

**Christian Life Academy**  
Middle School (5-8th grade) & High School (9-12th grade) Addendum

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## ATTENDANCE

CLA views limited absences will result in maximum learning. We encourage punctuality and daily attendance by all students. Punctual daily attendance will ensure students do not miss lessons or important discussions, it will also establish good habits to use in their future school and jobs, and shows respect to the teachers who have lessons prepared for students.

### Part-Time 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 science meets every day. Students must attend each daily class, not just attend only Monday/Wednesday/Friday or Tuesday/Thursday.

### Absences and Tardies

Parent/guardian(s) should follow the guidelines listed previously in the CLA handbook.

### Pre-arranged absences for 5<sup>th</sup>-12<sup>th</sup> grades:

Students who know they will be absent for 2 or more days should complete a pre-arranged absence form. Students or parents should secure a pre-arranged absence form from the office (or see copy at the end of this addendum). This form should be completed NO LATER than 2 WEEKS prior to this absence to be excused. Students should have all their teachers sign this form and 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.

### Chapel attendance:

Because we are a Christian school with a strong emphasis on personal spiritual growth, full time students are required to attend any chapel sessions that meet during the week. Students meet for chapel the first morning of the week (typically Monday from 8:35-9:00am) and Friday afternoon from (2:55-3:25pm). If there is no school on Friday, there will be no Friday afternoon chapel that week. **\*\*For the 2020-2021 school year, Friday afternoon chapel will be replaced by one hour of concentrated mental/spiritual learning activities.\*\***

Full time students are required to attend any chapel service(s) offered in the week. Students who are not enrolled full-time but are enrolled in at least four (4) courses are expected to attend one chapel a week (either Monday morning or Friday afternoon) but will need to make a note of the school calendar to ensure their attendance. Any student enrolled in less than four courses are welcome to attend either chapel.

Missing 2 or more chapels in a quarter will be brought to administration for possible corrective action.

### **Extra-curricular activities**

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 attendance is imperative for academic success. Students with absences that exceed more than 5 days per quarter (consecutive or nonconsecutive, 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.

### **Absences due to illness**

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.

### **Tardies**

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 in one detention.

## **ATHLETIC PARTICIPATION**

Students who participate in athletics are responsible for maintaining passing grades in all classes. Athletic eligibility will be checked each Friday. If a student has a below passing grade (64 or below, F), he or she will not be permitted to participate in practice/games until the grades are brought up to a (74%) C. Any athlete who holds a "D" average in any class will be considered in "athletic probation" with a D until it is brought up to a C level.

Students on athletic probation are allowed to participate in limited practices or games at the discretion of both the coach(es) and teacher(s). If a student is on athletic probation for 3 weeks, they will become athletically ineligible (i.e. not able to attend practices or games) until their grades are brought to a C level (74%) and maintained for one week.

## **BULLYING OR HARRASSMENT**

Bullying, intimidation, and harassment are not acceptable in any form and will not be tolerated at school or any school-related activity. Bullying is a repeated intentional behavior from one student to another or another group of students. These behaviors often include: making threats, spreading rumors, attacking someone physically, verbally or through the use of technology. The school will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment.

Students who believe they are victims of bullying, intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with a teacher or building administrator. All complaints will be investigated. 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 consequences. Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

## **CAMPUS EXPECTATIONS**

**While on school grounds, all students are expected to follow school rules, even outside of normal school hours.** At the conclusion of school, students will be expected to leave the campus promptly unless staying after school for daycare, tutoring/meeting with teachers, or athletic events. Once students depart campus, they should not return unless they are coming back within a reasonable time for an athletic event. This is to ensure student safety and supervision, even for older students.

**\*\*During athletic events, students are not permitted to hang out in the academic hallway or use the entrance at the north end of the building (the door by Mrs. Young's classroom).\*\***

**Students staying for extracurricular activities or athletics:** Students who are staying for sport events or other groups must report to their coach/adult after school and stay in their designated location. If students stay after school, coaches/leaders are responsible for maintaining student supervision during the period after school until the game starts.

## CLASSROOM CONTENT

One of the goals of teaching/learning in the classroom, especially the fine arts, from a Christian's perspective, is to delve into "what's out there" and to have an understanding of how our Christian worldview affects the way we view these areas. We do take all areas of teaching and the curriculum choices for our students very seriously at CLA, and the staff spend a very valuable amount of time previewing material and discerning what is best to use in the classroom. In spite of the mound of material that is available to teachers, occasionally it is difficult to find examples of subject matter that does not have at least some objectionable content, whether it be themes or language. And so, sometimes we choose to use something that has themes that are good for teaching, but also may have some flaws.

