

**CHRISTIAN LIFE ACADEMY
STUDENT HANDBOOK**

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CHRISTIAN LIFE ACADEMY STUDENT HANDBOOK

INTRODUCTION

- Welcome to the Christian Life Academy family! God commands that children be taught the Christian view of life and the practical application of the Bible in every activity of life (Deut. 6:4-9; Matt. 28:20; Luke 2:52). Christian Life Academy provides parents the opportunity to fulfill this command in the training of their children in unity with the Christian school. Together we will train Christian youth in the highest principles of Christian leadership, self-discipline, individual responsibility, personal integrity and good citizenship—the foundation our children need for the life that lies ahead.
- The Word of God is an integral part of the curriculum at Christian Life Academy. We include a time each day for study of the Bible and the ways it relates to our lives.
- Christian Life Academy cannot be substituted for the regular study of the Bible in your home and Sunday school. Sunday school should be a part of each Christian's life. It provides an essential element in the training and maturity of both children and adults.
- Each student and family at Christian Life Academy is expected to be actively involved in his or her home church.
- Christian Life Academy provides an education with a special dimension that is not available in the secular, non-Christian schools.
- Christian Life Academy is far more than a school with Bible added to the curriculum and staffed by Christian teachers. The uncompromised Word of God is the foundation for the entire program.
- Christian Life Academy sees all truth as God's truth. We offer a Biblically integrated program so that students receive a world view placing the Triune God at the center. All is viewed as related to Him.
- Christian Life Academy has an administrative and teaching staff committed to Christ as Lord. Each strives to apply The Word of God to the entire educational process and to practice the truth in their teaching, relationships, activities, as well as in their personal lives.
- Each teacher at Christian Life Academy realizes that he/she possesses a solemn responsibility, under God, in the molding and shaping of lives and character.
- Established as a ministry of Christian Life Church, Christian Life Academy is a private, non-profit, religious organization affiliated with the Assemblies of God.
- Curriculum is directly related to the philosophy and mission of the school. It is designed to develop a Christian view of God, man, and the world. It is based on the premise that all Truth comes from God. Materials are developed to build Christian values and attitudes, thinking skills, study skills, self-evaluation, dependence on God, self-discipline, and individual responsibility.

- Facilities of Christian Life Academy are located on State Highway 50, one mile east of Cedar Avenue. Some of the features that are available for use by Christian Life Academy are: computer lab, media center/library, commercial-type kitchen, full size gymnasium, and separate high school building with easy access to the main building.
- Accredited with the Association of Christian Schools International.

MISSION STATEMENT

The mission of Christian Life Academy is to prepare young people academically and spiritually to impact their world for Christ.

PREAMBLE FOR PHILOSOPHY

- The establishment and continuation of Christian Life Academy as an educational institution, designed to teach academic disciplines as well as Christian values, is based on several principles:
- The existence of God is central to the philosophy of the Christian school. Everything exists because God eternally exists. God reveals himself to man.
- When children are trained in a proper manner regarding values, morals, and relationship to God, they shall not depart from it when they are old (Proverbs 22:6).
- The Church bears the responsibility to make disciples of all men (Matthew 28:19).
- The Church commits itself to be responsible for the proper Christian upbringing and support of its children extending to all aspects of their lives, including education.
- Since everything that exists is God's creation and not man's (Revelation 4:11), the study of anything within that creation points to, and is subject to God. Thus, Godly teaching of His Word can and must pervade the teachings within every discipline.
- Parents have the divinely directed responsibility for the Christian nurture of their children and the obligation to keep them from instruction that will cause them to err.
- Young people are generally ill-equipped to successfully defend themselves against clever arguments by proponents of ungodly teaching and are highly susceptible to the pressure of peers to engage in unwholesome activities. Thus it is necessary for young minds to be girded up with the truth so as to not be caught by deceit and falsehood.
- All truth originates with God and is interpreted by God's Word. Reality is based on truth as originated by God and the eternal reality is to be found through Jesus Christ.
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PHILOSOPHY

Christian Life Academy was established to provide parents a private Christian alternative to public education for their children. Attendance at Christian Life Academy is a privilege, not a right. The goal of the school is not to reform but to train Christian youth in the highest principles of Christian leadership, self-discipline, individual responsibility, personal integrity, and good citizenship. Christian Life Academy is unapologetically evangelical in this perspective and teaching. It asserts the Lordship as a necessary condition of salvation (Romans 10:9). The individual must be receptive to the Holy Spirit, the revealer of God's truth, wisdom and image. But, because of a sinful nature, he must be born again. Christian Life Academy purposes to nurture students as they grow in His Word, which defines knowledge and wisdom, and to conform to His revealed will. All courses are of the highest quality and taught in a manner that integrates faith and learning. Christian Life Academy is a quality institution committed to exceed educational standards set by governmental authorities and accrediting institutions. Christian Life Academy strives to train its students to think, reflect, and evaluate from a Christian perspective utilizing a traditional classroom setting. Christian Life Academy is an extension of the home and relies upon the cooperation of parents to properly educate their children.

OBJECTIVES

- Christian Life Academy was specifically organized to offer students academic excellence in a Christian environment. It is our sincere desire to assist you in providing the foundation your child needs for the life that lies ahead.
- Our specific objectives are to effectively exemplify, nurture, and teach so that each student will:
- Come to know Jesus Christ as his/her personal Savior, recognizing that faith in God's Son provides eternal life.
- Personally acquire the conviction that the Bible is the Word of God and the practical guide for life.
- Come to an increased understanding of the fundamentals of God's creation (including academic studies) and the realization that Jesus Christ is central to these areas.
- Develop spiritual, social, physical and intellectual areas for the glory of God.
- Recognize in his or her own life the need to allow God to work, without restriction or inhibition, working out His perfect will as contained in Scripture.
- Progress in Christian living through fellowship with God in personal and corporate prayer, Bible study, worship, fellowship, and service.
- Develop the practice of applying God's truth to life and life's situations, particularly in areas of self-discipline, self-control, and parent-teacher discipline.
- Work effectively within the classroom community and on an individual basis in areas of thinking and applying oneself, in assuming responsibility, and developing dependability.

