

Colorado West Christian School

**2705 Sunnyside Road
Montrose, CO 81401
Phone # 970.249.1094
Fax # 970.249.7988**

E-Mail Address - office@cwcsmontrose.com

Web Site - cwcsmontrose.com

Facebook - <https://www.facebook.com/ColoradoWestChristianSchool/>

CWCS School Board

		Phone Number
Adam Hancock	President	303-947-9906
Erin Luttrell	Vice President	970-209-8342
Dave Vanden Hoek Jr	Session Representative	970-901-0842

CWCS PAC

Maddelon Bransom	President	970-765-4538
Tina Beck	Vice President	970-901-7674



Dear Parents and Students:

We are glad you are taking 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. Of all the things we desire to be here at CWCS, we want 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 world view.

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, and administrative staff and families that 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 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 cwcsmontrose.com.

In Him,

Timothy M. Deater
Head of School
Colorado West Christian School

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OUR MISSION/VISION STATEMENT

CWCS delivers Christian education in partnership with parents and local evangelical churches to develop students both academically and spiritually. We provide every student an education with truth in every subject; surrounding them with examples of servant leaders and preparing them to utilize critical thinking and actions to develop a biblical worldview in a nurturing and structured environment.

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. By such education they will be prepared to serve God in everything that they do, in whatever vocation God calls them to as adults.

OVERVIEW OF COLORADO WEST CHRISTIAN SCHOOL

Colorado West Christian School (CWCS) is a ministry of Trinity Reformed Presbyterian Church (TRPC) of Montrose, Colorado, and is overseen by the Session (board of elders) of that church, is governed by a school board comprised of student family members and members of TRPC in good standing responsible for strategic outlook for the school. CWCS is led daily by an Administrator or Head of School who is 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. Recently, CWCS added a high school program. CWCS now offers a full educational curriculum for K4-12th 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.

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.

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.

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.

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.

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.

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.

H. Marriage. "Marriage is to be between one man and one woman, in accordance with the Word of God."

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.

The policy of CWCS with respect to students and their families who may differ with the doctrinal teachings of CWCS and who are enrolled in the kindergarten and elementary programs is that the teachers shall endeavor to avoid areas of doctrinal controversy which are outside the parameters of the STATEMENT OF FAITH whenever it shall be reasonable to do so in the judgment of the teacher, and further that the teachers shall encourage students who have questions about such doctrinal matters to consider that godly Christian people have historically held differing opinions about said matters. Such students shall be encouraged to consult with their parents and pastors 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 which their students have received in their homes and churches even those with which they may strongly disagree so long as such issues fall outside the parameters of the STATEMENT OF FAITH. No effort to ridicule or belittle those teachings shall be evidenced, though loving and respectful discussion of such issues is to be encouraged. A fair hearing shall be given to all sides of any doctrinally controversial area. Students shall be free from penalty in expressing those views in classroom discussions, on tests, and in any written work which may be required by the school.

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 with you rise.” (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, by respecting 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 to 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.

PROMOTING CWCS

Parents who refer new families to CWCS shall receive a one-time credit of \$250 for each new family who enrolls at CWCS as a result of that referral. This incentive shall be awarded at the completion of the new enrollee’s first semester at CWCS.

FACULTY

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

CURRICULUM

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

CONFIDENTIALITY

The school endeavors to maintain confidentiality of all information that is shared between a parent, student, teacher, administrative or staff person whenever there is good reason to do so, or whenever requested to do so. As a matter of policy teachers, 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.)

ADMISSIONS POLICIES

Applications to CWCS do not guarantee enrollment to CWCS. Applications are available online through RenWeb. The link to the application for enrollment consideration is available on the home page at www.cwcsmontrose.com. The application window for new families will begin in March for the following school year. 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.

The first step in the admissions process is to complete an application. After completing all application requirements, the admissions committee will evaluate applications for compatibility with CWCS. If an application is found not to be compatible with the guidelines and expectations of CWCS a notification will be made in writing indicating such reasons. If the application is compatible with CWCS a formal interview will be scheduled with the family and the students. Academic placement testing must be completed prior to the interview so that the entire body of information is available. As a rule, all students must test at or above their grade level for admissions consideration. After the interview, those who have been accepted into CWCS will receive an email with a registration link. All families will have two (2) weeks from the date of this email to complete their registration process. Failure to complete registration during this time relinquishes the hold on the student's seat and CWCS will proceed to the next student on the list.

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

- A. Since we exist to serve the Christian family, CWCS families must be from a believing family, give credible evidence of being a follower of Christ and a member or regular attendee of a local congregation. CWCS requires a pastoral recommendation from the applicant's church. While not ideal, exceptions to this statement may be approved by the Admissions Committee on a case-by-case basis, however, this is a rare occurrence.
- B. Parents and students must agree with our basic objectives and be willing to submit to the standards and policies of the school, including the school's academic expectations of students and parents, the Statement of Faith and the statements following it inclusive of the Statement on Marriage, Gender, and Sexuality.
- C. Students must have a sincere desire for a Christian education, and must be willing to submit to the standards and policies of the school.
- D. A student transferring from another school will be evaluated for academic proficiency before the family interview. Students will be given the Renaissance Star 360 exam to help CWCS evaluate their academic level. If the student is below grade level the student's application for enrollment may be denied. 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. Transfer students must have resolved all prior financial commitments to previous schools before enrollment in CWCS can be finalized. Upon completion and return of the enrollment forms, an interview will be scheduled with the administrator and Admissions Committee. Either parents or the head of the household should be present. It is required that children being enrolled attend the interview. New students applying for CWCS will be tested to determine appropriate grade placement or course work. Students who are more than 1-year outside of grade equivalency will not be considered for enrollment. 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.
- F. Children must be four by August 1, to be enrolled in the K4 program, five by August 1, to be enrolled in the K5 program. Normally children do better in school if they are enrolled at an older rather than younger age. Exceptions to these deadlines are rare but may be made by the administrator after necessary testing of the student to determine school readiness.
- G. Each year it is necessary for parents to re-enroll their children for the coming school year. Letters will be sent to parents at re-enrollment time with the necessary forms attached. Ordinarily, a personal interview will not be required, but either the parents or school administration may request one.
- H. Children 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 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.

I. To guarantee a seat, each returning school family must complete their enrollment form online and have all enrollment fees submitted to the school office by March 1st. ***All outstanding financial obligations to the school must also be met.*** See page 11 for tuition assistance info.

J. 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 remaining seats with new families starting March 1st. CWCS will consider the order in which the application was submitted; however, new family compatibility and the interest of the school will be a determining factor for new enrollments. No new enrollment request will be processed until the enrollment applications are completed on RenWeb, all forms are received, and all fees paid.

K. K4-8 programs are full-day curriculums. 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.

Grades 9-12 may consider part-time opportunities. Part-time status may be considered for courses not offered at CWCS. The schedule must conform to the High School Schedule for CWCS. Additionally, part-time request will be granted by the admissions committee and requires an additional scheduling meeting with the student and the parents.

