



“Your Education Is Your Future”

Student & Parent Handbook

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MISSION

Our mission is to collaborate with parents in educating their children to think and act like followers of Christ (a Christian), and to pursue academic excellence in a joyful submission unto the Father and His Son Jesus Christ. To implant within each child the gift of making the correct decisions based on the way our Lord and Savior Jesus Christ would make a decision.

VISION

Center of Life Academy aims to graduate those students who think clearly and listen carefully with great judgment and understanding, who are realistic and trustworthy, who are capable of evaluating their life experiences in a positive light based on the Word of GOD, and doing so with the eagerness, the joy, and the submission to GOD the Father and His Son Jesus Christ. We aim to cultivate them to be well prepared in all situations, possessing both information and the knowledge of how to use it.

We desire they be socially graceful and spiritually gracious; equipped with and understanding the tools of learning; desiring to grow in understanding, yet fully realizing the limitations and thoughtlessness of the knowledge of this world. We desire they have a heart for the lost and the courage to seek to alter the lives of those who are stumbling towards destruction. All these we desire them to possess with meekness and gratefulness toward GOD.

We likewise aim to develop these same qualities in our faculty and staff. We desire them to be professional and thorough in their work, exceptional in teaching, loving their students and their subjects. We desire that they possess a lifelong hunger to learn and grow; and that they have opportunity to be refreshed and renewed. We desire to see them coach and nurture new staff and to serve as academic mentors to students. We look to see them mature in Christ, growing in the knowledge of GOD, and raising their own children to walk with the Lord.

We aim to cultivate in our parents a sense of responsibility for the school; to see them well informed about the goals of our Christian foundation approach. We desire them to grow with the school, involved in and excited about the journey. We aim to help them to follow biblical principles in addressing concerns, to be inclined to hearing both sides of a story before rendering a verdict, and to embrace the Scripture's commandments to encourage and inspire one another to love and do good works.

EDUCATIONAL PHILOSOPHY

CLA is only a Christian school to the extent that we have adapted our education - both in its belief for existing, as well as in its philosophy of teaching and in the selection of curriculum to the Word of GOD. We select and develop curriculum not with a view to higher SAT scores (although we are confident that will be the case), but with a view to teaching children how to think, speak, write, and live in such a persuasive way as to out-think this present culture in whatever discipline he or she might later pursue - and to be able to do so self-consciously as Christians. Young men and women filled with grace and truth, confident as to why they exist and to what GOD has called them. We exist as a Christian school, not to be a substitute for the local public or any government school, but we believe that the government has absolutely no warrant for taking the responsibility

for the education of children. That responsibility has been laid squarely upon the shoulders of the parents, and more particularly the fathers. Fathers must teach their children how to bring their theology to bear on everything. This is what it means to build a Christian worldview.

The first social unit instituted was that of the family. One of the primary purposes of the family is the nurturing and rearing of children. This responsibility is given by GOD to parents. Christian education should supplement and encourage rather than replace the training children should receive in a Christian home. CLA exists to assist families in the fulfillment of the Biblical directive to "train up children in the way they should go." It is not the goal of the school alone to replace the home or to solve academic or behavioral problems, but increase knowledge and positive thinking.

The teacher's lifestyle should be that of an ideal Christian role model. The Christian Educator is to be a guide, or resource person, in the wonderful experience of learning. The educator must have experienced the reality of what he/she is teaching or he is merely the "blind leading the blind". It is essential that the teacher believe in the Christian faith. As an educator, he/she functions according to the educational principles contained in the Word of GOD. An effective teacher at CLA must be a leader who exemplifies what he/she is teaching. In light of this passion, faculty members are selected for both their spiritual maturity and professional ability. CLA believes that students learn as much from their teacher's attitudes and role modeling as they do from the planned classroom assignments and instructions.

Christian education requires submission of all intellect and will to the Father and the Lord Jesus Christ. The goal of Christian instruction is to develop attitudes and behaviors consistent with biblical principles. The standard of measurement of Christian education is attaining to the fullness of maturity in Christ. This process requires that all knowledge and actions be integrated into a world-view that reflects biblical truth and the activity of the Holy Spirit.

SCHOOL POLICIES AND GUIDELINES

Attendance & Tardy Policy

ATTENDANCE POLICY

By Florida State law, children are required to be in school, unless excused for sickness or a family emergency. Regular attendance is vital for effective instruction and learning.

