



Student and Parent Handbook

Compassion Learning Institute

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Office Hours- 8:00 am-2:00pm

School Hours-8:00 am to 2:00 pm

Administrative staff

Director -Natasha Gilsdorf

Administrative Secretary -Erika Estell

Mission Statement

Our mission is to create a safe, academically challenging environment where students are encouraged to develop critical thinking skills, responsibility, and respect for others. We strive to prepare students for lifelong success through Christ-centered education and nurture them to become compassionate, capable leaders in their communities and the world through love and knowledge.

Statement of Faith

At Compassion Learning Institute, our mission is to provide a Christ-centered education that nurtures students spiritually, academically, and socially. Our Statement of Faith reflects the biblical truths that form the foundation of our teaching, community, and values.

1. The Bible

We believe the Bible is the inspired, infallible, and authoritative Word of God. It is the final authority in all matters of faith and life.

2 Timothy 3:16-17; Hebrews 4:12; Psalm 119:105

2. The Trinity

We believe in one God, eternally existent in three persons: Father, Son, and Holy Spirit—equal in power and glory.

Matthew 28:19; 2 Corinthians 13:14; John 14:16-17

3. Jesus Christ

We believe in the deity of Jesus Christ, His virgin birth, His sinless life, His miracles, His atoning death on the cross, His bodily resurrection, His ascension to the right hand of the Father, and His future return in glory and power.

John 1:1-14; Romans 5:8; 1 Corinthians 15:3-4

4. Salvation

We believe that salvation is a free gift from God, received by grace through faith in Jesus Christ alone. We are saved not by works, but by God's mercy and forgiveness.

Ephesians 2:8-9; Romans 10:9-10; John 3:16

5. The Holy Spirit

We believe the Holy Spirit dwells in all believers, empowering them to live a godly life, convicting of sin, and guiding them in truth.

Galatians 5:22-23; John 16:13; Acts 1:8

6. Humanity

We believe that all people are created in the image of God and are loved by Him. Because of sin, all people are in need of redemption through Jesus Christ.

Genesis 1:27; Romans 3:23; Colossians 1:13-14

7. Marriage and Family

We believe that God created marriage as a covenant between one man and one woman and that the family is a foundational institution of society.

Genesis 2:24; Matthew 19:4-6; Ephesians 5:22-33

8. The Church

We believe that the universal Church is the body of Christ, made up of all believers, and that local churches are expressions of that body, called to worship, fellowship, and serve.

Hebrews 10:24-25; 1 Corinthians 12:12-27; Acts 2:42-47

9. Christian Living

We believe that believers are called to live in obedience to God's Word, to love one another, and to be witnesses for Christ in the world.

Romans 12:1-2; Matthew 5:14-16; 1 Peter 1:15-16

This Statement of Faith is foundational to our identity as a Christian school. All staff, board members, and faculty affirm these beliefs as a condition of employment and service. Parents and students are not required to affirm this statement but are expected to respect the school's Christ-centered approach to education.

Dear Students and Parents/Guardians,

Welcome to the 2025-2026 school year at Compassion Learning Institute! We are excited to embark on a year of learning, growth, and community building. Thank you for joining us in this educational endeavor! We are thrilled to build community with you!

At Compassion Learning Institute, we are committed to fostering a high academic standard, while cultivating a faith based culture in our students, and families. Our dedicated faculty and staff strive to empower students with the knowledge, skills, and values necessary for success in school and everyday life. At CLI, we will focus on critical thinking, collaboration, community, and character development to ensure every student reaches their fullest potential.

The 2025-2026 Student Handbook outlines our policies, expectations, and important procedures. We encourage parents and students to review it together and reach out to our administration with any questions you may have.

Please note that the last page of this handbook is a form that requires parent/guardian signatures. After you have completed the form, please turn it into a member of the administration team.

Communication is essential to student success, and we encourage open collaboration between parents, students, and staff. Please stay connected through our facebook page, school website, newsletters, and email for important updates and events.

We are looking forward to an incredible year filled with learning, achievement, and memorable experiences. Thank you for your support and partnership in making this school year a success!

If you have any questions or need assistance, please do not hesitate to contact us. Let's make 2025-2026 a fantastic year together!

With a hope and gratitude filled heart,

Natasha Gilsdorf

Director, Compassion Learning Institute.

**Compassion Collective Learning Institute
2025-2026 School Year Calendar**

Grading Periods

First Semester:

Start of 1st Quarter: August 4th, 2025

End of 1st Quarter: October 2nd, 2025

Report Cards Out: October 5th, 2025

Start of 2nd Quarter: October 13th, 2025

End of 2nd Quarter & 1st Semester: December 18th, 2025

Report Cards Out: December 22nd, 2025

Second Semester:

Start of 3rd Quarter: January 5th, 2026

End of 3rd Quarter: March 12th, 2026

Report Cards Out: March 15th, 2026

Start of 4th Quarter: March 23rd, 2026

End of 4th Quarter & Semester 2: May 21st, 2026

Report Cards Out: May 25th, 2026

Important Dates:

First Day of School: August 4th, 2025

End of 1st Quarter: October 2nd, 2025

Parent-Teacher Conferences: October 3rd, 2025

Fall Break (No school): October 6th-10th, 2025

Thanksgiving Break (No School): November 24th-28th, 2025

Early Release: December 18th, 2025

Christmas Break (No School): December 18th, 2025 - January 5th, 2026

Parent-Teacher Conferences: January 16th, 2025

Spring Break (No School): March 16th-20th, 2026

Last Day of School: May 21st, 2026

Graduation: May 22nd, 2026

An updated copy of the calendar will be sent out if any changes are made.

Tuition

If you are using classwallet for your tuition, please make payments to “Compassion Learning Institute AZ.” Tuition will be due quarterly, based on the ESA funding schedule.

A registration fee of \$55 is charged once a year, and is separate from the tuition fee.

Kindergarten

\$4,900 per year for full-day kindergarten (8am-2pm). Half day Kinder will end at 12:00pm, and is optional for all Kindergarten students.

1st-7th Grade

- \$6,400 per year for 1st-7th grade.

