



**HANDBOOK FOR PARENTS**  
**(Contact us for any questions at 916 956-4662)**  
**(Updated 10/13/08)**

Christian Life Academy welcomes you and your child! We pray that your family's partnership with us will be a blessed and rewarding experience. We are committed, for each student, by God's grace and through the power of the Holy Spirit, to:

- Develop Wisdom
- Build Character
- Increase Faith

We are open to all inputs and glad to help you in any way we can, so do not hesitate to ask for assistance and prayer.

This handbook will explain to you the rules and regulations of your school. We ask each parent to study the handbook carefully and accept the responsibility of instructing your children on its contents. We ask each student to abide by the stated rules and be governed by its intended spirit.

We believe the commitment that you have taken toward Christian education represents a desire for the finest education possible...through much prayer, teamwork and effort it is *our* desire to facilitate the fulfillment of that vision for you!

For God's Glory,

The Staff of Christian Life Academy  
([www.ChristianLifeAcademy.net](http://www.ChristianLifeAcademy.net))

# GENERAL POLICIES

## GENERAL PURPOSE

It has always been a part of God's plan that parents are ultimately responsible for the education and development of their children (Deuteronomy 6:6-9; Ephesians 6:4). The general purpose of Christian education is to assist parents with the moral and spiritual training of children and to provide technical assistance to the parent and child in mastering academic skills and concepts.

## STATEMENT OF FAITH

We believe that both the Old and New Testaments of Bible are the inspired and infallible Word of God, revealing the three Persons of the Godhead: Father, Son, and Holy Spirit. (Isaiah 40:8, John 17:17, II Timothy 3:16-17)

We believe that man was created in the image of God for the divine purpose of glorifying Him, but became separated from God by sin. As a consequence, man is under the wrath of God and is eternally lost apart from salvation through faith in the Lord Jesus Christ. (Genesis 1:26-27; Genesis 3:1-24, John 3:16-18, Romans 6:23)

We believe in the Incarnation and Virgin Birth of our Lord and Savior Jesus Christ as true God and true man. (Matthew 1:18; John 1:1-14)

We believe that man is redeemed by grace through faith in Christ's vicarious atonement for sins, the shedding of His blood on the Cross. (Acts 4:12, II Corinthians 5:21)

We believe that the gift of eternal life is available to all who receive Christ by faith and are regenerated by the Holy Spirit and thereby become children of God. (Ephesians 2:8,9)

We believe that the church is the body of Christ, composed irrespective of denominational or organizational affiliation. Members of this spiritual body are directed in Scripture to associate together in local assemblies. The mission of the church is to make disciples of all peoples and nations, and to bring them to maturity in Christ. (Matthew 28:18-20; I Corinthians 12:13; Ephesians 2:11-22)

We believe in the bodily resurrection of Christ, His imminent return, and the resurrection of His people. (Matthew 24:29-30; Acts 1:11)

We believe that the chief end of man is to Glorify God by enjoying Him forever. (John Piper)

# SCHOOL AFFILIATION STATEMENT

The Statement of Faith is fundamental to basic Christian tenets and contains those doctrines to which we unreservedly adhere and teach.

Christian Life Academy is non-denominational and enrollment is open to all Christians without regard to race, color, or national origin. Christian Life Academy is under the umbrella of East Parkway Church's Wesleyan affiliation. Gary Gubitz, Teaching Principal of Christian Life Academy, has been an elder at East Parkway Church. Our Bible teaching does not promote one specific interpretation of the tougher passages of scripture. Good and Godly people vary in these areas, and as such, we present the alternatives, leaving to the families and local churches the privilege of their doctrinal distinctives.

We encourage students, teachers, and parents to search the scriptures to arrive at the truth in their own heart according to Acts 17:11.

*"These were (the Bereans) more noble than those in Thessalonica, in that they received the word with readiness of mind, and examined the scriptures everyday to see if what Paul said was true."*

Christian Life Academy is a standing member of American Christian Schools International.

## PHILOSOPHY OF CHRISTIAN EDUCATION

Our objective is to provide each child with the opportunity and stimulation which will bring about maximum development of his or her whole personality, including all phases of spiritual, mental, social, and physical growth in a Christian environment: Developing Wisdom, Building Character and Increasing Faith.