“Legal or excused” absences:

(i.e., absences due to sickness or family emergency, court appearances, college visits)

If a student is absent, parents are to call the school office at (305) 571-9191 before 9:00 am on the day of the absence. If the absence is thought to extend for more than a day, then arrangements should be made by the students with his/her teacher(s) for homework assignments. In the case of an absence of one day, the student must hand in work due on the day of the absence upon his/her return to school. All additional work must be made up according to the teachers' instruction, but during a period not to exceed one week.

Planned absences:

(i.e., absences for reasons other than sickness or family emergency).

Parents are encouraged to avoid scheduling trips and activities that conflict with the published school calendar. When students are absent, they miss important class presentations, discussions, and corrections of assigned homework. Teachers spend valuable time helping students "catch up." The entire educational process for all students is compromised when this occurs. In the case of a planned absence, the following procedures will be followed:

- a. When a parent notifies an Administrator of an intended absence prior to the absence, an Administrator will communicate (via an Excused Absence/Tardy form carried by the student) with the teachers. The student is responsible for obtaining signatures from each of his or her teachers and coaches, as well as his or her parents. This form is turned in to the office as the official excuse. An Administrator will designate on the form whether the absence will be "excused" or "unexcused."
- b. Long-term written assignments or projects due during the time of a planned absence must be turned in prior to the absence if assigned five or more days prior to the absence. If not assigned five or more days prior to the absence, the assignment must be turned in on the day the student returns to school after the absence.
- c. During the absence, teachers will maintain a record of work to be made up upon the student's return. This material will be given to the student on the first day of attendance after the absence. The student (parent in elementary) is responsible to seek this material from the teachers. (Parents who need to communicate with teachers should do so after the school day.)
- d. Work missed during an illegal absence must be completed within a mutually agreed upon time period, not to exceed one week after the student's return. Work not completed within one week will receive a grade of zero. It will be the responsibility of the student (or elementary-parents) to arrange with the teachers for tests and quizzes to be made up during the week following the absence, as well.

Excessive absences

While many absences are unavoidable and students are subject to extended illness, absences in excess of thirty days during a school year are considered excessive and constitute sufficient grounds for grade level retention. Homeroom teachers monitor student attendance and contact parents when a student exceeds fifteen absences, seeking a resolution of the pattern of absences.

An Administrator will be informed by the homeroom teacher when any student accumulates twenty absences and will address the potential consequences of a continuation of the pattern of absences with the parents. An Administrator, in consultation with the student, parents and teachers will make the final determination of consequences if the pattern of absences continues.

- Middle School and High School teachers are required to take and record attendance every period. Absences in excess of thirty periods (or 15, in the case of classes which meet only one semester or every other day) during a school year are considered excessive and constitute sufficient grounds withholding of credit for the class. Classroom teachers, along with the admissions office, monitor the absences and report to the parents and the administration when students reach a level twenty periods. An Administrator, in consultation with the student's parents and teachers will make the final determination of consequences if the pattern of absences continues.
- Elementary teachers will take and record attendance whenever the class moves from one location (i.e. returns from a gym, etc.).

In the case that a student is absent from class but not on the official absence list, the teacher will call the admission office. The admission office and/or an administrator will locate the student in the building, or notify the teacher that the student has been signed out.

Excuses:

A written excuse is required for every absence on the day of return to school. These written excuses must be turned into the admission office, in order for the student to receive an Excused Absence/Tardy form, which is taken to each teacher by the student for makeup work. All attendance records are kept in the students files.

Students leaving during the school day:

If a student needs to leave the school grounds during the school day (for an appointment, to go to their job, for senior privileges, etc.), they must be signed out at the front desk. Students who will be leaving on their own must provide a written note from their parents. Notes for early dismissals should be turned in to the office in the morning for inclusion on the daily attendance sheet.

TARDY POLICY

Morning Tardiness:

Students arriving to school after 8:15 a.m. will be placed in CSI for the remaining of their first period class. Students arriving after 8:50 a.m. will not be allowed in school that day without the parent signing them in. If a student displays a pattern of tardiness, an Administrator will give the student and parent a warning, and further discipline action.

