

CACS Student Handbook 2020-2021

CLEARFIELD ALLIANCE CHRISTIAN SCHOOL
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A Ministry of
The Christian and Missionary Alliance Church
of
Clearfield, Pennsylvania

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Mrs. Victoria Albert, Administrator
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Established in 1982

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OBJECTIVES AND PURPOSE

STATEMENT OF FAITH

1. There is one God (Deuteronomy 6:4), who is infinitely perfect (Matthew 5:48), existing eternally in three persons: Father, Son and Holy Spirit (Matthew 28:19).
2. Jesus Christ is true God and true man (Philippians 2:6-11). He was conceived by the Holy Spirit and born of the Virgin Mary (Luke 136-38). He died upon the cross, the Just for the unjust (1 Peter 3:18), as a substitutionary sacrifice (Hebrews 2:29), and all who believe in Him are justified on the ground of His shed blood (Romans 5:9). He arose from the dead according to the Scriptures (Acts 2:23, 24). He is now at the right hand of the Majesty on high as our great High Priest (Hebrews 8:1). He will come again to establish His kingdom of righteousness and peace (Matthew 26:64).
3. The Holy Spirit is a divine person (John 14:15-18), sent to indwell, guide, teach and empower the believer (John 16:3) and convince the world of sin, of righteousness and of judgment (John 6:7-11).
4. The Old and New Testaments, inerrant as originally given, were verbally inspired by God and are a complete revelation of His will for the salvation of man. They constitute the divine and only rule of Christian faith and practice (2 Peter 1:20-21, 2 Timothy 3:15-16).
5. Man was originally created in the image and likeness of God (Genesis 1:27). He fell through disobedience, incurring thereby both physical and spiritual death. All men are born with a sinful nature (Romans 3:23), are separated from the life of God, and can be saved only through the atoning work of the Lord Jesus Christ (1 Corinthians 15:20-23). The prospect of the impenitent and unbelieving person is existence forever in conscious torment (Revelation 21:8), and that of the believer in Christ is everlasting joy and bliss (Revelation 21:1-4).
6. Salvation has been provided through Jesus Christ for all men, and those who repent and believe in Him are born again of the Holy Spirit, receive the gift of eternal life and become the children of God (Titus 3:4-7).
7. It is the will of God that each believer should be filled with the Holy Spirit and be sanctified wholly (1 Thessalonians 5:23), being separated from sin and the world and fully dedicated to the will of God, thereby receiving power for holy living and effective service (Acts 1:8). This is both a crisis and a progressive experience wrought in the life of the believer subsequent to conversion (Romans 6:1-14).
8. Provision is made in the redemptive work of the Lord Jesus Christ for the healing of the mortal body (Matthew 8:16-17). Prayer for the sick and anointing with oil are taught in the Scriptures and are privileges for the Church in this present age (James 5:13-16).
9. The Church consists of all those who believe in the Lord Jesus Christ, are redeemed through His blood and are born again of the Holy Spirit. Christ is the Head of the Body, the Church (Ephesians 1:22, 23), which has been commissioned by Him to go into all the world as a witness, preaching the gospel in all nations (Matthew 28:19-20).
10. The local church is a body of believers in Christ who are joined together for the worship of God, for edification through the Word of God, prayer, fellowship, the proclamation of the gospel and observance of the ordinances of baptism and the Lord's Supper (Acts 2:41-47).

11. There shall be a bodily resurrection of the just and of the unjust; for the former, a resurrection unto life (1 Corinthians 15:20-23); for the latter, a resurrection unto judgment (John 5:28-29).
12. The second coming of the Lord Jesus Christ is imminent (Hebrews 10:37) and will be personal, visible and premillennial (1 Corinthians 15:20-23). This is the believer's blessed hope and is a vital truth that is an incentive to holy living and faithful service (John 5:28-29).

STATEMENT ON SANCTITY OF HUMAN LIFE, MARRIAGE, GENDER, & SEXUALITY

1. Human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Ps. 139).
2. God immutably created each person as uniquely and distinctly male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen. 1: 26-27). Rejection of one's biological gender is a rejection of the image of God within that person. God forbids any attempt to alter one's gender by appearance or surgery (Rom. 1:26-29; 1 Cor. 6: 9-10).
3. "Marriage" has one singular and legitimate meaning: the uniting of one man and one woman in an exclusive union as defined in Scripture. (Gen. 2:18-25). God designed and commanded that sexual intimacy is to occur only between a man and a woman who are married to each other. 1 Cor. 6:18; 7: 2-5; Heb. 13:4)
4. Any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, lesbianism, bestiality, incest, pornography) is sinful and offensive to God. (Lev. 18:1-30; Matt 15: 18-20; Rom. 1:26-29; 1 Cor. 6: 9-10).
5. In order to preserve the function and integrity of CACS as a ministry representing, sharing, and teaching the Word of God, and to provide a biblical role model to the community and world, it is imperative that all persons who are employed or associated in any capacity with CACS (staff, students, parents, or volunteers) agree to and abide by the statements listed on Sanctity of Life, Marriage, Gender, and Sexuality. (Matt 5:16, Phil. 2: 14-16; 1 Thess. 4: 1-8; 1 Thess. 5:22).

FINAL AUTHORITY FOR MATTERS OF BELIEF AND CONDUCT

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of the Clearfield Alliance Christian School's faith, doctrine, practice, policy, and discipline, the Clearfield Missionary Alliance Pastor and the CACS's governing school board is the final interpretive authority on the Bible's meaning and application.

MISSION STATEMENT

Preparing and nurturing students to impact the world for Christ.

“Train up a child in the way he should go and when he is old he will not depart from it.” Proverbs 22:6

PURPOSE

To be committed to:

- ✠ Honoring and glorifying God in all things
- ✠ Providing excellence in academics grounded in a Biblically based, God-centered worldview
- ✠ Assisting and nurturing the development of Christian character and spiritual growth of each student
- ✠ Stressing the importance and development of personal discipline, responsibility, respect for authority, honesty, integrity, truthfulness, kindness for others, and trust in God.

SCHOOL HISTORY

ESTABLISHED

After seven years of thought, consideration, and prayer, CACS was established in 1982 by Rev. Duane A. White as a branch ministry of the Christian and Missionary Alliance Church in Clearfield.

IDENTIFYING SYMBOLS

Yearbook - “The Crusader” - published yearly

Colors - Red and White

Emblem - the Sword and Shield; Ephesians 6:11 “Put on the whole armour of God, that ye may be able to stand against the wiles of the devil.”

SCHOOL AFFILIATION

STATUS

We are registered with the State of Pennsylvania as a “non-public, private school” in order to have access to benefits that are ours as residents of the state, but not given to schools unless registered.

Some of them include:

- ◆ Use of public school busing;
- ◆ Central Intermediate Unit services, including enrichment program, remedial reading and math, speech therapy, teacher seminars, etc.
- ◆ Services of the Clearfield Area School District nurse
- ◆ Limited financial aid for qualifying textbooks, learning aids, athletic equipment, etc.

CACS Requirements are:

- ◆ Provide same number of hours as public school
- ◆ Show evidence of being a non-profit organization
- ◆ Meet building and safety requirements of examining bodies

SCHOOL LEADERSHIP

GOVERNMENT

The Executive Board of the Clearfield Alliance Church has the oversight of the school and functions through a School Board, which is appointed by the Executive Board and amenable to the Executive Board of the church. The Senior Pastor serves as Chairman of the Board.

STAFF

The following positions are filled on a full- time or part-time basis: administrators, teachers, secretary, business manager, custodian. Many tasks and services are given by a large number of volunteers and include hot lunches, cleaning, transportation, etc.

