments and referrals for further assistance and treatment to any student or employee who tests positive.
 - Referrals/recommendations will be made with consideration for the economic resources of the family.
 - Parents may seek independent resources to assess their child's history and current involvement in alcohol or other drug use.
 - Coosa Valley must approve the program, and progress reports must be submitted to the school regularly to determine the student's progress in an assistance program.
 - The counselor/agency may provide assessments and referrals for further assistance and treatment to any student who tests positive without a valid prescription.
 - Students or employees may undergo other drug tests outside of Coosa Valley Academy (at the request of parents, employers, etc.). Results of these tests will not be considered when administering this policy.

SELF-REFERRAL

- Any student, employee, or board member who, before being notified that they are to be tested, by their own free will, admits to the Coosa Valley Academy Head of School that they have the have a drug problem will be required to attend an assessment interview and abide by the suggestions of the Counselor or agency.
- This will not count as a first-time failure under this policy.

ATHLETIC POLICIES

All athletes in grades 7-12 may be drug tested at any time under the direction of the Head of School. If a positive drug test is without a valid prescription, the student-athlete will immediately be suspended from all in-season games and practices. Once the student-athlete goes through the required counseling program and tests negative in all areas of a CVA-administered drug test, they may resume participation in games (results may require confirmation by the CVA medical review officer). All CVA student-athletes may be tested for performance-enhancing drugs at the direction of the Head of School or Upper School Dean of Students.

MARRIAGE POLICY

Student(s) of Coosa Valley Academy who choose to marry will not be allowed to enroll or continue their education at Coosa Valley Academy.

PREGNANCY POLICY

While Coosa Valley Academy's desire is to uphold the sanctity and dignity of all human life, Coosa Valley Academy does not have the resources to deal with a pregnant student. Other than medical attention, the student(s) requires psychological and moral support that we are not staffed to provide; therefore, for these reasons any student who becomes pregnant or fathers a child while attending Coosa Valley Academy will be addressed as follows:

1. The Administrator will have a conference immediately with the student(s).
2. The parents of the student(s) will be called for a conference.
3. The student(s) will be required to withdraw. If the pregnancy occurs close to the end of the school year, the involved students will be allowed to attend an alternative setting to complete the school year.
4. Student parents or parents-to-be, will not be allowed to enroll, continue, or return to Coosa Valley Academy.
5. A student who is determined to be the father either by genetic testing (DNA), court order establishing paternity, or acknowledgment of paternity, shall not be allowed to enroll, continue, or return to Coosa Valley Academy.
6. A male student who is alleged to be the father of a child shall be referred to the Coosa Valley Academy Board of Trustees.

DOMESTIC DISTURBANCE POLICY

Any and all domestic disturbances are strictly prohibited and will not be tolerated at CVA. Domestic disturbance includes persons as follows, but not limited to, ex-spouses, parties in a pending divorce, custody disputes, extended family disputes, etc.

- If such a dispute occurs on the school grounds, the Administrator -will call the appropriate authorities and have the parties removed from the premises.
- Upon a subsequent incident or following the initial incident if the Administrator and Board feels there is an ongoing threat to the safety of our students and staff, the aggressor(s) will be restrained from entering CVA property indefinitely.
- If continued disturbances occur and form an ongoing threat to the safety of our students and staff, the CVA Board of Directors will withdraw the parties' child(ren) from CVA. The CVA Board of Directors shall take any action it deems proper to ensure the well-being of our students and staff.
 - For the safety of your child(ren) as well as other children attending CVA, it is imperative that the children are not subjected to such disputes. It is important for our children to have a safe and stable school environment.
 - Therefore, if you anticipate that a disturbance may occur, please inform the Administrator so safety precautions can be taken.
 - It is CVA's policy and goal to protect our children as well as other persons that enter upon CVA property.

HARASSMENT/DISCRIMINATION POLICY

- Coosa Valley Academy will not tolerate discrimination against or harassment of its students or employees. Any discrimination against or harassment related to a student's or employee's race, color, sex, religion, national origin, or age violates this policy. It will be treated as a disciplinary matter.
- This policy is intended to cover any harassment or discrimination against a student or employee by other students or employees on the Coosa Valley Academy property or while engaged in Academy-sponsored activities. Appropriate action may also be taken against non-

Academy personnel or students who violated this policy, including formal complaints to their employer or school and restricting access to Academy property.

