

2022– 2023

Student and Parent

Handbook

This Handbook is effective August 1, 2022.

222 Tremont Street
P.O. Box 235
Hopedale, IL 61747
clacademy.org

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CLA Personnel

Principal/Administrator..... Mr. Joshua Horning
Office Manager.....Mrs. Wendy Westley
Primary Teacher / PreK-4 Coordinator Mrs. Amy Bowman
Primary Teacher.....Mrs. Lisa Adams
Librarian/Elementary TeacherMrs. Lauren Gibson
Elementary RTI / Academic SupportMiss Marie Hopkins
Middle School TeacherMrs. Christy Gillis
Middle School Teacher / CoordinatorMrs. Sheri Young
Middle school Elective Teacher.....Mrs. Pam Opperman
Middle School/High School Academic Support.....Mrs. Kristi Espenschied
Middle School/High School Bible Teacher.....Mr. Darrell Stribling
High School Teacher / Coordinator Mrs. Amanda Stribling
High School Teacher.....Mrs. Jenny Travis
High School Teacher..... Mrs. Rebekah Homan
School Age Daycare Mrs. Amanda Long
School Age Daycare / Preschool Teacher.....Mrs. Angela Golden
Cafeteria Manager Mrs. Jamie Sarver

Board Of Directors

Glen Heflin, President
Hopedale

Dr. Al Maurer
Morton

Anne Lawson, Secretary
Mackinaw, Parent

Emily Baker
Morton, Parent

Steve Harenberg
Mapleton

Joel Nafziger
Hopedale, Grandparent

Darwin Beachy
Hopedale

Thomas Hieser
Hopedale

Dr. Larry Rossi
Morton

Dear Parents:

Welcome to Christian Life Academy, a school directed by the Lord, where we are glad to serve Him! Our prayer is that you and your family will also see the leading and directing of the Lord as you participate as a part of the CLA community. We have been blessed by the Lord since our inception in 2008, and wish to continue to grow exactly as He leads us. Blessings to you as we embark on this year together!

*In Christ,
Mr. Joshua Horning
Principal/Administrator*

Christian Life Academy 2022-2023 Calendar

August

15-17 (M-W) School offices open
Registration completion (16th)
Teacher in-services (meetings on 16th,17th)

17 (W) Student/Parent Back-to-School Orientation Meetings

17 (W) All School Picnic

18 (Thurs) First Day of student Attendance (K-HS, full day of school)

22 (Mon) First Day for PreK

September

5 (Mon) No School - Labor Day

26 (Mon) No School - Teacher in-service

October

5 (Wed) Half Day - Teacher in-service

7-10 (Fri-Mon) No School - Columbus Day weekend

14-15(F-S) Life Days 2022

21 (Fri) End of Quarter 1

24 (Mon) No School - Parent Teacher Conferences 1-7 PM

25-27 (T-Th) Parent Teacher Conferences (after school)

November

2 (Wed) Half Day - Teacher in-service

7-8 (M-T) No School- Veterans Day Observation & Election Day

11 (Fri) Veterans Day Assembly (Afternoon)

23-25 (W-F) No School - Thanksgiving Break

December

7 (Wed) Half Day - Teacher in-service

15 (Thurs) Christmas Program

21 (Wed.) Half Day - 11:30 Dismissal; End of Quarter 2

Dec 22 - Jan 4 No School - Christmas Break

January

4 (Wed) Teacher In-Service

5 (Thurs) School Resumes

16 (Mon) No School - Martin Luther King, Jr. Day

February

1 (Wed) Half Day - Teacher in-service

17-20 (Fr-M) No School - Presidents' Day Weekend

March

1 (Wed) Half Day - Teacher in-service

10 (Fri) End of Quarter 3

13 (Mon) Teacher In-Service

13-15 (M-W) Spring conferences

23 (Thur) Easter Program

27 - 31 (M-F) No School - Spring Break

April

5 (Wed) Half Day - Teacher in-service

7-10 (Fri-Mon) No School - Easter Break

May

18 (Thurs) 8th grade Graduation / 12th Grade Graduation

19(Fri) Last day of School / Field Day

History of Christian Life Academy

Christian Life Academy was founded in 2008. CLA is a private, nonprofit Christian school located in Hopedale, Illinois in the former Hopedale Grade School building. CLA invites any parents who agree to recognize the CLA mission and foundational beliefs, to enroll their children in our school. It is our hope that families will take advantage of the opportunity that CLA offers: a quality education in a safe community of learners. We currently minister to over 100 children, through our PK-8th grade programs, including full-time, part-time and before/after school programs. We are blessed to have the opportunity to reach and disciple our students.

