

CollegeView ACADEMY

A Kindergarten through 12th Grade Seventh-day Adventist Institution

Student Handbook 2026-2027

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General Information

History

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

Mission

In collaboration with family and church, College View Academy strives to offer a valuable education that encourages enthusiasm for learning, love for Jesus, and a commitment to serving others.

Vision

To create a holistic educational experience that builds a solid foundation for eternity.

School Board

Our school is operated by the Kansas-Nebraska Conference of Seventh-day Adventists and by the Mid-America Union of Seventh-day Adventists. The education system is supported and operated by two constituent SDA churches in Lincoln: College View and Piedmont Park as well as four supporting churches, Allon Chapel, Capitol View, Lincoln Hispanic, and New Creation. The School Board is composed of representatives from these churches. These representatives meet regularly to determine operating guidelines and regulations for the school system. Regular board meetings are open.

Philosophy

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

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

true, and good within its students.

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

Co-curricular Goals

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

Co-curricular activities will enable the student to:

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

Non-discrimination Policy

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

Special Education Policy

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

While recognizing the difficulty of funding special education programs, the administration is committed to arranging for special services for such students as necessary. The school system's goal is to help students with special needs build personal skills, social awareness, and a sense of civic responsibility. It is our goal to follow the guidelines of the State of Nebraska as far as possible in working with students having special needs and to collaborate with Lincoln Public School (LPS) to provide services whenever applicable.

The school may request a meeting to establish a student in special needs programs. Such participation may also be initiated by parents and/or guardians.

Families wishing to have their student(s) participate in a school issued accommodation plan or an LPS created and administered IEP are asked to work with the classroom teacher and school administration.

The Four Respects

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

1. **Respect for God** - Students who respect God will:
 - Not use God's name in vain.
 - Be reverent and respectful in places of worship,
 - Actively seek to be of service to others.
 - Show respect to presenters during programs.
 - Respect God's natural creation.
 - Respect others who speak about their relationships with God.
2. **Respect for Self** - Students who respect themselves will:
 - Live healthfully physically, mentally, socially, and spiritually.
 - Refuse to use or to supply drugs (including energy enhancers, such as caffeine tablets), narcotics, alcohol, and/or tobacco. Prescription drugs may be taken under the care and supervision of the school secretary.
 - Avoid the occult and occult paraphernalia.
3. **Respect for Others** - Students who respect others will:
 - Avoid lewd, indecent, and obscene language, conduct, and literature.
 - Be honest in class work and in life, and refuse to steal, plagiarize, or deceive.
 - Avoid sexual contact with people of either sex.
 - Refuse to participate in bullying, harassment, initiations, or any other act that injures or degrades others.
 - Avoid bringing weapons, including guns, knives, explosives, and firecrackers on campus.
 - Avoid insubordination.
 - Treat others' property as if it were their own.
 - Seek to be positive instead of negative.
 - Encourage fellow students in all areas, including abiding by school policy.
4. **Respect for School** - Students who respect the school will:
 - Avoid ideas, attitudes, and behaviors that undermine school philosophies, ideals, objectives, and policies.
 - Avoid wearing or displaying things that promote violence or anti-Christian principles.
 - Treat school property respectfully.
 - Avoid tampering with wiring, fire alarms, or fire-fighting equipment (students who tamper with wiring, or fire equipment will be fined a MINIMUM of \$100).

- Refuse to possess, sell, use, or duplicate unauthorized school keys.
- Enter and leave buildings through authorized access points unless in an emergency.

SOAR Behavioral Expectations

Positive Behavioral Interventions and Supports (PBIS) is an evidence-based framework designed to enhance the overall school environment by promoting positive behavior and reducing disciplinary issues. At College View Academy, we have embraced PBIS by implementing the SOAR acronym, which stands for Safe, On task, Appropriate, and Respectful/Responsible. This approach shifts our perspective from expecting students to inherently know appropriate behaviors to recognizing that these behaviors need to be taught and reinforced, much like any other part of the curriculum. By integrating these principles into our daily routines and lessons, we aim to create a more cohesive and supportive learning atmosphere.

As part of our PBIS implementation, we have created posters for various areas of our campus, including classrooms, bathrooms, playgrounds, chapels, and gyms, to clearly state our behavior expectations. These visual reminders ensure that our students understand how to be safe, on task, appropriate, and respectful/responsible in different settings. This consistent messaging helps align the efforts of both teachers and students, fostering a sense of community and mutual understanding and reducing disciplinary issues. The emphasis on teaching and reviewing these behaviors throughout the year ensures that students are continually encouraged to meet these expectations. This approach not only enhances individual student growth but also contributes to a positive and collaborative school culture.

Students who struggle to maintain these basic standards (The Four Respect and SOAR) will be subject to CVA's disciplinary process.

Admission Information

Our school exists to work with the family, church, and community to provide an excellent educational service that encourages students to love Jesus, love learning, and love others. Any young person who wishes to become a part of the school system and is willing to abide by the school's policies is welcome to apply as a student.

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

Students with an unpaid account at College View Academy cannot register until cleared by the school's administration. Returning students

must complete re-enrollment forms annually to be enrolled at College View Academy.

Registration

Registration is complete when all necessary documents, such as birth certificate, immunizations, and physical exam are turned in to the registrar's office and registration fees are paid. Contact the registrar's office for complete information regarding registration.

Starting Age

Educational research indicates that students generally perform better academically and emotionally when they begin school at a later age. In accordance with this research, CVA requires kindergarten applicants to be five years old and first-grade applicants who have not completed kindergarten to be six years old on or before July 31.

Academic Placement

The school may require a prospective student to take placement assessments or other qualifying tests after acceptance. The results of these tests, along with the student's transcript, may be used to determine academic placement.

Non-resident Students/Non-community Students

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

International Students

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

1. Must attend for at least one full year or as approved by the Admissions Committee..
2. Must prove English proficiency or near proficiency on the iBT, ITEP, or TOEFL.
3. Must prove financial ability to cover tuition and fees. When accepted, the student is expected to pay the tuition and fees up front per semester. See tuition and fees below.

International Student Application Process

Visit our website or contact our Director of Marketing and Enrollment in the main office of the high school building for specific information regarding our online application process.

Housing Policy

We expect our international students to have a positive experience while in CVA. To maximize their performance in school and the English learning process, the following is required:

- a. Host families must be approved by the school.
- b. Living arrangements must be made for the entire school year. Students may not be changing residence frequently while attending CVA, unless there are extenuating circumstances which need to be made known to the school.
- c. The financial arrangements for living expenses are between the host family and the student. The school is not involved.

Tuition and Fees for International Students

International student tuition rates are set by the CVA Board. Inquiries can be directed to Administration.

Missing Children Identification Act

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

- A certified copy of the student's birth certificate. .
- Other proof of the student's identity and age, such as a passport may be used.

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

*Bureau of Vital Statistics
State Department of Health
P.O. Box 95007
Lincoln, NE 68509*

Physical Examinations

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

Students who wish to participate in NSAA (*Nebraska School Activities Association*) athletic activities must undergo (and provide a copy of) a physical examination prior to each season they play, but not before May 1st of that year.

The following immunizations are required by the Health Department:

- 3 doses of DtaP, DTP, DT or Td vaccine
- 3 doses of Polio vaccine.
- 3 doses of Hepatitis B vaccine
- 2 doses of MMR vaccine
- 2 doses of Varicella vaccine

Families must provide the school with an up-to-date immunization record. For families who elect to not have their student(s) vaccinated, an exemption form must be submitted to the registrar's office.

Consult your child's physician for more information regarding immunizations.