LEARNING DISABILITIES

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

1. Paperwork stating the diagnosis and accompanying tests results signed by the qualified physician who made the diagnosis are provided with the student application.
2. The Administrator, Director of Curriculum and Instruction, and teacher will assess what modification may be offered.
3. The student may be placed on academic probation. Reassessments will be scheduled as necessary.
4. At CWCS, parents will not expect a lesser academic or behavioral standard for a child diagnosed with a mild learning disability.
5. Final approval of admission will rest with the Administrator.

B. For accommodations to be made for current students, the following steps will be taken:

1. Before accommodations are made, paperwork stating the student's diagnosis and accompanying test results signed by the qualified physician who made the diagnosis are provided.
2. The Administrator, Director of Curriculum and Instruction, and teacher will assess what accommodations may be offered.

3. Reassessments will be scheduled as necessary, and the student may be placed on academic intervention or probation accordingly.

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. Teachers may not make accommodations for students without these steps being followed first.

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

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

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.

SUPPLIES

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

ACADEMICS

CWCS endeavors to set academic standards that will challenge the student and encourage them to achieve greater academic success. We expect our students to put forth exceptional effort in all aspects of their CWCS experience. This requires families to support the school's expectations and their student(s) in this pursuit.

HIGH SCHOOL GRADUATION REQUIREMENTS

To Graduate from Colorado West Christian School, high school students must complete 25.5 credit hours. These hours are broken down into the following categories based on curriculum requirements.

Subject		Required Credits	Required for College
MATH			
Algebra 1	9 th	1	1
Geometry	10 th	1	1
Algebra 2	11/12 th		1
TOTAL		2	3
SCIENCE			
Biology 1	9 th	1	1
Chemistry 1	10 th	1	1
Biology 2, Chem 2, Physical Sci or Physics	11/12 th		1
TOTAL		2	3
HISTORY			
Geography	9 th	1	1
U.S. History	10 th	1	1
World History	11 th	1	1
Government	12 th	.5	.5
Economics	12 th	.5	.5
TOTAL			
LITERATURE			
American (Early-Mid)	9 th	1	1
American (Mid-Late)	10 th	1	1
British	11 th	1	1
Shakespeare	12 th	1	1
TOTAL			
BIBLE	9-12 th	4	4
PE	9-12 th	1	1
FINE ARTS/LANG	9-12 th	2	3
HEALTH	9-10 th	.5	.5
KEYBOARDING	9-10 th	2	2
ELECTIVES	9-12 th	4	3
TOTAL GRAD REQ	12 th	25.5+	25.5+

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 for the mid 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.

2nd through 12th Grading Scale

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

K4 and K5 Grading Scale

<u>% Occurrence</u>	<u>Grade</u>
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 recognition's 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 not

A. "A" Honor Roll:

- requires students to receive "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

ACADEMIC PROBATION

Students in K4-4th 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.

5th-7th 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.

6th-12th who have a grade average below 60% in any subject will also be evaluated for academic probation. Students who earn a 60-69% 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 student 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 3 weeks. 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 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 reviewed in class.

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

Grades 1- 4	20-40 minutes
Grades 4- 5	40-60 minutes
Grades 6- 12	60-120 minutes

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.

TESTING

CWCS employs various assessments throughout the year to gauge our students progress and to evaluate the effectiveness of our curriculum and teaching programs. Each student is evaluated at the beginning of each year and after each academic quarter using the Renaissance STAR 360 assessment test for all grade levels. Additionally, CWCS may administer additional standardized testing through Iowa Basic or Stanford tests to provide additional assessments. These tests help establish growth, achievement, and potential achievement. Due to increasing costs of testing, the

school board may on occasion as it deems appropriate waive the annual testing as well as quarterly diagnostic testing through Renaissance.

FINANCIAL PROCEDURES, POLICIES, AND FEES

Step 1: Schedule testing

Step 2: Complete application

Step 3: Complete Testing

Step 4: Submit Pastoral Recommendation Form

Step 5: Submit last quarter/semester grades/transcripts (1st-12th)

Step 6: Interview with Admissions Committee

If accepted for enrollment: Written notification will be sent by email to email on application.

Once acceptance notice sent applicant has two weeks to complete Enrollment Checklist in Step 6.

Step 6: Complete FACTS Enrollment Checklist to include financial payment plan set-up

Setting up the payment plan in FACTS will not require immediate tuition payment. The first tuition payment is normally taken on the first day of August. The payment plan must be completed prior to acceptance. CWCS will only take tuition payments in the office by exception.

Step 7: CWCS Admissions will confirm all required items have been satisfied prior to sending confirmation of enrollment.

Step 8: CWCS Admissions Officer will require Shot records or exemptions and other information at the beginning of the school year. If the required documents are available during the enrollment checklist phase they can be uploaded into FACTS.

REGISTRATION

New student application fee is \$50. This is a non-refundable application fee and does not guarantee acceptance into CWCS. Application not binding, but once we accept your enrollment application has been accepted and approved this constitutes a binding financial agreement with CWCS. Any withdrawal from CWCS after this point will constitute a financial penalty. (see tuition and fees page)

Starting with the 2021 academic year CWCS will combine all school registration, FACTS and Renweb enrollment fees into one fee paid through FACTS.

Our hope is this step will eliminate multiple payments for administrative fees to multiple entities.

Once new families are notified of acceptance to CWCS, families will receive a link via email that directs them to the online enrollment process. Families are required to complete their enrollment packages for each student no later than two weeks after receiving this email. If enrollment packages are not completed within the two-week time frame, their students' seat will be offered to any students on a waiting list. It is imperative that enrollment packages are submitted in a timely manner as this affects budgeting and book purchases.

2022 Academic Year Registration Fees:

TUITION ASSISTANCE

Colorado West Christian School generally sets aside 10% of tuition income in order to offer tuition assistance based on CWCS By-Laws. Some years we can offer more some years less. Tuition Assistance is available to families who feel they have a financial need in order to send their children to CWCS. Tuition assistance applications are completed online through FACTS Grant and Aid. 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 and based on the financial input of the families. FACTS Grant and Aid will make a recommendation to CWCS on approval. Registration must be completed, and all required tuition assistance documents must be submitted prior to reviewing and approving tuition assistance. Tuition assistance is approved on a first come first serve basis.

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.

The Tuition Assistance Program is a reduction in tuition income for the school and not a scholarship fund from which monies are available to compensate tuition income. Therefore, we carefully and prayerfully evaluate each application for tuition assistance. *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 does not afford the tuition assistance committee the full picture and applications are subject to be disapproved. Additionally, tuition assistance applications will only be considered when registration is complete. If school registration is not complete applications will not be reviewed. For more information or a Tuition Assistance packet, contact the school office.

