



**Parent and Student Guide**  
**2026-2027**

## Colorado West Christian School

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Dear Parents and Students:

We are glad you are taking the time to read this year's **Parent-Student Handbook**. It means you are serious about your child's education and want to find out all you can about CWCS.

We are committed to providing the best possible educational environment and we are thankful for how the Lord has blessed the ministry of CWCS. At CWCS, our goal is to glorify Christ in everything we do. Our commitment to our students, families, and education partners is to look at all aspects of this ministry from a biblical worldview.

We seek, by God's grace, to bring all that we do under the Lordship of Christ. We seek to surround ourselves with exceptional educators, administrative staff, and families who share our vision for Christian education. We strive to be good stewards of the resources provided to us, adhere to a model of biblical discipline, select curriculum, order our finances, love our students, educate, and do everything else we do in such a manner that glorifies Christ.

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

For further information, you may go to <https://www.cwcsknights.com>.

In Him,

Dr. Timothy M. Deater  
Head of School  
Colorado West Christian School

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## OUR MISSION

CWCS exists to deliver Christian education in partnership with parents and local evangelical churches to develop students both academically and spiritually to cultivate wholehearted Christian Servants.

## OUR VISION

CWCS will strive to provide every student an education with biblical truth in every academic subject, to surround them with examples of servant leaders, to prepare them to utilize critical thinking and actions in order to develop a biblical world and life view in a nurturing and structured environment and to fully equip them with the understanding that they have been blessed by God so that they might be a blessing for the kingdom of God.

## PHILOSOPHY OF EDUCATION

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

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

The primary goal of Christian education is that, as far as possible, children will be taught to love God with all their hearts, minds, souls, and strength, and to love their neighbors as themselves. Academic excellence provides tools for a productive and responsible life (Matt 22:37-38; Mark 12:30-31). Through such education, they will be prepared to serve God in everything they do and whatever vocation God calls them to as adults.

Quality Christian education is achieved when parents, students, teachers, administrators, staff, and board members firmly support the school in every aspect and maintain open communication. The following specifics are essential:

**Parents** are ultimately responsible to God for their child’s education and spiritual growth. Parents must be committed to supporting Colorado West Christian School and their church in the growth and development of their children.

**Teachers** must realize a calling to teach and be spiritually mature to lead their students in biblical truths and the academic subjects they teach. Additionally, teachers must be an encouragement to our student’s families to promote the academic and spiritual growth of the whole child.

**Students** must display a desire to learn and grow spiritually, strive for excellence in their studies and activities, be respectful of others and, live a life that glorifies God at school, at church and in the community.

**The Head of School** is the spiritual and academic leader and the key visionary of the school. God has revealed His truth in the Holy Scripture; therefore, quality Christian education is achieved through the total integration of the Word of God into all aspects of a school's life.

**Board Members** must be mature Christians who have the vision to see Christian education flourish and must possess strong leadership abilities.

## **Expected Student Outcomes**

### **Purpose of Expected Student Outcomes (ESOs):**

ESOs should reflect the character values, spiritual aspirations, cultural norms, academic goals, and other particular characteristics of the school. ESOs can be thought of as statements that operationalize the mission, core values, and the ends of the governing body in a way that will translate into instructional activities, strategies, curriculum, and even decisions that affect hiring, resources, and training.

### **Use of ESOs:**

CWCS embeds ESOs into the essential questions of curriculum mapping, the objectives of lesson plans, and the daily conversation in each classroom.

### **Spiritual Formation**

- Students will know who God is.
- Students will understand the gospel and the plan of salvation.
- CWCS students seek to grow in Christ-like character.

### **Academic Preparedness**

- Students will be able to speak, write and use technological skills for effective communication.
- Students will think critically, research, analyze, investigate effectively, draw conclusions, and make wise choices.
- Students will achieve and display competencies that will enable them to pursue the college and career goals to which they aspire.
- Students will become life-long learners and maintain intellectual curiosity.

### **Christian Citizenship**

- Students will be moral and ethical citizens and make ethical decisions from a biblical perspective.
- Students will be servant leaders and exercise good stewardship through using their gifts and talents to serve others.



## **Core Values**

### **Glorify God in Everything**

Our highest calling is to glorify God in all our decisions and actions. *“‘Love the Lord your God with all your heart and with all your soul and with all your mind.’ This is the first and greatest commandment.”* MATTHEW 22:37-38

### **Exceptional Student Outcomes**

We are committed to helping students excel spiritually and academically; to develop leadership skills, and to grow into a mature relationship with Jesus Christ.

### **Maintain Outstanding Faculty and Staff**

The faculty and staff of Colorado West Christian School are our most valuable assets. We encourage intelligent, industrious people who are called to this mission and believe in the mission and vision of the school to serve in this ministry with us.

### **Provide Exceptional Programs and Resources**

The school always seeks to have the right equipment, curriculum, technology, and resources necessary to meet our academic and spiritual expectations. The school also hopes to develop academic programs that encourage and compel the creative abilities of our students.

### **Develop Sound Business Strategies**

Efficiently conduct business operations to ensure the sustainability of the school.

### **Partnership with Parents**

We believe parents are the primary educators and influencers in their children’s lives. We seek to partner with parents in their pursuit of developing their children with a biblical worldview.

## **OVERVIEW OF COLORADO WEST CHRISTIAN SCHOOL**

Colorado West Christian School (CWCS) is a ministry of Trinity Reformed Presbyterian Church (TRPC) of Montrose, Colorado, and overseen by the session (board of elders) of that church, is governed by a school board comprised of student family members, community leaders and members of TRPC who are in good standing, responsible for the strategic outlook for the school. CWCS is led daily by administrators and/or the Head of School who are responsible for the daily tactical and operational tasks of the school.

Colorado West Christian School has been in continuous operation since May 17, 1987, when the merger of Trinity Christian Academy, founded in 1981, and Woodgate Christian School formally took place. Since the beginning, CWCS has offered K4 through eighth-grade education. CWCS now offers a full educational curriculum for K4-12<sup>th</sup> grade. The campus and office of CWCS is located at 2705 Sunnyside Road in Montrose, Colorado. This location is also the location of Trinity Reformed Presbyterian Church.

## STATEMENT OF FAITH

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

**A. Scripture.** We believe that the Bible is the Word of God, verbally inspired by the Holy Spirit, inerrant in the original writings, and the final authority in faith and practice. (2 Tim 3:16-17)

**B. God.** We believe in one living, sovereign, and true God, existing eternally in three persons: Father, Son, and Holy Spirit, co-equal in power and glory, and having the same essence and attributes. (Mt. 28:19; II Cor. 13:14)

**C. God's Purpose.** We believe that the eternal purpose of God includes all events; is holy and wise; does not deprive man of responsibility, nor make God the author of sin. Before the foundation of the world, God the Father chose for Himself in Christ a people whom He gave to His Son that they should be holy and without blame before Him. (Eph. 1:4,11; Rom. 9:22-23)

**D. Sin.** We believe that all men are sinners because Adam and Eve, their first parents, were tempted by Satan, disobeyed God's command, and by their own choice fell from their original state of innocence and fellowship with God and came under the power and penalty of sin. All men fell in Adam, being sinners by imputation and by choice, separated from God, and under His condemnation. (1 John 3:4)

**E. Christ.** We believe that Jesus Christ was born of the virgin Mary, having been conceived by the Holy Spirit. He was both fully human and fully divine. He lived a sinless life, died a voluntary substitutionary death to save His people from their sins, and was raised bodily from the dead and exalted to the right hand of God the Father. (1 Tim. 2:5-6; John 1:14; Gal. 4:4; Rom. 9:5; Luke 1:35; Col. 2:9; Heb. 7:24-25)

**F. Salvation.** We believe that all who are born again by the Holy Spirit receive by faith the Lord Jesus Christ and are justified on the grounds of His shed blood, not because of any works they have done. They are indwelt and sealed by the Spirit until the day of redemption, are secure in Christ, and together for the true Church. (Eph. 1:4; Rom. 3:20-22; Gal. 3:21-22)

**G. Return of Christ.** We believe in the personal, bodily, and visible return of the Lord Jesus Christ to judge the world, the bodily resurrection of the just and the unjust, the everlasting punishment of the lost, and the everlasting bliss of the saints. (Isaiah 7:14; Matthew 1:23; Luke 1:35; Hebrews 4:15; Hebrews 7:25; John 2:11; Hebrews 9:12; Ephesians 1:7; Colossians 1:14; John 11:25; Acts 1:11; Revelation 19:11-16)

**H. Marriage.** Marriage is to be between one man and one woman, in accordance with the Word of God. (Genesis 2:24-25; Exodus 20:14, 17, 22:19; Leviticus 18:22-23, 20:13; 15-16; Matthew 15:18-20; Matthew 19:4-6, 9; Romans 1:18-31; I Corinthians 6:9-10, 15-20; I Timothy 1:8-11; Jude 7).

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

## **DOCTRINAL DIFFERENCES**

Within the Bible-believing community, we recognize that doctrinal disagreements among believers are often significant and that many of our students may find some of the teachings new. Our Bible curriculum comes from either Abeka or Bob Jones. Some of the concepts in the curriculum may be newly introduced to our students or may not align exactly with everyone's particular faith perspective. Our goal at CWCS is to provide a general understanding of biblical concepts and encourage our students to have further conversations with their parents regarding biblical topics.

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

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

## **STATEMENT ON MARRIAGE, GENDER, AND SEXUALITY**

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Genesis 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (I Corinthians 6:18; 7:2-5; Hebrews 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matthew 15:18-20; I Corinthians 6:9-10).

We believe that in order to preserve the function and integrity of Colorado West Christian School and to provide a biblical role model to the families enrolled in Colorado West Christian School and the community, it is imperative that all persons employed by Colorado West Christian School in any capacity, or who serve as volunteers, agree to abide by this Statement on Marriage, Gender, and Sexuality (Matthew 5:16; Philippians 2:14-16; I Thessalonians 5:22).

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Romans 10:9-10; I Corinthians 6:9-11).

We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Colorado West Christian School.

## **THE ROLE OF PARENTS IN EDUCATION**

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

“And these words that I command you today shall be on your heart. You shall teach them diligently to your children and shall talk to them when you sit in your house, and when you walk by the way, and when you lie down, and when you rise.” (*ESV*; Deut 6:6-7)

Understanding that parents are biblically responsible for the education of their children, Colorado West Christian School seeks to form a partnership with the families of our students. In the context of this partnership, we strive to educate students and to guide them in the development of a biblical worldview, biblical character, and a biblical lifestyle.

We encourage and expect parental cooperation with our work in such ways as prayer support, oversight of homework, special help in areas in which the child may be deficient, and the upholding of disciplinary procedures.

Likewise, we expect students to display Christlike characteristics in their daily efforts. We understand that mistakes happen and that we can all have bad or off days, but the general mentality of the student should reflect one that desires to be a part of CWCS, supports their teachers by doing what is asked of them, respects their teachers and the school staff and works hard to attain their personal goals and the goals established for them by the school. When students do not work toward these ends it will be necessary to consider alternative education options.

Unfortunately, successful partnerships are not always formed and/or maintained between the school, the student, and/or their family. Should the partnership or conduct between the family/student and the school be determined to be unsupportive of the school's philosophies, policies, and statements of faith, CWCS reserves the right to decline admission or discontinue enrollment of that student.

**ONLINE COMMUNITY** - <https://www.facebook.com/ColoradoWestChristianSchool/>

View the latest pictures and postings by CWCS faculty, staff, and families. We post everything from field trips to spirit days to school closings. Join in the fun and conversation. Should you want to exclude your student from media posts, please indicate this on your enrollment packet.

