

CLA Handbook

Handbook

Christian Learning Academy

K-12



CLAEagles.com

Christian Learning Academy Schools

Handbook

(Some items appearing may not apply to all locations)

School Location & Mailing Address:
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Apopka, FL 32703

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We reserve the right to change and/or add/delete Handbook rules and regulations as deemed necessary throughout the school year. Such changes could be acted upon prior to officially appearing herein.

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STATEMENT OF PURPOSE

In order to teach children K-12 in the ways of the Lord as they achieve academically in Christian surroundings, we strive to put forth our very best effort in character training and academic excellence in an environment that is pleasing to God. It is our desire to aid Christian children and families in their endeavor to live a devoted life in Christ. We desire to help students make an impact for Christ both now and in the future as they incorporate the ways of God into their learning experience.

STATEMENT OF FAITH

The Trinity—We believe in God the Father (first Person of the Trinity), the Creator of the Universe. We believe that Jesus Christ (the second person of the Trinity) is the Son of God who was born of the Virgin Mary, was crucified, died, buried, and rose again, ascended into heaven and sits at the right hand of God, and will return some day for those who are His followers. We believe that the Holy Spirit (the Third Person of the Trinity) is present with us in this age, the one who convinces us of sin, leads us into salvation and into living a life pleasing to God.

The Scriptures—We believe that God inspired the scriptures and that they are given for instruction, discipline and encouragement.

Sin—We believe that sin entered the world through the disobedience and Fall of Adam and Eve and since that time all have sinned and fall short of the glory of God. God has sent His one and only Son to take away the sins of the world which is achieved by the individual as he confesses his sins and lives for Christ thereafter. We believe that God takes away the ‘sin’ with which we were born, and that he washes as white as snow the ‘sins’ we have committed against Him. In order to receive this gift, we must repent and commit to living a godly life without sin, which is achieved by the sanctifying power of the Holy Spirit.

We believe in water baptism and in partaking of the Lord’s Supper in remembrance of Christ sacrificing His life for our sins. We believe in church membership and supporting the local church with faithful giving of time, talent and tithes.

CHRISTIAN PATRIOTISM & AMERICANISM

Christian Patriotism and Americanism places emphasis upon the greatness of America's heritage and the sacrifices of her heroes. America's Constitution guarantees liberties to educate in order to preserve freedom. Without shame, we teach the biblical doctrines of self-discipline, respect for those in authority, obedience to law, and love for God, flag, and country. Each school day students and staff will pledge allegiance to the American flag, the Christian flag, and the Bible.

Proper stance for pledges: No leaning against any object. Stand up with both legs straight and feet slightly apart, left arm straight against left side, lift right arm and place hand over heart; during pledge look directly at flag or Bible as you recite pledges "loudly and proudly" to the end of each pledge.

Students will learn the following pledges and will participate daily in them.

Pledge of Allegiance to the 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.*

Pledge of Allegiance to the Christian Flag

*I pledge allegiance to the Christian flag, and to the Savior for Whose
Kingdom it stands, one Savior, crucified, risen, and coming again,
with life and liberty for all who believe.*

Pledge of Allegiance to the 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. I will hide its words
in my heart that I might not sin against God.*

CELL PHONES & ELECTRONIC DEVICES

The use of personal cell phones will not be allowed during school hours. Phones must be powered down, even though students may have them in their possession. No other electronic devices should be brought to school.

Cell phone rules and procedures for violations will vary, depending on grade level of student. Students will be instructed of applicable procedures and rules.

If any student needs to make a sick call or other call to parents during the school day, or if parents have reason to contact their student, the school phone is available for making needed contacts. Parents should refer to school phone number to make such contacts, **not by calling or texting to student**. Cell phone violations could result in suspensions.

Since cell phones contain cameras, we take precautions regarding the sensitivity of parents and students. Cell phone cameras are not allowed to be used at CLA. In the case of special events, permission may be given for camera use.

FIELD TRIPS

Field trips are a time for students to spend with other students in time and conversation. No electronic devices are allowed on field trips.