- Gain an appreciation and desire for wholesome recreation.
- Develop proper attitudes, ideals, habits, knowledge, and skills as necessary preparation for life.
- Have the kind of experiences that will equip him or her to face life with courage and understanding, growing in faith so as to bring honor to Christ and be credit to family, community, nation, and self.

STATEMENT OF FAITH

WE BELIEVE...

- The Bible is the inspired and only infallible and authoritative written Word of God.
- There is one God, eternally existent in three persons: God the Father, God the Son, and God the Holy Spirit.
- In the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death, in His bodily resurrection, in His ascension to the right hand of the Father, in His return to this earth in power and glory to rule a thousand years.
- In the Blessed Hope—the rapture of the Church at Christ’s coming.
- The only means of being cleansed from sin is through repentance and faith in the precious blood of Christ.
- Regeneration by the Holy Spirit is absolutely essential for personal salvation.
- The redemptive work of Christ on the cross provides healing of the human body in answer to believing prayer.
- The baptism in the Holy Spirit, according to Acts 2:4, is given to believers who ask for it.
- In the sanctifying power of the Holy Spirit by whose indwelling the Christian is enabled to live a holy life.
- In the resurrection of both the saved and the lost, the one to everlasting life and the other to eternal damnation.

STUDENT NON-DISCRIMINATORY POLICY

Christian Life Academy admits students of any race, color, disability, and national or 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, disability and national and ethnic origin in administration of its educational policies, admissions policies, and tuition assistance programs, and athletic and other school-administered programs.

ADMISSIONS

We believe it is a privilege for a child to attend Christian Life Academy. To our school community, we seek to add families who will be supportive of the administration, the teachers, and the school's emphasis on character training by biblical standards.

We believe maximum effectiveness in character training is achieved when the school's effort supports similar philosophy and methods in the home. By this, we mean that the parents profess to be Christian, and are involved in a local church which teaches its members to live consistently with biblical standards.

Preferential admissions:

- Christian Life Church members will receive priority over non-members if application is made prior to open enrollment for the next school year.
- Families whose children are presently attending Christian Life Academy and are current in meeting all financial and service commitments will receive priority over new applicants if application is made prior to open enrollment.
- Positions will be created if necessary, to accommodate the children of the pastoral staff of Christian Life Church and full-time teaching staff.

Applicants other than those given priority registration will be selected competitively on the basis of: parents' willingness to support the school's philosophy and methods, the student's conduct and academic record in previous schools, and the date the registration process is completed.

The school administrator will interview all applicants. Achievement or cognitive ability testing may be required. Testing costs may be incurred in addition to stated costs, and are the responsibility of the parents.

Christian Life Academy attempts, through screening, to preclude the possibility of asking students to withdraw after admission. All enrollments, however, are viewed as probationary for the first semester pending the student's satisfactory adjustment to the academic program and standards of conduct.

TEACHER-TO-STUDENT RATIO

The teacher to student ratio in each classroom is one facet of an excellent academic environment. The ratios are smaller in the lower elementary grades and increase in upper elementary and the high school, as the students are more capable of self-control and independent work. The teacher to student ratio in K3 and K4 is 10:1. The ratio in grades 1-4 is 20:1. In grades 5-12, the ratio is 26:1. In the event of special circumstances, the administration has the ability to adjust these ratios as the classroom needs dictate.

PARENTAL INVOLVEMENT

Volunteering is a very important part of the commitment to Christian Life Academy. We rely on parent participation to maintain reasonable tuition. Volunteers are needed in many different areas. It is the parent's responsibility to seek out volunteer opportunities by talking with teachers, other parents, office staff, or just keeping an eye on Sycamore or the Monday Mailer.

Parents must complete 1/2 of the volunteer hours before January 15th in order to re-enroll children for the next school year. (Please contact the bookkeeper if special arrangements need to be made.) It is each family's responsibility to record their hours in Sycamore. Please record hours as promptly as possible.

GRIEVANCE POLICY

The Bible commands us to make every effort to live at peace and to resolve disputes with each other in private or within the Christian community. The biblical admonition of I Corinthians 6:1-8, Matthew 5:23-24, and Matthew 18:15-20 instructs us in this manner.

To ensure the resolution of possible disputes in the spirit of Christian love, we ask that all concerns regarding classroom issues be discussed first with the classroom teacher. If resolution has not been attained, the administrator should be contacted. Overall program issues or those of highly confidential matter should be brought to the administration. If you feel that your concern has not been addressed to your satisfaction following these steps, please contact the Christian Life Church Senior Pastor as chairman of the governing Church Board. We ask that all concerns be addressed through proper channels before they are discussed with friends, other parents, or church members.

By following this biblically-based principle, we hope to maintain unity and prevent unnecessary harm to members of our school family.

BEHAVIOR AND CONDUCT

LIFESTYLE POLICY

Christian Life Academy has adopted the following standards to protect its students and the spiritual atmosphere of the school. Therefore, each student, whether at home, school, or elsewhere, is expected to:

- Refrain from swearing, using indecent language, use of tobacco, drinking alcoholic beverages, the abuse of drugs, gambling, and involvement in objectionable music.
- Maintain Christian standards of courtesy, kindness, morality, honesty, and respect for authority.

Students found to be out of harmony with Christian Life Academy ideals of work and life may be invited to withdraw whenever the general welfare demands it, even though there may be no specific breach of conduct. It is the desire of Christian Life Academy to be an effective, positive factor in guiding students' lives.

STANDARDS OF CONDUCT - ALL STUDENT PLEDGE

Christian Life Academy holds that the Bible is the infallible, divine Word of God and that salvation by faith in Christ is the initial step in the Christian Life. There is adequate biblical basis for the idea of spiritual growth into the image of Christ (Romans 8:29), which is the work of the Holy Spirit (II Corinthians 3:18). This growth begins with the initial act of saving faith and continues throughout life. The Holy Spirit makes the Christian conscious of the biblical demands for a holy life, which fulfills God's moral and high law of love (Matthew 22:37-39, Romans 13:8-10, Galatians 5:14). The result is a life consecrated unto God and separated from the world.