The Bible is taught each day as the absolute and inerrant Word of God. We believe *"the word of God is living and active and sharper than any two-edged sword..."* and should therefore be engrafted into the hearts and minds of our students.

Children do not have a complete education affording them the best advantages in this highly competitive world, if their training deals exclusively with those mental processes by which they learn facts and arrive at conclusions. They must be under girded with Bible principles, instilling in their minds noble purposes enabling them to serve God and man with the knowledge they possess. Studying the Bible every day and worshipping helps impress upon the minds of our students the values which make for abundant living here and at home in heaven hereafter.

The spiritual growth of students is nurtured primarily through Christian examples set by teachers, and through daily opportunities to apply Christ's law of love to situations involving relationships (both peer and adult), and to individual struggles for growth. In addition, there is daily, formal teaching of the Bible.

Recognizing that learning is facilitated through social relationships, CLA seeks to create a community of love, acceptance, and concern where both teachers and students care about each other, their school, and their world.

*“We proclaim Him, admonishing every man and teaching every man with all wisdom, that we may present every man complete in Christ. And for this purpose (we) labor, striving according to His power, which mightily works within (us).”*

*-Colossians 1:28-29*

## **A VISION OF EXCELLENCE**

The success of a school is dependent upon the existence of a worthy vision that is agreed upon and aspired to by faculty, staff, parents, and students.

The following is an attempt to capture in words the vision of excellence which led to the formation of this school and serves today as the foundations upon which it builds. This school shall:

1. **be distinctly Christian.** Its view of life, goals, manner of business, approach to students, faculty, and parents shall be a reflection of Holy Scripture. (II Timothy 3:16-17)
2. **be based upon a positive commitment to excellence in all its endeavors** -- excellence in the scripture and excellence in academics. Its appeal shall be the superior manner in which its activities are carried out. (II Timothy 2:15, Colossians 3:17)
3. **have high expectations for all participants** -- staff, students, and parents. These expectations are based on the revealed truths that we are creatures made in the image of God and also that all earthly decisions have eternal consequences. (James 3:1)
4. **be staffed by those who view their work with children and parents as a ministry which has great value in God’s sight.** They shall be those whose walk with God results in a commitment to excellence in job performance and a spirit of sacrifice. (Psalm 127:3-5; I Peter 4:10)
5. **seek to develop strong parental communication in the academic process,** in the setting of goals, and standards, and in the creation of a sense of “community”. (Psalm 78:1-8; Hebrews 10:24)
6. **touch the lives of children and their families with the Good News that Jesus is LORD!** Glorifying Him at all times with all heart, soul, mind and strength is the obedient response to our gift of eternal salvation and life through Him.

# ADMISSION POLICIES

## ADMISSION

Christian Life Academy exists to assist parents as they attempt to provide a Christian education for their children. The primary basis for admission to the school is parental knowledge of our Christ-centered priority, the desire of the student to attend, the willingness of the student to faithfully complete all of their assignments and the administration's assessment that CLA will be a good fit for the student. As would be expected, admission to CLA is in the sole and absolute discretion of the administration. As well, since the leadership of CLA believes that education is a family affair, we seek to serve you as you raise your child to glorify God.

## ATTENDANCE POLICY

It is the responsibility of the student and parent to create the habit of being punctual and regular in attendance. The school feels that faithful attendance is necessary for the maximum benefits.

### Legitimate Absences:

- A. Personal illness, injury, or doctor appointments that cannot be scheduled after school hours.
- B. Illness in the immediate family that requires the student's presence.
- C. Death in the family.
- D. Absences with prior approval from the office.

### There are two ways to communicate notification of an absence:

1. A note from an authorized person explaining the absence must be presented to the school office the day preceding the absence:
2. A phone call by one of the parents to the school office by 10 am on the morning of the absence.

If neither of these occurs, for safety concerns, the school will attempt to contact the parent immediately.

### Truancy:

Truancy is defined as an absence without the knowledge and consent of parents and/or the school staff. This would include leaving school without permission before the end of the day, or staying out of any scheduled class without permission. Such action will result in a 1 day suspension.

### Early Dismissal:

Checking out of school early is strongly discouraged. Parents should try to schedule all medical appointments after school hours. However, if it is necessary for a child to be taken from school before dismissal, a request must

be made in writing to the school office. Parents must go to the school office to pick up their child. No student will have permission to leave unless accompanied by his parents or guardian.

