



CHRISTIAN LIFE ACADEMY

A Ministry of Christian Life Center

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PARENT & STUDENT HANDBOOK



Start children off on the way they should go, and even when they are old they will not turn from it. – Proverbs 22:6

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WELCOME LETTER

Dear Parents,

Welcome to Christian Life Academy (CLA)! We are honored you have selected CLA for your child's educational development. It is our goal to assist them in becoming a Christian leader.

This handbook is a reference guide for your use. It contains the policies and procedures that are important to the operation of CLA. You are responsible to know and comply with the policies and procedures stated here which will help make your child's learning and growing experience successful.

Thank you for your assistance. We look forward to a great school year!

Blessings,

David Earle Harvin, Sr.

Director of Schools

CHRISTIAN LIFE ACADEMY

NOTICE OF NON-DISCRIMINATORY POLICY

Christian Life Academy admits staff and students of any race, color, national or ethnic origin to all rights, privileges, programs, and activities generally made available to students at the school. Christian Life Academy does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarships, athletics, or any other school-sponsored programs.

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DISCLAIMER

Christian Life Academy is consistently striving to improve its policies and procedures. We reserve the right to amend any policy or statement in this handbook without prior notification at any time. This handbook should not be construed as a contract.



CHRISTIAN LIFE ACADEMY

ABOUT THE ACADEMY

Vision Our vision is to partner with our families to give each student the best educational and biblical foundation possible. We desire to help develop and lead this next generation of young minds into their fullest potential.

History While successfully operating the well-established Precious Promise Academy (PPA) at Christian Life Center, the Lord impressed upon the hearts of Pastors Thomas and Candace Manning to provide superior Christian education that expands beyond the preschool age group. Thus, in the early summer of 2015 Christian Life Academy (CLA) was birthed to reach children from Kindergarten to 2nd Grade. We envision expanding Christian Life Academy to accommodate students in Kindergarten and beyond.

Candace Manning, our Academy's overseer, graduated from Southeastern University with a degree in Education. She currently holds a Florida Department of Education Teaching Certification since 1992. She has taught in several schools here in Florida and international schools in Europe. She is married to the Senior Pastor of Christian Life Center, Pastor Tom Manning. She has a deep love and commitment to PPA and Christian Life Center. Mrs. Manning is a mother of 3 grown sons.

Our paramount focus at PPA has been to educate, nurture, and spread the word of God on a daily basis which will also be our goal at CLA. We are thankful to minister to families of many creeds and backgrounds; we consider it an honor and a privilege.

Student and Faculty Core Values We seek to impart these core values for our students to process during their educational journey. These core values include applying the Word of God to all thoughts and actions (Ps. 119:105 KJV); respecting everyone as a unique gift of God (1Cor. 12:27 NLT); showing a level of excellence in all we do (Eph. 2:10 NIV); holding oneself accountable to do the right thing even when no one is watching; possessing integrity (Phil. 2:12 NLT); and cultivating a family attitude and support towards one another and the mission and objectives of CLA. (Eph. 4:2-6 NLT).

Mission We are a charismatic Spirit-led school that aims to provide a quality Christian education for all of our students. We create a safe environment where every student will feel love, acceptance, guidance, and direction as they learn and grow in these primary years.

Mission Statement Building Christian Leaders of Tomorrow

Philosophy At Christian Life Academy, we are dedicated to providing our students with an EXPERIENCE which will enable them to be prepared spiritually and academically in their lives. We believe God has uniquely gifted each child with individual skills, abilities and interests. We desire to inspire a high level of excellence and a strong sense of integrity and faith in the hearts and minds of our students.

It is our goal to create a schoolwide environment that maximizes the potential for each student to learn.



CHRISTIAN LIFE ACADEMY

Objectives It is the goal of Christian Life Academy to prepare students:

- To achieve academic mastery with the tools of learning
- To develop moral, ethical, spiritual, and physical intelligence which will aid them to appreciate their personal worth and that of others
- To develop an appreciation for Worship and the Arts through participation
- To develop an understanding of the world in which they live
- To develop the ability to appreciate and adjust to their environment on the basis of biblical principles
- To develop skills necessary to live a purpose driven life
- To grow spiritually by instilling a love for God, Jesus, and Holy Spirit
- To think clearly, logically, and independently with the mind of Christ
- To instill a desire for life-long learning

Statement of Faith The following truths are held in agreement by the administration, faculty, and staff of both Christian Life Center and Christian Life Academy.

WE BELIEVE:

1. The Scriptures are Inspired by God and declare His design and plan for mankind.
2. There is only One True God—revealed in three persons...Father, Son, and Holy Spirit (commonly known as the Trinity).
3. In the Deity of the Lord Jesus Christ. As God's son Jesus was both human and divine.
4. Though originally good, Man Willingly Fell to Sin—ushering evil and death, both physical and spiritual, into the world.
5. Every Person Can Have Restored Fellowship with God Through 'Salvation' (trusting Christ, through faith and repentance, to be our personal Savior).
6. And practice two ordinances (1) Water Baptism by Immersion after repenting of one's sins and receiving Christ's gift of salvation, and (2) Holy Communion (the Lord's Supper) as a symbolic remembrance of Christ's suffering and death for our salvation.
7. The Baptism in the Holy Spirit is a Special Experience Following Salvation that empowers believers for witnessing and effective service, just as it did in New Testament times.
8. The Initial Physical Evidence of the Baptism in the Holy Spirit is 'Speaking in Tongues,' as experienced on the Day of Pentecost and referenced throughout Acts and the Epistles.

