

CACS Student Handbook 2023-2024

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

SCHOOL BOARD MEMBERS

Pastor Tim Miller, Interim Chairman of the Board
Mrs. Victoria Albert, Academic Dean
Mrs. Christi Manno, Administrator
Mr. Don Smeal
Mr. Jeff Spanogle
Mrs. Kerry Wallace

Established in 1982

FACULTY AND STAFF

Pastor Tim Miller, Interim Chairman of the Board
Mrs. Christi Manno, Administrator
Mrs. Victoria Albert, Academic Dean
Mr. Brian McTavish, Dean of Students
Mrs. Alesha Bloom, Administrative Assistant

Mrs. Lisa Fleming	Kindergarten
Mrs. Denise Smeal	Grade 1
Mrs. Kylee Myers	Grade 2
Mrs. Amy Tiracorda	Grades 3 - 4
Mrs. Jacqueline Bodle	Grades 5 - 8
Mr. Brian McTavish	Grades 5 – 12
Mr. Ronald Williams	Grades 6 – 12
Mrs. Joy Finney	Grades 9 - 12
Dr. Patty Wharton-Michael	Grades 11 - 12
Mr. Jeff Aldridge	Information Technology
Mrs. Carol Ware	Bible/Music & Asst. Teacher
Mr. Bill Wallace	Facilities Maintenance
Mrs. Angela Broad	Food Service Director

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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

FOUNDING

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

CACS School Leadership

SCHOOL BOARD

The Executive Board of the Clearfield Alliance Church has the oversight of the school and functions through the CACS 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.

CACS TEACHERS

- Must profess to know Jesus Christ as personal Savior and have a good testimony in word and actions
- Must have a Bachelor's Degree
- Must be certified or preparing for a PA Education Certification
- Must have all necessary and updated clearances

SCHOOL RELATIONSHIPS

1. Staff and Students

- Students must always refer to the staff by their proper title of Mr., Mrs., or Miss.
- Students should exercise a Christian attitude by refraining from complaining, gossiping, and/or mocking staff members.
- Students should respond to staff and staff instruction in a positive and respectful manner.

2. Parents and Staff

- Parents must always refer to the staff by their proper title of Mr., Mrs., or Miss in front of students.
- Parents should model a Christian attitude by refraining from complaining, gossiping, and/or mocking staff members.
- Open communication is encouraged. Parents may call the school or e-mail a teacher directly to request a telephone call or conference at any time.
- If approaching a teacher in person, parents should be mindful of what else is going on and who else is around. Setting an agreeable time to meet privately is recommended.

3. Concerns: Any differences between parents and staff should be handled utilizing the Biblical principles found in Matthew 18:15-17.

- Concerns with classroom incident, assignment, or teacher – individuals should reach out directly to the teacher first.
 - ⇒ If the issue is not resolved, individuals should reach out to the Administrative Team.
- Concerns with school administration or school policies – individuals should reach out directly to the Administrative Team first.

⇒ If the issue is not resolved, individuals should compose a letter to the CACS School Board.

4. Parent/Staff Partnership: CACS values cooperation between parents and staff. Parents can strengthen their student's experience at CACS by doing the following:
- Pray for the faculty and staff and the education of all students.
 - Cooperate fully in the educational functions of CACS by encouraging your student to do his/her best in completing all assignments well and with a good attitude.
 - Share your positive experience at CACS with those in your circle of friends.
 - Strive to attend and participate in activities your child is involved in and in meetings that impact the education of your child.
 - If you become dissatisfied with the school in any respect, seek to resolve the matter as described above rather than to speak criticism to others or hold a negative attitude in your heart.

CACS Admission Policy

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. Attendance at CACS is a privilege and not a right. This privilege will be forfeited by any student who does not follow all CACS policies and standards.

To be considered for admission, a prospective student must:

- Be in good academic and disciplinary standing at their current school
- Show acceptable grade level abilities through a Skills Assessment Test and/or current school records
- Agree to uphold all CACS policies and standards

Special Services

- CACS is unable to provide for students with severe emotional, behavioral or educational issues.
- CACS does not have a special education department
- As a private school, CACS is not required to adhere to any public school I.E.P. mandates.
- The CACS Academic Dean will determine whether or not CACS is able to provide the proper services to ensure the student's greatest success.

NON-DISCRIMINATION POLICY

CACS does not discriminate on the basis of race, age, color, gender, or national origin. CACS accepts students based upon the fore-mentioned qualifications and an interview process.

CACS Attendance Policy

A priority at the Clearfield Christian School is to use instructional time productively. Regular

and punctual attendance is critical to maximize the CACS academic experience. It is essential that families recognize the sequential nature of instruction and that any unnecessary and/or excessive absence severely impedes the educational process. Therefore, CACS attendance regulations have been established with the best interest of the Clearfield Alliance Christian School staff and families in mind.

When a student is absent, the parent must notify the office by 9:00 a.m. on the day of the absence. Call (814) 765-0216 or email office@clearfieldchristian.com. This procedure must be followed each and every day a student is absent. If a student is absent due to an appointment, official written documentation from the health care provider is also required when the student returns to school.