TEACHERS

- ◆ Must profess to know Jesus Christ as personal Savior and have a good testimony by word and actions.
- ◆ Required to have a Bachelor's Degree as a minimum
- ◆ Certified or preparing for certification
- ◆ Have all necessary clearances and keep them up to date

ACADEMIC POLICIES

ADMISSION REQUIREMENTS

Clearfield Alliance Christian School is open to all families with students from kindergarten through twelfth grade, who are like minded spiritually, who are supportive of our philosophy, objectives, and standards of education, and whose children meet our enrollment standards. Our purpose is to serve families who desire not simply a private education, but a distinctively Christian education for their children. CACS is open to those whom the school finds qualified for admission and who agrees (and whose parents agree) that he or she shall abide CACS rules. It must always be understood that attendance at CACS is a privilege and not a right. This privilege must be forfeited by any student who does not conform to the school's standards of conduct and/or who is unwilling to adjust to our environment

- ◆ Students must be tested to determine grade level and abilities. This is important for proper grade placement. There is no special education teacher on our staff, so we are unable to provide for those students with emotional, behavioral, or severe learning problems.
- ◆ Agree to uphold the policies and standards of the school.
- ◆ As a private school, Clearfield Alliance Christian School is not required to adhere to any public school I.E.P. mandates, but will work closely with the student and parents to achieve the student's greatest success.

NON-DISCRIMINATION POLICY

It is the policy of CACS that it does not discriminate on the basis of race, age, color, gender, or national origin. CACS accepts students based upon an interview process and in the willingness of a student's

parents/guardian to abide by school guidelines, policies, and procedures.

CURRICULUM

- ♦ Our core curriculum is “A Beka Book Publishing”. This Christian School curriculum has over seventy years of experience and research behind it. It is developed and used in the Pensacola Christian School and College in Pensacola, Florida. All courses are available in texts for a traditional classroom.
- ♦ Phonics is taught in Kindergarten and the early grades as the reading basis.
- ♦ The overall curriculum is strong and represents a variety of the best that we have found in the field of Christian School textbooks.
- ♦ Bible curriculum is evangelical, teaching the Bible as the infallible Word of God. The school uses the King James Version in its curriculum and for memorization.

ABSENCES AND TARDIES

Any absence for any reason other than illness, death in the family, emergency or excused by the Administration is considered ILLEGAL. This includes: helping at home, hunting, hairdressers, shopping, etc. Half days taken off are also included.

Any work missed (tests, quizzes, etc.) due to ILLEGAL absences may NOT be made up and will be recorded with a zero. Homework may be done, but with a slight penalty. Special problems will be given consideration by the Administration and teacher involved.

If seniors decide to have a “Senior Skip Day”, it will be considered as an Illegal absence.

When the third ILLEGAL absence occurs, the parents will be notified by Certified Mail. After a 4th ILLEGAL absence, this constitutes grounds for termination and means automatic probation. A Certified letter will be sent to the student and parents, establishing probation terms.

If your child is absent, please do the following:

- a. Call secretary, so that books and assignments may be prepared for parents to obtain from the office or to be sent home with another student.
- b. Notify teacher if student is going to be absent for more than a week, so that assignments may be prepared to keep the student up with the class.
- c. An written excuse must be given to his/her teacher on the first day of return to school. If an excuse is not returned within 3 days, it is considered an illegal absence on the 4th day.
- d. On the 15th day of cumulative absence, a letter will be sent to parents stating that the student will be required to furnish a doctor’s excuse for any days absent from that point on.
- e. Students will be considered absent one half day if they arrive more than two hours after the start of school or leave two hours before the end of school.
- f. Students are required to make up all tests within 3 days of returning to school.

Appointments - Please do not make appointments with physicians, dentists, etc. during school hours, if at all possible. If not possible, please request afternoon appointments, since most demanding subjects are taught in the morning hours.

Absence for appointment should be requested from the office by (1) written excuse or (2) parent may

telephone in the event the excuse was forgotten. Parent or person responsible for taking student must be named in the excuse or over the telephone. That person must come into the office to take the student and return the student. This is for security and the safety of the student.

Excused - We do not recommend absence from school for the sake of a vacation, etc. The student will lose valuable classroom time with the teacher that cannot be made up through assignments. If a parent insists in taking a student out of school, an educational leave form must be obtained from the office and submitted at least TWO WEEKS prior to the absence. The student is responsible for all assignments and material covered in class during the absence. We strongly suggest that a student take no more than 7 excused educational leave days.

Tardy

- ♦ Students arriving by means other than public school buses are considered tardy if they arrive after school officially begins: 8:00 am for grades 1-12 and 8:45 am for K.
- ♦ Tardies may be excused by the administrator in the case of accidents, car trouble, or illness.
- ♦ Three tardies will earn one hour detention. A detention slip will be sent home showing the date and time of detention
- ♦ Detention will be from 2:55 - 3:50 p.m. Parents are responsible for being at the school by 3:50 to pick up the student.
- ♦ Students late to school in the morning must obtain an admittance slip from the office. Student drivers who are tardy to homeroom exceeding 3 times will lose their driving privileges for not less than two weeks.
- ♦ If a student has more than 6 tardies, he/she will serve a one-hour morning detention from 7:00 am - 8:00 am for each accumulation of 3 class or school tardies.

GRADING AND HOMEWORK

1. Grading: Four marking periods of nine weeks each:
2. Scale:
 - A = 93 - 100
 - B = 85 - 92
 - C = 76 - 84
 - D = 70 - 75
 - F = below 70
3. Students with an average grade of less than 70% in any subject will be considered for placement on academic probation and may be required to do extra work at the teacher's discretion. The main purpose is to notify parents that students are failing and may ultimately be required to repeat the course or grade. Grade reports are sent home every three weeks in Grades 7-12.
4. All report cards must be signed by parent(s) and returned in three days.
5. Homework
 - a. Teachers are requested to make Wednesday night assignments lighter, so that students may attend church services. When possible, homework will be avoided on holidays and school program nights.
 - b. Homework is a very important part of our school program and is absolutely necessary for success in the learning process.
 - c. Totally concentrate on the assignments, and the following time scale should be the result. Total work time for average students in Grades 1-6:
 - Grade 1 - 30 min.

Grade 2 - 40 min.
Grade 3 - 45 min
Grade 4 - 50 min.
Grade 5 - 55 min.
Grade 6 - 60 min.

- d. Assignments must be complete, on time, and written properly. The only acceptable excuse for not completing homework is the student's illness or a written note stating an emergency which prevented homework being done.
- e. Student will be required to rewrite homework because of:
 - 1. improper headings
 - 2. illegible writing
 - 3. failure to observe margins
 - 4. general messiness
 - 5. failure to use pencil or black/blue ink as required
- f. Verbal warnings will be given the first week of school, and the rewriting policy will begin the second week of school.
- g. Failure to bring in homework without an acceptable excuse will result in doing it at home for the next day. Homework may not be made up in school unless there is a recess planned outside. The teacher may then require the student to stay in and do the assignment.
- h. Incomplete homework or failure to complete it will count with quizzes as $\frac{1}{4}$ of the grade average for the marking period for Grades 7-12.
- i. Homework is the responsibility of the student to see that it is completed - NOT the teacher.
- j. Parents are responsible to God for the training of their children, and training in homework is no exception. The rewards are great, as the student develops a sense of responsibility, accomplishment, and good study habits.

GRADUATION

Students must accumulate the designated number of credits and successfully complete all Senior Portfolio requirements in order to participate in graduation. Graduation is a very special time for seniors. To enhance school spirit, all CACS students are encouraged to attend 12th grade graduation exercises.

In order to participate in Kindergarten or Grade 12 exercises, all tuition must be paid in full by the graduation date.

NETWORK AND COMPUTER POLICY

The use and operation of CACS Information Technology (IT) Resources and services (computers, printers, software, and data networks) are deemed a privilege, not a right and are granted solely to faculty, staff, and students. Users of these resources are expected to conduct their activities according to the CACS Guidelines.

The computer lab has been expanding over the years with generous donations from individuals, businesses, and through state funds. This has enhanced our capabilities to give our students some of the best IT training. Food or drink is NOT permitted in the computer room 24/7.

