



**Parent - Student  
Handbook  
2019 - 2020**

## Welcome to Christian Life Academy 2019-20

A vibrant, Christ-centered school of excellence!

Dear Parents

I am pleased to welcome you to our 32<sup>nd</sup> year of educating children at CLA. I am looking forward to working with you as we provide a quality education for your children, integrating biblical principles with the necessary knowledge to raise up young people who can stand strong in their faith.

This handbook contains the policies that Christian Life Academy has developed to help our school run efficiently. Please read over these policies and keep them available during the year to refer to if necessary. When we stand together in unity the Lord is blessed, and He commands the blessings toward us! (Psalm 133)

Thank you for choosing Christian Life Academy to partner with you in the education of your children. We look forward to a great year as we have opportunities to fellowship and work together.

Sincerely,

*Deana DiLuggo*

Deana DiLuggo  
Principal

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## **1. MISSION STATEMENT**

### **CHRISTIAN LIFE ACADEMY**

“To partner with families in preparing students for a successful and Christ-centered life through Biblical discipleship and academic excellence.”

We are a vibrant Christ-centered school of excellence.

## **2. ACADEMY SCRIPTURE**

“For other foundation can no man lay than that is laid, which is Jesus Christ.  
(1 Cor. 3:11 KJV)

## **3. HISTORY**

Christian Life Academy was established as a ministry of First Assembly of God Church in 1986. It began as a preschool and kindergarten, step-opening its way, one grade at a time, through the elementary grades. It is situated in Brookfield, Connecticut, in upper Fairfield County, within commuting distance from New York City.

The academy has an open enrollment policy seeking to both evangelize and disciple through a Biblically-based education taught from a Christian worldview.

## **4. GOVERNANCE**

Christian Life Academy is under the governance of the First Assembly of God Senior Pastor and the Board of Deacons. Under them, and directly over Christian Life Academy is a committee of appointed and elected members referred to as the Christian Life Academy School Board. The school board oversees the governing policies and financial stability of the academy, while the Principal is responsible for its daily affairs, programs, curriculum, financial management, faculty and staff, students, and parent concerns.

All questions concerning Christian Life Academy should be first directed to the principal, not the pastor or a school board member. See the Conflict Resolution policy for further information on how to handle conflicts or questions beyond this.

## **5. STATEMENT OF FAITH**

WE BELIEVE.....

The bible is the inspired and only infallible and authoritative written Word of God.

There is one God, eternally existent in three persons: God the Father, God the Son, and God the Holy Spirit.

In the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death, in His bodily resurrection, in His ascension to the right hand of the Father, in His personal future return to this earth in power and glory to rule a thousand years.

In the blessed hope – the rapture of the Church at Christ's coming.

The only means of being cleansed from sin is through repentance and faith in the precious blood of Christ.

Regeneration by the Holy Spirit is absolutely essential for personal salvation.

In water baptism by immersion.

The redemptive work of Christ on the cross provides healing of the human body in answer to believing prayer.

The baptism in the Holy Spirit, according to Acts 2: 4, is given to believers who ask for it.

In the sanctifying power of the Holy Spirit by whose indwelling the Christian is enabled to live a holy life.

In the resurrection of both the saved and the lost, the one to everlasting life and the other to everlasting damnation.

## **6. STATEMENT OF PHILOSOPHY**

The Philosophy of Christian Life Academy is found in five prominent Scriptural doctrines:

### **1. THE EXISTENCE OF GOD**

1. Exodus 3:14 "I am who I am."
2. Psalm 14:1 "The fool says in his heart, "There is no God. "
3. Romans 1:19 "Since what may be known about God is plain to them, because God has made it plain to them."
4. Genesis 1:1 "In the beginning God created the heavens and the earth."
5. Genesis 1:27 "So God created man in his own image, in the image of God he created Him; male and female He created them."

### **2. THE AUTHORITY OF SCRIPTURES**

1. John 17:17 "...your Word is truth."
2. 2 Timothy 3:16,17 "All scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, so that the man of God may be thoroughly equipped for every good work."
3. Romans 1:25 "They exchanged the truth of God for a lie."