Christian Life Academy must, therefore, provide an environment conducive to the spiritual growth and development of young people who are not yet mature Christians. A standard of conduct based on biblical imperatives is necessary to provide such an environment. All of the activities of the Christian must be subordinated to the glory of God who indwells us (I Corinthians 8:9, 12:13, 10:32). The Christian will endeavor to avoid practices which cause the loss of sensitivity to the spiritual needs of the world and loss of the Christian's physical, mental, or spiritual well-being (I Corinthians 9:27).

Students entering grades 4-12 are to carefully read the following statements, and prayerfully consider their commitment and responsibility as a student at Christian Life Academy before signing the agreement. Each student must be in accord with and hold respect for the philosophy, mission, and objectives of Christian Life Academy. Students are expected to abide by these standards throughout their enrollment whether at home, school or elsewhere. In this atmosphere of positive Christian standards of conduct, sound academics, and sincere commitment between faculty and students, there is an opportunity for development of strong Christian character.

I will do my very best:

- To obey those who have authority over me, for this is right in the sight of God.

- To accept ALL school policies with a positive attitude.
- To refrain from being selfish, irresponsible, demanding, discourteous, irreverent, or destructive with my attitude toward fellow students or teachers or to engage in those things that lead to these attitudes.
- To maintain Christian standards in courtesy, kindness, morality, and honesty.
- To strive for excellence as a student.

I will at ALL times:

- Refrain from the use of drugs, tobacco, and alcohol.
- Refrain from the use of profanity, offensive slang, vulgarity, gambling.
- Refrain from lying, cheating or stealing.

BEHAVIOR GUIDELINES

- Students must be respectful of the rights and property of others as well as the authority of the faculty and administration.
- Students are not permitted to run (except in athletic activities), yell, or act in a disorderly manner.
- Only language that is pleasing to God is to be used.
- Students are expected to refrain from the use of tobacco, alcoholic beverages, and illegal drugs at all times—both on and off campus. On or off-campus violations may result in expulsion.
- Eating is allowed only at designated times.
- Only regular school equipment and materials are to be brought to school. Outside of cell phones, no other electronic equipment, personal toys, games or equipment such as skateboards, sleds, etc. may be brought to school (except with special permission).
- The throwing of snowballs, rocks, sticks, dirt clods, etc. is not permitted at any time.
- All materials such as book covers, lunch boxes, etc. should reflect our standards of good taste and modesty. All posted material in the building, lockers, showers, etc. must reflect these same standards.
- All students are to follow the dress code except on special occasions when permission has been granted by the office.
- Lost equipment will be paid for by the person or persons responsible. A fine will be levied for the damage or abuse of the equipment, books, or other property of the school.
- The practice of holding hands, kissing, hugging, or other displays of affection between students of the opposite gender is prohibited at school at all times.
- Possession of/threat of/or use of weapons or toy replicas on school property is prohibited.
- All cars are to be parked within the designated areas.
- Car parking areas are off limits except when arriving at or leaving school. Cars are to remain parked and may not leave campus until the end of the student's school day without prior permission from school administration.

- Drivers are to be respectful and courteous. Excessive speed, clowning around, reckless, and/or careless driving may result in loss of the privilege of driving or parking on school property.

DISCIPLINE POLICY PHILOSOPHY

The following principles found in Scripture apply to parents and teachers, "...do not provoke your children to anger, but bring them (students) up in the discipline and instruction of the Lord." (Eph. 6:4)

The consequences for misbehavior are designed to be fair, firm and consistent for all students at Christian Life Academy. The behavioral expectations outlined in the Student Handbook apply to all students while at all school activities and functions. This would also include times when the student is not on school property, such as field trips, athletic events, and bus rides to and from all events.

A. DISCIPLINE POLICY - HIGH SCHOOL

Students in 7th-12th grade are held to higher levels of accountability for their behavior, and for resolving rule infractions with their teachers. CLA expects that these students will obey rules and use sound judgment from the first day of class. As opposed to elementary students, CLA expects 7th-12th grade students to adhere to classroom and school rules without multiple warnings being issued, and without multiple communications with parents.

Definitions:

- **White slip:** a disciplinary notice written by the teacher to communicate rule infractions with the parent/guardian
 - may be given with or without an accompanying detention
 - may be given with or without prior parent communication.
 - must be signed within one school day or it results in a detention
- **Detention:** one hour of detention served after school within one school day (received on Monday, served on Monday or Tuesday). Detentions are communicated to parents via white slips. Detentions may be administered with or without previous parent communication to parents.
- **In School Suspension (ISS):** the student reports to the school office at the beginning of the day and is not in the classroom for the entire school day. Homework is given and is expected to be done during the day of suspension. ISS days are counted as absences and are unexcused.
- **Out of School Suspension (OSS):** the student is removed from all school property for the days of suspension. Homework is given and to be turned in when the student returns to school. OSS days are counted as absences.
- **Expulsion:** the student is removed from the school immediately, due to a disciplinary issue. If the student would like to return to CLA, s/he must re-apply for admission similar to an initial enrollment.

The following general consequences may be applied, in no specific order, to students who violate classroom or school rules:

- Verbal warning to students.
- Verbal/written or email communication to parents.
- White Slip with detention.
- White Slip without detention.
- In-school suspension.
- Out-of-school suspension.

Repeated violations of school rules within the same semester result in the following consequences:

- Students who receive 3 detentions will serve an ISS, communicated to parents via a white slip.
- Students who receive 3 in-school suspensions will serve an OSS, communicated to parents via a white slip.
- A student's 3rd in-school suspension will be served as an OSS, to avoid back-to-back absences due to discipline.
- Students who receive 3 out-of-school suspensions may be expelled.

Note: Depending on the severity of an offense, any of these steps in the disciplinary process can be skipped.