Violation of the computer lab guidelines could result in suspension of lab privileges.

COMPUTER LAB RULES

Any student wanting to use the computer lab apart from his/her regularly scheduled computer class may do so only to work on academic assignments given by another teacher that require a computer, such as book reports or research papers. This can only take place by permission of the computer teacher.

In order to receive permission, the student must be passing all subjects and have other homework completed and have not had a disciplinary violation within the last week. Under the disciplinary guidelines, they must wait a full week before a request can be made.

1. The junior and senior high teachers will coordinate with the lab teacher on these assignments and the limits on the number of students given permission.
2. Students must fill out the request form legibly and have it signed by the assignment teacher, study hall teacher and the computer lab teacher. The lab teacher will turn these forms in to the office at the end of the day.*
3. Student may not use Internet sites that have not been specified by the supervising instructor. When doing research, sites visited must be related to the topic.*
4. Internet and computer settings may not be changed or deleted by students.*
5. Students must have a consent form, signed by a parent or guardian, in order to use the Internet.*
6. Students must not use the Internet during a study hall unless it is required for a class, and all other homework is completed.*
7. Students are not permitted to remove from the lab any software, CD/DVD, or other media devices from the classroom. Any student CD/DVD or media device is no longer private and can be confiscated and evaluated by the Dean of Students.*
8. No games may be played unless they are approved by the Administration*
9. Assignments for computer class must be completed during class time, not at home or during a study hall (unless you have been absent.) *
10. Students **may not** be in the Computer Lab without a teacher. *

**Breaking this rule will result in suspension of Computer Lab privileges for the remainder of the school year. If a student is part of a computer class, he/she will receive a failing grade and repeat the class the next year.*

STUDY HALL GUIDELINES

Study halls have been scheduled during the week for the express purposes of giving the student an opportunity to do homework. Therefore, all study halls in the building will be quiet study halls. There will be no television viewing, playing games, talking , except for 9th period homeroom on Fridays.

GENERAL POLICIES

VISITOR POLICY

For security purposes, all visitors must sign in at the atrium and be identified before being admitted to the building. Visitors must then report immediately to the front office for permission to be in the school and obtain a visitor's pass. Visitor's must sign out and return the pass prior to leaving the building.

Any individual who disrupts the educational environment, acts in a disorderly manner, damages school property or violates board policy or law, will be asked to leave.

TELEPHONE AND ELECTRONICS POLICY

Students are permitted to use the telephone in the office before school starts in the morning, at lunch time, or at the end of the day with the teacher's permission. This is for local calls only. Long distance calls will be paid for by the student by using a calling card or calling collect.

Arrangements to have a lunch brought to school must be made before school begins in the morning. Exceptions to the above policy will be made in the case of an emergency.

Cell phones and electronics must be turned off when entering the building. Headphones and ear buds must also be put away prior to entering the building. Cell phones and electronics WILL BE kept turned off in the locker during the school day. If used during school hours, it will be confiscated and kept in the office until a parent or guardian comes to pick it up. Student will receive an automatic detention. Cell phones are only permitted to be used after 2:55 p.m. dismissal.

BUS POLICY TO AWAY SPORTING EVENTS

All players must ride the team bus. If bus is filled to capacity, the coach may arrange alternate travel. Cheerleaders, players, coaches and Statisticians are to ride on the bus. All students must return to CACS on the bus. (Exception: Student is riding home with parents, and parents have notified the coach.) Parents and siblings of players may ride on the bus to away games as space permits if they have given written notice to the office the morning of the game. Any student failing to abide by this policy will be dismissed from the team or group.

C.A.C.S. INTERSCHOLASTIC SPORTS ELIGIBILITY

Eligibility is based on week to week academic performance. Ineligible students must sit out one week of competition from Monday to Saturday. (They may practice, but may not dress, travel to an away game with the team, or be on the bench during the game.) Failure lists must be turned in each Friday, reviewed, and all students deemed ineligible sit out the following week. Eligibility is based upon:

1. Failure of one subject or a failing homework grade constitutes ineligibility.
2. Make-up tests must be taken on Monday following a Friday absence in which a test was given if eligibility is to remain.
3. Failing student(s) from previous week sit out until their weekly average is restored to passing.
4. Learning disabled students who have been diagnosed are exempt from this policy if their teacher believes that the student is making an effort.
5. Students ineligible to play the next week will be notified by noon on Friday.

DRIVING POLICY

Leaving the school is NOT PERMITTED without a written excuse from the parents. This excuse must be for a legal absence and submitted to the office at the beginning of the school day in which the early departure will take place. No student driver may approach the teacher/office asking for permission to leave without this written excuse. Leaving school by car prior to school dismissal without this written excuse will be subject to a one day suspension. Exception would be a family emergency, in which case administration would grant permission to leave.

Driving in an unsafe manner on school grounds will result in a warning for the first offense. Second offense will be loss of driving privileges for the remainder of the school year.

FREE BREAKFAST AND LUNCH

Clearfield Alliance Christian School offers Free School Breakfast and Lunch to all students under the National School Lunch Community Eligibility Program. To purchase milk separately or a second lunch, students must have money on hand or in their lunch account.

BOOKS

All hardbound textbooks must be covered with a book cover or a paper cover.

LOCKERS

School officials may search lockers, desks and other areas provided for storage of the school and personal belongings when there are reasonable grounds for suspecting that such a search will reveal evidence of illegal activity or a violation of school regulations. Lockers must be cleaned a minimum of once every 3 weeks. Food items must be kept in lockers (no food items should be carried through the hallways or into classrooms) and must be properly sealed at all times.

CODE OF CONDUCT & STANDARDS

STUDENT ATTITUDE:

- ◆ Respectful of others: teachers, bus drivers, staff members volunteers, chaperones, fellow students, members of other schools
- ◆ Submissive to all in authority over him/her

STUDENT ACTIONS:

- ◆ Obedient to all rules and regulations listed in this manual and those given by staff
 - ◆ Will not bring items to school, except those directly needed for class participation.
- The following items ARE NOT PERMITTED at school:
- ◆ Comic books
 - ◆ Magazines (unless assigned by a teacher)
 - ◆ All other publications, except teacher approved library books. Possession of indecent or vulgar literature or pictures is a very serious offense
 - ◆ Knives and other weapons or articles that could inflict injury.

 - ◆ Drugs, cigarettes, tobacco, alcohol, matches, or any substance considered to be dangerous or harmful to the well-being on one's body, mind or spirit.
 - ◆ All electronic devices and video games
 - ◆ Toys from home may be requested by teachers in K-2, but this should be verified by the parents. Toys not requested are not permitted in the school.
 - ◆ Fidget spinners may only be used in the morning prior to 8:00 a.m. and during a specified recess time. Fidget spinners may not be kept in the classroom.

The school is not responsible for lost or stolen items.

GUIDELINES FOR APPEARANCE

Improve the educational atmosphere of CACS and allow teachers to focus on teaching and relationships with the students, rather than spending valuable class time in evaluating student dress.