### **3. THE CENTRALITY OF CHRIST**

1. Colossians 1:17 "He is before all things, and in Him all things hold together."
2. Colossians 2:3 "[Christ] in whom are hidden all treasures of wisdom and knowledge."
3. Colossians 3:11 "But Christ is all, and is in all."
4. Hebrews 1:3 "The Son is the radiance of God's glory and the exact representation of His being, sustaining all things by His powerful word."
5. Colossians 2:8 "See that no one takes you captive through hollow and deceptive philosophy."

### **4. THE NATURE OF MAN**

1. Romans 5:12 "Therefore, just as sin entered the world through one man, and death through sin, in this way death came to all men, because all sinned."
2. Romans 3:23 "For all have sinned and fall short of the glory of God."
3. Romans 1:21 "For although they knew God, they neither glorified Him as God nor gave thanks to Him, but their thinking became futile and their foolish hearts were darkened."
4. 1 Corinthians 2:14 "The man without the Spirit does not accept the things that come from the Spirit of God, for they are foolishness to him, and he cannot understand them, because they are spiritually discerned."
5. John 3:7 "You must be born again."

### **5. PURPOSEFUL LIVING**

1. Corinthians 10:31 "So whether you eat or drink or whatever you do, do it all for the glory of God."
2. John 6:29 "Jesus answered, 'The work of God is this: to believe in the one he has sent.'"
3. Ephesians 4:12 "...to prepare God's people for works of service."
4. 2 Corinthians 5:19 "And he has committed to us the message of reconciliation."
5. 1 John 2:15 & 17 "Do not love the world or anything in the world ... The world and all its desires pass away, but the man who does the will of God lives forever."
6. Luke 2:52 "And Jesus grew in wisdom [mental] and stature [physical] and in favor with God [spiritual] and men [social]."
7. Matthew 16:27 "For the Son of Man is going to come in His Father's glory with His angels, and then He will reward each person according to what he has done."

## **7. SCHOOL BOARD MEMBERSHIP**

Christian Life Academy is an integral ministry of First Assembly of God Church. Its members are invited to be a part of the board and elected to membership by the existing members.

Current members include:

|                      |                             |
|----------------------|-----------------------------|
| Pastor Philip Morgan | Chairman                    |
| Deana DiLuggo        | Principal                   |
| Rodney Moore         | Church Board Representative |
| Sandra Miller        | Member                      |
| Lynn Morse           | Alumni Member               |

CLA is seeking to expand its membership. If you feel this is an area you would like to serve, information is available in the school office.

## **2019-20 FACULTY & STAFF**

### **ADMINISTRATIVE STAFF:**

Deana DiLuggo, Principal  
Roxanne Lundberg, Secretary/Admissions Coordinator

## **2019-20 FACULTY**

Early Childhood Education Department  
Kristy Pfeiffer, Kindergarten  
Carina Stefanko, Kindergarten Paraprofessional  
Denise Kessman, Pre-K4 Teacher  
Caroline Buttendorf, Pre-K4 Paraprofessional  
Kathy Re, Pre-K4 Paraprofessional  
Meagan Dobbrow, Pre-K3 Teacher  
Isabella Andrade, Pre-K3 Paraprofessional

Middle School Department  
Craig O'Neil, Grade 8  
Silvia Picon, Grades 6 & 7  
Mary Duncan, History  
Amanda Tornatore, Language Arts, Computer, & Librarian

Elementary Department  
TBA, Grades 1 & 2  
Hannah Miller, Grade 3  
Cheryl Mitchell, Grades 4 & 5

Extra-curricular Department  
Aline Falcao, Spanish Teacher  
Antonette Cornelius, Music Teacher  
TBA, Physical Ed  
Joshua Coles, Art Teacher

**CLA SUPPORT STAFF:**  
TBA, School Nurse  
Joe Quattro, Custodian

**LITTLE BLESSINGS STAFF:**  
EmilyUskudarli, Director

## **8. NATIONAL MEMBERSHIP**

Christian Life Academy is a member of the Association of Christian Schools International (ACSI), the largest Christian school association in the world.