Subjective ESA funding schedule:

Q1: July 1 - September 30

Q2: October 1 - December 31

Q3: January 1 - March 31

Q4: April 1 - June 30

Admission Policy

Students must submit a completed registration packet, completed emergency cards, provide current immunization records, proof of residency, and birth certificate to be enrolled in kindergarten through 7th grade. Parents must notify Compassion Learning Institute of any changes in home address, work address, phone numbers, and emergency contacts.

Transfer Students

We are committed to providing educational opportunities to those seeking to transfer from other schools. Students who transfer to our school during the school year will need to complete the enrollment packet and submit it with all requested documentation including the students' previous school records. All applications are reviewed based on capacity and grade level within 10 business days of receipt. Students who are currently suspended or expelled from their previous school will be considered on an individual basis.

Closed Campus

For the safety of all students and staff members, CLI will be a closed campus during school hours, unless stated otherwise.

Our campus will open at 7:30 am, Mon-Thur. Please do not drop off students before 7:30 am, as there will be no supervision at that time. The school will not be liable for students on school grounds, including the parking lot before 7:30am.

Part of being a closed campus means that students must remain on school grounds during school hours, including lunch, unless arrangements and communication has been made between school staff and parents.

Leaving campus without proper authorization may result in disciplinary action. The safety of each student is of our utmost priority.

To learn more about early drop off and late pick up please contact our office for additional information.

Custody Arrangements

Parents who have special arrangements such as shared custody, or no contact orders, etc. A copy of the most current certified court order must be submitted to the school. A copy of the court order will be kept in the student file. Staff will follow written instructions from the court. If a court order is not on file, the student will be released to the parent or guardian on file. Compassion Learning Institute staff will not be involved in any custody disputes and will not be able to provide any documentation on behalf of the school without a court order.

Drop-off & Pick-up Procedures

Ensuring the safety of our students during drop-off and pick-up times is our priority. To help facilitate a smooth process and minimize congestion, we ask that all families follow the guidelines outlined below.

Morning Drop-off (Before School)

- Drop-off Time: Students should arrive between 7:30 AM and 7:50 AM. Please avoid early arrivals as staff are not on duty until 7:30 AM.
- Designated Drop-off Area: The designated drop-off area is for quick drop-off only. Please pull forward as far as possible to allow other cars to drop off behind you.
- Supervision: Staff will be present to assist students and guide them safely into the building.

- Parking: If you need to walk your child to the door or speak with a teacher, please park in the designated parking spots.

Afternoon Pick-up (After School)

- Pick-up Time: Students will be dismissed at 2:00 PM. Please be on time to avoid congestion in the parking lot.
- Pull forward as far as possible to allow multiple cars to pick up at the same time.
- Stay in your vehicle: For the safety of all, please remain in your car. Staff will help load students into vehicles.
- No parking in the drop-off lane: Please do not park in the drop-off lane. If you need to park, use the designated parking area.

Early Pick-up Procedures

- If you need to pick up your child before dismissal time, please let the school office know.
- In some cases, you will be asked to sign your child out and a staff member will call them to the office. ID may be required.

Important Safety Reminders

- Please respect traffic flow: Please follow all signs and staff directions to ensure the safety of all students.
- Late Pick-up: If you are late for pick-up, your child will be taken to the office, and will wait with a staff member until you are able to receive them.

Reminders for Parents:

- Always update your contact information to ensure you receive any alerts regarding pick-up or schedule changes.
- If someone other than a parent or guardian will be picking up your child, please notify the school in advance and provide proper identification.

Thank You for Your Cooperation!

We appreciate your help in keeping our drop-off and pick-up process smooth and safe for everyone. Your cooperation ensures that all of our students can start and end their school day in a calm and secure environment.

If you have any questions about drop-off or pick-up procedures, please don't hesitate to contact the school office.

Attendance Policy

At Compassion Learning Institute, it is our priority to ensure student empowerment, while optimizing educational time. Each student is expected to be in attendance every day that school is in session. We understand that there will be times where scheduled trips are taken, and emergency situations occur, and will take that into consideration when collating attendance records. It is the parent(s)/guardian(s) responsibility to inform the school of any absences due to unusual circumstances or illness. We reserve the right to determine if the absence is excused or unexcused.

- **Excused Absence:** Absences caused by unexpected events such as student illness, death in the family or other unforeseeable events requires a parent or guardian to notify the school office before the start of the school day. A doctor's note may be required for extended absences.
- **Unexcused Absence:** Absences that are not necessary or caused by false information. This type of absence has not been confirmed by a parent or guardian. The student will not be allowed to make up any missed assignments.

If a student is sick, a parent or guardian must notify the school office before the start of the school day. If the parent or guardian has not called in on the day of absence, the student will be marked as unexcused. For extended absences, a doctor's note may be required for our records.

Attendance Agreement

Please understand that consistent attendance in every class is essential for your student's success. We want to respect our teachers' time and role in your student's educational journey, and ask for your partnership in doing so, by ensuring your students' regular attendance.

Each student is allotted 8 days of unexcused absences in a semester, as per State requirements for school funding. After 8 days of unexcused absences in a year, a notification will be sent by mail to the parent or guardian notifying them of how many absences in each class there are. Parents are able to call to verify dates, and whether the absence should be excused.

Each student is allotted a total of 14 days of absences a year, whether excused, or unexcused. After 14 days of absences in a class during the semester, the parent or guardian will be contacted to set up an attendance contract with the school director.

Tardy Policy

At Compassion Learning Institute, we strive to ensure our students are receiving the best education possible, with the least number of disruptions. Students are expected to be in class on time. If tardiness becomes excessive in any class during the semester, administration will contact the parent or guardian to determine next steps.

Snow Days

Compassion Learning Institute will follow Humboldt Unified School District for 2-hour delays and school closures as closely as possible. If a 2-hour delay occurs, school will start at 10:00 am. Notifications regarding 2-hour delays and school closure will be posted on the school website, and facebook page, along with a phone call from our office staff.

We may make a different decision than the district, based on weather conditions in the school's geographical area. We also know that snow days can be fun family days, and may call those just because!

Parent-Teacher Conferences

Periodically throughout the school year, there will be assigned dates for parent-teacher conferencing. Teachers will be responsible for creating sign up sheets, to schedule a time during those days that work for their, and your schedules. If, for some reason you are unable to attend those meeting dates, please feel free to schedule a meeting with your child's teacher during regular school days. We request that meetings do not exceed an hour, for respect of everyone's time. We understand that this may be subjective to each meeting, and will adjust accordingly.