A student may not miss more than 2 hours of the school day in order to participate in after-school activities unless otherwise approved by CACS administration.

PLEASE NOTE: Since CACS is vitally interested in all of our students and parents, we would consider it a privilege to uplift our families in prayer in times of need. Therefore, we encourage you to communicate with us even in times of family emergencies.

I. Absences

A. Excused Absences (EA)

The following list, although not comprehensive, details valid reasons for student absences.

1. **Personal Illness of Student:** Google classroom will be utilized for students in Grades 5-12 who are absent due to the contagious nature of their illness but are well enough to participate remotely. Parents must notify the teacher/office ASAP of their desire to participate remotely.
2. **Professional Appointments:** Such as appointments with doctors, dentists, etc. **Student absences for purposes of doctor visits require documentation from the doctor's office verifying the visit when the student returns to school.** Whenever possible, professional appointments should be made after school hours.
3. **Death Within Family**
4. **Family Emergencies** – This category refers to cases of family illness, hardships, and unexpected circumstances.
5. **Family Vacations - Requires prior approval, with 2 weeks advance notice.** Since the school calendar allows ample time for vacations in and around holiday seasons, parents should make every effort to arrange their vacations to coincide with school vacations. However, whenever parents believe additional family vacation days are needed, such days should not exceed seven (7) total days per year.

Students are responsible for all assignments and material covered in class during the absence. Due to the sequential nature of the curriculum, the entirety of material to be covered during the absence may not be available before the student leaves and may not be available until the day before the absence begins.

Family Vacation Forms are available upon request.

- 7. Approved School Activities** – Students missing classes for field trips, athletic contests, music programs, etc. will be considered excused if such activity is sanctioned by the administration as “school business.” These absences will not be recorded on the student’s attendance record.

B. Make-Up Work – Excused Absences (EA)

- 1. When prior notice is required (Family Vacations and Approved School Activities)** –All missed work is due on the day the student returns to school. Also, the student should also be prepared to take all pre-announced missed tests and quizzes, as well as those scheduled for the day he/she actually returns.
- 2. When prior notice is not required**– The student will have one (1) calendar day for every school day missed to complete make-up work, provided proper procedure has been followed and the school was notified of the absence. For example, if a student is absent Friday and Monday, all work is due Thursday (two days after returning).
 - If a student is absent for 1 day, the student will check with teachers upon his/her return and complete all missed work by the following day.
 - If a student is absent for more than 1 day, a parent or sibling should pick up the student's accumulated work at the end of the school day. (Work will not be available until the end of the day.)
 - If a student is participating in Google classroom, a parent may request books from the student's locker at any time.

C. Unexcused Absences (UA)

All student absences not declared as Excused Absences (EA) will be recorded as Unexcused Absences (UA). Examples of Unexcused Absences include, but are not limited to the following:

1. Failure to notify the office by 9 a.m. of an absence.
2. Missing class without proper authorization.

Please remember: Declaring a student to be unexcused absent or truant is an administrative right of appropriate school personnel, not a student/parent prerogative. Therefore, parental notification does not make the absence excused. Truancy is defined as being absent from school without the parent’s permission **and** the school’s permission. For example, the following reasons do not qualify as excused absences:

- “He didn’t want to go to school.”
- “She stayed up late last night working on her research paper.”
- “I missed my ride because my alarm didn't go off.”
- “Our family went to the ball game.”

—“He was doing chores assigned by his father.”

D. Unexcused Absences (UA)

Students will be assigned detention after three (3) unexcused absences.

E. Excessive Absences

Missing more than fifteen (15) days of school is considered excessive. On the 15th day of cumulative absence, a letter will be sent to the parents stating that a doctor's excuse is required for absences from that point on. Otherwise, any additional absences will be (UA). Habitual absence is grounds for disciplinary action.

II. Tardiness

A. Excused Tardiness (ET)

1. Students are encouraged to arrive at CACS between 7:40- 7:50 a.m. to allow ample time to settle into the classroom for the day. Any student who is not in their classroom when the 7:55 a.m. bell rings is considered tardy. Students entering the school after the bell rings must obtain a Tardy Pass from the Office.
2. Unforeseen problems may occur prohibiting students from arriving at school on time (e.g., inclement weather or an acceptable validated medical problem). If an acceptable verbal or written explanation for such tardiness is provided by the parent or guardian, the tardy will be excused.
3. Classroom Tardiness – A student who arrives at any class after the bell is considered tardy.

B. Unexcused Tardiness (UT)

1. Students who are late for reasons other than inclement weather, extreme traffic problems, or medical emergency will be granted an Unexcused Tardy. (Unexcused tardies include oversleeping, malfunctioning alarms, etc.)
2. Students are allowed two (2) unexcused tardies per nine weeks. With the third tardy, detention will be assigned.
3. Student drivers who are tardy more than three (3) times per nine weeks will lose their driving privileges for ten (10) school days.
4. Classroom Tardiness: Three classroom tardies will earn detention.

