



# **CVA Family Handbook 2011-2012**

**Carbon Valley Academy**  
**Family Handbook 2011-2012**

<b>History of the CVA Charter and Mission and Goals</b> .....	<b>4</b>
<i>Our Mission</i> .....	5
<i>Policy for Addressing Concerns</i> .....	5
<i>Eligibility and Election of Board Members</i> .....	5
<b>School Accountability</b> .....	<b>6</b>
<b>Communication Policy</b> .....	<b>6</b>
<b>Transportation</b> .....	<b>6</b>
<b>Curriculum and the Academic Plan</b> .....	<b>6</b>
<i>CVA Curriculum Overview</i> .....	7
All Levels of Math .....	7
All Levels of Language Arts .....	7
<i>The Homeroom and Group System</i> .....	8
<i>Parent Involvement Policy</i> .....	8
<b>Learning Environment</b> .....	<b>8</b>
<i>Character Traits</i> .....	8
<b>Carbon Valley Academy Code of Conduct</b> .....	<b>9</b>
<i>Character and Citizenship</i> .....	9
Respect/Self Discipline .....	9
Responsibility.....	9
Friendship/Compassion.....	9
Honesty .....	10
Perseverance/Work .....	10
Patriotism .....	10
<i>Safety Issues</i> .....	10
<i>Behavior Management Strategies</i> .....	11
<i>Level System</i> .....	11
<i>Grounds for Suspension, Expulsion or Denial of Admission:</i> .....	11
<b>Carbon Valley Academy Dress Code and Uniform Policy</b> .....	<b>12</b>
<i>Objective</i> .....	12
<i>School Uniform Requirements – Overview</i> .....	13
Purchasing.....	13
Uniform Details.....	13
Dress of Choice Days.....	14
Grooming .....	15
Enforcement .....	15
Exemptions.....	15
<b>Parent – Teacher Interaction</b> .....	<b>16</b>
<b>Attendance Policy</b> .....	<b>16</b>
<b>Teaching Controversial Issues</b> .....	<b>16</b>
<i>Teaching Human Sexuality</i> .....	17
<i>Teaching Evolution</i> .....	17
<i>Teaching of Religion</i> .....	17
<b>Video Viewing Policy</b> .....	<b>17</b>
<b>Homework Policy</b> .....	<b>17</b>
<b>Before and After School Student Supervision</b> .....	<b>18</b>
<b>Messages to Students</b> .....	<b>18</b>
<b>Student Use of Phone</b> .....	<b>18</b>
<b>Animals in School</b> .....	<b>19</b>
<b>Book Fines</b> .....	<b>19</b>
<b>Lunch</b> .....	<b>19</b>

<i>Lunch Time Expectations</i> .....	20
<i>Procedure</i> .....	20
<i>Lunch Room Rules</i> .....	20
<i>Recess Rules</i> .....	21
<i>Appropriate Consequences:</i> .....	21
<b>School Visitors</b> .....	<b>21</b>
<b>Class Parties</b> .....	<b>22</b>
<i>Birthday</i> .....	22
<i>Other Parties</i> .....	22
<b>Halloween</b> .....	<b>22</b>
<b>Notification of Rights Under FERPA for Elementary and Secondary Schools</b> .....	<b>22</b>
<b>Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)</b> .....	<b>23</b>
<b>Volunteering At Carbon Valley Academy</b> .....	<b>24</b>
<i>Introduction</i> .....	24
General Volunteer Procedures .....	25
Carrying Over Excess Volunteer Service Hours.....	25
Classroom Volunteering.....	25
Contact Information – 2011/12 School Year .....	26
Donations in Lieu of Time Policy .....	26
Job Listings – How to Help.....	26
Logging Hours .....	26
Parental Involvement Policy .....	27
St. Vrain Valley School District Policy on School Volunteers .....	27
Support.....	28
Time Bank.....	28
Tips for Working with Students and Teachers.....	28
<b>Parent Contract</b> .....	<b>31</b>
<b>Student Contract</b> .....	<b>32</b>

---

## History of the CVA Charter and Mission and Goals

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

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

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

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

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

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

## ***Our Mission***

**“The mission of Carbon Valley Academy is to provide rich content and solid skills instruction in an environment that champions character and personal academic achievement”**

- CVA will provide a classroom and school culture that will create the best learning environment for students through high expectations of student discipline and character. (See Educational Policies Commission’s Imperative Needs of Youth, “All youth need to develop respect for other persons, to grow in their insight into ethical values and principles, and to be able to live and work cooperatively with others.”)
- CVA believes that parents are their children’s first teachers and those parents delegate to us in a cooperative spirit, the responsibility of their child’s education.
- CVA believes that students thrive on challenge and learning at their “resistance level” and will strive to develop individualized and rigorous learning goals for students in the area of language arts and mathematics.

## ***Policy for Addressing Concerns***

Members of the public, parents, teachers, students and others may submit a complaint in writing:

- In person
- By fax
- By email
- By regular US mail to the front office

Instructions and procedures for members of the public, parents and teachers, students, and others to communicate thoughts will be made available in the handbook and on the school’s website. Interested parties are strongly urged to submit the issue in writing to the involved party.

## ***Eligibility and Election of Board Members***

No members may be employees of the charter school.

All Board members are subject to background checks.

Board members are not entitled to compensation for their services, but may be entitled to reimbursement from the school for any reasonable expenses incurred in performing services for CVA, as deemed reasonable by the Board of Directors.

Only one member of any family may serve on the Board at any time.

The next opportunity for parents of CVA students to vote for new members of the Board of Directors will occur in May of 2012. Please refer to the Bylaws of the Carbon Valley Academy Board of Directors for more information.

Board members will elect the officers of the Board. The officers will be President, Vice President, Secretary and Treasurer.

In the event of vacancy through resignation, dismissal or otherwise the Board may fill the vacancy by appointment for the remaining portion of the vacant member’s term.

## **School Accountability**

This important committee will consist of teachers and parents and is required by the State of Colorado to make recommendations to the Principal regarding the performance of the school. The Board of Directors will appoint committee members. If you're interested in serving on this committee, send an email to wilsonb@cvamail.com.

## **Communication Policy**

All approved policies, regulations, exhibits, and committee charters and bylaws shall be accessible to all employees of CVA and all student parents/guardians involved CVA. This information will be available for review on the school website. Interested parties without internet access may request a copy at the school during normal school hours per school policy. CVA will comply with the Colorado Sunshine Law Statute (Title 24, Article 6).

## **Transportation**

Carbon Valley Academy will not provide transportation to and from school. It is the responsibility of the parents to provide daily transportation. Exceptions to this policy may be made for special functions or field trips. The Board may elect to purchase bus services from the District in the future.