## **FACULTY**

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

## **CURRICULUM**

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

## **CONFIDENTIALITY**

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

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

## **LEARNING DISABILITIES**

A. A child who has been diagnosed as having a mild learning disability may be accepted to Colorado West Christian School under these conditions:

1. Paperwork stating the diagnosis and accompanying test results signed by a qualified medical provider who made the diagnosis must be provided with the student application.
2. The Administrator, the Education Committee, and the teacher (if available) will assess what academic modifications may be implemented.
3. The student may be placed on academic probation. Reassessments will be scheduled as necessary.
4. At CWCS, we do not accept a lesser behavioral or academic (grade level) standard; however, modifications may be made that alter the volume of work expected of children with approved modifications. Students receiving modified work are not eligible for honor roll consideration.
5. Final approval of admission will rest with the Education Committee.

B. The following steps will be taken before modifications are implemented:

1. Before modifications are made, paperwork stating the student's diagnosis and accompanying test results, signed by the qualified physician who made the diagnosis, is provided.
2. The Administrator, the Education Committee, and the teacher (if available) will assess what modification may be offered.
3. Reassessments will be scheduled as necessary. The results of the assessment may encourage further modifications, the student may be placed on academic probation, or the student may be recommended for dismissal from CWCS.
4. Parents should not expect a lesser academic or behavioral standard for a child diagnosed with a mild learning disability, but should anticipate a more active role with the student's academic workload.
5. The Head of School, with consultation from the Education Committee is the final determination for any modifications and recommendations for students accepted with mild learning disabilities. Teachers may not make modifications or final decisions for students without these steps being followed first.

C. Students with learning disabilities must test (both Reading and Math) within a year of the expected grade level. If a student is behind the expected grade level by more than a year retention will be required.

D. Children with severe learning or physical disabilities will be referred to educational institutions better equipped to serve individual needs.

E. Definitions:

1. Severe learning disability—Any condition in a potential student that would require a separate classroom, program, or staff to provide the educational services desired by the parents. Examples of such conditions include, but are not limited to, Down's syndrome, blindness, deafness, and severe autism.
2. Mild learning disability—Any condition in a student that may be thought by some to hinder the child's ability to learn, but that does not require a separate classroom, program, or staff to provide the education services desired by the parents. Examples of such conditions include attention deficit hyperactivity disorder, dysgraphia, and dyslexia.

## **APPLICATION STANDARDS**

The following standards are established for admittance into Colorado West Christian School and should be carefully reviewed by families before applying:

A. CWCS exists to serve the Christian family. As such, CWCS families must profess faith in Christ and give credible evidence of being a follower of Christ and a member or regular attendee of a local

congregation and be involved where called. Regular attendance/involvement implies attending church weekly as a family except for works of necessity, illness, or other significant life events where attendance is not possible.

CWCS requires a pastoral recommendation from the applicant's pastor or his representative. *CWCS will periodically ask for an updated recommendation from all families who attend CWCS.*

B. Parents and students must agree with our statement of faith, our core values, or our approach to education and development, and be willing to submit to the standards and policies of the school. These include, but are not limited to, the school's academic expectations of students and parents, the school's view on Marriage, Gender, and Sexuality, and the Code of Conduct.

C. Students must have a sincere desire for Christian education and display attributes consistent with wanting to be a student at CWCS, specifically adherence to the school's Student Code of Conduct. Failure to demonstrate a willingness to adhere to these expectations will result in a student's dismissal from CWCS.

D. A student transferring from another school will be evaluated for academic proficiency before the family interview. Students will be assessed academically to help CWCS evaluate their academic level. If the student is below grade level, the student's application for enrollment may be denied. **Students who are more than 1 year outside of grade equivalency will not be considered for enrollment.** These students may be considered for a more suitable grade level. Students who are inside 1 year will be considered for enrollment; however, it is expected that students test at a minimum of their current grade level. CWCS is a Christian school, and our hearts want to accept any family who wishes their student to attend; however, we are also a private school with a high focus on academics. The school's limited resources require us to be very intentional in our admissions process.

E. Children must be four years old by August 1 to apply for the K4 program, and five years old by August 1, to apply for the K5 program. Normally, children experience better academic outcomes if they are enrolled at an older age rather than a younger age. There are no exceptions to this requirement.

F. CWCS does not accept mid-year applications except in the situation of a family relocation to the Montrose community.

We are thankful for all families who have an interest in CWCS; however, application to CWCS does not guarantee enrollment.

## **APPLICATION PROCESS**

RenWeb/Facts is the application platform for the school and the financial and academic management system the school uses throughout the school year. **The admissions process for CWCS is as follows:**

1. To access the admissions applications, families may go to [www.factsmgt.com](http://www.factsmgt.com) or they may go to our website at [www.cwcsknights.com](http://www.cwcsknights.com).
2. Establish a parent/guardian account with a username and password. This username and password

must be kept for future interactions in RenWeb/Facts.

3. Create student application. Each student will require an individual application. There is a \$52 application fee for each student application that is not refundable.

4. Once the application is submitted,

- a. The admissions officer will contact each family to receive a Pastoral Recommendation Form (one per family).
- b. For each student, an academic readiness assessment will be scheduled.
- c. When academic assessment is completed, a family admissions meeting will be scheduled with the Admissions Committee.

## **ADMISSIONS COMMITTEE REVIEW**

When all components of the application process are complete, the admissions committee will review all applicants. Occasionally, additional information may be required before acceptance. When the admissions committee has made an enrollment decision, the admissions officer will provide the committee's decision through email. This process may take between 5-10 business days.

## **ENROLLMENT PROCESS**

If a student is accepted to CWCS, enrollment instructions will be provided in the email received from the admissions officer. When this site is selected, it will direct the person to RenWeb/Facts to complete the enrollment process. Please follow the instructions on the site and complete all necessary steps. This process will be like what was seen during the application process in RenWeb/Facts.

All families will have two (2) weeks from the date of this email to complete the enrollment process. Failure to complete registration during this time relinquishes the hold on the student's seat and the admissions officer will proceed to the next student on the list. Additional enrollment requirements are:

- a. immunization form
- b. previous school transcripts (if available)
- c. pay enrollment fee and select tuition payment plan in RenWeb

All new students will be assessed an enrollment fee. Please see fee requirements on page 15.

CWCS admits families to the school without regard to race, color, or national origin. The school complies with all federal regulations unless exemptions are available and necessary. As a private Christian school, CWCS is provided exemptions to Title VI, XI, the Civil Right Act of 1964, ADA, and IDEA.

When enrollment requirements are completed, the school office will begin sending information out



through email and text. Please do not disregard communication from CWCS or block text messages from being received.

## **RE-ENROLLMENT**

Re-enrollment for the next school year opens on February 1<sup>st</sup> and ends on July 15<sup>th</sup> of every year. Each year it is necessary for parents to re-enroll their children for the coming school year through RenWeb/Facts. Letters will be sent to parents at re-enrollment time with the necessary instructions attached. Ordinarily, a personal interview will not be required, but either the parents or school administration may request one.

Families currently enrolled are given preference for re-enrollment, assuming satisfactory behavior and academic performance. The Admissions Committee reserves the right to refuse re-enrollment or to dismiss any student at any time it deems such an action necessary without regard to how long the student's family may have been associated with the school. School standards are to be maintained both by the student and the student's family throughout the time of the student's enrollment in Colorado West Christian School.

To guarantee a seat, each returning school family must complete their enrollment packet online and have all enrollment fees submitted to the school office by February 28<sup>th</sup>. See page 12 for tuition assistance info.

Failure to meet these requirements may cause a student to lose their seat in the class. New students are accepted, pending approval, as space is available. CWCS will fill the remaining seats with new families starting March 1<sup>st</sup>. CWCS will consider the order in which the application was submitted; however, new family compatibility and the interest of the school will be significant determining factors for new student enrollment. No new enrollment request will be processed until the enrollment applications are completed on RenWeb/Facts, all forms are received, and all fees are paid.

K4-10<sup>th</sup> grade programs are full academic day programs. There is no part-time option for these grades. Students enrolled in these grades are expected to be in school for all subjects taught through CWCS. Failure to attend all classes and complete all coursework will result in dismissal from CWCS.

Students who intend to graduate with CWCS and are in the 11<sup>th</sup> and 12<sup>th</sup> grade may consider part-time attendance, provided students will meet the graduation requirements for CWCS.

For 11th-grade students, this means they must take Bible, Literature, History, and have satisfied all math requirements for graduation. If not, the student must take these classes with CWCS at a minimum. 12th-grade students are only required to take classes necessary to meet graduation requirements and are required to have a minimum of 4 years of Bible. High school students who transfer may not be required to have 4 years of Bible.

A part-time schedule must conform to the High School Schedule for CWCS. CWCS will not modify its schedule to accommodate a part-time student. Additionally, a part-time request will be granted by the admissions committee and will require an additional scheduling meeting with the student and the parents.

## 2026 Academic Year Registration Fees:

### FINANCIAL TRANSACTIONS

All fees assessed by the school will be managed through RenWeb/Facts.

### TUITION ASSISTANCE

**\*All applications must be submitted with the first two pages of the last tax return (1040) in order to verify income information and all required documents must be submitted prior to review.**

Families who apply for tuition assistance and ACE and are approved for both will only be awarded one form of tuition assistance.

Colorado West Christian School generally sets aside 10% of tuition income to offer tuition assistance as determined by CWCS By-Laws. Some years we can offer more, some years less. Tuition Assistance may be available to families who have a financial need, as determined by our Grant and Aid application. Tuition assistance applications are completed online through FACTS Grant and Aid Assessment (FGAA). A separate account will be created for the Grant and Aid Application and there is a fee to process the application. CWCS has created financial parameters for eligibility. Based on the financial input of the families FGAA will determine eligibility for tuition assistance. FGAA will make a recommendation to CWCS, and then financial awards are approved.

Families must be approved to attend CWCS before submitting a tuition assistance application. Tuition assistance is approved on a first come first serve basis; however, approved applications are generally awarded some financial support.

Tuition assistance is not guaranteed and is approved on a case-by-case basis. It is the desire of CWCS that no otherwise qualified student be deprived of the opportunity of being enrolled at CWCS because of an inability to meet the financial requirements. All families are encouraged to communicate with the school administration concerning financial needs.

The Tuition Assistance Program is a reduction in tuition income for the school and not a scholarship fund from which monies are available to compensate for tuition income. Therefore, we carefully and prayerfully evaluate each application for tuition assistance. *Approval for tuition assistance in one year does not guarantee approval for tuition assistance or an equal amount in a following year.*

Tuition assistance is a reduction in tuition that is granted by the school. However, **it is the expectation that the family will volunteer to assist the school in any way possible.** All families that are approved for tuition assistance are strongly encouraged to actively participate in all programs of the school.

***Families who have not been current on their tuition payments in the previous year are not eligible for Tuition Assistance in the following year. Families on Tuition Assistance falling two months in arrears in the tuition payments will be removed from the Tuition Assistance Program and must then pay the full tuition to remain in school.*** Requests for exceptions must be brought to the School Board's Business Committee.

Tuition assistance applications must be completed in detail. Omitting or leaving information blank or not providing all financial documents does not allow Grant and Aid to process your application, which will result in your application being denied. For more information on Tuition Assistance, visit our web site at [www.cwcsknights.com](http://www.cwcsknights.com) or go to [www.factsmgt.com/aid](http://www.factsmgt.com/aid).

### **Alliance for Choice in Education (ACE) Scholarship**

The ACE Scholarship is an external funding source for families who have displayed financial need. CWCS has no control over ACE scholarship awards. If a family is selected for the ACE Scholarship ACE will pay up to 50% of tuition based on the financial information given to FACTS. CWCS has no decision authority in who is given ACE scholarships.

The ACE Scholarship is available for families who have completed a Tuition Assistance application in FACTS. However, the ACE scholarship is a separate application that must be completed for consideration. The application for ACE is located at <https://online.factsmgt.com/grant-aid/inst/4N9YC/landing-page>, or may be found on our school website [www.cwcsknights.com](http://www.cwcsknights.com) under the admissions section.

For more information on the ACE mission and vision please visit their website at [www.https://www.acescholarships.org/](http://www.acescholarships.org/).