III. Appeal Process: Any questions regarding the Student Attendance Policy should be directed to the Dean of Students.

CACS Academic Policy

CACS uses a strong and well-rounded curriculum that represents what we believe to be the best approach in all subjects.

GRADES

1. The school year is composed of four Nine Week Marking Periods
2. The following scale is used for core academic courses:
 - Excellent A: 93-100
 - Above Average B: 85-92
 - Average C: 77-84
 - Needs Improvement D: 70-76
 - Unsatisfactory – Failing F: 69 and below
3. Students in Grades 9-12 with a subject average below 70 will be placed on academic probation and should seek additional tutoring from the appropriate teacher. Students with a final failing average in 2 or more core subjects will not be promoted to the next grade. Students failing classes required to graduate must complete credit recovery classes during the summer.
4. Students also receive evaluations on attitude and conduct using the following scale:
 - E = Excellent
 - S = Satisfactory
 - U = Unsatisfactory
5. CACS utilizes the MySchoolWorx data management system allowing parents constant access to student's attendance, grades, and assignments. This eliminates the need for mid-nine-week grade reports. It is the parents' responsibility to maintain a watchful eye on the student's grades and progress and notify the teacher of any concerns.
6. Student's will be given a minimum 3 days' prior notice of quizzes and a week's prior notice of tests.
7. Teachers will grade work within the following time frames:
 - Homework: next day
 - Quiz: 2 days
 - Test: 4 days
 - Report/Project: 5 days
8. Report Cards are released digitally on MySchoolWorx for the first three marking periods. Parents must access them online and sign them digitally. Fourth marking period report cards are printed.

HOMEWORK

1. Homework is an integral part of the school academic program and is assigned to students for the following reasons:

- Drill: Most students require solid drill to master material.
 - Practice: “Practice makes permanent”
 - Remedial Activity: As instruction progresses, it may become evident that students require a stronger foundation in certain principles. Homework helps strengthen the foundation needed as the difficulty of the material increases.
 - Special Projects: Reports and projects lead to a deeper understanding of a subject area.
2. Homework assignments must be carefully completed, on time, neat, and done according to the teacher's instruction.
 3. CACS staff desires to partner with parents to encourage students to develop a sense of responsibility, accomplishment, and good study habits. Parents may access assignments in MySchoolWorx so that they can assist in training their children. Ultimately, homework completion is the responsibility of the student and NOT the teacher.

GRADUATION

Students must accumulate the designated number of credits, successfully complete all Senior Portfolio requirements, and fully pay all tuition and cafeteria accounts in order to participate in graduation. All CACS students and families are encouraged to attend 12th grade graduation exercises.

CACS Extra-Curricular Policy

At CACS, the opportunity to participate in extra-curricular activities is a privilege. Participants are expected to conform to specific academic and behavioral standards established by the school. Academics are the priority. Student participation in extra-curricular activities is auxiliary.

Eligibility is based on academics, discipline, and attendance. Student eligibility is just as important to the team as practice and performance. The whole TEAM suffers when an individual is ineligible.

All students participating in extra-curricular activities will be notified of eligibility. Students in Grades K-5 will be handled on a case by case basis. Each extra-curricular activity will follow its own set of consequences for ineligibility.

INTERSCHOLASTIC SPORTS ELIGIBILITY

ACADEMIC STANDARDS

Academic eligibility is based on weekly academic performance. The Dean of Students will check MySchoolWorx every **Friday** for any students with a failing homework or subject grade. The Dean of Students will alert the student, coaches, and parents by Friday afternoon.

To be eligible for athletic participation, students must:

- Maintain a passing grade in every subject.
- Maintain a passing homework grade in every subject.

Any student who is academically ineligible will be ineligible to participate in the next athletic game or contest. Failure to be eligible two weeks in a row eliminates the student from all participation (games and practices for 1 week). The third consecutive week of ineligibility will result in the student being removed from the team.

**Academic eligibility for students who have been diagnosed with learning disabilities will be handled on a case by case basis. The student’s attitude and level of effort will be considered.

DISCIPLINE STANDARDS

Athletes at Clearfield Alliance Christian School are expected to be leaders in the classroom, not only academically but also in their conduct and behavior. They are held to a high stand of behavior expectations. Any student who incurs a discipline related consequence (i.e. detention, suspension) will be ineligible to participate in the next athletic game or contest.

ATTENDANCE REQUIREMENTS

Regular attendance at practices and games is expected of all students participating in a sport.

In order to participate in games and practices, students may not miss more than 2 hours of the school day. Exceptions may be approved on a case-by-case basis with administration.

If a player is ineligible to play for academic, disciplinary, or attendance reasons, the student may not dress for the game, travel with the team to an away game, or sit on the bench.

CACS Student Technology Usage Policy

CACS supports the use of the Internet and other computer networks at school in order to facilitate learning, teaching, and daily operations through interpersonal communications and access to information, research, and collaboration.