Students should take extra care to dress appropriately as designated for field trips. We are representing our school to the public when away from campus. The same is expected of parents accompanying students on field trips. Our desire is to present CLA at its best.

Cell phones may be used for field trips; however, they must be powered off until the field trip destination is reached, and powered off to travel back to school. Cameras (to include cell phone cameras) may be used to take pictures at the event only.

Students with discipline issues in the classroom and those who choose to disobey or misbehave on field trips will not be allowed to participate in school field trips.

SPORTS PARTICIPATION

The following sports are offered at CLA:

Boys: Basketball, Golf, Cross Country

Girls: Basketball, Golf, Cross Country, Volley Ball

Sports physicals required prior to tryouts.

(CLA Athletic Director has information regarding age requirements, procedures, rules and regulations regarding Sports involvement).

Throughout the school year information will be available pertaining to students becoming part of each sport.

LUNCH

Students should bring their own lunch. Drinks and snacks will be for sale daily, all grades. If lunch is brought in for a student, please refer to table at entrance for delivery instruction. Please have it at school with ample time for staff to deliver before student's assigned lunch time.

Kindergarten, 1st and 2nd grades will not have use of microwaves. Send lunches and snacks that will not require any heating. Thermos-type containers could be used as an option for keeping foods either hot or cold.

MICROWAVE: available for grades 3 -12 for warming up foods ONLY. Students should not take over 1 minute for warming a food item.

Each student should bring an individual lunch bag or lunch box. Family members should not bring lunches packed in the same lunch box.

Food items should not be shared from student to student.

Students should finish their lunch and dispose of all trash in receptacles provided. Left over lunch should be disposed of or placed in lunch boxes. Students *may not* take these items to their places of work following lunch. Lunch boxes should be taken home at the end of each day. **Open containers of snacks, drink, etc., should not be kept with student after break or lunch period.** Throw-away containers with food left over should be left at designated place for proper disposal.

Unclaimed lunch boxes or containers will be disposed of if owner does not claim items in a reasonable amount of time.

Parents who wish to provide special treats for any occasion (birthday, holiday), please contact the school at least one week in advance. Treats **MUST** be store-bought, easy to serve, **not requiring cutting/slicing, dipping** (cupcakes, cookies a good choice).

ATTENDANCE, TARDIES & ABSENCES

School hours: 8:00 a.m. - 2:05 p.m.

Students may arrive 30 minutes before beginning of school; No student should be left on the premises earlier than the times designated.

Students should be picked up by 2:30; after that time, they will be placed in Extended Day and parent will be responsible for the cost.

ATTENDANCE & TARDIES

Part of student training is arriving on time for school. This type of discipline trains students for the work environment and gives a sense of satisfaction. Students arriving on time have the benefit of getting off to a good start for the school day. The day begins with opening prayer and announcements. Children not arriving on time may miss daily announcements, changes in procedure or new information. Students who habitually arrive late for school sacrifice a portion of his/her education with no possibility of making up lost time. A full day of school is of great benefit to each student.

ABSENCES

Students should be in school every day, with the exception of illness. Please make appointments for well-child doctor's checkups after school hours. If your child has a fever, keep them home an additional day to make sure they are no longer contagious. If in question, please consult the child's doctor. If a child is under doctor's care, an official release note from doctor's office will be needed in order for the child to return to school. The note should include permission to be in P. E. or to participate in sports.

If your child becomes sick at school, we will notify you. At that time, please make arrangements to come for the child as soon as possible. This will help your child in the healing process and also prevent an illness from spreading to other students and staff.

LICE: In the event lice should appear on any child during the school day, we will call the parent to pick up the child from school. Proper treatment should be administered at home and student should not return to school until treatment has fully taken care of the problem. When student returns to school, parent should accompany student into school for a 'lice check' to ensure student is free of the issue.

1) Student absence planned ahead of time by parent can be called into the school with dates of absence and reason; parent written note on this absence will be required at time student returns to school (as designated in 2) below:

2) Written excuse (or doctor's note) for absence which has not been called in or reported by advance notice should be sent to school with student on the day he returns to school.