Financial Information

School Tuition

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

Financial Agreement

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

International Students

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

Schedule of Payments

College View Academy utilizes FACTS Tuition Management for the tuition payment process. It is expected that each family will establish an account through FACTS and follow the procedure of such. For most families, the annual tuition charge is divided into ten installments and is billed August through May. The monthly installment plan is designed to help parents spread the cost of tuition over ten months and does not signify the cost of education per month. Tuition is due by automatic payment set up during the enrollment process. Parents may access their tuition and fees account through [FACTS Tuition](#) at any time to see the details of charges or to make an online payment.

Delinquent Accounts

If parents are unable to meet their financial obligations to CVA, they

need to contact the school. It is College View Academy's policy that no student shall receive a diploma or transcript if any financial obligations are outstanding.

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

1. Student account balances will be evaluated at the end of each semester (i.e. in December and May) to determine eligibility for re-admission.
2. Re-admission for any subsequent semester will require that the family account balance be less than half the amount owed for one semester.
 - a. For example: A family Tuition Agreement shows that the expected family contribution for the year is \$7,000. Before anyone from the family will be allowed to re-enroll for spring semester, their *account balance* must be below \$1,750, or half of one semester's worth of expected family contribution ($7000/2=3500$ for fall semester. Account must be less than \$1750, or half of one semester's worth of payments).
3. For August admission, outstanding account balance must be below the limit stated above AND entrance fees must be paid in full.

Tuition Prepayment Discount

A 3.5% discount is given on tuition if paid by the first day of school in August for the entire school year. A 2% discount is given on tuition if paid one semester at a time in August and January. Discount will **not** apply to tuition amounts paid by educational allowance or tuition assistance.

Family Discounts

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

- 1st Student – no discount
- 2nd Student – \$100 discount per year
- 3rd Student – \$200 discount per year
- 4th Student/more – \$200 discount per year/per student

Entrance Fee

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

- student accident insurance
- technology (1:1 program)
- books & class provided supplies

- yearbook
- school retreats
- class dues (grades 9-12)
- Student Life Council
- Middle School music festivals

Additional Fees

After School Care	(Monthly)	\$200
Enrollment Fee (In FACTS Enrollment packet)		\$51
Financial Aid Application(per family, in FACTS)		\$40

Activity Fees

Certain activities may incur additional fees.

Music Festivals (high school)	\$50-\$75
Music Dept. Tour	\$150-\$175 (May incur additional fees)

Extra-Curricular Fees

NHS Dues	\$15
Banquets	determined for each banquet
High School Sports (1 st /2 nd /3 rd)	\$200/\$150/\$100
(Due before students will be allowed to play any games)	
MS Sports	\$50 is typical
Sports Tournament Fees	additional fees for tournaments
Washington D.C. history tour	TBD each trip, \$1,000-\$1,500

Withdrawals/Late Entry

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

Part-Time Students

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

- Forty credits or four classes (whichever is less) = full-time status
- Each credit will be charged based on a percentage of forty credits.

Part time tuition rates are available from the administration offices. Part time enrollment must be approved by the Academic Standards Committee.

Exam Permits

College View Academy high school students must show teachers an examination permit in order to take semester exams. Examination permits are available in the school Business Office and are issued only to students whose lunch & incidental accounts are not delinquent. Any student who loses his or her permit will be charged a \$2.00 replacement fee.

Accident Insurance

The school provides excess-only coverage for medical and hospital expenses to students based on individual insurance agreements with those students. Students must file insurance claims under their primary insurance plan before filing with the school. Completed student claim forms must reach the Business Office within 90 days of any accident. A full copy of the school's insurance policy is available to all school families.

Work Opportunities

Students are encouraged to seek work opportunities at our school as janitors or as assistants to teachers (positions are limited). Applications for student employment are available year-round. Campus employment is a privilege, and students who display poor work ethic or standards will not be allowed to work.

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

Before a student may be employed on our campus, he or she must complete an I-9 form (as required by the U.S. Department of Homeland Security), W-4 form and a W-4N. Students under the age of 16 must also complete an Employment Certificate. These forms are available in the Business Office. In many cases the school has copies of ID documents on file. If anything more is required, the family may be contacted for documents.

General School Information

School Day

Elementary

The elementary (K-5) school day begins at 8:00 AM and ends at 3:00 PM, Monday-Thursday. Middle school (grades 6-8) school day begins at 8:00 AM and ends at 3:10 PM, Monday-Thursday. On Friday, classes are dismissed at 1:00 PM for grades K-8.. **Half-time Kindergarten** dismisses at 11:30 AM each day. Students in grades K-8 may be dropped off beginning at 7:45 AM. If arriving earlier, students must remain in their vehicle until 7:45 AM.

Parents are expected to pick up their students between 3:00-3:15 PM Monday-Thursday and 1:00-1:15 PM on Friday, unless they are enrolled in the After School Care program. **Elementary students are not to be left on campus without parental supervision.** Please note: a charge may be incurred for a student who remains after the assigned pickup times.

Students who ride bicycles from home must walk their bikes on campus to and from the crosswalks. College View Academy asks its students to not ride on campus or the grass to best protect property and pedestrians. Students who ride bicycles or walk to school may arrive on campus beginning at 7:45 AM.

High School

High school classes begin at 7:45 AM for 9th and 10th grade PE and 8:30 AM for all other classes, and dismissal is at 3:22 PM Monday-Thursday. On Friday, classes are dismissed at 2:36 PM. High school students may arrive on campus at 7:40 AM. Students' daily schedules vary according to their course loads. When students finish classes for the day it is expected that they will leave campus. CVA's doors are locked roughly an hour after school ends. Students participating in athletics must leave the campus during the time between their last class and their practice. **The school is not responsible for unsupervised students who spend time in unauthorized areas.**

Office Hours

The school administrative office is located in the College View Academy high school building and is open during the school year from 7:45 AM - 4 PM Monday-Thursday. On Friday, the office is open from 7:45 AM - 2:40 PM. During the summer, the office is open 9:00 AM to 2:00 PM Monday-Thursday.

The elementary office is open from 7:45 AM to 3:30 PM Monday-Thursday, and 7:45 AM to 1:30 PM on Fridays. The elementary office is closed for the summer.

Appointments outside of regular office hours can be arranged by calling the high school office at 402-483-1181. Elementary inquiries during the summer should be directed to the Administration office in the high school building.

Academic Dishonesty (High School)

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

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

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

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

4th Offense - may be expelled.

Asbestos

Both schools have asbestos located throughout the buildings. It is completely sealed and in a non-friable condition. An inspector

conducts an inspection of our asbestos every three years to certify its safety. A copy of the report can be viewed in the administrative office.

College View Academy Athletics and Activities

Athletics

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

CVA is part of the Nebraska Frontier Conference. The purpose of this Conference is to foster goodwill, cooperation, academic excellence, and sportsmanship within member schools. The Conference operates within the policies of the Nebraska Schools Activities Association (NSAA).

Participation in Extracurricular Activities

Students who wish to participate in CVA extracurricular activities (examples: athletics, tours, trips, etc.) must maintain a minimum GPA of 2.5 with no more than one "D" and no "F" grades.

If a student does appear on the D, F, or I list with more than one "D" or an "F" (including their attendance grade) then they will be ineligible to participate in CVA extracurricular activities.

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

Attendance

As a school, we:

- Are required to have an attendance policy, which is subject to review by the county attorney of the district in which the school is located.
- Establish an annual calendar that meets the requirements of the state of Nebraska and provides a minimum of 400 hours of instruction for Kindergarten; 1032 hours of instruction for Elementary School and 1080 hours of instruction for high school.
- May report any extensive absence issues to the office of the county attorney.