- CACS establishes that network use is a privilege, not a right; inappropriate, unauthorized, and illegal use will result in cancellation of those privileges and appropriate disciplinary action.
- Network storage areas and school issued accounts are not private property. Network administrators may review files and communications to maintain system integrity and ensure that users are using the system responsibly.
- Students are expected to act in a responsible, ethical and legal manner in accordance with school standards, accepted rules of network etiquette, and federal and state law. Specifically, but not limited to, the following uses are prohibited: illegal activity; commercial or for-profit purposes; non-school related work; product advertisement or political lobbying; hate mail, discriminatory remarks, and offensive or inflammatory communication; unauthorized or illegal installation, distribution, reproduction, or use of

copyrighted materials; access to obscene or pornographic material; access by students and minors to material that is harmful to minors or is determined inappropriate for minors in accordance with school policy; inappropriate language or profanity; transmission of material likely to be offensive or objectionable to recipients; intentional obtaining or modifying of files, passwords, and data belonging to other users; impersonation of another user, anonymity, and pseudonyms; fraudulent copying, communications, or modification of materials in violation of copyright laws; downloading, loading, or use of unauthorized games, programs, files, or other electronic media; to use a disk or CD brought into the school from an outside source that has not been properly scanned for viruses in accordance with the procedures approved by the administration; disruption of the work of other users; destruction, modification, abuse or unauthorized access to network hardware, software and files; quoting of personal communications in a public forum without the original author's prior consent; and student use of e-mail or chat rooms, unless under the direct supervision of a teacher for instructional purposes, is prohibited.

CELL PHONES

Cell phones must be turned off and headphones/ear buds removed prior to entering the building. Cell phones must stay turned off and stored in the student's 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 2:35 p.m. dismissal bell.

PERSONAL ELECTRONIC DEVICES

Personal electronic devices (i.e. laptops, Chromebooks, iPads) may not be brought to school unless specific permission is given from the classroom teacher or administrative team.

SCHOOL OWNED DEVICES

- May only be used for educational purposes at home and at school
- Must be carried securely in a carrying case
- Treated properly to prevent any careless or malicious damage
- Must never be left unattended in an unsecure or unsupervised location
- Must be charged to full capacity each night
- May not be shared with other students or individuals

Damages to or issues with the device must be reported to the IT personnel immediately. Students must not alter or attempt to change, disable, or circumvent the management settings, content filters, or virus protection software on my device.

COMPUTER LAB RULES

- All fore-mentioned technology policies must be followed.
- No food or drinks are allowed in the lab.

- Any usage of the lab or devices from the lab must be supervised by a staff member. Any device taken out of the lab must be signed out on the appropriate sheet and signed back in when returned.

CACS Dress Code Policy

At the Clearfield Alliance Christian School, it is our belief that the physical appearance of our students is an essential element in developing personal responsibility. Dress Code appropriate clothing is to be worn each school day unless a special dress day has been designated. No dress code is all-inclusive; therefore, styles may be deemed inappropriate at the discretion of the Administration.

The CACS dress code exists to promote modesty and neatness in dress and appearance. It is founded on biblical principles and professional societal norms that our school values highly. The following summarizes these principles:

1. **Biblical Modesty** – Attire should reflect outward modesty and an inward spirit of self-control.
2. **Compliance to Authority** – Attire should reflect an attitude of compliance and submission to guidelines developed by school authorities, demonstrating respect toward self, students, teachers, administration, and parents. The administration reserves the right to prohibit clothing of any style or trend as the need arises.
3. **Professionalism in Appearance** – Attire should reflect an understanding of compliance to life situations regardless of personal preferences. We all encounter workplaces and environments with policies that identify dress as appropriate or inappropriate.

GENERAL GUIDELINES

- Students should ENTER and EXIT the building each day in dress code compliance. (Unless prior arrangements have been made.)
- Clothing must be neat, clean, modest, hemmed, and SIZE/LENGTH APPROPRIATE.
- Clothing should not be tight fitting nor should underclothing be exposed.
- Clothing should not be stained, dirty and/or frayed with holes or patches.
- Outerwear may not be worn during the school day in the classroom or hallways.
- No hats or sunglasses may be worn.

DRESS CODE ELEMENTS

1. Pants: May be worn during the entire school year
 - Must be Khaki/Tan
 - May not be tight fitting
 - May not be knit material
 - May not be cargo style
2. Shorts: May be worn during August, September & May

- Must be Khaki/Tan
- May not be tight fitting
- May not be knit material
- May not be cargo style
- May not be cuffed
- Must be Bermuda Length (within 1" of the top of the knee)

3. Polo Shirts

- May be short sleeve or long sleeve
- Must be solid red, black, or white: No color variations or colored trim. Nothing heathered or variegated
- Must have buttons
- Must be long enough to avoid exposing the midriff with normal movement
- No long sleeve shirts or turtle necks may be worn underneath
- May not have writing on it with the exception of a 3" brand logo
- May not be tight fitting

4. Cold Weather Options

- Must be solid red, black, or white: No color variations or colored trim. Nothing heathered or variegated.
- May be a sweater or fleece
- May not have a hood
- May not have writing on it with the exception of a 3" brand logo
- Must be worn over a dress or Polo shirt, which must be visible

5. Dresses/Skirts

- May be any color or pattern: No "Pictures" or denim
- Length must fall within 1" of the top of the knee (Slits may be no higher than 1" above the knee)
- No spaghetti straps. Sleeveless dresses are permitted if all parts of the "strap" are at least 2" wide. No plunging necklines or other cut-outs.
- Skirts/Jumpers must be worn with a solid red, black, or white polo shirt
- No long sleeve shirts or turtle necks may be worn underneath
- Solid red, black, or white sweater or fleece may be worn overtop (See Cold Weather Options for additional details.)

