

Christian Life Academy Student/Parent Handbook

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Chapter 1

HISTORY OF CHRISTIAN LIFE ACADEMY

After graduating from Penn State, Princeton Seminary and Prairie Bible Institute, Earl F. Tygert (Brother Earl) founded Life Ministries, Inc. in 1938. The Lord's International Faith Enterprise ("Life") was established as a faith-supported ministry with the express purpose of proclaiming and promoting the Word of God. Brother Earl and Mrs. Tygert ministered extensively in the Orient, spending a total of 18 years in Japan as well as preaching to missionaries in China and Korea.

In 1967 the Lord led the Tygert family back to the United States. In 1969 Life Ministries acquired the property at River Ridge, near Franklin, with the hopes that a Bible school, Christian day school, and a missionary and conference center might someday be established.

Christian Life Academy had the first meeting of inquiry during the late winter of 1974; and the school doors opened at Life Ministries' (the "Castle") on the River Ridge property the next September, with a modest six students. In the next four years the school grew to over 120 students while the Lord in so many ways blessed and established the work. God continues to keep His hand of blessing upon our school.

In 1983 the Academy joined the Association of Christian Schools International. ACSI is the largest Christian school association and serves its members in the United States and around the world by offering conventions, conferences, school and teacher accreditation, student activities, and various other services designed to improve the quality of Christian education. In 1996, after two and one-half years of in-depth study, preparation, and committee observation, the elementary received accreditation from the Association of Christian Schools International.

Formerly, Christian Life Academy functioned with a separate board of directors, made up of local educators, pastors, businessmen, and school parents, that was subservient to the Life Ministries Board. In November 1990, Christian Life Academy incorporated as a separate entity that is in no way related to or sponsored by any particular church or denomination, but is committed to serving every individual and fellowship by its ministry.

Prior to the start of the 1991-92 school year, the Lord enabled us to purchase the former Cranberry Area High School. This facility allowed the school to grow, to be more accessible, and to include busing from nine neighboring school districts. It continues to benefit more area Christian families with an inter-denominational, evangelical Christian school.

From its inception, CLA has continued to initiate new curriculum and activities to meet the spiritual and educational needs of the students.

Chapter 2

STATEMENT OF FAITH

We believe the Bible to be the inspired and the only infallible, authoritative Word of God.

We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.

We believe 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 through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.

We believe that man is sinful by nature and that regeneration by the Holy Spirit is essential for his salvation.

We believe in the continuing ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a Godly life.

We believe in the resurrection of both the saved and the lost; the saved unto eternal life and the lost unto eternal damnation.

We believe in the spiritual unity of believers in our Lord Jesus Christ.

We believe in the creation of man by the direct Act of God.

STATEMENT OF PURPOSE

The purpose of Christian Life Academy is to provide high quality academic training in an environment where the Lord Jesus Christ has pre-eminence in all things.

MISSION

Christian Life Academy supports Christian families by providing a biblically based education that develops individual academic excellence and seeks to form young men and women who will know and serve the Lord Jesus Christ with all their heart, mind and strength.

VISION

Christian Life Academy exerts the greatest possible influence on our students so that they might fulfill God's highest purpose in their lives, participating in the transformation of families, communities, institutions and nations for the glory of God.

SCHOOL COLORS AND MASCOT

The CLA school colors are royal blue and gold.

The school mascot is the Bald Eagle.

SCHOOL SCRIPTURE

"That in all things He might have the pre-eminence." Colossians 1:18

Chapter 3

PHILOSOPHY OF CHRISTIAN EDUCATION

I TRUTH AND AUTHORITY

- The Bible is the only inspired, infallible and authoritative Word of God.
- The Word of God is the standard by which we establish educational priorities, understand teaching methods, evaluate our conduct and interpret all areas of knowledge.
- God is the creator, sustainer and judge of all things. No area of knowledge is outside of His authority and all knowledge exists for His glory.

II THE HOME AND CHURCH

- Parents are responsible for the education and training of their children.
- At the parent's request, the Christian school becomes a partner in providing this education.
- The school should be a responsive listener to the parents.
- The school acts as a representative of the parents while children are attending school.
- CLA cooperates with the local churches in their ministry to the family and community.

III THE CHRISTIAN VIEW OF TEACHING AND LEARNING

- Christian education is used by the Holy Spirit to help the student come into fellowship with God through faith in Jesus Christ.
- Every young person is of immeasurable value and is uniquely gifted by God.
- Academic excellence is a godly and essential goal of Christian education.
- Christian education involves growth of the whole individual: spiritual, intellectual, emotional, social, and physical.
- Christian education is most successful when it functions in a community of believers, where loving relationships among students and adults characterize daily activities.
- The life of the teacher is the life of the teaching. Teachers teach a little by what they say, more by what they do, but most by what they are. Teachers who are mature and successful Christians are the most important ingredient in Christian education.
- Teamwork and mutual support between parents and teachers is important to the academic success of each student.

CORE VALUES

The Value of God's Word. The Word of God is the basis for all truth. Every aspect of our lives and of the school program must continually be reviewed in the light of God's Word.

The Power of the Gospel of Jesus Christ. Only the power of God through the life of the Lord Jesus Christ can liberate and transform the human heart. We depend on the power of God to equip us for every good work.

The Value of the Individual. Every young person is worth loving, knowing and educating.

Relationships. The Kingdom of God is the kingdom of right relationships. Learning how to love and how to deal with conflict is the most important activity at CLA. Relationships built on genuine respect are a vital part of Christian education.

Parents as Partners. Faculty and staff support parents in the training of their children.

Duty, Hard Work and Excellence. Everything worth obtaining requires an investment of labor. Every individual must make an account before God for the use of their gifts.

The Value of Academic Training. The study of language, history, law, logic, rhetoric, science, math and the fine arts are biblical pursuits, and are important to our ability to fulfill the will of God.

The Building of Families. The building of families (and thereby the Church of Jesus Christ) is vital to fulfilling our mission.

An Outflow of Ministry and Caring to the community will take place when Christian Education is successfully taking place.

Chapter 4

ADMISSION POLICIES AND PROCEDURES

In order to establish guidelines for admission to Christian Life Academy, the following have been adopted by the school Board of Directors. The principal reviews each application and is given the authority to admit qualified students. Approval by the School Board of Directors is required in any exception to the following policies.

ADMISSIONS POLICIES

1. A parent or parents must subscribe to the Statement of Faith of CLA and agree to the terms of the parental commitment form.
2. Students must be capable of academic success at CLA as indicated by school records and standardized test results. Admission to CLA requires the student to have maintained at least a "C" average (2.0 grade average based on a 4.0 system during the most recent academic year and grading period) and received acceptable test scores on a standardized achievement test. Only under exceptional circumstances will a student whose grade average is below a "C" be considered for admission. This student will be admitted on a probationary basis for one grading period during which the student should attain a "C" average or be subject to dismissal.
3. Students must have a record of discipline and emotional adjustment to school that indicates they will make a successful adjustment at CLA.
4. No student will be considered for admission without full disclosure of any court records. Failure to disclose a court record could result in permanent expulsion.
5. Students (grades 7-12) must be born-again Christians or demonstrate a clear interest in pursuing a personal relationship with God. One or both parents must be born-again Christians. (John 3:3, I Peter 1:23)
6. Students and their parents must faithfully attend a Bible-believing church.
7. Children applying for admission to Kindergarten must be five (5) years of age before September 1. Any child applying for First Grade must be six (6) years of age before September 1.
8. CLA admits students of any race, gender, ethnic or national origin to all its programs.
9. Applicants must provide documented proof of required immunization before admission.

ADMISSIONS PROCEDURES

1. Read carefully everything in the Student Enrollment Packet. Complete the Application for Enrollment, the Health Record and the Parental Commitment forms.
2. Submit the registration fee with each new student application. No processing or testing will be done without this fee. This fee will be refunded if student admission is denied.
3. Submit the Pastor's Letter form to your pastor and request that it be sent to CLA within one week if possible. If the pastor is not available, request a church officer to complete it.
4. Obtain a copy of the permanent records for your child, the most recent report card, and the most recent achievement test. These should be sent with the application.
5. Upon receipt of your admissions information (application, application fee, parental commitment form, pastor's letter, student records, health form and test results), you will be called for an interview appointment.
6. The first tuition payment must be paid before students are permitted to begin classes.