TUITION

K4 – 4th	1st Child	2nd Child	3rd Child	4+ Children
	Full	15% Discount	25% Discount	100% Discount
Annual Tuition	\$4,100.00	\$3,485.00	\$3,075.00	FREE
Curriculum	\$300.00	\$300.00	\$300.00	\$300.00
Total Tuition	\$4,400.00	\$3,785.00	\$3,375.00	\$300.00

5th-7th				
Annual Tuition	\$4,3500.00	\$3,697.50	\$3262.50	Free
Curriculum	\$400.00	\$400.00	\$400.00	\$400.00
Technology	\$50.00	\$50.00	\$50.00	\$50.00
Total Tuition	\$4,800.00	\$4,147.50	\$3,712.50	\$450.00
8th – 12th	1st Child	2nd Child	3rd Child	4+ Children
Annual Tuition	\$4,600.00	\$3,910.00	\$3,450.00	FREE
Curriculum	\$500.00	\$500.00	\$500.00	\$500.00
Technology	\$50.00	\$50.00	\$50.00	\$50.00
Total Tuition	\$5,150.00	\$4,460.00	\$4,000.00	\$550.00
9th – 12th Part Time Students				
Annual Tuition	\$850.00 per course			
Curriculum	\$100.00 per course			
Technology Fee	\$50.00 per student			
*Enrollment Fees	Re-Enrollment	New Enrollment		
	CWCS/Facts Fee	CWCS/Facts Fee		
Feb. 1st – 14th	\$0 / \$10	N/A		
Feb. 15th – 28th	\$40 / \$10	N/A		
March - May	\$90 / \$10	\$190 / \$10		
June – Aug. 15th	\$190 / \$10	\$190 / \$10		
Application Fee- Per New Student				
Facts Fee	\$20.00			
CWCS Fee	\$30.00			
Total App Fee	\$50.00			
Facts Payment Plan Fee – facts fees for setting up your tuition plan				
Pay in Full Plan	\$20.00			
Monthly Payment Plan	\$50.00			
<p>The application process is a NON-Binding agreement with CWCS. After your enrollment application has been approved this constitutes a binding financial agreement with CWCS. The following withdrawal fees will be assessed. All financial obligations must be satisfied before any records or transcripts are forwarded to the gaining institution.</p>				
Dates	Fees			
Registration – July 14 th	\$500.00			
July 15 th – December 31 st	60% of Total Tuition			
January 1 st – End of School	30% of Total Tuition			

***Graduation Fees: All 12th Grade graduating Seniors will be assessed a fee of \$100 to support graduation requirements. Additionally, each student will be charged market price for cap and gown.**

Tuition at CWCS is paid through FACTS Financial. When setting up your payment plan FACTS will charge \$5.00/mo or \$50.00 for the school year to set up your payment plan.

CWCS takes 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.

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 charge a fee of \$100 per player per sport to help cover gym rentals and the end of year tournament fees assessed by the league.

PART TIME STATUS

Part-time status may be considered, but students must take at least 3 classes with CWCS. Part-time HS students are charged \$850.00 per course per year. For example: if two classes are taken, annual tuition rate is \$1,700.00. This would then be divided out by either the 9 or 10 payment plan option.

CWCS will not adjust the academic schedule for CWCS courses to accommodate classes taken outside of CWCS or for a student's work schedule.

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.

Tuition Assistance Timelines

Returning CWCS Families must have registration and tuition assistance applications submitted no later than April 30th.

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.

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

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 the nine-month 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 a \$25.00 processing fee.

If credit cards are used for the payment a credit card fee will be assessed.

Tuition for children who enter after school has already started will be prorated for the time remaining in the school year beginning in the month in which the student enters.

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 second child and 25% for the third child. Discounts will be applied to the youngest students of the family. (See schedule on previous page)

B. A 5% discount will be extended to those who pay the full year's tuition in advance (before 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. The following termination fees will apply.

- If a student withdraws prior to Jun 15th a \$500 fee will be assessed
- If a student withdraws after Jun 15th through the end of the first semester a fee of 60% of the total tuition rate will be assessed
- If a student withdraws after the start of the second semester a fee of 30% of the total tuition rate will be assessed

* 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

DONATIONS AND GIFTS

Colorado West Christian School is a non-profit (501c) organization. While student tuition provides for a large portion of our annual budget it does not cover all operating or future growth costs of CWCS. CWCS's remaining expenses are met by charitable gifts and donations. We praise the Lord for the way He has touched the hearts of His faithful people to meet the needs of His work here at CWCS. Pray for this support ministry to continue and for God's blessings to be poured out on those

whom He leads to contribute to CWCS.

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

DEEDS OR DOLLARS

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

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

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.

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

VOLUNTEER/BACKGROUND APPLICATION

Any person that will work in the classroom or oversee students, such as; playground duty, lunch recess, class reading groups, etc. is required to fill out a “Volunteer/Background Application”. The cost of the background check is \$7.00. The school will cover the cost, but donations are helpful.

GENERAL SCHOOL RULES

Colorado West Christian School is dedicated to the development of student conduct which 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 in 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.

CODE OF CONDUCT

**these are non-negotiables expectations and must be displayed by students. Failure to adhere to the school code of conduct will initiate the discipline process.*

The student shall:

1. Exhibit proper reverence during flag salutes, devotions, chapel services and prayer times.
2. Always speak courteously and respectfully.
3. Not disturb a teacher for any reason while he/she is conducting a class except in an emergency.
4. Not disrupt or disrespect other students.
5. Not intimidate or exclude other students whether through physical, emotional, mental, verbal, written or technological means. (i.e. bullying)
6. Show respect for other people's rights, ethnicity and property.
7. Pick up after himself/herself and help keep the school rooms and grounds clean and neat.
8. Not lie, steal, or cheat or plagiarize.
9. Return school materials, books, assignments and requested information.
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 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 should 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, use of profanity or name calling.
28. Not throw any objects such as rocks, spit balls, sticks, snowballs or other objects.
29. Not bring to school:
 - Knives or "weapons" of any kind
 - Drugs (all prescription medications must be given to the office)
 - Matches, lighters or fireworks
 - Alcohol and any form of tobacco or vape products.

DISCIPLINE

Discipline is usually understood in terms of negative consequences for bad behavior, which certainly occurs. However, self-mastery allows the child to develop mental, spiritual and physical skills for effective living as a Christian within the world. Self-mastery further equips the child to fight what

the Bible refers to as “the battle of the flesh.” Both results are very positive consequences of a disciplined life.

In a sense, all Christian education is about the disciplining or the “discipling” of children. Christian education is most effective when parents, teachers and students, under the guidance of the Holy Spirit, work together to strive towards a spirit of Christlikeness.

One of the primary goals of CWCS is to see young people grow into mature Christian men and women, capable of understanding God’s truth and obeying His calling. Our school is dedicated to the training of children in a program of student activity and living that is Christ-centered. We believe that all things should be done decently and in order, and that our students should be taught to accept the responsibility to walk honorably before all men.

