

Main School Contact Information

Main Office: 303-774-9555

Fax: 303-774-9592

Preschool Contact Information

Telephone: 303-833-3868



Lunch Program

Lunch\Recess Hours

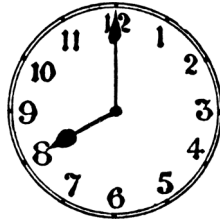
Kindergarten	Lunch: 11:00—11:20	Recess: 11:25—11:45
1st Grade	Lunch: 11:30—11:50	Recess: 11:55—12:15
2nd Grade	Lunch: 11:30—11:50	Recess: 11:55—12:15
3—5	Lunch: 12:00—12:20	Recess: 12:25—12:45
6—8	Lunch: 12:30—12:50	Recess: 12:50—1:10

School Hours (Preschool hours vary)

Start Time: 8:00 a.m.

Dismissal: 3:15 p.m.

Office Hours: 7:30 a.m.—4:00 p.m.



Not Before 7:45 a.m.

There is no supervision for students before 7:45 a.m. outside of the building. Students arriving early are outside, alone and unsupervised, which could be a serious issue. As Fall approaches so does the loss of daylight and the cold weather sets in. We suggest utilizing our Before School Club which is carried out in our gym with a supervisor and a breakfast snack is provided. Please see page 14 for more information on this program. Let's all work together to keep our kids safe, warm and out of harm's way by making sure our students are not arriving before 7:45 a.m.



School Uniform Policy

The 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. Uniforms 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.

All uniform items should be similar style to the French Toast Uniform Brand. Shirt colors will be white, burgundy or dark blue (navy) and are to be one color only. Contrasting details on collars and sleeves are not allowed. All shirts will have collars. Sweaters are acceptable as long as they are a solid color - burgundy, white or navy blue. Sweaters may be worn over uniform shirts.

Acceptable shirts:

- Polo shirts - long or short sleeved
- Oxford shirts – long or short sleeved
- Turtlenecks
- Blouse – long or short sleeved
- Sweaters – plain V-neck, crew neck, cardigans or sweater vests
- Official CVA spirit wear shirts (Fridays only)

All shirts should have sleeves and shirttails should be long enough to be tucked in. No exposed midsections and no exposed undergarments.

Pants and shorts colors are to be khaki or navy blue. Skirts, skorts and jumpers are to be khaki, navy blue, burgundy plaid or navy blue plaid. All style should be similar to French Toast, Land End or Arrow brands. Pants are to be trouser style only (no cargo pants).

Acceptable bottoms:

- Long pants – trouser style only (No cargos, corduroy or denim)
- Skirts – worn with shorts or tights underneath
- Jumpers
- Skorts
- Walking shorts – (Bermuda length)

Boys and girls are encouraged to wear belts which are solid brown or black in color. Please be sure that belts fit appropriately.

Shoes should not have excessive colors, wheels, lights or characters. They should be predominately one color, concentrating on brown, black, grey or white. No high heels, flip flops, slippers, or sandals. Heel height should not exceed 2 inches. During inclement weather: please have students bring regular dress code compliant shoes to change into from their snow/rain boots, as the boots are not to be worn in school. **Socks and tights** should be a solid color, preferably, white, blue or burgundy.

Acceptable shoes:

- Athletic shoes
- Oxfords
- Loafers
- Mary Janes
- Hiking boots
- Dress boots
- Western boots

Jewelry and accessories are allowed, but should be discrete. Dangling or hoop earrings should not be worn to school as they could cause injury on the playground or in the gym. There should be nothing hanging from a student's belt, such as a cell phone, chain wallet etc. Upon entering the building, all students are to remove hats and other head coverings, including scarves and hoods. 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.

Coats, jackets and other outerwear should be free of inappropriate logos, verbiage and/or pictures. All outerwear needs to be hung up or in a locker during school hours.

Purchasing of Uniforms

There are several places to purchase school uniforms. French Toast brand can be purchased on line at www.frenchtoast.com or by calling 1-800-636-3104. Locally, it is sold in August and September at the Longmont Target or online at www.target.com. When placing orders with French Toast over the phone or online, enter the school source code **QSSWRMY**. Doing this allows CVA to receive a 5% commission on your order. This helps raise funds for CVA to purchase uniforms for unfortunate families.

Local Wal-Mart stores also carry appropriate uniform attire. We also have a local silkscreen company Fishes Streetwear, selling CVA logoed uniforms, go to www.fishesstreetwear.com for more information.



Free Dress Days

The third Friday of each month, or as designed by the Principal, will be a free dress day for students and staff. It is expected on free dress day that student apparel will be appropriate for a school setting. Shirts with crude, vulgar, profane or sexually suggestive artwork or writing, or that advocates racial, ethnic or religious prejudice, or 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 and leggings are allowed on free dress days. No shoes that leave marks, platform shoes, platform tennis, flip-flops, high heels, slippers or dress shoes with slick soles will be allowed. Sandals should be closed-toe and have a strap.