Homework & Teacher Hours

Homework is assigned to further reinforce application of skills acquired in class. No more than a 4 page packet **per week** will be sent home as homework for your child to complete throughout the week. There will be **no homework** sent home on weekends. Students are responsible for completing and submitting assignments on time. Late work policies will vary by teacher, and may result in point deductions.

Parents are encouraged to follow up with teachers early in the school year to find out more about teacher expectations.

Teacher hours: After school hours will be offered for students who feel they need additional assistance with their schoolwork. Each core subject teacher will offer 30-45 minutes of extra instruction time, on a day of the teacher's choice for additional help, during teacher hours. This will be available to all students, and will be in small group settings.

For more information regarding after-school educational needs, please contact our office.

Make-Up Work

Students who miss classes will be given a reasonable amount of time to complete their schoolwork. The amount of time given will be based on the number of days missed. For students who are absent more than 2 days or may have an extended absence, please contact our office 24 hours in advance so that the teachers have time to get the assignments ready for pick-up.

Student Grades

Kindergarten & 1st grade

Grades will be determined by using a Satisfactory, Unsatisfactory, and Needs improvement scale.

2nd - 7th grade.

Grades will be determined by using an A-F scale.

A= 90%-100%, B=80%-89%, C= 70%-79%, D= 60%-69%, F= 59% and below.

If there are any questions or concerns, parents are encouraged to reach out to our office and teachers.

Curriculum

We will be using Eureka as our ELA and Math curriculum. It is an incredibly well-rounded curriculum that incorporates tactile and practical learning. We chose this curriculum because of its high educational value, and its hands on learning approach. We believe that your student will not just thrive academically, but will also fall in love with learning due to its fun academic model.

Progress Reports/Report Cards

Progress reports will be distributed mid-semester. If there are any behavioral or academic concerns in the classroom, teachers will use progress reports to communicate that to parents, alongside regular communication methods throughout the year. Students will receive report cards at the end of each semester.

Dress Code

At Compassion Learning Institute, uniforms are required to maintain a neat and focused learning environment. Students are required to follow the uniform dress code outlined below:

General Guidelines:

1. Colors Allowed: Students may wear clothing in the following colors:

- Black
- Grey
- White
- Cream
- Plaid patterned clothing (in any of the above colors)

2. Shirts:

- Shirts must be plain in color (black, grey, white, cream) with no logos, words, symbols, or graphics.
- T-shirts, collared, long-sleeve, and sleeveless tank style shirts are acceptable. Spaghetti straps are not permitted for uniform days.
- Shirts must be tucked in during school hours, unless otherwise stated by the teacher.

3. Pants, Shorts, and Skirts:

- Students may wear pants, shorts, or skirts in the allowed colors.
- Shorts and skirts must be at a modest length and pass the fingertip test (the hem of the skirt or shorts must reach the student's fingertips when their arms are at their sides).
- No intentional holes or rips in clothing are allowed.

4. Dresses:

- Dresses must be plain, in one of the allowed colors (black, grey, white, cream), or plaid in those colors.
- Dresses must pass the fingertip test (the hem must reach the student's fingertips when their arms are at their sides).
- Dresses must not have any logos, words, symbols, or graphics.

5. Footwear:

- Sneakers, dress shoes, sandals (must have back strap), and crocs are acceptable.
- Flip-flops are not allowed.

6. Outerwear:

- Jackets, sweaters, and sweatshirts must also be in plain colors (black, grey, white, cream) or plaid in those colors.
- No graphics or logos on outerwear.

7. Accessories:

- Accessories such as belts and hats (for outdoors only) are able to be of any color, as long as they are not a distraction to your student's learning.
- Jewelry should be modest and not distracting.

8. Prohibited Items:

- Clothing with logos, words, symbols, or graphics of any kind.
- Torn or ripped clothing.
- Non-regulation colors (e.g., other colors, bright neon colors, patterns and graphics, etc.).
- Clothing that is too tight, too loose, too short, or inappropriate for the school environment.

Note: Students should come to school each day dressed according to the uniform dress code. Teachers and staff will monitor compliance, and students who do not follow the dress code will be asked to change into appropriate clothing that we have available in the office.

Thank you for your cooperation!

School Supplies

We will provide supply lists to parents twice a year to ensure that our classrooms are stocked up throughout the year. Parents are encouraged to partner with teachers to help keep classroom needs met.

Students will be responsible for the care of all school-issued materials.

Lost or damaged items must be replaced at the student's expense.

Student Use of Cell Phones & Smart Watches

Office phones may be used by students only with staff permission. Cell phones must be silenced and stored away during school time. Unauthorized use may result in confiscation.

Smart watches are permitted on campus, however, are not to be used during class time. There is no exception to this policy. If your child is using their smart watch during class time for anything other than checking the time, it is at the teacher's discretion to take it from them, and return it at the end of the school day. Our goal is to limit distractions while learning.

Lunch and Recess

Lunch- Compassion Learning Institute does not have a cafeteria, so students will need to bring their own lunch to school. We highly recommend that parents provide nutritious and balanced lunches for your students so that they can perform to the best of their ability.

Please note that we do not allow sodas on campus. Water, milk, juices and electrolyte drinks are permitted during lunch. Only water will be permitted in the classroom, unless special arrangements have been made.

Recess- Students will be escorted to the designated play areas by a staff member. Students are expected to follow safe play rules during recess.

Birthday Celebration Policy

At CLI, we love to celebrate our students and make them feel special on their birthdays! To ensure that celebrations are enjoyable, inclusive, and do not disrupt learning, we ask that families follow the guidelines below:

☐ In-Class Celebrations

- Small, simple celebrations may be allowed at the teacher's discretion.
- Families may send in non-food items such as stickers, pencils, or small party favors if they'd like to share something with the class.
- You are allowed to send cupcakes, cookies, or other edible treats for your child to celebrate with their classmates. However, please be mindful of allergies and dietary restrictions before doing so.

