

Colorado West Christian School

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Dear Parents and Students:

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

We too are serious about providing the best possible educational environment and are thankful for how the Lord has blessed the ministry of the school. Of all the things we desire to be here at CWCS, we want first of all to be Christ-honoring. This means that we attempt to look at all aspects of this ministry from the particular perspective of God's Word, the Bible.

We are seeking, by God's grace, to bring all that we do under the Lordship of Christ. We attempt to gather teachers and staff, use classroom resources, employ discipline, select curriculum, order our finances, love the students, teach classes, and everything else we do in such a manner as to glorify God and enjoy Him forever.

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

For further information you may go to coloradowestchristianschool.org.

In Him,

Brad Fell
Administrator

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OUR MISSIONS STATEMENT

Colorado West Christian School offers quality Christian education to families in the greater Montrose area with students in 5 year old kindergarten through twelfth grade.

The purpose of the school is to assist parents in helping their children to grow mentally, physically, spiritually, and socially (Luke 2:52) and to encourage each student to follow Jesus in service to God (Romans 12:1,2).

We seek to achieve this purpose by:

- A. Providing a loving, disciplined learning environment.
- B. Providing Christian teachers committed to excellence.
- C. Providing a Christ-centered curriculum that prepares students for God-given responsibilities in the family, church, community and the nation.

PHILOSOPHY OF EDUCATION

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

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

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

OVERVIEW OF COLORADO WEST CHRISTIAN SCHOOL

Colorado West Christian School is a ministry of Trinity Reformed Presbyterian Church of Montrose, Colorado, and is overseen by the Session (board of elders) of that church. A group of interested parents and friends of Colorado West Christian School students constitute a School Board. The School Board functioning under the supervision of the Session of Trinity Reformed Presbyterian Church is responsible for the ministry of Colorado West Christian School.

Colorado West Christian School has been in continuous operation since May 17, 1987, when the merger of Trinity Christian Academy, founded in 1981, and Woodgate Christian School formally took place. CWCS began with a four-year old kindergarten through eighth grade. In 1988, grades nine through twelve were added.

The campus and office of CWCS is located at 2705 Sunnyside Road in Montrose, Colorado. This location is also the location of Trinity Reformed Presbyterian Church and serves as the school campus for kindergarten through twelfth grade.

STATEMENT OF FAITH

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

- I. **SCRIPTURE:** The Bible is the written Word of God, without error in its original writings, the authority by which God directs and governs all our activities, including the education of our children.
- II. **GOD:** There is one true and living God who eternally exists in three persons--the Father, the Son, and the Holy Spirit. God is the personal sovereign Creator and Sustainer of all things, the Source and End of all truth.
- III. **JESUS CHRIST:** He is the eternal Son of God, who became man in our own history, and so was and continues to be God and man, in two distinct natures, and one person, forever. Through His incarnation, virgin birth, sinless life, substitutionary death, bodily resurrection, and ascension, He accomplished for His people victory over sin and death. He will return in glory.
- IV. **MAN:** Man was created in the image of God as a rational, moral, and spiritual being. He sinned in Adam and fell with him in his first transgression. Man's fall affected the totality of his life. The child is not to be seen as a higher form of animal, the result of an evolutionary process, but as the unique creation of God, and a fallen creature in need of salvation.
- V. **SALVATION:** Salvation is by God's grace alone. Man can be restored to God only by the regenerating power of the Holy Spirit. Man must repent and believe the Gospel, or be lost eternally.

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

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

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

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

THE ROLE OF PARENTS IN EDUCATION

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

“These words, which I am commanding you today, shall be on your heart; and you shall teach them diligently to your sons, and you shall talk of them when you sit in your house, and when you walk by the way, and when you lie down, and when you rise up” (Deuteronomy 6:6,7).