## **Curriculum and the Academic Plan**

Carbon Valley Academy is committed to using the Core Knowledge Sequence with a slight variation occurring in history/geography for 5th and 6th graders that includes grouping the 5th-8th grade American History content together and then beginning world history in two parts in 7th and 8th grades.

A brief description of Core Knowledge is:

### **Solid**

Many people say that knowledge is changing so fast that what students learn today will soon be outdated. While current events and technology are constantly changing, there is nevertheless a body of lasting knowledge that should form the core of a Preschool-Grade 8 curriculum. Such solid knowledge includes, for example, the basic principles of constitutional government, important events of world history, essential elements of mathematics and of oral and written expression, widely acknowledged masterpieces of art and music, and stories and poems passed down from generation to generation.

### **Sequenced**

Knowledge builds on knowledge. Children learn new knowledge by building on what they already know. Only a school system that clearly defines the knowledge and skills required to participate in each successive grade can be excellent and fair for all students. For this reason, the Core Knowledge Sequence provides a clear outline of content to be learned grade by grade. This sequential building of knowledge not only helps ensure that children enter each new grade ready to learn, but also helps prevent the many repetitions and gaps that characterize much current schooling (repeated units, for example, on pioneer days or the rain forest, but little or no attention to the Bill of Rights, or to adding fractions with unlike denominators).

### **Specific**

A typical state or district curriculum says, "Students will demonstrate knowledge of people, events, ideas, and movements that contributed to the development of the United States." But which people and events? What ideas and movements? The Core Knowledge Sequence is distinguished by its specificity. By clearly specifying important knowledge in language arts, history and geography, math, science, and

the fine arts, the Core Knowledge Sequence presents a practical answer to the question, "What do our children need to know?"

### **Shared**

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

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

### ***CVA Curriculum Overview***

All curricula are chosen based on the proven Core Knowledge sequence (*What Every \_\_ Grader Needs to Know* by ED Hirsch). Curriculum is under the direct supervision of the Principal. Your child's teacher will provide an overview of academic areas and the curriculum providers chosen by CVA for the 2011/2012 school year. Teachers appreciate resources to borrow from parents relating to study areas (rock samples, souvenirs from world travel, books that relate). Art and music will follow the Core Knowledge list with creativity and flexibility added by individual teachers.

### **All Levels of Math**

Students will be assessed in math before school starts to determine their best fit within the curriculum. CVA has chosen Sadlier-Oxford for their math provider. Philosophy of mathematics including strong number sense, critical thinking, relation to Colorado State Standards, and rigor were factors in this choice. A detailed description of each level is available during teacher assessment before school.

### **All Levels of Language Arts**

Students will be assessed in Language Arts including areas like letter recognition, print awareness, phonemic awareness, reading comprehension, fluency, writing, and vocabulary to determine best placement within the curriculum. For the 2011/2012 school year, grades K - 5 will utilize Scott Foresman's *Reading Street*, with the intention to implement this curriculum in the intermediate grades in subsequent years. "*Reading Street* is designed to help teachers build readers through motivating and engaging literature, scientifically research-based instruction, and a wealth of reliable teaching tools" (Pearson Education, 2010). The program strongly emphasizes ongoing progress monitoring, as well as prioritizes skill instruction at each grade level to ensure teachers "focus on the right reading skill, at the right time, for every student" (Pearson Education, 2010). In addition to grade-level content, *Reading Street* also incorporates daily "strategic intervention" and "advanced level" small group plans, thus enabling struggling students as well as advanced students to work at their appropriate level.

## ***The Homeroom and Group System***

Students will complete history, science, art, music, physical education and Spanish with their grade level. Students will be assessed before beginning coursework to determine where the best placement will be for them in language arts and mathematics. Depending on how they assess, they may be able to work at their own grade level or higher with other students in groups that will best challenge them in math and language arts.

## ***Parent Involvement Policy***

There is a 30-hour per year volunteer requirement per family for one child, and 50 hours are required for two or more children enrolled. Any family member, including grandparents, can participate in meeting this requirement. CVA is committed to offering solutions for parents who work full-time and may have difficulty volunteering during the school day. Volunteer hours can also accrue during the summer or after school hours and can be completed in exchange for specific donations.

## **Learning Environment**

The origins of the word “discipline” lie in the Latin word *disciplina*, which means “teaching” or “learning.” To discipline is to instruct. At Carbon Valley Academy, Teachers and Administrators know that discipline is an essential component of academic achievement. The ultimate goal of CVA’s discipline plan is to help students become people who behave well on their own – not just when under the direct supervision of adults.

## ***Character Traits***

The founding board of CVA set a vision for the learning environment that is centered on the following character traits:

1. Respect – August and September
2. Responsibility - October
3. Patriotism - November
4. Compassion - December
5. Work Ethic - January
6. Friendship - February
7. Honesty - March
8. Perseverance - April
9. Courage - May

These character virtues are reflected in our discipline code. Each month, one trait will be highlighted in classroom teaching through stories, poetry, etc. Individual student conduct reflecting these traits will be rewarded with special privileges, recognition and awards.

Further, at Carbon Valley Academy, a high priority is placed upon appropriate student conduct. No student at CVA is permitted to disrupt the educational process and thereby infringe upon another student’s right to learn or the teacher’s right to teach. Behavior that disrupts or obstructs instruction is not tolerated. All students have the right to attend school free from verbal, physical or sexual harassment.

# **Carbon Valley Academy Code of Conduct**

## ***Character and Citizenship***

### **Respect/Self Discipline**

- Students must show respect for their school by helping to keep the school clean and picking up litter.
- Students must properly use the designated student bathrooms and help keep them clean.
- Students should use their manners and say “please” and “thank you.”
- Students should address staff members and volunteers by Miss, Ms., Mrs. or Mr. and their last name, or by “ma'am” and “sir.”
- Students must be respectful of CVA staff members, volunteers, and fellow students as well as the rights, needs, differences and property of others.
- Students must be respectful of school and community property.
- Students must be honest and tell the truth.
- Willful defiance of authority or disruption of academic, athletic, or activity programs is not acceptable.
- Gum is not permitted on school grounds.
- Students must use appropriate school language. Swearing will not be tolerated.
- Gambling is not permitted. Non-academic card playing or dice are not permitted.
- Walkmans, cell phones, radios, MP3 players, and pagers are not permitted on school grounds. If students carry them during transportation times to and from school, they must be dropped off in the front office for the duration of school time. Please also refer to specific policy titled Cell Phone and Pager Use Policy in this handbook.
- Sound systems are not permitted on campus unless part of an academic or school approved activity.
- Verbal and/or sexual harassment are not permitted.
- Committing an obscene act, or engaging in profanity or vulgarity, is not permitted, including possessing or distributing obscene, slanderous, or libelous material on school grounds or at a school activity.
- Students should display modest behavior.
- Public Displays of Affection (PDA) are not permitted.