### **Tuition Assistance Timelines**

**\*All applications must be submitted with the first two pages of the last tax return (1040) in order to verify income information and all required documents must be submitted prior to review.**

Returning CWCS Families must have registration and tuition assistance applications through FACTS submitted no later than March 31st. Tuition assistance applications may be submitted prior to acceptance to CWCS. However, to apply for Tuition Assistance a family must have their current year taxes completed as updated income verification will be required for approval. New and late registration tuition assistance applications have two deadlines; however, tuition assistance is not guaranteed. Applications that are turned in early have a higher probability of approval.

**ACE Applications are now separate from Tuition Assistance and have a separate timeline. ACE Scholarships must be applied for before tax day each year. First year ACE applicants must apply for Tuition Assistance through FACTS prior to being considered for ACE. Once an ACE scholarship is approved, only the ACE application needs to be completed annually because recipients are generally granted ACE perpetually.**

**New families to CWCS must apply for Tuition Assistance prior to July 31<sup>st</sup>.**

### **DELINQUENT ACCOUNTS**

If monthly tuition payments become two (2) months past due, the student(s) involved will be withdrawn from CWCS until such time as the tuition payments are current, unless prior arrangements are made with the school board.

## DISCOUNTS

A. Families with more than one child enrolled will receive a 15% discount for the second child and 25% for the third child. The fourth child and beyond will be charged 50% of the tuition amount. Discounts will be applied to the youngest students of the family. (See schedule on the following page)

B. A 5% discount will be extended to those who pay the full year's tuition in advance (before August 10th). (This does NOT apply to part-time students). Please note that this discount applies to tuition only, and not to the registration or book fees.

## WITHDRAWALS

Withdrawals from school are to be made through the school office. The school may request a parent interview to learn the reasons for the withdrawal to ensure there are no unresolved issues that require attention.

As registration/enrollment at CWCS is considered a contract, withdrawing from school significantly affects the financial projections of CWCS.

***Students who withdraw for ANY reason after approved enrollment will be assessed a \$500 withdrawal fee.***

\* The student must turn in all books and materials belonging to the school as well as satisfy all financial obligations before academic records are forwarded to the follow-on school

### **Philippians 4:6–7 (NIV)**

**Do not be anxious about anything, but in every situation, by prayer and petition, with thanksgiving, present your requests to God. And the peace of God, which transcends all understanding, will guard your hearts and your minds in Christ Jesus.**

## TUITION

K4 – 4th	1st Child	2nd Child	3rd Child	4+ Children
	Full	15% Discount	25% Discount	50% Discount
Annual Tuition	\$5,768.00	\$4,903.00	\$4,326.00	\$2,884.00
Curriculum	\$400.00	\$400.00	\$400.00	\$400.00
Total Tuition	\$6,168.00	\$5,303.00	\$4,726.00	\$3,284.00
5 <sup>th</sup> -7 <sup>th</sup>				
Annual Tuition	\$6025.00	\$5122.00	\$4,520.00	\$3,012.00
Curriculum	\$500.00	\$500.00	\$500.00	\$500.00
Technology	\$50.00	\$50.00	\$50.00	\$50.00
Total Tuition	\$6,575.00	\$5,672.00	\$5,070.00	\$3,562.00
8 <sup>th</sup> 2 <sup>th</sup>				
Annual Tuition	\$6,283.00	\$5,341.00	\$4,712.00	\$3,142.00
Curriculum	\$600.00	\$600.00	\$600.00	\$600.00
Technology	\$50.00	\$50.00	\$50.00	\$50.00
Total Tuition	\$6,933.00	\$5,991.00	\$5,362.00	\$3,792.00
11th– 12 <sup>th</sup> Part Time Students				
Annual Tuition	\$900.00 per course			
Curriculum	\$125.00 per course			
Technology Fee	\$50.00 per student			
*Enrollment Fees		Re-Enrollment	New Enrollment	*All new students to CWCS will pay new enrollment fee.
		CWCS/Facts Fee	CWCS/Facts Fee	
Feb. 1 <sup>st</sup> – 15 <sup>th</sup>		\$0* / \$11*	N/A	
Feb. 16 <sup>th</sup> – 28 <sup>th</sup>		\$40* / \$11*	N/A	
Mar - May		\$90* / \$11*	\$190* / \$22*	
June – Aug. 15 <sup>th</sup>		\$190* / \$11*	\$190* / \$22*	
Application Fee- Per New Student		*These fees are non-refundable.		
Facts Fee	\$22.00*			
CWCS Fee	\$30.00*			
Total App Fee	\$52.00*			
Facts Payment Plan Fee – facts fees for setting up your tuition plan				
Pay in Full Plan	1 pymt: \$25.00*			
Monthly Payment Plan	\$55.00*			

Tuition at CWCS is paid through FACTS Financial. When the family is billed for tuition RenWeb/Facts will charge a one-time fee as indicated above. This is a RenWeb/Facts third party fee. No portion of this money comes to CWCS.

CWCS makes every effort to keep our tuition costs affordable; however, periodic adjustments are necessary from time to time. In the event that tuition rates increase for the following school year, it is the responsibility of the school to publish forecasted changes in tuition prior to the open enrollment date for the affected school year.

In lieu of paying the entire tuition at one time at the beginning of the school year, our families may elect to make ten (10) monthly tuition payments beginning August 1st and ending May 1st of each year. If you enroll after August 1st you will be placed on a pro-rated monthly plan.

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

If tuition has not been received by the tenth of the month, a late fee of \$25.00 per family will be assessed. Checks returned by the bank are assessed with a \$30.00 processing fee.

If credit cards are used for the payment, a credit card fee will be assessed. This includes RenWeb/Facts or Card Connect usage fees. It is the responsibility of the family to ensure a viable credit card is always on file. Inactive or NSF credit cards/accounts are not the responsibility of the school.

***For those interested, families may input their checking routing and account number in RenWeb/Facts to avoid credit card fees.***

## **PART-TIME STATUS**

Part-time HS students are charged \$900.00 per course per year plus curriculum and tech fees as necessary. For example: if two classes are taken, the annual tuition rate is \$1,800.00 plus curriculum and tech fees. This would then be divided out by either the 9 or 10 payment plan option.

If a student is dual enrolled in college classes while at CWCS the student's tuition will be based on the number of academic hours the student is on campus, not the number of classes they take from CWCS.

## **GRADUATION FEES**

All 12<sup>th</sup> Grade graduating Seniors will be assessed a fee of \$200.00 to support graduation requirements. This will be billed through RenWeb/Facts in March-April of every school year.

## **SPORTS FEES**

CWCS participates in a local league of Christian schools and home school associations between Montrose and Grand Junction. To ensure we have successful seasons and end-of-year tournaments we will charge a fee of \$150 (to your RenWeb/Facts account) per player per sport to help cover gym rentals, uniforms, referees, and the end-of-year tournament fees assessed by the league.

## **SUPPLIES**

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

## HIGH SCHOOL GRADUATION REQUIREMENTS

To Graduate from Colorado West Christian School, high school students must complete 26 credit hours. These hours are broken down into the following categories based on curriculum requirements.

Subject		Required Credits	Required for College
<b>MATH</b>			
Algebra 1	9 <sup>th</sup>	1	1
Geometry	10 <sup>th</sup>	1	1
Algebra 2	11/12 <sup>th</sup>		1
<b>TOTAL</b>		2	3
<b>SCIENCE</b>			
Biology 1	9 <sup>th</sup>	1	1
Chemistry 1	10 <sup>th</sup>	1	1
Biology 2, Chem 2, Physical Sci or Physics	11/12 <sup>th</sup>		1
<b>TOTAL</b>		2	3
<b>HISTORY</b>			
Geography	9 <sup>th</sup>	1	1
U.S. History	10 <sup>th</sup>	1	1
World History	11 <sup>th</sup>	1	1
Government	12 <sup>th</sup>	.5	.5
Economics	12 <sup>th</sup>	.5	.5
<b>TOTAL</b>		4	4
<b>LITERATURE</b>			
	9 <sup>th</sup>	1	1
	10 <sup>th</sup>	1	1
	11 <sup>th</sup>	1	1
	12 <sup>th</sup>	1	1
<b>TOTAL</b>		4	4
<b>BIBLE</b>	9-12 <sup>th</sup>	4	4
<b>PE</b>	9-12 <sup>th</sup>	1	1
<b>FINE ARTS</b>	9-12 <sup>th</sup>	1	2
<b>FOREIGN LANG</b>	9-12 <sup>th</sup>	1	2
<b>HEALTH</b>	9-10 <sup>th</sup>	.5	.5
<b>TECHNOLOGY</b>	9-10 <sup>th</sup>	1	1
<b>SPEECH/COMM</b>	11-12 <sup>th</sup>	1	1
<b>ELECTIVES</b>	9-12 <sup>th</sup>	5	1
<b>TOTAL GRAD REQ</b>	12 <sup>th</sup>	26.5	26.5

\*course requirements are subject to change as necessary.

## PARENT/TEACHER CONFERENCES

There are two scheduled and mandatory parent/teacher conferences during the school year. The first is accomplished after the end of the first academic quarter. The second is scheduled at the end of the third quarter. These dates will be annotated on the annual school calendar for each year.

If a parent or the school desires a conference outside of the mandatory conferences, they may be scheduled through the school office.

## GRADING SCALE

At CWCS we utilize a simple 10-point grading scale. This helps reduce confusion and clearly defines academic expectations.

### 1<sup>st</sup> through 12<sup>th</sup> Grading Scale

Percentage	Letter Grade
90-100	A
80-89	B
70-79	C
60-69	D
Below 59	F

### K4 and K5 Grading Scale

% Occurrence	Grade
90% or more	O-Outstanding
75-89 %	S-Satisfactory
50-74 %	N-Needs Improvement
Below 50	U-Unsatisfactory

## HONOR ROLL

In grades, K4 and K5 academic awards and recognitions will be handled on an individual basis as determined by the classroom teacher.

Students in grades 1 - 12 are eligible for one of two honor rolls. Grades for Honor Roll consideration are:

### A. "A" Honor Roll

- requires students to receive an "A" in all core academic courses. Core subjects are listed below.

### B. Honor Roll

- requires students to earn an overall average of 90% with no "D's" on the report card. The 90% is to be arrived at by averaging the core subjects, which are as follows:

1. Grades 1 – 4: Bible, History, Science, Math, English/Language, Reading
2. Grades 5 – 12: Bible, History, Science, Math, Literature

### C. President's Award

- The President's Award is held specifically for the following students:
- Students who receive an accumulated GPA of 3.5 or better after each academic category:
  - 1st Grade through 5th Grade
  - 6th Grade through 8th Grade
  - 9th Grade through 12th Grade



Each student will receive a certificate of recognition and a grade specific lapel pin. Graduating high school students will also receive a recognition cord to be worn at graduation.

## **ACADEMIC PROBATION**

Students in K4-4<sup>th</sup> are expected to maintain a grade point average each quarter of “D” (60% or better) to receive credit for the course. We expect our students to strive for academic mastery, but we understand that not all subjects and content come to us equally. If the grade average across all core classes is below 70% the student will be considered for academic probation.

5<sup>th</sup>-7<sup>th</sup> grade students who have two or more core subjects below 60% will be evaluated for academic probation. Students who have two or more core subjects below 60-69% will be considered for academic probation.

Students in 6<sup>th</sup>-12<sup>th</sup> grade who have a grade average below 60% in any subject will also be evaluated for academic probation. Students who earn 60-69% in any one subject will be considered for academic probation.

Students who are on academic probation for two consecutive quarters will be referred to the academic review board. Parents and students will be invited to this meeting to discuss the academic status of the student. After the meeting, the academic review board will make a recommendation. Recommendations may include extending academic probation or may result in academic dismissal.

## **ACADEMIC ELIGIBILITY**

To obtain extra-curricular eligibility, students must maintain a 70% average in each subject taken. Progress checks will be completed every week. If a student becomes ineligible after a progress check the student will be ineligible for at least one week (if they fix their grade immediately) or until the grade is above 70%. If a student fails an academic quarter in any subject the student is ineligible for the entire next quarter. The Administrator is the final decision on academic eligibility.