Parents do not give up their authority over their children when they send them to school, but rather they **delegate** a portion of their authority to the educators. We take our role of acting in the place of the parents seriously, realizing that it is necessary for the home, the church, and the school to contribute to the educational, spiritual and physical growth of the child. Therefore we encourage and expect parental cooperation with our work in such ways as prayer support, oversight of homework, special help in areas in which the child may be deficient, and the upholding of disciplinary procedures.

FACULTY

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

CURRICULUM

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

CONFIDENTIALITY

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

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

ADMISSIONS POLICIES

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

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

- * Since we exist to serve the Christian family, at least one parent must give credible evidence of being born-again in Jesus Christ and be in fellowship with a local church.

- * Parents must be in agreement with our basic objectives and be willing to submit to the standards and regulations of the school.
- * Students must have a sincere desire for a Christian education, and must be willing to submit to the standards and regulations of the school. Students in grades 6 and above must agree to a Student Covenant that is part of the application. Students in grades 6 and above may be required to renew this covenant annually before they are enrolled each school year.
- * A student transferring from another school may be evaluated for academic level. Should the student be below grade level in an area(s), an appropriate plan of action will be developed to meet that student's needs as far as CWCS is able to do this. Extra parental and student commitment and tutoring, are possible solutions. Students entering from public school often require extra effort for a period of time.
- * Transfer students must have resolved all prior financial commitments to previous schools before enrollment in CWCS can be finalized. Upon completion and return of the enrollment forms, an interview will be scheduled with the administrator and Admissions Committee. Either parents or the head of the household should be present. It is preferred that children being enrolled attend the interview; in 6th grade and above the attendance of the applying student is required. Students applying may be tested to determine appropriate grade placement or course work.
- * Children must be five by August 1, to be enrolled in Kindergarten and six by August 1, to be enrolled in first grade. Normally children do better in school if they are enrolled at an older rather than younger age. Exceptions to these deadlines are rare but may be made by the administrator after necessary testing of the student to determine school readiness.
- * Each year it is necessary for parents to re-enroll their children for the coming school year. Letters will be sent to parents at re-enrollment time with the necessary forms attached. Ordinarily a personal interview will not be required, but either the parents or the school administrator may request one.
- * Children currently enrolled are given preference for re-enrollment assuming satisfactory behavior and academic performance. The Colorado West Christian School board reserves the right to refuse re-enrollment or to dismiss any student at any time it deems such action necessary without regard to how long the student's family may have been associated with the school. School standards are to be maintained both by the student and the student's family throughout the time of the student's enrollment in Colorado West Christian School.
- * To guarantee space, each returning school family must complete a pre-registration form and submit it to the school office by **March 1st**, and have the registration fees submitted to the school office by **July 10th**. All other financial obligation to the school must also be met.

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

BOOKS AND SUPPLIES

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

Students are to secure for themselves all supplies. These include the normally consumable items such as pencils, notebook paper, crayons, etc. Each teacher makes a specific list of required supplies. These lists will be mailed to all registered students at least 30 days before the beginning of the new school year.

ACADEMICS

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

We recognize that there may be times when a student is penalized because our grading scale is more demanding than that under which other students have been graded. When two such students are compared on the basis of grades rather than on the basis of achievement, the differing grading scales can lead to false conclusions. However, we also recognize that most students tend to perform to the level of expectations.

GRADING SCALE

Percentage	Letter Grade	Percentage	Letter Grade
99-100	A+	82-83	C+
95- 98	A	77-81	C
93- 94	A-	75-76	C-
91- 92	B+	73-74	D+
86- 90	B	67-72	D
84- 85	B-	65-66	D-
		64-Below	F

HONOR ROLL

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

Students in grades 3 - 12 are eligible for one of two honor rolls. The "A" honor roll requires a student to receive "A" in all core academic courses. Core subjects are listed below.

To receive honor roll recognition, a student must have earned an overall average of 91% with no "D's" on the report card. The 91% is to be arrived at by averaging the core subjects, which are as follows:

Grades 3 - 6; Bible, History, Science, Math, Language, Reading, Spelling, Computer.