TUITION AID FUND

Christian Life Academy has established a Tuition Aid Fund for those families who cannot afford the full tuition. Parents who would like to apply should request information in the office.

We prayerfully encourage school families, friends, churches, Sunday school classes, and relatives to support this effort by contributing to this fund which enables families with financial difficulties to afford Christian education for their children. Contributions can be made to the Earl F. Tygert Memorial Fund.

RELEASE OF PERMANENT RECORDS

All accounts must be financially current for permanent records to be released.

Chapter 5

PARENT INFORMATION

PARENTAL COMMITMENT

In applying for enrollment of students, parents must sign a Parental Commitment Form acknowledging the following:

1. Their personal acceptance of and commitment to Jesus Christ as Lord and Savior.
2. Their commitment to participate in the Christian education of their son or daughter with regular attendance at a Bible-believing church as a family, and by exemplifying Christian principles of life in their home.
3. Their commitment to the Statement of Faith of Christian Life Academy.
4. Their commitment to the policies of Christian Life Academy as stated in this application and in the Student/Parent Handbook.
5. Their commitment to make every effort to attend the Parent Teacher Fellowship (PTF) each time it is scheduled.
6. Their commitment to pledge their cooperation to keep doctrinal controversy and denominationalism out of the school at all times (Romans 13:8-10; I Cor. 12:12-14; 13:1-13; Gal. 5:13-15, 25, 26; Eph.4:1-7).
7. Their understanding of the damaging effects of undermining their child's wholehearted submission to the teachers and adults they must work with. They agree to consistently support their child's teacher and to privately contact the teacher or principal if any situation of concern arises. (Matt. 18:15-17) If resolution to the problem is not satisfactory, the parent is encouraged to bring their concern to the CLA Board of Directors.
8. Their commitment to pay the tuition in accordance with the policies set forth on CLA's Financial Policy information included in the enrollment packet.
9. Their commitment to give beyond their tuition as God leads and enables, and to participate in the major school-wide fund raisers. (*See Fund Raiser Participation section 8.10.*)
10. Their commitment to prayerfully, scripturally, and consistently regulate their child's use of television, Internet and all other media. They are in agreement with God's standards for godly living and do not tolerate profanity, disrespect or the use of any non-medicinal drug.
11. They understand that Christian Life Academy is dependent upon the cooperation of every family. They therefore agree to:
 - a. Complete the Parent Orientation each year prior to their child's admittance.
 - b. Attend scheduled parent-teacher conferences.
 - c. Assist their child at home by providing a place to study, giving encouragement in homework assignments and cooperation with any remedial work necessary for my child's success.
 - d. Support the school with regular prayer.
12. They understand that the school reserves the right to dismiss any child or family who fails to comply with the established regulations and discipline or whose financial obligation remains unpaid.
13. They understand that Christian Life Academy upholds the biblical view of marriage as one woman married to one man. A couple living together outside of matrimony, a couple practicing fornication or adultery, and a homosexual relationship are considered to be in direct violation of the biblical standards required of families enrolled in Christian Life Academy. (I Corinthians 6:9-10; Galatians 5:19-20)

14. Our commitment to complete the required Parent Service Hours (25 for two-parent, 12.5 for single parent) or to pay the \$8.00 per hour fee for the hours not completed.

PARENT SERVICE POLICY

Parent Service Hours provides an opportunity for parents to be a part of the education of their children at Christian Life Academy and enhance the educational, fine arts, and extracurricular activities of our student body. It also provides an opportunity to participate in the supporting structures (committees) of the school that enables the school to function more effectively and efficiently. The structure of parent service hours is as follows:

- ! A two parent family will be required to complete 25 hours of service to the school.
- ! A one parent family will be required to complete 12 ½ hours of service to the school.

Every quarter the service hours will be calculated and subtracted from the beginning hours. A new statement will be issued each quarter until the end of the school year. **If at the end of the year the hours are not completed, the parent will be billed \$8.00 per hour for hours not completed. Student records or report cards will not be released until the hours are completed or the fee is paid in full to the school.**

Guidelines:

- ! The Program runs from June 1st to May 31st. (Hours worked over the summer months should be documented on the 1st quarter worksheet.)
- ! Students may **NOT** earn hours for parents.
- ! Grandparents may work half (½) the parent service hours required.
- ! Money spent while working on projects cannot be converted to service hours.
- ! Each family will receive a Parent Service Hour Personal Worksheet in the Orientation Packet. At the end of each quarter, a new worksheet will accompany the report cards. Completed worksheets must be returned to the school office one (1) week prior to the end of each school quarter.
- ! PTF, Parent Orientation and school-wide fund raisers count toward parent service hours. Attending a school function in which your child is involved (classroom parties, concerts, sporting events, etc.) cannot be counted as service hours unless you were specifically assigned to help with the event.

PARENT/TEACHER FELLOWSHIP

Parent/Teacher Fellowship (PTF) is held once a month for most school months at 7:00 P.M. The purpose of PTF is:

1. To provide opportunities for Christian fellowship among the faculty and parents.
2. To provide ongoing education and inspiration for our ministry to the children God has entrusted to us.
3. To serve as an organization by which funding can be supplied to various school activities that cannot be normally funded in the school budget.

PRAYER CHAIN

Parents and staff willing to be called on to pray may volunteer each year to be part of the CLA prayer chain. The prayer chain is organized by a parent volunteer.

Chapter 6

DISCIPLINE POLICY

PHILOSOPHY

1. Discipline and its application at CLA are grounded in scripture (see particularly: Proverbs. 12:1, 13:18, 24, 22:15; Ephesians 5:1-4, Hebrews 12, I Corinthians 13 and Revelation 3:19).
2. In all, correction must be tempered with grace and compassion (Ephesians 4:32 and I Peter 3:8, 9). The purpose of discipline at CLA is not merely to enhance the learning environment, but to train and lead the student into maturity and self discipline.
3. Just as “discipline” and “disciple” come from the same root word, so it is, we believe, that the full meaning and intent of discipline should be not only to correct behavior; but also to build up, encourage and train an individual in concepts as well as behavior that is pleasing to God. God admonishes us that reproof and correction are to be administered in love and with a measure of grace and compassion. In this context, discipline must never be administered vindictively, in anger or devoid of forgiveness, or in a manner that is demeaning to the worth of an individual. Discipline is ordained of God for the building of character and the training of behavior.

OBJECTIVES

1. To develop and maintain a quality environment for learning by correcting behavior which is disruptive or destructive to the learning environment.
2. To train students in behavior patterns that will be helpful to them individually and to the school community in supporting and achieving the commonly held goals of spiritual, intellectual, physical and social development.
3. To remove, as a last resort, recalcitrant students so that the learning environment may be maintained.

RESPONSIBILITIES

Parents have been given the responsibility by God for the discipline of their children. CLA parents have conferred this authority on teachers and administrators during the school day and in school activities (in loco parentis). If parents have questions or disagreements regarding disciplinary actions, it shall be their responsibility to immediately discuss these questions or differences with the teacher involved and not to bring their grievance to other parents, faculty or students. If the matter is not resolved with the teacher, the parents should discuss it with the teacher and principal. If there is a failing to reach a resolution at this level, then bring the matter to the attention of the Chairman of the Board of Directors.

Teachers and administrators are responsible to God for the lives placed under their care (James 3:1). They have the authority from the parents to administer discipline, if such is indicated. It shall further be the responsibility of teachers and administrators to work with parents in the matter of discipline, informing them in a prompt manner of disciplinary action taken, and making themselves available to the parents and students involved for discussion and counsel of discipline situations. The ideal objective of this involvement is to foster understanding, to challenge parent and student alike to supportive behavior, to enlist student cooperation and to build a like-minded attitude.