SCHOOL SCHEDULE

Days:	Monday	thru	Friday
Hours:	8:00a.m.	to	2:30p.m.
Breakfast:	7:15a.m.	to	8:15a.m
Elem. Lunch:	10:50a.m.	to	11:20 a.m.
Mid. Lunch:	11:30a.m.	to	12:00p.m.
High Lunch:	12:05p.m.	to	12:40p.m.

ALTERNATE (COVID) SCHOOL SCHEDULE

Days:	Monday	thru	Friday
Hours:	8:30a.m.	to	2:10p.m.
Breakfast:	7:30a.m.	to	8:20a.m
Lunch:	11:00a.m.	to	12p.m.

Academic Integrity

Cheating shows a marked lack of personal integrity and confidence. Students are to do their own work. They should neither give nor receive assistance on homework, during tests, exams or quizzes, except as authorized by their teachers. However, this policy does not preclude students from working together to understand the procedures of their work. In fact, we encourage such cooperation when it is helpful to the learning process. It is important that students learn early in their academic lives that to “borrow” ideas from another student or to “lift” a passage from a source is both harmful to them and dishonest. To do so is plagiarism-which is the act of stealing someone else’s ideas and passing them off as one’s own. Students are encouraged to consult with their teachers if they are in doubt as to what constitutes plagiarism.

Accident/Injury/Illness at School

It is the policy of the school to document (Accident/Injury report form) all injuries and notify parent of the incident. The parent may request the student remain in school, or be signed out for the day. If the parent

request the student be signed out, then the parent must sign the Accident/Injury report in order for the student to return to school.

Minor injuries: (scrapes, insect bites, bruises, bumps, etc.) CLA will treat minor injuries with cold compresses, ice, or band-aids as the need arises. Each classroom teacher has a First Aid kit. Parents will be notified.

Major injuries: (fainting, broken bones, respiratory acts, etc.) CLA will address the child's needs, contact the parents, notify the paramedics, and if required, have the student transported to the nearest hospital emergency department.

Assessment Testing

All students are required to take a **MANDATORY** grade level assessment test each school year. Tests are administered during the third quarter grading period. If a student misses this original assessment test, he/she will be required to take a makeup. Makeup tests are given on the Saturday immediately following the original test date. There is a \$25.00 processing fee associated for this service. Only an Administrator can give this test. If a student does not take the assessment test after the makeup time has expired, he/she will not receive their final report card or transcript.

Breakfast/Lunch

Breakfast and Lunch are free of charge for all students except on days that pizza is served. Breakfast will start at 7:00am and end at 7:50am.

No student is allowed to leave for lunch.

Bullying

Bullying in no way will be tolerated at Center of Life Academy, Once a student has been identified as a potential bully, via complaints against him by teachers, parents, and/or other students, his actions will be investigated by school administrators. If the allegations are found to be true, that student and his parents will be notified and called in to meet with school officials. At that time, the student will be warned and given one last chance to correct his/her behavior. However, any future documented case of bullying by that student would get him/her permanently removed from Center of Life Academy.

Code of Conduct

Students are to enter the classroom promptly, courteously and quietly. The students are expected to respect the physical classroom environment and be well-mannered pupils within the facility.

When property is damaged, it is the policy of the school to have the responsible parties pay for the repairs. An Administrator will notify the parents of the student(s) involved by telephone and arrange for a meeting with the parents, student and Administrator. The purpose of the meeting is for the parents and the Administrator to agree on how to proceed. The primary goal is to make sure the students understand what they have done and why it is wrong for them to treat property in such a manner. The secondary goal is to establish how and when the repairs will be made, who will make the repairs, and how to equally spread the costs of the repairs across the group(s) involved.

The school will not be obligated to tolerate constant disobedient students. The Administration department may request the withdrawal of any student who is undermining, by his or her actions or attitude, the principles of Christian education upheld at CLA.