☐ At School

- Students may receive a birthday shout-out over the morning announcements or in class.
- Teachers may offer a small, fun activity like a birthday crown, card, or choosing a class job for the day.
- If you would like to, you may spend a special birthday lunch with your child. Please confirm your dates with the administrative team before doing so. Parents may stay for lunch and recess, but will not be permitted into the classroom during instruction time, to minimize distractions.

☐ Summer Birthdays

- Students with birthdays outside of the school year may celebrate a "half-birthday" or on a special day chosen with their teacher.

☐ Party Invitations

- To avoid hurt feelings, party invitations may not be distributed at school unless the entire class (or all boys/all girls) is invited.
- We encourage families to distribute invitations outside of school when possible.

☐ Gifts

- Please do not send in gifts, balloons, or flowers for delivery to the classroom, as they can disrupt instruction.

☐ Our Goal

Our goal is to recognize each child in a fun and thoughtful way while keeping all students safe and included. Thank you for your cooperation and understanding!

If you have any questions about celebrating your child's birthday at school, please reach out to your child's teacher or the front office.

Photography and Videography Guidelines

At CLI, we recognize the value of celebrating student achievements and sharing school events with our community. Photos and videos may be used to highlight learning, activities, and accomplishments. However, we are committed to protecting the safety and privacy of our students and families.

Photography and video may be taken:

- During school events, performances, field trips, and classroom activities
- For educational purposes, school newsletters, yearbooks, and bulletin boards
- For use on the school website, official social media pages, and other promotional materials.

☐ Use on Website and Social Media

Photos and videos shared on the school's website and official social media platforms (e.g., Facebook, Instagram, Twitter) will:

- Never include full names of students unless express parental consent is given.
- Avoid identifying personal information such as home addresses or specific schedules.
- Be carefully reviewed by staff to ensure appropriateness and respect for student dignity.

☐ Parent/Guardian Consent

- At the beginning of each school year, parents/guardians are asked to complete a Media Consent Form indicating whether their child may be photographed or recorded.
- If no consent is given, every effort will be made to exclude that child from photos and videos used for public-facing purposes.
- Parents may change their consent choice at any time by notifying the school office in writing.

☐ Parents and Visitors Taking Photos

- Parents and guardians are welcome to take photos or videos at public school events (e.g., concerts, assemblies).
- We ask that families respect the privacy of others and do not share images of other children on social media without permission from those children's families.
- Recording during instructional time is not permitted unless authorized by the school administration.

☐ Storage and Security

- All photo and video files used for school purposes are stored securely and only accessible by authorized staff.
- Photos and videos will not be sold, shared with third parties, or used for commercial purposes without explicit consent.

☐ Questions or Concerns

If you have any concerns about this policy or wish to discuss your child's media participation, please contact the school office.

Emergency First Aid or Illness

In the event of a serious medical injury that needs medical attention, a staff member or teacher may administer emergency first aid and call 911. Parents and guardians will be contacted immediately. Please make sure all emergency forms and contact information are current. For updated information, please call the office staff and update information for each student in your family.

Sick Policy & Procedure

To maintain a healthy school environment and prevent the spread of illness among students and staff.

1. When to Stay Home

Students or staff should **stay home** and notify the school of absence if they experience:

- Fever of **100.4°F (38°C) or higher**
- Vomiting or diarrhea
- Persistent cough or difficulty breathing
- Rash of unknown cause
- Contagious illness (e.g., strep throat, pink eye, flu, COVID-19)

Note: Individuals should stay home until they are symptom-free for **24 hours** without medication (e.g., fever-reducers).

2. Reporting an Illness

- **Parents/Guardians:** Call the school office by 8:30am to report a child's absence and the reason.
- **Staff:** Notify the school administrator and follow the school's staff call-out procedure.

3. Illness During the School Day

If a student becomes sick at school:

1. They will be sent to the designated health room.
2. An adult will assess symptoms.
3. If necessary, a parent/guardian will be contacted to **pick up the child promptly**.
4. The student will wait in an **isolation area** if symptoms suggest a contagious illness.

Staff with symptoms should notify the office and **leave campus** as soon as coverage is arranged.

4. Returning to School

A student or staff member may return when:

- They have been **fever-free for 24 hours** without medication.
- Vomiting and diarrhea have stopped for 24 hours.
- Symptoms have improved significantly.
- For certain contagious illnesses (e.g., strep throat), a doctor's note or 24-hour antibiotic treatment may be required.

In some cases (e.g., COVID-19 or other public health concerns), clearance from a healthcare provider or a negative test may be required.

5. Communicable Disease Notification

If a confirmed contagious illness is reported (e.g., lice, COVID-19, strep), the school will:

- Notify affected families (without naming individuals).

- Follow **local public health department** guidance.
- Disinfect affected areas thoroughly.

6. Preventive Measures

- Encourage **hand washing, cough etiquette, and tissue use**.
- Regular **cleaning and sanitizing** of classrooms and high-touch surfaces.
- Students and staff are encouraged to **stay home when feeling unwell**.

Medications

Students with prescription medications must have medication self-contained and clearly labeled. Please make sure all medical information is updated and current with office staff for each student in your family. If needed, teachers or administrative staff will administer the medication to the child, after receiving consent from the parent or guardian.

Emergency Procedures & Fire Drill Information

The safety of our students and staff is a top priority. We have established emergency procedures to ensure everyone remains safe, calm, and informed during any type of emergency. These procedures are practiced regularly and reviewed annually.

☐ Fire Drills

- **Frequency:** Fire drills are conducted quarterly in accordance with local and state regulations.
- **Alarm:** The fire alarm system emits a loud bell and flashing lights.
- **Evacuation:** Students and staff evacuate the building immediately using the nearest safe exit. Each class follows a predetermined route to a designated assembly area.
- **Attendance:** Teachers bring their class roster and take attendance once outside. Missing students are reported to school administration immediately.
- **All Clear:** A designated staff member or emergency personnel will signal when it is safe to return to the building.

☐ Lockdown Procedures

Lockdowns may be initiated for intruders, nearby criminal activity, or other safety threats.

- Drills: Conducted at least twice per year.
- Procedure: Doors are locked, lights are turned off, and students remain quiet and out of sight.
- Communication: Parents will be notified after any real lockdown or drill.