9. Sanctification Initially Occurs at Salvation and is not only a declaration that a believer is holy, but also a progressive lifelong process of separating from evil as believers continually draw closer to God and become more Christlike.
10. The Church has a Mission to seek and save all who are lost in sin. We believe 'the Church' is the Body of Christ and consists of the people who, throughout time, have accepted God's offer of redemption (regardless of religious denomination) through the sacrificial death of His son Jesus Christ.
11. A Divinely Called and Scripturally Ordained Leadership Ministry Serves the Church. The Bible teaches that each of us under leadership must commit ourselves to reach others for Christ, to worship Him with other believers, to build up or edify the body of believers—the Church and to Meet human need with ministries of love and compassion.
12. Divine Healing of the Sick is a Privilege for Christians Today and is provided for in Christ's atonement (His sacrificial death on the cross for our sins).
13. In the Blessed Hope—When Jesus Raptures His Church Prior to His Return to Earth (the second coming). At this future moment in time all believers who have died will rise from their graves and will meet the Lord in the air, and Christians who are alive will be caught up with them, to be with the Lord forever.
14. In the Millennial Reign of Christ when Jesus returns with His saints at His second coming and begins His benevolent rule over earth for 1,000 years. This millennial reign will bring the salvation of national Israel and the establishment of universal peace.
15. A Final Judgment Will Take Place for those who have rejected Christ. They will be judged for their sin and consigned to eternal punishment in a punishing lake of fire.
16. And look forward to the perfect New Heavens and a New Earth that Christ is preparing for all people, of all time, who have accepted Him. We will live and dwell with Him there forever following His millennial reign on Earth. 'And so shall we forever be with the Lord!'

Accreditation and Affiliations Christian Life Academy is accredited by the Florida League of Christian Schools (FLOCS). This organization promotes continuous spiritual development, academic credibility, and the education of the whole student under God's authority.

Staff Credentials All staff of CLA must abide by state & local governing authorities regarding training & certification. All staff has full background & fingerprint screening performed before employment and at regular intervals thereafter. We are periodically inspected by both FLOCS & DCF throughout the year. All staff also meets the yearly requirements of in-service training. We are also CPR/First Aid certified. Some employees also have their Bachelor's Degree and/or advanced degrees and additional certifications

Curriculum CLA offers a biblically centered education based on the highest level of academics. We use Christian Curriculum along with other approved curriculum, which meets National Standards. Teachers are encouraged to incorporate supplemental materials if needed. Curriculum alterations or adjustments must be temporary and utilized with a stated purpose. Teachers must request permission from administration in writing and must have written approval by administration prior to implementation of any curriculum change. CLA Video policy: Unless educational video segments are indicated in lesson plans, movies or videos may not be shown unless pre-planned or during non-instructional times (i.e., aftercare, fun days, etc.).

ADMISSION

Students Selection In the spirit of Christian unity and the love that Christ shows for all mankind, Christian Life Academy does not discriminate on the basis of race, color, nationality, or ethnic origin. However, the Academy reserves the right to use appropriate selection criteria in fulfillment of its stated objectives. Additionally, returning students will be given priority over new applicants.

Procedure Students will not be allowed to begin classes at Christian Life Academy, until all pertinent paperwork and supporting documents have been returned and full registration, matriculation, and applicable tuition fees have been paid. New students may be subject to a probationary period of usually nine weeks; grade placement may be adjusted during this time, if performance or behavior does not meet CLA standards.

Application A completed application must be submitted with all non-refundable application and testing fees, before the application process can begin. All new students are required to take an entrance exam. Report cards and scores from previous schools must be submitted so that testing can be scheduled. In addition, the following information must be submitted to the school office, before a student is accepted for enrollment:

1. Copy of birth certificate
2. Copy of student's social security card
3. Form DH3040 (medical exam) dated within the last two years
4. Form DH680 (certificate of immunization) indicating all immunizations are current
5. Recent photo
6. Report cards from the last year
7. Standardized Test scores from the last two years (if applicable)
8. Certified copy of court orders showing custody, visitation, etc., if applicable

Parents of new students must have an educational consultation with school administration which will include discussion of applicable CLA policies and procedures. Admission will be approved at the sole discretion of the school's Administration; no student has "a right" to enroll or be accepted into the Academy. **Academy acceptance is a privilege.**

Matriculation and Tuition Payments Unless otherwise directed, non-refundable application and testing fees are due at time of application. Matriculation fees are due upon acceptance; payment of these fees reserves a student's place in class.

At parents' convenience, payments may also be divided as follows:

- Four monthly Matriculation payments: August 1st – November 1st
- Ten monthly Tuition payments: August 1st – May 1st

Tuition payments are due on the designated date of each month. Billing shall be provided electronically. Bills will be sent home upon request. Payments shall be brought into the school office by the parent or paid via credit over the phone or from the invoice, and a receipt will be issued.

Matriculation and Tuition Payments We accept the following forms of payment:

- **Cash** (Cash must be counted by the office before you place it in the payment box.
- **Check** made payable to CLA or Christian Life Academy with your child's name in the memo.
- **Money Order** made payable to CLA or Christian Life Academy with your child's name in the memo.
- **Credit/Debit Cards through Square Payment system.**
- **ALL PAYMENTS SHOULD HAVE YOUR CHILD'S NAME LISTED.**

Delinquent Payments, Returned Checks and Non-Payments Tuition payments are considered late after the 5th day beyond the due date, and a \$25.00 per student late fee will be assessed. Delinquent payments of 30 days will not be allowed in class, until all payments and late fees are paid in full. Once processed by the bank, returned checks will not be re-deposited. Parents will be notified of the returned item. Accounts will be billed a \$35.00 returned-check fee and late fees may apply. After that, returned checks must be replaced with cash or money order within 48 hours of contact. After a second returned check, all payments must be made by cash or money order. Non-payment of accounts will result in collections (including any incurred collection fees), if necessary. **Report cards, progress reports, MAP scores, etc. will be held, until all accounts are current.**

Refunds Registration, matriculation, re-enrollment, testing fees, and tuition payments are non-refundable. Attendance of any portion of a semester requires full payment for that semester. All field trip deposits and payments are non-refundable.