**Student's name
Date of absence
Reason for absence
Parent/Guardian signature**

COMPUTERS

Students in grades 3 - 12 will be issued a computer for school use only. Computers may **not** be taken home.

Parents are expected to keep current with student's progress through viewing coursework online at parent's convenience.

A student's work is private and should not be viewed by another student. Students who allow others into their work, or vice-versa, will be dealt with immediately upon discovery of violation. Results could be suspension or expulsion, depending on severity of the situation. Student stands the risk of losing honor roll status or other recognition of good standing.

Students do not have the option to re-design any page or change any function on school computers.

In the event school computers are damaged due to student tampering, the student will be responsible to reimburse the school for repairs, replacements, etc.

Students are only allowed to be on web sites authorized by the school. Game sites, social networking, etc., should never be accessed. Students should never download or install any materials such as pictures, programs, etc. Personal external devices are prohibited.

Students who tamper with computers, cause any type of damage, go on web sites not authorized, cause a computer to acquire a virus or to crash will be subject to pay expenses incurred by such. Fines not paid will result in expulsion. Student records will not be released until paid in full. Depending on severity of violation, student could be immediately expelled from school.

Students may not send messages electronically to other students during the day.

No food or drink is allowed at student work stations.

Parents will be assessed a fine for students who make deliberate markings or etchings on school computers, desk tops, foam bulletin boards or any other school property. Records will not be released until fine is paid in full.

EXTENDED DAY - 2:30 - *5:00 p.m.

Extended Day application is available through school office and must be completed before admittance to the program.

Our affordable Extended Day is offered **for parents who work and do not have other transportation for their child by the required 2:30 final pick-up time. When parents get off work early, the child should be picked up as soon as parent leaves work place. If a parent has a day off, parent should pick up the child in car line at the end of the regular school hours, 2:05.** This is expected due to the very low cost of our Extended Day program. Your cooperation is appreciated.

Parents who on occasion find they cannot be on time to pick up a child who is enrolled in this program should call the school to inform the attendant as soon as possible.

Rules: Child must be well-behaved, follow set rules, and help with end-of-day tasks, etc.

Students not officially enrolled in the Extended Day program and who are not picked up by 2:30 on any given day (Monday through Friday), will be sent to Extended Day area. Parent will be charged accordingly.

***5:00 p.m. last pickup, Monday - Friday.**

FINANCIAL POLICY

All tuition and payment types are ultimately the responsibility of the parents.

Tuition can be broken down in increments to fit the family's budget.

Tuition payments are due on designated dates. Five days past the due date is considered delinquent. Please notify the office in the event you cannot make payment on time. If we don't hear from you and payment is five days late, we would expect that you come into the office to make arrangements.

If your account requires your periodic signature, please respond as soon as possible after notification.

An early withdrawal fee of \$500.00 could be assessed. This is applied also to a student who is expected to return the following school year and notice otherwise is not turned in to the school BEFORE August 1. In this event, parents will be assessed the above fee, and records will not be released until fee is paid in full.

STANDARD OF CONDUCT

Students, on or off campus, are expected to *refrain from talking about or engaging in* cheating, swearing (cursing), smoking, gambling, theft, distasteful music, drinking alcoholic beverages, sexual activity, and using narcotics. Students who participate in and/or discuss these and/or similar activities are subject to suspension. Students are expected to act in an orderly and respectful manner, maintaining Biblical standards of social courtesy and manners, moral behavior, acceptable language, and honesty. Students must agree to strive toward unquestionable character in dress, conduct and attitude. Violation of CLA Standard of Conduct could result in from 1-3 day suspension or possible expulsion. These apply for off-campus as well.

Any student who observes questionable activities or who overhears conversations contrary to the policies of this school should immediately discuss the matter with a teacher or other person of authority. Students who do not report such may make themselves liable for like punishment as the offender. This is not tattling. This is being a responsible Christian, one who is interested in encouraging the success of all. It has been said, "All it takes for evil to triumph is for good men to do nothing." From James 4:17, "...to him that knows to do good, and does it not, to him it is sin."

Offensive language is a violation of Christian character (either verbal or written) and is not tolerable.