☐ Medical Emergencies

- Staff are trained in basic first aid, CPR, and AED use.
- If a child is seriously injured or ill, emergency medical services (911) will be called and parents will be contacted immediately.

☐ Other Emergencies

- Evacuation: For events like gas leaks or fire threats, evacuation procedures similar to fire drills will be followed.
- Shelter-in-Place: Used for environmental hazards like chemical spills. Students remain indoors with all external doors sealed.

☐ Parent Communication During Emergencies

- Parents will receive information via the school's emergency notification system (text, email, phone).
- Please do not rush to the school during an emergency unless instructed. This helps emergency personnel do their job safely.

✓ How Parents Can Help

- Ensure your contact information is always up to date.
- Talk to your child about the importance of drills and staying calm during emergencies.
- Review reunification procedures in the event of an evacuation.

Teacher Code of Conduct

At Compassion Learning Institute, our teachers serve as role models, leaders, and caregivers. This Teacher Code of Conduct outlines the expectations for professional behavior, ethical practice, and respectful communication with students, families, and colleagues.

Professionalism

Maintain high standards of integrity, honesty, and fairness in all actions and decisions.

Adhere to school, and state policies and procedures.

Keep student information confidential unless disclosure is required by law or is in the student's best interest.

Always maintain professional boundaries with students.

Commitment to Students

Create a safe, and respectful learning environment for all students.

Be patient, supportive, and responsive to students' academic needs.

Treat every student with respect regardless of background, ability, or behavior.

Demonstrate positive behavior.

Collaborate with Families

Communicate clearly and respectfully.

Listen to family concerns to support student needs.

Address academic and behavioral information professionally and with honesty.

Maintain privacy and speak about students and families with care and respect.

Colleague Relationships

Treat colleagues, administrators, and support staff with respect, courtesy, and cooperation.

Participate in professional learning, planning, and meetings.

Share knowledge, strategies, and resources to support student achievement and team success.

Address conflicts constructively and avoid gossip or disrespectful behavior.

Instructional Excellence

Plan and deliver developmentally appropriate, engaging instruction aligned with curriculum standards.

Evaluate and monitor student progress consistently and fairly.

Create instruction to meet diverse learning needs.

Accept feedback respectfully to improve teaching methods.

Unacceptable Conduct

Discrimination, harassment, or favoritism toward students or staff.

Use inappropriate language.

Breach of confidentiality.
Dishonesty in records, grading, or communication.
Inappropriate relationships or communication with students.
Substance use on school grounds or while supervising students.

Accountability

Violations of this Code may result in:

Verbal or written warnings.
Meetings with administration.
Performance improvement plans.
Termination of employment (in serious cases).

Compassion Learning Institute is committed to fostering an academic environment that reflects respect, professionalism, and excellence so every child can be successful.

Student Code of Conduct

At Compassion Learning Institute we believe that all students have the right to learn, grow, and feel safe. This Code of Conduct helps students understand the rules, respect others, and make good choices every day.

Our Core Expectations

Be Respectful- Listen to adults and classmates, use kind words and actions, take care of school property and others' belongings.
Be Responsible- do your best work, follow directions, bring what you need to class and take care of your things.
Be Safe- keep hands, feet, and objects to yourself, walk in hallways, stay in safe areas, and use equipment and materials appropriately.
Be Ready to Learn- arrive on time and prepared, stay focused and participate, ask for help when needed.

Unacceptable Behaviors

The following behaviors are not allowed and will result in consequences:

- Hitting, kicking, pushing, physical aggression.
- Bullying or harassing in person or online.
- Using inappropriate language.
- Disruptive behavior during class, lunch or recess by yelling, throwing items, refusing to follow rules.
- Damaging school property or others' belongings.

- Stealing or dishonesty.
- Disrespect to school staff and students.

Cheating/Plagiarism

Our goal at Compassion Learning Institute is to ensure students are putting their best effort to complete school assignments with academic integrity, not just seeking the “right” answer in a dishonest way.

Cheating is defined as copying answers directly from another person and making the information appear as your own. Using devices to retrieve answers without permission to complete homework, quizzes and exams is prohibited unless specified by the teacher

Plagiarism is defined as using answers or information from a source (another person, website, or book) word for word without giving credit to the source. This includes information found through AI such as Chat GPT.

In the event this issue should arise the following actions will be taken:

- Having a conversation with a teacher about academic integrity.
- Getting another opportunity to redo the assignment.
- Receiving a lower grade or incomplete grade on the assignment.
- Parent/guardian notification.
- In repeated or serious cases, further consequences may apply and will be determined during a meeting with the principal, teacher, and parent or guardian.

Consequences and Support

When rules are broken, students may receive:

- Redirection.
- Have a conversation with a teacher or school staff.
- Parent/guardian contact.
- A behavioral plan.
- Meeting with the principal.
- Severe behavioral issues may result in loss of privileges (field trips), suspension or possible expulsion-to be determined during principal and parent/guardian meeting.

We believe that students, families, and school staff need to work together as a team. Parents and guardians will be notified of serious concerns, and we encourage ongoing communication to support each child’s success.

Disciplinary Process

At CLI, we are committed to creating a positive, respectful, and safe learning environment for all students. To help maintain this environment, it is important for all students to follow school rules and expectations. When a student's behavior does not meet these standards, appropriate disciplinary actions will be taken. The goal of discipline is to teach students responsibility, respect, and the importance of following the rules.

General Principles of Discipline:

1. **Respect for Others:** All students should treat others with kindness, respect, and understanding. Disrespectful behavior, including bullying, whether online, or in person, name-calling, or physical aggression, is not acceptable, and will be dealt with promptly.
2. **Responsibility:** Students are expected to take responsibility for their actions, complete their work, and follow the rules of the school.
3. **Safety:** The safety of all students and staff is a top priority. Any behavior that endangers the safety of others, including physical violence or threats, whether online, or in person, will result in serious consequences.

Types of Behavior That May Lead to Disciplinary Action:

- Disrupting the classroom or school environment.
- Disrespecting teachers, staff, or other students.
- Inappropriate physical contact or aggression.
- Bullying, harassment, or teasing, whether online, or in person.
- Vandalism or destruction of school property.
- Not following the uniform dress code.
- Disobeying classroom rules or instructions.