Mission

The mission of Christian Life Academy is to work side-by-side with and to complement the family and church by prayerfully providing excellence in Biblically-based education for the whole person, so that each student will grow spiritually, mentally, physically and socially.

Students may then know their Creator God and Savior, Jesus Christ more fully. The students will be able to approach the Spiritual and secular issues of life, lead dedicated, intelligent Christian lives, and become faithful ambassadors for God in their community.

Foundational Beliefs

- o We believe that the Bible is the inspired Word of God, upon which we base our faith and conduct. The Bible is useful for teaching and training students and will be integrated throughout our curriculum.
- o We believe that God is eternal, holy and righteous, that God created the heavens and the earth, and that God is in control of our world. We will seek God's direction for the school at all times.
- o We believe that Jesus Christ is the Son of God and speaks to us through His Holy Spirit. All have sinned and salvation through the shed blood of Jesus Christ is the only way to heaven. To this end we will encourage all students to know their Savior and live in His saving grace.
- o We believe that Christ directs us to forgive others as he forgave us and to live at peace with one another in our personal relationships. These directions shall govern our relationships within the school.
- o We believe that the child of God is the temple of God. Therefore, we will emphasize the wellness of each child regarding their hearts, minds, health and actions before others.

Distinctives

Academic Excellence

Academic excellence has its foundation in the solid teaching of the basics of reading, writing and mathematics. In addition to this, through individualized teaching, caring personnel, and a nurturing environment, CLA will strive to provide a diverse and well-rounded academic program enhancing every part of each student's life.

Luke 2:52 "And Jesus grew in wisdom and stature, and in favor with God and man."

Psalms 111:10 "The fear of the Lord is the beginning of wisdom; all who follow his precepts have good understanding..."

Open Enrollment

CLA welcomes the opportunity to reach as many children as possible regarding God and His Word. To this end, within the limits of the school, enrollment is open to any and all who agree to recognize the Mission and Foundational Beliefs of CLA, and to abide by the policies and procedures of the school.

Matthew 28:19-20 "Therefore go and make disciples... teaching them to obey everything I have commanded you. And surely I am with you always..."

Psalms 22:30 "...future generations will be told about the Lord."

Wellness

The curriculum of CLA will include, as appropriate, offsite opportunities focusing on the health and wellness of each child. These opportunities may include assessment of the physical and nutritional needs of each child and collaboration with local medical resources in the physical education and health curriculum.

I Corinthians 3:16 "Don't you know that you yourselves are God's temple...for God's temple is sacred, and you are that temple."

Community Collaboration

Students at CLA will have opportunities to go off campus to observe and learn from the community. These opportunities may include visits to local businesses, preschool, retirement home and government and public works, allowing students to learn how integrated communities thrive.

Proverbs 13:20 "He who walks with the wise grows wise..."

Service

The curriculum of CLA will include a commitment of service to the school and community. Each student and family will be encouraged and given opportunities to serve CLA and the community and to learn about the value of volunteerism and service.

Ephesians 6:7 "Serve wholeheartedly, as if you were serving the Lord, not men, because you know that the Lord will reward everyone for whatever good he does..."

Curriculum

The Bible

We attempt to integrate scripture in as many areas of the curriculum as we can. We use the Bible as a source of life, instruction, discipline, encouragement and literature. We know that, according to II Timothy 3:16-17, "All scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, so that the man of God may be thoroughly equipped for every good work."

Christian Life Academy uses various curriculum materials throughout our school year. We have attempted to take the best of several different curriculum programs and choose what we feel best benefits all of our students. Here are some examples:

A Beka Book and BJU Press

The A Beka curriculum - published through Pensacola Christian College and BJU Press - Bob Jones University, both do a fine job of presenting academic curriculum at all age levels with a focused approach that integrates the Bible into all areas. At various grade levels, Christian Life Academy currently uses A Beka and BJU curriculum for language, reading, history and science and multiple grade levels.

Saxon Mathematics

Christian Life Academy appreciates the spiral nature of the Saxon curriculum, which is used in our math classes through grade 4. Students are continually reviewing previous material, which is vital in the area of mathematics, which builds upon previous knowledge.

Other Publishers and materials

Various other publishers and materials are chosen at the discretion of our teachers and administration. At this time some of those include: Hands-On Bible published by Group Publishing, Shurley English, Reading A-Z, Accelerated Reader, and some teacher-written materials. Any questions about curriculum should be directed to the teacher or administrator.

Teacher Qualifications

Excellent teachers are the key to success at any school, and Christian Life Academy is committed to staffing our school with very qualified teachers who see teaching as a **mission** -- more than just an occupation!