Tardiness:

It is important that students always be on time to school and to class. By being prompt, the student is demonstrating self-government and responsibility. Self-discipline in this area is not only important for proper academic achievements, it is essential for the development of personal habits that are characteristic of success and good citizenship in every walk of life.

We strongly encourage students to be on time for the start of school each day. Tardiness at the start of the day impacts the entire Bible class and will lower a student's grade in Bible.

Consequences for not being on time to other classes may include the loss of recess for that day.

# ENROLLMENT POLICY

All decisions concerning the admission and enrollment of a family into the school will be made by the principal. The enrollment procedure usually includes:

- A. Parents scheduling an onsite meeting with the Principal or Vice Principal. The student is welcome and encouraged to attend if this is possible.
- B. Carefully reading the Handbook for Parents.
- C. Understanding any past issues with discipline, grades, motivation or decisions made by the student to determine fit and potential impact on the other students.
- D. Completing the Registration Forms. Medical and Cumulative File request forms, while essential, do not need to be completed prior to admission.
- E. Parents providing the registration fee and if school has started, the current month's tuition.
- F. Curriculum and class placement will be discussed prior to start of classes, and a Math assessment will be given during the first few days of attendance. Formal assessment testing is not a requirement for enrollment.
- G. Up-to-date required immunization forms completed and a copy of any required health examination records are also needed immediately.

## KINDERGARTEN ENTRANCE REQUIREMENTS

A child entering kindergarten must be at least four years and nine months by the time school starts in September.

Before a child can be admitted the following records must be on file:

- A. Physical Examination
- B. An up-to-date immunization record (including Hepatitis B!).  
If the required immunizations are not given, we must have a signed waiver (provided by the state).
- C. A preschool vision test.
- D. A preschool hearing test.

The immunizations, tuberculin test, and vision and hearing tests can usually be handled by the parents through your county health department at little or no charge.

## IRREGULAR ENROLLMENT IS NO CONCERN FOR US

Irregular enrollment usually refers to those pupils who enroll after the beginning or withdraw before the completion of the school year.

We welcome students anytime during the school year. Our ministry here is to bless parents and students whenever there is a need to enroll in our school. Maintaining the excellent ratio of students to teachers allows us to accept incoming students and to tune a curriculum that meets their specific needs whether they enroll at the start of each semester, or during the school year.

The only stipulation we have is that the registration fee is payable in full if registration occurs any time prior to the start of the second semester. We still have all textbooks and

school materials to supply. If, on the other hand, the student is enrolled during the second semester we will reduce the registration fee to 75%.

Due to our flexible policy of having tuition due on a monthly basis, if payment has been made for future months and the student withdraws or is asked to leave before those months have commenced, we will reimburse in full what was paid for those future months.

## LOST/DAMAGED BOOK POLICY

All books taken from the school will be checked out. Each teacher will be given sign-out sheets for textbooks. Students/Parents are responsible for the cost of replacing any book that is lost or damaged beyond reasonable wear.

## DONATIONS

In order to enhance the quality of our education program, it is a blessing for the school to receive donations to aid in the operation of the school. All donations are gratefully received and are deductible for income tax purposes. Receipts for donations will be given by Christian Life Academy.

## PARENT ORIENTATION AND INVOLVEMENT

Christian Life Academy encourages, but does not require, active and substantial parental involvement in the education of your children.

Parents are always welcome to visit the school. Preschool age children and visiting school age guests are only permitted to visit the classes with prior permission from the teacher and administrator. Parents who plan to visit a classroom should inform the school office of their intentions by a note or telephone call.

## GRADUATION POLICY

Christian Life Academy celebrates each student's successful completion of their school year. We have an informal daytime ceremony for graduates of Kindergarten, 6<sup>th</sup> Grade and 8<sup>th</sup> Grade, with an evening 12<sup>th</sup> Grade Graduation Ceremony. The guidelines to graduate from 12<sup>th</sup> Grade at Christian Life Academy are listed below, yet we know each High School graduation situation is unique, and we discuss specifics with each family.

