

— WELCOME — BACK TO SCHOOL

At CACS, communication is important to us. We want to make sure that we are communicating fully and clearly at all times. If you have any questions, please call the school at 765-0216. Here is a breakdown of what you will find in this packet...

Family Envelope- CACS uses and reuses these manila "Family Envelopes" to send communication home to parents. Envelopes will be sent home with the youngest student in your family (unless you request otherwise). Check with your student regularly to see if they have anything for you. Once you empty the envelope, please return it to school ASAP.

Arrival/Dismissal Policy- A policy guide and map have been included. Please use the church driveway for drop-off and pick-up. Students may be dropped off starting at 7:40 a.m. No earlier, please. The GREEN FLAG will be displayed signaling that the doors are open. Students should plan to arrive by 7:50 a.m. Students entering the school or their classroom after 7:55 a.m. are considered tardy. Dismissal begins at 2:30 p.m. The GREEN FLAG will be displayed signaling the beginning of dismissal. **Students should be picked up no later than 2:45 p.m.**

Car Tags- Each family is provided with 3 Car Tags. Please make sure that whoever is picking up your student on a given day has a tag. Please display them prominently so that staff can verify which students are being picked up. If someone other than the parent/guardian is picking up a student, please notify the office via a note or phone call.

CEP Letter- CACS is again participating in the National School Lunch Program's Community Eligibility Program. This means free breakfast (students must arrive by 7:55 a.m.) and lunch for all students 5 days a week. Second lunches may be purchased for \$2.50, and additional milks may be purchased for \$.50 each. Families who owe \$5 or more on their lunch account will not be permitted to purchase additional meals or milk.

Handbook Response- The CACS Student Handbook has been streamlined and is available online at clearfieldchristian.com. Please take time to read it and become reacquainted with CACS policies. An education at CACS is a privilege granted to students and like-minded families who choose this specific environment for their students. Please sign and return the enclosed document as proof that your family will comply with all CACS policies.

Early Dismissal Procedure- When picking up your child early from school, please come into the school and ring the bell and then a staff member will go get your child. If you are picking them up before 2:10 p.m., you can pull in front of the school. If it is after 2:10 p.m., please park in the parking lot.

(TURN OVER- MORE INFO ON THE BACK)

Health and Medical- The health and safety of our staff and students is very important to us. We will continue to monitor the health of our community and guidelines set forth by the Department of Health and the Department of Education. If your student is sick (excessive coughing or sneezing, fever, vomiting or diarrhea, etc.), please keep them at home. Before returning to school, students should be free from fever, vomiting, or diarrhea for 24 hours without the aid of medication. Please keep your student home and contact the office if your student or anyone in your household tests positive for COVID.

Iris Contact Form- CACS uses an automated phone call system in case of inclement weather, emergency, or other important information. Please complete and return so we can update our list.

Marianna's Hoagie & Pizza Sale- Hoagie Order Sheets are here! The price this year is \$10 for hoagies and pizzas. Orders are due on Friday, September 15. Order pick-up will be on Tuesday, September 26 at 9:15 a.m.

Menu & Calendar- CACS will send out an updated menu and calendar on a monthly basis. Please keep them for your reference. They are also available on the website at www.clearfieldchristian.com.

Registration Forms- Please fill out the front and back and return it to school for each student (except Kindergarten students and new families who registered during the summer). We want to make sure that we have the most up-to-date information.

School Pictures- School Picture Day is Thursday, August 31st. Students should wear regular dress-code approved clothing for pictures. You do not need to order a yearbook. Each student will be given a yearbook at the end of the school year. Ordering is online. Please call the office if you need a paper order form.

Student Technology Agreement- Students in all grades will have a designated Chromebook to use for the school year. Chromebooks will be sent home and kept at home for Google Classroom use for students in grades K-2. Chromebooks will be kept in the classroom for students in grades 3-6. Students in grades 7-12 will transport their Chromebooks from class to class and from school to home and back and MUST CHARGE their Chromebooks nightly at home. **All students are required to return the Technology Agreement before the Chromebook will be released to them.**

Volunteers- CACS requires that all volunteers maintain current PA Child Abuse and PA Criminal Background Checks. Volunteer roles include volunteer coaches, field trip chaperones, and helpers for PTO events and other special activities held during the school day. If you desire to volunteer at CACS, you must obtain your clearances and submit them to the office. Obtaining both clearances is free for volunteers, and clearances are deemed current for 5 years from issue date. If you already have recent clearances for another purpose, you may submit a copy to the office and do not need to reapply. If you have submitted your clearances to CACS in the past, please check with the office to see if they are still valid. You can obtain your Background Clearances by visiting www.keepkidssafe.pa.gov.