It shall be the administration's responsibility through personal observations, examination of records and by whatever other means are deemed practical, to see that proper standards of discipline are being uniformly maintained throughout the school.

Students are responsible under God to obey and show respect for teachers and administrators, as they should their parents, and they are responsible for helping to maintain a quality learning environment.

MANNERS, COURTESY AND GENERAL RULES FOR STUDENTS

Let the fruit of the Spirit, love, joy, peace, patience, kindness, goodness, faithfulness, humility, and self-control, be manifested in the following areas of good conduct and attitude:

1. Be orderly at all times in school and on buses. Avoid loud talking, running, scuffling, and throwing objects, including paper, snowballs, and other people's possessions.
2. Be neat, clean, and considerate of others and their property by taking good care of books and other school property, including the rest rooms. (Report any problems in the rest rooms to your teacher immediately.)
3. Do not interrupt any class by talking, standing, or moving about out of turn; by writing or passing notes; by playing with irrelevant objects.
4. Be prepared for each class by being on time, having completed assignments and needed materials with you. Do not do homework for one class during another class' session.
5. No loitering between classes, after lunch, or in rest-rooms.
6. Traditional rules of etiquette will be used; for example, boys defer to girls in doorways.
7. Students will refrain from public display of affection.
8. Make a point to be friendly, courteous, and helpful to all teachers, staff, visitors, and other students. Avoid selfishness, gossip, damaging criticism, and unethical conduct.
9. No gum-chewing is allowed in school.
10. Cell phones, radios, tape players, CD player/recorders, MP3 players and all other audio and video devices are not permitted to be carried by a student while in school. Cell phones cannot be used during school hours and must remain turned off and in the student's locker or checked in to a teacher or the office.
11. Possession or use of drugs, tobacco, alcohol, or weapons is prohibited.
12. Cheating and stealing will not be tolerated.
13. Profane, obscene, suggestive, pornographic, or sacrilegious language or material of any sort will not be tolerated.
14. Disrespect, insolence, and disobedience to teachers and staff will not be tolerated. Always refer to a teacher or staff member by "Mr.", "Mrs.", or "Miss" followed by their last name. Respond with a "yes" instead of "yeah".
15. All students outside of the regular scheduled class area must have a valid pass.

I Corinthians 1:10 "Now I beseech you, brethren, by the name of our Lord Jesus Christ that ye all speak the same things, and that there be no divisions among you; but that ye be perfectly joined together in the same mind in the same judgment."

Proverbs 22:10 "Cast out the scorner, and contention shall go out; yea, strife and reproach shall cease."

It should be noted that a critical, griping, and uncooperative attitude on the part of the students or parents alike, in reference to the regulations and rules of the school and their enforcement, will in no wise be acceptable. If an attitude of Christian humility and cooperation is not possible by either student or parent, then the student may be asked to withdraw from the school program.

UNACCEPTABLE BEHAVIOR

Unacceptable behavior differs in its severity and, thus, should receive different disciplinary response. Behavior offenses have been categorized into two levels of severity, Less Serious and More Serious. The examples listed in each category are examples and are not meant to be exhaustive. Offenses that are not listed will be dealt with at the discretion of the teacher/administrator in line with these examples.

Less Serious Offenses

- Unexcused lateness to school
- Unexcused lateness to class
- Excuse slips not returned
- Failure to complete an assignment
- Failure to keep a scheduled appointment
- Causing a disturbance in class or study hall
- Unnecessary talking in class or study hall
- Meddling with other people's property
- Disobedience of specific rules
- Misbehavior between classes
- Public Display of Affection
- Chewing gum
- Note passing
- Inattentive behavior

More Serious Offenses

- Failure to accept responsibility for academic work
- Frequent critical or derogatory remarks
- Disrespect toward those in authority
- Acts of rebellion against school policies
- Cutting class or school
- Cheating, lying, or stealing
- Swearing, using obscenities
- Defiance or willful disobedience to authorities
- Abuse or willful destruction of school property
- Sexual immorality
- Drinking, smoking or possession of tobacco or alcoholic beverages
- Possession, sale or use of illicit drugs
- Fighting, possession or use of a weapon
- Mistreatment of other students
- Extortion
- Committing a serious breach of conduct inside or outside of the school which has an adverse effect on the testimony of the school
- False alarms
- Habitual committing of Less Serious offenses

DISCIPLINE RESPONSE *(This typically applies only to high school students.)*

Chewing Gum If a student is found chewing gum they will be required to write out a page from the Student Handbook. A second gum-chewing offense will result in two pages being written; a third offense and additional offenses will result in three pages being written out.

Late to Class Students are permitted one “free” late each quarter. Each additional late is counted as a Mark. Students who are late to class because of business with another teacher or staff member should get a pass signed by that teacher or staff member to avoid any penalty.

Less Serious Offenses This may involve a verbal reproof, giving one or more Marks, a writing assignment or other less serious action administered by a teacher or administrator. Students begin each quarter with zero Marks. Five Marks in a nine-week period will result in a detention.

The teacher giving the Mark will have the student sign the Mark and the Mark will be recorded in the office. If the Discipline Notice requires a parent's signature, it will be sent home with the student. If a student does not return a Discipline Notice with a parent signature by lunch on the following school day, an additional Mark may be given.

More Serious Offenses Depending on severity, one or more of the following: detention, suspension from class, suspension from school, probation or expulsion.

In order to maintain the discipline desired, the faculty will generally follow this procedure in dealing with behavior that does show disregard for the standards of the school (i.e., behavior from students that shows disregard for love and respect of others, shows disregard for those in authority, violates the code of honesty, uses unclean or degrading language, or destroys or defaces property).

DETENTION

A Detention Notice will be mailed home and a copy will be given to the student.

All detentions involve a disciplinary writing assignment but do not otherwise have an escalating punishment. If a student receives a fourth detention in a year, a parent conference will be required and the student may be required to serve a four-hour Saturday morning work session with a fee of \$40 to cover the cost of the supervisor.

Students must bring work for the entire detention period. They are not permitted to sleep. Absolutely no talking will be permitted among students. They must be in regular dress code; no food or drink is permitted. Students will not be permitted to leave the detention room except for an emergency. Violation of detention policy may result in an additional detention.

IN SCHOOL SUSPENSION

In-school suspensions are served in the detention room, and the student must be in that room before the home room bell rings. The student must work on classroom assignments or projects; classwork due for that day must be turned in to the teacher before going to the detention room. If a major test is given the day of an in-school suspension, only 93% of the test score is recorded. The student will be allowed supervised lunch and restroom privileges.

OUT OF SCHOOL SUSPENSION

Suspension requires that a student not report to school for up to five school days. No credit is given for work missed and no make-up work is permitted.

PROBATION

Probation gives a student an opportunity to demonstrate improved behavior. Failure to improve behavior during a probationary period may result in the student being expelled or asked to withdraw from the school.

Reasons for Probation:

1. Continued deliberate disobedience
2. A rebellious spirit or a continued negative attitude which creates a damaging influence on other students.
3. Insufficient academic progress
5. A serious breach of conduct inside or outside the school
6. Failure of the parents to comply with the disciplinary procedures of the school.

Chapter 7

TRANSPORTATION

According to Pennsylvania state law, public schools are required to bus students to private schools that are within a ten-mile radius of their district border. Transportation to and from Christian Life Academy is offered by the Allegheny-Clarion Valley, Cranberry, Franklin, Keystone, Oil City, Valley Grove and West Forest School Districts. (Clarion, North Clarion, Titusville, and Penncrest transportation is handled individually by parents.) Upon initial enrollment at CLA, parents should contact their school district to inform them of a busing need; the appropriate district is then responsible for all further arrangements. Shortly before classes begin, public announcements are made concerning pick-up points and time tables. If scheduling difficulties arise, the head of transportation in your school district or the busing contractor should be contacted by the parents.