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/guardians, but the school is obligated 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/guardians are expected to notify the school before 8:30 a.m. the day of absence. If the school does not receive information from a parent or guardian of an absence, the school's Infinite Campus system will automatically notify parents of the absence. Students are expected to make up missed work in a timely manner defined by the teacher. Vacations taken during the school year are considered unexcused absences.

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 offices on applicable student attendance issues.

Parent Involvement Policy (Volunteering)

There is a 30-hour per year volunteer requirement per family for one child, 50 hours are required for two or more children enrolled. Any family member, grandparents, aunts, uncles etc. 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 be completed and accrued during the summer or after school hours. Any donations can be given in exchange for hours, every \$10 spent equals 1 hour of volunteering. Contact our volunteer coordinator for available volunteer opportunities at Roxanna.Chavez@cvamail.com



Donations in Lieu of Volunteer Time

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 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 (2017-2018 last day of school is May 25, 2018).

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.

Before and After School Homework Club

Carbon Valley Academy offers families before school and after school homework clubs. Snacks are available along with a safe and warm, supervised environment in our gym. Please see the front desk to sign your child(ren) up to attend these clubs. If your child is not picked up by 3:45 p.m., we will send them back to the club and you will be charged for that day.

Hours and Fees:

Before School 6:00 a.m.—7:45 a.m.

After School 3:15 p.m.—6:00 p.m.

\$5.00 per child/per session (if your child is not picked up by 6:00 p.m., an additional fee may be applied).



Field Trips

Field trips are always a fun and exciting time for students. We encourage parents/guardians to participate by being a chaperone during field trips. On the other hand, we discourage parents from going on field trips as just participants or with younger siblings as field trips are done for educational purposes and not considered family outings. When field trips are scheduled a permission slip will be sent home with all essential information about the outing. All students need to have a signed permission slip before they will be allowed to leave the school premises or board a district bus. Field trips are considered part of the school day and uniforms are expected to worn unless other arrangements have been made prior to the trip.

FIELD TRIPS



School Closures/Inclement Weather

CVA has adopted St. Vrain Valley School District's inclement weather policy. When St. Vrain Valley School District is closed due to inclement weather, Carbon Valley Academy will also be closed. We will also post our school closure on our websites, FaceBook page and will contact various local news channels about our closure. Carbon Valley Academy does not participate in St. Vrain Valley School District late start days, instead, we will be closed full days during staff professional development days.



Student Cell Phone/Electronics Use

We discourage students from bringing valuable electronics such as cell phones, iPads or wireless devices to school. They may become misplaced, damaged or stolen, and more time than not become distractions in the classrooms. The school does not assume liability and will not be responsible for any of these items. If cell phones are brought to school, they should be used for emergencies only and need to be turned off and left in backpacks or lockers during the school day. If you feel that you need to contact your child during the school day, we ask that you contact the front office. First offense will result in the phone being confiscated by staff and will be returned at the end of the school day. Second offense will result in phone being confiscated and a parent will need to pick it up at the office, it will not be returned to the student.

In-School Technology

Carbon Valley Academy supplies technology for all students in our technology lab. Most of our standardized testing required by the State of Colorado is conducted in our tech lab. All Middle School students are assigned Chromebook technology for school use only. At the beginning of the school year all middle school students will be required to sign our technology policies in order to have a Chromebook assigned to them, a one time \$50 charge will apply.

Student Referral/Discipline Procedures

Academic success and good student behavior go hand in hand; therefore the administration of Carbon Valley Academy will implement a solid discipline plan that will have high behavioral expectations for all students. Students not meeting these expectations will be dealt with accordingly.

Initial Level

Teachers, Aides and Staff Members are responsible for maintaining the environment of all school areas.

Redirection from supervising adult

Removal from activity to refocus/time out area

Loss of privileges (recess, free dress day, student activities, field day, etc.)

Community service (trash pickup, room cleaning, lunch cleanup, other light work around school)

Detention after school

Parent conference

Administration Level

1. Community service
2. Detention (after school, during recess or lunch)
3. Loss of privileges 9 recess, free dress
5. In-school suspension of 1-3 days
6. Out of school suspension of 1-10 days
7. Entry into Level System for continually disruptive students
8. Expulsion (10 days to remainder of school year), could involve, property damage, physical harm to others, major disruption.

Level System

Colorado Revised Statutes allow for statutory treatment of students who are continual disruptors of the learning environment. Student's 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 behavior 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

Detention

Reason for detention: to provide a sense of importance to the rules and regulation which govern the students at CVA.

Collaboration: Staff, parents and students will work together to bring about improved conduct.