In addition to regular school and classroom rules the following guidelines have been established to ensure the safety of the students, the personnel and the physical well being of the school:

1. At all times, students will walk in the building
2. No fighting
3. No profanity or swearing
4. Keep hands, feet and objects to yourself
5. Stay within the prearranged boundaries during lunch and recess times
6. Obey the rules of the company transporting during field trips
7. Do not throw objects of any sort that might be harmful to others
8. Do not chew gum in the school's gymnasium
9. Food will be eaten in designated areas only

Computer Guidelines

Use of the computers in the computer lab and classrooms are a privilege, not a right. While using the computers for any educational activity, especially the Internet, please remember the following:

- Treat the computers with respect.
- Protect your password, if applicable.
- The Internet is a great educational resource. Use it responsibly.
- Respect the server resources. Do not save information unless instructed.
- Ask for help if unsure of what to do in any application.
- No games or disks from home are allowed on school computers. The computers are here for educational purposes.
- Behave appropriately around the computers. Keep the area clean and free of food and drinks.
- Curriculum needs have priority over other uses.
- Have fun. Enjoy the benefits of being a licensed user of the Internet. Become computer literate and proficient, as well as a master of technology available in the school, and help make sure that everyone is doing the same.

All students that wish to use school computers must have a "School Internet Driver's License" signed by both them and their parent or guardian.

Conflict Resolution

COMMUNICATE

- Listen without interrupting
- Show understanding
- Present your point of view
- Explain how you feel

NEGOTIATION

- Brainstorm possible solutions
- Accept the need for compromise
- Choose the fairest solution
- Implement your plan

CONSOLIDATION

- Evaluate your plan
- Communicate your feelings

Detentions after School

There may be times when it is necessary for your child or children to either remain after school for disciplinary reasons (detentions) or make up work. Parents shall be informed of this beforehand.

Disciplinary Guidelines

1. The faculty and/or staff member will give the student(s) a warning.
2. The faculty and/or staff member may proceed to write a referral to the Administration personnel.
3. If a referral is written, the Administration personnel will meet with student(s), and if deemed necessary notify parent(s), to discuss and determine the appropriate disciplinary action to take.
4. If any of the following violations require an expulsion from school, an Administrator would have deemed it necessary to do so, with the parent(s) being informed.
5. All disciplinary infractions are kept in each student files.

OUTDOOR SUSPENSION:

The school may suspend a student for a period of time for each offense. An Administrator will determine the length of time. A formal letter will be sent home informing the parent or guardian of the action taken. A suspension is a severe form of discipline. In a case where a student is facing a third suspension, the Administration may recommend that the student be expelled.

EXPULSION:

When circumstances dictate, it may be necessary to expel a student who does not abide by the rules and regulations of the school and who is not concerned with behavior that is damaging to the Christian philosophy of the school. Permitting such a student to remain in school can have severely negative effects on fellow students.

The Administration will expel a student from the school only after consultation with the parent and the teacher. A letter will be mailed to inform the parent and guardian of the action taken. Expulsion would occur after a probation period that failed to create improvements in the behavior.

If a student is expelled from CLA and wish to re-enroll, the parent must follow the grievance procedures. If re-enrollment is granted to the student, he/she will be on probation for the remainder of the school year. In addition, the family will be assessed a **\$500.00** re-enrollment fee.

Dress Code

Student should come to school CLEAN and MODESTLY dressed.

GENTLEMEN:

- **Tops - Polo (Collar) Shirts: Royal Blue, Red, or White in Color**
- **Bottoms – Khaki or black pants or shorts**
- **Belts must be worn at all times**

LADIES:

- **Tops – Polo (Collar) Shirts: Royal Blue, Red, or White in Color**
 - **Must be 5” below waist line**

- At least two (2) buttons must be fastened at all times
- Bottoms – Khaki or black pants, shorts (knee length), and skirts (knee length)

CLOTHING AND ATTIRE NOT ALLOWED:

- | | |
|--|--|
| <ul style="list-style-type: none"> ● Jerseys ● Jeans ● Hats ● Scarves or bandanas ● Shirts with questionable writing ● Revealing or see-through tops | <ul style="list-style-type: none"> ● Sandals or slides ● Plain solid color t-shirts ● Chain belts ● Large hoop earrings ● Excessive jewelry ● No hooded clothing |
|--|--|

During field trips students are required to wear school T-shirts.

If a student arrives to school without being in uniform, he/she will not be allowed to enter the school facility. The parent or legal guardian will be notified immediately to bring the appropriate clothing for their child. Parents are responsible for their child’s daily attire to school.

If a student is required to go home during the school day because of their uniform attire, they will have been warned multiple times. A parent/guardian will be contacted of such decision.