## **HOMEWORK**

Homework is an integral and profitable part of the course of study at CWCS. Homework consists of assigned work, projects, and studying/reviewing coursework presented in the classroom in preparation for tests and quizzes. Students should continuously study/review work assigned in class.

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

Grades 1- 3	20-30 minutes
Grades 4-7	40-60 minutes
Grades 8-12	60-120 minutes

The amount of time will vary from student to student based on abilities and personal work habits. All students are expected to do their very best work at all times. Parents are expected to support the

school in seeking to offer challenging levels of academic achievement to all students regardless of their individual capabilities.

## **VOLUNTEER/BACKGROUND APPLICATION**

Any person who will work in the classroom or oversee students, such as playground duty, lunch recess, class reading groups, etc. is required to have an approved Volunteer/Background check. Applications may be obtained from the CWCS office.

All volunteers at CWCS must also complete a one hour online child safety awareness course. This course will be counted for Deeds or Dollars time.

## **GENERAL SCHOOL RULES**

Colorado West Christian School is dedicated to the development of student conduct that will exemplify all the Christian virtues. Students, by virtue of their enrollment, agree to live within the framework of the school's standards of conduct. While some may not have personal convictions in accord with these standards, agreeing to them obligates the students to always assume responsibility for honorable adherence to them.

**Any behavior, either on campus or away, which indicates that a student or family has little desire to live a life honoring God or whose conduct gives evidence of disregard for the spirit of the school's standards, is reason enough for expulsion.**

The purpose of rules and regulations is to make it possible for many people to engage in activity without confusion, to protect the rights, property, and safety of individuals and to aid in providing an atmosphere for mutual respect and dignity.

Our school exists to help parents in their responsibility to educate their children. When a disproportionate amount of time is spent disciplining students during the school day, teaching and learning time is lost. Rules and regulations promote effective working and learning conditions. Students will be expected to obey general school rules and individual classroom rules.

## **DEEDS OR DOLLARS**

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

The CWCS Board has adopted a “Deeds or Dollars” policy for the school year July 1 to June 30. We will require each of our families to contribute either 24 hours of service for that year **OR** pay a fee of \$240.00 **OR** a combination thereof (using the rate of \$10.00/hour as the prorated fee).

We realize that many families already are involved in service to the school beyond these requirements. To others, it may mean they will choose to serve in a more time-efficient manner by

using a block of time monthly or seasonally when the school or teachers have increased needs. Some of you may prefer a set schedule each week during the year, like playground duty, etc. We will do all we can to work with you to accommodate your time constraints and to make this requirement meaningful.

Forms for keeping track of your hours may be picked up in the school office. If items are purchased for the school, a receipt must accompany the deeds or dollar form to receive monetary credit towards hours. For example, if a parent buys \$20 in cookie supplies that would account for 2 hours for deeds or dollars; however, the supply receipt must be submitted with the request.

***All contributions/hours for Deeds or Dollars must benefit the school, classroom, teachers, or our students. If there are any questions concerning what constitutes acceptable, please contact the office prior to investing resources.***

## **CODE OF CONDUCT**

### **The student shall:**

1. Exhibit proper reverence during flag salutes, devotions, chapel services and prayer times.
2. Always speak courteously and respectfully.
3. Students must come to class prepared (pencil, pen, paper, book etc).
4. Not disturb a teacher for any reason while he/she is conducting a class except in an emergency.
5. Not disrupt or disrespect other students.
6. Not intimidate or exclude other students whether through physical, emotional, mental, verbal, written or technological means. (i.e. bullying)
7. Show respect for other people's rights, ethnicity, and property.
8. Pick up after himself/herself and help keep the school rooms and grounds clean and neat.
9. Not lie, steal, or cheat or plagiarize.
10. Exit and enter the buildings quickly and quietly, while carefully following teacher's/supervisor's instructions.
11. Walk in an orderly manner according to the teacher's/supervisor's instructions when relocating to or from the classroom.
12. Line up immediately and quietly when the whistle blows or the bell rings.
13. Always obey all teachers/supervisors promptly and respectfully.
14. Consult the teacher/supervisor on duty when having trouble or difficulties on the playground.
15. Consider all games open to anyone. Students may not be purposely excluded.
16. Follow a "HANDS-OFF" policy; no hitting or slapping. Games involving pushing, shoving or other forms of rough play and behavior are not allowed.
17. Not engage in contact that is considered inappropriate or unwanted. "Inappropriate Public Displays of Affection" (PDA) or harassment will not be tolerated.
18. Observe the school boundaries, playing only in designated areas. AT ALL TIMES students need to stay where teachers can see them.
19. Use all playground equipment carefully and according to its intended use.
20. Receive the teacher's approval before bringing any games or toys to school.
21. Not bring backpacks, lunch pails, games, toys or similar items which display objectionable or inappropriate subject matter.
22. May bring water only into the classrooms. During lunch students may consume other drinks such as soda, coffee, etc.
23. May eat in class ONLY with teacher permission.
24. Help keep restrooms clean and throw paper towels and other trash in trash containers only.
25. Not loitering, playing, or visiting outside of a classroom, in the restrooms or hallways. Students may not enter a classroom without a teacher/supervisor present.

26. Not willfully deface or damage property belonging to others or Colorado West property. (Parents or guardians shall be liable for all damage caused by students).
27. Exhibit self-control and not be involved in fighting, arguing, using profanity or name-calling.
28. Not throw any objects such as rocks, spitballs, sticks, snowballs or other objects.
29. Return school materials, books, assignments and requested information.
30. Not bring to school:
  - Knives or "weapons" of any kind
  - Drugs (all prescription and non-prescription medications must be given to the office)
  - Matches, lighters or fireworks
  - Alcohol and any form of tobacco or vape products.

*\*Underlined items are non-negotiable expectations and must be displayed by students. Failure to adhere to the school code of conduct will initiate the discipline process immediately.*

## **BIBLICAL CORRECTION**

Teachers strive for a positive climate of discipline in their classrooms. They endeavor to work and communicate closely with the parents in all these matters. Please keep in mind that discipline includes repentance through prayer and the restoration back to the classroom in a way that would reflect a Christ-like spirit. Proverbs 23:13a "Do not withhold discipline from a child." Proverbs 29:15-17 "The rod and reproof give wisdom, but a child left to himself brings shame to his mother. When the wicked increase, transgression increases, but the righteous will look upon their downfall. Discipline your son, and he will give you rest; he will give delight to your heart."

## **DEMERIT/MERIT PROGRAM**

1. School Authorities\* will use the Behavior Documentation Sheet (BD) to notify parents of behavioral issues. On the Behavior Documentation Sheet (BD) Teachers will document and date 3 interventions they have tried in the classroom before sending the BD to the office (admin) who will send it home to be signed and returned.

\*Authorities include: Teachers, Teacher Aides, Substitutes Administrative Staff, Extra-Curricular Staff, Recess Duty Staff, and Lunch Duty Staff

2. School Authorities\* will sign the Behavior Documentation Sheet (BD) and have the student sign it. The form will be given to the principal. The principal will make a copy and email a notification with a copy attached to the parent that the BD is coming home. The principal will call the student in and discuss the BD. They will give the BD to the student to take home.

3. The student will have the original BD signed by a parent or guardian (hopefully after a discussion with the parent) and return it to the office the next day.

4. Admin will put the BD information into renweb. Admin will keep up with the BD sheets for students. Depending on the severity of the issue, admin may call students in for a conference at this time.

5. After a student gets 4 of these BD sheets, the admin will meet with the parents of the student and the student. A demerit (#1) will be issued based on the severity of the issues described on the BD. Parents will sign the CWCS Demerit Track form and will be notified at this meeting that the next demerit (#2) will result in In-school suspension for 1 to 3 days. (In-school suspensions- are assigned

& scheduled by the administration. Students who receive in-school suspension are expected to serve it when scheduled. Students will complete all assignments assigned by their teachers for that day for full credit. Assignments not completed will receive a 0% score.)

6. After a student gets a second set of 4 BD sheets, administrators will email or call the parent to notify them that the student has received a second demerit and will be assigned In-School Suspension (ISS). When the parent brings the student for the first day of in-school suspension, they will sign the CWCS Demerit Track form for demerit #2.

7. After successfully serving the in-school suspension, the administrators will meet with the parents before the student returns to regular class. Parents will be notified that the student will receive a second in-school suspension upon receiving demerit #3.

8. After a student gets a third set of 4 BD sheets, administrators will email or call the parent to notify them that the student has received a third demerit and will be assigned a second In-School Suspension of a longer length. When the parent brings the student for the first day of in-school suspension, they will sign the CWCS Demerit Track form for demerit #3.

9. After successfully serving the second in-school suspension, the administrators will meet with the parents before the student returns to regular class. Parents will be notified that the student will receive a third in-school suspension upon receiving demerit #4, which will involve a conference with the teacher, admin, student, and parents. The student will also receive out-of-school suspension (OSS) with a #4 demerit.

10. After a student gets a fourth set of 4 BD sheets, demerit #4 will be assigned, a conference with the teacher, admin, student, and parents will be held, and the student will receive out-of-school suspension (OSS). (Suspension is removing a student from participation in the normal school activities. The administration will determine the length and conditions of the suspension. Students with a suspension must follow the same rules for make-up work as for excused absences; however, the assignments missed during this suspension will receive a 40% reduction in grade. As suspension is a serious consequence for inappropriate behavior, we desire that students learn from the discipline).

11. After a student gets a fifth set of 4 BD sheets, demerit #5 will be assigned and a conference with the parent, admin, and Head of School will be held and the student will receive a longer out-of-School suspension (OSS). (Suspension is the removal of a student from participation in the normal course of school activities. The administration will determine the length and conditions of the suspension. Students with a suspension must follow the same rules for make-up work as for excused absences; however, the assignments missed during this suspension will receive a 60% reduction in grade. As suspension is a serious consequence of inappropriate behavior, we desire that students learn from the discipline).

12. During the second OSS, there will be a meeting with the parents, administrator, Head of School, and the DARC committee to discuss the matter as the 6th demerit will lead to expulsion.

13. After a student gets a sixth set of 4 BD sheets, demerit #6 will be assigned and a conference with the parent, admin, Head of School will be held and the student will be expelled. (Expulsion represents the most extreme form of disciplinary action. Expulsion is the removal of the student as an enrolled student of Colorado West Christian School. The duration of the expulsion shall be for a minimum of the remainder of the academic year. Based upon the particular facts and circumstances,

the school may, but is not obligated, in its sole discretion, to permit the student to re-apply for admission at a later date.)

Merits: The heart is what is important. With this in mind, students may complete 3 assigned “Tasks” to remove one demerit.

1. Complete a parent/student Bible study together. Complete a topical Bible study of issues that could be causing the behavior.
2. 30 hours of community service selected by CWCS.
3. Complete a series of daily check-ins with admin.
4. Complete a series of meetings with your pastor.
5. Complete a series of counseling sessions.
6. Complete an assigned book study.
7. Complete a spiritual growth journal.
8. Complete a prayer journal. (ACTS)
9. Other

After completing each one, a meeting (maybe 2) with the administration.

This list of tasks will continue to grow as new opportunities arise.

## **CONFLICT RESOLUTION**

We have a great community with a lot of unity at CWCS, but it is understandable that at times we will have concerns and disagreements. As Christians, we are commanded to follow Matthew 18:15-17 to resolve our conflicts in a manner pleasing to the Lord. CWCS upholds this command by establishing the following procedure for resolving conflicts:

A. Primary principle: Go to the person with whom you have a conflict and in a humble spirit work together to reach a peaceful and reasonable solution. Some scenarios are listed below:

1. If the situation involves an action or policy originating from a teacher, the parent should approach that teacher directly with an attitude of respect and a desire for honest communication. The parent should NOT approach other parents.
2. If the situation involves a policy of the school, or if the meeting (above) with the teacher does not resolve the situation, the parent or teacher should contact the Administrator to discuss.
3. If one of the above steps has been applied and has not resolved the situation, the parent or teacher is encouraged to contact the school board president so that the situation can be addressed by the board. As board membership fluctuates, please contact the school office if contact information is needed for the board president.
4. A parent’s or teacher’s final opportunity for appeal would be to the Session of Trinity Reformed Presbyterian Church (TRPC), which oversees the school board. The parent or teacher need not be a member of TRPC to exercise this option. Contact Ruling Elder/Board Liaison David Vanden Hoek at [dsvandenhoeck@gmail.com](mailto:dsvandenhoeck@gmail.com).