### **Responsibility**

- CVA students must come to class on time.
- Students will dress in accordance with the school uniform policy.
- Students will be accountable for their own actions.
- All students must sign out with the office when leaving school grounds during the school day with a designated adult.
- Students should arrange after-school plans with their parents/guardians before they arrive in the morning. The office telephone is available only for emergencies. Due to abuse of staff generosity, students who are not picked up after 3:30 pm will be sent to the CVA’s after school homework club (ASHC). Upon pick up, the CVA ASHC will assess the family a child care fee per our policy.
- Students will attend all of their classes and have a valid written pass when out of class.

### **Friendship/Compassion**

- CVA students must be respectful of themselves and others. They must avoid negative remarks, name-calling, hurtful gestures and behaviors, and bullying.
- Playground games are open to all students who are interested in participating.
- Clubs are not allowed at school unless sponsored by school staff.

- No fighting. Students will not cause, attempt to cause, or threaten to cause, physical injury to another person.
- Party invitations are not to be distributed at school.

## **Honesty**

- Theft or extortion is not permitted.
- Cheating or any student manipulation of the online assessment system is not permitted.

## **Perseverance/Work**

- Students should come to school with a desire to learn. Students should engage fully in the educational process and school citizenship.

## **Patriotism**

- The Pledge of Allegiance will be said each day. Objectors may stand in silence.
- Patriotic songs, including those that refer to our nation's religious history may be taught and sung. Objectors may stand in silence.

## ***Safety Issues***

- Students must walk in the hallways and buildings and stay on the pathways and out of planted areas.
- Before school, students should stay out of the hallways and classrooms unless they have express written permission from appropriate faculty.
- During lunch, only students who need to use the bathrooms should be inside the hallways.
- Students must obey the playground rules.
- Weapons or facsimile weapons (look-alike or toy guns and knives) are not allowed at school per state statute.
- Toys, collections or items that are distracting to the learning process are not to be played with during school hours.
- Students will not use, be under the influence of, or possess or sell drugs, alcohol, or tobacco at school, at school events, or while traveling to or from school. Over-the-counter and prescription medications shall be taken immediately to the front office for deposit.
- No skateboard, roller blades or scooters are allowed at school. No bicycle riding on campus. Bicycles must be walked on the school grounds and parked in the designated bike rack and may not be visited during the school day. All riders must wear appropriate headgear.
- Bats and hardballs may not be brought to school.
- Students must never leave school without permission.
- Students must ask permission before leaving the room.

## ***Behavior Management Strategies***

The following management strategies will be employed when addressing student misbehavior.

	<b>Strategies</b>
<b>Classroom level</b>	<ul style="list-style-type: none"><li>• Redirection from teacher</li><li>• Loss of privileges (recess, student activities, field day etc.)</li><li>• Parent conference</li><li>• Removal from class to refocus/time out area</li><li>• Community service</li></ul>
<b>Administration level</b>	<ul style="list-style-type: none"><li>• Community Service</li><li>• Hand written copies of selected stories from “Book of Virtues”</li><li>• In School Suspension (ISS)</li><li>• Out of School Suspension (OSS) [no credit for work missed]</li><li>• Entry into level system (see below)</li></ul>

## ***Level System***

Colorado Revised Statutes (CRS) allow for statutory treatment of students who are continual disruptors of the learning environment. Student misbehavior will be handled first by the interventions listed above with the intent that students will cease the negative behaviors and become a positive member of the school community. That being said, there are situations where repeated student misbehavior becomes, as defined in CRS 22-33-106, ‘habitually disruptive’ and therefore require a higher degree of treatment. Students who demonstrate repeat offenses of the discipline code will be placed on the following level system.

Level 1: Habitual disruptions (CRS §22-33-106) and/or physical violence and/or behavior that is detrimental to the welfare or safety of other pupils.

Level 2: Repeat offender. If student has an IEP – manifestation hearing will be held.

Level 3: Expulsion

Teachers or administrators may search students and their possessions, under reasonable suspicion for contraband or weapons.

## ***Grounds for Suspension, Expulsion or Denial of Admission:***

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

1. Repeated infractions of CVA discipline policy.
2. Repeated conduct or a pattern of behavior, which substantially or materially disrupts or interferes with school programs or activities, or otherwise interferes with the school’s ability to provide educational opportunities to other students.
3. Theft, willful, or grossly negligent damage, vandalism, or destruction of school property or private property on school grounds or at a school activity.

4. Designation of a student who is “habitually truant” in accordance with policy/procedure student attendance policy.
5. Assault, physical or verbal abuse, or any form of intimidation or hazing another student or denying other person on school grounds or at a school activity.
6. Behavior off school property which is detrimental to the welfare of other students or school personnel, including behavior which creates a threat of physical harm to the student or to other students.
7. Knowingly making a false accusation of, or intentionally, giving false information regarding child abuse, sexual harassment, sexual misconduct; and/or allegedly committing an offense referenced in the Colorado Criminal Code when on school grounds; at a school activity, or under circumstances having a substantial affect on school programs or activities.
8. Carrying, bringing, using or possessing a dangerous or deadly weapon, or using any other objects so as to render them dangerous to the user or to others, without authorization from the school or the school district on school grounds or at a school activity or under any other circumstance that has a substantial effect on school programs or activities.
9. Activities and actions reasonably considered to be gang related which occur in the school on school grounds or at a school activity. *“Gang” is defined in Colorado school law 22-25-103 (3.5) “a group of three or more individuals with a common interest, bond or activity characterized by criminal or delinquent conduct, engaged in either collectively or individually.” Any cult or gang related symbols or materials will result in a phone call to parents and an infraction of dress code and may result in a seizure of said contraband and at the administration’s discretion be used in a suspension hearing.*
10. Manufacture, use, possession, sale, transfer, or distribution of alcoholic substances or illegal drugs, or being in an impaired state apparently caused by the use of alcohol or illegal drugs at the school. For purposes of this procedure “illegal drugs” shall be defined as: Narcotic, drugs, and controlled substances, excepting drugs where there is a valid medical prescription in effect, or which are sold over-the-counter when said drug is (1) for the purpose for which it was prescribed or sold over the counter; (2) at the dosage prescribed and authorized; and (3) is consistent with a student’s attendance at, and participation in, school classes and activities.
11. Cheating, forgery, or any student manipulation of any assessment system will result in a recommendation for suspension.

## **Carbon Valley Academy Dress Code and Uniform Policy**

### ***Objective***

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

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

## ***School Uniform Requirements – Overview***

All uniform items must be of a similar style to French Toast uniform brand. Shirt colors will be white, burgundy, and dark blue and must be one solid color. *Contrasting details on collars are not allowed.* All shirts must have collars. Turtlenecks are allowed.