Because it is not possible to list every expectation and misbehavior that could occur, situations not included in this document will be responded to as necessary by staff and administration. Administration may extend more severe consequences on a case-by-case basis for students with multiple offenses in different categories of misbehavior or when a single behavior is particularly disruptive or disturbing.

A. CLASSROOM MANAGEMENT - ELEMENTARY SCHOOL

Because of the variety of young ages in the elementary school, each teacher has developed an individual classroom management plan that works best for his/her students and their age levels. These written plans are communicated to parents on Orientation Night before school begins in the fall.

B. CLASSROOM MANAGEMENT - ELEMENTARY SCHOOL

Because of the variety of young ages in the elementary school, each teacher has developed an individual classroom management plan that works best for his/her students and their age levels. These written plans are communicated to parents on Orientation Night before school begins in the fall.

C. DISHONESTY IN SCHOOLWORK

Christian Life Academy's mission is to equip young people to impact their world academically and spiritually for Christ. Therefore, CLA has established high ethical standards for all students in order to create a positive and stimulating learning environment. All aspects of curriculum and instruction focus on developing Christian character and life skills in all students.

Integrity is essential to excellence both in education and life. Assessments and other school work are measures of a student's academic performance. Honesty is required to ensure an accurate measurement of a student's academic knowledge. Each assessment must be evaluated on what the student knows or can do in order for the student and his/her family to have a clear and accurate accounting of the student's mastery of the material. When a student chooses to violate the academic integrity policy, consequences will follow.

Classifications of dishonesty in schoolwork

Academic dishonesty includes, but is not limited to, cheating on school work, plagiarism, or collusion.

Consequences for dishonesty in schoolwork

In the high school, the student involved in the cheating will receive a "0" for the work which was completed dishonestly. For work other than tests, students may have to re-do the work for no credit. The student will also receive a detention.

In the elementary school, the teachers regularly talk about what cheating is, and the importance of not engaging in any behavior that is dishonest when completing work. The teachers put a high priority on preventing cheating by having students cover their work and moving them apart

D. GROUNDS FOR DISMISSAL

The school reserves the right to dismiss or deny re-admission to students for reasons the administration deems fit. They may come under the following categories:

- Uncooperative spirit or attitude
- Rebellion toward discipline
- Create discord
- Chronic unexcused absences or tardiness.
- Nonconformity to standards of conduct and grooming.
- Lack of parental cooperation.

DRESS CODE

Christian Life Academy has chosen to adopt a standardized dress code. The dress of the students reflects the beliefs, expectations, and mission of Christian Life Academy to visitors, prospective students, and the community. We believe that standardized dress will help create a positive learning atmosphere by:

- Fostering a strong school spirit and unity of the students as a body. The students become more accountable for their behavior because they visibly represent Christian Life Academy to the community around them. It allows the school to present a dignified image for visitors or when away from the school for field trips, etc.
- Setting simple, clear standards so that faculty, parents, and students all have a solid understanding of what is and is not acceptable.

- Helping to remove the pressure to conform to this world's standards by promoting a high standard of clean, neat, and modest appearance. (1 Timothy 2:9, 10; Romans 12:21)
- Freeing staff and administration from the distraction of policing a dress code and allowing them to focus on the hearts and minds of the students.
- Eliminating a competitive spirit regarding clothing among students and its attendant financial pressures on families.
- Reducing daily stress over what to wear and parent-student conflicts over appropriate attire.

We believe that over the long-term our families will find that standardized dress can reduce clothing expense. We offer one used clothing event each year. There are also previously worn uniforms available for students. Please direct any inquiries about these uniforms to the office.

General Requirements

Overall appearance must be clean and neat with no holes or frayed hems. No items should be excessively large or tight, and must not be worn in such a way that underwear is visible. At the discretion of the administration certain items may be required if problems arise (e.g. a belt if pants are consistently too loose) or as required dress for certain group activities (e.g. band participation.)

Hair must be cleaned and groomed, of natural hair color and not a flamboyant style as determined by the administration. Hair should not obstruct the eyes. Boys must be clean shaven, no sideburns below the ear, with hair no more than collar length in the back. Tattoos are not permitted.

Standardized Dress Requirements

Polos, Blouses, Oxford and Peter Pan Style Shirts

All items are to be purchased from the options pre-selected at Donald's. These items will have either embroidery or a "flock" on the upper left side for easy identification.

Students must wear a standardized dress shirt under sweatshirts and fleece items. Plain white undershirts, mock- or turtlenecks are acceptable under the required dress including the ½ zip pullover. These should have no decorative trim, print, prominent logos, etc. No long sleeve shirts under short sleeve shirts. Undershirts may be purchased anywhere.

Shirts, except for sweatshirts or ½ zip pullover, are to be worn tucked in.

Pants, Skirts, Skorts, Jumpers, and Shorts

All pants, skirts, skorts, jumpers and shorts must be purchased from Donald's. Pant hems may not touch the ground. Extra length may not be rolled up, but must be hemmed.

Skirts and shorts length not be more than 4" from the floor when kneeling. It is strongly recommended that girls in primary grades wear matching bike shorts for modesty. These may be purchased from Donald's or elsewhere. Bike shorts may only be worn under skirts.

Sweatshirts (crew neck w/logo), Fleece Vests and Fleece Jackets w/logo

These may be worn inside the classroom. They must be worn with a standardized dress code shirt (polo or oxford) underneath them.

Phy Ed Uniforms

Must be purchased from Donald's.

They are required for grades 5-10, optional for younger students.

Shorts may not be shortened permanently or "rolled" to shorten them.

Senior Privilege Items

Near the end of their junior year, the prospective senior class will be presented with a set of options from which to choose a top of their choice. The ladies' choice will apply to all senior ladies, and the men's choice to all senior men.

Required Dress Code Items

Elementary - All elementary students are required to have one (1) pair of black pants and one (1) white shirt (this can be a polo or oxford, long or short sleeve). These items will be used for the musical programs.

Approved Standardized Dress Items (available only at Donald's)

All items will have a "flock" or embroidery for easy compliance checks unless otherwise noted.