### 12<sup>th</sup> GRADE GRADUATION GUIDELINES:

- Completion of 220 Credits, earned from 9<sup>th</sup> through 12<sup>th</sup> grade, is needed to graduate.
- Bible, History, Science, Math, English and Foreign Language classes are all year long and worth 10 credits each.
- PE and other electives can either be 5 or 10 credits for the year depending on the class schedule and expected workload.
- We require Bible class during each year of attendance at our school.
- 3 Years of History are required including: US History, World History and Government/Economics. We recommend 4 years to include Geography.
- 2 Years of Science are required including: Physical Science and Biology. We strongly encourage a 3<sup>rd</sup> year to include either Chemistry or Physics.
- 3 Years of Math are required taking the student successfully through Algebra 1 at a minimum. We encourage Math be taken each year in attendance, including Consumer Math for those not on a Math "track".
- 4 Years of English are required including: Elements of Literature, Fundamentals of Literature, American Literature and British Literature.
- 1 Year of a Foreign Language is required. We encourage 2 years in either French or Spanish, and 3 years, if applying to a UC.
- We require PE each year. Credits can be given for PE taken outside of the normal school day. Written and signed verification as to the extent and kind of activity is needed.
- We require 2 years of a Visual and Performing Arts electives including: Drama, Art, and/or Music.

Note: Full credit for all classes will be given for any grade above failing. However, for those classes that strongly build on each other year to year, like Language and Math; classes will need to be repeated if the student receives a "D" or lower. Also, successful completion of Algebra 1 is a prerequisite for Chemistry; and Algebra 2 for Physics.

## **FINANCIAL POLICY**

(refer to Fee Schedule for information on tuition and other costs)

Tuition for all students is a prerequisite for enrollment and continued attendance.

- A. Tuition is due by the 1st of each month. (September's tuition is due by September 10).
- B. "Early" Tuitions paid before the 1<sup>st</sup> of the current month will enjoy a \$25.00 reduction per student
- C. "Late" Tuitions paid after the 10<sup>th</sup> of the month will incur a \$25 late fee per student.
- D. There will be a \$25.00 fee on all returned checks.
- E. Report cards, transcripts and cumulative records will be withheld until accounts are fully paid.

### **WITHDRAWAL**

If for any reason it is necessary to withdraw a student prior to the end of the school year before the transcripts and grades can be released, any remaining account balance, prorated through the month of withdrawal, must be paid. Students withdrawing during May are liable for tuition to the end of the school year.

### **FULL PAYMENT OPTION**

The full year's tuition may be paid at the time of enrollment or by start of school. With this option, a 2% discount will be applied. In the event the student withdraws from the school, the unused tuition, less the discount, will be refunded for all months that have not yet started.

# STUDENT CONDUCT AND DISCIPLINE

A lifestyle that reflects Christian principles stands out in today's crowd. At CLA we have standards of conduct and dress that we feel should be a part of the students' mode of living. Most of the standards are for the protection of our students, for the orderly operation of our school, for witness to visitors and friends, and all for the Glory of God.

## STANDARDS OF CONDUCT

Every institution has standards of conduct. These can be stated as rules, do's and don'ts, or as principles to live by. Rules tend to promote a legalistic and regimented interpretation and response. For example, a rule says, "Don't hit another student." The student could "obey" that rule and still have hatred in his heart. In so doing, he misses the spirit of love implied in the rule. However, a principle says: "Love your fellow students and treat them the way you would like to be treated and the way you would treat the Lord." This principle has many applications implied in it: giving of oneself to other students, supporting and helping them, putting them first, not doing or saying anything that would hurt them, etc. Principles tend to promote a heart response or change in attitude that goes far beyond superficial behavior or outward actions. This is the essence of Christian character.

This, after all, is what learning the ways of God is all about; not learning just the "right thing to do" or how to "get by", but having the nature of Christ formed in us (II Peter 1:3,4).

Therefore, the following are examples of principles set forth as a standard or plumb line for student behavior.

- A. **Faithfulness** - trusting that Jesus is Who He says He is, and that in believing, have eternal life in His Name. Walking in every aspect of life, in full dependence on the finished work of the cross and the indwelling of the Holy Spirit.
- B. **Wisdom** – learning all that God teaches; truth, and how to apply that truth to your witness and life of service.
- C. **Character** – behaving in all situations, whether others are around or not, with both your attitudes and actions, in a way that honors Christ and glorifies God.
- D. **Honor** - the fear of the Lord and respect for those in authority; preferring one another; humility, submissiveness, and obedience; teachability; gratefulness.
- E. **Harmony** - dwelling together in unity; friendship and sharing; peace and joy; cooperation.
- F. **Honesty** – being truthful with God, yourself, and others; integrity and sincerity; transparency; fairness.
- G. **Purity** – holy to the Lord; cleanness; modesty and decency; noble and lovely.
- H. **Order** - under discipline and self-disciplined; neat and orderly; organized and clear thinking.
- I. **Stewardship** - accountability and responsibility; serving; diligence and perseverance; labor; bringing things to excellence; sowing and reaping.