TRANSPORTATION CONTRACTORS

Individual school districts, listed in the Yellow Pages of the phone book, are responsible for transportation. These are contractors for the districts served by CLA.

Franklin Area, Sean Eickholtz	437-5117
Cranberry Area, Carol Wilson	676-5628 x 508
Oil City Area, Stacey Plowman	676-1867 x 222
Keystone Area, Linda Lewis	797-2382
West Forest Area, Rev's. Mlakar	755-3437
or Yellow Rose	755-3750
Allegheny Clarion Valley	724-659-3555
Valley Grove	432-3861 x 1216

A PRIVILEGE

It is a violation for a pupil to ride a bus other than the one to which he is assigned, or to meet or leave the bus at a stop other than his assigned bus stop except with written permission from the parents.

If the school bus does not arrive at the bus stop on time because of mechanical failure, road or weather conditions, the pupil is expected to wait for it at least 15 minutes. In the case of extreme weather conditions, parents are asked to use their own judgment.

Riding the school bus is a privilege. Don't lose your riding privilege. Just follow and obey the following public school bus rules and regulations.

SCHOOL BUS RULES AND REGULATIONS FOR PUPILS

1. Students are to ride assigned buses unless written permission signed by a parent is sent to the elementary student's teacher, or to the office in the case of a secondary student. **The office needs to be notified of this before 2:00 PM.**
2. Students must not attempt to board or alight from the bus while it is in motion. Ordinarily, students should board and alight from the bus only at designated stops.
3. If seats are assigned, students must occupy the seats assigned to them by the bus driver. Students should never move from one seat to another while the bus is in motion.
4. Students must not extend their hands, arms, or heads through the bus windows.
5. Students should talk in a normal tone; loud talking and yelling is unnecessary and is prohibited. Profanity will

result in suspension.

6. There must be absolutely no smoking on the bus.
7. There must be absolutely no scuffling or "horse play" such as bothering the person sitting in front, taking articles of clothing and throwing them around, etc.
8. Students must cooperate in keeping the bus clean, litter-free and unmarked.
9. Students must not tamper with the bus or any of its equipment.
10. Students must get off the bus at school and at their own stop. Do not ask to get off of the bus at any other place unless you have a note from your parents.
11. Students must be at their designated loading point on time. Bus schedules do not permit them to wait for tardy pupils.
12. Students are required to be in appropriate school dress code when boarding the bus. Tennis shoes are permitted.

PENALTIES

Violation of bus rules may result in suspension of privileges and disciplinary action from the school.

STUDENT DRIVERS

All students wishing to drive to school must submit a completed driver permission form (available in the office) and pay any permit fees *before they begin driving to school*. Parking rules must be observed in order to keep this privilege. Student parking area is located behind the school. Students are not permitted to provide students not of their own household with rides to or from school except when written permission from the parents is on record in the office.

Students are not permitted to drive any other student to a school activity. Students are not permitted to leave the school building to access their car without specific permission.

LEAVING SCHOOL CAMPUS

Any student leaving the school grounds with or without teacher supervision must have written parental permission, and the approval of the principal. **High school students must sign in and out at the office if they arrive late, leave early or leave the school during school hours.**

Chapter 8

GENERAL SCHOOL POLICIES AND STATEMENTS

8.1 SCHOOL SCHEDULES

The school term operates on a nine month basis divided into four terms of nine weeks. School hours are:

Staff devotions..... 7:30 a.m. Monday thru Friday

School begins..... 8:00 a.m.

School dismissal 2:30 p.m.

Teacher dismissal 2:45 p.m.

If not riding a bus, students must arrive on time and must not stay after 2:45 p.m., unless specific arrangements are made with a teacher.

8.2 CURRICULUM

Much of our curriculum is produced by Christian publishers. When secular curriculum is used, it has been evaluated and approved for school use.

Each high-school student, grades 9-12, must earn a minimum of 24 credits in order to graduate: Required Credits:

Bible 4, English 4, History 4, Science 3, Math 3, Foreign Language 2, Physical Education 1, General Electives 3.

(When evaluating credit for electives, one credit is equal to approximately 120 hours of instruction.)

High school students are expected to carry a full course load, taking the most challenging courses they are capable of successfully completing.

SUGGESTED HIGH SCHOOL COURSES:

Freshman

Bible 1

English..... 1

Algebra I..... 1

PA History 1

Spanish I..... 1

Physical Science 1

Physical Ed.25

Elective 4

Electives:

Chorus/Band 4

CHAT (as available) 4

Sophomore

Bible 1

English..... 1

Biology 1

Algebra II, Geometry or General Math 1

World Culture..... 1

Spanish II..... 1

Physical Ed.25

Electives:

Chorus/Band 4

CHAT (as available) 4

Junior

Bible	1
English.....	1
US I/II History.....	1
Chemistry or General Science	1
Algebra II/Geometry or General Math	1
Physical Ed25

Electives:

Spanish III	1
Chorus/Band4
CHAT (as available)4

Senior

Bible.....	1
English.....	1
Government & Economics	1
Physics or General Science.....	1
Pre-calculus or General Math	1
Physical Education25

Electives:

Chorus/BandCHAT (as available4
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8.3 ACADEMIC INFORMATION

GRADING SCALE

A = 94-100	EXCELLENT
B = 86-93	ABOVE AVERAGE
C = 78-85	AVERAGE
D = 70-77	BELOW AVERAGE
F = 00-69	FAILURE
I =	INCOMPLETE

Students are allowed two weeks from the delivery of report cards to make up incomplete work. After that, a grade of "0" is recorded for those missing assignments.

DROP/ADD

With all required permissions, students will have an opportunity to drop or add courses during the first two weeks of the year (or the first two weeks after any course begins). Drop/Add slips are available in the office.

HOMEWORK

Time for supervised study is provided in many classes, and many students have a limited number of study periods. However, not all required work can be accomplished within school hours. School work should be a priority and viewed as an opportunity for increased learning. Making homework a habit and disciplining oneself to do it thoroughly is one way of bringing glory to God. Incomplete homework will result in parent/teacher communication leading to possible disciplinary action.

1. Homework

A. The homework assignments fit each teacher's program. Homework is given to reinforce concepts or to enrich the academic program. Average homework assignments take approximately:

Grades 1 - 3	10 - 30 minutes
Grades 4 - 6	40 - 60 minutes
Grades 7-12	60+ minutes

B. Times will vary if the child does not make efficient use of class time or as the curriculum necessitates.

Parents are responsible to convey to the administrator if their child consistently has excessive homework.

C. For Drill: We believe that most students require drilling to master certain material essential to their educational progress.

D. For Practice: Following classroom explanation, illustration, and drill on new work, homework is given so that the material will be mastered.

E. For Remedial Activity: As instruction progresses, various weak points in a student's grasp of a subject become evident. Homework following instruction is given to overcome such difficulties.

F. For Special Projects: Book reports, compositions, special research assignments, and projects are some of the activities that are frequently the subject of homework attention.

2. Homework, Late Work, and Make-up Work

A. Most students have homework in their classes on a regular basis. If a student comes to class unprepared, he must arrange with the teacher to complete the work. Teachers will establish their own homework rules. Grades on late assignments may be reduced by one letter grade for each day late.

B. When a student is absent, it is their responsibility to get the assignments missed and complete them. A student will have one day for each day missed to get work made up, unless other arrangements are made with the teacher. This may not hold true if an assignment or test has been planned before the absence occurred. Students with planned absences must make arrangements in advance to complete work that will be missed.

C. Students excused early from school for sports or for other activities must submit assignments to their teachers before they leave school and obtain the assignments for the next class.

3. Standards for Written Work

A. Unless otherwise specified by a teacher, any assignment should conform to the following standards:

- Paper should be 8½ x 11, lined, loose leaf or removed without ragged edges.
- One inch margins are to be left on both sides of the page.
- Blue or black ink is to be used.
- Cursive writing should be used unless otherwise specified.
- A heading is required for grades 7-12, in the upper right corner, consisting of:
 - Name (first and last)
 - Subject
 - Assignment
 - Date

Elementary students will be given the proper heading for their grade level.