B. Failure to follow the steps above for resolution could lead to unnecessary gossip, which would

dishonor our Lord and disrupt the peace and purity enjoyed by the Body of Christ.

C. This process outlines the biblical approach to conflict resolution and provides numerous layers of appeal for all parties involved. If the above steps are not followed by one or more of the parties involved, we will direct those unresolved issues be handled at the lowest level. If they cannot be resolved and/or if parties are not willing to resolve them as stated above CWCS Administrator, may impose administrative suspension until the Administrator and school board are able to discuss the issue and decide the best course of action.

## **DRESS CODE POLICY**

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

- “Whatever you do, do it all to the glory of God.” *I Corinthians 10:31*
- “Do not let anyone look down on you because you are young, but set an example for the believers in speech, in life, in love, in faith, and in purity.” *I Timothy 4:12*
- “Do not conform any longer to the pattern of this world but be transformed by the renewing of your mind.” *Romans 12:2*

The CWCS dress code is designed to serve as a guide to students and their parents on the proper attire for our student body. Knowing how to present oneself properly within the school community prepares students for future professional environments. Our desire is to partner with families to instill this important life skill.

Parents and students have the primary responsibility to understand and adhere to the dress code. In all circumstances, CWCS retains the final authority to determine, in its discretion, whether a student complies with the dress code. The administration reserves the right to amend the dress code as needed to address new fads and styles. Cross-gender dressing will not be allowed.

If a dress code infraction pertains to modesty, the student will be required to change their attire or have a parent bring appropriate clothing to school. Students will remain in the office until dressed appropriately, and any absences from class during this time will be considered unexcused absences. Each infraction will be handled as a disciplinary matter and formally documented in Renweb. Repeated infractions will be considered as defiance; therefore, three documented infractions will result in administrative action.

## **DRESS CODE STANDARDS FOR ALL CWCS STUDENTS**

A young lady or gentleman should be dressed to respect and honor God, themselves, and others.

Supervising teachers may designate a specific dress code for field trips or special events with administrative approval. Otherwise, students are expected to be in the school dress code while on campus.

- Students are to be neat and well-groomed. All attire must be clean, modest, and neat. Clothing must be appropriately sized – not too small or tight and not too large.
- Tops must be long enough to cover the midriff, and bottoms must fit appropriately at the waistline. (Example: when arms are raised midriff may not show)
- Undershirts and cropped tops are not appropriate classroom attire.
- Sweatshirts/hoodies may be worn on any day.
- T-shirts are allowed; however, inappropriate writing and logos are not proper classroom attire. (ex: any design that is similar or highlights alcohol, drugs, smoking)
- Jeans may be worn every day. Frayed and torn jeans are not proper classroom attire.
- Sweatpants, yoga pants, spandex leggings, pajama pants, and athletic shorts are not proper classroom attire. (May only be worn on designated days, ex: spirit days)
- Shoes will be worn at all times. Plastic shoes such as athletic slides and flip-flops are not appropriate. Shoes should have less than a 3” heel for safety purposes. Middle and high school students may wear sandals and leather flip-flops.
- Elementary school students must have heel straps or closed backs.
- Visible tattoos are not appropriate in the school environment.
- Head coverings such as hats, scarves, beanies, and hoods are not appropriate in the school buildings, except Friday’s where CWCS hats may be worn with teacher approval.
- Sunglasses may only be worn in case of medical need or outside.
- KINDERGARTEN: The change of clothes kept at the school must be dress code-appropriate.

## **LADIES’ DRESS CODE**

In addition to the above dress code, ladies should follow the following guidelines:

### **Tops:**

- Necklines on tops may not show cleavage. The neckline should still touch the skin, even when moving or an undershirt should be worn underneath the shirt.
  - Cleavage is any space below the top of the breast.
- Tank top straps need to be at least 2.5 inches. No athletic, low-cut, or oversized tank tops.
- Sheer tops must be styled with appropriate undergarments.
- Shirts must be long enough that they do not show midriff when arms are raised.

### **Bottoms:**

- Leggings may be worn under dress code length dresses and skirts.
- Shorts must have at least a 5-inch inseam.
- No athletic shorts or sweatpants.

### **Dresses and Skirts:**

- Dresses and skirts must be no more than four inches above the crease of the back of the knee
- The underskirt of an illusion skirt still needs to meet the skirt length requirement

### **General Appearance:**

- Makeup and hair color should look natural. Before any extreme hair style or color choice is made, it is recommended that students or parents consult with the administrator to ensure hair will conform to school standards
- Only the ears may be pierced



## **GENTLEMEN'S DRESS CODE**

In addition to the Dress Code Standards for All CWCS Students above, gentlemen should follow the following guidelines:

### **Tops:**

- Tops (collared or non-collared) must be neat, appropriately sized, and have at least short sleeves.

### **Bottoms:**

- Casual pants such as khaki and cargo style or dress slacks must be appropriately sized and sit securely at the waist. Belts should be used if needed to satisfy this requirement.
- Shorts must have a five-inch inseam.
- Shorts may be cargo-type or golf/dress type shorts.
- Hybrid polyester active shorts that resemble golf/dress type shorts are permissible, but must be of one solid color or one specific design (uniform stripes/plaid print etc.) Athletic shorts are not permissible. The difference between the two can be seen with added features like beltloops, front zipper etc.

### **General Appearance:**

- No face or body piercings. Piercings may not be visible under clothing garments.
- Appropriately sized necklaces and other jewelry are permitted in the school environment unless class activity (i.e. science lab/P.E.) dictates removal for safety reasons.
- Face must be clean-shaven (sideburns no longer than the bottom of the ear).
- Hair must not fall below the eyebrows and at its longest point must be above the collar. Hair should have a natural tapered appearance. Shaving the back and sides with long hair on top is not naturally tapered. Hair will also look natural in its color. Before any student colors their hair it is recommended that students or parents consult with the administration to ensure color will conform to school standards.

## **Enforcement of the Appearance Policy**

- A. The homeroom teachers in grades 6-12, and the classroom teachers in grades K-5, will be responsible for enforcing the Appearance Policy in their classrooms.
- B. Enforcement of the Appearance Policy will fall under the guidelines found in the Classroom Management Plan as found on page 25 of the Parent/Student Handbook.
- C. Consequences for violations of the Appearance Policy will be documentation of a TRACK I form and an automatic phone call home for a proper change of clothing.
- D. In cases of chronic infractions of the Dress Code teachers and/or the Administrator will use the TRACK I process to reinforce Dress Code Policy.

## **ATTENDANCE POLICIES**

**ATTENDANCE:** One criteria of a student's success in school is regular and punctual attendance. Frequent absences may lead to poor academic work, lack of social development and possible academic failure. Regular attendance is of utmost importance for school interest, social adjustment

and scholastic achievement. No single factor may interfere with a student's progress more quickly than frequent tardiness or absenteeism. According to state law, it is the obligation of every parent/guardian to ensure that every child under their care and supervision receives adequate education and training and, if of compulsory attendance age, attends school. Continuity in the learning process and social adaptation is seriously disrupted by excessive absences. In most situations, the work missed cannot be made up adequately. Students who have good attendance generally, achieve higher grades, enjoy school more, and are more employable after leaving school.

For at least these reasons, the Board believes that a student must satisfy two basic requirements in order to earn full class credit: (1) satisfy all academic requirements and (2) exhibit good attendance habits as stated in this policy.

**EXCUSED ABSENCES:** The following shall be considered excused absences:

1. A student who is temporarily ill or injured or whose absence is approved by the administrator of the school of attendance on a prearranged basis. Prearranged absences shall be approved for appointments or circumstances of a serious nature only, which cannot be taken care of outside of school hours.
2. A student who is absent for an extended period due to physical, mental or emotional disability.
3. A student who is pursuing a work-study program under the supervision of the school.
4. A student who is attending any school-sponsored activity or activities of an educational nature with advance approval by the administration.
5. Other prearranged absences when approved by the building administration.
6. A student who is suspended or expelled.
7. Once a student has been excused by their parents 10 times in one semester the parent will be referred to a school administrator who may require suitable proof regarding the above exceptions, including written statements from medical or legal sources. If a student is in out-of-home placement (as that term is defined by C.R.S. 22-32-138(1)(e)), absences due to court appearances and participation in court-ordered activities shall be excused.

The student's administrator shall verify the student's absence was for a court appearance or court-ordered activity.

**TRUANCY/UNEXCUSED ABSENCES:** An unexcused absence is defined as an absence that is not covered by one of the foregoing exceptions. Each unexcused absence shall be entered on the student's record. The parents/guardians of the student receiving an unexcused absence shall be notified orally, in writing, or via automated message by the district of the unexcused absence. In accordance with law, the district may impose appropriate penalties that relate directly to classes missed while unexcused. Penalties may include a warning, school detention or in-school suspension.

Academic penalties, out-of school suspensions or expulsions shall not be imposed for any unexcused absence. The administration shall develop regulations to implement appropriate

penalties. The maximum number of unexcused absences a student may incur before judicial proceedings are initiated to enforce compulsory attendance is 10 days per semester during any calendar year or school year.

Any student who has been absent from class for six consecutive weeks or more in any one school year, except for reasons of expulsion, excused long-term illness or death, is considered a “dropout” and shall be reported to the Department of Education by the school. However, if the student is in attendance at the end of the school year, or enrolled in another school, home study course or on-line programs, such student is not considered a dropout and shall not be reported.

**PREARRANGED ABSENCES:** If your student is knowingly going to be absent, parent/guardian is responsible for notifying the school before they miss class. You must report the absence in writing or by telephone. If you report the student’s pending absence by telephone, you may call the school office at 249-1094. Your phone call will excuse the student from school for that day or the days that you indicate. Prearranged absences must be made known to the school administration/office at a minimum of 1 week before the absence. Failure to notify the school will result in an unexcused absence.

Parent/guardian and students should consider carefully before deciding to participate in an activity, which necessitates the student being absent from school. However, when an absence is necessary, the student must:

1. Notify the office and teacher of a Prearranged Absence from the school with.
2. Set a date with the teacher to collect work that will be due during the prearranged absence.
3. Complete the work while gone.
4. Submit completed work immediately upon return.

**COLLEGE VISITS:** Prearranged school sponsored field trips and early departure of athletic teams will not be considered as an absence.

**FAILURE TO FOLLOW THIS PROCEDURE WILL RESULT IN THE ABSENCE MARKED AS “UNEXCUSED”.**

(Many classroom experiences, such as films, special presentations, lab experiences, etc. cannot be repeated, and the teacher is under no obligation to duplicate those experiences for the student who is absent with a prearranged absence.)

**Make-up Work and Tests** 1. It is the student’s responsibility to contact the teacher to receive the missed work. Students will be allowed to make-up all work missed during excused absences for full credit. Students will be given the same number of days they were absent, plus one additional day, to make-up those assignments which were assigned on the day of the absence not to exceed one week.

#### **MAKE-UP WORK AND TESTS**

1. It is the student’s responsibility to contact the teacher to receive the missed work. Students shall be allowed to make-up all work missed during excused absences for full credit. Students will be given the same number of days they were absent, plus one additional day, to make-up those assignments that were assigned on the day of the absence not to exceed one week.

Example: Student is gone on Monday, returns on Tuesday, his/her homework is due on Wednesday. The make-up period begins on the next school day following the absence. Individual teachers may grant extra time for make-up work in hardship cases.