Re-Enrollment Re-enrollment of current students for the next school year takes place earlier than general registration. Students who seek re-enrollment should do so during the month of January in order to secure acceptance. Applications for re-enrollment will be approved at the sole discretion of the school; no student has "a right" to re-enroll or be accepted into the Academy. Academy acceptance is a privilege.

Student Withdrawal Christian Life Academy permits a student to be withdrawn from the Academy for any reason, upon submission of a written notice two weeks in advance. Likewise, the Academy reserves the right to involuntarily withdraw any student. This provision is separate and apart from suspension or expulsion under the Academy's discipline policies. If a student is withdrawn or asked to withdraw, a withdrawal form must be completed in the school office. Withdrawal procedures will be initiated but will not be concluded until all books and other school-owned property have been returned and all financial obligations satisfied. Tuition must be paid through the end of the month. Transcripts will only be released, when a parent has completed the withdrawal process, records have been requested by the receiving school, and all financial obligations have been satisfied.

Student References For New School In the event that you require references for the new school, we will be happy to provide as much information as possible. However, all references must be addressed by the main office, not by your child's teacher. References are sent by our office directly to the new school.

Student Records All student records are maintained by the admissions office. Materials in these files are strictly confidential and are available for viewing by parents when requested in writing to the administration. Records shall be inspected in the presence of administration, so that any questions may be answered accurately. All correspondence (Weekly statements, notices, memos from the office, etc.) will be sent home with your child's belongings on a regular basis. Private correspondence will be sealed with the parent's name.

Parent Contact Information All parents/guardians are required to keep emergency contact information current. Please submit any changes in address, telephone number, etc. to CLA within 48 hours. Please be patient, if, in the event of an emergency, information cannot be disbursed as expected. All efforts will be made to keep parents informed as speedily as possible.

Extended Care For parent convenience Extended Care is available. This additional service is to be paid separately from tuition and in advance of services. The registration fee is \$25 per student for Extended Care. A weekly fee is also charged to your family account. Delinquent payments are subject to a late fee. Students who are picked up after 6:00 p.m. repeatedly will be billed appropriately and/or be released to the local authorities if deemed necessary.

- Extended Care Hours

Extended care hours are from 7:00 a.m. – 8:15 a.m. and 3:00 p.m. – 6:00 p.m. daily. Students who are dropped off between 7:00 a.m. and 8:15 a.m. must report to Extended Care. Attendance in Extended Care for any part of the day will be charged the Drop-In rate. Hourly rates are not available. Parents who pick up students after 6:00 p.m. will be charged \$1.50 per minute per child due at the time of pick-up. Extended Care Fees are as follows:

- One Time Registration \$ 25.00
- Before Care \$ 25.00
- After Care \$ 45.00
- Both \$ 55.00
- Drop-In \$ 15.00

ACADEMICS

Christian Life Academy expects its students to develop to their full potential as they push toward greatness through the power of God. CLA places Christ at the center of all learning.

Calendar and School Hours Christian Life Academy's annual calendar will coincide with the Broward County School District where possible. A calendar of activities will be available electronically or a copy can be requested at the school office. School hours are as follows:

- School Hours

Extended Care	7:00 a.m. – 6:00 p.m.
Office Hours	8:00 a.m. – 4:30 p.m.
School Hours	8:30 a.m. – 3:00 p.m.

- Early Dismissal 12:00 noon

Grading The grading system for most subjects and grade levels will be subdivided into three categories and weighted as follows. Students and/or parents may request guidelines from those teachers directly:

- Test/Projects: 40%
- Oral/Written Quizzes: 20%
- Participation: 10%
- Classwork: 20%

- Homework: 10%

Grading Scale Students will be graded using the following numeric scale:

- | <u>Grading Scale</u> | |
|----------------------|----------|
| A+ | 98 - 100 |
| A | 93 - 97 |
| A- | 90 - 92 |
| B+ | 88 - 89 |
| B | 83 - 87 |
| B- | 80 - 82 |
| C+ | 78 - 79 |
| C | 73 - 77 |
| C- | 70 - 72 |
| D+ | 68 - 69 |
| D | 63 - 67 |
| D- | 60 - 62 |
| F | Below 60 |

Homework & Classwork The Academy requests students' and parents' full cooperation ensuring that all assignments are completed on time. Delinquent or missing homework assignments will result in failure to perform well on tests and will lower students' grades. Assignments are given for the following reasons:

1. Drill: solidifying skills to make educational progress
2. Remedial activity: reinforcing instruction previously introduced in class
3. Special projects: book reports, compositions, research assignments, projects, and presentations
4. Overall Comprehension of the subject matter

Students in all grade levels will receive a homework agenda or homework folder from the Academy. They are expected to record homework assignments and all other important information. Parents must sign the agenda each night in acknowledgement of homework and its proper completion. Homework is due at the beginning of each class on the assigned due date.

Quiz and Test Corrections As students receive feedback from their teachers, they are expected to take some time to make written corrections. Corrections are to be made per their teacher's instructions and may improve grades.