Possible Disciplinary Actions:

1. **Verbal Warning:** A staff member will explain the inappropriate behavior and remind the student of the rules.

2. **Step-Out or Loss of Privileges:** The student may be removed from the classroom or have certain privileges (like recess or special activities) taken away for a brief period.
3. **Parent Notification:** If the behavior continues, parents or guardians will be contacted to discuss the situation and find ways to support the student's improvement.
4. **Written Reflection:** The student may be asked to write a reflection about their behavior and how they can improve.
5. **Detention:** The student may be required to spend additional time at school, either during recess or after school, to complete assignments or reflect on their behavior.
6. **Behavioral Plan:** In more serious or recurring cases, the student may work with teachers and staff to develop a plan to improve behavior, which may include more regular check-ins or other steps to support the student.
7. **Suspension:** For serious or repeated infractions, a student may be temporarily removed from school. Suspension may be in-school or out-of-school, depending on the situation.
8. **Expulsion:** In extreme cases of misconduct, such as ongoing violence or major disruptions, a student may be expelled from school after a thorough review.

Support and Restorative Practices

We believe in helping students learn from their mistakes and make better choices in the future. Our disciplinary process may include restorative practices, where the student works to repair harm done to others and take responsibility for their actions. We also provide counseling and support services to help students develop better social skills, conflict resolution strategies, and emotional regulation.

Note: All disciplinary actions will be applied fairly, consistently, and with respect for the individual needs of each student. We encourage open communication between students, parents, and staff to ensure a positive school experience for all.

Thank you for your cooperation in maintaining a safe and respectful school community!

Parent Code of Conduct

At Compassion Learning Institute, we believe that families and schools work best when we work together. This Parent Code of Conduct outlines the expectations we have for all parents, guardians, and family members to ensure a safe, professional, respectful, and supportive learning environment for all students.

Parents or Guardians will:

- Communicate Respectfully- speak to all staff, students, and other families in a calm and respectful manner in person, on the phone, online, or through messages.
- Use appropriate language and behavior at school events and on school property.
- Encourage their child to follow the school's rules and respect others.
- Help their child arrive at school on time, be prepared, and ready to learn.
- Demonstrate respect.
- Collaborate with the School
- Attend conferences, meetings, and events when possible.
- Respond to school communication in a timely manner.
- Bring up concerns or questions with school staff privately and respectfully—we are here to help!
- Support school staff in helping their child grow academically, socially and emotionally.
- Respect school rules and safety guidelines.
- Sign in at the main office when visiting the school.
- Follow all school safety procedures and directions from staff.
- Bring any issues and concerns to a teacher or administrator.

Social Media

- Social media should be used in a respectful and constructive way.
- Ask for permission from other parents or school staff before posting videos or pictures of other students and school staff.
- Avoid posting negative comments about students, staff, or school. Issues and concerns should be addressed directly to the school personnel.

Inappropriate Behavior

- Yelling, using profane language, or displaying aggressive behavior.
- Threatening or intimidating staff, students, or other parents.
- Gossiping, spreading rumors, or using social media to attack individuals or the school.
- Disrupting classes, school functions, or meetings.
- Approaching other children without staff present.

Code Violation

If a parent or guardian does not follow this Code of Conduct, the following may occur: A meeting with administration, limiting or restricting access to school grounds or events, or contacting law enforcement in extreme cases.

Working Together

We are all here to help children learn, grow, and flourish. When families and schools work together to demonstrate kindness and respect, wonderful things happen for kids!

Thank you for being a valued part of our school community.

Student Concerns, Complaints, and Grievances

Students, parents, and guardians may address concerns directly with teachers or administration. We encourage open dialogue, and relationship establishment through communication.

If concerns were to escalate, a formal complaint must be submitted in writing or via email, to the director

Parents' Right to Know

Parents have the right to request information about their child's academic records and file. The school will provide updates regarding curriculum and school policies.

Withdrawal Procedure

At CLI, we understand that there may be times when a student needs to withdraw from school. Whether a student is transferring to another school or leaving for other personal reasons, we want to ensure that the withdrawal process is as smooth and efficient as possible for both the student and their family. Below are the steps to follow for withdrawing a student from our school.

1. Notify the School:

- Inform the School Office: Parents or guardians must notify the school office of the intention to withdraw the student as soon as possible. This can be done in person or by contacting the school via email.
- Provide a Written Notice: A formal written notice of withdrawal must be submitted to the school, including the student's full name, grade level, reason for withdrawal, and the last

day of attendance. This will help ensure all records are properly updated.

2. Complete the Withdrawal Form:

- Withdrawal Form: Parents/guardians must complete the official withdrawal form provided by the school. This form will ask for relevant information, including the reason for leaving, the new school (if applicable), and any special instructions regarding the student's records.
- Sign the Form: The form must be signed by the parent/guardian to authorize the withdrawal process as this is needed for us to release academic records.

3. Return School Property:

- All school-issued items, which may include textbooks, borrowed books, uniforms, technology devices, and any other property, must be returned before the withdrawal process can be completed. If these are not returned before your child's last day of school, you will be personally billed for the items.
- Cubby or Desk Clean-Out: If applicable, students should clean out their desks, lockers, and cubbies, removing all personal items. Any items left behind after a month of the student's withdrawal will be donated or thrown away.

4. Check for Outstanding Fees:

- Pay Any Outstanding Fees: Before withdrawal is finalized, parents/guardians must clear any outstanding fees, such as lunch balances, or damage to school property. The school will provide an invoice listing any remaining balances.
- Confirm Payment: Once fees are paid, parents will receive confirmation that the student's account is settled.

5. Request Student Records:

- Transfer of Records: If the student is transferring to another school, the parent/guardian can request that the student's academic and health records be sent to the new school. A release form may be required for the records to be sent directly to the new institution.
- Final Report Card: The school will provide the student's final report card, which will include grades, attendance, and any other necessary academic information.

6. Exit Interview (Optional):

- Feedback Session: In some cases, an exit interview may be offered to the parent/guardian and/or student. This allows the school to understand the reason for the withdrawal, gather

feedback about the student's experience, and provide an opportunity for any final questions or concerns.