6. Shoes

- Should be appropriate and comfortable
- Sandals/Crocs are permitted with a heel strap
- No shoes with a skate apparatus or cleats
- Shoes intended to have laces must be worn with laces or kept tied

JEANS DAY ATTIRE: On special days, the Administration may designate a Jeans' Day. This is a privilege, and students must still follow the guidelines.

1. Jeans

- May be any color or pattern
- May not be tight fitting
- May not have fraying or holes (with or without fabric backing).
- Loose athletic pants are permitted. No tight-fitting leggings.

2. Shirts

- May have pictures provided the content is consistent with the values of CACS
- May have hoods

OVERALL APPEARANCE

1. Girls' Guidelines

- Hair may not cover the eyes
- Hair may not have unnatural coloring
- Designs/words may not be shaved into the hair
- No visible tattoos (real or fake)
- Piercings are limited to the ear

2. Boys' Guidelines

- Hair may not cover the eyes
- Hair may not have unnatural coloring
- Designs/words may not be shaved into the hair
- Hair must not extend below the collar or the middle of the ear
- Sideburns may not extend past the tip of the ear lobe
- Clean-shaven faces are required- no beards or mustaches
- No visible tattoos (real or fake), piercings, or gages

DRESS CODE DISCIPLINARY GUIDELINES

- Any student found in gross violation of the clothing dress code will be sent to the office. Parents will be notified to bring in the proper clothing. The student will remain in the office until a change is received. Detentions will be given for the third and subsequent like offenses.
- Any student found in violation of Overall Appearance Guidelines (including hair, tattoos, and jewelry) will be given a verbal warning. If the student doesn't comply (or provide a plan of action) by the next school day, a written warning will be issued. If the student still fails to comply (or provide a plan of action), detention will be given for the current and subsequent like offenses.

SOG ACTIONS

CACS students must:

- Dress in conformance with one's biological sex

- Use the restrooms, locker rooms, and changing facilities conforming with one's biological sex
- Abstain from all intimate sexual conduct outside the marital union of one man and one woman as defined in the CACS Statement of Faith

CACS General Building Policies

VISITORS

CACS limits the number of visitors in the building during the school day. All visitors must have a preapproved purpose, enter and exit through the front doors, and must sign in with the office. Visitors must wear a badge at all times during the building. Any items dropped off during the school day for students should be left between the glass doors in the foyer. School personnel will retrieve items and deliver them to the appropriate students.

STUDENT TEXTBOOKS

Student textbooks are a combination of student-purchased books and rental of school-owned textbooks. In order to protect textbooks for future use, all hardbound textbooks must be covered with a paper cover.

LOCKERS

Lockers are property of CACS and are loaned to students in Grades 5-12 for the duration of the school year. Lockers must be cleaned out a minimum of once per month. Any food or beverage items kept in lockers must be properly sealed at all times. School officials may search lockers, desks and other areas provided for storage of school and personal belongings when there are reasonable grounds for suspecting that such a search would reveal evidence of illegal activity or a violation of school regulations.

STUDENT DRIVING PRIVILEGES

Students with a valid driver's license are permitted to drive to school. A student driver's form must be completed and submitted to the Dean of Students. Students must park in assigned locations. 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. Student drivers who are tardy more than three (3) times per nine weeks will lose their driving privileges for ten (10) school days. Further consequences will be imposed for students who lose their driving privileges more than once.

CACS Cafeteria Policy

Clearfield Alliance Christian School participates in the Community Eligibility Program through the National School Lunch Program. Each student is eligible for 1 free breakfast and 1 free lunch each school day. At lunch, students may purchase an additional milk for \$.50 and an additional lunch for \$2.50. Lunch money is kept in family accounts and should be turned into the office prior to purchasing additional items. If a family's lunch account reaches -\$5, students will no longer be able to purchase additional items until the balance is paid. Report cards and

awards will not be released at the end of the school year until all lunch account balances have been paid.

Breakfast

- Kindergarten: Served in the Cafeteria
- Gr. 1-12: Grab and Go
- Students are not permitted to bring in their own breakfast items.
- Students in Gr. 5-12 must finish their breakfast and dispose of their trash by 8 a.m.