Romans 13:1-2 “Let every person be subject to the governing authorities. For there is no authority except from God, and those that exist have been instituted by God. Therefore, whoever resists the authorities resists what God has appointed, and those who resist will incur judgment.” Hebrews 13:17 “Obey your leaders and submit to them, for they are keeping watch over your souls, as those who will have to give an account. Let them do this with joy and not with groaning, for that would be of no advantage to you.”

Each student is accepted as an individual with individual needs. Every effort is made to develop those attitudes and habits of behavior that will be conducive to compatible relationships with teachers, parents, and fellow students. Teachers use various forms of positive reinforcement to recognize and encourage students in the growth of Christian character. It is our intent that students move toward self-monitoring and self-correction of their behavior.

All discipline is for the purpose of instilling, within an individual, the acceptance of personal responsibility for actions, self-control, and to bring the individual back into a proper relationship with peers and authority according to the principle of Galatians 6:1. “Brothers, if anyone is caught in any transgression, you who are spiritual should restore him in a spirit of gentleness. Keep watch on yourself, lest you too be tempted.” If a student continually chooses to resist the school's efforts to teach him/her to follow certain expected behavior patterns or chooses to participate in activities that would eventually hurt the testimony of Christ within the life of that individual and the school, that student will be dismissed.

Being responsible and self-controlled are learned behaviors that we believe are necessary in order to maintain a strong, Christ-centered approach to Christian education. It is the teacher's responsibility to form a comfortable environment and to maintain order in the classroom conducive to a student's education. The student's responsibility is to follow the directions of the teacher, to be courteous to peers, and to exercise Christ-like attitudes and conduct in all areas of relationships and actions. If a student does not follow the direction of the teachers, disciplinary action will be taken.

Students are encouraged to greet teachers and other personnel respectfully throughout the day. Students will address teachers and other personnel by their last names preceded by the proper title (Miss, Mrs. or Mr.). A flippant attitude by the student when addressing a teacher or other staff member will result in that student being disciplined. CWCS does not permit students to respond to teachers and staff with a simple “yes” or “no”. While it does not necessarily reflect the true condition of the heart, we believe that students should respond to teachers and staff with “Ma’am” and “Sir”. We believe that such responses help students to learn proper respect for authority.

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

During day-to-day activities teachers are responsible for maintaining control over their students. Order must be maintained in the classroom, during chapel, on the playground, in lines, and on trips.

BIBLICAL CHASTISEMENT

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."

DISCIPLINE PROCEDURES

Our discipline procedure includes two tracks. Track I refers to the daily predictable inappropriate behavior and Track II refers to unpredictable inappropriate behavior when major infractions occur.

Each teacher has a classroom management plan consisting of class rules, incentives and consequences. This system spells out the behaviors we expect from students and what they can expect from us in return. Each teacher's plan may differ, but the consequences are standardized, so our students will always know what to expect.

Our goal is to have a fair and consistent way to establish a safe, orderly, positive classroom environment in which we can teach, and students can learn.

CWCS uses a system of referrals, or discipline reports, to document a student's inappropriate behavior, whether inside or outside of the classroom. These referrals (Track I and Track II detailed on the following pages) coincide and will be tracked simultaneously. For example, should a student receive three Track I referrals and two Track II referrals, they will be considered for expulsion from school.

****NOTE:** The teachers and Administrator will use the track system in most discipline cases; however, the Administrator may deviate from the Track system when they feel the situation warrants. CWCS strives to provide grace and mercy in our approach restoration. Our teachers and staff are here to teach and partner with our students and our families with the goal of honoring God in everything we do. Children are here to learn, develop respect and appreciation for authority and healthy biblical relationships. In matters of blatant disrespect and antagonistic obstinance where the learning environment is disrupted CWCS will deal with those issues more abruptly.

EXPULSION

Expulsion is ultimately the responsibility of the School Board by way of the Business Committee or Discipline Review Board. Once a student has progressed through the Track I and/or Track II referral system, the administrator will inform the School Board of the student's choice to exclude themselves

from CWCS. The Administrator will make notification to the Discipline Review Board and begin the following process.

A. The administrator communicates with the parents/guardians of the student, informing them of the date the Discipline Review Board will conduct a Disciplinary Hearing. The parent and their student may choose to attend should they wish to contest or make testimony on behalf of the student.

B. During the Disciplinary Hearing, the administrator will inform the School Board of disciplinary steps that have been taken, providing written documentation of the steps taken.

C. The School Board will decide by majority vote regarding the course of action after reviewing all information during the Disciplinary Hearing.

D. The parents/guardians of the student will be notified as to the Discipline Review Board's decision by letter.

E. Students expelled from CWCS will only be considered for re-enrollment after enough time has elapsed for the student to have given evidence of true repentance and a desire and ability to conform to school policy. The Discipline Review Board must approve the request for re-enrollment.

DISCIPLINE PROCEDURE FOR TRACK I REFERRAL
DAILY BEHAVIOR MANAGEMENT
(Predictable Inappropriate Behavior)

Any conduct or behavior contrary to the stated Code of Conduct will be dealt with through any number of behavior management processes. Teachers in all classes are the authority figure in the classroom and as such have the responsibility to manage daily behavioral issues. Teachers may use a variety of consequences to bring about expected behaviors. Some examples include, but are not limited to:

1. Warnings
2. Loss of recess
3. Loss of classroom privileges
4. Documentation in Dojo or other mechanism
5. Discussion with parents
6. Parent/Teacher conference

After the teacher has exhausted all classroom behavior management process, they will then initiate a TRACK I/II form and students will be sent to the Administrator. Once a TRACK I/II form has been initiated the Administrator will decide what action needs to take place. Normally, discipline will progress through the TRACK I/II forms; however, based on the issue, the consistency of behavior and severity the Administrator may deviate as necessary.

CWCS staff will exercise grace whenever possible and use all situations to provide constructive admonishment to our students; however, frequent and/or continuous deviations from stated expectations will adjudicated more swiftly.

When a student has moved through the final steps of the class management system, and has been sent to the administrator, then the discipline plan below will go into effect. A discipline report (TRACK

I/II) accompanies each step below. The parent will be notified at the time the student receives either a TRACK I/II referral. When a student receives a classroom or TRACK form these items will be filed and retained in the school office. If behavior persists and further intervention is necessary, the student's behavior information will be used to consider suspension and/or expulsion.

1st Referral: All teachers will exercise corrective measures by helping the student have a clear understanding of WHAT he/she did wrong, WHY it is wrong, and what the next step will be if the SAME or similar behavior is repeated. Student will be sent to see the Administrator for further clarification of the incident. A referral will be sent home and must be signed and returned the next school day.

2nd Referral: Receipt of a second referral requires a parent conference with the teacher and Administrator that same day. The referral must be signed at the time of the conference. The student will not be allowed to attend class until the conference occurs.