Grades 7 - 12; Bible, History, Science, Math, English, Computer.

ACADEMIC PROBATION

Students are expected to maintain a grade point average each quarter of "C" or 75% or above. Students failing to do so may be placed on academic probation. Any student who is on academic probation for two consecutive quarters may be dismissed from school. To obtain extra-curricular eligibility, students ordinarily must maintain a 75% average in each subject taken. Teachers may waive the 75% average if they believe the student is putting forth great effort in their class.

HOMEWORK

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

Grades 1- 3	30-40 minutes
Grades 4- 5	40-60 minutes
Grades 6 – 12	1-2 hours (the effective use of study hall will greatly reduce this)

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

TESTING

Ordinarily each April, the Stanford Achievement Test and Otis Lennon Tests will be administered to all students enrolled at CWCS. These tests help establish growth, achievement, and potential achievement. Due to increasing costs of testing, the school board may on occasion as it deems appropriate waive the annual testing.

FINANCIAL PROCEDURES, POLICIES, AND FEES

REGISTRATION

- A. Re-enrollment fees: Currently Enrolled Families, if paid by due date of July 10th:
 - All Grades (Kindergarten through 12th) \$50.00

- B. New Student Registration Fees and/or Re-enrollment Fees: If paid after July 10th:
 - All Grades (Kindergarten through 12th) \$75.00

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

TUITION

Grade	Monthly (10 mo.) (Sept. – June)	Yearly	2 nd & 3 rd child discount	4 th child and above
Grades K - 5 . . .	\$ 300.00	\$3000.00	\$2100.00	FREE
* Grades 6 – 8 . . .	\$ 325.00	\$3250.00	\$2275.00	FREE
* Grades 9 – 12 . . .	\$ 400.00	\$4000.00	\$2800.00	FREE

*\$95.00 minimum per course not to exceed full time tuition for part-time students.

MONTHLY TUITION PAYMENTS

In lieu of paying the entire tuition at one time at the beginning of the school year, our families may elect to make ten (10) monthly tuition payments beginning September 1st, and ending June 1st.

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

If tuition has not been received by the tenth of the month, a late fee of \$5.00 per child will be assessed. Checks returned by the bank are assessed a \$20.00 processing fee.

Tuition for children who enter after school has already started will include the full month's tuition for the month in which the student enters, as well as for every month thereafter.

PLEASE NOTE, that because the use of the facilities and the employment of faculty and staff of our school are based upon registration, ***IF A STUDENT WITHDRAWS OR IS EXPELLED BEFORE THE END OF A SEMESTER THE PARENTS WILL BE RESPONSIBLE FOR THE REMAINING TUITION OF THE STUDENT FOR THE ENTIRE SEMESTER (1/2 OF THE YEARLY RATE).*** The school board alone has authority to make exceptions to this policy.

PLEASE NOTE, That if monthly tuition payments become two (2) months past due, the student(s) involved must withdraw from school until such time as the tuition payments are current, unless prior arrangements are made with the school board.

DISCOUNTS

- A. Families with more than one child enrolled will receive a 30% discount on the monthly tuition for each student beyond the first. Discounts will be made on the younger brothers/sisters of the family. (See schedule on previous page)
- B. A 5% discount will be extended to those who pay the full year's tuition in advance (before September 10th). Please note that this discount applies to tuition only, and not to the registration fee.

Colorado West Christian School may withhold all grade transcripts for any students who have unsettled financial obligations with the school and will not release them until the financial obligations have been settled.

TUITION ASSISTANCE

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

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

Tuition assistance is generally a combination of direct tuition discounts and tuition reductions for volunteer work. All families that are approved for tuition assistance are strongly encouraged to actively participate in all programs of the school.

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

WITHDRAWALS

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

The student must turn in all books and materials belonging to the school as well as clear up financial responsibilities before transcripts can be sent.