Attendance Requirements

Students are encouraged to maintain regular attendance and to arrive on time as morning worship is one of the most important parts of the school day.

Attendance records are part of the report cards and become part of a

student's permanent files.

K-12 Absence or Tardiness Procedures

Parents should notify the office ahead of time if they know their child will be absent. All parent communication should be directed to the elementary office manager (K-8) or registrar (9-12). Certain tardies and absences may be excused with parent communication. Items that are eligible to be excused without administrative review are illness, death of a family member, and legal matters. Families are encouraged to email or call the school when their child is tardy or absent. School personnel will call the parents of any child who is absent during morning attendance, according to the Nebraska state school code.

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

When students are absent, they will be given the number of days they missed **plus** one additional day to complete their missed work. For example, if a student misses 1 day, he will have 2 days to complete the work missed. Exceptions can be made and are based on teacher discretion.

Students are encouraged to prearrange all non-emergency absences, including those involving school and family trips and medical appointments, when possible.

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

Prearranged Absence(s)

High school absence forms are available in the high school office. Students must fill out an absence form at least two days before missing class. Failure to turn in a pre-arranged form may result in an unexcused absence.

For K-8 students, communication with the office at least two days before missing school is requested.

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

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

Attendance Infractions Process

In the event that a student is tardy or absent, the following actions will occur based on the level of infraction.

Level 1

- The student has missed 10 days of school or the hourly equivalent this school year.

Level 2

- The student has missed 14 days of school or the hourly equivalent this school year.
- **High School:** Additionally, senior privileges such as open campus and fob will be revoked for students on level 2.

School staff reviews the student's attendance history. Teacher or administrator communicates with the student or family about attendance concerns and helps them solve the situation.

Level 3

- The student has missed 18 days of school or the hourly equivalent this school year.
- **High School:** Additionally students with open campus, fob, and other such privileges will continue to be revoked and participation in extracurricular activities such as athletics may be suspended. Privileges may not be restored at semester time.

Administrator schedules a meeting with the student and parents to discuss attendance concerns.

Level 4

- The student has accumulated more than 20 days absent from school or the hourly equivalent this year.
- **High School:** Beyond revoking campus privileges, the student may become eligible to receive more strict disciplinary processes and procedures.

County Attorney Referral Letter, the Collaborative Plan(s), and information regarding the dates the level emails were sent and the dates the meetings with the student and guardians were held are sent to the County Attorney.

Administrator schedules a meeting with the student and parents to discuss problematic attendance.

Attendance will be recorded on students' report cards (K-8) as numerical data or transcripts as a letter grade (9-12).

In regards to attendance laws and reporting to the County Attorney, these numbers will be used.

Attendance Requirements – High School

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

Attendance Grading

Students in high school receive a letter grade that is correlated with a 21-point system. This system resets every quarter. Grades earned in attendance do affect the ability to participate in school activities and events and are reported on transcripts (though they do not affect GPA).

In the 21-point system students will be deducted 1 point for each tardy and 3 points for an absence.

A = 0-6 points deducted	D = 17-20 points deducted
B = 7-11 points deducted	F = 21+ points deducted
C = 12-16 points deducted	

Student attendance grades are posted on the attendance board in the hallway. When a student has earned a C grade and below, families will be notified.

Unexcused Absences

Unexcused absences include all non-emergency and non-prearranged absences. Students may not make up work due on a day of an unexcused absence. If a student skips one or more classes during the day, the action will be considered as a disciplinary issue as well as attendance.

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

Chapel Attendance

Students must attend chapel, which is an important part of the College View Academy spiritual program. Seniors who do not have a first period class should view chapel as their first class of the day. Students who choose to sit in any seat not assigned to them may be marked absent.

15% Attendance Policy

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

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

Campus and Playground Etiquette

Students are not permitted to throw snowballs unless directly supervised by a teacher or staff member. Balls are not to be bounced against the outside walls of buildings. If a ball goes onto a roof, a teacher or staff member will retrieve it. Students are not allowed on the

roof and they will be fined if this rule is broken. Swings are not to be wrapped up, and jumping from swings is not allowed.

Campus Social Relationships

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

Care of Books

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

Care of School Property

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

Students who damage or deface school property, including:

- kicking doors
- improper use of fire extinguishers and alarms
- damage to lockers and locks
- harsh or rough treatment of school equipment or technology

will be fined a minimum of \$50 plus replacement costs. Students are responsible for repairing or replacing damaged property.

The school is not responsible for damage or loss of books, personal technology devices, computers, calculators, clothing, musical instruments, cars, bicycles, motorcycles, or other personal property left on school grounds or in school buildings.

Job Shadowing

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

Cell Phones / Personal Electronic Devices

Scope

Privately Owned Electronic devices have become a common means of communication and information access in today's society. However, these devices have the potential of disrupting the orderly operation of the school. The school has therefore created this policy to govern the possession and use of privately owned electronic devices on school premises, during school hours, at school sponsored activities and on school transportation.

Definition

For purposes of this policy, "Privately Owned Electronic Device" means any device that is used for audio, video, or text communication or any other type of computer or computer-like instrument that is not owned and issued by the school including but not limited to:

- (a) a smart phone;
- (b) a smart or electronic watch;
- (c) a tablet;
- (d) a virtual reality device; or
- (e) personal gaming device

Possession and Use of Privately Owned Electronic Devices

Students may possess and use electronic devices at school subject to the following guidelines:

- Students may carry or possess privately owned electronic devices at school and school-sponsored activities held at the school.
- Use of privately owned electronic devices during the school day (K-8 7:30-3 and 9-12 7:40-3:17), including pass-time between classes, at recess, and lunch-time, is prohibited. All devices must be kept out of sight. Additionally, devices must be completely silenced or powered down.
- Students may use privately owned electronic devices after the final bell of the school day and the student is outside the school building but not before the start of the school day once the student is in the care of CVA staff. Use of privately owned electronic devices on field trips is at the discretion of the driver and sponsor(s). Distracting behavior that creates an unsafe environment will not be tolerated.

- Exceptions to the above policy include the following:
 - It is a part of their IEP or 504.
 - It has an instructional purpose and has been approved for use by the class instructor.
 - There is an emergency that threatens the health, safety, and/or wellbeing of students (themselves included), school employees, or others.

Electronic Device Discipline

Should a student use a personal electronic device while in the care of CVA (before school or during school hours), the school reserves the right to confiscate the device. If confiscated the employee will turn it over to school administration. The device will be returned to the student at the end of the school day. Note: should a school issued device be confiscated, the school may decide to return the device at the end of the class period or hand it over to the next teacher.

A second offense will result in confiscation and parent notification. The student may pick up the device at the end of the day.

A third offense will result in a parent/guardian being requested to come and pick up the device.

A fourth offense will result in the device being confiscated and given to administration. Parents are notified of the 4th offense and asked to pick it up from the office. The student will then be expected to turn in the device at the office at the beginning of the day (and can be picked up at the end of the day) for the rest of the semester. Should a student violate the phone policy at the start of a new semester then that student starts at the fourth offense.

All offenses are subject to school discipline which could include but is not limited to loss of privilege to have devices, loss of the privilege to participate in school activities, suspensions, and even expulsions should the issue be chronic and the exchanges be combative.

Should a device ever be taken because it was used for illegal or inappropriate activity, the device will not be returned to the student but will instead need to be picked up by the family/authorities.

If a parent/guardian needs to contact a child for any reason, he or she should call the school office. School staff will retrieve students from class.