According to Titus 2:7-8, teachers are instructed to "*set (students) an example by doing what is good. In your teaching show integrity, seriousness and soundness of speech that cannot be condemned, so that those who oppose you may be ashamed because they have nothing bad to say about us.*"

God has always blessed Christian Life Academy with outstanding teachers. Each of them feels particularly called by Him to be here and are qualified both spiritually and professionally to teach those entrusted to them. They must be born again believers with a clear Christian testimony. In addition, they must have at least a Bachelor's degree (instructional staff), though many have advanced degrees. We pray every year that God will bring us His very best. We believe He has!

Christian Life Academy 2022-2023 Tuition Schedule

Pre-Kindergarten 3 - 5 year olds

Registration Fee: \$50 (for a Pre-K only family) or included with K-12 family fee (see below).

Pre-K Class	Full Tuition (due 9/1/22)	Per Semester (9/1/22, 1/1/23)	9 month Plan (9/1/22-5/1/23)	10-month Plan (8/1/22-5/1/23)
Tues/Thurs (3/4's)	\$1,200	\$600	\$133.33 per month	\$120 per month
Mon/Wed/Fri (4/5's)	\$1,550	\$775	\$172.22 per month	\$155 per month
Full week (3-5's)	\$2,000	\$1000	\$222.22 per month	\$200 per month

Discount of 10% for Pre-K students with older siblings enrolled in K-12 class.

Note: Tues/Thurs 8:45-11:15 am class (must be age 3 by September 1, 2022)

Mon/Wed/Fri 8:45-11:15 am class (must be age 4 by September 1, 2022)

Students attending full week will participate in both 3/4 yr old and 4/5 yr old activities.

Full Time Students Grades K-12

Registration Fee: \$175 (new family) **\$125** (returning family) **\$75** (early reg. by 3/25/22)

Chromebook/Tech Fee: \$75 per student, grades 3rd-12th (due upon registration)

Enrollment Level	Full Year (8/1/22)	Per Semester (8/1/22 and 1/1/23)	12-month Plan (6/1/22-5/1/23)	10-month Plan (8/1/22-5/1/23)
Grades K-4	\$4,400	\$2,200	\$366.67 per month	\$440 per month
Grades 5-8	\$4,600	\$2,300	\$383.33 per month	\$460 per month
Grades 9-12	\$4,900	\$2,450	\$408.33 per month	\$490 per month

Discounts for multiple K-12 students from the same family:

2nd student: 25% discount 3rd student: 33% discount 4th and additional: 50% discount

Discounts applied with oldest enrolled student as "1st student" followed by younger students.

Part Time Student Enrollment Options for Grades K-12

Registration Fee: \$50. Tuition will be on a case-by-case basis, with prices depending on the number of courses enrolled and percentage of the week/school day students attend.
Any family enrolled in more than two regular classes is full time (w/ pro-rated tuition).

Athletics Participation Fee: \$50-100 per sport for any students NOT enrolled in classes.
Part-time participation in athletics will depend on options available to full-time students.

OVERDUE TUITION

It is our Christian responsibility to pay off the debts that we owe. For this reason, we expect the families of CLA to keep up on their tuition payments. All tuition is due by the 1st day of the month. If you are late with your payment you will receive a notice from the school office. If you have not paid by the 10th of the month, your status will be reported to the school board. The board will ask you to come up with a plan to catch up on your delinquent payment(s). No student is allowed to start a new school year unless all back tuition is paid. The board will be in dialogue with these families.

Medical Registration Requirements

Physical Examinations

Each student is required to have a physical examination prior to his entrance into Kindergarten and 6th grade and 9th grade. This may be obtained up to twelve (12) months before the beginning of school. The Illinois Revised Statutes require that school children be adequately immunized against measles, mumps, rubella, tetanus, diphtheria, poliomyelitis, and pertussis unless the parents submit a written objection based on constitutional grounds. Your doctor has the appropriate health forms that are to be turned into the school office before the school year begins.

Dental Examinations

Each student is required by the State of Illinois to have a dental exam form in the school office for students going into grades Kindergarten, 2nd and 6th. Your dentist has the appropriate state dental forms that are to be turned into the school office.

Eye Examinations

Each student is required to have an eye examination form in the school office for students entering Kindergarten or 1st grade for the first time. Students who are new to CLA are also required to have an eye exam. Your eye doctor should have the appropriate forms.

Additional Registration forms and documents will be taken care of on registration days or may be requested from the school office.

OFFICE AND SCHOOL BUILDING

School Hours for Student Attendance

8:30am – 3:30pm

Office Hours

The office is open from 8 AM to 3:30 PM Monday through Friday. Any parents or other visitors to CLA are required to sign in the school office upon arrival. If an extended meeting with the administrator or office staff is needed, parents are asked to call ahead and schedule such an appointment with the office, avoiding the busy times of 8 am – 8:45 am and 2:15 pm – 3:15 pm. The principal is also a teacher, and therefore meetings need to be scheduled at times that do not interfere with class schedules.