DONATIONS AND GIFTS

Colorado West Christian School is a non-profit organization. Tuition payments provide for much of our annual budget. The balance of the expenses are met by gifts and donations. We praise the Lord for the way He has touched the hearts of His faithful people to meet the needs of His work here at CWCS. Pray for this support ministry to continue and for God's blessings to be poured out on those whom He leads to contribute to CWCS.

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

DEEDS OR DOLLARS

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

The CWCS Board has adopted a "Deeds or Dollars" policy for the school year July 1 to June 30, we will require each of our families to contribute either 24 hours of service for that year **OR** pay a fee of \$240.00 **OR** a combination thereof (using the rate of \$10.00/hour as the prorated fee). Please refer to our "DEEDS or DOLLARS" Service Opportunities Handbook which is available in the school office.

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

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

DISCIPLINE

The word “discipline” often carries with it undesirable connotations. This is probably due to the fact that the word is often used when countering an action born of a selfish, prideful, or lustful intention. Discipline is often painful, however, it is something a Christian must integrate into his life in order to walk in the ways of God.

In a sense, all Christian education is about discipline or discipling children. It is most effective when parents, teachers and students, under the guidance of the Holy Spirit, act together to accomplish in students the spiritual maturity of Christ-likeness.

Discipline has to do with self-mastery or self-control, one of the fruits of walking by the Spirit. It requires effort and struggle against the sinful inclinations of our hearts. The Apostle Paul in 1 Corinthians 9:24-27, compares the struggle of living an obedient, disciplined life to the athlete’s preparation to run a race, saying, “Every athlete exercises self-control in all things” and, “I discipline my body and keep it under control, lest after preaching to others, I myself should be disqualified.” Hebrews 12 assures us that God disciplines those he loves and calls sons.

Discipline is usually understood in terms of negative consequences to bad behavior, which certainly occur, but the positive side of self-mastery is the freedom of the child to develop many mental, spiritual, and physical skills for effective living as Christians in the world. Self-mastery further equips the child in the battle of what the Bible calls “the flesh,” e.g. learning to forgive and respect others, persistence when a task is difficult, being truthful, being trustworthy, obeying the rules, sympathy for the pain of others, generosity and showing respect for authority figures place over them.

One of the primary goals of CWCS is to see young people grow into mature Christian men and women, capable of understanding God’s truth and strong enough to be obedient to His calling. This is not accomplished by simply “going through the motions” of Christianity. It takes effort and struggle (James 1:3).

However, the outcome is solid character and the ability to be a reflection of Jesus Christ (Heb. 12:1-13).

Students at CWCS need to be receptive toward disciplinary measures. The objective is to enable and encourage the student to achieve Christ-likeness in thought, word, and deed. Continual and blatant rebellion is reflective of one’s choosing to be manipulated by Satan.

That individual will be loved, but he will be dealt with justly. Obedience to those in God-given authority must be an attitude of the heart as well as an overt action. Discipline needs to be received willingly and in true humility in order to be effective in the building of Christian character. A positive outward demonstration toward discipline is inadequate if it is not in harmony with the inner man. If a student will not receive instruction and discipline, he will not be able to continue at CWCS.

The staff at CWCS spends time in daily prayer for the students and for each other. Each teacher has sought God concerning his own classroom discipline plan. Students are

expected to act in an orderly and respectful manner, maintaining Christian standards of conduct, courtesy, kindness, morality, and honesty. All issues of student behavior are subject to the light of God's Word.

Discipline is best developed when it is based on an attitude of self-control and submission to those in authority. Therefore, the school discipline system begins with the classroom teacher's individual policy and leads to the uniform school-wide policy. Only major offenses or repeated minor offenses are referred to the administrator.