Loss or Damage of Property

Students shall be personally and solely responsible for the security of electronic devices brought to school. The school shall not assume responsibility for theft, loss, or damage. The school shall not assume responsibility for unauthorized calls made with an electronic device. If devices are loaned to and misused by non-owners, device owners are jointly responsible for the misuse or policy violation(s). Lost, stolen, or misused devices will not be investigated by school authorities.

Closed/Open Campus

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

Drug/Alcohol Policy

College View Academy believes that our school must be drug free and that drug and alcohol abuse must be addressed at every level. It is a violation of CVA's alcohol and drug policy for students to possess, use, share, sell, distribute, or be under the influence of any illegal drug, mind-altering chemical, intoxicant, inhalant, or alcoholic product on or off campus. Similarly, abuse of prescription or over-the-counter drugs is prohibited. Possession of drugs or alcohol includes having such substances on the student's person or within an area of his control, including, but not limited to, his/her car, locker, books, clothing, or some other location known to him. Students may be placed on suspension during investigation.

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

Self-Referral and Reporting — Students who are concerned about

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

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

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

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

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

Elementary Swimming

College View Academy often works with Union Adventist University to provide opportunities to go swimming at Reiner Wellness Center. Lifeguards are on duty and for those students who have not yet learned how to swim, there is a shallow end where they may enjoy the pool. Each student must pass a swim test before being allowed to leave the shallow end. Further questions can be directed to your child's teacher.

Emergencies

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

Grievance Procedure

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

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

Gum Policy

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

Human Sexuality Guidelines

College View Academy is a K-12 educational institution that is owned and operated by the Kansas-Nebraska Conference of Seventh-day Adventists, and as such is a part of the worldwide Seventh-day Adventist Church. As such we adhere to the teachings of the Seventh-day Adventist Church and its interpretation and understanding of the scriptures. As we continue to exist in this world, we find ways to do educational ministry within the world, maintaining our commitment to God as our Creator and Savior, and to fulfill the gospel commission of sharing Jesus Christ and His love with the world.

First, we want it to be known that College View Academy is clearly in line with the North American Division Statement on Human Sexuality. As an Adventist educational institution we do not condone nor promote any behavior outside of our biblical beliefs. We are also compelled to adhere to the final section of that statement that says, "Employees of Adventist educational institutions are called to love students and

colleagues regardless of sexual orientation. This includes strictly guarding against harassment."

Second, we want to assure all of our constituency that our curriculum and teachings on human sexuality, from elementary school through high school, align with this statement and the Bible.

As a part of our commitment to provide a Christ-centered Seventh-day Adventist education we have adopted the following guidelines to assist our students, parents, staff, and all other stakeholders:

1. Physical contact between students that would normally be viewed as overly affectionate in nature is not allowed. This includes, but is not limited to holding hands, hugging, leaning on, walking arm in arm, massaging, kissing, etc. This applies to all students in grades 6-12 while on CVA school property or representing CVA as a student while off CVA property such as athletics or organized school activities.
2. Students will not practice nor promote a lifestyle while at school or at school events that is not in accordance with the following NAD guidelines:
 - a. *Adventist educational institutions do not condone gay, lesbian, or bisexual sexual practice or the promotion of sexual behavior outside of our biblical beliefs. Employees of Adventist educational institutions are called to love students and colleagues regardless of sexual orientation. This includes strictly guarding against harassment. (From NAD Guidelines on Human Sexuality, pg 3-4, published November 2015)*
 - b. This includes the things students wear or display.
3. While at school or school events students will be expected to access restrooms and/or locker rooms according to the assigned sex at birth.
4. It will be the stance of CVA staff and volunteers to refer to students by their legal name or enrolled name. Pronoun use will correspond with a student's assigned sex at birth.

Inappropriate Language

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

Lunches

A lunch supplement is available for purchase each day. Orders are taken at the beginning of the school day, and must be placed by 9:30 AM.

Major Offices

A high school student may not hold more than one major office during the school year. Major offices include all class presidents and all vice-presidents. The Student Leadership Council presidency and vice-presidencies are also major offices. All other offices are considered minor offices.

Marriage

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

Medication

School personnel/staff do not administer medication to students unless given permission by a parent or guardian. Our online enrollment packets include a permission form for certain over-the-counter medications. If you would like staff to be able to administer prescription medications to your child, written parental permission is required. All such medications must come in a container with the student's name and specific dosing instructions.

Before dispensing medications a parent or guardian will be contacted and the parent must give permission before administration.

Motor Vehicle Regulations

The following guidelines apply to student use of motor vehicles:

1. Motor vehicles must be registered with the school during registration. Proof of insurance must be presented.
2. Students who drive motor vehicles to school must have vehicle liability insurance during the time they are enrolled at CVA. Students and parents must notify the school if their vehicle insurance changes.
3. Students must park vehicles in designated areas. Only seniors with Open Campus privileges may use their vehicles during the school day. Under special circumstances, students may obtain permission from the office to return to their vehicle during school hours.
1. Handicapped parking requires a state issued handicap parking permit.
2. The parking lot behind the gymnasium is reserved for students. The practice at CVA is to reserve the parking spots closer to the Nest Door for Seniors.
3. The speed limit in school parking lots is 5 mph. Squealing tires, crooked parking, loud music, horn-honking, and traffic-blocking are unacceptable. Vehicles must enter parking lots according to directional signs.

Parent Organizations

Home & School - (Elementary)

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

Home & School - (High School)

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

Parent Representatives

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

Parent-Teacher Conferences

Parent-teacher conferences will be held in the fall and spring of each school year. Parents may also arrange to meet with a teacher at any time during the regular school year. Students' progress reports can be accessed via our online grading program.

Posting Announcements and Signs

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

Qualifications for Class Office

To be eligible to hold any office, a student must remain in good academic and disciplinary standing, including attendance. A student must be considered a full-time student, which equates to being enrolled in at least twenty CVA semester units. All officers must maintain a GPA of 2.50 or above (exceptions must be approved by school administration) and receive no "F" grades. Officers must comply with school policy during their elected tenure. If an officer appears on the D, F, I list, they have two weeks to improve the grades. If they fail to do so and/or if they remove themselves from the list, but reappear a second time, they may lose their office.

School Cancellation Days

Unfortunately, sometimes CVA will need to cancel school / close due to various circumstances (examples: power, water, illnesses, staffing, etc.). Should these occur families will be notified via text, phone call, and email along with updates on our social media accounts.

As far as weather related closing, College View Academy will follow the lead of Lincoln Public Schools (LPS). We will also utilize parent email, social media, text messaging, and phone calls, via FACTS Management, to send notification to each family.

College View Academy has 3 weather / cancellation days inside of the school year calendar. There are two additional days listed in the school calendar as “no school” days. Should more than 3 school days be canceled, there will be school on the “no school” days as needed. Should more than 5 school days be canceled, the school will enter into online/distance learning.

Student Leadership Council

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

SLC promotes activities that foster school spirit and uplift the spiritual, physical, social, and cultural aims of Christian education.

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

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

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

Student Lockers

Students in grades 6-12 will be assigned lockers for storage of personal items. Students are responsible for caring for and cleaning their lockers. Students are expected to keep lockers free of old food and garbage. The school reserves the right to search inside any student’s locker at any time. Students must provide the school office with a key or combination for any locks used on school lockers. Students may decorate the inside of their lockers, but decorations must be in keeping with Christian principles. Locker doors must remain closed.

Student Records

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of

student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children’s education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are “eligible students.”