Security

Parents will be asked to use a sign for their car window which identifies them at pickup time. Additional signs can be provided for daycare providers, grandparents or others who will be dropping off or picking up students. Students will not be released unless the car sign is present. **If no car sign is present, the driver must report to the school office or to a teacher for identification purposes.** During school hours, the doors are locked and visitors must be admitted into the building. A doorbell with intercom is located at the main entrance, which rings into the school office. Visitors will be asked to identify themselves and their purpose for visiting before being given entry into the building.

All visitors on campus who will be going anywhere in the school building other than a simple drop off or pick up at the school office are required to sign in and have a BADGE – either a VISITOR Badge or a VOLUNTEER badge. Staff members will wear a STAFF Badge.

ATTENDANCE

Illness and Unplanned Absences

If your child has a sore throat, fever, or other noticeable symptoms of an illness, please keep him/her home, both for the sake of your child and for that of other students. If your child has recovered sufficiently from an illness and has been without fever for 24 hours, he/she may return to school. Students who are absent because of illness or other personal reasons will have the same amount of days as absent to complete assignments. In order to not cause disruption to the daily class schedule, parents may come to the school and pick up assignments *only after 2:30 PM unless prior arrangements are made with the school office*. Students with absences due to illness that exceed 3 days will need a doctor's note upon their return to school. Students may not be able to make up missing work if a doctor's note is not provided.

Vacations & Planned Absences

Vacations and planned absences up to 5 days per academic year will be considered excused with approval from the Administrator. Parents should attempt to minimize planned absences as much as possible. Families will need to complete a Pre-Arranged Absence Form and submit it no later than two weeks prior to the date of absence. **5th-12th grade students:** Students should have all their teachers sign this form and then return it to the office who will then send a copy home with the student. Students are responsible to make sure they collect any work they will miss BEFORE their pre-arranged absence is to start. ALL work should be completed and turned in the day they return to class (tests/assessments will be made up the week the student returns). Failure to complete this form before the 2 week notice date will result in the absence being unexcused and all work missed will not be able to be made up.

The Administration will notify the teacher(s) of the upcoming absence. *Due to variances in each class/grade, not all work may be available for a student prior to departure.* Assignments will be set aside during the student's absence. The student has the same number of days as absent to complete assignments, to a maximum of five days. After the five days, uncompleted assignments will receive no credit, although teacher discretion is allowed. Students who will miss an announced test during their absence over material covered will take the test the day they return. If the test was not announced prior to the student's absence, the teacher may use his/her discretion in assigning a make-up date.

Tardy Policies

Like absenteeism, tardiness is a disruption not only to the learning process, but to other members of the class. It is important to teach punctuality as an integral part of life. The student must learn to make appropriate adjustments in order to be at school daily at the appropriate time. Excessive tardiness requires a conference with the parents and Administrator. ***Students arriving at the school after 8:35 AM must have parents check them in at the school office.***

5th-High School:

To be tardy is to be late or past the expected time. It is important for students to be in their seats and ready to begin the lessons for each class on time. Each class period will be marked by a bell program through a shared app. Each upper grade classroom will be dismissed at the same time, at which time students will have a 2-3 minute break to gather items from their lockers if needed or go to the bathroom. When the app bell rings after this break, students should be in their seats and ready for the next class period.

Tardies will be counted both at the beginning of the school day as well as for each class period. For every accumulation of 3 tardies, the result is detention.

Extra-curricular activities (3rd grade-High School)

For students to participate in CLA extra-curricular activities (including but not limited to sporting events, special school events, etc.) they must be in class by 11am of the day they wish to participate.

Excessive absences/departures

Regular and consistent daily attendance is imperative for academic success. Students with absences that exceed more than 5 days per quarter (consecutive or non-consecutive, not including pre-arranged absences) will need a doctor's note upon their return to school. Students who miss more than 10 days over the course of a semester may be reviewed by the school board for further action.

Students with regularly occurring appointments must have a pre-arranged absence form on file in the office with a signature from their doctor or counselor verifying the dates/times of appointments. Students are also responsible for completing any work missed during their absence by the next school day.