Honor Roll At the end of each grading period, Honor Roll certificates for outstanding performance will be presented to those students in first through fourth grade who have met honor roll requirements. An Honor Roll Chapel will be held in their honor at the end of each quarter after report cards go home. Honor roll criteria for all grades are as follows:

- A Honor Roll: Straight A's in all subjects
- A-B Honor Roll: A's and B's in all subjects
- Both Honor Rolls: Less than 5 unexcused tardies per quarter and compliance with 90% attendance criteria

At the end of the academic year, families are welcome to attend a year-end awards ceremony in honor of high achieving students and special awards. Year-end awards are determined when students achieve honor roll during all four quarters of the school year. Qualifications for recognition:

- A Honor Roll: A Honor Roll certificates must be received during all four quarters
- A-B Honor Roll: A or A-B Honor Roll certificates must be received all four quarters

Achievement Tests Three times a year, our school administers the NWEA MAP (Measures of Academic Progress). The results of these are used to determine adequate quarterly progress, and grade level promotion. If students test below grade level, they may be required to successfully complete summer school, obtain tutorial assistance, or be retained until adequate yearly progress is achieved. Remedial recommendations and placement will be determined by administration.

Parent-Teacher Conferences Parents are required to meet with teachers during the school year to cover student progress. A fall conference shall be scheduled by the teacher. Parents will be given a copy of the conference form, and the original will be placed in the student's cumulative file. At times, students may be asked to join the conferences.

Progress Reports Student progress of grades on tests, quizzes, and daily participation may be checked by parents via Gradelink on a weekly basis. This affords the on-going opportunity to monitor and improve grades before the end of the grading period.

Report Cards The Academy uses a quarterly grading system; students will receive a report card every nine weeks. Progress reports and/or report cards will be withheld from parents who have an outstanding balance on their school account.

Promotion Students will be promoted to the next grade level upon satisfactory completion of the school's prescribed curriculum. Failure of one core subject may result in possible retention. If two core subjects are failed for the year, students will be required to repeat the grade. Students not making adequate yearly progress or demonstrating grade-level proficiency on standardized tests may be required to obtain tutoring, seek outside testing, complete summer school, and/or repeat the grade.

Physical Education Physical Education is required for all grade levels. Students who are not dressed in complete P.E. uniforms will be issued a non-participation mark. A doctor's note must be provided, if students cannot participate in P.E.

Graduation Graduation ceremonies will be held each year for Kindergarten & 5th grades. We will notify you of your child's participation for graduation in Spring semester. Fees covering all respective associated costs are the responsibility of the parent and are non-refundable.

ATTENDANCE

Regular school attendance is required by law and is necessary for good scholarship. Regular and punctual attendance at CLA is expected and required. Irregular attendance is a major cause for poor academic performance; continued tardiness is disruptive to the normal flow of school activities. Christian Life Academy requires that students be in attendance at least **90%** of a semester to receive credit for the semester; illness with medical documentation will be excused. Absences of three (3) consecutive days require a physician note to be excused. Students not meeting the annual attendance standards may be required to repeat their current grade. Students are expected to participate fully in classroom activities and will not be excused from class activities without a written note from a parent or physician.

Absences Absences will impact grades and must be avoided whenever possible. Due to the importance of class participation, students are strongly discouraged from class absences except for the following reasons:

1. Emergency or death in the family
2. Legitimate medically documented illness
3. Medical appointments (appointments should be scheduled after school hours whenever possible)

When students have to be absent, parents must notify the school office on the day of the absence. Upon return to school, students must bring a note signed by parent or guardian stating the date and reason for the absence. If students are absent three (3) consecutive days due to illness or injury, a note from a physician is required. In the event of lengthy absences, parents may be required to provide tutoring to ensure adequate academic progress. Students who miss class to participate in school approved activities off-campus will not be counted absent. If absent during testing week for any reason other than illness, students may not be permitted to make up missed subtests.

Anticipated Absences When an absence is planned or anticipated, parents are requested to inform the teacher in writing as far in advance as possible so that student work may be prepared. While it may not be possible to produce all assignments in advance, it will be to a student's advantage to keep up with assignments while absent. Tests, quizzes, or projects that were assigned before the absence may be submitted prior to leaving. The student must be prepared to turn in all additional assignments upon returning to school. Only five (5) days will be excused annually for family related reasons provided the student complies with the 90% attendance rule.

Make-Up Work Students who have been absent must check for make-up work with the teacher immediately upon returning to school. They are granted one make-up day for each missed day to turn in make-up work including missed tests and quizzes. Make-up work not completed within the allotted time will be recorded as a zero. Assignments given prior to the absence must be turned in upon returning to school. Tests and quizzes scheduled prior to the absence must be taken the day the student returns to school. If students were absent when the test, quiz, or assignment was issued, the teacher will reschedule the test, quiz, or assignment for the student. It is the student's and parents' responsibility to secure all make-up work and deadlines and to adhere to them. Parents are encouraged to request make-up work from the teacher, if the absence appears to be more than one day. When requested, make-up assignments will be available in the office after 3:30 p.m. on the day of the request. If absent during testing week for any reason other than illness, students may not be permitted to make up missed subtests.

Tardiness Tardiness is disruptive to the learning environment and will have a negative impact on student achievement. Students are considered tardy, if they are not in their classroom when class is scheduled to begin. Tardiness will be excused for:

- Family emergencies
- Legitimate illnesses
- Medical appointments

Students arriving late must be signed in at the school office, students arriving after 8:45 a.m. will not be admitted into school. Students leaving early must be signed out at the school office. Parents must submit a timely, valid, written reason to meet the requirements of excused tardiness. Five (5) unexcused tardies per quarter will disqualify students from attaining honor roll status. Students with ten (10) tardies or more will earn grade reductions as applicable.

CELL PHONES

Due to the highly technological capabilities of cell phones, their internet access and ability to access information at inappropriate times, cell phones are **not permitted on campus**. Cell phones will be confiscated for violation of the cell phone policy by any teacher or administration. Confiscated cell phones will be released to parents only. Repeated violations will result in further disciplinary actions.

CHAPEL

Chapel is held once weekly and is considered foundational in fulfilling our mission to help students reach their God-given potential. Therefore, it is imperative that parents assist students to make chapel a priority.