3rd Referral: Receipt of a third referral requires that the parent pick up their child at which point he/she is suspended for the rest of the day. (If the parent cannot be contacted or is unable to pick up their child before school is dismissed, then it is an automatic one-day off campus suspension for the following day with no provision for make-up work.) The consequence may also include the loss of a privilege as detailed previously on page 4. A teacher/parent conference in person is required that same day. The referral must be signed at the time of the conference. The student will not be allowed to attend class until the conference occurs.

4th Referral: Receipt of a fourth referral requires that the student be suspended for 1-3 days. A conference with the parent, administrator and teacher is required. A referral will be sent home and must be signed and returned at the end of the suspension.

5th Referral: Receipt of a fifth referral requires that the administrator inform the School Board of the student's expulsion from school.

**DISCIPLINE PROCEDURE FOR TRACK II REFERRAL
ANNUAL BEHAVIOR MANAGEMENT
(Unpredictable Inappropriate Behavior)
MAJOR INFRACTIONS**

A referral (discipline report form) will be sent home for each of the following steps.

As representatives of Christ, we as individuals, as families, and as an organization, it is imperative that we hold firm to Christ-like characteristics. Love, patience, meekness, zeal and passion for Christ, respect, followership and leadership to name a few should define our actions. There are, however, significant issues that are not acceptable at a Christian school and will be dealt with more swiftly and with greater emphasis.

Serious infractions and misbehavior such as:

*Blatant Defiant disobedience
*Fighting or any harmful act

*Stealing or lying
*Major disrespect for teachers or other authority figure

- *Inappropriate language/gestures
- *Cheating/Plagiarism
- *Smoking/Vaping
- *Excessive Tardiness

- *Major disruptions in classroom
- *Bullying
- *Blatant antagonism for Christian education/worldviews

Track II **DOES NOT** apply to students for simply talking to their neighbor in class or occasionally popping out of their seat without permission, an occasional interruption, or any other infraction of the classroom rules. **(These kinds of behaviors should be controlled by the teacher's own classroom management program - see Track I).**

Students are not only expected to adhere to the above standards of student conduct, but also to promote and encourage their peers in the same. Students are expected to assist the staff and faculty in maintaining a Christian environment and in upholding Biblical principles.

TRACK II Referral

1st Referral: Administrator counsels and prays with the student, suggesting other ways the student could have handled the situation, and lets the child know what to expect if this happens again.

2nd Referral: Parent will be called to a conference with the teacher and administrator as soon as possible.

3rd Referral: In-school suspension where the student does schoolwork and/or writes in a Behavior Journal in a closely supervised environment outside the regular classroom. The parent is notified immediately of a student reaching step 3.

4th Referral: 1-3 days suspension off school grounds. Student will be required to complete missed assignments in order to keep up with current concepts, however, credit will not be given for these assignments.

5th Referral: Student excludes him/herself from the school on a permanent basis (expulsion).

BEHAVIORAL PROBATION:

Students that have moved through the Track II Referral System without having been expelled will be placed on Behavioral Probation for the following school year. **A single reoccurrence of a MAJOR OFFENSE of a student on Behavioral Probation will then result in immediate expulsion from school.** We want to allow the student the opportunity to change their behavior, while understanding that inappropriate behavior will not be tolerated.

SUSPENSION

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

days or days he is suspended from school.

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

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 have been applied and have 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 fluctuate 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.

B. Failure to follow 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 that 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 make-up. Nonetheless, as in other areas of the school, CWCS reserves the right to set the school's policy, whether it be in the area of curricula, sports, appearance, or any other area. In establishing an appearance policy, it is not the intention of CWCS to substitute outward appearance for genuinely godly character, but rather to encourage genuine godly character and to embrace an outward appearance consistent with that character.

- “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*

Clothing should be neat, modest, and appropriate. Clothing should be appropriately sized – not too small and not too large. A student should not be dressed in such a way as to draw attention to his/her body, but to respect and honor God, themselves and others.

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 is in compliance with the dress code. 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 detention.** Cross-gender dressing will not be allowed under any circumstances. The administration reserves the right to amend the dress code as needed to address new fads and styles.

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.

A young lady or gentleman should be dressed in such a way to respect and honor God, themselves and others. Clothing should be neat, modest, and appropriate.

Supervising teachers may designate a specific dress code for field trips or special events with administration approval. Otherwise, students are expected to be in school dress code, including exam days and while on campus before and after school.

GUIDELINES FOR ALL CWCS STUDENTS

A young lady or gentleman should be dressed in such a way to respect and honor God, themselves, and others. Clothing should be neat, modest, and appropriate.

Supervising teachers may designate a specific dress code for field trips or special events with administration approval. Otherwise, students are expected to be in school dress code, including exam days and while on campus before and after school.

DRESS CODE STANDARDS FOR BOTH LADIES AND GENTLEMEN

- Students are to be neat and well-groomed. All attire must be clean, modest, and 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.
- CWCS t-shirts may be worn on any day – These include any CWCS wear with logo or CWCS lettering and are highly encouraged.
- Undershirts, cropped tops, tank tops and non-CWCS t-shirts are not appropriate classroom attire.
- Sweatshirts/Hoodies may be worn on any day. **No sweatshirts from other high schools will be allowed.** *Exception: middle/high school students who participate in another school's athletic program may wear their activities sweatshirt.
- Inappropriate writing, and logos on clothing are not proper classroom attire.
- Jeans may be worn every day. Frayed and torn jeans are not proper classroom attire. Sweatpants, athletic pants, yoga pants, spandex leggings, flannel pajamas, or athletic shorts are not appropriate classroom attire.
- 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, and hoods (sweatshirts with hoods may be worn, but the hood may not be worn in the building), are not appropriate in the school environment.
- Sunglasses may only be worn in the case of a medical need or outside.
- KINDERGARTEN: The change of clothes kept at school must be dress code appropriate.

DRESS CODE FOR LADIES

In addition to the Dress Code Standards for Ladies and Gentlemen above, ladies should follow the following guidelines.

Tops

- Necklines on dress code tops (including dresses) cannot be more than 3" below the collarbone.
- Tops must have at least short sleeves and may not be sheer (cannot show undergarments) or come off the shoulder.

Bottoms

- Pants, including jeans, must be loose fitting. Fabrics may not be sheer; no undergarments or outline may show.
- Shorts, skirts, and dresses must be no more than 4" above the crease at the back of the knee. Leggings may only be worn under a dress code length skirt/dress. Note: Long shirts are not dresses. Shorts may be cargo type or golf type shorts. No athletic shorts.

- For uneven hemlines, the shortest part of the hemline may be no more than 4” above the middle of the knee.

Grooming

- Makeup and hair color should look natural (including color and highlights). Before any student colors their hair it is recommended that student or parents consult with the administrator to ensure color will conform to school standards.
- Only pierced ear jewelry is appropriate for the classroom environment.
- Hair style may be short but must maintain feminine appearance.