- Parents or eligible students have the right to inspect and review the student’s education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distances, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student’s education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest
 - Other schools to which a student is transferring
 - Specified officials for audit or evaluation purposes
 - Appropriate parties in connection with financial aid to a student
 - Organizations conducting certain studies for or on behalf of the school
 - Accrediting organizations
 - To comply with a judicial order or lawfully issued subpoena
 - Appropriate officials in cases of health and safety emergencies
 - State and local authorities, within a juvenile justice system, pursuant to specific State law

Schools may disclose, without consent, “directory” information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the

discretion of each school.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may use the Federal Relay Service.

Or you may contact the Family Policy Compliance Office at the following address:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave. SW
Washington, D.C. 20202-8520

Testing Services

Standardized tests are used to determine a student's academic strengths and weaknesses as compared to those of the general population. In 2020-21 school year, grades K through 12 started doing MAP (Measures of Academic Progress) testing. High school students take the PSAT (*Preliminary Standardized Aptitude Test*) in October of their junior year. Sophomores may also request to take the PSAT for practice. All students taking the PSAT will be charged the \$20 testing fee. Sophomores take the PreACT in the Spring, and juniors take the official ACT, also in the Spring. Students wishing to take the ACT additional times must register online at [ACTstudent.org](https://actstudent.org). Union Adventist University (UAU) offers Sunday testing dates throughout the year.

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

Unprinted Regulations

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

Unsupervised Play

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

Visitors

Parent Visitation Policy & Procedures:

Research shows that parent involvement is a key component to student success. College View Academy values our partnerships with students, parents, and community members. In an effort to provide a safe and secure environment and to protect instructional time, our school visitation procedures are outlined below. It is the responsibility

of all staff members of CVA to direct persons who are on school property during school hours to follow these procedures.

Parents/Guardians wishing to observe their child's class must make arrangements with the teacher or an administrator, and such arrangements must be made at least 24 hours in advance. Parents/Guardians are asked to plan any visit so that they arrive at the arranged time. The purpose of the visit is to observe. Therefore, parents/guardians should not interact with their child, other students, and/or attempt to have a conference with the teacher. Parents/Guardians wishing to observe longer than one class period (limited to one hour) must have this approved by the teacher prior to arrival.

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

Parents/Guardians attending after school activities, including meetings or special events, should simply proceed to the designated location.

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

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

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

Weapons

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

Wheels

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

Parental Education Rights

Access by Non-Custodial Parent

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

If the custodial parent requests that the non-custodial parent be denied any of these rights, the school administration should honor that request only if the custodial parent provides a court order or divorce decree that denies the non-custodial parent these rights. If that written information is not provided, it should be assumed that the court is allowing both parents equal access to the child and the child's records. If a court order is provided, the school administration should follow the directive stated in it and such additional directives regarding access to the child provided by the parent with legal custody and that are consistent with a court order.

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

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

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

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

Appearance and Conduct

Dress Guidelines

Dress Guidelines:

The following dress guidelines are to be observed by all students during school hours, school trips, and at all school activities.

General rules:

- Shirts must cover the midsection, back and chest area, while allowing for full range of motion.
- Strapless shirts and tube-tops are not permitted.
- Tank-top strap width needs to be three-fingers of the student or wider.

- All pants must be worn at the natural waist.
- Rips/holes in pants or shorts must be below the fingertips with arms relaxed at the sides.
- Shorts should have a minimum of a 4-inch inseam and should come to around the end of the fingertips with arms relaxed at the sides.
- Dresses or skirts must come below the fingertips with arms relaxed at the sides.
- Undergarments must be worn and should be always covered.
- Sleepwear is not permitted.
- Shoes or sandals are to be always worn. While in PE class or playing in the gym, students should wear appropriate athletic shoes.
- Images on clothing or accessories should not encourage the use of drugs, alcohol, violence or weapons; OR contain inappropriate content with suggestive references; OR support discrimination in any way.
- Hats, sunglasses and hoods are not to be worn in school buildings.
- Tattoos – whether permanent or temporary – must be covered by clothing.
- The wearing of jewelry is not encouraged at school. If guardians choose for their child to wear it, they must follow these guidelines.
 - One stud per ear
 - One small bracelet
 - One thin necklace (For safety reasons - NO necklaces permitted for grades K-5.)
 - No other jewelry or visible piercings are permitted.
- Earbuds/headphones are not permitted during class, unless permission is given by the teacher.
- Permitted swimwear includes swim trunks, one pieces, and tankinis.
- Banquet exceptions to this dress code will be addressed in our Banquet Handout.

General Banquet Dress Code

Semi-Formal wear is preferred for most banquets. Special theme events will have their own instructions.

- Dresses or skirts must come below the fingertips with arms relaxed at the sides.
 - Dresses cannot be strapless.
- Necklines must fully cover the chest area.
- Any sheer material in the torso area, or between the waist and fingertips that are relaxed at the sides, must be lined with non-skin toned fabric.
- Dresses that are open in the back must not come below the mid-back line.
- Slits in dresses must not be above fingertips with arms relaxed at the sides.
- All pants must be worn at the natural waist.
- Shirts should be a button-up style.
- If you are wearing a button-up shirt; a tie -- and/or -- sport coat/blazer is required.
- Images on clothing or accessories must not encourage the use of drugs, alcohol, violence or weapons; OR contain inappropriate content with suggestive references; OR support discrimination in any way.
- Jewelry – One stud or small hoop per ear – One small bracelet – One thin necklace. No other jewelry is permitted.
- Shoes should always be worn.

NOTE: If a student chooses to bring a guest from outside the CVA community, please provide him or her with a copy of CVA's Banquet Dress Code, as they will be required to follow it as well.

Dress Code Infraction Consequences:

1st Offense - conversation with student and problem remedied (sweatpants, remove earrings, new shirt, etc.)

2nd Offense - conversation with student, problem remedied (sweatpants, remove earrings, new shirt, etc.), parent contact

3rd Offense - conversation with student, problem remedied (sweatpants, remove earrings, new shirt, etc.), parent contact

4th Offense - conversation with student, problem remedied (sweatpants, remove earrings, new shirt, etc.), parent contact, possible high school privileges revoked, parent meeting

5th Offense - conversation with student, problem remedied (sweatpants, remove earrings, new shirt, etc.), parent contact, possible high school privileges revoked, parent meeting, ISS

6th Offense - Administration decides

Disciplinary Procedures

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

PBIS, positive behavior interventions and supports, is a way for CVA to encourage positive behavior in our students and reduce problem behaviors. At the high school level, PBIS can also be used to improve academic achievement and attendance. Implementing PBIS allows us to focus first on preventing problems and then addressing them through reinforcements.

PBIS is a 3-tiered system that is grounded in teaching our students the expectations in each area of our school throughout the year.

Tier 1 represents the majority of students that are consistently following school expectations. These students respond successfully to the classroom rules and the reinforcements the teacher uses in his/her classroom. Students following the expectations are eligible to be rewarded for their positive behavior.

Tier 2 is for students who are unable to be successful with the interventions and supports offered school-wide and classroom-wide in tier 1. Interventions in this tier may involve goal cards or a check-in/check-out system. Students placed on tier 2 are not there indefinitely. By showing success, they can "graduate" out of tier 2.

Tier 3 is for those students who are unable to be successful with tier 1 or tier 2 interventions and supports or those students who have exhibited behavior that is illegal or potentially harmful to themselves or others. These students are referred to administration.

In some instances it is possible for a student to change from a tier 1 to a tier 2 or 3 without demonstrating a pattern of behavior. These behaviors are listed by incident levels.

Four-Level Incident(s)

To best identify which actions need greater amounts of focus, timeliness, and/or intensity, College View Academy has adopted the following indicators and practices should a student participate in such behaviors.