- Harassment must be so severe or pervasive that it creates a hostile, intimidating, or offensive environment. The complaint recipient should inform the complainant of this policy and refer the complainant to the Upper School Principal and the Lower School Principal. These two administrators will investigate the incident, consult with other appropriate Academy officials if necessary, and resolve the complaint if possible.
- The Academy intends to resolve complaints as quickly as possible, within forty-five class days of receipt. The investigation record will consist of informal statements (not taken under oath) from the alleged victim(s), the alleged offender(s), and witnesses. Suppose the results of the preliminary Academy investigation done jointly by the Upper School and Lower School Principals or other persons designated by the Head of School are accepted by the alleged victim(s) as conclusive, and no further action is requested. In that case, they will sign a statement asking the Academy to take no other action. (For a minor, the parent or guardian will sign the account).
- The Academy will attempt to handle complaints confidentially on a need-to-know basis to protect the complaining party from possible reprisal and protect the accused from irresponsible or mistaken complaints. False allegations or charges are discouraged and may subject the complainant(s) to disciplinary action.
- Suppose the complaint is not resolved conclusively by the Principals or the designated persons. In that case, the matter will be referred to the Head of School or their appointed alternative for final action on behalf of the Academy. If disciplinary action is warranted, the Head of the School or their established choice will implement such action.
- The Academy is a College Preparatory Institution bound by its Mission Statement and Policies. The Academy is not subject to IDEA (Individuals with Disabilities Education Act) or FAPE (Free Appropriate Public Education)

BULLYING POLICY

Bullying and/or harassment (words, body movements, vocalizations, inappropriate touching and/or gestures, photos, videos, or written materials that make someone feel nervous or uncomfortable) will NOT be tolerated. Decisions concerning bullying and/or harassment will be determined by the Administrator and/or appropriate authorities.

The Administration and Staff reserve the right to make any decision and interpretations concerning items not covered in the Student Handbook. These decisions and interpretations are final and are supported by the Coosa Valley Academy Board of Trustees.

PARENTAL RESPONSIBILITIES

Parents play a vital role in the educational process of children. The encouragement and support of parents is needed to ensure that each child reaches his/her potential while at Coosa Valley Academy.

The following parent responsibilities are suggested to help facilitate your child's education.

- Stress the importance of a quality education with your child.
- Show a positive attitude toward education.
- Send your child to school whenever school is in session.
- **See that your child arrives at school on time.**
- Take an interest in your child's schoolwork.
- Provide resources to enable your child to complete class work and homework and provide good study conditions.
- Encourage your child to complete work on time and provide help when necessary.

- Be involved in school activities.
- **Check Power School weekly** for general information updates, as well as for your child's progress in academic classes. New grades will be posted by 3:00 on Tuesday afternoons. All parents will receive an access code for Powerschool. If parents are concerned about their child's grades, they should contact the teacher through email. If an in-person conference is required, please contact the teacher via email to set up an appointment that is convenient for both the parents and the teacher.
- Communicate with the school about your child's progress.
- Make sure the school staff knows where and how to contact you at all times.
- Cooperate with school staff in carrying out appropriate disciplinary measures.
- Review and discuss report cards with your child.
- Review information in the Student Handbook with your child.
- Keep the school informed about any health problems your child may have.
- Be sure the school has your child's current immunization records.
- Exercise patience as you encourage your child.

Volunteers

Family members, alumni, and other members of the corporation are encouraged to actively participate in our community as volunteers. Volunteers make important contributions to the educational, extra-curricular, and athletic programs at Coosa Valley Academy. Please ask the office how you can help! It is important to note that any work or services provided to CVA by non-payroll members or school supporters are considered strictly voluntary. No remittance, either as payment or in-kind, should be expected or provided. Any exceptions to this policy must be agreed to in advance and by all parties, including the Board. Written notification of Board approval must be obtained prior to performing any service or donating any materials where reimbursement, payment, or in-kind consideration is expected. No member of the Coosa Valley Staff is authorized to make exceptions to this policy or discuss payment for services without written Board approval.

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