DRESS CODE FOR GENTLEMEN

In addition to the Dress Code Standards for Ladies and Gentlemen 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.
- Note: K-2nd grade are not required to wear a belt.
- Shorts must be no more than 4” above the crease at the back of the knee. Shorts may be cargo type or golf type shorts. No athletic shorts.

Grooming

- No body piercings
- Appropriately sized necklaces and other jewelry are permitted in the school environment unless class activity (i.e. science project/P.E.) dictates removal for safety reasons
- Face must be clean shaven (sideburns no longer than the bottom of the ear)
- Hair should not cover eyes and at its longest point hair must be above the collar. For gentlemen, hair should have a natural tapered appearance. Shaving of the back and sides with long hair on top is not naturally tapered. Hair will also look natural in color. Before any student colors their hair it is recommended that student or parents consult with the administrator 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 to enforce the Appearance Policy in their classrooms.
- B. Enforcement of the Appearance Policy will fall under the guidelines found in the Classroom Management Plan found on page 17 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

TARDIES

Excessive tardiness disrupts class and student progress. As such, tardies are tracked and monitored for students. It is important to have students to school on time to avoid excessive absences which affects whether a student receives credit for course work.

ABSENCES

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

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

Excused absences include but may not be limited to illness, death in the family, professional appointments, and family trips with prior notification to the teacher. Parents must inform the school of an extended absence (family vacations etc) at least one week prior to the student's absence. This is expected so that teachers have the opportunity to compile a student's work so that they may continue to progress during their absence. Failure to notify the school at least one week in advance will result in absences being unexcused. Students not physically in school are still expected to complete the normal course work and submit it according to our make-up work policy below.

Unexcused absences are all absences not listed under excused absences. Absences due to suspension will be considered unexcused. If an absence is unexcused assigned work during that time will not be graded for credit.

Zoom Absences

The Zoom platform is primarily used for all students; CWCS elementary students don't always have the technology platforms necessary for follow these guidelines. Therefore, all elementary students who are absent for extended periods will be addressed on a case-by-case basis.

The Zoom platform for our Middle and High School students is required to be used when students are not able to physically attend class. CWCS provides all students with a computer to access their classroom to enable access to this learning platform. If a student is absent due to COVID or other related illness and they do not utilize zoom for daily instruction the absence is unexcused. If a student is physically ill and not able to log on the absence is excused and the student will have one day added to the due date for assignments to turn in required work. All students who can attend class virtually must be in class during its assigned time.

When students are home due to quarantine or other related precaution it is expected that the student

will be actively engaged in 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.

LATE WORK AND CORRECTIONS

K4 through 5th Grade:

Each teacher will develop their own policy for late work and for what work will be allowed to be returned and corrected for additional credit. However, these classroom policies are subject to change as necessary and at the teacher's discretion. For example, if a class works on an assignment together and with the teacher's help and the students do poorly on the assignment despite the additional assistance the teacher may elect to use this as an opportunity to provide an example of consequences for not paying attention or following class directions during class. As such the teacher may choose to deviate from classroom policy on returning corrected work for credit.

6th through 12th:

Middle school and high school are formative years. These are the years of instruction where teaching students their subjects is only part of the learning experience. As such, it is important to teach our maturing students' things like personal responsibility, accountability, punctuality, organization and a number of other life skills that will serve them well regardless of their future endeavors.

Each individual subject teacher will dictate what work is to be expected of the students. It is the student's responsibility to adhere to the teacher's expectations. The teacher has latitude on what work, if any, is allowed to be corrected and returned for credit.

The following guidelines are applied to all middle and high school students concerning late work:

1. Homework is not optional. Homework is a required component supporting our educational process. Homework is carefully prescribed, and it is not busy work.
2. Homework is required to be submitted on the day it is due. If a student is absent due to illness or other excused reason, the student will have one day for each day absent to submit required assignments. For example, if Student A is in class on Monday, and reports being sick on Tuesday they will have one additional day to turn in Tuesday's work. Tuesday's work will be due on Wednesday. If a student is not physically able to come to school by Wednesday, the parents and or student is responsible for coordinating work to be turned in either electronically or by dropping off work to the office. *Not completing assignments due to outside school activities does not constitute*

delayed homework submissions.

3. Students who were present or excused 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 Thursday, the student will receive a 0%.

4. 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.

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.

Comments/Discussions on Sick related absences and required work at the end of academic quarters.

SCHOOL HOURS

School **convenes** at 8:30 a.m. (the admissions bell is at 8:25a.m. and **dismisses** at 3:05 p.m.

Students are not allowed to be at school before 8:00 a.m. No teachers are on duty to supervise prior to that time.

Students need to be picked up by 3:30pm. No teacher is on duty to supervise after that time.

SCHOOL CLOSINGS

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

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

PARENT CONTACT SYSTEM

In our effort 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

IMMUNIZATION RECORDS

In regard to our required immunization records, Senate Bill 20-163 eliminates personal and religious exemptions, which in turn makes our former “statement of exemption to immunization law” invalid. Below you will find the link to the exemption process/video.

<https://cdphe.colorado.gov/vaccine-exemptions>

If a family chooses no exemptions, please send completed vaccination records to school. All vaccination records must be received at the school within the first 30 days of school. Students who do not have completed exemption or vaccination records will be prohibited from attending school on day 31 until they are submitted.

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 effecting 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 48 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 48 hours after the last episode before sending your child back to school.**

Strep Throat

Your child must stay at home for 48 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 a teacher or other staff person to oversee the administration of the medication. According to law, the school is not allowed to give out any medication without parental permission, even Tylenol or Aspirin.

ASBESTOS MANAGEMENT PLAN

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

PICK UP AND DISMISSAL

We are always concerned for 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 8:00a.m. and please have them **PICKED UP** no later than 3:30p.m.
- C. **Cell phones will not be tolerated in the drive through in the 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.

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.

In order 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 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 login 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 of resources in any inappropriate manner resulting 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 into the tuition payment for students in grades 5th through 12th.

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.

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 lunch time. 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. Signs directing all visitors to report to the office will be prominently displayed.
- B. All visitors **MUST** report to the school office and sign in and sign out. A pass will be required for visitors and volunteers to facilitate identification of all authorized persons on campus.
- C. Staff will contact the office immediately when encountering an unidentified person or possible unsafe situation.
- D. It is against the law for unauthorized persons or unwanted visitors to be on campus. Law enforcement will be contacted when needed.
- E. 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.

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 set up.

Guidelines:

- A. Anyone working in a classroom or any duties with the students is required to complete a background check through CWCS. The cost of each background check is \$7.00 due at time of background check.
- B. Parents must begin the process of visiting in 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 school are to observe the following rules:

A. The visit must be approved by the administrator or 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 a 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 where 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 does not send out a newsletter. Each individual class will send information through their classes. 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 some lunch items that can be purchased. On Wednesdays, the students are able to order personal pan pizzas, salads, or breadsticks from Pizza Hut. These will be delivered on Thursdays in time for lunch. We also sell milk for lunches. Parents can pay for milk and lunch by the month or longer if they wish. See school office personnel for prices. The school has microwaves to warm lunches but please do not bring items that require more than 3 minutes to heat as many students use the microwaves.