# GENERAL LUNCH AND PLAYGROUND RULES

“WHERE THE SPIRIT OF THE LORD IS, THERE IS LIBERTY”.  
(2 Corinthians 3:17)

1. **Healthy Snack and Lunches:** 1) Students are to eat in the designated area stated by their teachers. (2) Students are to eat only the snacks/lunches provided by their parents or school. 3) There is to be no sharing of lunches or individual items in lunches. The exception to this is when students have forgotten their lunch. Students may share some of theirs. (4) There is to be no buying or selling of lunches from each other. (5) Students must be seated when eating. No eating in the church sanctuary. (6) **No students may play or engage in any activity until after finishing their entire lunch.**

2. **Play times:** Are considered to be morning break, the lunch hour and P/E classes. 1) When students arrive on campus in the morning, they are to consider school started. Upon entering their classroom, they should get out their books, put away their lunches, take off warm clothes. Each teacher will establish their own rules for obtaining a drink of water, or for a student to go the restroom. Only Christian music may be played on campus during lunch hour. Soft talking is permitted until class comes to order. **No balls are to be played with.** (2) **Morning Snack Break** – Each teacher will establish the routine for this 10 or 15 minute break. Primary grades teachers may adjust their time schedule and issue balls at their discretion. Any student taking a ball is responsible to return it to the teacher. (3) **Lunch Time** - All students are to stay in designated eating and play areas (4) **After school** - - Students are to pack their belongings and complete their chores or clean-up assignments. No school balls are to be played with. **Dismissed students are to leave from their classrooms and go outside and sit quietly and respectfully at the picnic tables or to their vehicles directly.** If a parent cannot pick up their child on time, please call the school if possible so the students can work at their desks until the parent arrives.

3. **Play Yard Rules:** Any hitting, poor sportsmanship, improper language, or severe disputes will be disciplined by isolation on the bench, loss of recess, and/or suspension by the students' teachers. See Discipline Policy for specifics.

1. **Ball Games:** The basketball court is reserved for certain classes at certain times. Each classroom is to have 1-2 playground balls. The teacher will permit the balls to be played with during the morning break and during the lunch time only. Teachers will assign one student to be responsible for returning the ball to their classroom. Only balls and/or Frisbees are to be thrown; no other objects are to be thrown on campus. Balls are not to be thrown at buildings, or on roofs (or at students, unless that's part of the game).
2. **General Conduct** - No touching anyone other than in a friendship manner such as shaking hands. No headlocks anywhere at any time. No hitting, kicking, spitting. No karate movements. No biting. Language is to be kind and honorable. No foul language or crude statements. No nicknames or name-calling is acceptable. Rules are to make all games fair. Do not argue over rules. If any argument over rules takes place, then all play is to stop. Be responsible for your actions. Are you responding your best to this situation?

3. Establishing Truth - "Truth shall be established from the mouths of two or more witnesses." (Deuteronomy 17:6) All games and sports result in disputes. These are common to man. The Playground supervisor shall try to arbitrate the dispute according to testimony by eyewitness. The decision by your teacher or playground supervisor shall be the final word in the dispute. As God's commandment says Thou shall not bear false witness, lying is grounds for significant discipline. Put on the "belt of truth" before playing in any games. "Blessed are the peacemakers, for they shall be called sons of God." (Matt. 5:9)
  
4. Team Sports - Playing together in any activity or sport requires the exercise of the principle of Unity. "Behold how good and how pleasant it is for brothers to dwell together in unity." (Psalm 133:1) Team ministry is defined as 2 or more persons on the playground to achieve a common goal or purpose. Team endeavors will not work without leadership. The principle of leadership is that the younger should submit themselves to those who are older (1 Peter 5:5). Leaders are not dictators, but are servants (Luke 22:26). Leaders should encourage their teammates and be helpful. Leaders should evaluate all, using everyone to their strengths. Let all, therefore, true humility abound among teammates, respecting one another and their abilities. Weed out all pride except in the knowledge of knowing that God is blessing you and has given certain individuals particular gifts. At all times remember that you are Christ's ambassadors and are to glorify Him.