Before/After School Care

*Christian Life Academy has as part of tuition costs to attend CLA, one hour of before school and one half hour of after school care available to patron families. The school day begins at 8:30 am and students who are a part of the before care program may arrive as early as 7:30 a.m. The school day ends at 3:30 p.m., and those ENROLLED as a part of the after care program may remain at school until 4:00 p.m. Additional charges will apply outside of this time frame. **Daycare times and fees are subject to change.** A rate schedule is available for this service. ALL USE OF AFTER SCHOOL CARE MUST BE ARRANGED PRIOR TO NOON ON THE DAY OF USE.*

Inclement Weather

Should school need to be canceled because of snow or other inclement weather conditions, an announcement will be aired over WEEK, other TV stations, WCIC online, etc. If Olympia Schools are canceled *due to weather*, CLA will generally also cancel. We will make every attempt to get any such announcements on the air by 6:30 AM. Please do not call the school or teachers at home.

ACCIDENTS & MEDICATION

Accidents

All accidents which occur during the school day or on any school-sponsored trip should be reported to the office immediately where the incident report will be completed. Students who require immediate emergency medical attention will be taken to the hospital and the parents will be notified by phone.

Prescription and Medication Procedure

Students may not use any medications (including over-the-counter) unless the appropriate form is on file in the school office. Parents must complete and sign the office medications sheet if medicine is to be administered. The administering of all medications is done in the school office under school supervision. *All prescription and non-prescription medications brought to school by the parent must be in their original containers labeled by the pharmacist or physician. All such medications must be held in the school office, and cannot be in the student's possession.*

APPEARANCE CODE

We desire that the students of Christian Life Academy reflect the best possible image of our school and of the Lord. We desire *neatness* in the dress of our student body as well as *modesty*. Administration will make the final decision of appropriateness of a student's appearance, in consultation with parents if necessary. **5th grade - High School students need to check the MS/HS handbook for additional details on dress code.**

Acceptable Clothing

- Shirts and tops must be neat, clean and modest.
- Pants or slacks of any variety may be worn.
- Shorts and skirts of modest length are acceptable.
- Shoes or sandals must be worn at all times.

Unacceptable Clothing

- Skin-tight clothing of any kind.
- Halter tops or midriff-showing tops.
- Hats may not be worn in the building.
- Any clothing advertising inappropriate products or has inappropriate writing.

STUDENT CONDUCT

The discipline policy at Christian Life Academy is focused on “Restorative Discipline.” This means that in all cases, the goal of discipline is to restore relationships that have been harmed due to the actions of the parties involved. Whenever possible, the Scripture will be used as a basis of discipline and to help students understand where their actions need to improve.

As issues of discipline arise, our goal is to always keep lines of communication with parents open. Please discuss your concerns with your child’s teacher or the Principal.

Each teacher has developed a classroom management plan for/with students in the classroom. These plans are approved by the principal and administered by each teacher. Teachers will gladly discuss their management plan with parents.

Expectations

In general, students are expected to:

- Diligently complete any homework and classroom assignments;
- Abide by all school policies as outlined in this handbook and/or individual classroom;
- Follow the teacher’s instruction;
- Develop wholesome relationships with classmates.

Specific guidelines on what is expected of students are as follows:

- Walk at all times when moving through the building.
- Maintain a respectful attitude toward other classes while walking in the hallways.
- Ball equipment and games should be used only in the gym or during designated recesses.
- Keep the restrooms clean and neat, and use appropriate behavior.
- Take care of supplies, equipment, and building God has blessed us with at CLA.
- Students who are responsible for causing damage to any CLA property or equipment will be expected to restore or replace as deemed necessary by the administration.
- Students are to follow a “hands off” policy: no fighting or the appearance of fighting, hitting, pushing, tackling, etc.
- Follow all adult directions willingly and immediately.
- Use appropriate language and tones while speaking.

In general, *fair* does not necessarily mean *equal*, and teachers and administration will strive for fairness in all discipline situations.

Christian Life Academy does not use corporal punishment as a means of discipline.

Christian Life Academy trains its students to strive to live above reproach, showing respect for God, country, family, faculty, and fellow students. Students who fail to cooperate spiritually or scholastically will jeopardize their privilege to attend CLA.

Individual children need individual attention as they grow in character. Therefore we do not have a list of consequences or punishments to fit every situation. One exception, where a specific consequence will be put in place, is as follows: **acts of physical violence** will lead to immediate removal from the classroom or from participation in an activity. The student will also have a minimum of one half day suspension in the school office.

Some other infractions of discipline may include the following:

- Being disrespectful to a teacher, peer, or visitor;
- Fighting or roughhousing;
- Exhibiting inappropriate or boisterous behavior;
- Speaking out in class without permission;
- Being out of an assigned seat unnecessarily;
- Being unprepared for class by not bringing homework or other materials;
- Violating the dress code;
- Cheating, lying or committing plagiarism;
- Destruction or vandalism of school property;
- Any behavior deemed unacceptable by the Principal/Administrator.