Christian Learning Academy expects students to demonstrate Christian conduct both *in* school and *away* from school. Disciplinary action by the school at its discretion may be taken for actions away from school as well as in school.

Cheating is considered a serious offense and will be treated as such. Students caught cheating in any form or measure will be subject to suspension of a one to three-day period. After corrective action is served, continued conduct of same or like manner could result in expulsion.

Note Passing: not allowed. This is not spending time wisely. Students involved will be dealt with for the violation itself and in consideration of the note's content.

Disrespect and/or derogatory speech toward staff, or in reference to staff or other students, is a violation of CLA guidelines for Christian conduct and will be addressed on individual basis as deemed necessary.

Striking another student in any way will cause a student to face a possible suspension or expulsion.

Girl/boy relationships are not allowed within the school. We are a school which focuses on education and spiritual development. Therefore, students who outwardly display a boy/girl relationship will be reminded that there is no place and time for such in our facility or at any sports/social events of CLA. Continuance of such involvement may result in expulsion. This guideline also applies to sports and other events.

Parents of students at CLA are expected to have their children active in a local Christian church in order for the school and the parents to be in accordance with training the child as set forth in the Scriptures. Parents who choose not to abide by this partnership stand in danger of creating a situation of incompatibility with CLA.

DAMAGED, DEFACED, DESTROYED PROPERTY

Students, third through twelfth grades, are issued a chair, a desk area, bulletin board, pencil cup, desk-top trash receptacle, and other items to use throughout the year. We realize that these items see some natural deterioration during the school year. However, as much as possible, the student is expected to see that these items are preserved so they can be re-issued the following year. Purposely defacing or damaging these items (including doodling on, etching on, cutting, gouging) will result in the student/parent paying for the replacement of such items before a final report card will be issued and/or records released to a requesting school. Non-compliance could result in suspension or expulsion.

DRESS & APPEARANCE POLICY

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NOTE: The purpose of our Dress and Appearance Policy is to teach the importance of dressing properly, which builds an image of respect and integrity for the student. Those who master proper dress and appearance at an early age will be able to successfully adjust to and respect various dress expectations for their future. These guidelines apply to the classroom as well as any and all sports or other events, either on our campus or away.

There is to be no appearance and/or attire which could draw undue attention and/or create a distraction or disturbance and/or to make a personal or political statement.

Shirts: ONLY with CLA logo.

Pants: dress pants, khakis, jeans or capris; should fit correctly, should not be tight fitting, and should have a belt if needed. Shorts and skirts: should extend just above the knee and made of material similar to pants description above.

Shoes: should cover the foot completely and should be appropriate for P. E. class (athletic type shoe).

Hair: should be thoroughly combed and/or styled.

Boys:

Hair off the neck and ears; for top of head, hair length no longer than 2 inches; always clean shaven.

Girls:

Modest style of hair; student's natural hair color; avoid extensions, bands, etc.

Girls & Boys:

Hair should always be groomed properly (combed and/or styled)

Hair should always be student's own natural color; no changing of color or streaks of color.

Nail polish: modest, staying away from distracting colors (black, fluorescent) and/or glittery, flashy designs.

No lanyards, key chains, caps or other items stuffed in or hanging from pants pockets.

Jewelry: better left at home. If worn, one of each classification (1 pair earrings, 1 bracelet, etc.). Jewelry could be lost or stolen and will be fully the responsibility of the owner. Time cannot be taken for tracking lost jewelry. No hoop earrings (safety purposes).

In case of cold weather or sensitivity to air conditioning, jacket may be worn, but must be open, showing CLA logo.

Personal Hygiene: Part of following any Dress & Appearance Code is to make sure of cleanliness.

Students out of dress code could receive an 'in-school' detention, on day of non-compliance. Second and third offence will be dealt with according to degree of offence.

NOTE: CLA administration is the final arbiter of what is proper in dress and appearance, and determination will be made as situations occur.