## **9. ACCREDITATION**

Christian Life Academy was accredited by the state of Connecticut at its inception in 1987. Due to the change in Connecticut state law in 2005 which stopped all state accreditations of any private schools, Christian Life Academy applied for accreditation through ACSI, a nationally recognized accrediting agency. At this time we continue to work towards ACSI accreditation. During these years, the state of Connecticut recognizes CLA as a private school in operation in Connecticut.

## **10. SCHOOL COLORS**

Christian Life Academy's school colors are maroon and white.

## **11. PLEDGES**

At Christian Life Academy, we teach the Biblical doctrines of self-discipline; respect for those in authority; obedience to the law; and love for God; our flag, and country. The following pledges are recited on a regular basis:

### **Pledge of Allegiance to the 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 brotherhood, uniting all true Christians in service and in love.

### **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 word in my heart that I might not sin against God.

## **12. STUDENT OUTCOMES**

Our educational objectives are grouped into four categories for consideration: those related to the student's spiritual and moral growth; their personal and social development; their academic advancement; and family relationships.

### **1. IN THE AREA OF SPIRITUAL AND MORAL GROWTH, THE STUDENT SHOULD:**

- A. Regard the Bible as God's inspired Word and develop attitudes of love and respect toward it.
- B. Understand the basic doctrines of the Bible.
- C. Choose to confess Christ as Savior and Lord.
- D. Develop a desire to know and obey the will of God as revealed in the Scriptures.
- E. Be equipped to carry out the will of God daily.
- F. Recognize their part in the body of Christ and its worldwide task of witnessing, evangelizing, and disciplining.
- G. Develop the mind of Christ toward godliness and sin.
- H. Recognize the power they have to overcome sin by the transformation of their minds.
- I. Be encouraged to develop self-discipline and responsibility based on respect for and submission to God and all other authority.
- J. Have developed a Christian worldview by integrating life experiences and academic studies with the Bible.

### **2. WITH REGARD TO PERSONAL AND SOCIAL DEVELOPMENT, STUDENTS SHOULD:**

- A. Have developed their personality based on a proper understanding and acceptance of who they are in Christ.
- B. Be able to treat everyone with love and respect, knowing that others are also made in the image of God.
- C. Recognize their responsibility to be salt and light in the culture and contribute to the Kingdom of God with his gifts.
- D. Understand that time is a God-given gift and that it is their responsibility to use that time effectively and productively.
- E. Demonstrate a relevant and Biblical view of life and work, and develop skills for healthy personal relationships.
- F. Develop proper attitudes toward marriage and the family and begin to understand the skills needed to establish God-honoring homes.