Benefits Linked with Uniformity in Schools' Student Dress Codes

- Uniformity eliminates unhealthy competitive feelings, decreases peer pressure, and creates equality.
- Uniformity decreases distractions which in turn increases student concentration and focus to - promote learning.
- Uniformity gives a sense of belonging, raises professionalism, and instills unity, identity, and pride which positively affects the overall school climate and learning environment.
- Uniformity promotes feelings of trust and belonging which has been shown to facilitate more diligence and better behavior in students.
- Uniformity significantly decreases the time staff spends in being clothing monitors allowing more time for teaching and interaction with students
- Uniformity creates economics for parents by saving money on purchasing numerous outfits and saves time by the convenience added to the daily "what to wear" decision making process

General regulations for both boys and girls:

- ♦ Be clean by practicing good body and dental hygiene
- ♦ No trench coats or other jackets deemed a safety issue
- ♦ Wallet chains and/or decorative chains may not be worn on pants/skirts
- ♦ No sunglasses in school
- ♦ Hooded sweatshirt may be worn to school as an outer garment and removed once the student gets to school. It cannot be worn all day.
- ♦ For safety concerns, shoes with a skate apparatus, cleated shoes, flip flops, beach footwear, or sandals without a heel supporting strap will not be permitted.
- ♦ Boys' and girls' senior high physical education classes wear red, gray, or black shorts or sweatpants and a red, gray or white shirt. Shorts must be finger-tip length or longer.
- ♦ No tattoos, piercings (other than ears), gages, etc.
- ♦ Pants of denim material in any color are not permitted. They must be a material other than denim.
- ♦ No athletic wear pants
- ♦ All hats and outdoor coats are to be removed when entering the building.
- ♦ Avoid too-tight clothing. Clothes must fit properly to avoid immodesty. No underclothing is to be exposed.
- ♦ **A Jeans day will be held once a month**

GIRLS:

- ♦ Maintain a standard of modesty in all clothing.
- ♦ **Pants:** are to be Khaki/Tan colored (Pants may NOT be cargo-style or made of denim material, Jeggings, leggings, yoga / athletic, sweat or tight fitting / stretch material.)

- ◆ **Shirts:** Solid color Red, Black, or White Polo Shirt (Polo shirt MUST have buttons and can be long or short sleeve. Shirts may not be worn underneath the polo shirt.)
- ◆ **In colder months students may wear:** Solid color Red, Black, or White; V-neck Sweater, Crew neck Sweater, Button Front Sweater, Cardigan, ¾ Zip Fleece with collar, Full Zip Fleece with Collar, or School Spirit Wear ¾ Zip or Full Zip Fleece or Tricot Jacket. Note Red, Black, or White Polo must be worn under these items.
- ◆ **Shorts:** During the months of August, September, and May (weather permitting) Khaki / Tan Uncuffed Bermuda length (from 1" inch above knee or lower sitting and standing, Cargo shorts with multiple pockets are not permitted) shorts may be worn. As with Pants, Shorts may not be tight fitting.
- ◆ **Dresses:** Girls may wear appropriate length (to the top of the knee when standing and sitting) and style (no halter, tank top, spaghetti strap) dresses. If choosing to wear a skirt, it must be worn with a polo of red, black, or white and must be to the top of the knee sitting and standing.
- ◆ Polos may have a logo smaller than 3" in length and width
- ◆ No pictures, writing, patterns, etc. on clothing.
- ◆ Extreme fads of any kind are not permitted.
- ◆ All skirts or dresses must come to the top of the knee cap when standing AND sitting.
- ◆ Slits in dresses or skirts must be no higher than the knee when standing and sitting. If they are higher than the knee, they must be closed before coming to school. All shirts must be tucked and buttoned to within 2 buttons from the neck.
- ◆ Coats are not to be worn during the school day.
- ◆ Shoes should be appropriate and comfortable. Sandals with ankle straps are permitted in warm weather.
- ◆ Gym clothes in 9-12 and tied sneakers must be worn for Phys Ed. Class.
- ◆ Hair should be neat and becoming. It cannot cover the eyes. Bizarre styles, unnatural coloring, "spiking", etc. are not permitted.
- ◆ Hair ribbons, bands, and barrettes may be worn.
- ◆ Girls may wear small, tasteful earrings. Large, garish jewelry is inappropriate and not permitted.
- ◆ Girls in K-4 are not permitted to wear make-up.
- ◆ Girls in 5-12 may wear make-up sparingly. Too much make-up is inappropriate, and a painted look is not permitted.
- ◆ Tank tops, spaghetti straps, halter-tops, etc. are not permitted, nor any clothing with plunging necklines. Sleeves must reach the outside of the shoulder.

BOYS:

- ◆ Maintain a standard of modesty in all clothing.
- ◆ (Pants may NOT be cargo-style or made of denim material, Jeggings, leggings, yoga / athletic, sweat or tight fitting / stretch material.)
- ◆ **Shirts:** Solid color Red, Black, or White Polo Shirt (Polo shirt MUST have buttons and can be long or short sleeve. Shirts may not be worn underneath the polo shirt.)
- ◆ In colder months students may wear: Solid color Red, Black, or White; V-neck Sweater, Crew neck Sweater, Button Front Sweater, Cardigan, ¾ Zip Fleece with collar, Full Zip Fleece with Collar, or School Spirit Wear ¾ Zip or Full Zip Fleece or Tricot Jacket. Note Red, Black, or White Polo must be worn under these items.
- ◆ **Shorts:** During the months of August, September, and May (weather permitting) Khaki / Tan

Uncuffed Bermuda length (from 1" inch above knee or lower sitting and standing, Cargo shorts with multiple pockets are not permitted) shorts may be worn. As with Pants Short may not be tight fitting.

- ◆ Polos may have a logo smaller than 3" in length and width
- ◆ No pictures, writing, patterns, etc. on clothing.
- ◆ Must fit properly – no tight clothing.
- ◆ Cannot be worn below the waistline
- ◆ Cannot be baggy or drag on the floor
- ◆ No undergarments should be visible with any clothing . . .
- ◆ Coats/jackets must be removed once inside the building.
- ◆ Hooded sweatshirts are not allowed to be worn to classes.
- ◆ Shoes MUST be worn with socks and kept tied, if lace style.
- ◆ Sandals with ankle straps are permitted in warm weather.
- ◆ Hair must be neatly groomed. It should clear the eyebrows and be short enough in the back to clear a shirt collar, whether a shirt with a collar is worn or not. It must clear the mid-section of the ear.
- ◆ Designs or words in the hair by shaving will NOT be permitted. Bizarre haircut styles, unnatural coloring, mohawks, afros, etc. are NOT permitted. Sideburns may extend to the tip of the ear lobe.
- ◆ No beards or mustaches. Clean-shaven faces are required.
- ◆ No earrings or tattoos for boys.
- ◆ Avoid too-tight clothing. Clothes must fit properly to avoid immodesty. No underclothing is to be exposed.

CHRISTIAN CODE OF CONDUCT

The Christian School has a responsibility to God to “Train up a child...” by giving appropriate instruction, praise and correction. Rules and regulations are necessary for a quiet, orderly school that is conducive to learning. Students are, therefore, required to obey the rules or accept the consequences of disciplinary action.

A. Transportation:

1. Respect bus, van or car driver by obeying his/her instructions when corrected by driver.
2. Do not eat food or drink beverages in school bus or van without permission.
3. Stay in your seat from the time you enter the vehicle until you arrive.
4. Do not tease, argue, or abuse (physically or verbally) fellow students.
5. Walk, do not run to or from vehicle.
6. Student will face loss of riding privileges if disrespectful.

B. Arrival:

1. Always walk, never run.
2. Quiet conversation is expected until 5 minutes prior to classes in session.
3. Loud talking, yelling, or boisterous behavior and roughness are prohibited.
4. No loitering in halls; neatly arrange outdoor clothing, lunch boxes and bag on the clothing racks nearest your room or in your locker if you have been assigned one.
5. Go immediately to your classroom and remain there unless you obtain permission to go to

- the restroom, lunchroom, or office by raising your hand.
6. You may move quietly about the classroom to sharpen pencils, tidy desk, perform assigned tasks, etc. with permission.
 7. Make certain that you have all of your books, homework, lunch, etc., BEFORE leaving home. Be sure to check this before class starts. If you must call home for something you forgot, permission must be obtained from your teacher to go to the office. If you remember after class is in session, tell your teacher, and a note will be sent to the office for the secretary to notify your parents.
 8. Lunchroom behavior – engage in quiet conversation – no loud, boisterous activities are permitted.
 9. No food is permitted to leave the lunch area except on special days.
 10. NO HATS are to be worn inside the school except on assigned Hat Days.