Sometimes students will come across material that may have some objectionable content, including but not limited to themes and language. Teachers may choose to use something that containing themes appropriate for the lesson, but also containing some flaws. When required (and to the best of the teacher's ability), these portions may be skipped or muted.

Why show something that has content that is objectionable, even if we plan to mute some words or skip portions of it?

- to be able to experience the material and discuss it from a Biblical worldview is much preferential to simply seeing and hearing it in some other setting without feedback from a Christian perspective.
- We value the opportunity to have an educational discussion about art, popular culture, and historical themes and trust our staff to do a good job of leading this discussion.
- As we live in a broken world, we will encounter these types of situations in our daily life. We hope that we can help prepare students to know how to handle them!

We must realize that our children will eventually (if they have not already) hear words out in the world, and possibly even within our families, that we wish they wouldn't. Our children will encounter far more objectionable material, in some cases, simply by going to a local retailer and seeing something on the shelves. We hope that our families at CLA can trust our teachers to handle in a very careful and Christ-centered way situations like these. Any parents who have questions or concerns are welcome to discuss them with the classroom teacher or Mr. Horning. Our staff is working as a team to make decisions like these throughout the year, as always with the best interest of our students always in mind!

## **CONDITIONAL ENROLLMENT/INF POLICY**

**Background:** In order to ensure that we are able to meet the needs of all students, it is necessary that newly enrolled students have a time period of evaluation, where either the family or the school could determine that the fit for the student and/or the school is workable or not workable. This is particularly important at the high school level, where our program is very self-motivated and uniquely geared toward students who are driven and capable of self-advocacy and intrinsic motivation.

### **Middle School/High School Conditional Enrollment**

- The first semester of EACH high school year, whether the student matriculates from CLA or enrolls from another educational area, is conditional for all students. This also applies to incoming middle schoolers.
- 4 week review- an informal meeting will be held with each family after the first four weeks of school to identify any potential issues regarding enrollment
- 45 day review (coinciding with the end of the first quarter)- all students will be required to meet with HS staff individually to evaluate the “fit” for the student at high school. If there are specific concerns, then student, staff and parents will discuss these concerns at a parent/student/teacher conference to be scheduled within two weeks of the close of the 45 day review period. If necessary, a probationary plan will be put in place for the next 9 weeks of school which may conclude academic or behavioral interventions such as counseling, tutoring, therapies, etc.
- If there are no concerns after the student’s first 9 weeks, the student may continue for the remainder of the semester. If the student consistently maintains a C level grade average or higher and has a clear discipline record by the close of the second nine weeks, the conditional enrollment will be lifted for the remainder of the school year.
- At any time after the 9 week update, a probationary plan may be put in place during any school year. A student/parent/teacher conference will take place prior to any probation plan being implemented.
- For students with a probationary plan, a semester update will determine whether the student is able to continue at CLA.
  - If the conditions of the probationary plan are met, the student may continue for the next semester.
  - If not met, either the student will not be permitted to continue or a new probationary plan will be put in place and the CLA board will be notified.
  - Final decisions on continuing enrollment will be made by recommendations from the school administrator, either the middle school or high school coordinator, and CLA school board .
- The ability to re-enroll for the following year is contingent upon conditional enrollment being lifted or the probation plan requirements being successfully achieved and financial obligations met.

## **DANGEROUS OBJECTS OR WEAPONS**

No object that can cause serious bodily harm shall be brought to school or school functions. Any student in possession of such an object will result in disciplinary action by the administration.

## **DISCIPLINARY POLICY**

At CLA we believe that it is important to have a discipline plan in place to address various issues that may arise throughout the year. We wish to look for the positive character in our students as well as the character traits that lead our students down a path that will hinder their learning as well as those around them.

**Green Slips** – give the CLA staff the opportunity to recognize any fruit of the spirit we see in our students. Slips will be returned with a parent/guardian signature and will result in a reward for each 5 returned.

**Red Slips** – are given to students to show them a need to correct a behavior, such as disrespect, inappropriate language or behavior. Each CLA staff member has a right to use their discretion in using these red slips. These slips will also ask students to write something assigned by the teacher or CLA staff member. These might include, but are not limited to:

- Sentences about their behavior
- Verses or chapters from the Bible about their behavior
- Research to find verses or chapters from the Bible about their behavior

The following is the procedure that will be followed each quarter, but may be skipped based on student behavior or severity of the situation. Please note that the items listed below are examples and are not the only ways to receive disciplinary action. Final decisions on disciplinary action are at the discretion of CLA staff and administration.