### **3. ACADEMICALLY, THE STUDENT WILL:**

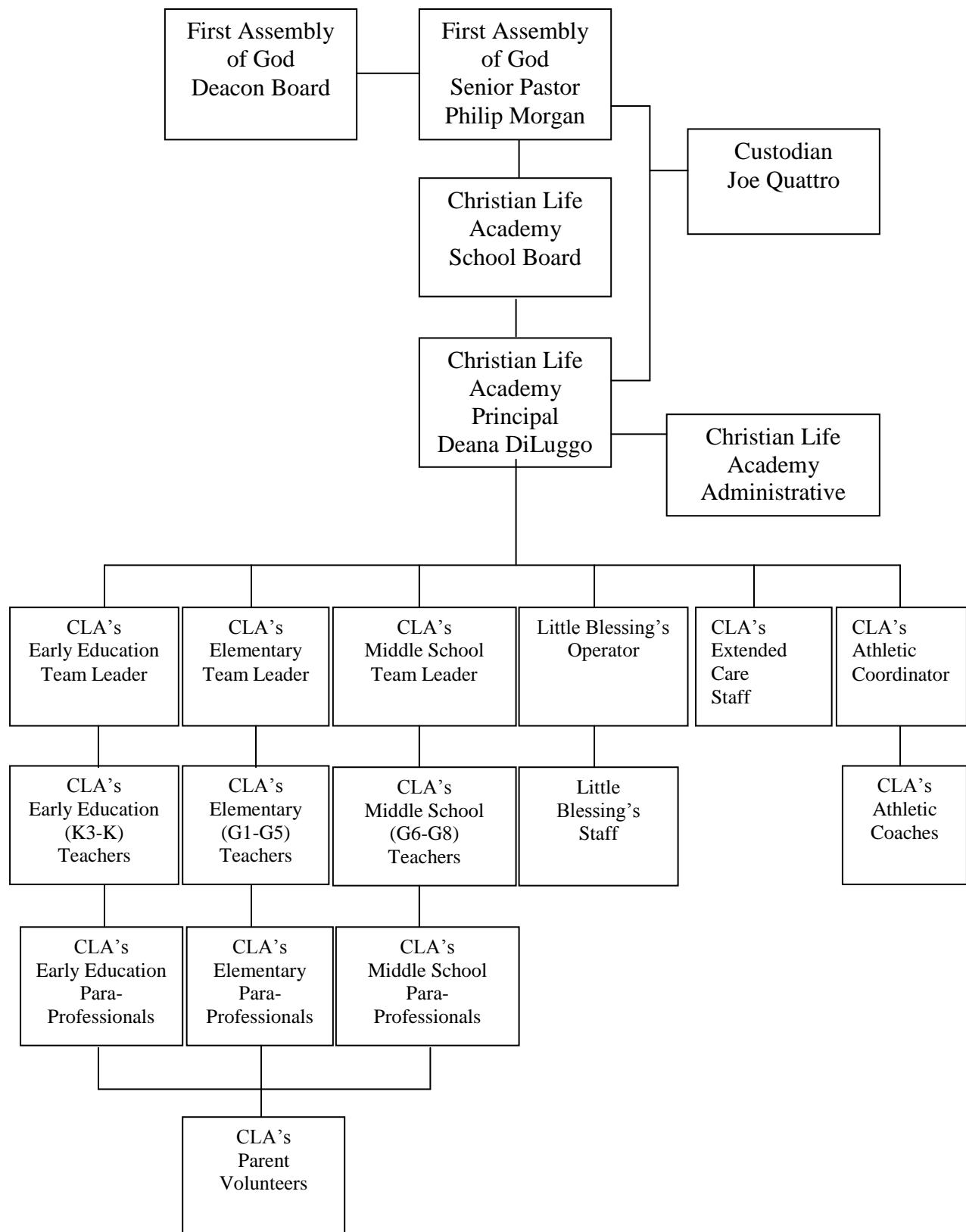
- A. Strive for academic excellence within the potential of the individual as uniquely created by God.
- B. Work with the staff to gain a thorough comprehension and command of the fundamental processes used in communicating and dealing with others, such as reading, writing, speaking, listening, and mathematics.
- C. Develop and practice the use of good study habits.
- D. Develop skills enabling them to do independent research and to reason logically.
- F. Be motivated to pursue independent study in areas of personal interest.

- G. Develop creative and critical thinking and proper use of Biblical criteria for evaluation.
- H. Develop good citizenship and appreciation of our Christian and American heritages of responsible freedom, human dignity, and acceptance of authority.
- I. Develop the ability to discuss current affairs in all fields and relate them to God's plan for mankind.
- J. Cultivate an appreciation for God's created world and an understanding of the proper use of its resources.
- K. Gain an appreciation of the fine arts through the development of their understanding and personal expression.
- L. Gain an understanding of technology and its use in the classroom and around the globe.

#### **4. THE STUDENT AS A PRODUCTIVE MEMBER OF THIS FAMILY WILL:**

- A. Become aware of the resources within their family unit, parents and siblings alike, and learn to appreciate them.
- B. Recognize the importance of consistent behavior and attitudes between school and home, with the help of the Holy Spirit working in their lives.
- C. Acknowledge the protection that is promised from obeying the healthy authority of parents.
- D. Understand the importance of regular attendance at family worship times.