COMPUTER/INTERNET

Computers and hand-held devices, including all programs, files, and e-mail are Academy property. Computers and iPad Minis may only be used with permission and for school purposes. The Academy reserves the right to track network use and review all student files created or accessed on the Academy's computers. Students using computers without permission or inappropriately may have their privileges revoked and/or be suspended or expelled by administration. If inadvertently accessing an inappropriate web site, students are expected to exit the site immediately and report the incident to the supervising teacher to avoid a consequence. Inappropriate use of the computer system includes but is not limited to the following:

- Accessing the Internet without permission
- Accessing inappropriate or restricted web sites

The Academy uses a filter to block inappropriate web sites. Students shall access the Internet only under the direct supervision of faculty. The following types of web sites may not be accessed under any circumstances:

- Any site containing material offensive to the Lord and contrary to Scripture
- Game sites

DISCIPLINE

Disciplinary Philosophy Biblically, discipline is the parents' God-given responsibility. It is understood that while parents delegate the responsibility to the school during school hours, the primary responsibility rests with the parents. This is why it is of vital importance that parents, and school cooperate when it comes to disciplining a student. Parents agree to support the school in the use of discipline. Likewise, the Academy agrees to include the parents in the disciplinary process to the extent possible. The Academy does not carry out corporal discipline at any time. The primary goal of the disciplinary program at Christian Life Academy is to provide a safe and wholesome Christian environment where true learning can take place. Therefore, the Academy sets specific behavior standards to ensure that students are accountable for their actions, obedient, and respectful:

1. Holding students accountable for themselves instills Christ-like character (Romans 14:12 NIV).
2. Respect teaches students the value of meaningful relationships (Romans 12:10 NIV).
3. The Word of God teaches students that obedience to rules and guidelines is essential for intellectual and spiritual growth (Romans 13:1-2 NIV).

The Academy believes that by teaching accountability, obedience, and respect, students will develop Christ-like attitudes. The partnership of home, church, and school is instrumental in accomplishing these goals.

Cheating

Cheating is a serious offense and violation of biblical standards! It involves taking information from an outside source and presenting it as one's own. Thus, cheating involves the components of stealing and lying. It includes copying homework, handing in another's work, plagiarism in research papers or compositions, and unauthorized assistance on tests and quizzes. If it has been determined that a student has cheated, the following actions shall be taken:

- A zero will be issued. [Additional infractions will result in referrals, and out-of-school suspension (OSSP).]
- Administration and parents will be notified.
- Leadership positions held in a class, club, or athletic team will be in jeopardy.

Courtesy Students are expected to treat all others with respect and are to show proper deference to those in authority. Such conduct as talking back, sarcasm addressed to those in authority, complaining and gossiping are inappropriate and will result in correction and disciplinary action.

Coarse Language and Inappropriate Gestures Use of vulgar language and/or gestures constitutes an overt disregard for biblical standards and explicit expression of disrespect. Students caught using coarse language and/or inappropriate gestures in response to adults, students, situations, and/or circumstances are subject to consequences including referrals, ISS, and OSS.

Conduct on School Sponsored Trips/Activities Students attending school sponsored trips or activities are bound by the same standard of conduct that is required of students at school. Students are reminded that they are representatives of Christ and CLA, and that attitudes, behaviors, and actions should always reflect a Christ-like witness.

Hallway Rules Students and adults in the hallways are expected to be mindful of classes in session. Hallways should be a quiet place during school time. Running and foolishness in hallways violate school policy and are never allowed.

Prohibited Conduct Students who deviate from obedience to school or classroom rules or fail to respect peers, adults, and/or property will be subject to disciplinary actions. Consequences will be determined by the severity of the infraction and frequency of the non-compliant behavior. The following lists are intended to be fairly comprehensive but may not be all-inclusive. Teachers and administration will not tolerate these behaviors and disciplinary action will be taken:

- Arguing with a teacher and/or showing contempt for authority with body language, tone, or expression
- Behaving improperly toward other students
- Causing harm to another's property
- Defiance & lying
- Displaying public affection
- Distracting other students in class
- Failing to obey specific classroom rules
- Inappropriate language and/or images

- Instigating fights (verbally or physically)
- Leaving class or school campus without approval
- Ridiculing others
- Unedifying/impure speech and/or conduct
- Writing and/or passing notes

Prohibited Items on Campus Cell phones, iPads, tablets, iPods, MP3 players, radios, CD/DVD players, electronic games, cameras, or any other handheld electronic items are prohibited on school property and field trips, unless permission has been given by administration to bring them to school for a special event. In order to ensure a safe and secure educational environment for all students, CLA reserves the right to search student property including backpacks, purses, desks, clothing, etc. without students' or parents' express permission (registration of the child constitutes such parental permission), if reasonable suspicion exists that there has been a violation of school policy. Prohibited and/or illegal items will be confiscated by administration.

SCHOOL WIDE RULES AND CONSEQUENCES

School wide rules and consequences will be rehearsed by all teachers with their students for the first week of school. During this grace period, good behaviors will be taught, modeled, demonstrated, and practiced; consequences will be discussed but not applied. Beginning with week two, penalties to infractions will be in effect.

The following seven rules will be observed school wide and can be corrected by any teacher school wide. Students are expected to accept correction and adjust their behavior politely and immediately.