Drugs, Alcohol, and Smoking

At CLA, the use of alcohol, drugs, and smoking by students is not tolerated. Use of these substances in any manner undermines the values of trust, honesty and physical well being which are inherent at CLA. Possession or use of these substances is strictly forbidden before or during all school hours, school activities and off-campus school related functions.

Electronics *see Table in Appendix

With the increasing need for safety of our children, cell phones and other electronic devices maybe needed. Nevertheless, here at CLA students are NOT allowed to use or have in visual sight, any electronic devices within the facility during school operating hours. The school is NOT responsible for electronic items that students bring from home to the school; so if a student’s belongings are stolen or lost, it is NOT the responsibility of CLA.

Equal Opportunity Policy

The school does not discriminate against students based on sex, race, national origin, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap in its education programs.

Extra- Curricular Eligibility

CLA encourages students to make use of their talents and skills outside of the regular classroom setting. Students who maintain an acceptable level of academic achievement and exhibit satisfactory behavior are eligible to participate in extra-curricular programs for their home public school or any other private school.

Extra-curricular includes all school functions outside the regular academic curriculum of the school: such as participating in sports. In general, however, students must maintain a positive and mature attitude toward their school, schoolwork, classmates, faculty and staff members as well as their coaches. Students must also maintain a "C" grade average or better and not receive an "F" on a midterm exam or quarterly report card.

Finally, students must not have three or more late assignments in any given week. "Exhibiting satisfactory behavior," means that students will comply with school and classroom rules and display sportsmanlike conduct on the playing field or court. Students that are declared ineligible will be prohibited from participating in all extra-curricular activities for a duration set by the Athletic Director.

Extra-Curricular Guidelines

Athletic guidelines established for our athletes can have a structured approach to athletics. If there are any questions, students and/or parents should contact the coach that is in charge of that specific activity or the Athletic Director.

1. All practices and games should be attended unless excused by a parent prior to the event, either verbally or by note to the coach. If a student is sick during the school day, the individual should not attend practices or games. If a student has to leave school because of sickness, the student or parent should notify the coach immediately.
2. An athlete must participate throughout the year and be present at practices and games at least 75% of the time to receive recognition as being part of the team.
3. Three unexcused absence and/or a suspension from school shall result in suspension from the next game or practice.
4. If a student should have multiple suspensions during the season, that individual will no longer be on the team for that session. Multiple suspensions and excessive unexcused absences would seem to show a lack of interest and/or commitment.
5. The student(s) must be willing to cooperate with coaches and/or assistants to show the desire to learn the skills of any extra-curricular activity or sport.
6. Some basic guidelines to follow are:
 - a) To practice willingly
 - b) To show respect to those in authority, by not talking back, no grumbling or complaining, willingness to follow directions, and portray sportsmanship at all times toward: each other, opposing team players, coaches and assistants, fans and referees.
7. As students of CLA, you should always respect the property and facilities of others, for example...
 - a) Gyms and locker rooms
 - b) Personal property

All major disciplinary infraction will be reported to the school's Administration and/or Athletic Director; in which a student maybe held liable and undergo the appropriate action needed. Ineligible students will not be allowed to participate in school sporting events.

Fees

Any person owing any fees to CLA will not be able to obtain any documents without paying all debts in full. Documents may include but limited to transcripts, report cards, transfers, etc. **NO EXCEPTIONS.**

Field Trips

Field trips complement the school curriculum and will be taken periodically during the school year. Parents will be notified well in advance that the field trip will be taking place. One permission slip that covers all trips during the academic year will be on file in the school office so that it will not be necessary for a permission slip to be signed before each trip. Only during the “End-of-Year” school trip, will students that are participating be required to sign a new form.

Fundraising

Fundraising is a great opportunity for each student, along with their parent’s help, to take a part the overall growth and development of CLA. Fundraising allow students to raise fund to help with lowering the cost of school activities such as out-of-town field trip, proms, yearbooks, graduation, and other cost that may arise. Please ask your school’s Administrator or PTA about how you can help participate with fundraising activities.

Grading Systems

- Semester grades (2 quarters) become part of the student’s permanent record. Grades issued at other times are progress grades and are not permanently recorded.
- Semester exams (Mid-term and finals) may not be taken by students whose financial obligations have not been satisfied prior to scheduled exams.

REPORT CARDS

Report cards are issued four (4) times a year. Listed below are the Academic, Conduct, and Effort grades that appear on each report card.