Disorderly conduct will not be tolerated. Failure to correct inappropriate behavior may result in suspension and/or expulsion. When serious offense occurs (including but not limited to physical violence), the Administration reserves the right to override normal discipline steps and move immediately to suspension and/or expulsion.

Bullying or Harassment

Bullying, intimidation, and harassment are not acceptable in any form and will not be tolerated at school or any school related activity, on school property, through a school computer, network or other school electronic equipment. CLA will not tolerate harassment, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment.

Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be predicted to have the effect of: 1) placing the student in reasonable fear of harm to the student's person or property; 2) causing a substantially detrimental effect on the student's physical or mental health; 3) substantially interfering with the student's academic performance; or 4) substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

Students who believe they are victims of bullying or have witnessed such activities are encouraged to discuss this matter with a teacher or administrator. Students who make good faith complaints will not be disciplined. Any student who is determined, after an investigation, to have engaged in bullying, intimidation or harassment will be subject to disciplinary action as outlined in this handbook. Parents of students who have engaged in the above behavior will be notified. Any student who knowingly makes a false accusation regarding harassment may also be subject to disciplinary consequences.

CAFETERIA GUIDELINES (5th-High School students, please see addendum on MS/HS handbook.)

1. Our cafeteria is staffed by volunteers.
2. Lunch includes one serving of each item on the menu. 5th-HS students may purchase extra entrees. A peanut butter and jelly sandwich can be substituted for any entree. All students can purchase extra milk.
3. The menu and serving sizes are based on what is recommended by the USDA for school lunches.
4. Menus are sent home at the end of the month. Please review the menu with your child. If they do not care for what is being served, it is best to send them a cold lunch.
5. Each student is given one serving of each menu item when they come through the line. Optional items are sauces, gravies, desserts or food items that are not on the menu but are being offered as extras.
6. Condiments appropriate for each meal will be offered in the serving area. Students may not take them to their seats unless it is an individual serving size package. Ex. When we have hot dogs, we put out ketchup, mustard and relish. We also have water available.
7. Students bringing cold lunch may purchase milk. They are welcome to use silverware, napkins, straws and condiments that are set out for that particular day. We recommend that if your child wants a specific condiment that you send it. We do have two microwaves available.
8. Students are expected to be respectful and courteous to each other and staff. An acceptable level of talking is allowed and students will be reminded. Fighting and bullying will result in a trip to the office.
9. At the end of lunch, each student is expected to discard all of their trash, place used silverware in the appropriate container, dump milk and other liquids into the appropriate container and scrape their trays into the garbage can and place them on the cart. Rubber spatulas are provided. Banging trays on the side of the garbage can is not allowed. Students will not be dismissed until they have done this.
10. Each student is expected to eat his/her own lunch (sharing food is not allowed).
11. If your child has food allergies or special needs, please contact the school office.
12. Lunch count will be taken during attendance in the mornings. If your child will be late to school, they must notify the office upon arrival if they wish to order a hot lunch. Students admitted after 10:00am will need to bring a sack lunch.
13. Behavioral expectations:
 1. Students should line up with paw prints when entering or exiting the lunchroom
 2. When lined up students should wait quietly in a straight line (staying on the right)
 3. If older students arrive at the lunchroom before the younger, they must wait patiently for younger to go through the lunch line first
 4. While eating students should remain seated and keep their hands to themselves

CHAPEL/SPIRITUAL LIFE

The goal of Christian Life Academy is that each student would learn to know their Creator and through experiences would understand what it means to have a personal relationship with Jesus.

Each week that school is in session, a chapel service will be held on Monday. These chapel services, for all students in grades K-HS, will begin at 8:35 pm and end at 8:55 am. Daily, each classroom will have worship/Bible class together through prayer, Bible reading and devotions or instruction led by the classroom teacher.

A chapel for older grades (5-HS) will be held most weeks on Fridays afternoon

. This is intended to give an opportunity for worship and training at a level that is higher than our Monday morning chapel service.

Parents are welcomed and encouraged to join their children for any chapel service, as well as to recommend chapel speakers, or to present a chapel themselves. The principal organizes the chapel schedule and would welcome parental input.

ACADEMIC POLICIES

Christian Life Academy places emphasis upon the development of the basic tools of inquiry and intellectual development that will help students learn throughout their lives. A student completing CLA's program will have mastered the skill of effective oral and written communication in English and the basic subjects of science and mathematics. Students are encouraged and expected to go beyond the acquisition of knowledge and practice analyzing facts and drawing conclusions in order to understand the complex nature of our lives. Christian Life Academy consistently reviews the curriculum to ensure student needs are being met.

Curriculum

The core curriculum for students enrolled in the CLA program includes language arts, mathematics, social studies, science, Bible, and Spanish (older grades). Classes in art, music, physical education, and computers are done in conjunction with the core curriculum, some in the classroom and others with specialized teachers.