Rules We choose to:

1. Wear our uniforms with belts and all shirts tucked in (exception: girls' $\frac{3}{4}$ sleeve blouse)
2. Walk quietly in the hallways
3. Conduct ourselves softly during lunchtime
4. Not chew gum on school property
5. Abide by our Honor Code and use appropriate language
6. Leave prohibited items at home
7. Report to school on time

Consequences As explained, penalties to infractions of the above listed rules will be in effect beginning with week two. Noncompliance will yield consequences as indicated below:

- Infractions of the rules above will be tallied on a weekly basis. Disobedience to any (single or combination) of these four rules will result in the following:
 1. One broken rule per week: Verbal warning
 2. Two broken rules per week: Teacher/Student conference
 3. Three broken rules per week: Parent contact by homeroom teacher

Severe Clause Certain behaviors demand immediate suspension or expulsion depending on the circumstances and/or number of incidents by any student:

- Any form of fighting, hitting, kicking or physical violence towards a teacher or student
- Threatening to harm any person physically or verbally anytime or anywhere
- Coarse language or disrespect towards a teacher or peer
- Bullying

Any student committing a severe clause infraction will be immediately suspended or expelled. Parents will be required to have a conference with a school administration before the child may return to class.

CLASS RULES AND CONSEQUENCES

Rules The following rules shall be adhered to in all classrooms. Students will receive the same consequences school wide.

We choose to:

- Follow directions from all teachers the first time given
- Raise our hands and get permission from the teacher before speaking or leaving our seats
- Keep our hands, feet, and all objects to ourselves
- Walk correctly in line on the right-hand side of the hallway

Consequences The following consequences will be adhered to in all classes:

1. Reminder of rule
2. Verbal warning
3. Penalty break/Action plan
4. Loss of privileges

5. Parent contact

Severe Clause Certain behaviors demand immediate suspension or expulsion depending on the circumstances and/or number of incidents by any student:

- Inciting and/or participating in wrong-doing directly and/or participating in wrong-doing by not reporting it

Any student committing a severe clause infraction will be immediately assigned to OSS. Parents will be required to have a conference with a school administration, before the child may return to class. A student with 3 severe clause infractions per semester will be expelled from school for the remainder of the school year.

DRESS CODE

Uniforms are required for all students of CLA. Uniforms are purchased by the parents upon enrollment at www.frenchtoast.com **School Code: QS5FHDC**. Please do not allow your child to wear suspenders. All clothing must be properly-fitting & clean. All students must arrive in proper uniform each day. ALL ARTICLES OF CLOTHING MUST BE LABELED.

Appearance It is the Academy's desire to represent the Lord with dignity and care. Uniforms must fit properly, be well maintained, and attractive in appearance. Hats, caps, and bandannas may be worn with special permission only.

General Guidelines All uniform tops must be tucked in at all times. Belts must be worn daily excluding Kindergarten & 1st grades. Girl's skorts must not be shorter than the top of the knee in length; shorts must be at least fingertip in length. Students must wear appropriate undergarments at all times. Older girls must make sure cleavage is covered at all times. During the winter season, students may wear a plain navy blue or white long-sleeved shirt or turtleneck underneath their uniform shirt. Students may wear uniform or non-uniform navy-blue sweaters, sweatshirts. However, all non-uniform jackets, sweaters, and sweatshirts must be free of any inappropriate logo or design (i.e., rock stars, skulls, political statements, etc.).

Uniform Requirements Uniforms marked with an asterisk (*) can be worn on Fridays only:

Girls

Navy or Khaki Shorts
Navy or Khaki Slacks
Navy or Khaki Skorts
Navy Blue or White Polo
Spirit Friday T-shirt *

Boys

Navy or Khaki Shorts
Navy or Khaki Slacks
Navy Blue or White Polo
Spirit Friday T-shirt *

P.E. Uniforms

All boys and girls wear P.E. uniforms on P.E. days:

Girls

Navy Blue Shorts
Gray T-shirt

Boys

Navy Blue Shorts
Gray T-shirt

Socks and Shoes All students must wear socks with their shoes. Shoes should be comfortable, safe, and coordinate with the school uniform. No wheeled shoes, open toed shoes or sandals are allowed.

Hair All students' hair must be well-groomed. The following hair guidelines are to be adhered to with promptness:

- **Extreme haircuts and styles**
Mohawks, Faux-hawks, twists, dreadlocks, extensions, cornrows, designs, etc. are to be of neat, well-maintained appearance. Afros, Spikes, Mohawks, and Faux-hawks may not exceed 2 inches.
- **Long hair**
Boys who wish to keep hair and/or dreadlocks below collar length must keep it tied back at all times. Girls may wear hair down but will be asked to tie hair back if it becomes a distraction or safety hazard.
- **Wigs**
Wigs are not permitted, unless they are worn for medical reasons.
- **Extreme colors**
Extreme colors must be temporary and may be worn with special permission only.

Jewelry/Accessories Jewelry and accessories that distract from academics or may get caught on playground/school equipment including chain or wallet belts are not permitted. Boys are not allowed to wear earrings and Girls are not allowed to wear nail polish, nail extension or makeup of any kind (Including lip gloss)

DROP OFF AND PICK UP

Morning Arrival and Afternoon Dismissal

Students registered for Before Care may arrive as early as 7:00 a.m. daily. Parents are expected to obey the 5 miles per hour speed limit on the property. Drop off and pick up before and after school will take place at the designated car line locations and only during the specified times for each grade. Students are required to complete the full day's instruction. CLA discourages early dismissal. School will be locked down between the hours of 8:45 a.m. and 2:30 p.m. Parents needing to access the building shall park in the front of the school office, enter through that door, and sign in at the office. Additionally, the following rules shall be adhered to:

- Students arriving before 8:30 a.m.: Must be accompanied by a parent directly to the front office
- Students arriving after 8:30 a.m.: Must be accompanied by a parent to the school office to sign in and receive a late pass before reporting to class
- For security purposes: Students are not permitted in hallways/classrooms unattended and are not allowed to roam the parking lot unsupervised at any time.