1. **1 Red Slip** – warning and student must complete task listed by the teacher or staff member on the slip given.
2. **2 Red Slips** in a consecutive week will result in an after school detention to be held with Mrs. Young, Mrs. Stribling, or Mr. Horning after school from 3:30-5pm or 3 consecutive lunch detentions. Detentions will be scheduled on an as-needed basis. No electronics or use of computers will be allowed during detention times.
3. **Lunch detention**-may be assigned for concerns like persistent incomplete assignments, chromebook violations, etc.
4. **Detention** may be assigned for more serious infractions including but not limited to insubordination, continual disrespect of staff or students, and consistent patterns of inappropriate behavior
5. **2 Detentions** in a quarter or 9 week period will result in a parent/teacher/administration meeting.
6. **3 Detentions** in a quarter will result in 2 hours of community service to be done at CLA.
7. **Continued detentions** will result in either suspension or school board disciplinary action.
8. **Suspension (see below)**

### **Suspensions**

This is an administrative discipline to be administered for repeated serious behavior, academic violations, fighting, other safety issues, or illegal activity. When a suspension becomes necessary, parents will be notified. Two types of suspensions may be given:

1. **In-School Suspension (ISS)** - When an ISS is assigned, class work will be given that must be completed in isolation. Additional assignments may also be given by the administration.

2. **Out-of-School Suspension (OSS)** - Students who are removed from school for a period of time should realize they are one step away from expulsion. Parents are advised to supervise their child and use this time to help him or her work through the problem. While suspended, students may not be on school property, participate in or attend any school activities on that day. All assignments missed are expected to be completed by the students' return to school, though no credit will be given.

### **Probation**

The idea of a probation is to allow a student to correct a problem. There are two types of probation:

#### **1. Academic probation**

Academic probation will be determined on a weekly basis. Teachers will update grades weekly on Fridays. Any student with a grade of D or below in any class (including band, foreign language, and PE) will be placed on academic probation for the following week and will not be permitted to participate in extracurricular activities until the grade is raised to a C or above. Students and parents will be notified in any such case.

Continued probation may result in a conference with the student and parents to determine any steps that could be taken to improve the student's academic standing (including but not necessarily limited to an Individual Needs Form, or INF).

If a student is on academic probation for 2 quarters the CLA Board will be notified and may take Academic procedure actions.

#### **2. Attitude/Behavior Probation**

Behavior based probation will be determined on an individual basis. A conference with parents, students, teachers, and administration may be called. An INF form (Individualized Needs Form) or contract may be formed to help improve student behavior. Probation may be in conjunction or in addition to the Discipline policy previously listed. If behavior does not improve during the probation period, the student's enrollment at CLA may need to be re-evaluated.

### **GENERAL DRESS CODE GUIDELINES (5<sup>th</sup> -12<sup>th</sup> grades)**

All clothing at CLA should meet the guidelines below of modesty, neatness, and appropriateness. We believe these to promote a more effective learning environment and will not hinder the educational process or draw attention to oneself.

1. **Modesty** – As Christians we are called to dress modestly so as to honor God. We can do this by making sure we meet the following guidelines:

- Shirts-should provide appropriate coverings:
  - ✓ Straps of sleeveless shirts should be at least 2 index fingers wide
  - ✓ Absolutely NO cleavage for girls



- ✓ Undergarments/underwear should remain covered at all times, including items with decorative back designs
- Shorts/Skirts – should be within an inch or two of the knee when standing. Anything other than “knee length” shorts must have leggings underneath.
- Leggings- these may be worn with shorts/skirt over them or with a shirt that is at least fingertip length and must cover the backside when standing, bending over, and raising arms. Students may not use removable clothing to extend the length of their shirt (i.e. sweatshirt or other article of clothing wrapped around their waist. )Leggings may not have printed designs that are distracting.

2. **Neatness** – shirts, pants, shorts, or skirts should be free from tears, frayed spots, patches, and fit properly

3. **Appropriateness** – any sayings or logos on shirts or pants should not provide a negative outlook or promote any inappropriate products. Clothing should not be excessively tight or baggy.

**Miscellaneous guidelines:**

- ✓ No hats, caps, bandanas or distractive headgear should be worn during school hours.
- ✓ No tattoos, tongue or nose piercings.
- ✓ Boys may not wear earrings or ear plugs.
- ✓ Girls may only wear leggings with a shirt or skirt that is at least fingertip length
- ✓ Girls may wear tights but should not have printed designs that are distracting
- ✓ Hair should not be styled or dyed in any way that would be distracting to the learning environment.