7. Confirmation of Withdrawal:

- Final Confirmation: Once all steps have been completed, the school will send a confirmation letter to the parent/guardian, stating that the student has officially withdrawn and providing any necessary documentation for future reference.

Important Notes:

- Withdrawal Timing: It is recommended that the withdrawal process be initiated at least one week before the student's last day of school to allow sufficient time for all paperwork, return of items, and transfer of records.
- Return of School Records: School records will only be forwarded once the withdrawal process has been completed and any fees have been settled.
- Special Circumstances: If there are any special circumstances or urgent needs regarding the student's withdrawal, please notify the school office as soon as possible, and we will work with you to accommodate the situation.

We strive to make the withdrawal process as easy as possible for families, and we are here to assist with any questions or concerns. Thank you for your cooperation!

Modifications for Educational Needs

At CLI, we are committed to ensuring that all students have access to an equitable, supportive, and inclusive learning environment. We recognize that each child has unique learning needs and strengths, and we are dedicated to providing accommodations and modifications to help all students succeed to their fullest potential. The following guidelines outline the process for requesting and implementing modifications for students with educational needs.

Understanding Modifications and Accommodations

- Modifications: These are changes made to the content or expectations of a student's learning experience. Modifications may involve altering the curriculum, assignments, or assessments to make learning more accessible.
- Accommodations: These are changes made to how a student accesses or demonstrates learning, without changing the content or expectations. Accommodations may include extra time on assignments, the use of assistive technology, or a quiet space for testing.

Requesting Modifications or Accommodations

1. Parent or Guardian Request:

- Parents or guardians may request modifications or accommodations if they feel their child has a unique educational need. This can be done by contacting the director, or teacher.

2. Teacher or Staff Observation:

- Teachers or staff members who notice that a student may benefit from additional support can initiate a discussion with parents or guardians. A referral for further assessment may be made to determine whether modifications or accommodations are necessary.

3. Educational Needs Review:

- If the school believes modifications or accommodations are appropriate, an individualized assessment will be conducted to identify the student's needs. This process may include meetings with parents, teachers, and other relevant professionals.

4. Development of an Individualized Plan:

- If your student needs a 504 Plan (for students with disabilities) or an Individualized Education Plan (IEP) (for students with more significant disabilities), parents/guardians will need to collaborate with district schools to attain one. These plans will specify the modifications or accommodations needed and outline clear goals for the student's progress.
- CLI can provide learning plans, but they will not be applicable to any other school, nor will they follow the student. CLI plans will not hold any legal authority.

Types of Modifications and Accommodations

1. Classroom Modifications:

- Modified assignments (shortened tasks or alternative assignments).
- Adjusted grading standards for specific assignments or tests.
- Use of visual aids, graphic organizers, or other learning tools to support understanding.
- Peer tutoring or small group work.

2. Testing Modifications:

- Extended time for tests and quizzes.
- Testing in a quiet space or with fewer distractions.
- Oral testing or alternate formats (e.g., oral presentations instead of written assignments).
- Use of assistive technology, such as speech-to-text software or calculators if needed.

3. Behavioral and Social Modifications:

- Positive reinforcement and behavior management strategies.
- Social skills training or support from administration.
- Behavioral interventions that focus on specific challenges the student may face.

4. Physical Modifications:

- Preferential seating in the classroom.
- Access to adaptive tools or equipment.
- Flexible movement breaks to support students with physical or sensory needs.

Monitoring and Review

1. Regular Progress Monitoring:

- Teachers and special education staff will monitor the student's progress toward meeting their goals. This may include regular check-ins, assessments, and adjustments to the plan as needed.

2. Annual Review:

- For students with an IEP or 504 Plan, a review meeting will take place at least once a year to evaluate the student's progress and determine if adjustments are needed to the plan. Parents/guardians will be invited to participate in this meeting, and renew IEP and 504 plans through a district school when the time comes.

3. Ongoing Communication:

- Regular communication between the school and parents/guardians is essential to ensure that the student's needs are being met. Teachers and staff will maintain open communication and work with families to make sure the student is supported both at

school and at home.

Confidentiality

- All information related to modifications and accommodations for students is kept confidential. Only the relevant staff members, including teachers, counselors, and administrators, will have access to this information as needed to support the student's learning.

Recommended Support Services in the Community

Since we are a small, privately funded school, we will not be able to provide a wide range of support services on campus. We highly recommend going into the community for added support regarding:

- Special Education Services for students with specific learning disabilities or other qualifying conditions.
- Speech and Language Therapy for students who need assistance with communication.
- Occupational Therapy for students needing support with motor skills or sensory processing.
- Counseling Services to support students with emotional or behavioral needs.

Parent/Guardian Involvement

We strongly encourage parents/guardians to be actively involved in the process of developing and reviewing their child's modifications or accommodations. Your input is essential to ensure that we provide the best support for your child's success.

Thank you for your collaboration as we work together to meet the diverse educational needs of every student at [School Name]. If you have any questions or concerns about the modification process, please do not hesitate to contact the school.

Volunteers and visitors

1. Visitor and Volunteer Check-In

- All visitors must report to the school's main office upon arrival to check in.
- Visitors must sign in using the visitor log and provide a valid form of identification (e.g., driver's license).

- Volunteers must have a level one, valid fingerprint clearance card.
- Name badges will be issued to visitors and volunteers, which must be worn visibly at all times while on campus.

2. Approved Hours and Areas

- Volunteers and visitors are only allowed to be on campus during designated hours (typically during school hours or as pre-arranged with the school).
- Volunteers are to remain in approved areas (classrooms, common areas, playgrounds, etc.), unless otherwise directed by a staff member.
- Classroom access for volunteers may require coordination with the teacher to ensure activities align with the class schedule and curriculum.

3. Behavior and Expectations

- All volunteers and visitors must respect school policies and treat students, staff, and other visitors with respect and courtesy.
- Any disruptive behavior or actions that compromise the safety of students and staff will result in immediate removal from campus.
- Volunteers should model positive behaviors for students, including language, attitude, and conduct.

4. Child Safety

- Volunteers and visitors should never be left alone with children unless they have completed the school's screening and training process.
- Volunteers should avoid physical contact with students, unless required by the task (e.g., assisting with an activity), or are family members.
- Any concerns regarding student safety or welfare should be reported immediately to school staff or administration.
- There will be no one on one time with a child that is not your own, no following online, or interacting on social media, picture or video taking of anyone else's child, unless the parent has given you consent to do so.