B. Papers shall use appropriate labels and be done neatly. Written compositions are to be written in complete sentences using proper spelling, capitalization and punctuation. Students begin using ink in the 3rd grade. Students in grades 3-6 use standard-size, wide-line notebook paper, 8½ x 11. Primary students will be instructed by the teacher about appropriate paper.

STUDY HALL GUIDELINES

1. All out-of-class trips should be made with permission and during the first five minutes of the study hall.
2. Unless specifically announced by the teacher, the only talking permitted during study halls is brief and quiet comments related to school work.
3. Passes prepared in advance are required for special activities.

4. All students must bring work to every study hall.
5. Assigned seats are recommended.

REPORT CARDS

In order to keep parents informed of the student's progress, report cards are issued at the completion of each nine weeks. The first one is given at the time of the Parent-Teacher conference. The second and third are sent home and an attached form must be signed and returned by the parent. The final report card is mailed following the completion of the school year.

HONOR ROLL

High School:

A student with six major courses must have all A's or B's (3.0) with no more than two C's in minor courses. Students with less than six major courses must have all A's or B's with no more than one C in a minor course. Courses measured by O, S, U must have at least an S for satisfactory. A student's conduct record must not show more than one detention, or a repeated less-serious violation during that grading period.

Elementary:

Students must have all A's or B's in major subjects. Courses measured by O, S, and U must have at least an S for satisfactory. A student's conduct record must not show a more serious violation or a repeated less-serious violation.

PRINCIPAL'S LIST

High School:

A student with six major courses must earn all A's (4.0) in major courses and is permitted two B's or S's in minor subjects. A student with less than six major courses must earn all A's (4.0) in major subjects and is permitted one B or S in a minor subject. Students cannot have earned a detention in that grading period.

Elementary:

Students must have all A's in major courses and at least two O's in courses measured by O, S, and U. A student's conduct record must not show a more serious violation or more than one less-serious violation.

STANDARDIZED TESTING

Stanford Achievement tests are administered throughout the school annually in the spring. In addition, Otis-Lennon Mental Maturity tests are administered to students in grades 3, 5, 7, and 10. Copies of the test results are mailed with the final report card. Appointments may be arranged through the office for parents wishing to discuss their child's achievement test scores.

The SAT is administered at designated times during the year at several locations in the area. Juniors should plan to take their SAT in the spring. Sophomores and juniors are required to take the PSAT in October of each year.

8.4 ATTENDANCE

NOTE: As of the 2007-08 school year, CLA has adopted the Venango County protocols for attendance and truancy. The following policies reflect those county-wide protocols.

Students should not be kept out of school for any reason other than illness, a death in the family, or approved educational experiences. Excused absences are limited to the following:

- A. Personal illness
- B. Death in the immediate family
- C. Impassable road conditions
- D. Planned absence request
- E. Family emergency

Unlawful/unexcused absences or tardies include: missing the bus, oversleeping, being too tired, shopping, doing term paper/homework and not returning an excuse form within 5 days of the absence or tardy. (NOTE: For students 17 years of age or older, unlawful absences are called unexcused.)

One unexcused absence is permitted each year. Two or more illegal absences will result in the student's grades being reduced for that grading period as follows:

- 2% for the second unlawful absence
- 3% for the third unlawful absence
- 1% for each additional unlawful absence

This penalty is applied to the grades in all major subjects.

The school will immediately inform the parents/guardians in writing upon each incident of unlawful absence. We will use the same courtesy letter format that has been adopted by all of the public school and the Venango Court of Common Pleas.

If a third unlawful absence occurs, the family will be called in to put a truancy elimination plan in place. Parents will be informed of the legal consequences that have been adopted by Venango County schools and the Venango Court of Common Pleas.

Routine/non-emergency Doctor and Dentist Appointments: These appointments should be scheduled during non-school hours. When this is impossible, the following procedure applies:

1. Notify the school and teacher in writing beforehand, so that missed work can be completed.
2. Written verification of the appointment from the doctor or staff member must be returned to the school following the appointment.

When absent or tardy, parents should use an official "Excuse for Absence or Tardiness" form provided by the school. Excuses should clearly explain the specific reason and have a parent signature. These must be completed and returned to the teacher. A two-day grace period will be given. If no excuse is turned in on the third day, a disciplinary notice will be given to the student. After the fifth school day, the absence becomes unlawful/unexcused regardless of the reason. A signed excuse must still be provided.

A letter of concern will be sent to parents if a student has missed 10 days; a doctor's excuse will be necessary with each absence after 15 days.

If students arrive at school after the start of school or leaves before the end of the day, they must check in/out with the secretary in the school office. Elementary parents and high school students must sign in and sign out in the office.

EXTRA-CURRICULAR ACTIVITIES ATTENDANCE

In order for students to participate in or practice for extra-curricular activities, they must be in attendance at least ½ day of school on the day the event or practice is held. Exceptions may be made in the event of medical or dental appointments, if a request has been submitted to and approved by the principal prior to the day in question. Any exceptions due to an emergency situation will rest with the principal.

PROCEDURE FOR PLANNED ABSENCES

Absences that are to be educational/family oriented require a Planned Absence Form, submitted for approval, so that arrangements can be made for all school work to be accomplished. A Planned Absence Form is included in the Appendix of the handbook. Additional forms are available at the office throughout the year. Prior notification should be made as soon as possible, but no later than 8:30 a.m. on a school day equal to the number of days to be absent (example: 3 day absence - notification 3 school days prior to going; one week absence - one week prior to going; etc.) Non-notification to the school will be considered an unlawful absence. All planned absences will be reviewed by the administrator / principal to determine the legality of the absence.

No planned absence will be approved if a student has missed 15 days of school. Planned absence requests should not be made for days of standardized testing.

TARDIES

1. If student arrives after 8:00 a.m. (unless the bus is late) and before 9:00 a.m., the student is tardy.
2. Students arriving from 9:00 a.m. to 11:15 a.m. will be considered to be absent for one half day.
3. Students who have been in school in the morning and leave before 1:30 p.m. will be considered as absent for one-half day. NOTE: Students must attend a minimum of 2 ¼ hours of school to be counted as present for one-half day.
4. Students who leave after 1:30 p.m. must have written permission from the parent and they are required to make up missed work.
5. With regard to special activities, students must attend at least four complete periods of class the day of the event in order to participate in the extra-curricular activity, AND any partial day absences must be legal absences.

Four unexcused tardies are considered a one-half day illegal absence. Parents will be notified when a student has accumulated eight unexcused tardies.

CLARIFICATION OF TARDY/LATE FOR CLASS

Students who are at the school building in time to be in the homeroom by 8:00, but are not in the homeroom at 8:00 a.m. are counted as "late." Students who arrive at the building too late to get into the homeroom by 8:00 a.m. are counted as tardy. (This does not apply in the case of a late bus.) This tardy appears in the attendance book and an excuse must be obtained from the parents.

STUDENT ILLNESS

When a student misses school due to illness, parents are encouraged to make arrangement with the office to have lessons and books picked up for their child.

If a student should become ill during school, with teacher approval, they will be permitted to use the sick room to lie down for no longer than one period. After one period, the student must either return to class or make arrangements to be picked up by a parent. Elementary parents and high school students must sign in and out at the office if they leave school during regular school hours.

PERFECT ATTENDANCE

Perfect attendance includes the student who has legally missed one half or less days and/or 3 legal tardies or less.

MEDICATION AT SCHOOL

If a student must take medication while at school, parents must complete and turn in the Medication Form found in the Appendix of this handbook. Additional forms are available at the office throughout the year. There is a first aid kit available for teachers to care for the needs of minor injuries.

8.5 LUNCH INFORMATION

Students should bring a sack lunch. Milk and snacks may be purchased at each lunch period from the school canteen. Hot lunches are provided whenever possible. Students are not permitted to be in the kitchen or use kitchen facilities (i.e.: microwave) without permission from an adult.