Part Time Student Enrollment

Students who are attending part-time (not attending a full day), must attend all class sessions for the classes in which they are enrolled. For example, middle school math meets every day. Students must attend each daily class, not just attend only Monday/Wednesday/Friday or Tuesday/Thursday.

Homework

Homework is considered an essential part of the educational process. In addition to providing reinforcement, homework also provides the opportunity to instill in students a sense of responsibility.

- Students are expected to complete homework and bring it to school on time.
- Students who are absent are responsible for all assignments during their absence. If an assignment is not turned in when it is due, the grade will be reduced.

Parents will be contacted by phone or email if the assignments are not returned by the date expected. Communication between parents and teachers is expected.

Parent/Teacher Communication

Periodically during the school year, parent/teacher conferences will be scheduled for formal discussion of your child's progress. Christian Life Academy strongly encourages every parent to schedule a conference during the regular conference time.

Parents are encouraged to contact teachers at any time with concerns or to discuss the progress of their child(ren). Teachers' email addresses are published in the school directory, and may be used to contact teachers. Teachers may also be contacted by phone, or you may schedule an appointment to meet with them before or after school. Please refrain from visiting a teacher to discuss your child's needs during their regular class time.

There may be instances where misunderstandings, differences, or disagreements between parents and teachers occur. In these cases, please speak directly with one another, as this is, in the spirit of Christian love, the way Christ asks us to resolve differences. The school administrator or school board should be brought into communication only after the parent and teacher have communicated first. If going directly to one another does not resolve the issue, please discuss your situation with the principal and a meeting of the involved parties will be arranged. If the situation cannot be resolved in this way, the principal will involve the board of directors or pastors as appropriate.

Grading/Assessment

Student report cards will be issued four times each year. As needed, mid-term progress reports may also be reported. All report cards will be written, by classroom teachers, using a standards-based assessment framework. If students are not meeting standards, appropriate structures will be put in place to assist them, with the parent, teacher and principal involved in this process.

Grading Scale

Christian Life Academy emphasizes learning and the acquisition of skills rather than a particular grade or score. However, grades will be given and a report card sent home to the parents each nine weeks. The grading scale is as follows:

Numerical Letter Grades used in older classes (5th grade through HS)

100-92 A

91-83 B

82-74 C

73-65 D

64 & Below F

Teachers of younger students will use a variety of scales to assess students, indicated on report cards.

Upon satisfactory completion of a grade level, the last report card of the year will indicate promotion to the next grade level. Upon completion of grade 8, students will be issued a "diploma" signifying their accomplishment of completing Christian Life Academy's planned program. To receive this diploma, students will also be required to complete the appropriate Illinois standards for completion of grade 8.

Retention Policy

Students may be required to repeat a year if their academic progress does not meet the entrance to the next grade level. Teacher, administrator and parents will make this decision jointly, in the best interest of the student. Admission to the next grade level will be the final decision of the Administrator if in question.

Standardized assessments, which test student achievement in relation to other students across the country, may be used at times to track student progress. In this case, parents and students will be informed in advance of plans for these assessments.

Lost & Damaged Textbooks

Lost or damaged textbooks must be paid for or replaced. A minimum charge of \$10 for damaged books up to full replacement costs for missing books may be assessed.

Cheating

Christian Life Academy operates on an honor system. The honesty and integrity of each student is considered vital. Cheating is a major violation and is disciplined accordingly. The following areas are considered as cheating:

- Giving or receiving help on tests, copying homework, allowing someone to copy;
- Sharing information from tests or quizzes with others;
- Plagiarizing or copying work and claiming it as student's own work.
- When working online, it is NEVER acceptable to copy and paste the words to your assignment!

Cheating is a serious offense and will be addressed as follows:

- Teachers will report suspected cheating and/or plagiarism to the Principal.
- The student will meet with the Principal.
- If it is then determined that the student has indeed cheated, the Administrator will be notified and parents called.
- The student will receive a reduced grade on the assignment.
- A conference may be held with the parent, student, teacher, and Administrator, if the Administrator deems necessary.

ADDITIONAL PROCEDURES and GUIDELINES

Communication with External Agencies

CLA will communicate directly with parents in a timely manner regarding their child's/children's interaction with individuals from external offices, such as doctors, therapists, counselors, DCFS, and local law enforcement.

Lost and Found

Items that are found can be turned into the school office. Those that have not been reclaimed become the property of CLA and may be disposed of every two weeks as necessary. Please mark your child's belongings to enable quick identification.