Lunch

1. Students will line up in classroom and proceed to lunch area as a group.
2. Only quiet conversation is permitted in the lunch area.
3. No throwing items, straw paper, spitballs, etc.
4. Running, roughness, boisterous behavior, teasing, etc. is prohibited.
5. Students are not permitted out of their seats until permission is granted.
6. Students must raise their hand for the teacher's attention.
7. Students must leave their lunch area clean. Each student is to make one trip to the garbage can- clearing their area of all food and trash.
8. The cafeteria lights will be turned off to signal quiet time and clean up for the students.
9. Students will line up to be dismissed from the lunch area.
10. 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.

CACS Code of Conduct Policy

CACS students are expected to follow all CACS rules and regulations as listed in the Student Handbook and all directives given by persons in authority.

STUDENT ATTITUDE

- Respectful of others including but not limited to: teachers, bus drivers, staff members, volunteers, chaperones, fellow students, and members of other schools
- Immediate obedience in a positive, respectful manner to all persons in authority
- Absolute honesty in all circumstances and in all responses to staff (no cheating, lying, deceiving, or misleading behavior)
- Christ-Like Behavior in all attitudes and actions living according to Biblical principles and values

A 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."

An Accurate Biblical Definition: "Obedience is doing exactly what you're told to do, when you're told to do it, with a right heart attitude."

STUDENT CONDUCT

A. Transportation:

1. Respect driver by obeying all instructions immediately.
2. Do not eat food or drink in the school bus or van without permission.
3. Stay in your seat from the time you enter the vehicle until you exit.
4. Do not tease, argue, or abuse (physically or verbally) fellow students.
5. Walk! Do not run to or from vehicle.

**Students will face loss of riding privileges if transportation rules are not followed.

B. Arrival

1. Always walk. Never run.
2. Loud talking, yelling, or boisterous behavior and roughness are prohibited.
3. No loitering in the halls. You should neatly and quickly arrange personal items on the designated hooks or personal locker then enter the classroom.
4. Once in the classroom, you must obtain permission to go to the restroom, lunchroom, or office.
5. If you forget something, you may ask to use the office phone to call home prior to the morning bell. Otherwise, the office personnel will make the call.
6. No outside food or drink (except water) is permitted in the classroom.

C. During the School Day

1. Class begins at 7:55 a.m. If you are not in your classroom when the 7:55 a.m. bell rings, you are considered tardy. If you enter the school after the bell rings, you must obtain a Tardy Pass from the Office.
2. No eating or drinking (except water) in class. School provided breakfasts should be eaten during the schedule breakfast time. Other special activities or snacks are for the entire class at the teacher's discretion.
3. A Dress Code Check will be conducted by each teacher at the start of the day. If you are found in violation of the dress code, you will be subject disciplinary action.
4. Do not keep books or other objects in the aisle. All personal items must be kept in your desk or locker.
5. Never be out of your seat without the teacher's permission.
6. No sharpening of pencils or going to wastebasket during class instruction time.
7. You may not turn around in your seats. Your eyes should be on the teacher, board, or your own work.
8. Writing personal notes/passing personal notes is not permitted during class. Any notes found will be confiscated and become the property of the administrator.
9. Chewing gum is not permitted at any time.
10. You are not permitted to comment in class without raising your hand and being recognized by the teacher first. No disrespectful comments, sarcastic remarks, or quips of any kind are permitted.
11. 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.
12. You are not permitted to go through the teacher's papers, sit at the teacher's desk or access the teacher's desk drawers for any reason.
13. You must take good care of all school property. Vandalism, defacement or destruction of school property is unacceptable. Students will be held financially responsible for cleanup, repair of, or replacement of damaged proper property.

14. No sleeping in class. If a teacher cannot see your eyes or your head is down, it will be assumed that you are sleeping. This is automatic detention.

D. Hallway Behavior

1. Always walk. Never run.
2. Loud talking, yelling, or boisterous behavior and roughness are prohibited.
3. No loitering in the halls.

E. Dismissal

1. Class is in-session until the bell rings.
2. All students must remain in the classroom until they are called. (With the exception of student drivers and siblings who are dismissed by the bell.)
3. When called, students must leave the classroom quietly and quickly. Students should walk to the foyer without talking or running. In the foyer, students must stand quietly in the designated spots.
4. All students must be picked up by 3:00 p.m.

**Students will face disciplinary action if school rules are not followed.

The following items ARE NOT PERMITTED at school:

- Print material without educational value that has not been approved by the classroom teacher
- Any form of indecent or vulgar literature or pictures
- Real or toy knives, guns, or any 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
- Personal electronic devices (except cell phones: see Cell Phone Policy)
- Toys (including fidget spinners, poppers, etc.) from home that have not been specifically requested by the classroom teacher

**CACS is not responsible for lost or stolen items.

CACS Discipline Policy

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 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

- e. The potential effect of the misconduct on the school environment.

The goal of discipline at Clearfield Alliance Christian School is to correct and train students to fully develop their character, promote behavior consistent with a Biblical worldview, and protect the overall safety and education environment at CACS.

In order to achieve this, the administration may need to investigate actions and events. The administration has full discretion and may seek to question students alone or in groups without parental notification or attendance.

CACS desires to work alongside of parents within the process of discipline. CACS will communicate expectations and investigative 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.