Academic and Conduct Grades:

<u>Academic - %</u>	<u>Letter</u>	<u>Points</u>	<u>Conduct</u>
90 – 100%	A	4	Excellent
80 - 89%	B	3	Good
70 - 79%	C	2	Satisfactory
60 – 69%	D	1	Needs Improvement
59 – Below	F	0	Unsatisfactory

Effort Grades:

Outstanding	=	1
Satisfactory	=	2
Insufficient	=	3

PROGRESS (INTERIM) REPORTS

Progress reports are sent home with the student approximately four weeks before the end of a marking period. Parents may view their child’s report online anytime. Generally, if a student is performing poorly academically, then it is the parent’s responsibility to schedule a conference with their child’s teacher.

Graduation / Promotion Requirements

HIGH SCHOOL

- Must obtain a 2.00 grade point average or above
- Earn a minimum of twenty-four (24) credits
- Must pass all core subjects with a grade of C or higher

- Any student receiving a D or lower must retake the course again when offered
 - An Administrator must approve all subjects taken before a student can graduate
-

MIDDLE SCHOOL

- Must obtain a cumulative of ten (10) points from all final grades in core subjects only
- Core subjects with a final grade of “D” or “F” must be taken over.

Grievance Procedures

The school recognizes that parents and other school patrons have a fundamental right to discuss grievances that they might have with the school. However, it is also recognized that there must be an orderly procedure for carrying out the grievance.

If a grievance is directed toward a teacher or any staff or faculty person of the school, the parent(s) should call the school for an appointment to be set in order to meet with that person. If a meeting is scheduled and held, but the grievance issue is not resolved, then the parent may wish to meet and discuss matters with an Administrator. After exhausting all of these available channels, the parents may wish to appeal in writing to the Executive Director. All meetings with any Administrator will be documented.

Homework

There are times when teachers deal with homework, late work, testing, etc. in their classrooms differently. However, here are some general guidelines for students to follow:

- Late work should always be completed
- Late work may receive a lower grade (i.e. B to C)
- Parents may be notified if a student has TWO late assignments in a week
- Participation in athletics may be forfeited for five school days if a student has THREE late assignments in a given week
- In classrooms, students are not allowed to work on the previous day’s assignments when they are to be working on the present day’s assignments

Honor Roll

Students achieving an academic grade point average of 3.0 or higher are listed on the school’s Academic Honor Roll. Students that achieve a 3.8 grade point average or higher will be recognized on the school’s President Honor Roll. Those students also achieving a 3.0 or higher grade point average on conduct, and receive a 1 or 2 on efforts are eligible to be named on the school Citizenship Honor Roll.

Immunization Records

The Florida Department of Education requires that all students attending public or private school within the state of Florida have all their immunization records up to date. Parents it is you are responsibly to obtain all the necessary information pertaining to the immunization of your child. If a parent does not provide the appropriate records within 30 days of request, the child will be suspended until records are updated.

Library Cards

CLA is requesting that all students residing within Miami-Dade County and attending the school obtain a library card from their local library.

Makeup Work

Makeup work is only given if a student's absence or tardy is excused. The teacher shall make the guidelines as to when the makeup work is due. Please read "Attendance" section.

Medicine in School

To ensure the safety of all students, parents are required to provide a written note, from the doctor, to the school that gives permission for medicine to be given at the school. This note must include the following information:

- Purpose of medication
- Time of daily administration
- Number of days medication will be taken by student
- Any special circumstances or side effects
- Doctor's contact information

Single doses in individually labeled containers (unbreakable) must be provided each day for the student. A staff member will monitor all medication taken by the student. The staff will ensure that the medication is stored and secured; therefore, all medication must be brought to the office. No medication is allowed in the classroom. Doses should be scheduled during a student's break time.

Meeting Request (with other Agencies)

Parents must notify the school at least two (2) weeks in advance for an appointment or meeting with any of the following agencies (must be approved by Administration first):

1. Florida Department of Education (FLDOE)
2. Miami-Dade Public school official
3. College administrators
4. Military recruiters
5. DCF

Parent Responsibilities

All parents are required to abide by all the rules of CLA. Parents shall conduct themselves in a respectful manner at all time while visiting the school for whatsoever reason. Any damages that may be caused by a student is the sole responsibility of the parent to cover all cost associated with the damages. Parents are required to attend ALL parent conferences pertaining to their child. Any changes to household information must be updated with CLA within one week's time. Failure to adhere to these simple requirements may cause your child to be withdrawn from CLA.