Tier 1

Tier 1 behaviors that are deemed typical of many students. These behaviors:

- Do not require administrator's involvement
- Do not significantly cause disruption to the learning process
- Do not appear chronic

Should students engage in such behaviors (such as: off task behaviors, physical contact/horseplay, name calling/teasing, physical disruption, verbal disruption, refusal to follow directions, minor dress code violation, etc.) the teacher may keep optional, informal classroom management log for reference of level 1 incidents and addresses the behavior using classroom management strategies or classroom-based loss of privileges.

Tier 2

Tier 2 behaviors are chronic or more severe than tier 1. These behaviors:

- Do not require administrator involvement
- Causes significant disruption to the learning process
- Are chronic Level 1 behaviors

Should students engage in such behaviors (such as: 3 or more tier 1 infractions, non-compliance, lying, cheating, indirect/inappropriate language or gesture, physical contact/aggression, minor verbal aggression, etc.) the teacher will complete a minor incident report (MIR) and notify the family. The teacher will also address the behavior using consequences that are clear, consistent, logical, and appropriate (apology of action, take a break, loss of privilege, buddy room, etc.).

Tier 3

Tier 3 behaviors are chronic or more severe than tier 2. These behaviors:

- Require administrator involvement
- Violate school policies
- Cause significant disruption to the learning process
- Are chronic Level 2 behaviors

Should a student engage in such behaviors (such as: multiple Level 2 Incidents (including buddy rooms, **direct** inappropriate language or gesture, fighting/physical aggression, harassment/bullying, overt defiance, property destruction/misuse, theft, forgery, internet misuse/cyberbullying, skipping class, reference in conversation, writing, or pictures to weapons or acts of violence, taking pictures/video without consent, etc.) the teacher will either send the student to the office or call the office to escort the student (based on severity) and either the teacher or office will complete an office discipline referral (ODR) form. At this time Administration addresses the behavior using consequences that are clear, consistent, logical, and appropriate. If a student has an IEP/504, administration will consult with appropriate staff member(s) prior to assigning a

consequence. Once the consequence has been given, the administration will document the incident(s) and notify the family.

Administration may elect to issue more severe discipline procedures (such as probation, suspension, or expulsion) in the cases of level 3 or 4 behaviors.

Tier 4

Tier 4 behaviors are chronic or more severe than tier 2. These behaviors:

- Require administrator involvement
- Violates school policies
- Causes significant disruption to the learning process
- Are chronic Level 3 behaviors

Should a student engage in such behaviors (such as: multiple Level 3 Incidents, alcohol, arson, bomb threat, combustibles use/possession, drugs, extreme property damage/vandalism, major theft, assault/threat, tobacco/vaping, weapon, etc.), the teacher will either send the student to the office or call the office to escort the student (based on severity), and either the teacher or office will complete an office discipline referral (ODR) form. At this time Administration addresses the behavior using consequences that are clear, consistent, logical, and appropriate. If a student has an IEP/504, administration will consult with appropriate staff member(s) prior to assigning a consequence. Once the consequence has been given, the administration will document the incident(s) and notify the family.

Administration may elect to issue more severe discipline procedures (such as probation, suspension, or expulsion) in the cases of level 3 or 4 behaviors.

Expulsion

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

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

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

to contact his/her teachers for assignments missed. All such assignments are due one week before final exams.

Visitation to Campus (after suspension or expulsion)

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

Parents/Legal Guardians

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

Probation

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

Administrative Council

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

Elementary Academic Information

Graduation Requirements

To receive a regular diploma, eighth grade students must successfully complete all of their course work. In addition, all financial obligations to the school must be met in full before a student receives a diploma. A student may appeal to the Finance Committee thirty days prior to graduation to explain circumstances that require the school to extend financial credit beyond the end of the school year.

In special cases, a student may receive a certificate of completion or a certificate of attendance rather than a regular diploma.

Acceleration

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

1. On a standard achievement test battery, a student must have a composite score which places him or her at or above the 90th percentile.
2. A student must demonstrate satisfactory evidence of

academic, emotional, and social maturity to school staff and to parents in order to receive advanced placement.

3. A parent must submit a written request for advancement to the Conference of Education. The school must receive approval for a student's advancement from the Superintendent of Kansas-Nebraska Conference of Education.
4. A student must maintain an average or above average achievement-level in his or her accelerated program.

Early Completion of Elementary School

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

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

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

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

Grade Reports

Student grade reports are issued quarterly via email. For grades 3-12, a weekly email will also be issued. At any point our parents can access RenWeb, our electronic grading program for an update on their child's academic progress. For those who do not have email capabilities, please visit with your student's teacher.

Elementary Music Program

Classroom Music

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

Choir

The choral experience is provided for elementary students in grades five through eight and includes performances at most area churches and school programs. Grades five through eight attend the Kansas-Nebraska Conference-sponsored music festival. There is a fee for attending this music festival.

Band

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

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

Music Lessons

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

High School Academic Information

Semester Unit of Credit

Ten semester units of credits are earned in a class that meets an average of 250 minutes a week. Five semester units of credit are earned for a class meeting approximately 125 minutes per week. A total of 250 units are required to graduate.

Class Load Limitations

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

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

Grading System

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

Grade	GPA	Percent	Grade	GPA	Percent
A	4.00	100-93%	C	2.00	76-73%

A-	3.67	92-90%	C-	1.67	72-70%
B+	3.33	89-87%	D+	1.33	69-67%
B	3.00	86-83%	D	1.00	66-63%
B-	2.67	82-80%	D-	.67	62-60%
C+	2.33	79-77%	F	.00	0- 59%

In addition, the following grade codes may be used.

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

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

Grade Reports

CVA high school issues grade reports at the end of each quarter and at the end of each semester. Progress reports are also sent weekly via email through our electronic grade book program. Those families without access to email may, upon request, be sent a hard copy of the progress reports via regular mail. The semester grades are official, and become part of a student's permanent record. Quarter grades are not official grades.

Semester Examinations

Semester examinations must be taken at the times scheduled except in case of illness or unless previous arrangements have been made with the instructor. All high school students must receive exam permits from the office before they can take their exams. These permits are used to indicate that there are no outstanding fees or fines.

Qualifications for Class Membership

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

Sophomore Class	55 units completed
Junior Class	110 units completed
Senior Class	165 units completed
Graduate	250 units completed

Graduating Class

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

1. Complete all graduation requirements.
2. Submit all official transcripts from previous schools attended.
3. Remove all incomplete and school-related deficiencies.
4. Complete all correspondence courses with an official grade submitted to the registrar by April 30.
5. Pay school tuition account in full.

6. Adhere to the school's dress code and practice schedule for graduation.

High School Graduation Requirements

General Diploma - Requirement: 250 units

CVA offers a general diploma which meets the requirements set forth by the Mid-America Union Conference of Seventh-day Adventists and the State of Nebraska. It is granted to students who have completed and passed a minimum of 250 units.

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

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

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

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

College Preparatory Diploma - Requirements: 280 units, 3.0 GPA

This diploma can be completed in two ways:

1. By fulfilling the general diploma requirements, along with an extra math or science (10 units), and two years of a foreign language (20 units).
2. By fulfilling the general diploma requirements, along with 12 college credits (dual credit does count). All college classes must be pre-approved by the Academic Standards and Curriculum Committee, and must earn a grade of B- or better.