The following is an example of CWCS's structure of discipline. When an offense has occurred the consequences in order of severity are as follows:

1. Instruction as to expectations
2. Teacher warning - explanation of rules to student.
3. Discipline by the teacher such as a loss of privilege.
4. Parent consultation to access their help in solving the problem.
5. Visit to the principal - parent is also called in.
6. Subsequent visit may result in suspension or expulsion (See expulsion).

CWCS does not permit the use of tobacco, drugs, alcohol, profanity, racial slurs, or gambling at school or any school sponsored activity. When a student's attitude or actions are consistently at odds with school policies or principles, the student will be placed on probation and the parent(s) will be called to the school for a conference. CWCS is not equipped to be a corrective institution. Consequently, we ask that a student not be enrolled with the idea that the school can reform him. All new students are admitted on a trial basis for the first nine weeks. The discipline system is firm, consistent, fair, and tempered with love.

CWCS does not permit students to respond to teachers and staff with a simple "yes or "no." While it does not necessarily reflect the true condition of the heart, we believe that students should respond to teachers and staff with "Ma'am" and "Sir". We believe that such responses help students to learn proper respect for authority.

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

CORPORAL PUNISHMENT POLICY

1. For close to three hundred years, corporal punishment has been a common practice in American schools. It started out as a part of the religious beliefs of the earliest colonists whose views on corporal punishment were found in such Scriptural injunctions as Proverbs 13:24, "He who spares the rod hates his son, but he who loves him is diligent to discipline him."
2. From the realm of the family, the political doctrine of 'in loco parentis' (in the place of the parent) was employed to authorize the use of corporal punishment in the

schools. Under this English Common Law doctrine, the parents delegated a portion of their rights to discipline their child to the school.

3. While the term “corporal punishment” can legally mean physical punishment of any type, for this policy the term is being limited in its use to a paddling on the buttocks.

In carrying out corporal punishment, CWCS shall take care to observe the following guidelines:

1. Corporal punishment will only be used when other disciplinary measures have failed or if the offense is severe enough that other disciplinary measures should be bypassed.
2. The student shall know the reason(s) he is being paddled.
3. The paddle used shall be one approved for use by the school board or one brought from home if the parent is administering the paddling.
4. The punishment will not take place in front of any other students.
5. At least one parent will be notified before the paddling and asked to come in and administer the paddling. If the parent is not able to come or desires the school to handle the matter in their absence, then the administrator or his representative will administer the paddling.
6. No more than (3) three swats will be given.
7. Another adult witness will always be present. When a female student is paddled then one of the two adults must be a female.
8. The student will be assured of our love and concern for them both before and after the paddling.
9. The student will be given time to compose himself before rejoining his class.
10. Records will be kept in the student file concerning the offense, number of swats and name of the witness.

SUSPENSION

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

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

EXPULSION

Expulsion is the ultimate responsibility of the School Board. A Board Member would be excused from voting if a family member was involved in the expulsion. The expulsion process is as follows:

1. The administrator may, as necessary, suspend the student pending the decision of the School Board regarding expulsion.
2. The administrator will communicate with the parents of the student, to summarize the reasons for the consideration for expulsion and to set the date and the time for a hearing.
3. The administrator will notify the Board President of the date and time for the hearing.
4. All involved individuals will be asked to attend the hearing. If parents do not wish to contest the expulsion, they do not have to attend the hearing.
5. A decision regarding expulsion will be made after hearing all pertinent data at the hearing. A majority vote of the Board shall determine the decision. The parents will be notified of the decision.
6. Students expelled from CWCS will only be considered for re-enrollment after a sufficient amount of time has elapsed for the student to have given evidence of true repentance and a desire and ability to conform to school policy. The Board must agree to the request for re-enrollment.

APPEARANCE CODE

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

OBJECTIVES

SECTION I

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

Specifications of Principles:

1. The wearing of sports uniforms, jogging sweat-pants, full hunting gear, full warm-up gear, tank-tops, full military-type uniforms, overly baggy clothing, and overly tight clothing is prohibited.
2. Hats are not to be worn in the buildings.
3. Clothing is to be age appropriate and conducive to safety.