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 such time period the student with the overdue books may NOT check out other books until the fine and books are paid and returned.

ELECTRONIC DEVICES

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 to the student's teacher at the beginning of each day and picked up upon leaving the campus.

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 or snow days.

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 its assigned time.
4. When students are home due to quarantine or other related precaution it is expected that the student will be actively engaged in 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.

CWCS PANDEMIC PLANNING

01 Jan 2022

In the state of Colorado private religious schools are considered small businesses and most private religious schools do not take federal or state funding to ensure the separation of the church (the school in this case) and the state remains disconnected. This affords private religious schools a large degree of latitude in the normal operation of school business. However, where public health emergencies or declarations exist private religious schools are often compelled to comply with state directives. These directives have the potential of disrupting the normal operation of the school year and may require temporary suspension of in person learning.

Keeping schools open during any pandemic or health crisis is one of our top priorities. Pandemics such as COVID-19 disrupt life on all fronts and families experience additional economic, social, and personal hardships during these times. When you add distant or remote learning to an already stressful situation it only complicates matters more. Schools in general, but specifically Colorado West Christian School (CWCS) are critical components to our community and serve to alleviate family stresses during health crisis'. Schools serve to promote the health and safety of their student body, their faculty, and our community as well as the academic and social wellbeing and growth of our students and our families. In-person education is essential to the overall health and wellbeing of our students because it cultivates life skills, scholarship and community engagement which are critical attributes that serve us throughout the course of our lives.

The spring of 2020 brought about unprecedented changes to our society and our education system. As we look forward to the 2021-2022 school year in our pre-kindergarten (K4) through grade 12 classes, we anticipate that SARS-CoV-2 – the virus that causes COVID-19 – will continue to circulate for some time. It is important that everyone in the school community take steps to reduce transmission, particularly to those at high risk, while balancing the need to maintain a strong education system that effectively supports staff, students, and communities.

CWCS has developed this document to provide K4 through 12th grade students, families, and faculty guidance concerning policies practices and strategies CWCS is implementing to optimize education and promote health and safety, while mitigating risk throughout the year. Use this guidance document in combination with additional guidance provided by the Colorado Department of Public Health and the Montrose County Public Health Department, which includes both strategies for implementation of health guidance in school as well as other non-health related considerations for the 2021-2022 school year. Additional guidance will be published as the COVID-19 response evolves throughout the rest of summer and into the fall.

Planning for the Fall

CWCS has developed several plans to manage changes to our normal school schedule.

Scenario 1: In-Person Face-to-Face Learning (with no restrictions)

In this planning scenario pandemic restrictions are not in place and we conduct normal school operations. Class sizes, sports programs, multi-class gatherings are of minimal concern as no health

condition warrants additional modification.

Scenario 2: In-Person Face-to-Face Learning (with restrictions)

This planning scenario suggests pandemic restrictions are still in place; however, face-to-face learning is acceptable so long as certain protocols are adhered to. As it pertains to the current COVID-19 situation CWCS has limited class sizes not to exceed fifteen students in any one elementary class and not to exceed 10 each in middle school and high school grade.

This scenario will require additional consideration for public health guidelines such as social distancing, limiting multi-class gatherings (cohort), separate recess and lunch times, restrictions on using playground equipment etc. Additionally, increased hygiene protocols and frequencies will be in place. For example, there will be more frequent cleanings of hard multi-use items such as desks, door handles, light switches as examples. CWCS will also increase health screening protocols for families and for our staff to ensure we limit the exposure and spread of illness. (See checklist on the last page.)

Lunch will be held in the respective classroom or other suitable environment where class cohorts will be maintained. P.E. and other special offerings at the school will be limited or allowed on a case-by-case basis. We will increase our protocols for checking temperatures of our students daily and monitor more closely the health of our children.

Current school policy states that sick students who have experienced a fever and/or vomiting are not allowed to come back to school unless they have been without symptoms for more than 24 hours without the assistance of medication. **Starting with the 2020-2021 school year we will increase this requirement to 48 hours.** Maintaining the health and safety of the entire student body is the utmost concern. As such, during this time these increased precautions are non-negotiable. **Families who do not actively practice or repeatedly disregard health precautions set forth by the school increase the risk to the school and the student body. Repeatedly disregarding school expectations may be cause for dismissal from CWCS.**

Daily screening, in addition to at home screening will be conducted at the start of every school day and throughout the day as symptoms present.

Current state guidance suggests that if we can socially distance mask wear for students is not required and current executive order excludes children under 10 from wearing a mask. However, if these protocols change, we will re-evaluate their impact on CWCS operations.

For families who have a desire to remain a part of CWCS but have medical issues or live with family members who are at an increased risk of COVID transmission must schedule a meeting with the administrator to discuss any concern and precautions that might be necessary.

All families who wish to visit their children at school for lunch or volunteer for school activities will be required to meet the same health protocols. It is required that all visitors to the school sign in at the front office prior to entering campus or interacting with any of the school population.

Morning Drop-off will be permitted no earlier than 0800. Students will not be allowed to play on the playground equipment in the morning and will be required to go directly to their classroom. For those able, please consider dropping off your students closer to 0815-0820.

Scenario 3: Forced Distance Education (with modifications)

This scenario will be implemented in the event the state or county public health departments force school closures. The distance education option in this scenario is likely if the state restricts both public and private schools from meeting as it did at the end of the 2019-2020 school year. This said, CWCS will work to mitigate this mandate where possible depending on the exact guidelines from the state.

We learned last year how distance education for our elementary grades was suitable for instructing our students and encouraging academic growth. This situation presented a significant challenge for our families as well. We have several plans that will creatively answer a number of situations we might find ourselves in. Not knowing exactly what guidelines will be required it is unwise to list them in detail. However, in general we will work to ensure our elementary students receive in-person instruction. This will require partnership with other churches in our community to make this work. In the event we are required to move to a distance education model our plan preliminarily will look like the following:

K4-2nd Grade: Students will be moved across the main CWCS campus and will be taught in person. Keeping our youngest learners at the school will allow our parents to continue to bring their children to a familiar place for school and maintain a routine that accommodates their specific learning needs. Additionally, we will look to rebrand this as day-care/preschool which will give us more latitude to have our students on campus as pre-schools generally were not excluded from meeting in person. We are working on our application for a religious school waiver to the early childhood education licensure through the state's department of education which will allow us to keep children up to 7 years old at the school. More information will be presented over the coming weeks if we find ourselves trending in this direction.

3rd-5th Grade: Students will conduct education in a setting away from the main campus as our goal is to provide an in-person education to the remainder of our elementary grades. The locations and the feasibility of this idea is not final and will develop over the next few weeks. More information will be presented over the coming weeks if we find ourselves trending in this direction.