Boys and Girls:

- Polos - long and short sleeve in black, white, royal blue, light blue, gray and pink (optional embroidery)
- Oxfords-long and short sleeve in white and light blue (optional embroidery)
- Pants-pleated or flat front in khaki and black
- Sweatshirt-royal blue with logo embroidery
- Fleece vest or full zip jacket-black with logo embroidery
- ½ Zip Pullover with logo embroidery
- V-neck cardigan or pullover sweater-black with logo embroidery
- Shorts in Khaki or black

Girls only:

- Jumper in black, khaki or plaid
- Jumper shirt (Peter Pan Style) worn with jumper only-white
- Skirt in black, khaki or plaid
- Skort in black, khaki or plaid

Accessories

All accessories should coordinate in color with the standardized dress worn. Very bright colors and flashiness in general should be avoided. They should not be attention-getting, but rather complimentary and a nice finish to the outfit as a whole.

Jewelry, hair bows, barrettes, etc. should be conservative, not be of an inappropriate symbolic nature (New Age, Pagan, revolutionary, etc). No jewelry requiring piercing except for girls' ears.

Socks are to be worn with shoes, except for sandals, and should either be white or a color that blends with slacks and shoes. Girls may wear plain or cabled tights or nylons of a neutral color without other trim, prints, patterns, etc.

Tennis shoes, dress shoes and dress casual sandals are acceptable.

All types of shoes should be neutral in color and should not detract from the overall standardized look, without extreme colors, inappropriate graphics, bright laces, or flashing lights. Elementary students must wear sandals with an ankle strap for safety reasons. Sandals should be dress casual, i.e. no straps between toes, athletic sandals, athletic slides or flip-flops. No heels higher than 2" on any type of shoe. **No black soled shoes--dress or tennis--are permitted on the gym floor.**

Belts are recommended but not required when belt loops are present. Again, they should be neutral in color, without sayings or bright decorations, and plain buckles.

No hats and sunglasses or other outerwear in the classrooms.

INTERNET ACCEPTABLE USE POLICY

The use of the Christian Life system and access to use of the Internet is a privilege, not a right. Depending on the nature and degree of the violation and the number of previous violations, unacceptable use of the Christian Life system or the Internet may result in one or more of the following consequences: suspension or cancellation of use or access privileges; payments for damages and repairs; discipline under other appropriate school policies, including suspension, expulsion, exclusion, or civil or criminal liability under other applicable laws. A complete copy of the school's Internet Acceptable Use Policy is available on Sycamore.

ATTENDANCE POLICY

Expectation:

With the exception of the school-authorized and verified absences noted below, students are expected to attend every class every day.

Maximum Absence Rule – High School:

Students will not receive credit for a class in which absences, excluding school-authorized absences, reach 10 in one semester, except for those absences specified below under Types of Absences.

Upon the 10th absence, the student will receive a grade of “no credit” (NC) or “F” (F).

The student will receive an “NC” if the student remains in class, follows behavioral expectations, and meets all course requirements by the end of the semester. An “NC” will have no effect on the student's grade point average.

The student will receive an “F” if he or she is disruptive and has to be removed from the class and placed in a study hall, if he or she chooses to leave the class, or if he or she does not meet all course requirements. An “F” will have a negative effect on the student's grade point average.

Notification/Intervention Process:

Each student will be given a written quarterly progress report to take to his or her parent/guardian. This report will document the student's absences and tardies in each course. When a student reaches his or her 5th absence in a specific semester course, written notification of the absences will be mailed to the student's parent/guardian. This notification will also advise that adverse consequences, which may include loss of credit, may result from excessive absences.

When a student exceeds the maximum absence rule for a specific course, one of the following actions will be taken:

- If the student successfully meets all requirements of the course by the end of the semester, the student will earn a "no credit" grade in the class and a "no credit notice" will be mailed to the student's parent/guardian.
- The student will be encouraged to continue in the class to benefit from the significant learning that can still take place. A "no credit" grade does not affect the student's grade point average.

If the student is disruptive and has to be removed from class and placed in a study hall, or if he or she chooses to leave the class, or if he or she does not continue to meet all of the requirements of the course, the student will earn an "F" grade in the class. When a student earns an "F" grade, written notification is mailed to the student's home. An "F" grade has a negative effect on a student's grade point average.

Prior to the imposition of the loss of credit or removal from class for an "F" for a semester course, an administrative conference will be held with the student, parent or guardian.

Types of Absences

1. Excused Absence—Not Counted:

Absences which are not counted in the maximum absence rule include, but are not limited to:

- School-sponsored curricular and co-curricular activities
- Official religious holidays
- Death of an immediate family member (parent, step-parent, guardian, sibling, grandparent)
- Unique or emergency circumstances which are authorized (or, whenever possible, pre-authorized) by a school administrator
- Chronic or long-term illnesses which are verified by a doctor's signed statement and authorized by a school administrator
- Authorized appointments with school personnel

2. Excused Absence—Counted:

Absences which are counted in the maximum absence rule include, but are not limited to:

A. Verified

These absences are verified by the parent/guardian with reasons accepted by the school. These absences carry no further consequences beyond maximum absence rule:

- Illness
- Medical or dental appointments that cannot be made outside of the school time
- Court appearances
- Pre-authorized, pre-planned absence of one day or more. This must be arranged prior (preferably at least one week) to the absence in order to be verified
- In-school suspension, out-of-school suspension, and transitional study hall (removal from class for one or more class periods).

B. Unexcused:

These absences may carry further consequences. Unexcused absences are inappropriate and insubordinate and will be treated with consequences in accord with the behavior expectations and consequences for misbehavior outlined in school policy and administrative regulation. Unexcused absences occur when a student chooses to be absent from school without the approval of the school, when such absences were not pre-approved by the school. Consequences which may include but are not limited to detention, in-school suspension, or out-of-school suspension, will be assigned to students who have unexcused absences.

Tardies

Tardies are defined as being late to class without a pass. Three tardies result in a one-hour detention.

