

CVA General Policies

2012 - 2013

Christian Victory Academy of Central Florida, Inc. admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic, and other school administrative programs.

Enrollment

Your enrollment in CVA will not be official until required fees are paid, and all required forms and documents are received. Students enrolling after the beginning of the school year may, under certain circumstances, receive credit for work completed prior to enrollment by submitting appropriate records for approval by the CVA administration.

Once enrolled at CVA, your family is enrolled into an Accredited Private School. A family cannot be enrolled in two schools at the same time. This may affect some sports activities. Upon enrolling into CVA, you do not send a letter of intent to home school to the County Superintendent because you are enrolled into a private school.

All fees are due upon enrollment or according to the payment plan. There will be no refunds for the application fee, tests, tuition, pre-registered events or classes once the school year has begun.

Payments to CVA are due the 1st of every month. You will be charged a \$25 late fee on the 7th or thereafter.

Although registration is open year round, CVA's school year begins July 1st and runs through June 30th. During the school year, students are required to attend 180 days of school. CVA requires completion of a minimum of four (4) hours of school each day, Monday through Friday. These hours are not limited to book work only, but may include field trips and other learning activities.

If a student has been expelled from any school within the previous year, they will not be allowed to attend CVA's on-campus classes during the current year.

If a child drops out of CVA and does not enroll in another school, CVA will report this to the Florida Department of Highway Safety & Motor Vehicles. Please be advised they will lose their driver's license until age 18.

Responsibilities

Parents are responsible for making final decisions regarding their child's education. Parents are responsible to pay all fees and provide all required forms to CVA. Parents are responsible to purchase their student's curriculum and necessary equipment. CVA will provide assistance upon request, for an additional cost.

Parents are to keep all school work completed by their student until the Standardized Achievement Tests have been returned and reviewed by CVA staff. You may be asked to provide your student's school work for review by a CVA staff member if your child does not score at grade level. This requirement does not apply to students attending CVA on-campus classes.

Students must complete a curriculum that is geared for one year of study in each subject in order to be promoted to the next grade. If you change curriculum during the year, you must submit a new curriculum list to CVA.

Monthly Attendance Reports are required to be in the CVA office the 1st of every month. You may e-mail your Attendance Reports to: cvaattendance@bellsouth.net. Your e-mail must include your name, student's name, month, and number of school days completed. After three (3) consecutive missing Monthly Reports, CVA will withdraw your family from the school. In order to stay in compliance with the Florida Department of Education and our accrediting agency, CVA must strictly enforce this policy.

Grades are to be reported on the 1st Semester Report when you have reached the half-way point for 1st semester and 2nd Semester Report when you have completed the curriculum. A semester is when you have completed 90 days of school and half of your curriculum is completed.

It is vital that CVA has current information on your family. If there is any change in your contact information, please contact CVA in writing.

We do not encourage parents dropping off their children with someone else when going on any CVA event. If you want to do this, you must obtain a permission slip from the school office, fill it out completely, and give it to the adult that will be in charge of your child before the event takes place. If the adult in charge does not have the completed permission slip before the event, the child will not be allowed to go to the event.

Do not leave your child at the school or any CVA event if there is no CVA Staff present. You must remain with your child until a CVA Staff Member arrives. If you leave your child with a CVA Staff Member at any school event, an agreement has to be made before the event takes place.

Dual enrolled students must provide CVA with a copy of the classes they are taking along with the course code numbers at the beginning of each semester. At the end of each semester, students must provide a copy of the grades for each course they have taken. These documents are needed to make sure that student's transcripts are correct. The highest GPA a student may receive for taking college and honor courses remains at 4.0. All CVA grades are un-weighted.

Meetings

CVA requires at least one parent to attend the **Orientation Meeting** scheduled in August. All children are welcome to attend with their parents.

CVA will conduct a High School Meeting for your benefit. This is a crucial time in your student's life to get information about where God may be leading them in their next phase in life. This meeting helps you understand high school credits, dual enrollment in college, and scholarships. This meeting will be held in October, you must RSVP no later than October 1st to attend. Each student is required to attend at least one high school meeting before his/her senior year. Eighth Grade students and their parents are welcome.

Standards & Requirements

CVA does not accept Ds transferred from other schools in any course as a semester grade. Ds will be recorded as a failing grade of F on transcripts unless the course is repeated with a C or above.

CVA requires each student do a Bible course every year as part of their curriculum. At this time CVA approves the following translations of the Bible for Bible teaching: The New King James, King James, New American Standard, Amplified, and New International Version. Sunday School attendance and regular church led Bible classes, although recommended, do not fulfill the Bible Curriculum requirements of CVA.

Seniors must reach minimum test scores in order to receive a high school diploma from CVA:

SAT – 370 Math	420 Reading
ACT – 15 Math	18 Reading

A high school student cannot work an outside job more than 20 hours per week. To receive credit for work, your supervisor must fill out the Work Evaluation Form and turn it into the CVA Office with the Semester Report. Credit will not be given without this form completely filled out by the supervisor. 75 hours equal ½ credit and 150 hours equal 1 full credit.

Records

All CVA records are kept confidential and will only be released upon the receipt of written request from the parent, legal guardian, or a school official. All fees must be paid in full, books returned, and all reports completed before CVA will transfer any records.

Parents may view their child's file upon making an appointment with the CVA Administrative Staff. Records will not be released to parents unless the Release Form is signed.

Transcripts of grades are provided upon request for grades 9 – 12 at a cost of \$10 per transcript. When requesting a transcript to be sent to a college, be sure to include the address with your fee. Copies of records for grades K through 8 are available for \$1 per page.