Pant, skirt, short, skort and jumper colors are khaki and navy blue. All styles must be of a similar style to French Toast, Lands End, or Arrow brand. Pants are to be trouser style only (no cargo pants).

Sweaters must be of a style similar to French Toast, Lands End, or Arrow brand uniform line. Acceptable colors are white, burgundy and navy blue and must be one solid color. Accepted styles are plain knit v-neck, crew neck, cardigan and sweater vests

Shoes and sneakers must be predominately one of the following solid colors – brown, black, or white. More specific details on shoes can be found below.

Students are also permitted to wear CVA shirts or sweatshirts sold by the school or an authorized vendor on Fridays or Free Dress Days.

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

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

## **Purchasing**

The French Toast brand is sold online at the French Toast website – [www.frenchtoast.com](http://www.frenchtoast.com). Locally, it is sold in August and September at the Longmont Target or online through [www.target.com](http://www.target.com). Lands End and Arrow brands are also available online or at local retail stores.

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

All-white and all-black sneakers can be found at [www.shoes.com](http://www.shoes.com) and through other online shoe sites. Locally, FootLocker, Target, and Payless offer a selection of all-white sneakers. (Sneakers can also be found through their websites).

## **Uniform Details**

### Pants/Skirts/Jumpers/Skorts/Shorts

All must be khaki or navy blue from the French Toast, Lands End, or Arrow uniform line of clothing. Trouser style pants only - No corduroy or denim. No cargo, or capri style pants.

1. Long pants
2. Skirts with shorts or tights underneath
3. Jumpers
4. Skorts (Bermuda length)
5. Walking shorts (Bermuda length)

### Shirts

All shirts should be French Toast brand or of similar style. Shirt colors will be white, burgundy, and dark blue and must be all one color. *Contrasting details on collars are not allowed.* All shirts must have collars. Turtlenecks are allowed.

1. Polo shirt – (short or long sleeved).
2. Oxford shirt – (short or long sleeved).
3. Turtleneck
4. Blouse with a round Peter Pan collar (short or long sleeved).
5. Official CVA shirts and sweatshirts

Undershirt sleeves must be covered completely by uniform shirt (no long sleeve shirt under short sleeve shirt look). All shirts and blouses must have sleeves and shirttails must be long enough to be tucked in. No exposed midsections and no exposed undergarments.

### Belts

Boys and girls in grades 1-8 are required to wear solid belts which are solid brown or black with all belt-looped pants, shorts and skirts. Belts must wrap fully around the waist and not dangle.

### Footwear

1. Solid color socks, knee socks, or tights in navy blue, white or burgundy
2. Shoes – No shoes with excessive color, wheels, lights, characters, Crocs, or open toes. No high heels, flip flops, slippers, or sandals. Acceptable shoe styles: athletic shoes, Oxfords, Loafers, Mary Janes, hiking boots, dress boots, and western boots. Heel height should not exceed 2 inches. During inclement weather: change of indoor dress code compliant shoes is required when snow/rain boots are worn to school.

### Sweaters

Sweaters should be from or of similar style to the French Toast uniform line. Acceptable colors are white, burgundy and navy blue and must be one solid color.

1. Accepted styles – plain knit v-neck, crew neck, cardigan and sweater vests
2. Sweaters may be worn over a uniform shirt or blouse.

### Jewelry and Accessories

1. No items can hang from belts such as clips, pagers, cell phones, chain wallets, and pocket watches
2. Jewelry should be discrete.
3. Dangling or hoop earrings or jewelry that could cause injury on the playground must not be worn.
4. Hair should be of a natural color with no permanent attachments such as feathers.
5. Upon entering the building, all students are to remove hats and other head coverings, including scarves and kerchiefs. An exception may be made by the Principal under the following circumstances:
  - The student is a member of a legally recognized religious organization that requires a head covering to be worn.
  - The student has a medical necessity.

### Outerwear

1. Coats, jackets and other outerwear must be free of inappropriate logos, verbiage and/or pictures.
2. Outerwear must be hung up while inside school building.

## **Dress of Choice Days**

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

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

Capris, leggings, and pedal pushers are allowed on free choice days. No shoes that leave marks, platform shoes, platform tennis shoes, flip-flop sandals, high heels, slippers, or dress shoes with slick soles will be allowed. Sandals must be closed-toe and have a strap.

## **Grooming**

Students should arrive at school physically clean. Hair should be styled so as not to block the student's vision and should not require grooming during class. Spikes, dyes, and extreme hairstyles are not permitted. Students in kindergarten through sixth grade should not wear make-up, cologne, and/or perfume.

## **Enforcement**

The uniform policy will be enforced to ensure compliance:

- 1. First Violation: Student is sent to office to call home and have parent bring compliant clothing to school. Student will wear a scholar robe until dress code compliant. Administration will document violation.**
- 2. Second Violation: Student is sent to office to call home and have parent bring compliant clothing to school. Student will wear scholar robe until dress code compliant. Administration will send a letter home detailing the incident and that a third offense will denote Level 1 status on student discipline code (§CRS 22-33-106).**
- 3. Third Violation: Student is sent to office to call home and have parent bring dress code compliant clothing to school. Student will wear scholar robe until dress code compliant. Classification as Level 1 'habitual disruptor' status. Per procedure, next disciplinary violation (of any kind) advances to Level 2. Subsequent violations will advance to Level 3 and recommendation for expulsion.**

## **Exemptions**

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

1. Noncompliance derives from financial hardship.
2. Wearing the school uniform violates a student's sincerely held religious beliefs.
3. Wearing the school uniform violates a student's medical profile.
4. Wearing a uniform of a nationally or locally recognized youth organization such as the Boy Scouts or Girl Scouts on days approved by the school.
5. Newly enrolled students in their first week of attendance at school.
6. The Principal may approve occasional special days where exceptions to this uniform policy may be allowed for some or all students.

LEGAL REF.: C.R.S. 22-32-109.1 (2) (a) (IX), Board's duty to adopt student dress code  
C.R.S. 22-33-106 Grounds for suspension and expulsion

*Initially approved February 21, 2005*

*Revision approved on May 29, 2005*

*Revision approved on June 13, 2005 as part of CVA's Discipline Plan*

*Revision approved March 1, 2006*

*Revision approved August 19<sup>th</sup> 2010*

## **Parent – Teacher Interaction**

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

1. Parents will call in advance to set up meeting times with teachers.
2. Teachers will make every effort to communicate with parents in a timely manner.
3. The responsibility for teacher evaluation rests with the Principal.
4. Before entering classrooms, parents will secure mutually agreed upon times and dates with teachers. Further, all visitors will check in with the front office before entering the school.
5. Parents and teachers will always keep the best interests of the student(s) the highest priority.
6. A teacher's right to professional educational practice will be respected.
7. Teachers will champion parents as central to the educational process.