Make-Up Work

Class absences necessitate make-up, which if not completed on time may lead to failure or incomplete grades. It is the students' responsibility to consult their teacher about absences from class and required make-up work.

Appeals Process

The student and/or parent/guardian have the right to appeal the loss of credit when the student exceeds the maximum absence rule. They must request an appeal from the administrator within five days of receipt of the no credit or failure notice.

The Appeals Committee will meet within five school days of receipt of the application to review and make a decision on the appeal.

WEAPONS POLICY FOR STUDENTS

No student or nonstudent, including adults and visitors, shall possess, use, or distribute a weapon when in a school location except as provided in this policy. The school will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy. A complete copy of the school's Weapons Policy is available on Sycamore.

DRUG FREE SCHOOL

Use of controlled substances, toxic substances, and alcohol before, during, or after school hours, at school, or in any other school location, is prohibited. Paraphernalia associated with controlled substances is prohibited. Christian Life Academy will act to enforce this policy and to discipline or take appropriate action against any student who violates this policy. A complete copy of the school's Drug Free School Policy is available on Sycamore.

BULLYING

Bullying, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment. An act of bullying, by either an individual student or a group of students, is expressly prohibited on the school property or at school-related functions.

The school cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment of the school and the rights and welfare of its students and is within the control of the school in its normal operations, it is the school's intent to prevent bullying and to take action to investigate, respond, remediate, and discipline those acts of bullying which have not been successfully prevented. A complete copy of the school's Bullying Policy is available on Sycamore.

INSTRUCTIONAL PROGRAM

ACHIEVEMENT TESTING PROGRAM

The school's testing program is designed to measure the student's progress from the previous school year. Late in the spring of each year, students are given achievement tests. The scores not only indicate the student's progress, but also allow the school to measure the effectiveness of its programs. The dates of the achievement testing are announced as they approach.

PARENT/TEACHER CONFERENCES AND REPORT CARDS

Parent/Teacher conferences will be scheduled in the first and third quarter. Every parent is expected to attend each meeting for the benefit of his/her child. If you desire an additional conference concerning your child, please call the office. The teacher will then return your call and set up a time convenient for both of you. Report cards are processed on a quarterly basis. Mid-term progress reports will be furnished as necessary. Parents are encouraged to communicate with teachers via email, notes, or phone calls

HOMEWORK

Homework contributes toward building responsibility, self-discipline and lifelong learning habits. It is the intention of Christian Life Academy staff to assign relevant, challenging and meaningful homework assignments that reinforce classroom learning objectives. Homework should provide students with the opportunity to apply information they have learned, complete unfinished class assignments, and develop independence. Homework grades are sometimes modified based on students' individual needs (i.e. IEP, 504 Plans).

Homework assignments include:

1. **Practice** exercises to follow classroom instruction
2. **Preview** assignments to prepare for subsequent lessons
3. **Extension** assignments to transfer new skills or concepts to new situations
4. **Creative** activities to integrate skills toward the production of a response or product

Time

Actual time required to complete assignments will vary with each student's study habits, academic skills, and selected course load. If your child is spending an inordinate amount of time doing homework, you should contact your child's teachers. Students are encouraged to pursue non-assigned, independent, leisure reading.

Late Work

Students are expected to turn work in on time. Students who turn in late assignments will receive any of the following based upon individual teacher discretion or grade level policy.

- Partial Credit
- No Credit

- Missed Reward Activity
- Communication With Parents

Students who miss homework because of an absence will receive the opportunity to make up missed work. Students are given one calendar day for each day absent plus one extra day to turn in their work. It's the students' responsibility to complete work missed due to illness or absence.

Major Projects

Major Projects include research reports, book reports, major essays, and other assignments teachers designate as major projects. Work on these projects may exceed the maximum minutes per night.

Responsibilities of Staff

- Assign relevant, challenging and meaningful homework that reinforces classroom learning
- Give clear instructions and make sure students understand the purpose
- Give feedback and/or correct homework
- Communicate with other teachers
- Involve parents and contact them if a pattern of late or incomplete homework develops

Responsibilities of Parents

- Set a regular, uninterrupted study time each day
- Establish a quiet, well-lit study area
- Monitor student's organization and daily list of assignments in their assignment notebook
- Help student work to find the answer, not just get it done
- Be supportive when the student gets frustrated with difficult assignments
- Contact teacher to stay well informed about the student's learning process

Responsibilities of Students

- Write down assignments in your assignment notebook
- Be sure all assignments are clear; don't be afraid to ask questions if necessary
- Set aside a regular time for studying
- Find a quiet, well-lit study area
- Work on homework independently whenever possible so that it reflects student ability
- Produce quality work
- Make sure assignments are done according to the given instructions and completed on time

GRADING STANDARDS

K4 through First Grade

<u>Upper</u>	<u>Lower</u>	<u>Letter</u>
120	89.5	O
89.49	79.5	S+
79.49	69.5	S
69.49	60	S-
59.99	0	U

Grades 2 through 12

<u>Upper</u>	<u>Lower</u>	<u>Letter</u>	<u>Value</u>
100	100	A+	4
99.99	92.5	A	4
92.49	89.5	A-	3.67
89.49	86.5	B+	3.33
86.49	82.5	B	3
82.49	79.5	B-	2.67
79.49	76.5	C+	2.33
76.49	72.5	C	2
72.49	69.5	C-	1.67
69.49	66.5	D+	1.33
66.49	62.5	D	1
62.49	60	D-	.67
59.99	0	F	0

FIELD TRIPS

All student trips will be well planned, conducted in an orderly manner and safe environment, and will relate directly to the objectives of the class or activity for which the trip is requested. Student trips will be categorized within three general areas:

1. Instructional Trips

Trips that take place during the school day fall in this category. Such trips may relate to a course of study or be part of a teacher's broader goals for the class (class reward, team building, etc.). These trips shall be subject to review and approval of the administrator, and shall be financed by student fees.