CLASSES IN SESSION

1. Classes for grades 1-12 begin promptly at 8:00 am. Kindergarten begins promptly at 8:45 am a.m. Students who arrive after the 8:00 am bell must stop at the office and will be marked tardy.
2. Dismissal is at 2:35 pm.
3. Talking QUIETLY is permitted when passing through halls going to other rooms or areas.
4. A Dress Code Check will be conducted by each teacher immediately after their classes started for the day. A warning will be given for the first violation, along with a dress code write-up.
5. Gum is NEVER permitted in the school building – before, during or after school.
6. Stay in your seat and wait for instructions. Raise hand for permission to speak.
7. Do not keep books or other objects in the aisle. All items belonging to you should be kept in your desk or locker. Take out only the items you will need for the subject being taught at the time.
8. Do not speak out without first raising your hand.
9. Do not make disrespectful comments to other students or your teacher.
10. Do not “talk back” when corrected by your teacher. If you feel you were treated unfairly, speak privately and respectfully to him/her or to the Dean of Students after class or school.
11. Note writing and passing are not permitted during school. Notes will be confiscated and become the property of the administrator. The contents of notes should not be vulgar, obscene, unkind, etc.
12. In the case of consistently disobedient students, a conference with the Dean of Students or his appointed substitute is required, and further disciplinary measures will be taken.

SOG ACTIONS

Students will abide by the following :

1. dressing in conformance with one’s biological sex
2. using the restrooms, locker rooms, and changing facilities conforming with one’s biological sex
3. abstaining from all intimate sexual conduct outside the marital union of one man and one woman as defined in the statement of faith on page 6.

BREAKFAST

Students will have *Breakfast in the Room*. These students will make their breakfast choices a day in advance and the breakfast items will be transported to their room each morning. Breakfast for this group must be concluded by 8:20.

Breakfast for Kindergarten students will be in the cafeteria from 8:20-8:40. Kindergarten students who desire to have breakfast must arrive NO LATER than 8:30.

LUNCH

- | | | | | | |
|------------|-------------|------------|-------------|-------------|-------------|
| Grades K-4 | 11:50-12:20 | Grades 5-8 | 12:10-12:40 | Grades 9-12 | 11:40-12:10 |
|------------|-------------|------------|-------------|-------------|-------------|
1. Line up in classroom and proceed to lunch area.
 2. Quiet conversation is permitted in the lunch area.
 3. Stay in line to be served.
 4. Do not throw items, straw paper, spitballs, etc. Running, roughness, boisterous behavior, teasing, etc. is prohibited.
 5. Do not approach teachers during lunch period. If necessary to tell the teacher something, raise your hand until recognized.
 6. When finished with your meal, take all your trash to the receptacle. Only one trip is permitted.
 7. Running, roughness, boisterous behavior, teasing, etc. is prohibited.
 8. Students must leave their lunch area clean. Each student is to pick up all the food, paper, etc. in his seat, table area, and surrounding floor before going to the trash can.
 9. Students line up to be dismissed from the lunch area.
 10. All conversations cease when the lunch supervising teacher instructs you to get ready to go back to class.
 11. No fast food should be brought in unless special permission is granted. Lunches should be ordered at school or be brought to school with students in the morning.

DISMISSAL

1. No talking until school is officially dismissed
2. Early bus students will leave quietly when called; no talking.
3. All students will remain in their homeroom until called to line up for their bus or ride.
4. Do not run through the halls or outside. Walk to the foyer and wait in line to be dismissed.
5. Students are to be picked up by 3:15 unless special arrangements have been made through the school office.

SCHOOL RELATIONSHIPS AND ETHICS

- A. Students and Staff
 - a. Students always refer to their teacher by the proper title of Mr., Mrs., or Miss. Students will likewise use the proper titles when speaking to other teachers or staff members in the school.
 - b. Students will exercise a Christian attitude by refraining from complaining, gossiping, and mocking teachers and staff members.
- B. Parents and Staff
 - a. Parents should, likewise, refer to teachers and staff members by their proper titles in front of the students.

- b. Parents should not use Open House room visitation for conference time. The visitation is only an hour in length, and the teacher will need to greet all the parents. However, this is a good time to speak to the teacher about a future conference.
- c. Parents must always sign in when entering the building and stop at the office window to give messages or articles to their children.
- d. If you are in the building before or after school, please do not engage teachers or staff members in conversation in the halls . Ask to see them in their room instead. This prevents overheard conversations and lessens confusion in the halls.
- e. When a teacher is in class and you desire a telephone conversation with him/her, the secretary will tell that teacher to call you at his/her first free time (lunch, recess, after school, etc.)
- f. If you have a question or statement about a particular teacher or staff member, approach him/her directly and give the opportunity for that person to answer for himself/herself. It is unfair to discuss a person's actions and motives with someone else. This will prevent misinformation/misunderstanding.
- g. If you have a question concerning school policies, ask the Dean of Students or Administrator. They are best able to give you the reason behind each policy.

TOBACCO POLICY

Student will be given an automatic suspension for possession or use of tobacco in any form. Parents will be notified to come and pick it up. If they have already been given a suspension for other offenses, the tobacco suspension would follow due process. It will also be turned over to the magistrate. Second offense would warrant another trip to magistrate, as well as the next step in suspension process as formed by the School Board earlier. It must be seen by a person in authority, on the grounds. This covers all activities.

PREGNANCY POLICY

Pregnancy will result in the immediate dismissal of the student, with the right to appeal and possible review for future reinstatement. If a male student fathers a child, this will also apply to them.

SLEEPING IN CLASS

Sleeping in class is prohibited. Any student found sleeping in class will be given no warning, but immediate detention. Detention slip will state that student was sleeping in class, and an official letter stating this will be sent home via mail. Continual offenses, two or more, can be deemed as disrespect and written up accordingly. Students should not have their head down on the desk at any time.

DISCIPLINE POLICIES

THE MATTHEW PRINCIPLE

We encourage you to call, e-mail or stop in to talk to the staff and administration at any time. If you have questions, concerns or ideas, we would like to talk to you. It is often through the input of a student or parent that problems come to light, and we can then work toward solving them. We also encourage you to follow the principle from Matthew 5 and 18 if you have a problem with another person. Go directly to that parent, teacher, or staff member to explain your concerns. If the issue is not

resolved, go to the next step until you feel you have been heard and the problem has been solved. The first step is to see the teacher, then the Dean of Students, finally to the Administrator.

DISCIPLINE GUIDELINES

The process of discipline at Clearfield Alliance Christian School follows a set pattern and is primarily in the hands of the classroom teacher; however, the administration maintains the final responsibility for all disciplinary procedures. School personnel shall adhere to the following general guidelines when imposing discipline:

1. A student shall be disciplined when necessary to improve the student's behavior, to maintain essential order, or to protect other students, school employees or property.
2. Students shall be treated fairly and equitably. Discipline shall be based on careful assessment of the circumstances of each case. Factors to consider shall include:
 - a. The seriousness of the offense
 - b. The student's age
 - c. The frequency of misconduct
 - d. The student's attitude; and
 - e. The potential effect of the misconduct on the school environment.
3. In the ideal structure of Christ centered education, the home, the church, and the school work together in a cooperative manner to fully educate and train students. Cooperation between these three groups must be evident to fully develop the character of the student and promote behavior consistent with a Biblical worldview. Whenever the student behavior problems arise, there can be the temptation to focus on the disciplinary process rather than the actual problem. The goal of discipline is to correct and train students, while protecting the overall safety and educational environment of CACS. During the course of investigating actions and events concerning possible student incidents, the school may seek to question students alone or in groups. Administrators have full discretion in the questioning of students and in the evaluation of events and may conduct their investigation without parental notification or attendance. The administration will strive to adapt individual discipline procedures and processes to the needs of the student and communicate expectations and findings to parents in a timely manner.