Speed Limit & Cell Phones The speed limit on school property is 5 miles per hour. Speed limit and arrows must be followed at all times. A few extra minutes will secure safety for all. As a safety precaution, **cell phone use is prohibited while driving on school property.**

FIELD TRIPS

Field trips are an extension of the instructional process. Parent participation is limited to not more than one parent for every two students and subject to administrative approval. Additionally, parent chaperones may not consume alcohol, tobacco, dress suggestively/provocatively, or use inappropriate language. **Parents who wish to participate in field trips as school chaperones must be fingerprinted.** Please contact the school office. All field trip costs for students and parents are the responsibility of the parents; deposits and payments are non-refundable.

Conduct on School Sponsored Trips/Activities Teachers will provide student and parent supervision. All trip participants are reminded that they are representatives of Christ and CLA in attitude and action on and off campus and are expected to characterize Christ and the Academy well. Teachers reserve the right, with the concurrence of the administration, to prohibit students from attending field trips. If prevented from attending a fieldtrip due to prior behavior, payment will be forfeited. The following may prevent students from attending:

- Failure to turn in permission slip and/or money
- Questionable behavior in class, on bus, or on previous trips

Bus Rules All students using Academy buses must adhere to the following general rules at all times. Students violating bus rules may be returned to school or prohibited from attending future fieldtrips:

1. Teachers, coaches, and bus driver must be obeyed
2. Sit in assigned seats correctly and remain seated whether bus is stationary or in motion
3. Arms and heads must be kept in the bus
4. No eating or drinking

HEALTH

Students who become ill or are injured will be taken to the office for an assessment of the problem. Parents will be called with all serious concerns, and first aid may be administered as needed. The school office must have current emergency contact information for all students. Parents are expected to provide updated contact information as applicable.

Communicable Diseases Christian Life Academy maintains a healthy school environment and has implemented controls designed to prevent the spread of communicable diseases. The term “communicable disease” shall mean an illness or communicable health hazard which arises as a result of contact of a susceptible host or infected person with other persons. A Christian Life Academy staff member who reasonably suspects that a student has a communicable disease shall notify administration immediately. Students with a communicable disease for which immunization is required by law or is available shall be temporarily excluded from school while contagious. Students with communicable diseases for which immunization is not available shall be excluded from school while ill. If the nature of the disease and circumstances warrant, Christian Life Academy may require an independent physician’s examination of the student to verify the diagnosis of the disease. Parents must submit a written physician release before students can be permitted to return to school. CLA reserves the right to make all final decisions necessary to enforce its policy and to take all necessary action to control the spread of disease within the school. A student must be on medication and symptom-free for 24 hours, before returning to school from the following:

- Diarrhea (frequent, watery and/or green-colored bowel movements)
- Fever (child must be fever-free for 24 hours before returning to school)
- Respiratory difficulty (wheezing cough with a whooping sound)
- Sore throat (hard cough/heavy or green nasal discharge)
- Undiagnosed rash (other than diaper rash)
- Vomiting (continual throwing-up)

Diseases and Conditions Prohibiting Attendance Parents must not bring students to school when sick, ill, or with fever. Students may return to school, if they have been symptom and fever-free for 24 hours. At the school’s discretion, a student may be requested to bring a written consent from a physician prior to returning to school after having the following disease or condition:

- Chicken Pox (lesions are dry and crusted)
- Head lice (following medical treatment, nits must be removed)
- Hepatitis (physician’s release required for student to be re-admitted)
- Impetigo (blisters covered with honey-colored crust)
- Influenza (any kind)
- Measles (seek medical attention immediately)
- Mumps (seek medical attention immediately)
- Pink eye (redness of eye with thick discharge)

- Pinworms (seek treatment right away)
- Pneumonia (seek medical attention immediately)
- Ringworms (seek treatment right away)
- Scabies (seek medical attention immediately)
- Whooping Cough (seek medical attention immediately)

Medication If students are on medication (prescription or over-the-counter) and still able to attend school, a Medical Authorization form must be filled out by their physician and signed by their parent. The medicine, in its original container, must be submitted to the school office. Student's name, name of medication, and the dosage must be readable on the original label. The school office personnel does not accept medication that is not in its original container or medication without an approved measuring spoon or cup. Office personnel will administer medication as long as an Authorization for Medication/Treatment form is signed and on file.

Student Accident Insurance Students are covered by a school time accident insurance policy which is considered secondary to the parents' primary insurance. In the event of an accident during school hours, parents must report the injury and pick up a claim form from the school office within 48 hours of the incident. However, a claim should first be filed with the parents' primary insurance company. Parents are responsible to submit the remainder of the claim to the student accident insurance company. Additional student accident coverage is available for parent purchase. Information is included in the student orientation packet.

CHRISTIAN LIFE ACADEMY

LUNCH

CLA participates in the National School Lunch Program and meals are provided at no charge. Lunches brought from home shall not be heated by teachers and/or visitors in the cafeteria. Students may not take food or drinks out of the lunch area except when they bring lunch from home and wish to save left-overs. Lunches should be healthy and nutritious.

Lunch Conduct Students are to enter the lunchroom in a quiet and orderly fashion. The 1st 15mins of lunch is silent, students are permitted to speak in conversational tone during the last 15mins of lunch. It is expected that customary table manners be observed during lunchtime. Students will be assigned to a table and are to remain there for the duration of the lunch period. Students who are repeatedly corrected in the cafeteria and choose to not listen will be moved to a silent table.

Lunch Rules

1. No running
2. Keep voices down in lines and at tables
3. Keep tables and floors neat and tidy
4. Stay seated until told to throw out all trash

Sharing Lunches and Lunch Supplies Sharing is not permitted. This applies to hot lunches as well as bagged lunches. Lunch supplies, utensils, cups, napkins, etc. are provided by the caterer.