6th-12th: We currently have several options for our middle and high school students; however, middle and high school students are generally more capable of working remotely. It will still be our primary goal to provide in person education, but if that is not possible distance or remote learning may become a reality. If so, our 6th-12th grade students may be sent home to partake in remote learning or we might create smaller class sizes by alternating in-class and virtual school days. Teachers will teach on campus and will maintain an identical schedule as our in-person school day. Students participating in the virtual classroom will be required to log on to their class at the designated times and real-time virtual face-to-face instruction will be given. Each class session will be recorded to afford our students the opportunity to go back and listen to the lesson for clarification of any missed points.

Due to the unknown nature of what restrictions might be placed on our school this idea will continue to evolve. Please continue to pray we do not find ourselves in this situation and that we might continue our school year without major disruption.

Scenario 4: Forced Distance Education

While this scenario is a worst-case scenario it may be implemented if local, regional, or statewide COVID-19 metrics worsen significantly enough to require the suspension of all in-person learning. We, however, feel that we will be able to operate in this scenario in the same way we operate in scenario. In this situation all students may have to learn via distance education; however, our hope is that it doesn't exceed a few weeks. Again, this is a worst-case scenario and the school board and administrator will work to avoid this scenario from happening at all costs.

Social distancing and minimizing exposure

Social distancing (also called physical distancing) means keeping space between yourself and other people outside of your home. Social distancing is a critical tool in decreasing the spread of COVID19.

We will work to create as much space as possible between students during the day, recognizing that it is not always feasible to have 6 feet of social distancing during primary instructional time in the classroom. We will begin the current school year in Scenario 2 where we will ensure our classes remain in cohorts to limit possible exposure.

None will be required, normal operations

Systematically review and evaluate classroom capacity with the goal of creating as much space between people as possible, recognizing that it is not always feasible to have 6 feet of social distancing during primary instructional time in the classroom. Consider reducing class sizes or using alternative spaces with greater capacity to allow for more physical space between people.

Have staff monitor arrival and dismissal to curtail congregating and ensure students go straight from vehicle to their classroom, and vice versa.

Nonessential visitors, volunteers, and activities involving external groups or organizations should be restricted.

Limit the number of people on campus to only key and essential persons to include aides, paraprofessionals, and parent volunteers.

Implement drop-off and pick-up checklists for student to be completed by the family prior to drop-off and for teachers to administrator before the start of the school day.

Keep students and staff in small cohort groups that stay together as much as possible throughout the day and from day to day. Limit mixing between cohort groups as much as possible (e.g., during lunch in the cafeteria, bathroom breaks, arrival and dismissal, free periods, recess, etc.).

Minimize opportunities for exposure (especially when students are around each other for 15 minutes or more) by encouraging social distancing of at least 6 feet between people whenever possible. For example, evaluate classrooms and other available spaces to ensure classrooms are large enough or class sizes are small enough to create space between students and staff.

Arrange classroom seating so that students are separated from one another by 6 feet when feasible.

If it is not possible to arrange seating 6 feet apart, consider turning all desks to face in the same direction (rather than facing each other).

Divide the lunchroom into two defined spaces and alternate lunch blocks to ensure limited exposure outside of the class cohort or have children eat their classrooms.

Provide frequent reminders for students and staff to stay at least 6 feet apart from one another when feasible.

Whenever possible, hold physical education and music classes outside and encourage participants to spread out. Consider using visual cues to demonstrate physical spacing.

Suspend activities that bring together large groups of people or activities that do not allow for social distancing, including assemblies, in-person field trips, large group use of playground equipment simultaneously, etc.

Consider allowing staff to use alternate spaces (e.g., telework) for discretionary preparation time.

Cloth Face Coverings

Mask wear policies for COVID have changed numerously. As such CWCS has issued a policy that follows state expectations; however, CWCS will not inquire about students who do not wear masks. For families who have either a medical or education exception do so for the best interest of their student and their family. CWCS asks that all families take precautions that best support their family, but also consider the wellbeing of the students and the families at CWCS. The goal of CWCS is to ensure we can provide in person education to our families and our students. Anything that threatens that goal should be avoided. Should a family desire to have their student wear a face covering for any reason this will be acceptable. **Parents need to discuss with their students who do not wear face masks that any negativity toward students who do wear them will not be tolerated.**

Hygiene Practices

Ensure the availability of appropriate supplies to support healthy hygiene behaviors (e.g., soap, hand sanitizer, paper towels, disinfectant wipes, and tissues) and strategically place supplies in areas where they may be frequently used.

Build routines of hand hygiene into the daily school schedule for all students and staff, including handwashing and sanitation breaks during or between classroom activities. Teach and reinforce handwashing with soap and water for at least 20 seconds and/or the safe use of hand sanitizer that contains at least 60% alcohol by staff and older students.

Supervise the use of hand sanitizer by students.

Ensure that children and staff with sensitivity or skin reactions to hand sanitizer can use soap and water.

Reinforce handwashing during key times including but not limited to arrival and dismissal; before, during, and after preparing or eating food; after using the bathroom; after blowing one's nose, coughing, or sneezing; after touching objects with bare hands that have been handled by others.

Daily Student Screening Checklist

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

IN THE LAST 48 HOURS:

___ (Yes/No) Do you have a fever (temperature over 99.9 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 experience 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.)

DAILY FAMILY HEALTH CHECKLIST

Dear CWCS Parents,

Unfortunately, despite our best plans and hopes the start of the 2021-2022 school year will not be normal. While we are taking every opportunity to create that normalcy it is important for us all to appreciate the circumstances, we find ourselves in. Due to the continuation of the current COVID-19 public health concern we will require all our families to take an active part to ensure we provide as safe of an environment as possible for our students and our staff. This said, every parent every day will need to review the attached checklist daily with their students before they come to school. At the drop-offline you will also be asked by staff members if you or your children have any of the listed symptoms. Your students will also receive a temperature check before they proceed to their classrooms. These steps will be taken to help ensure we comply with our state and county public health guidelines on returning to school as well as to help ensure we do not unnecessarily expose our children to preventable illness.

In lieu of submitting one of these checklists daily for each of your students we are requiring our families to complete the below portion, sign and return it to the school *no later than* Wednesday, 2 Sep 2021. Your signature below indicates your acknowledgement that you will help CWCS limit possible exposure of illness to our campus and our student population. This form will only be required to be submitted at the beginning of the school year; however, daily review of the criteria is a pre-requisite to attend CWCS.

I, _____, agree that I will complete the attached checklist daily for my student(s). I understand the health and wellness of my students greatly impacts the wellness of all CWCS students and the overall operations and success of CWCS.

Parent(s) Signature

Date

Daily Student Screening Checklist

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

IN THE LAST 48 HOURS:

___ (Yes/No) Do you have a fever (temperature over 99.9 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 experience 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.)