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

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

Dual Credit for College Work

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

Community Service

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

Academic Policies

Acceleration Policy

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

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

The Mid-America Union Conference Board of Education recognizes that some students can benefit from an accelerated, three-year graduation program. The guidelines for such a program are as follows:

1. The student must demonstrate scholastic achievement by scoring at or above the 90th percentile* on a school-administered national aptitude test and have a cumulative GPA of 3.5* or higher.
2. The student must meet the required total and specific credits normally required for graduation, including Senior Bible.
3. The student must apply in writing for the accelerated program no later than fall of his or her second year. Any acceleration request made later than the fall of a student's sophomore year must be approved by the Academic Standards and Curriculum Committee.

4. The student's parents must submit a written request for the student's entrance into the acceleration program.
5. The student must, under his or her proposed acceleration plan, be at least 16 years old by graduation in order to enter the program.

*** Students who will be at least 19 years of age by graduation if enrolled in a four-year program may accelerate with a 3.0 GPA.**

Drops, Withdrawals & Changes in Course Program

Written permission to enter or to discontinue classes must be obtained from a student's parent/guardian and from the school registrar. A student cannot drop any class until he or she submits a properly completed and signed drop voucher. Students are usually not permitted to enter a class after the add/drop date.

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

Pass/No Pass Option

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

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

Auditing Classes

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

Correspondence Work

Students who desire to take correspondence work must secure the approval of the Academic Standards Committee before enrolling in such courses. Required courses which are offered at CVA may not be taken by correspondence unless they are being retaken for a better grade, or there are scheduling conflicts. Not more than 25 percent of a student's graduation units may be taken by correspondence. All correspondence courses must be from an accredited institution. Evidence of satisfactory completion of correspondence work must be

submitted to the registrar by April 30 to be applied toward graduation.

Incompletes

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

Failed Courses

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

Remedial Level Courses

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

Diplomas and Transcripts

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

National Honor Society

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

Graduation Honors

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

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

Principal's List Criteria

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

Union Adventist University Early Entry Program for Juniors/Seniors

College View Academy and Union Adventist University (UAU) have created a partnership which enables Juniors and Seniors to take courses at Union Adventist University at a significantly reduced cost. Students who qualify may enroll in UAU courses at the beginning of their junior year through graduation of their senior year. For more detailed information please contact the CVA Registrar/Academic Advisor.

Current dual credit courses through Union Adventist University:

- College Algebra
- Trigonometry
- Writing for the Modern Audience
- Modern History

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

Guidelines for taking college/university course work include the following:

1. Senior students must have a minimum GPA of 3.0 or higher over the past two semesters. Junior students must have a minimum GPA of 3.5 or higher over the past two semesters.
2. Students must be enrolled in a minimum of 20 units (4-5 classes) of coursework per semester at CVA.
3. The student must maintain at least a "C" average in the college/university coursework taken.
4. The student must be approved to attend UAU by the CVA administration before registering at the college/university.
5. Courses taken at UAU may be used to replace graduation requirements or courses offered at CVA.*
6. Students taking UAU classes cannot miss any class time from their CVA classes.
7. Enrollment in summer classes is open to a CVA student who has completed their Sophomore year.

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

Southeast Community College Dual Credit Courses

College View Academy and Southeast Community College (SCC) have created a partnership which enables Juniors and Seniors to take courses at College View Academy or SCC at a significantly reduced cost. Students who qualify may enroll in SCC courses at the beginning of their junior year through graduation of their senior year. SCC offers multiple courses that can be added to a student's schedule. These classes are at the expense of the family and must

meet SCC guidelines and must not take precedence over CVA classes. Additionally, classes offered at CVA should not be taken at SCC.

Currently, Spanish 1 and 2 are a part of a student's tuition at CVA, though if the student should withdraw, the student/family is expected to reimburse the school for the inquired fees (textbook, registration, etc.).

Current dual credit courses at CVA:

- Spanish 1
- Spanish 2

High School Course Descriptions

Business and Technology Education

Computer Applications:

10 units

Introduction to Microsoft Excel, Word, and PowerPoint. Students learn the basics of business spreadsheet, word processing, and presentation programs. This course is required.

Yearbook/Interactive Media:

5 or 10 units

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

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

Independent Living:

5 units

A life-preparation course. This class explores topics relating to a multitude of topics that will help students to be successful in their next stage of life. Topics include: personal goals setting, personality profiling, and time management, along with basic communication skills and focus on interpersonal relationships in professional and home settings. The class also gives students an opportunity to take career tests, create resumes and participate in mock interviews with local employers. Students will learn budgeting, banking, intro to investments, and skills for life purchases such as cars, homes and apartment rent. Other life skills such as cooking basics, oil and tire changes, and simple home fixes are focused on in the class. Topics like first-aid, self-defense mental health strategies and the importance of personal hobbies are also included in the curriculum. *This is a required course offered junior/senior year.*

Study Skills:**5 units**

A preparation course about how to best prepare for academic studies, life balance, working with diverse groups, etc. *This is a required class for freshmen students.*

Digital Photography**2.5 units**

Introduction to digital photography with focus being on creativity: Students should have their own digital camera. This is a one semester class. Students will learn the basic functions of a camera, to use photography to look creatively at the world, and the proper way to shoot various types of pictures in various lighting conditions.

****Can be counted as a 2nd Fine Arts credit. First Fine Arts credit must come from music or visual arts (i.e. Band, Choir, Art, Drama)**

3D Design**2.5 units**

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

****Can be counted as a 2nd Fine Arts credit. First Fine Arts credit must come from music or visual arts (i.e. Band, Choir, Art, Drama)**

Personal Finances:**5 or 10 units**

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

STEM Lab:**5 Units**

In this course, students will learn how to apply principles from different STEM areas - biology, physics, chemistry, mathematics, engineering, and technology - to complete real-world projects. Some of the topics to be covered include the scientific method, telescopes, holograms, local plant and animal life, rockets, building construction, epidemic management, and inventions. Offered even years.

Forensics:**5 Units**

An introduction to the field of Forensics. Students will learn about reading and analyzing a crime scene, interpreting evidence, and different specialties within the field. This course is intended for Juniors and Seniors, or with permission from the teacher. Offered odd years.

Language Arts**English I:****10 units**

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

English II:**10 units**

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

English III**10 units**

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

English IV**10 units**

Applies tools from English I and II to the study of British authors from the origin of the English language to the present. In this required course, students learn about British literary contributions over the centuries, with an emphasis on the Renaissance period. Outside reading requirements focus on classics in British literature. Composition centers on literature and on the five-paragraph essay in the first semester and on research in the second. *Prerequisite: English I, English II and English 3.*

Writing for the Modern Audience/College Writing I:**5 Units**

The second semester that covers the first semester of college writing (dual credit) instruction. Students in this class take the first semester of English 4 and also must meet the other set dual credit requirements before enrolling. *Prerequisite: English 1, English 2, English 3, and first semester of English 4.*

Speech:**5 Units**

This course is designed to give students the opportunities to gain poise, develop personal interests, and share responsibilities for group projects. Students will have opportunities to acquire listening skills, to learn fundamentals of oral presentation, to prepare and present various types of speeches, to participate in group discussions, to experience platform reading and speaking, to receive an introduction to debate, to meet some of the challenges of performing through mass media, and to develop interpersonal communications skills and poise.