Attending CACS is a privilege that is extended on the condition that students and parents accept and support school policies. The school, in its sole discretion, will make the final determination of whether there has been a violation of the School's Code of Conduct. If a student is suspended, expelled, or withdrawn due to disciplinary actions, there will be no refund of tuition or waiver of financial obligations.

GENERAL DISCIPLINE

In order to provide a quality education, it is necessary that we have disciplinary procedures in place to be followed. Please read carefully the procedures listed, and make yourself familiar with them.

Behavior Standards

Students should follow these guidelines:

1. Immediate obedience – Students should respond in a positive respectful manner to all staff at all times (I Peter 2: 13-17)
2. Absolute Honesty – Students should never cheat, lie, deceive, mislead or fail to tell the truth. This

is in all school activities and when asked any question by a staff member (Romans 13:13)

3. Christ-Like Behavior – In all attitudes and actions, students should live according to biblical principles and values. (Ephesians 2:10, 5:1)

Summary of Good School Behavior – Be at the right place, at the right time, with the right materials, in a quiet honest manner, with an expectant and submissive attitude.

Trips to the office:

- (1) First will result in a warning.
- (2) Second is automatic detention
- (3) Third is a one-day suspension.
- (4) Fourth is a two-day suspension.
- (5) Fifth trip will be a three-day suspension.
- (6) Future trips will warrant review by the School Board for further action.

All trips to the office are recorded for future reference. The administration has the authority to give a one-day suspension if detention is not effective.

Students who do not stay to serve an assigned detention will automatically receive another day added on.

If a student is found to be lying or deceiving, it is an automatic detention for the first offense, ½ day in school suspension for the second, 1 day for the third, and 2 days for the fourth. After that, he/she can be sent to the Board for possible expulsion.

Students apprehended for cheating in class work will receive a zero for that test or activity, in addition to automatic detention.

Students who leave school without permission will receive a one-day suspension for the first offense; two days for the second; three days for the third. Any more after that may result in possible expulsion.

DISCIPLINE CODE OF CONDUCT

The foundation of all rules and procedures is Clearfield Alliance Christian School's desire to be a school that puts the Bible as the source of all truth. Students are expected, first and foremost, to pursue a lifestyle that is in accord with Biblical teaching. The Code of Conduct includes our expectation that the students and staff seek to honor the Bible by living a life that honors God. The Code of Conduct also includes all of the rules and policies listed in the handbook.

Code of Conduct Infractions

Reprimand and Warning infractions.

- a. Many infractions of an intentional or unintentional nature or infractions of a minor nature can and should be handled by gentle reprimand. Only when such infractions become repetitive or defiant should they be handled in a firmer way. These shall be recorded by the teacher and/or Dean of Students as a verbal warning on a student's office file.
- b. A warning is not only a reprimand, but also a formal notice of consequences to follow should the inappropriate behavior not be corrected. These shall be recorded by the Dean of Students as a written warning on a student's behavioral record and could result in a level 1 infraction.
- c. Infractions of this nature may include, but are not limited to: gum chewing, having glass or plastic bottles (containing anything other than water) or food in any room other than the cafeteria; being in the hall without permission and bringing book bags into classrooms.

How penalties are applied:

Level 1: For each infraction, detention will be assigned.

Level 2: Detention or in-school suspension. (Note: In serious cases where offenses are repeated, the administration may impose probation, suspension, or even expulsion).

Level 3: Suspension, probation, and possible expulsion

Level 1 Infractions - Detention

The following is a non-inclusive list of Level 1 infractions:

- a. Hall misbehavior (running, excessive noise, etc.)
- b. Inappropriate display of affection or physical contact in student relationships (hand holding, kissing, hugging, close physical contact) on school property or any school sponsored event.
- c. Disrespect, disobedience, and/or disruption in class (verbal or nonverbal)
- d. Inappropriate language in spoken or written form or obscene behavior
- e. Failure to serve assigned punishment
- f. Failure to obey classroom rules
- g. Dangerous or injurious horseplay
- h. Four class tardies
- i. Three violations for unauthorized use or dress code
- j. Inappropriate use of social media inside or outside of school (inappropriate language, hurtful comments, pictures or videos that conflict with a Biblical lifestyle and create a disruption to the school family)
- k. Failure to comply with the CACS dress code standards at all times. (See dress code section for specifics)
- l. Use of chalkboards, marker boards, or other school equipment without a teacher's permission

Level 2 Infractions - Detention or In-School Suspension

The following is a non-inclusive list of Level 2 infractions:

- a. Cell phone, electronic device or medium: A repeated misuse of an electronic device or medium or a significant abuse of such privilege may result in disciplinary action beyond detention and confiscation of a device, radios, CD/DVD players, ITouch type devices, toys, electronic games or devices (including cell phones and cameras), posters and playing/trading cards are subject to confiscation by school personnel. No electronic devices are allowed during the day; they must be off when students enter school building. Cell phones must also be turned off and put away in backpacks and are only allowed to be used if given direct permission from a school official. Cell phones and other electronic devices are subject to search and seizure provisions to examine postings, messages, pictures, graphics, videos, and depictions. Appropriate disciplinary actions, at the discretion of CACS administration, may result from inappropriate material or depictions sent, posted, shared or possessed on any electronic device, including cell phones and internet.
- b. Stealing, lying (see lying policy), gambling, skipping school/class, etc.
- c. Leaving campus without permission
- a. Aggressive behavior such as repeated verbal insults or attacks on others, publicizing hurtful or slanderous information about anyone
- d. Use of a teacher's or another student's password, keys, or identity
- e. Damaging personal or school property
- f. Showing willful disobedience and/or gross disrespect
- g. Excessive detentions/habitual discipline referrals/pattern of irresponsible behavior
- h. Forgery (of notes or excuses)
- b. Cheating. All work should be original work done by the student and should only be submitted

for one class. Any instance of cheating, including plagiarism, will result in a zero for that work and, depending on the situation, could result in a failing grade for the course.

- i. Repeated Level 1 offenses

Level 3 Infractions – Suspension, Probation and possible Expulsion

The following is a non-inclusive list of Level 3 infractions:

- a. Use, distribution, possession, influence, or “look-alikes” of tobacco, alcoholic beverages, and/or any other controlled substances
- b. Fighting
- c. Possession of weapons or an object which may be used to cause harm or threaten
- d. Assault verbal (a threat to inflict injury upon another person), physical (where there is one aggressor) or sexual
- e. Shoplifting
- f. Hazing (making another student(s) do things to be accepted)
- g. Civil and criminal offenses
- h. Activities outside the school which have led to the arrest and conviction by the police
- i. Violation of Fire Safety Regulations: Violation of fire regulations, including tampering with fire alarms, using matches, lighters, or firecrackers, will be considered serious offenses
- j. Sending or displaying threatening material
- k. Bullying, threatening, intimidating, use of ridicule or causing bodily harm to any person will result in certain disciplinary action. See also: Anti-Bullying Policy in General Section.
- l. Repeated Level 2 offenses
- m. Pregnancy: It is essential that any pregnant student report her pregnancy to the administration as soon as possible. As soon as such pregnancy is confirmed, the student shall be expelled from the school. If a male student has impregnated any female, he will be subject to the same discipline as a female. A student will not be considered for readmission until a full semester after the birth of the baby. In the event that the administration has reason to believe that a student is pregnant, but the confirmation of the condition cannot be obtained from either the student or her parents or guardian, the administration shall, after conferring with the student and her parents or guardian, suspend the student until such time as medical proof is presented.

DRESS CODE VIOLATIONS

Any student found in violation of the dress code will be given a warning the first time. Second offense will result in student being sent to the office. Parents will be notified and asked to bring in a change of clothing. They will be informed that the student missed class because they chose to violate the dress code. Student will remain in the office until a change is received. A student will not be permitted into class if clothing is inappropriate. Detentions will be given for second and subsequent offenses.