2. During a truancy (unexcused absence), students with unexcused absences shall not receive credit for class work missed; however, they will be encouraged to complete work missed.

3. During an in-school suspension, all work missed due to an in-school suspension may be made up for full credit. Students who were present or excused absent and do not submit assignments on the required date will be assessed a 10% reduction in starting grade for the first day. If an assignment is not submitted by the second day, there will be a 25% reduction in the starting grade. If, after the third day, an assignment is not submitted, the student will receive a 0% for that assignment. For example, if Student "A" is present for class on Monday and is assigned homework that is due on Tuesday and fails to turn in their work on Tuesday but turns it in on Wednesday will receive a starting grade of 90%. If Student "A" does not turn in the assignment until Thursday, the starting grade for the assignment is 75%. If Student "A" does not turn in the assignment by Friday, the student will receive a 0%.

4. During off-campus suspension, students will be provided an opportunity to make up school work during the period of suspension, so the student is able to reintegrate into the educational program of the district following the period of suspension. Students will receive 50% credit for makeup work which is completed satisfactorily.

5. Major projects, themes, research papers, book reports, and major tests, etc. for which due dates have been established well in advance, will be given no credit, except at the discretion of the teacher. Homework to be handed in by students in regular attendance will receive credit at the teacher's discretion, if handed in late. Teachers may, if they so desire, request this work be handed in even though no credit is granted. Students are responsible for handing in on time homework assignments given in advance. Example: On Monday, an assignment is given that is due on Wednesday. The student is absent on Tuesday, returning on Wednesday, and the student must have the assignment ready to hand in.

6. Students are responsible for taking tests when they return if they have known about it in advance. Example: On Tuesday, students are told they will have a test on Thursday. If a student is gone on Wednesday, he/she will still be responsible to take the test on Thursday.

7. Extenuating circumstances will be left up to each individual teacher as to waiving the above guidelines. It is the responsibility of the student to communicate these circumstances with their teachers. If this is not done, they will follow make-up work guidelines.

8. Make-up viewing videotapes will be done at the discretion of the teacher.

9. Not completing assignments due to outside school activities does not permit delayed homework submissions.

10. Once assignments are graded, the teacher may, at their discretion, afford students an opportunity to redo the assignment for an average of the two grades.

PARENT NOTIFICATION: Personal communication from office staff will occur once a student

has incurred 4 unexcused absences in a class. If a student incurs 6 unexcused absences in a class, the parent/guardian will be contacted either by phone or written correspondence and student will be expected to sign an attendance contract.

### **TARDIES**

Students who are late for any class after the passing period bell has run are considered tardy. When a student accumulates seven unexcused tardies, those tardies will be annotated as an absence. Each accumulated absence due to tardies will result in a lunch detention to be served by the student. Failure to sit for detention will impact the student's ability to participate in school activities and may affect the student's overall grade.

### **ATTENDANCE**

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

Full-day attendance at CWCS is required for all grades K-8 unless excused. Students or families may not elect to omit particular classes in these grades. Any attempt to do so will result in dismissal from CWCS. Only CWCS high school students are currently afforded part-time curriculum opportunities. Attendance will also be tracked for each class period. Four class tardies will equal one day absent.

### **SCHOOL HOURS**

School **starts** at 8:20 a.m. (the admissions bell is at 8:15 a.m. and **dismisses** at 3:00 p.m.)

Students are not allowed to be at school before 7:50 a.m. No teachers are on duty to supervise before that time.

Students must be picked up by 3:30 p.m. No teacher is on duty to supervise after that time.

### **PICK UP AND DISMISSAL**

We are always concerned about ways in which to make our campus safer for our students, staff, parents, etc. One of the areas that we focus on is our parking lot, especially at morning drop-off and afternoon pick-up. Here are some suggestions that we would like to see observed:

- A. Please use the drive-through system for pick-up and drop-off. DO NOT park in the Drive-through. If you need to get out of the vehicle, please park in the designated parking spaces.
- B. **DO NOT** drop off students before 7:50 a.m. Students must be **PICKED UP** no later than 3:30 p.m. **Abuse of this expectation will result in communication with the Head of School.**
- C. **Cell phones will not be tolerated in the drive-through during, before or after school times.** Our children are very important and need our **FULL** attention.

***\*\*For the safety of our students and staff parents are prohibited from using cell phones (unless***

*hands-free) during the pickup and drop off of students. Offenses may result in warnings (verbal/written) and/or fines.*

D. Once a child has been placed in a vehicle, they should not get out to come across the parking lot unless accompanied by an adult.

## **SCHOOL CLOSINGS**

In case of inclement weather or other circumstances that would necessitate school closing, CWCS will follow the determination of the Montrose County public schools. Please listen to the local radio and T.V. stations for closures. An e-mail or text will be sent to each family stating such closure.

Also, please make sure the office has an emergency number for parents or guardians to call in the event of a closure during the middle of the day.

## **PARENT CONTACT SYSTEM**

To improve communication between parents and school, we have instituted a telephone broadcast system that will enable school personnel to notify all households and parents by phone within minutes of an emergency or unplanned event that causes early dismissal, school cancellation, or late start.

## **MEDICAL GUIDELINES**

### **ILLNESS POLICY**

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

#### **Reasons to keep sick children at home:**

- 1. The child does not feel well enough to participate comfortably in usual activities, (such as; extreme signs of tiredness, unexplained irritability or persistent crying).**
- 2. The child requires more care than program staff is able to provide, without affecting the health and safety of the other children.**
- 3. The illness is on the list of symptoms or illness for which exclusion is recommended.**

#### **Fever**

If your child has a temperature of 99.5 degrees or more, keep him or her home. A fever is a sign that the body is fighting off infection, which means your child is vulnerable, and can also spread the virus to others. **Wait at least 24 hours after the fever has come down and stabilized WITHOUT MEDICATION before sending your child back to school.**

### **Vomiting and Diarrhea**

Vomiting and diarrhea are good reasons for your child to stay home. These symptoms are too difficult to deal with at school and are signs that the child is still capable of spreading the infection.

**Wait at least 24 hours after the last episode before sending your child back to school.**

### **Strep Throat**

Your child must stay at home for 24 hours after treatment and the child is able to participate in usual activities. **A Doctor's note is required upon your child's return to school.**

### **Flu Symptoms**

Your child must stay at home for at least 24 hours after there is no longer a fever, **without the use of fever reducing medicine.**

**This 24-hour policy is designed for the sick child's protection, as well as for others in the school. Taking that extra day to make sure a fever is gone gives the child the rest they need for their own body and health.**

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

## **MEDICATION**

Any medication sent to school must be in a suitable container. Necessary medications must be accompanied by a note from the parent and given to the office to oversee the administration of the medication. According to law, the school is not allowed to give out any medication without parental permission, even Tylenol or Motrin. Also, with the exception of an Epi-pen, we must have a waiver to administer any prescription medication.

Students who have severe allergies and require an Epi-pen or other interventions must complete the Allergy Information and Medical Release Form prior to the first day of school. This form details the course of action that must be taken to treat a student in the event of exposure to an allergen.

Students requiring an Epi-pen or other intervention must bring necessary medications to school and follow the Allergy Information Form plan.

There is no full-time nurse on staff at CWCS. Except for common or over the counter medication such as an epi pen or Tylenol the school reserves the right to decline medication administration.

## **ASBESTOS MANAGEMENT PLAN**

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

## **LOST AND FOUND**

Books, clothing, or other materials found will be taken to the Lost and Found Box by school

personnel. At the end of each quarter, all items which have not been picked up will be disposed of as the school deems best. Please mark all coats, hats, books, etc. with your child's first and last name to avoid loss of possessions.

## **PARTIES/ FIELD TRIPS**

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

## **INTERNET ACCEPTABLE USE POLICY**

Colorado West Christian School believes that the Internet has much to offer students with its wide variety of resources. It is our goal to educate students about efficient, ethical, and appropriate use of those resources. Within the context of our mission statement as a school, the Internet connection will be used to meet the goals in our curriculum. Specifically, students will have the opportunity to enhance their learning through:

- a wealth of additional resources for reference and research;
- consulting with experts in a variety of fields;
- learning to conduct searches, evaluate resources, and locate relevant material; and interacting with up-to-date primary sources.

To assist students in learning to use the Internet correctly, the school will do everything that it can to ensure that students access the resources appropriately including providing:

- A. A reliable connection that is protected by filtering software; (Filtering is intended to block sites that are objectionable for content, language, or a variety of other things that the school has been defined as inappropriate, such as releasing personal information).
- B. Supervision of students while they are using the Internet.
- C. Training for students that clearly spells out what is appropriate and what is inappropriate. (Students will be given general instruction about what is available on the Internet and how they can find what they are looking for through searches, how to save, and how to print).

Expectations for the student will be clearly spelled out, and students will be aware of what constitutes a violation.

Note: Occasionally, whole classes with their teachers will use the Internet as one of many tools in the research process.

**It is to be understood that Internet access for students is a privilege, not a right.**

All users of the Internet will agree to adhere to the following Code of Ethics:

*I will strive to act in all situations with honesty, integrity, and respect for the rights of others and to help others to behave in a similar fashion. I will make a conscious effort to be a good testimony to my fellow students, faculty members, and others with whom I communicate on the Internet. I agree*



*to follow Colorado West Christian School's rules. I will strive to apply Philippians 4:8 to my electronic communication: "Finally brothers, whatever is true, whatever is honorable, whatever is just, whatever is pure, whatever is lovely, whatever is commendable—if there is any excellence, if there is anything worthy of praise, think about these things."*

The Internet user is held responsible for his actions when using the Internet and any action done under his login name. A student **MUST** be logged in to the computer under his own name to access the Internet. **Unacceptable uses of the network will result in the suspension or revocation of these privileges.** Some examples of unacceptable use are:

1. Using the network for any illegal activity.
2. Using the network for accessing any pornographic or otherwise inappropriate sites.
3. Using the network for financial gain or initiating any financial transactions.
4. Degrading or disrupting the equipment or system performance; (Any security problem must be reported to the technology coordinator and not shared with other users).
5. Accessing or vandalizing the data of another user, or using the log in of another user—with or without that user's permission.
6. Wastefully using finite resources, after being warned and instructed as to proper use;
7. gaining unauthorized access to resources, including attempting to get around the filter installed on a computer with Internet access.
8. Invading the privacy of individuals including reading mail that belongs to others without their permission.
9. Posting personal communications without the author's consent or posting information containing information not meant to be made public.
10. Posting rude or inappropriate messages.
11. Downloading viruses or attempting to avoid virus protection programs.
12. Violating the spirit of the Colorado West Christian School's Mission Statement.
13. Writing/sending any type of chat or instant messaging or personal e-mail; (School projects can be sent to and from home with the approval and supervision of the teacher).
14. Obligating CWCS in any way—financial or otherwise.
15. Disclosing personal information to websites or people through the Internet; (This prohibition includes requesting magazines, catalogs, etc).
16. Using resources in any inappropriate manner results in plagiarism.

The Internet user and his parents must understand that he uses the Internet at his own risk.

Considering the provisions mentioned above, CWCS cannot assume responsibility for:

- The reliability of the content of a source received by a user; (Students must evaluate and cite sources appropriately).
- Costs that the students incur if they request a product or service for a fee.
- Any consequences of disruption in service that may result in lack of resources; (Though every effort will be made to ensure a reliable connection, there may be times when the Internet service is down or scheduled for use by teachers, classes, or other students).
- Privacy of electronic communications. (The administration reserves the right to investigate possible misuses and to monitor any communication that comes through CWCS's computers).

## **Technology Fees**

CWCS includes a technology fee in the tuition payment for students in grades 5<sup>th</sup> through 12<sup>th</sup>.