# DISCIPLINE POLICY

*We always endeavor to use a Christ-honoring consequence for inappropriate behavior. Our goal is redemptive as discipline is invoked for positive change and student safety, never for punishment.*

I. For actions related to students distracting others from their work, for example, we might impose a “nose and toes” timeout so the student will be unable to distract and can recognize their impact on others. Another example would be having a student assume a penitent, kneeling prayer position next to their desk when they need to reflect on their wrong choice of words or attitude. Missing recess or snack break may be imposed for those tardy to class or unprepared at the start of class. A final example might include having a student copy sentences written on the board if they are not staying focused on their work. We also encourage pushups for disobedience or distracting other students as this has multiple benefits.

II. We will **not** use corporal punishment, however, we will communicate with you immediately when there is:

- 1) Physical or verbal anger expressed toward another student, as we are absolutely protective of our students and their safety. Learning to control anger in a Godly way is critical for students as they mature.
- 2) Inappropriate items on campus (including content on an ipod or other portable communications device), inappropriate language expressed, or disrespect shown toward other students or staff.
- 3) A physical response out on the playing field disproportionate to the activity.
- 4) Any inappropriate display of superiority or sexuality.

These events will trigger a request to you to come and bring your student home for that day. When you arrive, we will pray and fully discuss what additional action is most appropriate for your student and the others at school. Repentance will be critical and other actions might include additional suspension or in appropriate or egregious situations, expulsion. All discipline is solely and absolutely in the discretion of the administration, however, we welcome communication and concerns regarding any aspect of school life, including discipline

We reserve the right to inspect portable devices, backpacks, buckets or other materials if there is suspicion of inappropriate items on campus.

## Dress Code, IPOD and Cell Phone GUIDELINES:

**Dress Code:** CLA is in favor of attractive, tasteful, contemporary dress. In all areas of appearance - clothes, hair styles, make-up – students should look neat and natural, with emphasis on cleanliness and modesty. Extreme fads are not allowed. If there is doubt about whether or not an item of clothing is appropriate, ask a school staff member first to avoid unnecessary conflict.

It must be remembered that school is a place of business and not a party or picnic. Styles perfectly acceptable for picnics may be completely inappropriate for school wear. The administration carries the final authority on determining the appropriate dress and appearance; however, the following lists provide several guidelines. The guidelines may be relaxed by administration for administratively approved “designated” days.

### GIRLS

- A. Skirts, dresses, and split-skirts should be modest in length when seated and, at least, touching the knee when standing.
- B. Halter style dresses and blouses, bare midriffs, low cut (front and back styles) or other revealing styles are not acceptable at school or at any school function.
- C. Negative “advertising”, slogans or pictures that can be construed as racist, sexist, anti-religious or which comment on drugs, alcohol, smoking, sex or inappropriate behavior are not acceptable on clothing. Plain tee shirts and other styles resembling undershirts are not permitted for external wear.
- D. Hairstyles should be natural and practical, not extreme.
- E. Make-up should be neat and conservative. Elementary students are not encouraged to wear make-up.
- F. Pants are allowed daily if they are in good condition (not holey, worn out, or frayed hems). No extremely tight pants will be allowed.
- G. Walking shorts may be worn in September and May. Under extreme heat conditions shorts may be approved by the Principal. No short shorts or tight fitting shorts will be permitted. Use extreme discretion!
- H. Sweat pants and pajama style pants are not permitted, except during the P/E class period.
- I. Shoes are to be worn at all times. Flip flops are not acceptable. At no time are bare feet permitted on campus.
- J. Jewelry should be kept simple. Jewelry is not to be worn during P.E. or while participating in sporting events.

### BOYS

- A. Shirts with collars and pullover shirts designed for external wear are accepted styles. All shirts must be tucked in. Clean Christian Life Academy shirts will be permitted this year at all times, and T shirts are allowed only on the day of P/E. If preferred, students can change into P/E clothes prior to that specific class. All T shirts, tank tops, and other styles resembling undershirts are not permitted for external wear. Negative “advertising”, slogans or pictures that can be construed as racist, sexist, anti-religious or which comment on drugs, alcohol, smoking, sex or inappropriate behavior are not acceptable on clothing.