**Dress on Field Trips:**

CLA green field trip shirt OR other CLA spirit wear should be worn and visible at all times during the trip. Pants/shorts or skirts should follow the above guidelines.

**CLA staff reserve the right to ask students to change their clothes if such clothes seem inappropriate or distracting to the learning environment.**

**ELECTRONICS/CELL PHONE POLICY**

1. All personal electronics and cellphones must be away/off/silent in lockers during the day starting at 8:15am and are not allowed out at lunch or recess without permission from staff. Please be aware that any electronic device brought to school is the responsibility of the student, and CLA will assume no liability if the device is lost, stolen, or broken. Failure to follow this guideline will result in the following actions:

**1<sup>st</sup> violation** – warning and cell phone will be sent to the office till end of day

**2<sup>nd</sup> violation**- cell phone will be sent to the office and kept there until a parent/guardian picks it up

**3<sup>rd</sup> violation** – cell phone will go to the office and the phone will stay off and locked up in the office until the end of the quarter, at which time a parent may pick it up

2. Any non-cell phone/smartphone electronic devices such as Kindles, Nooks, iPods, personal gaming systems, etc. must be turned off and kept out of sight during class time, unless otherwise directed/allowed by individual teachers in their classrooms. This does NOT include cell phones/smart phones which should be turned into the office (please see #1.) Parents are

reminded that CLA is not responsible for any damage or theft of devices brought from home. The device(s) are the sole responsibility of the student who brings them.

3. Electronic devices may not be used in any manner that disrupts classroom lessons or other school activities.
4. Electronic devices should not be used to photograph or film others without their consent.

### **GRADES/PROGRESS REPORTS**

Teachers will post grades weekly on Gradelink. A notice will be sent home at the beginning of school with instructions on how to access this. Please check this for students' current grades and any missing work. Please contact the teacher with any questions regarding your student's grades.

Progress reports will be printed on Friday afternoons for any student with any grades below a C. These reports MUST return signed by the following school day to ensure that parent/guardian(s) know about their current grade.

### **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:

- A 100-92
- B 91-83
- C 82-74
- D 73-65
- F 64 & Below

### **HALL PASSES**

A hall pass will be required anytime a student is out of class during a class period. The student must have in their possession a request from the office or their own properly completed agenda (except when passing to or from P.E.). Their destination and the time they left the classroom must be recorded and initialed by the teacher/CLA staff member in charge of that student during that time frame.

### **HOMEWORK**

Varying amounts of homework should be expected in 5<sup>th</sup>-11<sup>th</sup> grades. These may be daily work, projects or possible memory work. Parents should check with their student each night about the homework from the day. Students should be recording their assignments in their agendas. Homework will also be added to the homework calendar that can be found on **[mrsyoungatcla.weebly.com](http://mrsyoungatcla.weebly.com)** High school students should check their Christian Classroom Online portal or on Mrs. Stribling's homework calendar on the high school website **<http://clahighschool.weebly.com>**.

Though parents are encouraged to ensure homework is completed and assist in understanding homework as needed, homework and take home projects are the student's responsibility.

As much as possible, homework and assignments will be limited on Wednesdays and holiday weekends. Time is given in each class to complete work. Students need to utilize their time wisely to avoid a lot of homework at night.

**Late work:** 10% will be deducted from the student's overall score for each day an assignment is late. Staff will be more lenient with 5th grade students and new students during the first semester as they transition into the middle school/high school setting.

## **INTERNET/COMPUTER USAGE**

Using the school's network/equipment/internet is a part of a student's education in this modern time. An Acceptable Use Policy (AUP) form must be signed and submitted before a student will have internet privileges. Please see a summary of privileges and expectations below, but refer to the CLA Chromebook/AUP policy for more detailed information:

### **Gmail accounts**

Each 5<sup>th</sup>-11<sup>th</sup> grade student will be given a CLA/gmail account. A student's email account may be reviewed by the CLA staff. The students are to ONLY use this account to:

- Communicate with their teachers (about assignments)
- Share documents with teachers or group members of an assignment
- Create a google doc, spreadsheet or slideshow for a given project/assignment
- Complete Google Classroom assignments
- Students should NEVER use their accounts to email fellow students or to share docs with students that are unrelated to assignments given at CLA.
- All communication is expected to be polite, use appropriate language, nor should it EVER reveal personal addresses or phone numbers.
- Communication with organizations or sources for projects may occur ONLY with teacher permission for a project assigned

### **Social Media**

At NO time should a student be on a social media account (i.e. Facebook Instagram, FourSquare, Twitter, etc...) during school hours or on CLA devices/computer equipment.