CODE OF CONDUCT INFRACTIONS

1. **Reprimand:** Many infractions of an intentional or unintentional minor nature can be handled by gentle reprimand. If such infractions become repetitive or defiant, they will be handled in a firmer way. These will be recorded on MySchoolWorx by the appropriate staff member.
2. **Warning:** A warning comes after a reprimand as a formal notice of consequences to follow should the inappropriate behavior not be corrected. These will be recorded on MySchoolWorx by the appropriate staff member.
3. **Consequences:** Penalties will be enforced as follows:
 - Level 1 Infraction: Detention
 - Level 2: Detention or in-school suspension. (In serious cases where offenses are repeated, the administration may impose probation, suspension, or even expulsion).
 - Level 3: Suspension, probation, and possible expulsion (Repeated offenses will lead to stricter consequences.)

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. Three tardies (school or class) or unexcused absences
- i. Three violations of the clothing school dress code
- j. Failure to comply with the Overall Appearance Guidelines after written warning

- k. 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)
- 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. Failure to comply with the CACS Technology Usage Policy
- b. Stealing, lying, deceiving or forgery of parent's signature
- c. Cheating
- d. Gambling on school grounds
- e. Leaving campus without permission or skipping school/class
- a. Aggressive behavior such as repeated verbal insults or attacks on others, publicizing hurtful or slanderous information about anyone
- f. Use of a teacher's or another student's password, keys, or identity
- g. Damaging personal or school property
- h. Showing willful disobedience and/or gross disrespect
- i. Excessive detentions/habitual discipline referrals/pattern of irresponsible behavior
- j. Repeated Level 1 offenses

LEVEL 3 INFRACTIONS: PROBATION, SUSPENSION, OR 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. Hazing (making another student(s) do things to be accepted)
- f. Civil and criminal offenses
- g. Actions outside of school which have led to police arrest and judicial conviction
- h. Violation of Fire Safety Regulations: Including tampering with fire alarms, using matches, lighters, or firecrackers
- i. Sending or displaying threatening material
- j. Bullying, threatening, intimidating, use of ridicule or causing bodily harm to any person will result in certain disciplinary action. See also: Anti-Bullying Policy
- k. Repeated Level 2 offenses
- l. Pregnancy or fathering a child

CHEATING

If a student is found cheating, it is an automatic detention for the first offense, ½ day in school suspension for the second, and a full day in school suspension for the third offense. After that, the student may be expelled. In addition, any instance of cheating, including plagiarism, will result in a zero. Depending on the situation, cheating could result in a failing grade for the course students apprehended for cheating will receive a zero for that assignment. All work

should be original work done by the student and should only be submitted for one class.

DISRESPECT

Disrespect towards staff or students is unacceptable. Students who are disruptive and/or disrespectful will be written up by the classroom teacher. This student will also be sent to the office for a conference with the Dean of Students. The student will also receive an automatic detention. Any student receiving three write-ups for disrespect will be issued a one-day in-school suspension. If the student is written up three more times, the student will receive a two-day in-school suspension. Three additional write ups will initiate a three-day in school suspension. A letter will be mailed to parents each time a suspension is issued. After that, the student may be expelled.

DRESS CODE VIOLATIONS

Any student found in violation of the clothing dress code will be sent to the office. Parents will be notified to bring in the proper clothing. The student will remain in the office until a change is received. Detentions will be given for the third and subsequent offenses each nine weeks.

Any student found in violation of Overall Appearance Guidelines (including hair, tattoos, and jewelry) will be given a verbal warning. If the student doesn't comply by the next school day, a written warning will be issued. If the student still fails to comply, detention will be given.

STEALING, LYING, DECEIVING, AND FORGERY

If a student is found to be stealing, lying, deceiving, or forging a parent's signature, it is an automatic detention for the first offense, ½ day in school suspension for the second, and a full day in school suspension for the third offense. After that, the student may be expelled.

SLEEPING IN CLASS

Sleeping in class is prohibited. If a teacher cannot see a student's eyes or a student's head is down, it will be assumed that the student is sleeping. This is automatic detention without warning.

SKIPPING DETENTION

Students who fail to serve an assigned detention will automatically receive an additional day of detention.

ACCUMULATED DETENTIONS

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

MORNING DETENTIONS

Morning detentions may be assigned in circumstances of habitual tardiness and/or skipped/unserved detentions.

DRUG POLICY

Students will be given an automatic suspension for use, possession, or sale of any drug (including but not limited to alcohol and tobacco) in any form on school grounds or at a school activity. Action must be confirmed by school authorities. Any illicit substance will be turned over to the appropriate law enforcement authorities. Parents will be notified to come and pick up any additional items.

FIGHTING

Any student involved in a physical fight on school grounds will automatically be given a one to three-day suspension. Any fight determined by the teacher or administrator to be severe may lead to an indefinite suspension awaiting a School Board decision.

LEAVING SCHOOL GROUNDS

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. After that, the student may be expelled.