8.6 MESSAGES AND TELEPHONE USE

Messages and deliveries from home during the school day should be kept to a minimum, and **should not come after 2:00 PM**. Office staff will forward messages and deliveries as soon as possible.

Teachers should not be called during the school day, for they need to be in the classroom with their students. Please call teachers after 3:00 p.m. or at home in the evening up to 9:00 p.m.

Students are discouraged from using the phone during school hours. All necessary calls must be placed in the school office with office personnel present. Long-distance personal calls must be made by calling collect, or by using a calling card or pre-paid phone card. Cell phones cannot be used during school hours, they must be kept in a locker or with a teacher and must remain turned off until from the time a student enters the building until after the dismissal bell.

8.7 SCHOOL-WIDE SPIRITUAL EMPHASES

CHAPEL

Weekly chapel services are held. These are special times to worship our Lord Jesus Christ in preaching, teaching, prayer, and song. Students should bring a Bible to chapel and enter the service with a worshipful attitude.

SCRIPTURE MEMORIZATION

The approved Bible translations for all memorization work are the King James Version and the New International Version.

School scripture is recited or written on each Friday unless other instructions are given. If students are absent on Friday, they will recite or write the scripture for the teacher the following Monday or on the next school day. Parents grade the recitation of their child's review assignments, to be reported the following Monday.

CHRISTIAN SERVICE

Christian Life Academy recognizes that Christian service is a valid part of the school's educational mission. "In all things showing thyself a pattern of good works" (Titus 2:7) Jesus said, "Even as the Son of man came not to be ministered unto, but to minister, and to give his life a ransom for many." Matthew 20:28

Requirements:

1. A twenty service-hour requirement each year beginning in the ninth grade.
2. A service-hour must be a ministry oriented activity (cannot receive pay or credit; CHAT and LAPS programs do not qualify for service hours.)
3. The reporting period of each year begins in June and ends on the last school day.
4. Service hours do not accumulate from one year to the next.

Approved List of Services:

1. Church Ministries Vacation Bible School, Bible Clubs, Sunday School teaching/aide, choir/worship participant, special outreach projects, missions, visitation, babysitting/nursery, ministry team, ensemble, youth group leadership, playing an instrument, operating sound system/video, office help, evangelism.
2. School Ministries Praise team, tutoring, assisting in development department, teacher's aide, stage crew, sound system, building project needs, evangelism, drama, visitation.
3. Community Service helping/visiting shut-ins, working for elderly(not family); volunteering in a hospital or nursing home.
4. Other areas may be appropriate; if in doubt, speak to the principal.

8.8 PROGRAMS AND ACTIVITIES

FIELD TRIPS

Field trips are off-campus experiences related to the classroom curriculum. A permission request will be sent to each parent. Each signed permission request and any money required must be returned to the teacher as soon as possible. Students cannot go without permission slips. Appropriate dress will be announced. All regular school rules apply while on field trips.

Cell phones, radios, tape players, CD players, MP3 players and all other audio and video devices are not permitted to be carried by a student while on a field trip. Students may make arrangements for a cell phone to be carried by an adult.

ACSI STUDENT ACTIVITIES

Each year CLA students compete with their grade for selection as a participant in the annual ACSI Student Activities. Participants then compete with students from other ACSI-member schools for merit awards.

ART

Elementary art instruction is available through regularly scheduled classes. High school art classes are offered as scheduling allows.

PHYSICAL EDUCATION

Weekly physical education classes are provided by experienced personnel.

YEARBOOK

Each year Christian Life Academy publishes *Charis*, a memorabilia of events, students, and organization within our school. The yearbook staff solicits advertising from parents and businesses who wish to distinguish themselves by supporting Christian education.

COMPUTER USE

Computers are available for academic work (not games) with specific permission of a teacher. No systems settings may be changed.

INTERNET POLICY

A teacher must be present at all times when a student is using the Internet. This is the student's responsibility. Internet history is not accessible to students and will be checked routinely. The Internet is not to be used without specific permission and only for a specific approved task. This includes e-mail, My Space and all Internet sites. Files for personal use cannot be downloaded without specific permission. If a student accesses an inappropriate website, they must report it to the attending adult immediately.

8.9 SENIOR TRIP

Each 9th-12th grade class raises funds to finance its own senior class trip. The board will consider requests for mission trips.

1. The senior class will vote on the location of the senior trip no later than the end of the first quarter of the senior year.
2. The basic plan for the senior trip is established by the administration, the faculty and parent class advisors.
3. The senior class will be responsible for deciding on details related to the use of free time and dining. The trip is taken the week before Memorial Day. The trip may involve a maximum of five school days and one weekend.

8.10 FUND-RAISING

CLASS FUND-RAISING

Students in 9th-12th grade are allowed to have individual class fund-raisers as follows: 9th grade, one per year; 10th grade, two; 11th grade, three; 12th grade, unlimited. Money raised will be used for Senior Trip, commencement and related activities.

School skates are senior responsibilities. The senior class will have the first option on established, past fund raisers for the senior class. The lunch snack cabinet is the responsibility of the junior class. The junior class has the first opportunity to hold a spaghetti dinner each year.

Each class is limited to one weekly lunch fund-raiser.

If a class initiates a new fund raiser, they have the option of continuing it throughout their school career.

Class parents are expected to help as necessary.

SCHOOL-WIDE FUND-RAISING

The Board has authorized two school-wide fund raisers per year, one of which is the annual car wash and the second is a large spring fund raiser. All families are expected to participate in these events that fund the basic program of CLA. The board has approved a *participation level* for the fall and spring events. Families will be billed for the unmet portion of these two fundraisers.

	Fall Car Wash	Spring Walk Challenge
Participation Asked of Each Family	\$150 (\$.50 pledge per car)	\$300

8.11 ATHLETICS

The athletic competition program of CLA in the New Penn Christian Conference offers participation in interscholastic athletics for both girls' and boys' sports. Areas of competition are boys' and girls' basketball, girls' volleyball, and boys' soccer.

Students may not participate in practice or in games until a “Play Pass” has been issued by the office. The “Play Pass” is issued only after all fees, medical information and permission forms have been turned in. A fee is required for each student to participate in each sport. This is necessary to help offset the expense of the sports program.

It is highly recommended that coaches and adult drivers prohibit or greatly limit the use of any audio/video/gaming or communication equipment.

The sports teams are known as Eagles, with an Eagle mascot. Team colors are royal blue and gold.

8.12 MUSICAL OPPORTUNITIES

General Music instruction is provided for students in Kindergarten through 6th grade. Students who have musical talent are encouraged to participate in the chorus and instrumental programs. There will be various opportunities to perform throughout the school year. Musical concerts and dramatic performances are provided each year.

8.13 EMERGENCY ANNOUNCEMENTS

Whenever weather, national emergency, or a special need demands the delay or closing of school, appropriate announcements will be posted on the school website (www.christianlifeacademy.org), and made over WFRA/WVEN (1450 AM), WTIV (1230 AM), WKQW (96.3 FM), WAWN (89.5 FM) radio stations and WPXI-TV (Channel 11, Pittsburgh).

8.14 EMERGENCY DRILLS

Students participate in emergency drills for severe weather, fire and security. Once the alarm is sounded there will be absolutely no student talking until the drill is completed. Students will move single file to the designated waiting area. Students need to follow teacher directions carefully and conduct themselves in a responsible manner at all times.

8.15 LIBRARY

The library offers approximately 8000 volumes and a variety of videos for instruction and entertainment.

Books and most tapes are loaned for a 2-week period and may be renewed twice.

Students are responsible for items they borrow. The borrower will pay for replacement of lost or damaged material. The cost is the price of the item, plus a processing fee. Fines are charged for overdue material. Overdue slips will be issued by the librarian. Report cards will be withheld at the end of the year for unreturned material and lost items.

The limit on the number of books/tapes checked out is: Kindergarten, 2 items (no videos); 1st - 4th grades, 2 items (only 1 may be a video); 5th - 6th grades, 3 items (only 1 may be a video); 7th-12th grades, as needed (only 1 may be a video, unless doing research).