RESTRICTION LIST

Each week all 7th to 12th grade teachers will report all failing test/quiz grades and homework grades to the Dean of Students. The completed list will be given to all 7th-12th grade teachers and coaches at CACS. If a student is on the restriction list for test/quiz or homework grades, he/she will not participate in any extra-curricular activities and will need school work out during all study halls, for the week listed on the posted sheet. Student participation on a team is an auxiliary activity. Academics must always be a priority. Students must also realize that their inability to participate due to grades is a detriment to the other players on the team.

FIGHTING

Any student fighting, which involves physical contact, on school grounds will automatically be given a one to three day suspension. Any fight determined by teacher or administrator to be severe can be given an indefinite suspension until a decision by the Board on expulsion.

ANTI-BULLYING POLICY

Bullying is an act of repeated aggressive behavior (including ridicule) in order to intentionally hurt another person, physically and/or emotionally. Bullying is characterized by an individual behaving in a certain way to gain power or control over another person. Intent is to be harmful (physically and emotionally). Any bullying in our out of school that affects the students and/or personnel at CACS can be acted upon by the Dean of Students. Negative actions exhibited by students will be addressed in a fair and balanced manner. Once the school is made aware of any such behavior, the situation will be evaluated as to the seriousness of the behavior by using the guidelines below:

Immature Behavior

- ◆ -No intent to be unkind.
- ◆ -Annoying activity that causes discomfort.
- ◆ -Foolish actions that may cause harm to others and/or their property

Immature Behavior: Such an action will primarily be addressed by the classroom teacher. Consequences for this type of behavior will require restitution and possible loss of privileges and/or detention.

Malicious Behavior:

Intent is to be unkind.

- ◆ -Behavior is not frequent.
- ◆ -Behavior intensity level is low.
- ◆ -Behavior may reflect impulsivity.
- ◆ -Behavior duration is short.

Malicious Behavior: Such an action may be addressed by the classroom teacher or Dean of Students. Consequences for this type of behavior will require restitution and some type of detention. In addition, a suspension may be given. Parent conference will take place.

Bullying:

- ◆ -Behavior is frequent.
- ◆ -Behavior intensity level is moderate to severe.
- ◆ -Behavior duration is long.
- ◆ -Negative behavior is mostly one sided.

Bullying: Such behavior will be determined and addressed by the classroom teacher and Dean of students.

Consequences for bullying:

This type of behavior will require restitution, a parent conference, and a minimum of one-day suspension.

Definition and Differences among Student Behaviors

Accident: words or actions that hurt someone when we do not mean to

Putdown: words or actions that are meant to hurt someone

Bullying: hurting someone with words or actions repeatedly and over a long period of time. The person usually feels powerless to help themselves.

SUPER 7 STRATEGIES for dealing with bullies and others who act mean!

1. Ignore them
2. Use an “ I ” message
3. Walk away
4. Stay away
5. Keep a friend nearby
6. Use a strong voice and say STOP !
7. Use humor

If you have tried several of these and they don't work GET HELP!

CLASS DISRUPTION

Any student judged by the teacher to be disruptive to class will be written up for disrespect. The student will report to the office briefly and then return to the classroom. The teacher will fill out a disrespect form and turn it in to the office. This slip will initiate a detention. Any student receiving three write-ups will be issued a one-day in-school suspension.

Three more write-ups will warrant a two-day in school suspension. Three additional slips will initiate a three-day in school suspension. A letter will be mailed to parents each time a suspension is issued.

ACCUMULATED DETENTIONS

Any student accumulating four unserved detentions will receive a one-day in school suspension and intervention by administration. A second accumulation of four unserved detentions will receive a two-day suspension. If the problem persists to a third time, the student will be suspended three days.

PROBATION

Students may be placed on Disciplinary or Academic Probation by the administration to give the student an opportunity to correct the problem. The probation period is for a minimum of nine weeks or not more than one year and results in a loss of participation in all positions of trust and responsibility or extra-curricular activities (Student Council, yearbook, etc.) Athletic participation will be determined by athletic director and administration as to the amount of time a student is suspended from participation. It begins on the Monday following the conference with parents and student. If the student does not improve to a satisfactory level, he/she will be expelled or asked to withdraw from the school. Some reasons for probation might be the following:

1. Continued, deliberate disobedience.
2. An unchanging, rebellious spirit
3. Continual negative attitude and bad influence on other students
4. Serious breach of conduct, on or off campus that affects the testimony of the school
5. Failure of parents to comply with disciplinary procedures of the school
6. Insufficient academic progress

ILLEGAL INFRACTIONS

1. Drug abuse; abusing, possessing, or selling drugs will result in immediate expulsion. The

proper law enforcement authorities will be contacted.

2. Possession of Weapons: The possession, use, threat of use, distribution, or attempted distribution (by sale, gift or otherwise) of any type of operable or inoperable weapon such as firearms, knives, switchblades, mace, tear gas, bullets, fireworks and other explosives is expressly forbidden. Whether designed as a weapon or not, an object will be considered a weapon if it is used as a weapon. This includes toys and/or replicas of weapons. Any staff member, parent, or student with knowledge of threat, possession, or the actual use of a weapon must immediately report it to the administration, who will call local law enforcement and remove the student(s) from the school, pending a full investigation.

TERRORISTIC THREATS

Any terroristic threat being made, with two or more witnesses, will be dealt with by administration and turned over to authorities at once. It will result in immediate expulsion from school with no appeal permitted by student(s) involved.

The Administration and School Board may add items to this Manual as deemed necessary.

VANDALISM

Defacement or destruction of school property can be very costly to the school, both financially and in our demeanor. Students will be held financially responsible for cleanup, repair of, or replacement of damaged property.

EXPULSION POLICY

Concerning the expulsion policy, based on the severity of the offense, the Board has the option to move directly to a 3-day suspension.

Expulsion warrants being out of school for the current marking period, plus two marking periods thereafter. After expulsion has been served, written appeal has to be made, and student must meet with the School Board at their regularly scheduled meeting for consideration of the re-enrollment process. At the student interview, the parent/guardian may be interviewed as well before re-enrollment. Monthly review will be conducted by the School Board for a probationary period of one year. All financial obligations must be met prior to the appeal.

IMMEDIATE EXPULSION VIOLATIONS

1. Accumulation of 3 suspensions depending on severity, after school board review
2. Arson and/or destruction of school property
3. Creating a school-wide disturbance
4. Disgracing the school's name or reputation by performing an illegal or unlawful act against civil and/or school law regulations
5. Any other behavior deemed inappropriate by the administration.
6. A student may be placed on a probationary period as designated by the school board for certain infractions.

FINANCIAL POLICIES

FINANCES

Registration fees and tuition costs do not cover the cost of operating the school. It is dependent upon gifts and offerings to meet all of its obligations.

OUTSTANDING DEBT

Transcripts, report cards and other school related materials will not be released if the student's family has any outstanding debt to the Clearfield Alliance Christian School. When reasonable progress on debt is not being made, the student or students may be discharged, denied re-enrollment for the next school year, and the account forwarded to a collection agency.

Health and Safety Plan Summary (Covid-19 or other pandemic outbreak)

Requirement(s) Strategies, Policies and Procedures spaces, surfaces, and any other areas used by students (i.e., restrooms, drinking fountains, hallways, and transportation).

- Auxiliary learning areas will be thoroughly cleaned and surface areas wiped with sanitizing/disinfecting solution prior to the start date of August 24.
- Cleaning of floors, student desks, bathrooms, doorknobs and any high contact areas will be conducted daily and surfaces wiped with disinfecting solution.
- Bathrooms will be cleaned two times per day. -In addition to air exchange ventilation, exterior doors will be opened each day for a min. of 20 minutes following dismissal to permit the flow of fresh air into the building (weather permitting).
- Drinking fountains will be inaccessible until further notice. Students will be encouraged to bring a personal container for water for the school day.
- Bottled water will be made available.