Locker Care

Students in grades 5 and up will be assigned a locker at the beginning of the year. All backpacks and bookbags must fit into the locker. No scotch tape may be used either inside or outside the locker. At the end of the year, teachers will inspect lockers and fines may be assessed if the locker has been unduly damaged.

Personal items brought to school

Students are discouraged from bringing excessive personal items (toys, games, etc) from home to school. Students may NOT trade, buy/sell and barter with other students in regards to personal items. At their discretion, teachers may choose to confiscate such items and return to the student/parent at the end of a school day or term. This is to avoid distraction of the learning environment as well as difficulty in personal relationships between students.

Field Trips

Parents who are attending or driving to a field trip may be responsible for any costs/fees involved. Siblings are not permitted to attend with a parent unless prior arrangement with the teacher. When

possible, the CLA bus will be used for trips. There may be need for parent drivers in addition to or in place of the bus. The law requires that all children under 8 years of age be in a car seat. It is the parents' responsibility to provide the seat.

PTF

CLA's Parent/Teacher Fellowship usually provides field trip shirts to K-4 students and to new students in middle school and high school. More information/details will come from the PTF.

Fundraising

Christian Life Academy is committed to supporting the school and its programs through voluntary gift donations. As such, any other fundraising program that will either be promoted in the school or have CLA's name attached to it must be pre-authorized by the Administration, who has the right to deny any such activity.

PARKING AND PICKUP OF STUDENTS

Dismissal Times

K-4 will dismiss at 3:20pm
MS/HS will dismiss at 3:30pm.

To allow ample room for traffic as well as student safety during the K-4 dismissal, CLA asks that MS/HS parents not get in line to pick up their student until 3:25pm.

NO PARKING IS ALLOWED IN FRONT OF THE BUILDING (paved "playground" area) DURING SCHOOL HOURS EXCEPT IN THE HANDICAP ACCESSIBLE SPACES.

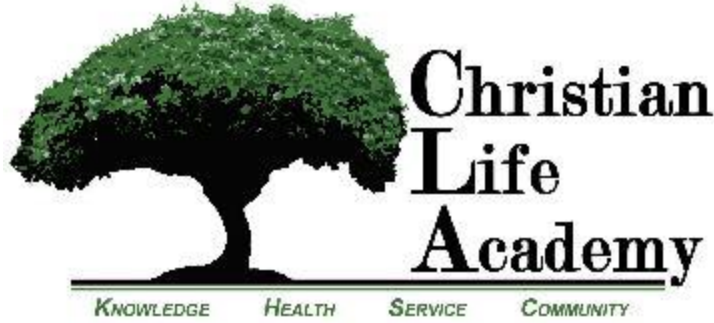
Drivers are expected to follow the painted lines, markings and signs in the parking lot to ensure safety of all children during arrival and dismissal times. Guidelines are as follows:

Drop off of students:

- If a driver must exit the car and come into the building, the car must be parked in marked spaces, NOT in a pull through lane.
- If students are dropped off and the driver is not exiting the car, use the pull through lane and do not park and exit the vehicle.

Pick up at Dismissal time:

- Cars picking up students must have a car sign which identifies them as authorized to pick up students. Additional car signs may be requested.
- Any drivers who will be exiting cars during pick up time should park in marked spaces, NOT in the pull through lane. Parents wishing to come inside, visit, or have kids play on the playground are welcome to use the street parking as well.
- Drivers in the pick-up pull through lane should not exit their cars to come into the building.
- Teachers will dismiss walking students through the main entrance (near the playground) and students being picked up by cars will be dismissed through the preschool/school age entrance (glass doors on south wing of the building).



HANDBOOK AGREEMENT

Please sign and return to the school at the start of the school year.

We have read and hereby agree to support the policies as stated in this handbook.

Parent Signature Date

Student Signature Date

VOLUNTEER OPPORTUNITIES

Christian Life Academy operates in part by family members serving the school with their God-given gifts and talents and time. Please indicate any areas where you can help. Sign up sheets are also available at the office.

Recess Monitor (assistant)

- Monitors student behavior during recess to ensure safety and acceptable conduct. Enforce recess rules and guidelines.. Recess is generally from 10 to 10:45 am. (Check any day available)
 - Mondays Tuesdays Wednesdays Thursdays Fridays

Other areas you may have interest in

- Building cleaning / Maint. Office helper
- Parent/Teacher Fellowship Classroom helper - class _____
- Lunch Room Helper Other volunteer area _____

Special Events

- Life Days (activities, auctions and food) scheduled this year in mid October. Will need set-up assistance, volunteers at various stations throughout the event as well as clean-up assistance. We encourage ALL parents to help with this, our BIGGEST EVENT each year!
- Field Trips throughout the year
- Concert Assistance (Christmas concert, Spring/Easter Concert)
- Golf Outing – in the spring