CACS Morning Student Arrival & Afternoon Student Dismissal Procedures

Morning Student Arrival Drop-Off

For those students who are not arriving by bus or who do not drive themselves to school, parents are to drop students off in front of the main entry doors. **Doors open at 7:40 a.m.** Parents are not to accompany their student into the building. A staff member will be on duty to control entry access to the building.

Afternoon Student Dismissal Pick-Up

- Each family will be provided with 3 Family ID Car Tags.
- Display your Family ID Car Tag (with name facing out) on the front window or passenger's side window of your vehicle.

Driving Pattern for Arrival Drop-Off and Dismissal Pick Up (See Attached Map)

- Enter via the driveway to the left side of the church between the Church and Tractor Supply. **DO NOT ENTER USING THE REGULAR SCHOOL ROAD BETWEEN the CHURCH AND THE SCHOOL**
- Pull up the driveway and around the church to form a single line of vehicles in the waiting area.
- When the GREEN FLAG is displayed, the first car will proceed across the school road to begin the pick-up process. This process cannot begin until after the final bus has picked up students and exited the school road. Please wait for the GREEN FLAG.
- Drive to the main school entry, stopping just in front of and just behind the crosswalk to the double entry doors. This allows us to load multiple cars at once. Your student will come out of the building to join you in the car. Parents are not to enter the building to pick up students.
- Exit by driving along the school and up into the parking area. After stopping at the stop sign, proceed cautiously into the upper portion of the church parking lot and exit down the same driveway you entered on the side of the church.

Notes:

- Please do not block the school road while waiting for you turn to move forward.
- On occasions when someone else is picking up your student, please alert the office ahead of time and give them one of your Family ID Car Tags. If it is an unfamiliar person to school personnel, they may be required to show photo ID before students will be released.
- If it is necessary to pick up a student early for an appointment, please notify the office via phone, note or email. When you arrive, please remain between the glass doors. Your student will be notified and will join you in the foyer.



Clearfield Alliance Christian School
56 Alliance Road • Clearfield, PA 16830
814-765-0216 phone • 814-765-8846 fax
clearfieldchristian.com • clearfieldchristian1@gmail.com

August 21 2023

Dear Parent or Guardian,

At the Clearfield Alliance Christian School, we are committed to providing every student in our school community with all the tools they need to succeed, including nutritious meals that everyone can enjoy together.

The National School Breakfast and Lunch Program Community Eligibility Provision (CEP) allows all children enrolled at the Clearfield Alliance Christian School to eat free breakfast and lunch, no application required! *No further action is required of you. Your child(ren) will be able to participate in these meal programs without paying a fee or submitting an application.

Breakfast will be served "grab-and-go" style which means students will pick up breakfast on their way to their classroom (Gr. 1-12). Kindergarten students will be served "after the bell" in the cafeteria. Students are limited to one complete breakfast meal. Students *are not permitted* to bring breakfast from home to eat during these times. We are hoping all students will participate in this program to ensure its success!

Breakfast and "hot lunch" will be served 5 days a week. Extra servings and milk (purchased separate from a full meal) will be available for purchase to students. A second meal will cost \$2.50 and additional/separate milk will cost \$.50. Money to purchase additional items should be turned in to the office and will be kept in Family Accounts.

We hope you will join us in supporting this exciting program. Please feel free to contact me with any questions.

Sincerely,
Christi Manno
CACs Administrator/Part-Time Nutrition Staff

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at How to File a Program Discrimination Complaint and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov. USDA is an equal opportunity provider, employer, and lender.

**Clearfield Alliance Christian School
Parent - Student Handbook Agreement
2023-2024**

Parents: Please read the following statements and sign below to indicate your agreement.