### **Unacceptable Use/behavior:**

- transmission of obscene, abusive, or threatening language
- transmission of explicit material
- vandalize, damage, or disable another person or organization's property
- use of social media/social networking sites, including but not limited to Facebook, Instagram, LinkedIn, FourSquare, etc.
- to access another individual's account, materials, or information without school permission
- to violate copyright or otherwise use intellectual property of another individual/organization without permission.

### **After School Internet Usage guidelines:**

- All school-owned chromebooks are to be used only for school assignments and teacher directed activities. Students who own their own chromebook may use it for personal

use outside of school hours (8am-3:30pm). School filtering guidelines will be relaxed for personally owned devices.

- Students are not permitted to connect to the school network on personal devices, including but not limited to cell phones, kindles, tablets, etc.
- Students who are here after school are allowed to use their OWN DEVICES as long as the following is true:
  - they have parent permission
  - if signed in to daycare, they must also have **daily** permission from daycare staff
  - A student's personal device will have unmonitored access to the internet through their cell phone data plan and **PARENTS** will be responsible for content their children access (parent monitoring is strongly encouraged!) It is strongly advised to use data restrictions/caps if the cell phone plan does not have unlimited access or else data overage charges may occur at the expense of the account owner.

### **LUNCHROOM GUIDELINES**

#### **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

#### **Older Students:**

1. Being seen as the older students in the room, they will be held to a higher standard as they are an example to the younger students. With this in mind the following rules also apply to 5-11th graders
  - a. No food/objects should EVER be thrown
  - b. Absolutely NO hitting/touching of others
  - c. Words and behavior should ALWAYS be appropriate in nature for a Christian witness, especially since you will be in close proximity to younger students.
2. High School students will be given assignments by Miss Barb that must be done daily:
  - a. Must be done before going to lunch recess
  - b. Students must check in with Miss Barb after job is completed
  - c. Once released by Miss Barb, student MUST leave and go to lunch recess

**\*\*failure to meet these guidelines may result in disciplinary action.**

### **MISCELLANEOUS**

Absolutely NO food or Drink, other than water in a container with a lid, are allowed in classrooms, these may be allowed by the teacher in certain circumstances. Backpacks should remain in lockers, and not be brought to class

## STUDY HALLS

Due to our unique schedule study hall time will be limited. Those in band, choir, or elective may not have as many study halls as those who are not. Study hall is a time to get homework done, work on projects for class, get caught up on AR points, and ask a teacher for help. With this in mind, students will be expected to:

- Be prepared with work to do (always have an AR book)
- Respect others and remain quiet so everyone who needs to can work
- Work quietly, only speaking to others when permission is given by the teacher
- Respect others by keeping hands/feet to yourself
- Chromebooks are to ONLY be used for classroom assignments and ONLY with permission of the study hall teacher (music is allowed if listening to permitted stations of Mrs. Young's website)
- If students need to leave study hall to see another teacher for homework help, they must have a pass from the teacher they wish to see.

**Every student should always have something to do, whether reading or working on extra credit for a class.**

At the high school level, students will have limited study hall time. All students will need to utilize their time wisely, especially during study hall, to complete their homework assignments. Having study hall is also no guarantee that students will not have work to do at home OR they will not need parental help. Students should expect to have at least 30 -60 minutes of homework for each high school course they are taking. This will vary based on the class, and students will need to manage their time and after-school activities appropriately.

### Volunteer/Community Service Hours

Putting a person's faith in action and supporting the local community is an important aspect of citizenship, not just civically but also spiritually. Middle school students will be required to complete 12 hours of community service (3 hours each quarter) and High School students will be required to complete 24 hours of community service (6 hours each quarter.) Examples of community service can be serving food pantries, local thrift shops, volunteering at your local church, raking/mowing a neighbor's yard for free, volunteering at the Hopedale Medical Complex facilities and more. Students may not receive community service hours for completing tasks in their own home/family. Students will need to document their hours on the CLA service form and have the lead person/pastor sign when hours are completed. For more information, please see the CLA service form.

**\*\*\*Due to COVID-19, students will not be required to complete community service hours for the 2020-2021 school year. CLA encourages students to fill needs and serve others where they can!\*\*\***