- B. Trousers, pants, and jeans shall be clean, neat, and in good condition (not holey, worn out, or frayed hems). Extremely tight pants are not permitted.
- C. Sweat pants are not permitted, except during the P/E class period.
- D. Shoes must be worn at all times. Regular style shoes and tennis shoes are the acceptable footwear. Flip flops are not permitted. In no case are bare feet permitted on campus.
- E. Jewelry shall be kept simple and modest and is limited to watches, finger rings, bracelets, and necklaces. Jewelry is not to be worn during P.E.
- F. Walking shorts will be permitted during the months of September and May. Under extreme heat conditions shorts may be approved by the Principal. Short shorts and tight fitting shorts are never permitted.
- G. Extreme hair styles or fads are not permitted, including “shaved lines”, coloring, or “tails”.
- H. No gang related clothing, exposed under shorts or low-rider style (oversized) pants can be worn.

**IPODs/CD Players:** Allowed for High School Study Hall periods ONLY...not during regular classes, breaks or lunch! There are study hall periods where students will want to minimize external distractions. Listening to Christ honoring music (Christian, Classical, etc..) over their headphones will be allowed during these periods. Any misuse of this privilege will result in the teacher retaining the music device, and returning it to the parents the next day.

**Parents,** please make sure you know what music your students are bringing to school.

**Cell Phones:** Phones may be brought to school and used before and after school. No sending or receiving regular calls or text messages will be allowed during class periods. All phones will be collected at the start of the day and returned again after school. There will be times when an “emergency” is a forgotten snack/lunch or a need to arrange for rides after school. For these during class needs, the student may explain this to their teacher and use Mr. Gubitz’s school phone.

**Parents,** you do not need to supply your student with their own phone, as emergency calls can always be received or placed with a school phone.

# ACADEMICS

## FACULTY

All staff members of CLA have been carefully selected on the basis of their education, experience, and integrity. The most outstanding requirements of the instructional staff are an unselfish spirit of dedication to children, a belief that the Christian school ministry is their service to God, and a complete and personal acceptance of the Lord Jesus Christ.

## HOMEWORK

It will **NOT** be the policy of CLA to assign large amounts of homework. However, when homework is assigned it will be geared to the child's ability and relative deficiencies. Elementary students will receive a homework assignment sheet that will be sent home to explain the work and to get your signature. Homework does provide an opportunity to spend time on worthwhile activities and projects.

You, as a parent, can help by giving your child a proper environment for study. You may need to be firm in eliminating some of the distractions that interfere with getting homework done, including TV, video games, internet, etc. Our homework policy is to support you and maximize the student's education. If at any time you would like to discuss making modifications to the homework levels for your student, please feel free to talk with the teacher.

## CURRICULUM

CLA provides quality Christian curriculum and instructional support materials that serve Christian teachers as an effective tool for us in meeting the education needs of students. Children receive regular instruction in Bible, Language Arts (English), Math, Social Studies, History, Science and Visual and Performing Arts.

Each class/grade will have its own scope and sequence and list of curriculum that will be used throughout the school year.

## TESTING

Standardized testing is offered each year, including analyzing results, at shared expense between the parent and the school. Parent costs per student are in the \$25 range. This is such an important event that we ensure all appropriate age students, and their parents, are able to track yearly progress. It has been our experience and blessing to have students, in many of the tested content areas, evidence accelerated learning progress relative to peers in other schools.

# HEALTH AND SAFETY ISSUES

## CHANGE OF EMERGENCY INFORMATION

If you change your address, telephone number, or work location, please notify the school office. It is important that emergency information be current.

## COMMUNICABLE DISEASES

Please telephone the school immediately if your child is diagnosed as having a contagious disease. We would appreciate your cooperation in this manner. These diseases would include: lice, scabies, flu, strep throat, chicken pox, etc.

## ILLNESS DURING SCHOOL HOURS

If a pupil becomes ill during the day, they may be excused to go home by the administration or office staff member. Before the pupil is excused, however, a parent or guardian will be contacted by the school office. For this reason it is important that the school have the correct home and office telephone numbers of both parents/guardians.