## **Colorado West Christian School Public and Private Media**

From time to time throughout the school year, reporters from the media will want to photograph and/or film and/or report activities in which students are participating. Your child could be considered for inclusion either in a photograph or film or report. In addition, school web pages are used to demonstrate student learning and inform parents and the public of school initiatives and activities. Staff, teachers, and students will endeavor to withhold personal information including full names, physical addresses, and email addresses. A form will be filled out and signed by each student and parent as each school year begins granting or declining permission.

## **SECURITY PROCEDURES**

### **Colorado West Christian School Policy Regarding On-Campus Visits of Individuals with CWCS Students**

(Adopted by the CWCS School Board on November 10, 2014  
and effective immediately thereafter)

*No one shall be permitted on campus to visit with a CWCS student who is not the parent of the student or a relative of the student to whom the parent has given written or verbal approval to the school office/Administrator for such visits.*

**Explanation:** No one except those noted above may come on the campus for the purpose of visiting with a student, for example, at lunchtime. This policy does not preclude anyone that the School Board through its Administrator may invite on campus for any reason it deems appropriate, for example, a pastor or youth minister who desires to meet with a particular student. Nor does this policy preclude anyone who has been given the appropriate permission by a student's parent(s) to pick up a student for an off-campus lunch or similar outing. Nor does it preclude persons with appropriate parental permission from picking up a student, for example, at dismissal.

This policy of non-visitation of students applies to all friends and other acquaintances of parents. It also applies to students who may want to visit other students but who are not related to CWCS students. This policy is intended to promote the safety and well-being of CWCS students.

Questions regarding this policy should be referred to the Administrator and/or to the School Board.

## **SECURITY PROCEDURES FOR SIGNING IN AND OUT**

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

## **SAFETY PROCEDURES AT SCHOOL:**

A. All visitors **MUST** report to the school office and obtain a visitor badge. A pass will be required for visitors and volunteers to facilitate the identification of all authorized persons on campus.

B. Staff will contact the office immediately when encountering an unidentified person or possible unsafe situation.

C. It is against the law for unauthorized persons or unwanted visitors to be on campus. Law enforcement will be contacted when needed.

D. All High School students who leave campus for any reason must sign in and out at the main office. No students may leave campus unless a parent has approved the early departure.

E. Only Junior and Senior Students are allowed to leave campus for lunch. Freshman and Sophomore students are not allowed to leave campus unless with a parent or guardian.

F. Students who are 18 may not sign themselves out for any reason. Parent permission must still be obtained. \*The exception is for students who are supporting themselves.

G. Students are not allowed to travel alone with a teacher under any circumstances. If a teacher needs to travel with students there must be a group of two or more students and the activity must be school-related and it requires prior approval by school administration. Teachers must complete a “field trip” request for approval and seek parent permission.

## **VISITORS**

### **Guidelines for Classroom Visits for Parents/Guardians:**

We believe that our teachers are our most valuable resource. They are proficient in what they do, and they devote countless hours to setting up the classroom environment to be the best possible learning space for each individual student. Each new year our teachers make adjustments in their class. They have experience doing this and can be trusted to make good choices. Each teacher is unique as well as each class. As a parent entering the classroom, it is important to remember that we may not understand all of the variables that go into the teacher’s choices. We can know however, that at CWCS each teacher cares about making the best learning experience for each child and is working diligently to set up an environment of success for all. The atmosphere and environment of the classroom is being constantly modified and carefully planned by teachers all year long. It can be easily disrupted. For this reason and the benefit of all students it must be carefully protected.

With that in mind we have listed some general guidelines for parents who would like to visit the classroom. Scheduled meetings and conferences are a great time to discuss with your teacher their classroom setup:

A. Anyone working in a classroom or performing any duties with the students is required to have an approved background check through CWCS. The cost of each background check is \$7.00. The school will cover the fee; however, donations will be accepted. Also, online child safety awareness training is required to be completed. This is a one-hour training course which you will receive Deeds or Dollar credit.

B. Parents must begin the process of visiting the classroom by scheduling such visits with the school office or the classroom teacher. On the day of the visit, the parent must secure a “Visitor’s Pass” from the school office before going to the classroom.

C. Each teacher will have a designated location in the classroom from which the parent may observe.

D. Any parental involvement with the class or with their child needs to be solicited, directed, and supervised by the teacher.

E. If a parent would like to discuss any aspect of the classroom environment with the teacher, they should schedule a meeting time separate from their visit. It is important that parents do not share their concerns with others before giving a teacher the opportunity to explain their teaching methods. (see Matthew 18:15-17)

F. Parents should keep in mind that their presence **will** affect both their student's behavior and other students' behavior. However, that manifests itself will depend on the individual, but a child's behavior and/or learning may either improve or change for the worse with a parent's presence in the classroom.

G. Parents may not take a child out of class during school without securing permission from the office.

#### **Guidelines for Classroom Visits for Students:**

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

A. The visit must be approved by the Administrator or the school office at least one day in advance.

B. Unplanned visits are not acceptable.

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

D. Students may not have other students visit them during the school day without prior approval from the Administrator.

All other required security procedures must be followed. Please call the school office to set up an appointment if you wish to visit a classroom.

#### **FIRE DRILLS/EXERCISES**

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

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

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

C. No talking in or out of the building. Listen to the teacher's direction. Close classroom doors.

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

There is also a need for the staff to run other emergency management-related drills and exercises. CWCS will work with local emergency responders during these scenarios. Due to the nature of these exercises, we will conduct them on days when students are not present. The goal of these exercises is to equip the staff with the skills necessary to respond to a variety of incidents. If you have questions concerning these exercises, please contact the Administrator or a member of the School Board.

## **THE SCHOOL NEWSLETTER**

The school's newsletter is called the Panoplian. Panoplian comes from Ephesians 6:11 where we are instructed to put on the "Armor of God." The Greek translation for this is πανοπλίαν τοῦ Θεοῦ and is pronounced "panoplian to theu." The school strives to produce the Panoplian quarterly.

Additionally, the school office will send information through emails, text and social media posts. This information is vital and must not be discarded. Please read all correspondence from the school office.

## **SCHOOL LUNCHES**

While we do not have a formal school lunch program, we do have available freezer lunch items as well as white or chocolate milk that can be purchased. On Tuesday, the students are able to order personal pan pizzas from Buckaroos. These will be delivered on Thursdays in time for lunch. The students' incidental accounts will be charged for the cost of the pizza. Milk use is recorded weekly and added to the monthly incidental expenses for each student. The school has microwaves to warm lunches, but please do not bring items that require more than 3 minutes to heat, as many students use microwaves.

**Additionally, the school does not provide plastic wear for student's lunch. Each family should include the necessary utensils for their students.**

## **LIBRARY PROCEDURES**

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

## **ELECTRONIC DEVICES**

**Any data transmitting devices such as cell phones, iPads, Apple Watches, phones or other electronic devices, etc. are not allowed to be used on campus, except by express permission of the Administrator and or, if the item is supplied by the school.** If there is an emergency, please call the office and the student will be notified.

Students may bring cell phones to school; however, ALL cell phones and data transmitting devices MUST be checked in at the office at the beginning of the school day and picked up prior to departure. Phones should be placed in the off or airplane mode positions.

All technology resources are the property of CWCS, including information stored on school devices and cloud-based accounts. The use of CWCS technology resources is a privilege, not a right. Students are expected to follow school guidelines in the use and care of devices and other technology resources.

## **INCLEMENT WEATHER**

As a school, we support outdoor play, even when the weather is not ideal. Parents, please be advised to dress your children appropriately for cold and snow days. Insert weather limits and expectations for students in inclement weather situations.

When the real feel temp is less than 13 degrees Fahrenheit, students will be required to stay indoors. When real feel temperatures are between 14-32 degrees Fahrenheit students will be allowed to be outdoors for limited and controlled periods of time.

**Delayed Reporting/Early Pick-up.** There may be, on occasion, times where weather conditions dictate delayed reporting, early pick-up or canceled school. CWCS follows suit with local Montrose public school decisions concerning adjusted school hours due to weather. CWCS staff will make every effort to notify families in a timely manner if delays/closures are directed. Please use our Facebook site or local news stations for real-time updates due to weather conditions.

## VIRTUAL LEARNING POLICY

1. Zoom or virtual learning is available only for those students who have come in contact with a person presumed to have an illness that might spread through the student body.
2. If a student requires quarantine and is not able to attend class in person the student will be required to learn virtually.
3. Students are not allowed to choose this method out of convenience. All students who can attend class virtually must be in class during their assigned time.
4. When students are home due to quarantine or other related precautions it is expected that the student will be logged into their classes as scheduled.
  - Zoom is for students who are mildly sick or have been exposed to something that might spread throughout their class/school.
  - While on Zoom, the computer camera must be on
  - Students must log in using their own name.
  - Teachers must be able to see the student's face during class.
  - Students will participate if called on during class.
  - Teachers will not communicate through Zoom "chat" unless absolutely necessary.
  - All teachers have access to Zoom and will utilize this platform if students are unable to attend school.
  - Students are required to turn in all assignments on time as if they are physically in class.

## Attachment 2

### Daily Student Screening Checklist

These questions must be answered in the context of the last 48 hours.

IN THE LAST 24 HOURS:

\_\_\_\_ (Yes/No) Do you have a fever (temperature over 99.5 degrees Fahrenheit) without having taken any fever-reducing medications?

\_\_\_\_ (Yes/No) Do you have a loss of smell or taste?

\_\_\_\_ (Yes/No) Do you have a cough?

\_\_\_\_ (Yes/No) Do you have unexplained muscle aches?

\_\_\_\_ (Yes/No) Do you have a sore throat?

\_\_\_\_ (Yes/No) Do you have unexplained shortness of breath?

\_\_\_\_ (Yes/No) Do you have unexplained chills?

\_\_\_\_ (Yes/No) Do you have an unusual headache

\_\_\_\_ (Yes/No) Have you experienced a new onset of gastrointestinal symptoms such as nausea, vomiting, diarrhea, or loss of appetite?

\_\_\_\_ (Yes/No) Have you, or anyone you have been in close contact with, been diagnosed with Covid-19 or placed in quarantine for possible exposure to Covid-19 within the last two weeks?

\_\_\_\_ (Yes/No) Have you been asked to self-isolate or quarantine by a medical professional or local public health official within the last two weeks?

\*If you replied YES to any of the questions on the checklist, STAY HOME.

\*\*If a student begins to feel ill or demonstrates any of the above symptoms during the school day, they will be required to leave campus. A return to school will not be allowed unless symptoms have been absent for no less than 48 hours, or you are cleared by a medical provider (documentation required).



## Appendix A

### Background Checks for Staff and Volunteers

TO: All CWCS STAFF, VOLUNTEERS

FROM: HEAD OF SCHOOL

SUBJECT: BACKGROUND CHECKS FOR STAFF AND VOLUNTEERS

1. Purpose:

The purpose of this policy is to detail the expectations for staff and volunteer background checks at CWCS.

2. Definitions:

Staff members are all people employed by CWCS for their time and service to the school and receive financial compensation for those activities.

Volunteers are any person who provides a service to CWCS and does not receive financial compensation for those activities.

3. All staff members and volunteers at CWCS must have an approved background check. Staff member background checks will be updated no later than seven years from the date of the previous background check. Volunteer background checks will be updated no later than three years from the date of the last background check. Volunteers who are a part of CWCS activities or have contact with any CWCS student in a classroom, on field trips, and/or lunch/recess support must have a background check completed, approved, and on file.

4. The volunteer background check form may be completed and turned in to the school office. The basic background check costs the school \$7.00 to complete. The school will cover the cost of the background check; however, a donation to cover the cost is appreciated. Complete child safety awareness course. This is a one-hour course which you will earn Deeds or Dollar credit.

5. Volunteers will be expected to adhere to CWCS staff expectations and conduct. Should a situation arise that is contrary to the school's expectations, the school reserves the right to reduce or eliminate volunteer opportunities.