Fine Arts

Band: 5 units

A performance-based class where students learn music and perform. Students will focus on building instrumental skills and becoming independent musicians while working as a team. This group will perform on campus, at local churches and community events, and during tours. This is a ministry class, and all performances will be designed with the ultimate goal of drawing others to Christ. A fee is charged for the Union Adventist University Music Festival. *Prerequisite: previous band experience or permission from the teacher.*

Bells: 5 units

A performance-based class where students learn music and perform. Students will focus on building instrumental skills and becoming independent musicians while working as a team. This group will perform on campus, at local churches and community events, and during tours. This is a ministry class, and all performances will be designed with the ultimate goal of drawing others to Christ. *Prerequisite: previous bell experience or permission from the teacher.*

Choir: 5 units

A performance-based class where students learn music and perform. Students will focus on building vocal skills and becoming independent musicians while working as a team. This group will perform on campus, at local churches and community events, and during tours. This is a ministry class, and all performances will be designed with the ultimate goal of drawing others to Christ. A fee is charged for the Union Adventist University Music Festival. No previous experience required. A fee is charged for Union Adventist University Music Festival

Chorale: 5 units

An auditioned performance-based class where students learn music and perform. Students will focus on building vocal skills and becoming independent musicians while working as a team. This group will perform on campus, at local churches and community events, and during tours. This is a ministry class, and all performances will be designed with the ultimate goal of drawing others to Christ. Enrollment is by audition. *Prerequisite: Previous choir experience and audition.* *Co-requisite: Choir.*

Drama: 5 units

This course will acquaint students with the methods and skills necessary to perform skits and plays. It will also help the student to realize the importance of working together as a team to accomplish a common acting goal. Additionally, students will be coached on the use of voice, facial expressions, and body language to portray various characters and feelings as they relate to the various skits and plays that will be performed. This class is a ministry class, and all performances will be chosen specifically to portray a lesson or Bible

concept, or to promote thought regarding current societal trends and expectations, with the ultimate goal of drawing others to Christ.

Private Music Lessons: 10 units

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

Art: 5 units

Students focus on the elements and principles of art - exploring through various media, such as watercolor, acrylic, colored pencils, charcoal, pastels and crayons..

Foreign Language

Spanish I: 5 Units

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

Spanish II: 5 Units

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

Mathematics

Algebra I: 10 units

Algebra I introduces a wide range of mathematical concepts and is designed to provide a foundation that students can use for Algebra II, Geometry, Chemistry, Physics, and standardized tests such as the ACT, SAT, PSAT, IA, and others. Topics include variables, polynomials, solving linear equations, factoring, graphing, inequalities, functions, and problem-solving with rational and irrational numbers. The following are required: scientific calculator (TI-30XS recommended), ruler, pencil, and paper.

Geometry: 10 units

Geometry is a critical component of mathematics education because students are required to focus and develop skills with logical proof and critical thinking when solving problems or evaluating arguments. These concepts are generally new to students, and while previous math experience is critical to this class, there is a significant difference. Topics in geometry include logic and proof, parallel lines and polygons, perimeter and area analysis, similarity and congruence, trigonometry, analytic geometry, and objects in two and three dimensional space. The following are required: compass with rigid arms, scientific calculator (TI-30XS recommended), ruler, pencil, and paper. *Prerequisite: Algebra I, with a grade of "C" or better or permission from the teacher.*

Algebra II: **10 units**
Mathematics provides the conceptual basis for the structure of many things around us. This course is a review and expansion of the basic algebraic concepts studied in Algebra I, plus an introduction to several new higher level concepts including complex numbers, logarithms, matrix theory, non-linear equations, and some Trigonometry. It also serves as a bridge to Trigonometry and Pre-Calculus. The following are required: scientific calculator (TI-30XS recommended), ruler, pencil, and paper.
Prerequisite: Algebra I, with a grade of "C" or better or permission from the teacher.

College Algebra: **10 units**
Study of the properties of the real and complex number systems, linear and quadratic equations, factoring, exponents, inequalities, and polynomials. Emphasizes functions (algebraic, exponential, and logarithmic). A TI-84 series graphing calculator is required for this course.

This course is specifically designed to mirror the requirements, concepts, and expectations of the Union Adventist University course MATH 111, College Algebra.

Trigonometry:
Study of the identities and applications of trigonometry, including definitions of the six trigonometric functions, the unit circle, reciprocal identities, Pythagorean identities, reduction formulas, sum and difference formulas, the laws of sines and cosines, and other trigonometric topics typically covered in a standard trigonometry course.

This course is specifically designed to mirror the requirements, concepts, and expectations of the Union Adventist University course MATH 119, Trigonometry.

Prerequisite: Algebra I, Geometry, Algebra II, and College Algebra with a grade of "C" or better in your most recent semester. or permission from the teacher.

Physical Education

Fitness and Sports for Life: **5 Units**
This PE class will enhance all fitness areas of an individual: 1) cardiovascular endurance, 2) Muscle strength and endurance, 3) flexibility, and 4) body composition. Time will be spent engaged in these fitness areas both physically and educationally. All students are required to take this course until they have acquired 10 academic units of classroom PE.

Health: **5 Units**
An introductory wellness class. This course seeks to help students

develop knowledge, understanding, attitudes, and lifestyle practices that enhance personal and community health. The class focuses on the teachings of the Bible and of Ellen G. White.

Independent PE: **2.5 - 5 Units**
This course is designed to allow students the opportunity to improve their health and skill-related fitness while participating in activities they enjoy and can do outside of the classroom. Students will choose their own fitness activities, and keep performance records in a fitness log, which will be turned in on a weekly basis. The amount of credit received is determined by the number of minutes achieved each week.

Religion

Religion I: **10 units**
The year begins with a survey in creation and evolution theory, followed by a study of the reality and character of God. The course then focuses on the life, death and resurrection of Jesus as the best manifestation of God's true and loving character.

Religion II: **10 units**
This course takes a look at the Old Testament accounts of God's deep and imminent love of humanity through the books of Hosea, 1 Samuel, and 2 Samuel. The first semester explores the deep grace and forgiveness God has for Israel through Hosea's account and the story of David. The second part of the year explores the messages of Jesus with a focus on the book of Matthew and Jesus' sermon on the mount. Lastly, students will explore how the Holy Spirit moved and shaped the early Christian church and changed our modern world through the power of the Holy Spirit in the book of Acts.

Religion III: **10 units**
A survey of church history, history of Seventh-day Adventism, authenticity of scripture, and of the prophetic books of Daniel and Revelation. Students will explore how the Holy Spirit moved through the history of the Christian church and into modern Christianity. Students will learn to exegete scripture and understand theological concepts of God in His justice and salvation through prophetic events in context of the Great Controversy, while searching for the goodness of God in challenging topics.

Religion IV: **10 units**
A survey of World Religions and beliefs including Christianity, Judaism, Islam, Buddhism, and Hinduism. The course will cover Christian ethics & moral dilemmas, along with a study of personal relationships, biblical sexuality, and marriage and family. The year ends with a unique unit that covers the gospel of John where students will be challenged to put their Christianity into practice by writing Bible studies and leading small groups along with community members in study.

Science

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

Physical Science: 10 units

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

Biology: 10 units

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

Chemistry: 10 units

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

Prerequisite: Minimum of a "C" grade in Algebra I & Geometry (can be a Co-requisite) or permission from the teacher.

Physics: 10 units

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

Prerequisite: Minimum of a "C" grade in Algebra II or permission from the teacher.

Astronomy: 5 Units

This course introduces students to the basics of astronomy. Students will learn about the history of astronomy, objects in our solar system,

galaxies, the motion of celestial objects, and telescopes. They will be asked to apply what they learn in class to real-world scenarios.

Social Sciences

World History: 10 units

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

American History: 10 units

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

US Government: 5 units

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

World Geography: 5 units

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

Modern History: 5 Units

This course is taken in the 2nd semester of senior year as dual credit. It is designed to encourage discussion about how our world has been shaped socially, politically, religiously, and culturally. The course covers from 1914 to the present, highlighting major events and people who have caused significant change around the world.

Prerequisites: World History, American History, and US Government.