## **Attendance Policy**

The State of Colorado requires by law for compulsory school attendance of all children between the ages of 7 and 16. Truancy is a violation of Colorado Law. CVA strongly encourages student school attendance. The responsibility for compliance with Colorado law belongs to the parents, but the school is obliged to keep an accurate record of daily attendance. This attendance record is to be placed in the student's permanent file and record for indefinite retention. If a student is going to be absent, parents are expected to notify the school before 9:00 a.m. of the day absent. If a student is absent, the school will notify the parents before 10:00 a.m. Students are expected to make up missed work in a timely manner defined by the teacher.

CVA shall adopt District policy and adhere to State *Attendance Law (22-33-107 Enforcement of compulsory school attendance)* in regard to student attendance, school discipline regarding infractions of attendance and tardies and school reporting. CVA will work with Weld County law enforcement, including truancy officers and local municipal officers on applicable student attendance issues.

## **Teaching Controversial Issues**

Controversial issues are defined as problems, subjects, or questions of a political or social nature where there are differences of opinion, and passions may run high. Controversial issues will only be explored when emanating from some part of the curriculum. When these subjects come up, teachers will present an impartial view of both sides of the issue.

## ***Teaching Human Sexuality***

We will teach the Core Knowledge Sequence in the fifth grade, which includes a discussion on the reproductive organs and reproduction, in a gender-separated environment.

## ***Teaching Evolution***

Much of modern biology rests on the theory of evolution. The Core Knowledge Sequence introduces the theory of evolution in 7th grade. We will adhere to the Core Knowledge Sequence. The theory of evolution in relation to human origins will not be taught at this time. The teaching of evolution is not intended to exclude other theories of human origins and development. Macroevolution, Intelligent Design, and other theories will be treated as THEORIES – parents are to take it from there.

## ***Teaching of Religion***

Carbon Valley Academy will encourage all students, parents, and staff members to appreciate and respect each other's religious views. Within the Core Knowledge sequence, religion is discussed in relation to world history and culture and is a critical piece to a culturally literate education. When it is educationally appropriate (as it occurs within the established curriculum), discussion of religion will be conducted in an open, objective, and respectful manner. Please refer to the curriculum content and Core Knowledge sequence standards K-8.

Important points within the Carbon Valley Academy procedures are:

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

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

## **Video Viewing Policy**

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

K-3: Only G-rated movies will be used.

4 – 5: Only G or PG rated movies will be used.

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

## **Homework Policy**

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

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

In addition to regular classroom assignments, we would like each student to read, or be read to, preferably every day. Understanding that becoming a competent reader is critical to being a good student and is the first step to being able to explore the world. By making sure your child is reading at home, you are directly contributing to their education. By reading in front of your children, you model good habits and reinforce your expectations.

The following is the recommended amount of time students should spend reading each evening:

Kindergarten	15 minutes
Grade 1	15 minutes
Grade 2	20 minutes
Grade 3	30 minutes
Grade 4	40 minutes
Grade 5	50 minutes

## **Before and After School Student Supervision**

Students may not enter the building prior to 7:45 a.m. Classes start promptly at 8:00 a.m.

\*\*Students of faculty members may enter the building before 7:55 with permission of the Principal. Further, these students must be under the direct supervision of parent faculty member at all times.

Students must be picked up by 3:15 p.m. unless attending an adult-supervised after-school activity. Parents will be called if a student is not picked up by 3:30 p.m. There is no supervision after 3:30 p.m.

Students may not stay with siblings who are attending after school activities.

After school care is available on site provided by Carbon Valley Academy. Please contact the front office at 303-774-9555 for more information including cost, times or any other questions.

## **Messages to Students**

Only urgent messages will be delivered to students. Due to the heavy demands in the office, messages received after 2:40 P.M. may not be delivered.

## **Student Use of Phone**

The school telephone is a business telephone. Students will not be allowed to receive phone calls during the school day. In the event that an emergency arises, the office staff will take a message and ensure that a student receives it.

Students who need to call home should report the situation to the office. The office personnel will determine whether the call may be made by the student or by school personnel. The decision will be based, in part, on the need and availability of the phone.

## **Animals in School**

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

## **Book Fines**

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

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

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

## **Lunch**

Carbon Valley Academy contracts with local vendors to provide students with a purchase lunch option throughout the week.

Lunch/drink cards will be available for sale daily before school from 7:40 to 8:10 am at the front desk. Cash and checks will be accepted (please make checks out to CVA).

A five-day lunch card (blue) is \$15. A drink punch card (yellow) can be purchased for five milks and/or five juices for \$2, or a drink can be purchased for \$.40. A one-day lunch card (red) is available for \$3. There is no expiration date on any lunch or drink card.

If your child is getting lunch, their lunch card should be presented to their teacher in the morning. The teacher will then place a stamp on the child’s hand indicating the purchase of a lunch. The lunch count is taken by the teachers and input directly into Infinite Campus.

Drink cards will be punched each time the child buys milk or juice in the lunch room by the lunch room staff. Unless otherwise handled by your child's teacher, *it is the responsibility of the child to keep their punch cards!* We suggest you or your child sign your child’s name on all punch cards in case they are lost.

## ***Lunch Time Expectations***

Goals for lunch period:

- Students have time to relax, socialize and eat their food
- Students have a period of time, after lunch, for recess

Acceptable	Not Acceptable
<ul style="list-style-type: none"> <li>• Students will eat their lunch</li> <li>• Students are to remain seated unless given permission to get up (restroom, trash etc.)</li> <li>• If a student needs help, raise your hand (don't yell or get up without permission)</li> <li>• Students are permitted to talk using indoor voices (unless otherwise instructed by faculty)</li> <li>• Students are expected to follow directions of staff and treat all adults in lunchroom with respect</li> <li>• Students are to clean up after themselves</li> </ul>	<ul style="list-style-type: none"> <li>• Running around during lunch</li> <li>• Throwing food</li> <li>• Bringing toys from home</li> <li>• Touching other students food</li> </ul>

## ***Procedure***

1. Classroom teachers will escort their classes to the lunchroom at their allotted time.
2. Students will sit in designated area and follow lunch room rules
  - a. Those students getting hot lunch will stand in line politely and wait their turn for lunch. Once they have their lunch, they are to sit in designated areas.
3. Once a table is ready for dismissal (trash collected, lunch area cleaned), they will be dismissed by faculty.
4. Once dismissed, students are to throw away trash and proceed to line up at east playground door.
5. Students are to stand quietly and politely in line until dismissed to recess by staff.
  - a. Each class will designate two lunch room cleaners per week. These students will stay behind to assist in table washing etc.
  - b. Once their jobs are complete, staff will release them to recess.