PREGNANCY POLICY

Pregnancy or fathering a child will result in the immediate expulsion of the student, with the right to appeal and possible review for future reinstatement. Any student who becomes pregnant or fathers a child must report this information to the administration as soon as possible. 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 or has fathered a child but the student or student family fails to provide medical proof, the administration may suspend the student until medical proof is present.

TERRORISTIC THREATS

If a student makes a terroristic threat, with two or more witnesses, the appropriate law enforcement authorities will be notified. The student will be immediately expelled with no opportunity to appeal the decision.

WEAPONS

The possession, use, threat of use, distribution, or attempted distribution (by sale, gift or otherwise) of any type of operable or inoperable weapon (including toys or replicas) 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. Any staff member, parent, or student with knowledge of

threat, possession, or the actual use of a weapon should immediately report it to the administration. The appropriate law enforcement authorities will be notified and the student will be removed from school grounds pending a full investigation.

PROBATION

Students may be placed on Disciplinary or Academic Probation by the administration to give the student an opportunity to correct a problem. The probation period is for a minimum of nine weeks and not more than one year. Probation results in a loss of participation in all positions of trust and responsibility and extra-curricular activities. 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 first full day following the Administrative Conference with the 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

EXPULSION POLICY

If a student is expelled, the student will not be permitted to attend CACS for the remainder of the current marking period plus an additional two marking periods. After the expulsion has been served, the student may submit a written appeal to the School Board for re-enrollment. The student and parent/guardian will then be required to interview with the School Board. If the student is re-admitted, a 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.

OFFENSES FOR IMMEDIATE EXPULSION

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

CACS Anti-Bullying Policy

Bullying is defined as 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). Negative actions exhibited by students will be addressed in a fair and balanced manner by the Dean of Students. 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
- Will be handled by the classroom teacher.
- Consequences will include 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.
- Will be handled by the classroom teacher or Dean of Students.
- Consequences will include restitution and detention.
- Depending on the severity, a suspension may be given, and a parent conference may be required.

BULLYING

- Intent is to intentionally hurt.
- Behavior is frequent.
- Behavior intensity level is moderate to severe.
- Behavior duration is long.
- Negative behavior is mostly one sided.
- Will be handled by the classroom teacher and the Dean of students.
- Consequences will include restitution, a parent conference, and a minimum one-day suspension.

If a student is being bullied, please contact the Administration immediately. Strategies for dealing with student conflict include: ignoring mean statements, walk away, stay away, keep a friend nearby, use a strong voice and say STOP!

CACS Financial Policy

The financial stability and well-being of the Clearfield Alliance Christian School depends on the commitment of CACS families to meet their financial obligations in a timely manner. Therefore, when tuition and other fee payments are delinquent, it can quickly become a serious matter.

CACS understands that unexpected financial situations may arise. The Administration's goal is to make Christian education affordable and work with families who truly desire a Christian education. It is important that the financially responsible party maintain open communication with the Administration to ensure a complete understanding of each family's financial circumstance. **If a responsible party is unable to meet its financial obligation, it is the family's responsibility to contact the CACS Administration immediately** so that a mutually agreeable alternative may be sought.

FACTS MANAGEMENT

CACS collects all payments and fees through the FACTS Management Company. Families must sign up for an account including Auto-Pay for Incidental Expenses to complete the Registration Process. For your convenience, FACTS accepts credit card, bank card, or automatic withdraw from a designated bank account.

Tuition Payment Plan Options

- Full Payment by the end of August with 10% discount
- Semi Annual Payment (August and December)
- Ten Monthly Payments (August through May)

Insufficient Funds

- FACTS will attempt to draw payment 3 times.
- If funds are not available, FACTS charges the account \$30 per attempt.
- After 3 failed attempts, CACS will notify the responsible party in writing requesting that tuition be brought current immediately or Administration is contacted to create a mutually agreeable alternative within 10 days.

60 Days Past Due

- CACS will notify the responsible party in writing by certified letter.
- The student will not be permitted to re-register for the following academic year, participate in Commencement Exercises, or receive their End of Year Report Card until the balance is paid in full or an alternative plan has been approved.
- Repeated, even not consecutive, missed payments are grounds for dismissal.

Past Due Balances

- Any student with past due accounts (tuition, books, lunch, etc.) will not be permitted to re-enroll or begin the school year until balances are paid in full.

TUITION ASSISTANCE OPTIONS

- The WPA K-12 Scholarship Program is available to all enrolled families with financial needs. Applications are generally due at the end of May for the following School Year.
- All families are encouraged to participate in the SCRIP Program which allows families to purchase or sell gift cards to earn money towards their tuition costs.

STUDENT WITHDRAW POLICY

- Registration and Book Fees are non-refundable.
- Students who withdraw before the first day of school are refunded any tuition paid for the school year.
- Any student who attends at least one day of class is financially responsible for the full marking period (9 weeks) of tuition unless the student moves outside of the local area as determined by the CACS Administration.

DISCLAIMER

This goal of this handbook is to communicate current CACS policies and guidelines. It does not contractually bind the Clearfield Alliance Christian School in any way. This handbook is subject to change without notice by the school's governing body.