Borrowed material must be returned in order to check out new. Reference material may be signed out overnight. The sign out sheet is on the main desk.

Used books given to the library will be placed or discarded at the discretion of the librarian. This includes outdated, damaged, or inappropriate material. Memorials to honor a loved one may be placed in the library by contacting the office.

Final report cards will not be issued until all fees to the library have been paid.

8.16 SONBEAM

The SONBEAM is a school newsletter e-mailed or sent home weekly. It is a vitally important way for the school to relay necessary information to our families.

PLEASE ASK YOUR CHILDREN FOR THE SONBEAM EACH WEEK OR REQUEST THAT THE SONBEAM BE E-MAILED TO YOU.

8.17 MISCELLANEOUS INFORMATION

Visitors All visitors are required to report to the office before going to any classrooms. Visitors are welcome but prior arrangements are requested. Students are permitted to bring visitors to school only if permission is obtained from the principal.

Lost and Found The school will maintain a lost and found area in the school office. Any items not claimed at the end of the year will be given to a charity organization.

Locks on Lockers High school lockers are permitted to have personal locks, which must have an extra key or combination left in the office.

Extra-curricular Literature All literature brought to school should adhere to standards of good taste and is subject to teacher approval.

8.18 DRESS CODE AND /PERSONAL GROOMING

We believe that the way students dress influences their behavior, their self-image and the effort they exert in school. We encourage students to develop an attitude about their appearance that reflects self-respect and a respect for the feelings of others. With this in mind, the school dress code is intended to guide students in dressing in a clean, neat, and modest fashion that reflects self-respect, femininity in girls, and manliness in boys. *“Let us therefore make every effort to do what leads to peace and to mutual edification.”* (Romans 14:19)

Christian Life Academy reserves the right to determine what fashions may or may not be modest or appropriate attire for school. Any questions should be addressed to the administrator.

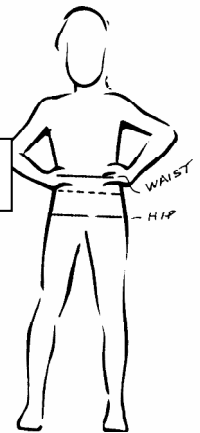
DRESS CODE FOR HIGH SCHOOL STUDENTS - *Adopted May 8, 2006*

The dress code identifies all clothing types which are allowed. Clothing types not specifically identified here as acceptable should be considered unacceptable. Any clothing that is in question should be brought to the office for review before it is worn. The dress code is in effect from the time students enter the building until the dismissal bell. Students riding home on a bus must be in dress code on the home-bound bus.

SLACKS/PANTS: Uniform style slacks/pants (girls have the option of a skirt/jumper) must be worn each day. Uniform style slacks meet the following standards:

- full length, with or without belt loops, with or without cuffs, with or without pleats
- up to four waist pockets: 1) no patch pockets (pockets must have an inside seam); 2) additional coin pockets are acceptable
- does not include: sweat, stretch, athletic, corduroy, carpenter pants, Capri's, denim or jeans
- cannot be immodestly tight
- a belt or suspenders must be worn if belt loops are present (not required for 2nd grade and below)
- are not low riding (see diagram)
- navy blue, black, khaki and all shades of brown are the only colors permitted; only solid colors are permitted.

Diagram: The dotted line represents the approximate top of the hip bone. Below this is considered "low-riding".



TOPS/SHIRTS: A polo shirt (collared with buttons) or a dress shirt must be worn each day. All students must have a navy blue CLA polo shirt. A dress shirt meets the following standards:

- short or long sleeved (no cap sleeves)
- collared and buttoned down from the neck (must be buttoned from the collar bone down)
- cannot be immodestly tight or see-through
- must be long enough to stay tucked in; must remain tucked in during the entire school day
- jean type, flannel and camouflage are not permitted
- a turtle neck may be worn under a top that meets the above standards, but the top must remain buttoned as described above. Clothing cannot be layered with a longer sleeved undergarment worn underneath a shorter sleeved top.
- all colors and prints are permitted; a black top cannot be worn with black slacks/skirt.
- students may wear a dressy vest, a dressy non-hooded sweater (both must come down over the waistband). A blazer or a CLA fleece are permitted. These must be worn *over* a shirt/top which meets dress code standards for tops. The collar of the shirt/top must be visible.

SKIRTS/JUMPERS: Skirts and jumpers must be worn with a top as described above.

- low riding skirts will not be permitted (see diagram);
- skirts and jumpers must come no higher than the middle of the knee (they should touch the ground in a kneeling position). Slits can come no higher than the middle of the knee. Slits must be sewn and not pinned.
- cannot be immodestly tight or see-through
- navy blue, black, khaki and all shades of brown are the only colors permitted
- skirts/jumpers material may not be denim, corduroy or camouflage; only solid colors are permitted.

SHOES/SOCKS: Shoes must be clean and in good repair. Girls must wear hose, ankle socks, knee socks, or leotards. Pump shoes (with a narrow heel) and hose may only be worn by girls in seventh grade and up. Shower / beach style flip flops are not permitted. Sport or athletic (Teva style) sandals are not acceptable. Socks must come over the ankle. No fishnet stockings are permitted. No leggings or long underwear type of stockings may be worn.

SLOPPY CLOTHING, oversized clothing, clothing that is too tight or revealing or clothing worn inside out is not permitted. Clothing that is frayed or torn is not acceptable.

BELTS and ORNAMENTAL WEAR: Belts must be of the proper length - ends may not hang down below the belt line. Belts, bracelets or other apparel with studs, spikes, chains or other similar structures are not permitted. Hats, bandanas and handkerchiefs are not permitted.

WORDS/NUMBERS: Clothing is not to contain wording or numbers except CLA insignias. Small manufacturer's tags are permitted.

WARM WEAR: Students may wear a dressy, non-hooded sweater (both must come down over the waistband), a blazer or a CLA fleece. These may be worn *over* a shirt/top which meets dress code standards. The collar of the shirt/top must be visible. If a classroom is unacceptably cool, the teacher may give permission for outer wear to be worn. This permission is required on a class by class basis.

UNDERGARMENTS are not to be visible or noticeable at any time. Low riding slacks/skirts are not acceptable.

EXTREME HAIRCUTS, styles or coloring may be deemed unacceptable at the discretion of the principal.

TATTOOS/PIERCINGS: Tattoos are strongly discouraged. Tattoos (including non-permanent tattoos), body painting, or drawing are not to be visible at any time during school hours or when a student is representing the school at any function. Girls may wear earrings. Nose rings, tongue rings, lip rings, or other body piercing jewelry of any sort may not be worn at any time during school hours or when a student is representing the school at any function. Boys are not permitted to wear earrings, including pegs, at any time during school hours or when representing the school at any function. Boys are not to color their fingernails or wear make-up.

BOYS HAIR is to be off the collar in a sitting posture. Hair is to be no longer than the bottom of the ear when hanging freely over the ears (the bottom of the ear must be visible) Hair cannot be over the eyes. Students in violation of the hair length code will have up to three calendar days (including the day of the notice) to correct the problem. Students must be clean shaven; no beards, moustaches, or sideburns below the ears are permitted. Students who are not clean shaven will be given a dress code violation; they will be given a disposable razor and shaving cream and required to shave immediately.

CASUAL DRESS CODE Casual dress code **MAY BE PERMITTED** for field trips and special activities. Casual dress includes neat pants, jeans, or shorts that are hemmed (not more than 5" above the middle of the knee in a kneeling position). Clothing may not contain any questionable verbiage or graphics. Tank tops, muscle shirts, midribs, and sweat pants are not acceptable. Modesty standards will be enforced at all school activities.

PHYSICAL EDUCATION DRESS Gym clothes are required for all students, 1-12. This includes loose-fitting, blue sweat pants or shorts (no more than five inches above the knee), a regular CLA T-shirt (available in the office), athletic shoes with non-marking soles, and a sweatshirt (hooded if possible). Shorts must be hemmed. These will be required each gym day. A suitable gym bag or container will be helpful to carry and to store gym clothes. When buying athletic shoes, make sure the soles do not leave marks on floors.