*NOTE: First 5 days of school, classroom teachers are expected to eat lunch in lunch room with their class to assist in enforcement of expectations and routines. Throughout the school year, teachers will develop a schedule so that they have lunch in the lunch room once per week to assist in lunchroom management.*

## ***Lunch Room Rules***

1. Indoor voices
2. Wash hands before lunch (Germ-Ex in class or restroom sink)
3. Eat your entire lunch
4. Do not touch other's food
5. Do not throw anything in lunchroom
6. Follow directions of staff

7. Clean up after yourself
8. Take initiative

***Recess Rules***

1. Sports equipment such as footballs, soccer balls, jump ropes, etc. are to be checked out for use.
2. No full contact sports are allowed.
3. No physical contact (athletic or romantic). Touch football is allowed as long as it is on the grass. Staff may revoke any athletic game for a period of time if there is too much contact or injury.
  - a. No slide tackles when playing soccer.
4. Students are to wait in line for activities such as 4 square.
5. Students are not permitted beyond fence lines or in parking lots
6. Students are not permitted to touch wooden fence along RV lot (no crawling under the fence – I have heard there is a scary monster on the other side of the fence!).
7. Students are to line up in designated area when staff sounds whistle.
8. INJURY: Injured students should alert staff immediately for further first aide as appropriate.
9. STRANGER DANGER: If a student sees or is approached by a stranger they are to run away and report to adult IMMEDIATELY.
10. Students should be aware that there are security cameras overlooking playground areas.

***Appropriate Consequences:***

Lunch Room	Recess
<ul style="list-style-type: none"> <li>• Sit at naughty table for silent lunch</li> <li>• Loss of recess time (curb time)</li> <li>• Cleaning duty during recess</li> <li>• Repeat offenders and/or extreme behaviors of fighting, disrespect, defiance etc. are to be referred to Admin.</li> </ul>	<ul style="list-style-type: none"> <li>• Curb Time: Students will sit on curb instead of playing</li> <li>• Community Service: Trash pick up around campus</li> <li>• Recess supervisors will alert classroom teachers of recess behavior problems for further treatment at the classroom level</li> <li>• Extreme issues of fighting, disrespect, defiance etc. are to be referred to Admin.</li> </ul>

**School Visitors**

All school visitors, including parents, must check in at the office and wear a nametag while on site.

Parents are encouraged to volunteer. Please make arrangements with the teacher involved. Appointments with teachers must be made in advance – we do not allow drop-ins, as these tend to be distractions to the learning environment. Thank you in advance for your cooperation in this area.

## **Class Parties**

### ***Birthday***

The birthday student may bring a small treat to be handed out at the end of the school day (2:40 pm – 3 pm) or at a time set by the teacher. Invitations to birthday parties for children must be extended outside the school day. Student contact information will not be provided. Parents wishing to contact classmates should consult school directory.

### ***Other Parties***

Parties will be relegated to the last 40 minutes of the school day, are at the discretion of the teacher, and should not come at the expense of instruction. Teachers may recruit and appoint parent volunteers to coordinate such events. Further, it is recommended that nutritious and healthy food items be offered to students.

## **Halloween**

Based on school policy and the vision of our school, we will keep the Halloween festivities to the last 45 minutes of school on or before Halloween for grades K – 3 (upper grades will continue with their studies). K – 3 classroom teachers will coordinate Fall parties, etc. with their room moms.

Students are asked to save their costume fun for after school. There are many Halloween related activities taking place around the community including pumpkin patches, corn mazes etc. Interested parents are encouraged to investigate and participate at their discretion.

## **Notification of Rights Under FERPA for Elementary and Secondary Schools**

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day Carbon Valley Academy School (the School) receives a request for access. Parents or eligible students should submit to the Headmaster a written request that identifies the record(s) they wish to inspect. The Headmaster will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the Headmaster, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by Carbon Valley Academy school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Carbon Valley Academy Board of Directors; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

4. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. When a student transfers from one school district to another district, the Principal or designee of the receiving school will ask the parent/guardian or eligible student to sign a form requesting the other school district to transfer the student's records. This form will be completed by the Principal and forwarded to the school of previous attendance.
  
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the St. Vrain Valley School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

## **Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)**

PPRA affords parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

*Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) –

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

*Receive notice and an opportunity to opt a student out of –*

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

*Inspect, upon request and before administration or use –*

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

The St. Vrain Valley School District has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The St. Vrain Valley School District will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. The St. Vrain Valley School District will also directly notify parents and eligible students, such as through U.S. Mail or email, at least annually at the start of each school year of the

specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- Collection, disclosure, or use of personal information for marketing, sales, or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

*Parents/eligible students who believe their rights have been violated may file a complaint with:*

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-4605

## **Volunteering At Carbon Valley Academy**

### ***Introduction***

Dear Carbon Valley Academy Volunteer:

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

In this handbook you will find our volunteer policies. We ask that you find a volunteer position in which you can share your skills and knowledge. You may choose to be on the fundraising committee, help out in the office, or perform yard maintenance at the school. You may wish to work directly with our students or assist teachers by giving a presentation in the classroom. You may arrange for a field trip to your workplace. These are just a few examples of the things you can do. The possibilities are endless.

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

Please take time to fill out our “Volunteer Application” at the end of this handbook, and return it to the front desk or your child’s homeroom teacher. You can also let us know how we can use your time and talents by contacting our volunteer coordinator. Their contact information is located in the handbook.

Thank you for making a positive impact on Carbon Valley Academy!

*The Carbon Valley Academy Board of Directors*

## **General Volunteer Procedures**

1. You must have a completed volunteer application form on file at the school. The form is available at the back of this handbook or from our volunteer coordinator.
2. Pre-arranged volunteering in the classrooms is expected, each teacher will have a posted calendar with available dates. Please be aware that unexpected volunteering is sometimes disruptive.
3. Each time you volunteer, sign in and out at the volunteer desk located to the left of the front desk in the CVA lobby.
4. You can record your hours on the volunteer log sheet located in the lobby. When doing “take home” work for teachers/staff, or participating in field trips or other events, fill out a time sheet, and return to the volunteer coordinator when the work has been completed.
5. Always wear a name tag for identification while you’re in the building. This is provided by the school when you sign in at the front desk.
6. Please observe all school policies.
7. Exhibit professionalism and high moral standards at all times while volunteering. Remember that you are a role model for all CVA students!
8. Share any problems or concerns you have about your assignment with the school volunteer coordinator or principal. We can’t fix the problem if we don’t know it exists.

## **Carrying Over Excess Volunteer Service Hours**

Each family will commit to contributing a minimum of 30 volunteer service hours per school year (50 hours for families with two or more enrolled students). Any **adult** family member, including grandparents, can participate in meeting this requirement.

Families with one child enrolled that have more than 50 hours of volunteer time accumulated are eligible to carry over a maximum of 20 hours to the following school year. Families with two or more enrolled students with 75 or more hours of volunteer time accumulated are eligible to carry over a maximum of 25 hours to the following school year. Excess volunteer hours can only be carried over one school year.