The detention is:

1. An immediate response to inappropriate behavior
2. An alternative to suspension (in school or out)
3. To help eliminate disruptive behavior and preserve high standards/expectations
4. To be used to address ALL issues that are most disruptive, including; tardiness, excessive talking, disobedience, disrespect, failure to complete work, unprepared for class, poor attitude, disturbing the class, mischief, littering, food in class, purposely cutting class.

The definition of detention: supervised retention of students beyond regular school day where the student needs to show improvement of behavior as a violation of school rules.

Homework Procedure

CVA has taken a new approach to homework. We are attempting to truly differentiate for each individual child in the best way that we can. That being said, if a student is able to prove through hard work during the school day that they have mastered (as much as is expected for a given lesson) the material they were taught in the class that day, homework will not be given. However, if a student has struggled with a concept or concepts throughout the day, the teacher may choose to send home some homework that is additional practice for that child. As a school we will continue to strongly recommend that students read and are read to outside of school and that if a parent feels their student would benefit from practicing a certain skill they are at liberty to ask the teacher for some practice homework. Additionally, teachers will assign projects throughout the year that may require some work from home.

As the expectation at CVA is that students work hard all day long, we do not wish to overburden them with a "2nd job" of night homework. Homework will be given when necessary and will be carefully thought out and assigned by the teacher with an end goal for the student in mind.



Standard Response Protocol

One of Carbon Valley Academy's most important priorities is to keep children safe. We do several different procedures to make that happen. All outside doors are locked, video cameras strategically placed around the campus, professional development days with local law enforcement and drills. Our drills are based on the Standard Response Protocol (SRP) implemented by the St. Vrain Valley School District and the "I Love You Guys" foundation.

Standard Response Protocol (SRP): The Standard Response Protocol (SRP) is a classroom response to emergency events that may occur at school. The SRP will be implemented based on the announcement of a specific Response Action (i.e., Lockdown, Lockout/Secure Perimeter, Evacuation, and Shelter). The Standard Response Protocol (SRP) was created by the "I Love U Guys" foundation. For a look at the complete Standard Response Protocol that Carbon Valley Academy implements please visit the "I Love You Guys" foundation's website at <http://iloveguys.org>



Your student's teacher will go over the different drills with their classes and we will perform several of these drills throughout the school year. It is unfortunate that these drills are needed but we want your children to be prepared and as safe as possible. All staff is trained in 1st Aid, CPR and NIMS.

In an Emergency When you hear it. Do it.



Lockout



Lockdown



Evacuate



Shelter

Lockout! Secure the Perimeter.

Students

Return inside
Business as usual

Teachers

Bring students into the building
Increase situational awareness
Take roll
Business as usual

Lockdown! Locks, Lights, Out of Sight.

Students

Move away from sight
Maintain silence

Teachers

Lock classroom door
Turn out the lights
Move away from sight
Maintain silence
Wait for responder to open door
Take roll

Evacuate! (Directions to Follow.)

Students

Leave your stuff behind
Form a line
Hand in hand

Teachers

Lead evacuation to location
Take roll
Notify if missing, extra or injured students

Shelter! (Directions to Follow.)

Students

Shelter types:
1. For tornado
2. For bomb
3. For hazmat
Shelter methods:
1. Drop, cover and hold
2. And seal
3. In silence

Teachers

Shelter type
Shelter method
Take roll



Activities and Events



Fall Festival

For the twelfth year, CVA's Fall Festival for our students and families will take place at the end of October. The Fall Festival is a fun way for us to show comradery, attend a haunted house, participate in a cake walk, play games and show off costumes. Please plan to join us in October.



Book Fairs

We have two book fairs during the school year. They are in direct correlation with the Fall and Spring Parent\Teacher conferences. The book fairs raise funds that benefit not only our library but teacher's classroom libraries and our literacy lab. Please stop by the book fairs during conference times!!

Holidays Around The World

Each November and December we learn about and celebrate different cultures from around the world by participating in "Holidays Around the World". Classes study various countries and their holiday cultures and present their findings before we leave for winter break.



Core Knowledge/Leadership Night

All grade levels will participate in a Core Knowledge/Leadership night in the Spring. This night is for the children to "show off" what they have learned about leadership throughout the year and to showcase the many projects that they have worked on. You may be transported to Egypt, or on the Oregon Trail or maybe even the dungeons of a castle. More information will come from your student's teacher about our schoolwide Core Knowledge/Leadership Night!!

After School Enrichment Programs

We offer several after school enrichment programs throughout the year. Running Club, 100 Mile Club, mini productions such as "The Breakfast Club" or "The Wizard of Oz" and Taekwondo are just a few. Each year some of our wonderful staff members share their passions with our students. One could be the love of running or introducing children to the discipline of Taekwondo. As these programs become established for the upcoming school year, more information will be sent to students and parents. As always, we encourage parents to also participate.