SECTION II

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

Specifications of Principles:

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

SECTION III

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

Specifications of Principles:

1. Boys will not dress in feminine styles.
2. Hair length for boys will not be below the earlobe, eyebrow, or the bottom of the collar in the back.
3. Girls will not dress in masculine styles.
4. Girls hair is not to be so short or so styled as to present a masculine appearance.

SECTION IV

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

Specifications of Principles:

1. Clothing must be clean, neat and not frayed.
2. Clothing must be free of intentional holes (cutouts).
3. "Flip-flops" or thong sandals are not to be worn.
4. When activities call for swimsuits, girls are to wear modest, one-piece suits, and boys are to wear only "Boxer" style suits.
5. "Shorts may be worn to school from the beginning of the school year until the end of September, then from May 1 until the end of the school year. When shorts are allowed, they are defined as non-athletic dress shorts (no cutoffs), no shorter than two inches below the finger tip length when student is standing."
6. Facial hair on boys must be neatly trimmed.

SECTION V

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

Specifications of Principles:

1. Muscle shirts, tank-tops, low necklines, "spaghetti" straps and exposed undergarments are prohibited.
2. Bare midriffs are prohibited, regardless of posture.
3. Apparel must cover the top of the shoulder.
4. "See Through" clothing is prohibited.
5. All skirts/dresses will be of such a length that the entire hemline will touch the floor when the female students is in an upright kneeling position, and no slits or openings will be permitted above this hemline.

SECTION VI

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

Specifications of Principles: (None deemed necessary.)

SECTION VII

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

Specifications of Principles:

(None deemed necessary.)

SECTION VIII

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

Specifications of Principles:

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

OTHER ISSUES

“Out-of-school” Activities

1. This category refers to such things as out-of-school sports events, drama presentations, athletic and academic banquet, field trips, or any other off-campus, school-sponsored event.
2. Minimum standards:
 - A. More casual dress may be authorized for “out-of-school” activities by the faculty with the guideline that shorts must be no shorter than two inches below the fingertip length when the student is standing.
 - B. The faculty may modify the appearance code requirements for any special event or reason it deems appropriate.
3. Students who are enrolled concurrently at CWCS and at other academic institutions, will be expected to comply with CWCS appearance code standards while on CWCS campus or while participating in CWCS activities.

Enforcement of the Appearance Code

1. The homeroom teachers in grades 7-12, and the classroom teachers in grades K-6, will be responsible to enforce the appearance code in their classrooms.
2. Since the homeroom and classroom teachers are responsible for enforcement of the appearance code, any staff member that notices an appearance code violation will first bring the violation to the attention of the appropriate homeroom or classroom teacher, who will then deal with it.

Consequences for violations

1. With each violation of the appearance code, the teacher will fill out a form that will be added to the student's permanent school file.
2. A copy of the "appearance code violation form" will be sent home to the parents and must be signed and returned to the school.
3. Three violations in one quarter will result in a one-day suspension, accompanied by a conference with the parents and the school administrator.

ATTENDANCE POLICIES

ABSENCES

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

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

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

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

ABSENTEE MAKE-UP POLICY

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

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

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

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

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

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

TARDINESS

In a related matter, parents and students should also be aware that tardies may be either excused or unexcused. Students in kindergarten through 6th grades should be in their desks at 8:30 A.M. each school day. Students in grades 7 -12 are accountable to be in class on a timely basis for each of the six periods of the school day. Detentions are issued in grades 7 -12 if students accumulate 3 unexcused tardies in a semester.

It is the responsibility of each parent to ensure his or her children are punctual. Tardiness to school or class creates a disturbance that disrupts the learning environment and is inconsiderate of others. A student is considered tardy if he is not in the required place at the start of the school day (8:30 a.m.) The tardiness is only excused if the student presents a **written excuse** from his parents, explaining the unavoidable delay. If your child is late because of a driver other than the parent, the driver must send an excuse with the student.