Parent-Teacher Communication

Timely communication between parents and teachers is an important part of the educational process. The school's personnel may at times send information home with the student or contact the parents by telephone.

When information is sent home from school with the student, parents should check (daily) to ensure that all communications arrive at home. Parents wishing to contact a teacher or any other staff at the school should phone the school and leave a message. The message will be delivered, so that the appropriate person may contact parents at a convenient time.

A Parent-Teacher conference is scheduled in conjunction with quarterly report cards. Parents should try to meet with the entire faculty after the first quarter report cards are issued. After the first quarter, quarterly Parent-Teacher conferences are scheduled only with those parents who request a conference, or by an Administrator deeming it necessary to meet with a parent.

If a parent needs to schedule a conference with a faculty or staff person, they must take into consideration of the school hours. These meetings are to be scheduled in the morning thirty (30) minutes before school starts or thirty (30) minutes after school ends.

Probation

Probation is an evaluation period during which a plan for correction of unsatisfactory behavior and academics shall be developed and implemented. The administration, the parents, and the teacher will determine the length of the probation. If a student is placed on Behavior Probation or Academic Probation, he/she must sign a "Student Contract" with CLA.

School Closings

In times of severe weather, it may be necessary to close the school. The school will leave a message on the answering service for parents, as to whether or not the school will be open or closed. The Administrative Director will notify the bus company to inform parents that school will be closed that day. Other than inclement weather, it may at times be necessary to cancel school because of contagious illness.

School Searches

The school recognizes the courts on behalf of the Fourth Amendment, which protects students against "unreasonable searches". In most cases, however, the courts rule in favor of the school when reasonable cause is proved for the safety and well-being of others. The courts have also ruled in favor of locker searches by school officials. If the school sees fit to conduct a search of student's property, there will at all times be a witness present during the search.

Students shall not have any reasonable expectation of privacy toward school Administrators, staff, or faculty regarding the contents of school lockers, desks, or other school property. School personnel shall have access to school lockers, desks, and other school property to properly supervise the welfare of other students. School lockers, desks, and other areas of school facilities may be opened and examined by school officials at any time, and no reason shall be necessary for such a search.

Standards

CLA students are expected to exhibit good morals, friendliness, good manners, and sportsmanship. Both manners and respect are traditional ideas, which we at CLA feel are still appropriate. Whether at school, home, or off-campus where students are representing CLA, it is important to behave in an appropriate manner. Students are to respect spiritual matters, teachers and other school employees, school property, fellow students

and the rights of others. Any behavior that is not pleasing to GOD, is not pleasing to CLA, and is subject to counseling, and if necessary, to discipline.

Upon acceptance as a student, both student and parent must agree to give their wholehearted cooperation to the efforts and standards of the school. Therefore, we expect our students to act toward others, as they would have others act toward them. There is no harm and much to be gained by being a “nice individual.”

Telephone Use by Students

One of the values the school seeks to foster in students is independence. Therefore, only in the event of an emergency will children be permitted to call home during the school day. If a child becomes ill at school, the school will contact the parents or the person designated on the emergency form.

Cellular phones are only to be used during lunchtime, before and/or after school.

Transportation

CLA only provides transportation for those students who pay to ride. It is the sole responsibility of the parents to make sure that their child or children arrive and depart from school each day.

Field trips and sporting competition is the only time that CLA will transport students to and from the school. All rules set by the school, still apply during these events.

DROPPING OFF

Drivers must use and drop-off students on 49th Street only. The driver must use the eastbound lanes in order for the student to exit on the passenger side of car. Those students who need assistance should also be dropped off in the same manner, and the parent must escort the child to the door using the ramp if necessary.

PICKING UP

Drivers are to use 49th Street eastbound lane to pick up students after school. **For the safety of all the children, please do not park in a manner that would require children to cross the street to get to cars.**

DISMISSAL

If is necessary for a child to go home with someone other than the person who usually takes him or her home, the school must be notified in writing or by phone by 1:00 p.m. the same day or the school cannot guarantee that the changes will be made. In addition, this person must be on the listed on Emergency contact or pickup form. It is the parent(s) responsibility to update all information with the school.