I hereby affirm that I have read the Student Handbook and discussed its policies with my student. I certify that I consent to and will submit to all governing policies of the school, including all applicable policies in the Student Handbook.

I understand that the standards of the school do not tolerate profanity, obscenity in word or action, dishonor to the Holy Trinity and the Word of God, disrespect to the personnel of the school, or continued disobedience to the established policies of the school.

I understand that the services of the school are engaged by mutual consent, and that either the school or I reserve the right to terminate any or all services at a time. I understand that this Handbook does not contractually bind CACS. It is subject to change without notice by decision of the CACS school board. Admission to the school is a privilege, not a right. Admission for one school year does not guarantee automatic admission for future school years.

Print Name	Signature- Mother/Guardian	Date
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Print Name	Signature- Father/Guardian	Date
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Students in Grades 5 – 12: Please read the following statement carefully and sign below to indicate your agreement.

I hereby affirm that I have read the Student Handbook. I certify that I consent to and will submit to all governing policies of the school, including all applicable policies in the Student Handbook.

I understand that this Handbook does not contractually bind CACS and is subject to change without notice by decision of the CACS school board.

I understand that admission to the school is a privilege, not a right. Any behavior, either on or off campus, which is not consistent with the school's standards could result in the loss of that privilege.

Print Name	Signature- Student #1	Date
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Print Name	Signature- Student #2	Date
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Print Name	Signature- Student #3	Date
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Print Name	Signature- Student #4	Date
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Others Living in the Student's Home

Name	Relationship	Age

Any special living or custody arrangements that we need to be aware of?

The Student Handbooks provides information for parents and serves as guidance for appropriate and acceptable student behavior. It is the responsibility of students to know the content of the policies. I verify that my family and my student will adhere to the requirements in the Student Handbook.

Parent/Guardian Signature

Date

I give permission for my student's picture to be used in news articles and social media highlighting school activities and/or for individual recognition for special accomplishments.

Parent/Guardian Signature

Date

In registering my student, it is my desire to have him/her complete the designated school year. I understand that Registration and Book Fees are non-refundable. I also understand that I am responsible for full tuition payment through the FACTS system. After the start of school, I am financially responsible to pay the full tuition charged for each nine weeks that my student attends even if my student withdraws early.

Parent/Guardian Signature

Date

Clearfield Alliance Christian School

56 Alliance Road
Clearfield, PA 16830

Student Name (Print) _____

Student Device Information Sheet and Acceptable Use Policy

Acceptable Use of Network, Internet, and Device Policies

By **signing** this agreement, I acknowledge that I have read and agree to all the terms as outlined in the technology section of the CACS Student Handbook regarding the acceptable use of the school's network, use of internet, and care of school owned devices.

Student Agreement

As a learner, I agree that I will:

- Use my device for educational purposes at home and at school.
- Follow the procedures and policies outlined in the technology section of the student handbook
- Protect my device by carrying it securely in a carrying case, at all times, and preventing careless or malicious damage.
- Never leave my device unattended in an unsecure or unsupervised location.
- Charge my device's battery to full capacity each night.
- Report all damages to or issues with my laptop to the IT personnel.
- Not alter or attempt to change, disable, or circumvent the management settings, content filters, or virus protection software on my device.
- Never share my device with other students or individuals.

I understand that any violation of this agreement may result in the suspension or loss of my Chromebook and school network privileges. Additionally, I may face disciplinary action for such violations up to and including suspension.

Parent Agreement

I understand that my responsibilities include:

- Ensuring my child meets the expectations outlined in the technology section of the Student Handbook.
- Protecting the device, within reason, against damage, loss or theft while it is at home or outside of school.
- Ensuring my child immediately reports damage to the school IT personnel. In consideration of the privileges and opportunities afforded by the use of CACS technology resources, I hereby release the CACS, its employees and directors, from any and all claims of any nature arising from my child's use or inability to use these resources, including but not limited to claims that may arise from unauthorized use of a device.

I also understand that the Clearfield Alliance Christian School has security measures in place to protect and restrict access to controversial materials while online at home or school and I will not hold the school responsible for materials accessed with a school laptop.