ATTENDANCE

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

SCHOOL HOURS

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

Students are not encouraged to be at school before 8:10 A.M. No teacher is on duty to supervise prior to that time.

BEFORE AND AFTER SCHOOL RESPONSIBILITIES

CWCS is no longer able to provide day care and provides NO care or supervision for students before 8:00am or after 3:30pm. Students who are on campus but not supervised by appropriate parents or responsible parent's appointee will be charged a fee of \$5.00 per child per 15 minutes of time or portion thereof that their children are on campus without said supervision. Habitual violation of these standards will be cause for a meeting with the school administrator to discuss appropriate solutions. Parents must assume this responsibility in a serious effort to avoid difficulty for the teachers and staff of the school in the performance of their prescribed duties. Those duties do not include supervision or care for children before 8:00am or after 3:30pm.

In situations of emergency or other unforeseen providences of God, the school will make every effort to cooperate with the parents so that parents are not charged a fee for the school-provided care nor in any manner held responsible for the supervision and care of their child(ren). Obviously, parents need to contact the school as soon as they are aware that there will be a difficulty with the supervision of the child on any given day.

SCHOOL CLOSINGS

In case of inclement weather or other circumstances that would necessitate the closing of school, CWCS will follow the determination of the Montrose County public schools. Please listen to the local radio and T.V. stations for closures.

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

MEDICAL GUIDELINES

RECORDS

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

ILLNESS

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

Seeing that each child consistently gets adequate rest and sleep.

Seeing that the child eats well. A good breakfast before he comes to school is extremely important.

Making sure that children wear appropriate clothing - especially jackets and boots when needed.

Not allowing a child who is sick or may be sick to come to school. Children with any infectious disease, fever or sign of a communicable disease must remain home.

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

MEDICATION

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

ASBESTOS MANAGEMENT PLAN

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

MISCELLANEOUS

LOST AND FOUND

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

PARTIES/ FIELD TRIPS

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

VISITORS

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

The visit must be approved by the administrator at least one day in advance.

The student bringing the visitor is to introduce his visitor to each teacher before the class begins.

All other required security procedures must be followed. Prospective families are welcome to visit. Please call the school office to set up an appointment if you wish to visit a classroom. The office is open for information from 8:00 a.m. - 4: 00 p.m. daily.

FIRE DRILLS

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

When the alarm is sounded, all class activities must cease and an exit made promptly.

Walk quickly in a single file, but do not run or push, and assemble in your designated area.

No talking in or out of the building.

Listen to the teacher's direction.

Close classroom doors.

Teachers are to check their class lists to make sure all students are out of the building.

THE SCHOOL NEWSLETTER

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

SCHOOL LUNCHES

While we do not have a formal school lunch program, we do have available some lunch items that can be purchased. On Tuesdays, a group of parents prepare a hot lunch for the students, and on Thursdays the students are able to order personal pan pizzas from Pizza Hut. We also sell milk for lunches. Parents can pay for milk and lunch by

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

LIBRARY PROCEDURES

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

ELECTRONIC DEVICES

Items such as cell phones, pagers, etc. are not allowed on campus, except by express permission by the administrator. If there is an emergency, please call the office and the student will be notified.

INCLEMENT WEATHER

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

SECURITY PROCEDURES

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

SAFETY PROCEDURES AT SCHOOL:

1. Signs directing all visitors to report to the office will be prominently displayed.
2. All visitors must report to the school office and sign in and sign out. A pass will be required for visitors and volunteers to facilitate identification of all authorized persons on campus.
3. Staff will contact the office immediately when encountering an unidentified person or possible unsafe situation.
4. It is against the law for unauthorized persons or unwanted visitors to be on campus. Law enforcement will be contacted when needed.