Transcript Request

Transcript requests can be made via fax, e-mail, or in person. Fax and e-mail requests must be requested by the school in which the transcript is needed. Students who have graduated within the past two years may request up to three (3) official copies of their transcript.

All other request for transcripts will cost ten (\$10) dollars each request thereafter. CLA will process all request upon payment received.

Transcripts will be available between seven (7) and ten (10) business days, and mailed only to the requesting school. Under no circumstances will official transcripts be given to a parent or student.

Tuition

Tuition is due on the 1st of each month. On the 16th day of the month, tuition is late. Late tuition will be assessed a \$25.00 fee in addition to the tuition. If tuition and late fees not received by the 30th of the month, the student cannot return to school until all financial obligations are met.

- **Scholarship Students:** Parents are required to restrictively endorse the scholarship payment to the appropriate school within five (5) days as required by s. 1002.39(5) (f), F.S. If voucher is not signed within five days, then that student will not be allowed to attend school until parent endorses voucher.

Visitors

CLA welcomes all visitors to visit the school. To schedule a visit, please contact an Administrator in advance. For safety reasons, parents and visitors must sign-in and receive a visitor's badge. No one is allowed to enter the building beyond the front desk without permission from an Administrator.

Volunteering

CLA is requesting that parents volunteer from time to time at the school. Parents that are interested in becoming a volunteer must notify an Administrator at the school. All volunteers are required to undergo a background screening first, and adhere to the rules and regulations set forth by the school.

Withdrawals

New students attending CLA must have all the necessary withdrawal forms and/or transcripts (high school students only) turned into the school's office within thirty days after registration. If the parent fails to comply with this request, then that student may be withdrawn from school and subject to losing their tuition refund. Parent wishing to withdraw may do so on Fridays before 2:45 p.m.

Violations	Disciplinary Action
Uniform Violation	Will not be ALLOWED to enter school
Unexcused Tardy To School/Class	1 st Infraction – Warning 2 nd Infraction - Parent Contact 3 rd Infraction - Referral to Administrator
Excessive Absences	2-3 days of unexcused absences - Parent Contact 3 or more consecutive unexcused absences - Referral to Administrator
Cutting Class	1 st Infraction -Warning/Parent Contact 2 nd Infraction - Referral to Administrator 3 rd Infraction - 3 days minimum outdoor suspension
General Disruptive Behavior Disrespect staff, Horse playing, Disrupting Learning Environment	1 st Infraction - Warning/Parent Contact 2 nd Infraction - Referral to Administrator 3 rd Infraction - 3-5 day outdoor suspension
Fighting, Gambling	1 st Infraction - 5 days outdoor suspension 2 nd Infraction -10 days outdoor suspension 3 rd Infraction – Expulsion
Battery On A Staff	Referral to police, and expulsion
Petty Theft	3 days outdoor suspension
Grand Theft Greater than \$300.00	5 days outdoor suspension referral to police
Major Disruptions Example: Inciting a Riot	10 days outdoor suspension
Sex Violations	10 days minimum outdoor suspension, referral to police, and possible expulsion
Drug or Weapon Violation	Zero Tolerance Automatic Expulsion

Electronic Rules

If an electronic device is being used or even noticed by personnel of the school during operating hours

- **1st offense:**
 - Item will be confiscated and turned over to an Administrator. The item can only be returned to the parent or guardian of the student that the item was confiscated.
- **2nd offense:**
 - Item will be confiscated and turned over to an Administrator. A parent or guardian must sign for the return of the item, and pay a ten dollar (**\$10.00**) fine.
- **3 or more offenses:**
 - Item will be confiscated and turned over to an Administrator. A parent or guardian must sign for the return of the item, and pay a twenty-five dollar (**\$25.00**) fine.

***Note:** Only the parent of the person who allowed the item to be confiscated can sign for the return of that item. So be careful of allowing others to use your electronic device in school.

****Note:** A continual defiance of school rules may lead to that student being suspended from school.

List of electronic devices NOT allowed

- Cellular phones (may use before school, after school, and lunchtime only)
- iPods
- Two way radios or pagers
- Headphones or Compact disc players
- Handheld games and game systems
- Any device that CLA deems unacceptable