I accept full responsibility for my child's use of the device while not in a school setting and understand that my child's Chromebook use is subject to the same rules and requirements when used off-campus. I understand that my child's device privileges may be suspended or revoked for violation of this agreement. I also understand that my child may be subject to disciplinary action up to and including suspension for such violations.

Accidental Cost and Repairs

There is no fee for students to receive and utilize their Chromebook. Students will be responsible to care for their machine. For incidents that are not due to manufacturer error, fees may be applied.

If the student accidentally breaks the laptop and it needs repaired, there will be no fee the first time unless there is evidence of intentional abuse and/or misuse. If the repair or replacement of the laptop is found intentional and/or misused then the parent is responsible for the total cost of repair not to exceed \$250.00 dollars. Examples of laptop accidental repairs are keyboards, LCD screens, charger and/or cord, or power port on laptop.

If the student accidentally breaks the laptop a second time and so forth then the parent and/or guardian is responsible for the cost of repair. If administrators find that the student is repeating the misuse and/or abuse of the Chromebook, then it may be determined that the student will not possess their assigned Chromebook and a loaner which will be in the classroom can be used. The classroom loaner is not to leave the classroom. The accidental cost and repair listed above does not provide coverage for the loss of the device and/or its accessories. If the device or accessories are lost, it is the parent's/guardian's responsibility to pay for the cost of replacement not to exceed \$250.00. All Chromebooks and accessories are property of CACS, and therefore, all repairs must be done by the CACS approved technician. No repairs are permitted by third party vendors.

Student First Name: _____

Student Last Name: _____

GRADE LEVEL: _____

Student Signature: _____ **Date:** _____

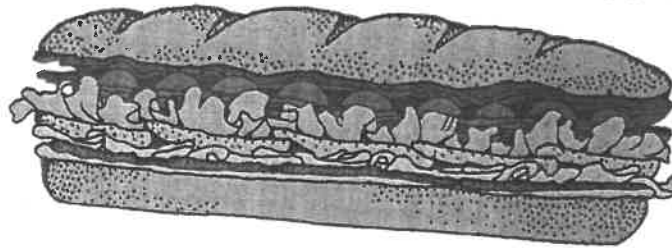
Parent/Guardian Name: _____ **Date:** _____

Parent/Guardian Signature: _____

Parent/Guardian Email: _____

Please sign and return to receive the student's Chromebook and for them to access the internet and to make use of devices while at school during the 2023-2024 academic year.

MARIANNA HOAGIE & PIZZA SALE



Fall is just around the corner!! Which means....it is time for the annual fall CACS Marianna Hoagie & Pizza Sale! All profits from the sale go toward essential General Fund expenses for the current school year including internet service, AC and heat, electric, water, phone, and maintenance supplies. Thank you for supporting CACS by participating in this fundraiser!

WHAT YOU NEED TO KNOW:

- Sale dates are Monday, August 21 – Friday, September 15.
- Order forms must be turned in NO LATER THAN FRIDAY, SEPTEMBER 15.
- Delivery is TUESDAY, SEPTEMBER 26
- Orders must be picked up at the cafeteria door between 9:15AM-10:15AM (No earlier or later, please!) Line up in your car at the cafeteria door at 9:15AM. We will bring your items out to you.

PRIZES:

- The individuals who sell the most items will receive \$25.00 for 1st place; \$15.00 for 2nd place; \$10.00 for 3rd place.
- For families who sell at least 50 items, ALL students in that family will receive a jeans and baseball cap day.



FALL PICTURE DAY IS HERE!

Picture Day is:

El día de fotos es el:

Thursday, August 31, 2023

jueves, 31 de agosto, 2023

Pictures will be taken at:

Las fotos serán tomadas en:

**Clearfield Alliance Christian
School**

CUSTOM STYLES MADE JUST FOR YOUR SCHOOL!

ORDER ONLINE*



INTER-STATE.COM/ORDER

USE ORDER CODE:

Use el código de pedido:

80518FB

***Pay online with your debit card, credit card, PayPal, Apple Pay or Google Pay.**

**Pague en línea con tarjeta de débito, tarjeta de crédito,
PayPal, Apple Pay o Google Pay.*

80518G