DRESS & APPEARANCE POLICY - “What Not To Wear”

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CLA reserves the privilege and responsibility of making proper determination of appropriateness of student's attire and appearance on a case-by-case basis. Therefore, items not listed or mentioned on pages 1 & 2 of this policy may be added and/or deemed to be inappropriate and part of the list. Some items may not appear on the list, but may be verbally expressed as inappropriate for school attire and appearance.

Examples of WHAT SHOULD NOT BE WORN. (not all-inclusive)

Hair:

- Distractive styles
- Points
- Spikes
- Carvings
- Designs
- Changed hair color
- Multi-coloring
- Dramatic changes in color,
including hair extensions

Hair/Head Coverings:

- Hats
- Hoods over head
- Scarves, bandanas, etc.

Adornments:

- Multiple jewelry of same type
- Hoop earrings
- Large size earrings
- Nail polish: dark, black,
Fluorescent, distractive, glittery
- Tattoos, temporary or permanent
- Piercings: facial, tongue, other

Clothing:

- Sweat pants
- Gym shorts
- Improper sizes
- Tight fitting
- Cut-off clothing
- Holes in clothing, whether self-designed or purchased
- Distracting
- Baggy type
- Sagging pants due to need of belt
- Going without belt if needed
- Short-shorts (or shorts not near the knee)
- Leggings
- Objectionable slogans anywhere on clothing
- Slogans or wording on pants, etc.

DISCIPLINE

The school is dedicated to the training of children in a program of study, activity, and living that is Bible-centered. We believe that 'all things should be done decently and in order' and that our students should be taught to accept the responsibility to live honorably in order to glorify God.

In our school, a discipline is maintained which is firm, consistent, fair, and tempered in love. Our staff maintains and models standards of behavior in the classroom through kindness, love, and a genuine regard for the student. However, when disciplinary action becomes necessary, it is firmly carried out with good judgment and understanding. We *will not* spank your child.

Students are reminded that God expects us to be disciplined in all areas of life:

"Children, obey your parents in all things for this is well pleasing unto the Lord." Colossians 3:20

"Let every soul be subject unto the higher powers..." Romans 13:1

"For the commandment is a lamp and the law is light; and reproofs of instruction are the way of life."
Proverbs 6:23

A CLA student should at all times conduct him/herself in a manner becoming a lady or a gentleman. Gripping is not tolerated. If your child comes home complaining about a policy or discipline, please follow this procedure:

- 1 - Give the staff the benefit of the doubt.
- 2 - Realize that your child's reporting is based on emotion and will not include all the information. Take care concerning 'rushing to judgment.'
- 3 - Realize that the school has reasons for all rules and that they are enforced without partiality.
- 4 - Support the administration and call the school for all the facts and for an appointment to discuss a matter of concern.
- 5 - Parents are asked to remain calm and hear all the facts before making a decision concerning a disciplinary situation with their child. Parents who do not follow these guidelines may force the administration to measures of suspension or expulsion concerning the child.

The administration feels that most disciplinary problems are of a minor nature and can be solved through our procedures for problem solving at the time a problem arises. However, patterns of escalating behavior will be handled by an alternate procedure as follows:

Administration and parents will meet in conference to determine a plan in which we work together to bring student into appropriate behavior.

Student or parent extreme behavior, a pattern of escalating unacceptable behavior, or parents or student failing to work with administration to solve discipline, academic, dress code or other problems may cause student to be immediately suspended or expelled.

Any parent causing a disturbance on campus risks an immediate expulsion of their student(s) from CLA.

MISCELLANEOUS FOR PARENTS AND STUDENTS

PARENTS

Parents are expected to abide by the **CLA dress code** when visiting the campus. Parents should be fully and properly dressed when visiting the campus or attending CLA events. Refusal to support dress code in all areas will not be easily tolerated.

As always, parents are welcome at CLA. For minimum disturbance, parents who come into the building are asked to do so quietly as you momentarily wait for assistant at the front entrance. After this contact is made, parents may request to speak to their student. The student will then be directed to the parent in a place designated by school official. Parents are asked to speak directly to an Administrator or Principal when obtaining or giving personal information concerning their student.

STUDENTS

Gripping is not tolerated (detentions could result). Talking back to or arguing with those in authority is considered disrespectful and will be treated as such.