Off-Campus Lunches When attending a field trip, students must bring their own lunch bagged in disposable containers, unless otherwise indicated on field trip paperwork.

PARENT-TEACHER FELLOWSHIP (PTF)

Parents are a vital part of our school family here at CLA. We welcome all parent involvement in the Academy's activities. The Parent/Teacher Fellowship is designed for parental input and support of CLA faculty and staff. CLA encourages all parents to pray for the Academy on a daily basis. PTF meetings will be held periodically. At least one parent is expected to attend. Some of the projects that our PTF engages in are as follows:

- Career Day
- Classroom Parties
- Grandparent's Day
- PTF Meetings
- School Pictures
- Special Events and Fundraisers
- Teacher Appreciation
- Thanksgiving Feast

SAFETY/EMERGENCY MANAGEMENT

In any emergency situation, student safety is of primary concern. As a result, CLA is a lock-down facility and employs security staff. Emergency Preparedness Guides are posted in every classroom. Teachers and students follow a strict emergency preparedness routine. Parents are reminded that emergency contact information for students must be current at all times. Parents are expected to provide updated contact information as applicable. In case of actual emergency, teachers or office personnel will contact parents as quickly as possible.

Fire & Emergency Drills The Academy observes strict monthly fire drills. Teachers will familiarize the students with the proper exit routes and train them to follow the prescribed protocol which ensures safety for everyone.

Severe Weather

- Thunderstorm & Tornado

At the first sign of lightning, all students should be inside the building. If conditions warrant protective measures to be taken, students will be ordered away from windows to appointed shelter areas. Release of students will be discouraged, until severe weather passes. Parents may contact the school office for information.

- Hurricane

School will be closed. CLA follows Broward County Schools' closure policy; post-storm inspection of facility will be conducted, before students return to school. Reopening of school may follow Broward County Schools' policy when possible and will be posted on CLApro.com. When possible, families will be contacted by phone.

- Flooding

School will be closed. If the flooding occurred prior to 7:00 a.m., parents will be notified by teachers or school officials of Extended School closure as applicable.

Storms & Inclement Weather Students will not be dismissed early due to inclement weather or storm warnings. However, parents, guardians, or other designated adults may pick up students early. Christian Life Academy & Preschool generally follow the closing decisions of Broward County Public Schools. Please check local news stations for updates.

VARIOUS ITEMS

Animals Animals are prohibited on the premises unless prior permission for special programs has been secured from the principal. Students are not allowed students to pet animals in classmates' cars.

Bibles Every grade has a specific Bible curriculum and portions of scripture to memorize. Bible time includes pledges, praise and worship, prayer, devotion, Bible curriculum and memory work. Memorization work is done from the New International Version (NIV) or New Living Translation (NLT).

Books All textbooks are Academy property and are issued for use by students. Since students only pay a book rental fee, they are expected to cover alkeep them in good repair. Students are not permitted to mark or write in textbooks. Writing is permitted only in workbooks as assigned by teachers. Students who lose or mistreat books resulting in more than normal wear and tear (water damage, ripped covers, broken bindings, etc.) will be charged an appropriate usage/replacement fee. Lost or damaged books must be paid for, before a replacement book is issued. Replacement books may be purchased from the school office. At the end of the school year, lost and damaged books must be paid for before final report cards or transcripts are released.

Gifts and Memorials Tuition is not tax deductible, but financial gifts or donations of new items that would benefit the school are. Parents or friends who would like to donate books, videos, classroom equipment etc. in memory of a loved one, or make a financial donation should speak to someone in administration prior to making the donation. A tax-deductible receipt will be issued upon request.

Library It is the Academy's desire that the library be a valuable resource. Older students may utilize the library to do research for special projects.

Lost And Found Parents/students should label all student possessions with first and last name. Lost items that are labeled will be taken to the student's classroom. Unlabeled items will be held in the Lost and Found bin for two weeks. After two weeks unclaimed items will be donated.

Photography CLA brings in professional photographers at various times of the year to photograph the children. Students are photographed for fall, spring, yearbook, and Kindergarten graduation picture packets, as well as for website and advertisement purposes. As part of the student application and upon enrollment, parents sign a picture release form that permits the Academy to utilize student photos for advertisement purposes. Photos and yearbooks are purchased separately. If parents do not wish to have their student's photo used for advertisement purposes, they must indicate their intent on the appropriate form in the school office.

Pledges The following pledges must be memorized by all students:

- Pledge of Allegiance to the American Flag
"I pledge allegiance to the Flag of the United States of America and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all."
- Pledge of Allegiance to Christian Flag
"I pledge allegiance to the Christian Flag and to the Savior for whose Kingdom it stands.
One Savior crucified, risen, and coming again with life and liberty to all who believe."
- Pledge of Allegiance to the Bible
"I pledge allegiance to the Bible, God's Holy Word, I will make it a lamp unto my feet and a light unto my path and will hide its words in my heart that I might not sin against God."

Visitors As a safety measure during school hours, visitors shall park in the designated Visitor Parking side of the building. Visitors must be cleared by the school office and obtain a visitor badge to wear while on campus. Visitors will not be permitted during test weeks or the last day prior to a holiday:

- Parental Visits
Parents are always welcome to visit our school. However, we do require everyone to sign in at the school office and obtain a visitor pass. If parents wish to sit in on a child's class, they will need prior approval. Please contact the principal. Please note that all conferences with administration or teachers require an appointment. Please contact the school office for arrangements.

Volunteers Volunteers are a vital part of Christian Life Academy and very special to us. Volunteers are welcome and are required to sign in at the school office and wear a volunteer badge while on campus. All Volunteers must complete and submit a background screening prior to starting volunteer services at CLA, if applicable.



CHRISTIAN LIFE ACADEMY