2. Extra-Curricular Trips

This category pertains to those trips in which students voluntarily participate and which usually take place outside the regular school day. Examples of trips in this category involve student athletics, activities, clubs, and other special interest groups. These trips are subject to review and approval of the athletics director and/or the school administrator. Financial contributions by students may be requested.

3. Extended Trips

Trips that involve one or more overnight stops, such as missions or educational trips fall into this category. Extended trips may be domestic or international, instructional or extra-curricular, and are approved well in advance. Final approval for all such trips is required by the school administrator. The cost of all trips is the responsibility of the students.

Other

- Rules of conduct and discipline for students and employees shall apply to all student trip activity.
- Transportation may be furnished through a commercial carrier or school-owned vehicle.

SEX EDUCATION

The sex education curriculum in the junior and senior high school is a survey of human anatomy, with an emphasis on complete and continual abstinence. Parents are informed in advance of the unit's introduction. Parents are able to have their children opt out of participation in the sex education unit and participate in an alternative academic unit. Parents are also able to meet with the instructor and review the curriculum.

EXTRA-CURRICULAR ACTIVITIES

The focus of our extra-curricular activities is the same as the focus for Christian Life Academy: "preparing young people academically and spiritually to impact their world for Christ."

Extra-curricular activities provide additional opportunities for students to pursue special interests that contribute to their physical, mental and emotional well-being. They are of secondary importance to the formal instructional program; however, they complement the instructional program in providing students with additional opportunities for growth and development.

Goals

1. To nurture the physical, spiritual, and emotional well-being of each student in the program rather than striving for acclaim.
2. To teach respect, appreciation, and edification for schoolmates, opponents, and officials. Activities may last a short time, but well-developed relationships can last a lifetime. "Do nothing out of selfish ambition or vain conceit, but in humility consider others better than yourselves. Each of you should look not only to your own interests, but also to the interests of others". (Philippians 2:3)
3. To teach that self-worth is based on a relationship with Jesus, whose love is not based on ability. "But, whatever was to my profit I now consider loss for the sake of Christ." (Philippians 3:7)
4. To teach students, that in all they do, to think and act as Christ's ambassadors to a lost world, that their behavior must always be that which would please Christ. Their behavior is not based

on the world and its values. We are therefore Christ's ambassadors as though God were making His appeal through us." (II Corinthians 5:20a)

Responsibilities

1. The school expects all students who participate in school sponsored activities to represent the school and community in a responsible manner. All rules pertaining to student conduct and student discipline extend to school activities.
2. Violations of the student code of conduct may result in consequences being applied by the advisor or coach of the extra-curricular activity.
3. High school students who participate in athletic activities are subject to academic eligibility standards. The grades of student athletes are reported to the athletic director every three weeks.
4. The school expects all spectators at school sponsored activities, including parents, employees, and other members of the public, to behave in an appropriate manner. Students and employees may be subject to discipline. Parents and other spectators may be subject to sanctions for engaging in misbehavior or inappropriate, illegal or unsportsmanlike behavior at these activities or events.
5. Students who participate in the athletic program must abide by the athletic program's standards of conduct. Guidelines for student, parent, and coaches' behavior are located in the Athletic Department's *Parent/Student Handbook*, the *Policies, Procedures and Guidelines Manual* and the *Coach's Handbook*.
6. Those students who participate in Christian Athletic League (CAL) activities must also abide by the league rules. It shall be the responsibility of the athletic director to familiarize students and parents with all applicable rules, penalties, and opportunities.

Activities

The following extra-curricular activities are supervised by the administration through the appointment of advisors and the athletic director.

- Yearbook – Grades 9-12
- Praise Team – Grades 7-12
- Drama – Grades 7-12
- Knitting Ministry – Grades 7-12
- Fun Fridays – Grades 7 & 8
- Junior High Discipleship – Grades 7 & 8
- Junior High Student Council – Grades 7-8
- Senior High Student Council – Grades 9-12

Boys Athletics

- Soccer – Grades 7 – 12
- Basketball – Grades 5-12
- Baseball – Grades 7-12

Girls Athletics

- Volleyball – Grades 6-12
- Basketball – Grades 5-12
- Softball – Grades 7-12

STUDENT HEALTH

IMMUNIZATIONS

Minnesota law requires that all students be immunized to ensure the health and safety of the school body. All students are required to provide proof of immunization or appropriate documentation exempting the student from such immunization as a condition of enrollment. A complete copy of the school's Immunization Policy is available on Sycamore

ILLNESS

Many parents are frequently concerned about when to keep children home or send them to school. While attendance in school is directly related to school performance, returning too soon to school after an illness can result in poor performance at school, a recurrence of the original illness, susceptibility to other illnesses, and exposure of others to illness. Guidelines for keeping children at home due to illness include:

- If a child has had a fever of 100 or more, the child should stay home for 24 hours **after the temperature returns to normal** (without needing medication to keep the temperature down).
- If a child has vomited or had diarrhea, the child should stay home until 24 hours **after the last episode**.
- If a child has any rash that may be disease-related or you do not know the cause, check with your family physician before sending the child to school.
- If your child is ill, please call the school to report the illness.

If your child is not running a fever but is obviously not feeling well (e.g. excessive secretions, continual coughing, or excessively tired) it may also be good to keep him/her home. Extra sleep, fluids, and medication can be effective in resolving these symptoms and preventing a relapse.

Please have an "emergency plan" for the care of your child should he/she need to be home due to illness. Please have someone available to pick up your children from school and care for them should they become ill at school.

MEDICINE

Teachers are not permitted to dispense medicine. Parents must make arrangements for their child through the office if the need arises. All medication must be in its original bottle with clear directions.

INFECTIOUS DISEASES

It is the policy of the school that students with communicable diseases not be excluded from attending school in their usual daily attendance setting so long as their health permits and their attendance does not create a significant risk of the transmission of illness to students or employees of the school.

The school administrator, along with the infected individual's physician, the infected individual or parent(s)/guardian(s), and others, if appropriate, will weigh risks and benefits to the student and to others, consider the least restrictive appropriate educational placement, and arrange for periodic reevaluation as deemed necessary by the state epidemiologist. The risks to the student shall be determined by the student's physician. A complete copy of the school's Infectious Disease Policy is available on Sycamore.