PURCHASE OF CLOTHING Families are encouraged to purchase through a source that supplies uniform-style clothing. Sources include Ecclesia Threads in Franklin, Wal-Mart uniforms, J.C, Penny's uniforms, Lands End uniforms and Sears uniforms. If clothing is purchased from any other source, the clothing should be brought to the office for review before it is worn. We will require that clothing (and the way the clothing is worn) comply exactly to the standards of our dress code. We have samples of the slacks, tops and skirts in the office.

DRESS CODE FOR ELEMENTARY STUDENTS

STANDARDS APPLYING TO BOYS AND GIRLS

CLA POLO SHIRT: All students will be responsible to purchase at least one navy blue school Polo shirt (carries the CLA insignia). Ordering information is available in the office. These shirts may be worn on any normal or casual dress day (your choice) and will be required on Chapel days and for special school activities. They must be tucked in when worn.

SHOES/SOCKS: Shoes must be clean and in good repair. Shower / beach style flip flops are not permitted. Sport or athletic (Teva style) sandals are not acceptable. Socks are to be worn each day. Socks must come over the ankle. Only girls seventh grade and up may wear hose. Ankle socks, knee socks, or leotards are to be worn. Pump shoes (with a narrow heel) may only be worn by high school girls.

SLOPPY CLOTHING, oversized clothing, clothing that is too tight or revealing or clothing worn inside out are not permitted.

WORDS/NUMBERS: Clothing is not to contain wording or numbers except CLA insignias. Small manufacturer's tags are permitted.

WARM WEAR: Students may wear CLA fleece or a non-hooded sweater. Ordering information is available in the office. Other outer wear may be worn in a class in colder conditions if it is approved by that classroom teacher present.

UNDERGARMENTS are not to be visible or noticeable at any time. Low riding slacks or skirts are not acceptable. Waist-fitting clothing must ride at the waist. Students should not layer clothing.

EXTREME HAIRCUTS, styles or coloring may be deemed unacceptable at the discretion of the principal.

MAKE-UP should not be worn by elementary students.

SLACKS/PANTS: Uniform style slacks may be worn each day. Uniform style slacks meet the following standards:

- full length, with or without belt loops, with or without cuffs, with or without pleats
- up to four waist pockets: 1) no patch pockets (pockets must have an inside seam); 2) additional small coin pockets are acceptable
- does not include: sweat, stretch, athletic, corduroy, carpenter pants, Capri's, denim or jeans
- cannot be immodestly tight
- a belt or suspenders must be worn if belt loops are present (not required for 2nd grade and below)
- are not low riding
- kindergarten and first grade students are urged to wear elastic waist (non- belt) pants
- navy blue, black, khaki and all shades of brown are the only colors permitted; only solid colors are permitted.

DRESS CODE FOR GIRLS:

DRESS/SKIRT: Dresses or skirts/jumpers may be worn with a modest top, blazer or sweater. Dresses, skirts and jumpers must come no higher than the middle of the knee (should touch the ground in a kneeling position). There are no color stipulations on elementary dresses or skirts. Slits can come no higher than the middle of the knee. Slits higher must be sewn and not pinned. If belt loops are present a belt should be worn.

TOPS: All tops are to be buttoned modestly. They may not be low cut, sleeveless, form-fitting, or see-through. Tops that do not tuck in must not expose the stomach or back at any time.

DRESS CODE FOR BOYS:

SHIRT - A dress shirt or dressy sport shirt should be worn each day unless an alternative dress code is announced. A dress shirt is a collared, button-down shirt which is suitable to wear with a tie. A dressy sport shirt has a collar, sleeves (short or long) and a tab-front usually with buttons or a zipper. Shirts with a "Henley"-style neck and turtlenecks are acceptable. All shirts are to be tucked in.

EARRINGS/NAILS: Boys are not permitted to wear earrings, including pegs, at any time during school hours or when representing the school at any function. Nails are not to be colored.

HAIR is to be off the collar in a sitting posture. Hair is to be no longer than the bottom of the ear when hanging freely over the ears. Students must be clean shaven; no beards, moustaches, or sideburns below the ears are permitted. Students in violation of the hair length code will have up to three calendar days (including the day of the notice) to correct the problem.

CASUAL DRESS CODE

Casual dress code **MAY BE PERMITTED** for field trips and special activities. Casual dress includes neat pants, jeans, or shorts that are hemmed (not more than 5" above the middle of the knee in a kneeling position). Clothing may not contain any questionable verbiage or graphics. Tank tops, muscle shirts, midriiffs, and sweat pants are not acceptable. Modesty standards will be enforced at all school activities.

PHYSICAL EDUCATION DRESS

Gym clothes are required for all students. This includes loose-fitting, blue sweat pants or shorts (not more than 5" above the middle of the knee in a kneeling position), a regular CLA T-shirt (available in the office), athletic shoes with non-marking soles, and a sweatshirt (hooded if possible). Shorts must be hemmed. These will be required each gym day. A suitable gym bag or container will be helpful to carry and to store gym clothes. When buying athletic shoes, make sure the soles do not leave marks on floors (some are labeled "non-marking").

HIGH SCHOOL DRESS CODE ENFORCEMENT *(This generally applies only to high school.)*

Students will be in dress code **from the time they enter the building** in the morning and will remain in dress code while traveling home on busses. Students which are not traveling home on the bus are required to remain in dress code until the 2:30 PM dismissal bell.

All teachers and staff are responsible to respond to dress code violations throughout the school day (including time prior to home room). Home room teachers are to confirm that all students are in dress code during home room. Students may not “cover up” incorrect clothing with outerwear.

Disciplinary Response for Dress Code Violations

Students that are not in dress code will report immediately to the office.

WARNING: Students are given **one warning** each year that will not be accompanied by any disciplinary response. Parents will be notified of this warning. Once this one-time warning has taken place, the following steps will be followed for additional dress code violations:

First Violation: The student will be required to write the entire dress code out (long-hand, following the *Standards of Writing*). This will be due in the office before the student reports to home room the next school day. The violation will be explained and recorded and parents will be notified. Students will be provided with the item of clothing necessary for them to return to class in dress code. They are able to use clothing in *their* locker but not borrow clothing from another student. If any item of clothing is borrowed from the school, it must be returned before the end of the school day.

Second Violation: All of the actions for the first violation will take place.

Third Violation: All of the actions for the second violation will take place and the student will serve a detention.

Fourth Violation: All of the actions for the second violation will take place and the student will serve a four-hour Saturday morning work session with a fee of \$40 to cover the cost of the supervisor.

NOTE: Students will have dress code violations reset to zero at the end of each quarter.

Students who fail to shave will be required to shave immediately and will receive a dress code violation.

INCENTIVE: A casual dress day will be given the last Friday (or near to that day) of each month for students with zero dress code violations during the previous month.

PLANNED ABSENCE REQUEST

Absences that are to be educational require prior school notification in writing, so that school work can be arranged before the student is absent. The Planned Absence Request should be returned to the office as many days in advance as the length of the absence (e.g. 3 day absence - notification 3 school days prior to going; one week absence - one week prior to going; etc.)

No planned absences should be requested during the week of achievement tests.

Non-notification to the school will be considered illegal. Questionable absences should be reviewed by the administration to determine legality of the absence.

Student(s) requesting planned absence

Grade(s)

Last date before absence

Date of return to school

Reason for absence

Why this should be considered educational and legal

.....

.....

Parent signature Date

<p>(for office use) Approved:</p> <p>Home Room Teacher:</p>

MEDICATION FORM

Student name: Grade:

Name of Medication:

Purpose:

Dosage:

Dates to be used:

Special Instructions:

.....

Parent Signature: Date:

MEDICATION FORM

Student name: Grade:

Name of Medication:

Purpose:

Dosage:

Dates to be used:

Special Instructions:

.....

Parent Signature: Date:

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