## **Classroom Volunteering**

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

1. Contact teacher before volunteering to insure that it is at an appropriate time.
2. Teachers are the final authority in the classroom.
3. Teachers have their own teaching style which is to be respected by all room volunteers.
4. Teachers will provide meaningful opportunities for volunteers to participate in the classroom.
5. Volunteers must be under the direct supervision of certified staff at all times.
6. Volunteers must check in with front office before entering the classroom.

Under no circumstance is it acceptable for a volunteer to confront a teacher about an issue in the classroom or any other part of the school when students are present. Any pressing issue should be addressed first with the teacher after class.

If the issue is not resolved to the volunteer’s satisfaction, then s/he should bring the matter to the attention of the school’s principal.

Finally, if the matter is not resolved by meeting with the principal, the volunteer can address the CVA Board of Directors during the Public Comments on Non-Agenda Items part of a scheduled Board meeting.

## Contact Information – 2011/12 School Year

Volunteer Coordinator Amy Barnes – [volunteer@carbonvalleyacademy.org](mailto:volunteer@carbonvalleyacademy.org)

Secretary Tina Steen – 303-774-9555 or [steent@cvamail.com](mailto:steent@cvamail.com)

Principal Lisa Gjellum – 303-774-9555 or [gjelluml@cvamail.com](mailto:gjelluml@cvamail.com)

Carbon Valley Academy – 303-774-9555 or [info@carbonvalleyacademy.org](mailto:info@carbonvalleyacademy.org)

## Donations in Lieu of Time Policy

We realize that some families may wish to write a check to CVA in lieu of donating their time. For families with one enrolled child, the yearly cost of 30 hours of volunteer time is \$300. For families with two or more enrolled children, it's \$500 per year. Checks should be made out to "Carbon Valley Academy" and should be turned into our school office manager or the volunteer coordinator at the beginning of the school year by September 30<sup>th</sup>.

At the end of the school year, if a family is short on volunteer time, they can complete their volunteer obligations by writing a check for \$10/hour for each volunteer hour not served. This is due to the volunteer coordinator or the school office manager by the last day of the school year (2011-2012 last day of school is May 25, 2012).

Another way to contribute volunteer hours is by donating goods, such as snacks, school or office supplies, books, and so on. Families will be credited 60 minutes for each \$10 they spend. Please contact the volunteer coordinator for the official list of needed items.

## Job Listings – How to Help

1. Take Home Work - If you have any ideas on helping out at home, let the volunteer coordinator know!
  - Some examples of taking work home for the teacher may include cutting and coloring papers, putting them in folders, collating worksheets, etc. This kind of work is great for parents who are unable to work in the classroom due to having a younger sibling at home or a full-time job.
  - Making phone calls or running errands for different committees.
  - Writing thank you notes for donations to the school and for different committees.
2. During the Day at the School Building
  - Volunteering in the classroom assisting the teacher. This may include grading papers, reading stories, organizing supplies, etc. These tasks will depend on the teacher's needs.
  - Volunteering in the office, lunchroom, library, computer lab, playground, etc.
  - Becoming a homeroom parent for your child's class.
  - Being a chaperone for a field trip or after-school event.
3. After Hours, During Weekend, and Over School Holidays

There will be an ongoing list of activities to volunteer for throughout the school year as these events come up. Some examples would be helping seat people at a play, working on a fundraising event, lawn or building maintenance, and so on. Also attendance at committee meetings can be counted towards volunteer time.

These are just a few examples of different ways to volunteer. Opportunities and needs will also be posted on the school website, in the classrooms, and on the volunteer bulletin board. Please let us know if you have any ideas or ways to help CVA!

## Logging Hours

CVA needs to track volunteer hours to:

- 1) Make sure that families are fulfilling their parental involvement obligation
- 2) Grant applications.

It is the responsibility of each family to track and report their hours accurately to the school secretary.

Each time you complete a volunteer duty, please fill out the volunteer time sheet located in the front office. Forms to log hours at home are available on the volunteer desk next to the principal's office. The time sheets will be kept on file by the school secretary. If at any time you have questions about the number of hours completed, you can contact the school secretary. You can also report volunteer activity by emailing the school secretary with your information (job duty performed, hours completed, and date.) See the contact information section for email addresses.

## **Parental Involvement Policy**

Each family will commit to contributing a minimum of 30 volunteer service hours per school year (50 hours for families with two or more enrolled students). A list of needs and volunteer opportunities will be made available throughout the year. All volunteers will be given a handbook. It's the responsibility for volunteers to track and report their hours to the volunteer coordinator.

CVA is committed to offering solutions for parents who work full-time or who may have difficulty volunteering during the school day. Volunteer hours can also be earned during the summer or after school hours and can be completed in exchange for specific donations.

Families with one child enrolled that have more than 50 hours of volunteer time accumulated are eligible to carry over a maximum of 20 hours to the following year. Families with two or more enrolled students with 75 or more hours of volunteer time accumulated are eligible to carry over a maximum of 25 hours to the following school year. Excess volunteer hours can only be carried over one school year. Excess hours can also be donated to families in need via the volunteer time bank. See below for details on this program.

Siblings and students under 18 years of age are allowed to volunteer with prior permission of the school and adult supervision. Their volunteer hours will count towards their family's commitment. We also encourage grandparents, aunts, uncles, etc. to volunteer as well.

## **St. Vrain Valley School District Policy on School Volunteers**

The Board of Education recognizes the need to develop a volunteer program to support District instructional programs and extra-curricular activities. The purpose of the volunteer program shall be to:

1. Assist employees in providing more individualization and enrichment of instruction.
2. Build an understanding of school programs among interested citizens, thus stimulating widespread involvement in a total education process.
3. Strengthen school/community relations through positive participation.

A volunteer is a person who works on an occasional or regular basis at school sites or other educational facilities to support the efforts of professional personnel. Such an adult volunteer worker shall serve in that capacity normally without compensation and without employee benefits. Through the Colorado School Districts Self- Insurance Pool (CSDSIP) the District shall provide limited liability insurance coverage for all volunteers acting within the scope of voluntary duties under the direction of the school principal.

Volunteers may come from all backgrounds and all age groups and may include any persons willing to give their time to one purpose—helping students and school staffs. Volunteers may be involved in virtually every facet of the operation of the school district from working with students on a one-to-one basis to performing tasks not involving students. Tasks may involve services in the library, classroom, athletics, music, school play, pre-kindergarten programs or assisting on field trips and similar activities.

The responsible school personnel shall identify appropriate tasks for volunteers and may plan in-service activities for them so they may become skilled in performing those tasks. An effort shall be made to use the services of all volunteers, but the decision to use a volunteer shall rest with the principal and classroom teacher or staff member with whom the volunteer would be working.