Social Distancing and Other Safety Protocols Requirement(s) Strategies, Policies and Procedures.

Classroom/learning space occupancy that allows for 6 feet of separation among students and staff throughout the day, to the maximum extent feasible. Restricting the use of cafeterias and other congregate settings and serving meals in alternate settings such as classrooms

- All non-essential items/furniture from the classrooms will be removed to provide additional space within the room. Essential teaching material will be divided into needs per specific quarter of the school year and alternately stored or utilized as needed. Classroom rugs will be removed and stored. - Students will be seated at individual desks which will be arranged all facing one direction with the maximum separation possible.
- Collaborative and/or student learning groupings will be restricted until further notice.
- When feasible, student desk privacy screens will be utilized to mitigate the spread of respiratory droplets and germs. -Staff will maintain social distancing standards among students during school hours.
- Upon arrival in the classroom and prior to breakfast, hand sanitizer will be used by students/staff. Teachers will wear disposable gloves to serve breakfast items which will be individually wrapped or boxed. There will be no individual touching of items by students for selection.
- All students/staff will wash hands prior to lunch. -Lunch sessions will be divided into smaller groupings (max. of 35 students). Additional tables will be utilized to permit adequate spacing between students with students being assigned to seats and facing one.

Requirement(s) Strategies, Policies and Procedures* Hygiene practices for students and staff including the manner and frequency of hand-washing and other best practices.

Posting signs, in highly visible locations, that promote everyday protective measures, and how to stop

the spread of germs * Handling sporting activities consistent with the CDC Considerations for Youth Sports for recess and physical education classes Limiting the sharing of materials among students direction. Lunch starting and ending times will be staggered to permit the cleaning/sanitizing of tables between lunch periods.

-A sneeze guard will be installed in the serving area. Cafeteria workers will wear masks and disposable gloves during all stages of food prep and service. To restrict individual student contact, students will be served a tray that is complete with food, utensils, and milk.

-Designated social distancing will be clearly marked on the floor for lunch line tray pick up and return - Students will receive instruction on proper hand washing technique and use of paper towels to turn off water and open doors. No touch garbage cans will be readily available. Instruction and review of best hygiene practices for covering coughs, sneezes, and social distancing will be presented to all students and reviewed throughout the school year.

-Teachers will establish times (other than lunchtime) for student hand-washing (min. 2x) according to their daily schedules.

-Hand sanitizer will be available at all times in all classrooms, learning areas and auxiliary areas.

-Signage on social distancing, hand washing, covering coughs and sneezes and germ prevention will be posted in the foyer, cafeteria, classrooms, restrooms, and hallways.

-Sporting events are suspended until further notice.

-Recess periods will be held outdoors when weather permits and in the gym on other days. To provide higher mitigation, student groupings will be small with much discussion and emphasis on keeping a wide "personal space" between you and others.

- Families/Students will receive a list of items/supplies each student will need to bring with them to school.

Requirement(s)Strategies, Policies and Procedures Staggering the use of communal spaces and hallways.

Adjusting transportation schedules and practices to create social distance between students Limiting the number of individuals in classrooms and other learning spaces, and interactions between groups of students supplies students will be requested to bring hand sanitizer, kleenex, and a container of disinfecting wipes for their personal use. Each student will have an individually labeled container/pouch/box to store their personal items.

-Sharing of any supplies will be extremely limited. Technology such as laptops/tablets will be utilized on a per student assigned basis as much as possible and cleaned frequently throughout the school day. Technology or any item which must be used by more than one student, will be thoroughly cleaned/sanitized after each use and prior to storage at the end of the school day.

- Upon arrival following temp./health check at the entrance, students will report directly to their classroom. End of day homeroom/activity period is suspended until further notice. Staggered Dismissal will commence immediately following 8th period classes.

- Schedules for students in Gr. 5-12 will be established to limit the movement from one classroom to another as much as possible. -When class bell changes do occur, all Gr. 5-12 students will not exit classrooms at the same time, but in a staggered schedule.

-Additional time between class changes will be built into the schedule to allow for a staggering of students by both class and number of students in the hallways and at lockers.

- Locker assignment will not be by grade, but in mixed grade groupings to further restrict and limit possibility of interaction among larger groups of students accessing one area of lockers at a time.

- Hallway restroom use restricted to one occupant at a time.

- Parent drop off of students will not begin until 7:40AM. Pick up of students will begin at 2:35PM.

- Parent drop-off /pickup procedure will follow the same protocol for morning and afternoon.
- Only ONE vehicle may be in the drop off/pickup area at a time.
- Students will wear masks while entering or exiting the building.
- Families may not congregate in the school parking lot during drop off or pick up times.
- Schedules will be developed to minimize movement among teachers

Requirement(s)Strategies, Policies and Procedures and classrooms as much as possible for students in grades 5-12 . Students in K-12 will remain in their classrooms for all classes and activities except lunch and recess.

- Classrooms are restricted to a max#. of 25. Kindergarten is restricted to a max.# of 15. Monitoring Student and Staff Health Requirement(s)Strategies, Policies and Procedures. Monitoring students and staff for symptoms and history of exposure. Isolating or quarantining students, staff, or visitors if they become sick or demonstrate a history of exposure. Returning isolated or quarantined staff, students, or visitors to school
- Temperature Checks will occur daily upon arrival for all staff and students.
- Parents/ Staff will be provided with a health checklist to assist in monitoring for any Covid-19 symptoms or history of exposure.
- Parents/Staff will be required to report any possibility of Covid-19 symptoms/history of exposure to the office prior to arrival for the school day.
- Perfect Attendance goals will not be promoted during the 2020-2021 school year.
- Parents will be advised to err on the side of caution and keep students home who are exhibiting any signs of illness.
- Staff will be instructed on recognizing signs of illness and will monitor student health within the classroom.
- Any staff member or student who has a temperature of 100.4 or higher upon arrival or exhibits signs of illness during the school day will be quarantined in the Auxillary Health room until further evaluation and verification of symptoms/history warrants removal from the building or return to class.
- If occasion would warrant a quarantine period for a student/staff member or entire classroom or larger grouping within the school, all families directly associated with the quarantine would be contacted within 24 hours.
- Any positive Covid-19 cases will be reported to the local health authority.
- During a quarantine period, Goggle Classroom will be utilized to maintain educational continuity.
- Any student/staff member who was under quarantine due to a positive Covid-19 test result must have a doctor’s note clearing their return to school.
- Any student/staff member who was under self-quarantine, may return following the two-week period if all signs/possible exposure were.

Requirement(s)Strategies, Policies and Procedures negative, non-covid related, and/or have ceased.
 Doctor’s note is preferred for re-entry. Other Considerations for Students and Staff

- Requirement(s)Strategies, Policies and Procedures* Protecting students and staff at higher risk for severe illness. Use of face coverings (masks or face shields) by all staff * Use of face coverings (masks or face shields) by older students (as appropriate) *Visitors, Volunteers, and Student pick -up for appts.
- Students/staff who are at high risk for severe illness will be given the option of working/schooling from home through use of technology.
 - Any particular parent requests in regard to student health concerns will be addressed on an individual basis. - All Staff will wear face masks/face shields throughout the school day.
 - All students are strongly encouraged and requested to wear face masks during arrival at school until

they are in their classrooms, when traveling in the hallways, when in the restroom, and at departure until they are in their vehicle.

- Once a student has entered a classroom, the wearing of face coverings by students during class time will be left to the discretion of each student's parent.

-Visitors and Volunteers will not be permitted inside the school building.

-Parents who need to pick up a student during the school day for an appointment will wait for their student in the first enclosed foyer.

-Any items being dropped off for the office or for students will be placed in a designated area within the first enclosed foyer.

DISCLAIMER:

This handbook does not contractually bind Clearfield Alliance School in any way. This handbook is subject to change without notice by the school's governing body.