STUDENT ACCIDENT INSURANCE

If a student is injured on school property or at a school event, the family's insurance is the primary insurer of all resulting medical bills. Our insurance has a secondary coverage component which would cover all unpaid portions of the medical bills including any deductibles. In the event that the family has no insurance, the school's policy would then become the primary insurance.

ADMINISTRATIVE PROCEDURES

BUILDING POLICIES

The building is open to students 15 minutes before school convenes and is to be vacated 15 minutes after dismissal. Students participating in extracurricular activities or Before & After Care will not be permitted to return to classrooms other than those designated. All visitors must report to the school office upon arrival.

PROTECTION AND PRIVACY OF PUPIL RECORDS

The school recognizes its responsibility in regard to the collection, maintenance, and dissemination of pupil records and the protection of the privacy rights of students as provided in federal law and state statutes. State law provides that all data collected, created, received, or maintained by a school are public unless classified by state or federal law as not public or private or confidential. State law classifies all data on individuals maintained by a school which relates to a student as private data on individuals. This data may not be disclosed to parties other than the parent or eligible student without consent, except pursuant to a valid court order, certain state statutes authorizing access, and the provisions of 20 U.S.C. § 1232g and the regulations promulgated thereunder.

A parent or eligible student has the right to refuse the release of the name, address, or home telephone number to military recruiting officers and post-secondary educational institutions. To refuse the release of the above information to military recruiting officers and post-secondary educational institutions, a parent or eligible student must notify the administrator in writing by *October 1st* each year.

A complete copy of the school's policy on the Protection and Privacy of Pupil Records is available on Sycamore.

HOMEBOUND INSTRUCTION

A child may be considered for home or hospital instruction and the program started when it becomes apparent that the absence will continue for a period of 15 days or more. When it is apparent that a child will be out of school for over 15 days, notify the administration, and discussions for homebound instruction will be commenced.

HARASSMENT AND VIOLENCE POLICY

It is the policy of the school to maintain learning and working environment that is free from racial or sexual harassment and violence. The school prohibits any form of racial or sexual harassment and violence. A comprehensive policy is in place to prevent and manage all forms of harassment.

It is a violation of this policy for any pupil, teacher, administrator, or other school personnel of the school to harass a pupil, teacher, administrator or other school personnel through conduct or communication of a sexual nature or regarding race as defined by this policy.

It is a violation of this policy for any pupil, teacher, administrator, or other school personnel of the school to inflict, threaten to inflict, or attempt to inflict racial or sexual violence upon any pupil, teacher, administrator, or other school personnel.

The school will act to investigate all complaints, formal or informal, verbal or written, of racial or sexual harassment or violence, and to discipline or take appropriate action against any pupil, teacher, administrator, or other school personnel who is found to have violated this policy.

A complete copy of the school's Harassment and Violence Policy is available on Sycamore.

MANDATED REPORTING OF CHILD NEGLECT OR PHYSICAL OR SEXUAL ABUSE

It is the policy of the school to fully comply with Minn. Stat. § 626.556 requiring school personnel to report suspected child neglect or physical or sexual abuse. The policy requires immediate reporting of instances of child neglect or physical or sexual abuse when the school personnel knows or has reason to believe a child is being neglected or physically or sexually abused, or has been neglected or physically or sexually abused, within the preceding three years. A complete copy of the school's Mandated Reporting of Child Neglect or Physical or Sexual Abuse Policy is available on Sycamore.

LOCKERS

Students assigned lockers are to keep books, jackets, and lunches in the lockers. When not in use, it is recommended that lockers be kept locked. The school will not be responsible for items removed from lockers. Each student is to provide a combination lock and give the combination to the teacher. Writing on lockers is considered damage. The display of pictures or other items within the locker must reflect the standards in this handbook. Lockers may be opened at any time for inspection. A complete copy of the school's policy on Search of Lockers, Desks, Personal Possessions and Student's Person is available on Sycamore.

TEXTBOOKS

All textbooks are purchased by the school. Each student is given a book and expected to protect the book with a book cover at all times. At the end of the school year, books will be checked for soiled and torn pages, broken bindings, and other things that affect the condition of the book other than normal wear. Each student will be charged for the damages that have occurred. It is suggested that all textbooks be taken home in a school bag for protection.

TORNADO/FIRE DRILLS

Tornado and fire drills will be executed throughout the year. This is done in compliance with state law, to educate students about the safest and most efficient manner to respond in a natural disaster.

VISITORS TO THE SCHOOL

The school encourages interest on the part of parents and community members in school programs and student activities. The school welcomes visits to school buildings and school property by parents and community members provided the visits are consistent with the health, education and safety of students and employees and are conducted within the procedures and requirements established by the school.

Guest visits are allowed in the classroom for prospective and former students when they are approved by the administration. Visitors and parents must register at the office and wear visitor badges while in the building.

An individual or group may be denied permission to visit a school or school property, or such permission may be revoked if the visitor(s) does not comply with the school procedures and regulations, or if the visit is not in the best interest of students, employees, or the school. A complete copy of the school's Visitor Policy is available on Sycamore.

TRESPASSERS OR OTHER UNAUTHORIZED PERSONS

Minnesota statutes provide trespass protection for K-12 schools. Trespass by an individual is a misdemeanor.

A person is a trespasser on school grounds unless:

1. Enrolled as a student
2. Parent or guardian of a student
3. Employee of the school or district
4. Has permission or invitation from a school official
5. Is attending a school when open to the public or student's family
6. Has reported his/her presence to the office and received permission to remain on the campus.

SEARCH OF LOCKERS, DESKS, PERSONAL POSSESSIONS AND STUDENT'S PERSON

Inspection of the interior of lockers and the interiors of desks may be conducted by the administration for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. A search of personal possessions of a student and/or a student's person will be reasonable in its scope and intrusiveness. A complete copy of the school's policy on Search of Lockers, Desks, Personal Possessions and Student's Person is available on Sycamore.