Property: CLA is dedicated to having our facility in top condition. Therefore, when students mark on, draw on, etch into, deface or destroy table tops, desks, chairs, furniture, computers, and/or other items, they will be replaced at student's expense. By student taking this type of personal responsibility, we are able to keep tuition costs to a minimum for parents. In the event a student is charged for an item, report cards or records may be withheld until payment is received.

Items of such nature as guns, matches, lighters, knives, laser devices, recording devices, electronic games, electronic music devices, cameras, etc. are not allowed.

Any inappropriate item taken from a student will be kept until the parent comes in to request it.

Chewing gum/bubble gum/eating at desk is not allowed. Students are never allowed to chew gum or eat at their place of work. A fine could be charged in regard to amount of time it takes to remove gum from floor, etc.

Money should be kept inside pocket or purse until time to spend it. It is better not to bring excessive cash to school—only enough needed for the day to purchase snacks. CLA does not take responsibility for lost or stolen money or other property.

Language: Use only words which glorify the Lord. Swearing and taking the Lord's name in vain is not tolerated. Repeated instances of the use of vulgar language will result in multiple days of suspension or even expulsion.

6-inch Rule: All students should keep their hands off other students. Horse-play, rough-housing, monkey-business is a detriment to safety and to good group relations, and is not permitted.

Pattern of Behavior: All students should strive for a pattern of behavior which uplifts, not one which would call into question a student's motivation.

Personal Reading Material should not be brought to school. Such material will be taken and may or may not be returned to student at teacher or principal's discretion. Inappropriate materials will be dealt with in a more stringent procedure.

Note Writing: Students passing personal notes is NOT allowed!

No **personal toys, games** should be brought to school, K-12.

CLASSROOM RULES

A student is not permitted to talk or be out of his assigned work space without permission. Chairs and feet should be flat on the floor as student faces forward. This gives him the optimum in completion of set or assigned goals. Activities not related to prescribed material are not to be conducted in student's work space unless privileges have been given. Note passing is not permitted, since it is considered by the administration as "not using time wisely." Notes taken from a student will be read by the staff, and student may receive reprimand or in-school detention.

Items of a personal nature should not be brought to school unless permission has been given by those in school authority. Any items a student brings to school which causes a hindrance to learning will be taken away and will be returned at parent's request. No toys from home, please, K - 12!

Procedure for help: Students will be instructed either to raise hand for assistance (Kindergarten, 1st and 2nd) or raise flag (3rd - 12th grades), depending on the function of their particular classroom. Questions not pertaining to current academic assignments should be asked at break, lunch, or after school.

Eating is forbidden at a student's work location.

Since a student's work and progress is a private matter, students are asked to refrain from looking at or inquiring about another student's work. Students should not visit or spend time at another student's work space unless given permission to complete a joint assignment with another student. In the case of computer courses, students who go into another student's work file (for ANY reason) are subject to detention and/or suspension.

Students should never leave the classroom without permission.

Students should take advantage of designated restroom times, morning break and lunch time for restroom breaks. Students are expected to use these times wisely, so as not to disturb the classroom by excessive passage to and from the restroom. Students leaving the classroom to use the restroom during study time must abide by the restroom procedure set by teachers and/or administration.

CORRECTIVE ACTION

The paramount rule is, "Do right; do not disturb." In-house detention may be given for disturbances or broken rules, regulations, procedures. Multiple offences in one day may result in an in-school detention, suspension or expulsion, depending on severity of offenses. More serious offenses could require action by the administration after only one instance. Some types of offenses may require writing assignments which should be turned in to the administration at an appointed time.

Parents may be notified in person, by phone, or by note concerning continual discipline problems. Our open door policy encourages parents to inquire about student behavior and/or progress at any time. Some issues cannot be addressed immediately because of time constraints. In such instances, appointment with parents must be made at another time, either before or after school.

Corrective action described above is administered with the purpose of training students to develop principles of Christian character and responsibility.

Students on medication for attention disorders (ADHD, etc.) MUST have medication administered at home before coming to school. In the event this is not taken care of prior to the student coming to school, and the student causes unreasonable disturbances in class, parents will be called to take the child home immediately for the remainder of the school day.