6. Should there be questions regarding this policy, please contact the school office for more information.

Dr. Timothy M. Deater  
Head of School

## Appendix B

### Conflict Resolution Policy

TO: All CWCS STAFF, FAMILIES, AND STUDENTS

FROM: HEAD OF SCHOOL

SUBJECT: Conflict Resolution Policy

#### 1. Purpose:

The purpose of the CWCS Conflict Resolution Policy is to define school expectations for all affiliated parties regarding conflict resolution.

#### 2. Background:

A Christian school is made up of parents, administrators, teachers, and students. Like any other collection of earthly mortals, the people associated with a Christian school have the potential for misunderstanding, disagreement, and even wrongdoing. Nevertheless, it is God's will that we live and work together in harmony. Jesus said, <sup>34</sup> "A new command I give you: Love one another. As I have loved you, so you must love one another. <sup>35</sup> By this everyone will know that you are my disciples if you love one another." (John 13:34-35)

Due to our human nature, we don't always agree with others, may become agitated at others, or may generally be antagonistic towards others which results in misunderstandings, miscommunications, or strong disagreements. In Matthew 18:15-17, Jesus gives His formula for solving person-to-person problems. At CWCS we call it "the Matthew 18 principle" for solving conflicts.

<sup>15</sup> "If your brother or sister sins, go and point out their fault, just between the two of you. If they listen to you, you have won them over. <sup>16</sup> But if they will not listen, take one or two others along, so that 'every matter may be established by the testimony of two or three witnesses.' <sup>17</sup> If they still refuse to listen, tell it to the church; and if they refuse to listen even to the church, treat them as you would a pagan or a tax collector."

#### 3. Christ-like Principles for Dealing with Conflict:

a. **Keep the matter confidential.** Discussing conflicts only with those directly involved establishes the principle of confidentiality. The Bible has much to say about those who gossip or malign others with their words. "The hypocrite with his mouth destroys his neighbor: but through knowledge, the righteous will be delivered." (Proverbs 11:9)

b. **Keep the circle small.** "If your brother sins against you, go and tell him his fault between you and him alone". The first step, and most often the only step needed in solving a person-to-person conflict, is for one of the two people involved to initiate face-to-face dialogue. Most problems are solved at this level.

c. **Be straightforward.** "Tell him his fault." Jesus tells us to be forthright and to love honestly. Sometimes it is difficult to be straightforward and tell someone the very heart of the matter. But restoration and improvement can only come when the issues are lovingly, yet clearly, presented. The Scripture says, "Faithful are the wounds of a friend." (Proverbs 27:6)

d. **Be Forgiving.** “If he hears you, you have gained your brother.” This implies that once the matter is resolved, we should whole-heartedly forgive and restore the person whose fault has offended us. Galatians 6:1 reads, “If a man is overtaken in any trespass, you who are spiritual restore such a one in a spirit of gentleness; considering yourself lest you also be tempted.”

#### **4. The Practice of Biblical Conflict Resolution:**

The main objective of conflict resolution is to find an agreeable solution to the problem. If two sides are unwilling to enter a dialog to seek a resolution, then conflict will remain. Therefore, all parties affiliated with CWCS contractually agree (student application/interview) to approach conflict from a biblical perspective. Secondly, and equally important, that resolution must start at the lowest level. If a conflict is between a teacher and a parent, resolution must begin there. If conflict is between students, depending on their age, CWCS staff will help resolve the conflict.

When conflict cannot be resolved at the lowest level, any party to the conflict may request the conflict be elevated to the next level. For example, if a teacher, parent, student or staff member cannot agree, the next step to help come to a resolution is to take it to the grade-level principal. If the conflict is still not resolved, it will be elevated to the Head of School, the School Board, and the Elders (leadership team) at Trinity Reformed Presbyterian Church. At some point in this process, the Pastor of the family will be included in the resolution process.

Each person should come to all resolution meetings with a spirit of prayer and humility, willing to submit to the Lord’s will in the matter and also willing to submit to reproof and correction if needed. Those of us who bear the name of Christ should joyfully conform to the will of Christ. An open and honest discussion among people who are sensitive to godly principles should be able to reach an amicable solution.

The goal for each meeting is to (1) present a clear understanding of the problem; (2) solve the problem; (3) reproof and correct if necessary; and (4) forgiveness and whole-hearted restoration of those who have made amends.

Dr. Timothy M. Deater  
Head of School

## Appendix C

### Guest Lecturer Policy

TO: All CWCS STAFF, VOLUNTEERS

FROM: HEAD OF SCHOOL

SUBJECT: GUEST LECTURERS

1. Purpose:

The purpose of this policy is to detail the expectations of all guest lecturers at CWCS.

2. Guest Lecturer:

Guest lecturers are any person who comes to the school, in a classroom, chapel, lab or other setting where they are leading a block of instruction or directing discussion on any topic.

3. Lecturer Responsibilities:

Generally, guest lecturers are invited to CWCS; however, guest lecturers must sign and agree to the *Guest Lecturer Code of Conduct* prior to any speaking event. If a guest lecturer will present on multiple consecutive days only one form is required. Additionally, if a guest lecturer is asked to speak on non-consecutive days the Lecturer Code of Conduct is valid for 30 days from the date of signature.

4. Safety Guidelines:

Guest lecturers are not required to complete a background check if they will be observed and monitored by a CWCS staff member. If there will be no staff member present during the presentation the guest lecturer must have a completed background check.

5. Alcohol and Substance Abuse:

No person will be unsupervised with students if that person has been convicted of a crime greater than driving infractions. Also, all persons are restricted from consuming alcohol or drug (prescription or not) that impair judgment and physical movement 8 hours before or during the speaking event.

6. Student Expectations:

Students are expected to be on their best behavior when introduced to guest lecturers. Any deviation from school expectations will result in administrative discipline in accordance with school standards.

Should there be any questions regarding this policy, please contact a campus administrator or administrator staff in the school office.

Dr. Timothy M. Deater  
Head of School

Guest Lecturer  
Code of Conduct

Guest Lecturer must:

1. stay on topic for which the invitation was extended.
2. present material in accordance with the stated statement of faith of CWCS.
3. not speculate on matters outside of their professional area of expertise.
4. not use language that is derogatory, profane, or otherwise inappropriate.
5. adhere to all school safety standards and expectations.

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Name

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Signature

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Date

## Appendix D

### High School Dual Enrollment Policy

TO: ALL CWCS FAMILIES AND STAFF

FROM: HEAD OF SCHOOL

SUBJECT: HIGH SCHOOL DUAL-ENROLLMENT COURSES AT CWCS

There are a number of reasons why students at CWCS also take classes at another school. This policy is to inform the reader of the school's expectations and considerations for students who take classes at more than one academic institution.

One category of students who take courses at another school are CWCS athletes who participate in a sport not offered at CWCS. Generally, these classes are afternoon classes during the last "block" or the last hour of CWCS's schedule. When this occurs, CWCS will consider alternative options for a student's coursework to allow the student to take the athletic course required at the high school.

Another category of students are those students who want to take classes at the high school that are not offered at CWCS. In this case, it is also generally permissible; however, the class time for the non-CWCS class must be approved by the Head of School (HoS). The HoS will help make alternative academic plans to ensure graduation requirements are met.

In each scenario, there is some flexibility, but the goal of the CWCS is to find a solution to meet each student's academic needs. However, the school may reject the request if a student's schedule does not accurately align with the coursework necessary at CWCS or if the schedules do not align with the CWCS academic schedule.

To inquire about dual enrollment opportunities based on your students' needs please call the office to set an appointment with the grade level principal and the head of school.

Dr. Timothy M. Deater  
Head of School

## Appendix E

### Expected Student Outcomes



## Expected Student Outcomes

### Purpose of Expected Student Outcomes:

Expected Student Outcomes (ESOs) should reflect the character values, spiritual aspirations, cultural norms, academic goals, and other particular characteristics of the school. ESOs can be thought of as statements that operationalize the mission, core values, and the ends of the governing body in a way that will translate into instructional activities, strategies, curriculum, and even decisions that affect hiring, resources, and training.

#### Spiritual Formation

##### Students will:

- know who God is.
- understand the gospel and the plan of salvation.
- seek to grow in Christ-like character.

##### Students will:

- be able to speak, write and use technological skills for effective communication.
- think critically, research, analyze, investigate effectively, draw conclusions, and make wise choices.
- achieve and display competencies that will enable them to pursue the college and career goals to which they aspire.
- become life-long learners and maintain intellectual curiosity.

#### Academic Preparedness

#### Christian Citizenship

##### Students will:

- be moral and ethical citizens and make ethical decisions from a biblical perspective.
- be servant leaders and exercise good stewardship through using their gifts and talents to serve others.

## Appendix F

### CWCS Honors Program

#### OVERVIEW OF CWCS HONORS PROGRAM

Colorado West Christian School strives to offer classes that are more rigorous and push student learning above and beyond grade-level. Honors classes address the same standards but go deeper into the content, at a much faster pace, and have higher expectations for both the quality and quantity of student work. In short, the Honors classes are more rigorous and push students' learning above and beyond grade-level. They are designed for students who love learning and seek to challenge themselves academically.

Teachers in the Honors programs are committed to challenging students to adequately prepare them for higher-level coursework. As Honors-level courses are more rigorous than regular courses, classes may require additional reading, research, essays, and projects. Teachers cover the curriculum at a faster pace and in greater depth while incorporating more complex analysis and additional sources.

All currently enrolled CWCS students are encouraged to challenge themselves to achieve entry to Honors classes. Students must be enrolled for a minimum of one full school year with CWCS before honors placement will be considered.

Honors classes at CWCS are currently offered to 4th–6th grade students. Students can be placed in honors classes for Math/Science. For Literature honors, students will receive advanced instruction and meet honors expectations from the grade-level-specific literature teacher. **Honors Literature will NOT be a separate class.** They will receive on grade level classroom for the remaining classes.

#### HONORS STUDENT CHARACTERISTICS

Students in Honors courses are expected to have the following characteristics:

- High academic achievement and intellectual ability.
- Self-motivation and self-discipline.
- Good organizational skills.
- Excellent written and spoken expressions.
- An avid interest in reading different types of text.
- An ability to work independently and collaboratively.
- Remain on task in class with little to no disruption.
- Good citizenship and attendance.
- Displays Christian character and biblical maturity for age and development.

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#### HONORS EXPECTATIONS

Upon acceptance into the Honors courses, students are expected to:

- Maintain A/B grades in all Honors courses in both semesters.
- Remain in the course(s) for the duration of the year.



- Maintain high standards of academic integrity.
- Be in class every day. Excessive absences are grounds for removal from the course.

## **HONORS PROGRAM UNDERSTANDINGS**

The student commits to upholding the school's Honor Code regarding plagiarism, cheating, submitting work he or she did not complete, etc. If the student is found to have violated the Honor Code in any way, the student may be dropped from any Honors program course without honors credit.

Student success is the ultimate goal, but students who do not succeed in an honors class will be managed on an individual basis. Students who finish the first semester with a grade lower than a B will be unenrolled in the course and placed in an on-grade-level course. Students earning a B on a second-semester grade may not move on to the next honors class. The Education Committee will consider all factors and make determinations based on best outcomes for the student.

Students who have excessive tardies, absences, or discipline issues will be dropped from honors classes and placed into appropriate on-grade-level courses.

## **HONORS PLACEMENT POLICY**

Each spring, CWCS staff use achievement data to forecast how many students will be ready for each of our Honors courses the following year, and therefore the number of courses to offer. All students who seek an academic challenge are welcome to request Honors classes. However, because there are both rewards and risks at stake in taking our most demanding courses, we encourage students (and their parents) to think critically and pray about whether an Honors class is the best match. Experience shows that some of the strongest predictors of success in Honors classes are as follows and are our school's requirements to be considered for an Honors course.

- Previous Grades: Earned an A in both the first and second semesters of the previous class in that subject.
- Placement Exam Scores: Place in the 90% or above on the CogAT assessment.
- Current Teacher Survey/Recommendation

\*\*The CWCS School Board Educational Committee reserves the right to review Honors placements of students at the end of each semester and adjust student placement based upon the above criteria.