5. Emergency Procedures

- All visitors and volunteers should be made aware of the school's emergency procedures (e.g., fire drills, lockdowns, and evacuations) in the event that they are present for one.
- In the event of an emergency, visitors and volunteers must follow the directions of school personnel.

6. Health and Wellness

- Volunteers and visitors who are sick, showing symptoms of illness, or who have been in contact with someone who tested positive for a communicable disease should refrain from visiting the school.

7. Dismissal

- At the end of the day or after volunteering, all visitors and volunteers must sign out at the main office and return their visitor badges.
- If leaving early, visitors and volunteers should notify the office and sign out before departure.

8. Policy Enforcement

- Any violation of these protocols may result in the visitor or volunteer being asked to leave the campus immediately and could lead to restrictions on future visits or volunteer activities.
- The school reserves the right to update or change the protocol as needed, and all volunteers and visitors must adhere to the most current version.

Field Trip Protocols

Purpose of Field Trips: Field trips provide students with valuable learning experiences that complement classroom instruction. They offer hands-on opportunities to explore, discover, and engage with the world outside of the classroom setting. To ensure the safety, enjoyment, and educational value of each trip, the following protocols must be followed.

1. Pre-Trip Planning

1.1 Permission Slips:

- Permission slips must be signed by the student's parent/guardian and returned by the designated due date.
- The permission slip should include emergency contact information, medical conditions, and any special instructions.
- Parents must be informed of the field trip details, including the date, time, location, and purpose of the trip.

1.2 Transportation:

- All field trips will be transported by approved parent chaperones.
- The number of students and chaperones must be confirmed before finalizing the transportation arrangements.

1.3 Staffing and Chaperones:

- A ratio of at least 1 adult chaperone per 5-10 students is required. Additional chaperones may be requested based on the nature of the trip.
- Chaperones must be informed of their responsibilities, including supervising students, ensuring safety, and assisting with any special needs.
- Staff members will carry a list of all students attending the field trip and be aware of any students' medical or special needs.

1.4 Medical and Emergency Procedures:

- Each field trip will have a first-aid kit, and at least one staff member will be trained in basic first aid and CPR.
- Emergency contact information for all students must be accessible at all times.
- A plan for managing emergencies (weather, medical, etc.) must be in place.

1.5 Itinerary:

- A detailed itinerary, including arrival and departure times, activities, and meal arrangements, must be prepared and shared with all chaperones and parents in advance.

- Copies of the itinerary should be kept in the school office and distributed to all chaperones.

2. Day of the Field Trip

2.1 Student Arrival:

- Students should arrive at school by the designated departure time.
- A final headcount of all students will be conducted before departure.

2.2 Name Tags and Identification:

- Students may wear a name tag with the school's contact information.
- Chaperones should carry a list of students they are responsible for, along with any pertinent medical information.

2.3 Behavioral Expectations:

- Students must follow the school's behavior policy and act responsibly during the field trip.
- Expectations for appropriate behavior, such as staying with assigned groups, following safety rules, and respecting the location and people, should be clearly communicated.
- A reminder to students to be respectful, follow instructions, and remain in the designated area will be given before and during the trip.

2.4 Supervision:

- Each chaperone will be responsible for a small group of students.
- Students must stay with their assigned chaperone at all times.
- Staff will ensure continuous monitoring of students throughout the trip.

3. During the Field Trip

3.1 Safety and Security:

- Students must remain in designated areas at all times and follow instructions from school staff and chaperones.
- Staff and chaperones will monitor students closely during any walking, transportation, or other activities that may pose risks.
- In case of an emergency, chaperones will follow the school's emergency procedures and contact the school administration immediately.

3.2 Communication:

- Chaperones must maintain communication with school staff and report any issues or concerns immediately.
- A communication plan will be in place in case there is a need to contact parents or guardians during the trip.

3.3 Participation:

- Students should actively engage in the learning activities designed for the field trip, whether that involves listening to a tour guide, participating in a hands-on activity, or observing the environment.

4. Post-Trip Procedures

4.1 Headcount and Departure:

- A final headcount will be conducted before leaving the field trip destination and once the group returns to the school.
- Students should be accounted for at all times to ensure no one is left behind.

5. Additional Considerations

5.1 Weather Conditions:

- In case of inclement weather, a contingency plan will be prepared, including indoor activities or rescheduling if necessary.

5.2 Photography and Media:

- Permission to photograph or record videos of students during the trip will be obtained from parents at the beginning of the school year.
- If media will be used during the field trip, parents will be informed in advance.

6. Communication with Parents and Guardians

6.1 Pre-Field Trip Notification:

- Parents will receive a notice about the field trip at least two weeks prior to the trip, outlining the itinerary, expectations, and permission slip requirements.

6.2 Contact Information:

- Parents will be provided with emergency contact numbers for the teachers and field trip coordinator.
- Parents must ensure the school is informed of any changes to their contact information prior to the trip.

6.3 Post-Trip Update:

- Parents will be notified of any issues or incidents that occur during the field trip, as well as the time the students are expected to return to school.

Pledges & Chapel

- Chapel will be held every Monday, to start our week off with a Biblical foundation.
- Chapel will consist of praise & worship, and a short sharing time.
- Pledges will be done daily, before the start of the school day. We will do the pledge to the American flag, and the pledge to the Bible.

American flag- "I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all."

Bible- "I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path, and will hide its words in my heart, that I might not sin against God." (*Based on Psalm 119:105 and Psalm 119:11*)

This handbook serves as a guide to help students and parents understand school expectations and procedures. By following these guidelines, we ensure a positive and successful school experience for all.

Compassion Learning Institute

Policies and Procedures Handbook Signature Page

Student printed Name: _____

Parent/guardian printed Name: _____

Parent printed Name: _____ (optional)

By signing below, I confirm my acceptance and agreement to abide by the policies and procedures set forth in this handbook.

Student Signature: _____ **Date:** _____

Parent/guardian Signature: _____ **Date:** _____

Parent Signature: _____ **Date:** _____ (optional)