## STUDENT INJURY

The staff of CLA will attempt to exercise reasonable judgment for the care of students in the case of physical injury. In those cases where an injury appears to be serious, we retain the right to seek professional help, including ambulance, doctor, and emergency room services. Parents will be responsible to pay for the services obtained in the child's behalf. Of course, the parent will be immediately notified of injury.

## MEDICATIONS

Parents are asked to consider the potential danger of having students bringing medication to school. The school recognizes that medications are justified in chronic and short-term acute health conditions, but no medication will be administered without the written request of a parent and /or directive of a physician, and then only by authorized personnel.

Please let the Principal know if Tylenol or Ibuprofen may NOT be administered for an occasional headache, etc. We will assume that it is acceptable unless you alert us otherwise.

## PHYSICAL EDUCATION

All students are expected to participate in physical education activities, unless specifically excused.

## FIRE DRILLS

Throughout the year there will be unannounced fire drills. When the fire alarm sounds, all persons in the school building will file out in a quiet, orderly fashion. All doors must be shut, lights turned off, and absolutely no talking will take place. Each student is to remain with his classmates at all times. All classes will have an "assigned exit" through which they are to pass. A signal will be given to reassemble in the classroom. These will be conducted regularly by administration.

## CLOSED CAMPUS

Elementary students must stay on the school grounds from the arrival time until dismissed. High School students must have a written parental authorization letter on file at the school office to be able to leave the campus for any reason, including walking down the street for drinks or snacks. (This authorization does not cover field trips -- a separate form will be required)

## EMERGENCY SCHOOL CLOSING

Occasionally, emergency or weather conditions make it necessary to close school. In case of emergency closing every effort will be made to notify you of our decision as early as possible. The decision to close school will rest with the administration.

# **SCHOOL ROUTINE**

## **OFFICE HOURS**

The on-site office hours are 8:30 to 3:15. You may call the school phone number at any time 916 956-4662, and if off hour meetings are desired this can be worked out.

## **SCHOOL HOURS AND SUPERVISION**

School hours are from 8:45-3:15. Supervision can be provided for students on off hours for a fee if worked out in advance with the administration.

## **SCHOOL CALENDAR**

The school calendar will be set up at the beginning of each academic year and distributed to the parents.

## **TELEPHONE CALLS AND MESSAGES**

All telephone calls and messages to students or teachers must be directed to the main school number 916 956-4662. No student or teacher will be called out of class except in case of emergency. Student use of the school telephone will be limited to emergency calls only.

## **LOST AND FOUND**

Please label all clothing, lunch boxes, supplies, games, and toys. This expedites the search for the rightful owner. All items found should be turned into the teacher. Lost items that are not claimed by the end of the year will be given away.

## **FIELD TRIPS**

Field trips are planned for their education value. Notes giving details of the trip will be sent home with a permission slip. It is essential that parents sign this permission slip and return it to the school. NO student will be permitted to go on a trip without this permission slip being on file in the office or unless verbal permission is granted by office or administrative staff.

Parents will normally be invited to participate in field trips, but it should be understood that the supervision of the students is the responsibility of the teachers and they will retain full right to exercise authority in the administration of supervisory and disciplinary measures.

All transportation drivers must be 25 years or older, have a current valid CA drivers license and valid insurance information on file in the school office.

## LUNCH PROGRAM

All students are expected to manage their own snacks and lunch. Milk or real fruit juices are recommended beverages. Please minimize sugared items for breakfast, snacks and lunch and consider including a good balance of protein in each. In order to bless parents the school may offer low cost, healthy snacks and lunches. Parents will be notified as to the content and cost if this food program is established. For safety purposes, no students will be permitted to leave the school for lunch unless accompanied by an authorized adult and with prior notification to teacher and administration.

## ENDING REMARKS

Christian Life Academy desires to be a blessing to you and your student and to bring Glory to God through our prayerful, faithful and energetic service.

We strive to Develop Wisdom, Build Character and Increase Faith in each student.

This is a partnership and team effort.

We are always open to input, always available for discussion, always willing to enhance our program.  
(916 956-4662)

We strive to live our belief that Jesus is LORD!

Please pray for this ministry as we commit to pray for you.



[www.ChristianLifeAcademy.net](http://www.ChristianLifeAcademy.net)

NOTE: As the administration of CLA strives for excellence in education it will reserve the right to add to, amend, or delete any of the above guidelines and rules at any time. Parents will be notified in a timely manner of such changes.