Volunteers shall be under the general supervision of a licensed staff member. Volunteers shall not teach but may reinforce skills taught by the professional staff. Volunteers providing transportation to students in their personal automobiles for any District-sponsored activities shall meet the provisions of Board policy regarding transportation of students.

Volunteers may offer their services to a building or department or they may be recruited by a school principal or designee. In either case all volunteers must have a written application, including emergency contact information, on file at the building where services shall be performed before beginning work.

From time to time complaints and/or grievances may arise in the course of a volunteer performing designated duties. The Board believes that such matters are best handled and resolved as close to their origin as possible. Therefore the proper channeling of complaints shall be:

1. Teacher
2. Principal/supervisor
3. Appropriate director or assistant superintendent
4. Superintendent
5. Board of Education

*Adopted February 25, 1987. Revised February 10, 1993. Revised December 8, 2004. LEGAL REFS.: 42 U.S.C. 14501, Volunteer Protection Act of 1997, C.R.S. 13-21-111 Volunteer Service Act, C.R.S. 24-10-103 (4)(a), Colorado Governmental Immunity Act*

## **Support**

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

## **Time Bank**

We understand that there may be circumstances in which a family will need assistance in completing their volunteer hours due to a death or illness of a family member, having a parent recover from a serious accident, or the birth of a new baby. Please understand that families may only receive assistance under special circumstances. If your family is in need, please contact the volunteer coordinator as soon as possible.

### Donating to the Time Bank:

If your family has served the required volunteer hours, up to 20 hours of *additional volunteer time* may be donated to a family in need. Please contact the volunteer coordinator if you'd like to donate your excess volunteer time.

## **Tips for Working with Students and Teachers**

- Be honest in your approach and attitude. Students will trust and respect you when they know you are sincere.
- Be patient when working with students. Give yourself time to get established and find your comfort zone.
- Be fair. Avoid comparisons between students, teachers or schools.
- Understand, accept and support all students and teachers.
- Listen carefully to what the student has to say. By your words and actions, you are showing you are interested in that student as a person.
- Be consistent. Apply the same rules every day to every student.
- Be considerate. Treat people as you would expect to be treated.
- A student's name is very important. Do your best to remember each student's name and use it!

- If you must be absent from a volunteer job, please call the school. Both teachers and students count on you, but will be reassured that you cared enough to call.
- Build the student's self-esteem. Praise your students HONESTLY and FREQUENTLY. Remember that attentiveness and effort is just as important as results.
- Remember confidentiality! Keep the progress of each student between you and the teacher.

*Handbook revised August 13, 2011.*

# Volunteer Application



<u>Volunteer Name</u> <u>Email</u> <u>Phone (    )</u> <u>Emergency Contact Name and Phone Number</u> <hr/> Circle the Days and Times most convenient for you: <u>Mon / Tues / Weds / Thurs / Fri / Sat / Sun</u> <u>Before School / Morning / Afternoon / Evening</u>	<u>Student Names and Teachers</u> _____ / _____ _____ / _____ _____ / _____ _____ / _____ _____ / _____ _____ / _____
--	---

Carbon Valley Academy encourages parents, guardians, relatives, and community members to volunteer their services. These services are considered valuable assets and are welcomed before, during, and after school hours under the direction and supervision of school personnel.

Volunteers may be involved in virtually every facet of the operation of the school, working with students on a one-to-one basis or performing tasks not involving children. Tasks may involve services in the library, classroom, music, plays, community activities, assisting on field trips and similar activities. Volunteers will not teach, but may reinforce skills taught by the professional staff.

**Areas that I am interested in volunteering are (circle):**

Classroom/In School	Before/After School	Community Events	School Events	Other Specialties
Class Help	Pick Up / Drop Off	Bingo	Santa's Shop	Solicit Donations
Office Work	Sports	Fall Festival	Book Fair	Teacher Prep
Field Trips	Clubs	Golf Tournament	Music / Plays	Food Donations
Playground	Music	Fundraising	Field Day	Graphics/Marketing
Lunchroom	Art	Cookbook/Cook Off	Dances	Print Publications
Library	Technology	Date Night		Website/eBay
School Store	Spanish	Silent Auction		Landscaping

Special talents and/or experiences I have that I am interested in sharing with the students, teachers, or staff are:

---

I have read and understand fully the volunteer policies and guidelines in the CVA Family Handbook. I do hereby give the Carbon Valley Academy assurance that I will comply with all school and district policies.

Signature \_\_\_\_\_ Date \_\_\_\_\_

# Parent Contract

Understanding that Carbon Valley Academy is a charter school, a school of choice,

I \_\_\_\_\_,

(Parent name)

have read and agree to the responsibilities of the following on behalf of my student,

\_\_\_\_\_.

(Student name)

- I will support the mission and intention of Carbon Valley Academy, to provide rich content and solid skills instruction in an environment that champions character and personal academic achievement, through academic and character nurturing of my child, and respect to the school and it's staff.
- I will ensure that my child arrives to school on time, and make every effort to help them have excellent attendance.
- I will attend parent/teacher conferences and parent orientation meetings and make every effort to communicate with school staff as required.
- I will ensure that my child treats students and staff members with kindness and respect and will take responsibility for my child for infractions according to the school's discipline policy.
- Upon conflict with the school or teacher I will respect staff members and commit to resolve conflict with said persons individually, and then if resolution is not found, I will report to the administration or Board of Directors, as needed.
- I will ensure that my child arrives to school dressed according to uniform policy.
- I will provide transportation and lunch for my child.
- I will actively support the mission of the school by donating my time, efforts or resources according to the school's suggested volunteer time of 30 hours per year, with a combined maximum of 50 hours per year if two or more students are attending. I understand the school's commitment to prepare meaningful parental involvement opportunities that will help the school accomplish its mission for students. If I am unable to complete these hours, I will contact the Board of Directors for the waiver process.

X \_\_\_\_\_ Date \_\_\_\_\_

(Parent signature and Date)

This record is to be kept on file with the student's file and must be completed for enrollment in Carbon Valley Academy each year.

# Student Contract

As a student of Carbon Valley Academy, I will do my best to help create a safe, orderly and positive environment where people and property are treated with respect and where learning takes place in classes free of disruptions.

The following standards will guide my behavior:

- I will treat every student and staff member with respect, kindness and courtesy with language and actions.
- I will respect the property of Carbon Valley Academy and others.
- I will attend school regularly and complete assignments when I am absent according to teacher requirements.
- I will honor CVA uniform policy.
- I will respect the privacy of other student grades and records.
- I will be personally accountable for infractions of the discipline policy.
- I will do my best to learn and complete assignments on time.

Signed,

X \_\_\_\_\_ Date \_\_\_\_\_  
(Student signature/Date)

X \_\_\_\_\_ Date \_\_\_\_\_  
(Parent signature/Date)