HOMEWORK

In training a student to take responsibility, scholastic achievement is placed on students. CLA staff and parents are to aid students in every way to meet this goal of academic excellence. Weekly and quarterly goals will be set according to student ability. Computer course goals are set by the computer program and can be adjusted by the administration based on student ability. Goal completion will be monitored, and students will be encouraged to complete goals during the school day. In the event goals are not completed during the school day, students should work at home to completion. Parents are asked to lend assistance with homework when needed. Unless the child is ill, incomplete work from the previous day should be completed by the time student arrives at school the following school day. Evenings and weekends at home should be allowed time for incomplete lessons. 'Not having time to finish' will not be considered an adequate reason. Students should take notes home to study for quizzes and tests coming due the following school day.

REPORT CARDS & PROGRESS REPORTS

There are 4 grading periods throughout the year. Report cards follow according to calendar schedule. Progress Reports may be sent home during a grading period in the event a student is not performing at level of ability. This would include incomplete work and grades which appear below student's ability. Parents are asked to review and sign the report. Student should return it to the teacher the following school day.

A student who does not complete required work for the grading period will have grade reduced or receive an 'I' (incomplete) on his report card. If a student receives an incomplete, he will be given time to quickly remedy the situation. If that does not take place, the reduced grade he receives could be as low as an 'F'. Note: The grade you see on your student's computer work is the grade he will receive only IF all work in that lesson is completed. In student message center, students are advised of completion dates of their work throughout the school year. Parents are asked to regularly keep track of student progress.

STUDENT RESPONSIBILITY

Each student is expected to pitch in and help complete tasks whenever requested to do so. In order to portray a well-kept facility and to promote a good working atmosphere, cleaning and tidying up of work spaces, general classroom area, lunch area, etc. is needed. It is expected that students will keep their own space clean and cooperate fully when volunteers are requested for various tasks, whether requested on a daily or a weekly basis.

Parents are asked to give their child some type of regular responsibility at home, for any age student. It is often 'easier to do it yourself' rather than have to remind a child and follow through to see the task completed. However, the benefit of such responsibility proves valuable to a student, no matter what his/her age. Responsibility taken at any earlier age helps to build a child's confidence.

Amendments **Academic Policy**

Academic Integrity:

Cheating: a serious offense which could lead to expulsion. See p. 8 of Handbook.

CLA students are encouraged to develop a determination for highest success in course work, which includes meeting required completion of subject material in an honest and timely fashion. Additional assistance from teachers and instructors is available, and student should request help when needed, striving to put forth the best efforts according to ability. Course completion is of utmost concern; however, building integrity in the process will lay the foundation for a lifetime of success.

Plagiarism:

Our students should understand that honesty and integrity is foremost in achieving successful outcomes. Copying another person's written and/or verbal work with the intention of claiming it for a student's own is a serious offense. Proper reference must be made when directly using the research of another person. This is done through a process of citing the sources used. This topic is also covered in our Language Arts curriculum.

Under these guidelines, penalties may be applied if need arises. Changes and/or reworks of reports, etc., which indicate plagiarism would be required by student who engaged in such. Refusal of such would result in expulsion.

Academic Dishonesty:

In the event of academic dishonesty (cheating in any form), a student will be given a warning and a lecture on the value of honesty in all levels of academics and life issues. A lesson learned in academics is a lesson learned for all life situations and events. Second offenses will be dealt with on a more severe basis. Continued dishonesty will result in expulsion.

Repeating a Course:

A student is allowed one (1) course replacement during his/her high school career. Retakes are only considered pending administrative approval and consent, and cannot exceed one opportunity for retaking a course. The grades for the first and second attempt are both calculated into annual and cumulative Grade Point Averages.

Academic Grading & GPA Scale:

Grading Scale: A: 90-100
B: 80 - 89
C: 70 - 79
D: 60 - 69
F: 59 & below

Transcript GPA Scale:

4.0 (A)
3.0 (B)
2.0 (C)
1.0 (D)
0.0 (F)