# Christian Life Academy Organizational Chart 2019-20



## **14. ADMISSIONS POLICY**

1. STUDENT HISTORY – Christian Life Academy seeks students who have a history of compliant behavior and a desire to be successful in their academics and in their Christian walk. Middle school students must also express a personal desire to attend CLA.
2. STATEMENT OF NON-DISCRIMINATION - Christian Life Academy adheres to the following statement: “CLA admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national, and ethnic origin in administration of its educational policies, admissions policies, financial aid program, athletics, or school administered programs.”
3. INTERVIEWS – New families, as well those students in grades 6 and up, are required to meet with the principal before acceptance will be final.
4. NEW STUDENTS – All new students are accepted on a 60-day provisional period. A parent/guardian will be notified of any concerns or problems as they become evident.
5. RE-ENROLLMENT- Returning students will be given priority during the re-registration period. After that, qualified applicants are accepted on a first-come, first-served basis as space allows. Re-enrollment is based upon the student's current and previous year's academic and behavioral record. Re-enrollment should not automatically be assumed. All previous year's financial commitments must be fulfilled before re-admittance is final, except when special permission has been given by the Principal and/or the School Board.
6. KINDERGARTEN-FIRST GRADE STUDENTS – Students entering kindergarten or first grade that did not attend CLA for preschool, may be required to undergo developmental testing. This is done to ensure the best possible placement for each student. See the financial policy for costs associated with testing.
7. ACADEMIC TESTING – Academic testing may be required for placement purposes in grades 2 – 3. However, all students in grades 4 and up will be required to complete an academic test. See financial policy for costs associated with testing.
8. COMMITMENT AGREEMENT – There must be an agreement and adherence to the policies set forth in the Parent/Student Handbook, including the Statement of Faith. Student and parent contracts are distributed with the registration packet and must be signed and returned by the first day of school.
9. IMMUNIZATION RECORDS – CLA follows the immunization requirements set forth in and required by the State of Connecticut. All students must be immunized against diphtheria, tetanus, pertussis, measles, mumps, rubella, and polio before being enrolled in school. The state does make an exemption in some cases for non-immunization of a student for health and/or religious reasons. However, notarized documentation by a physician and parent for this reason must be on file. Therefore, documentation of all students' immunization records must be on file prior to enrollment.

**Admittance** – Acceptance to the academy will not be considered final until all paperwork has been received and the Registration and Enrollment Fees have been paid in full. The Principal, having prayerfully considered all the information available, will make the final decision for enrollment, and has the authority to waive certain admission requirements, if deemed in the best interest of the students, class, and school. Such decisions are not subject to appeal. All students are accepted on a sixty-day trial basis.

## **RE-ENROLLMENT POLICY**

1. Re-enrollment is based upon the student's academic and behavioral record at CLA, and should not be assumed.
2. For students re-enrolling, a new registration form will need to be filled out and submitted with the re-registration fee annually. Emergency contacts and authorization forms will need to be updated. If new immunizations have been given, a new immunization record will need to be submitted as well.

## **Financial Aid**

If you are applying for financial aid, please be aware that funds are limited. We utilize FACTS Grant & Aid Assessment program to determine eligibility. Recommendations are made by FACTS, and then submitted to the CLA School Board for final scholarship award determinations.

Applications can be submitted on-line at [www.factstuitionaid.com](http://www.factstuitionaid.com). There is a \$30 fee assessed with each application. Applications received after June 30<sup>th</sup> will be submitted to the next regularly scheduled School Board meeting. Decisions will be made based on FACTS recommendation and the availability of funds. Decisions for financial aid are determined by as soon as possible for all families.

## **15. WITHDRAWAL PROCEDURE**

Parents who desire that their children no longer attend Christian Life Academy should immediately and please follow this procedure:

1. Notify the principal of their intention to transfer, giving a withdrawal date and reason for withdrawal. Students will be considered enrolled, but absent, until this information is received.
2. All financial obligations must be met. If paying by check, the check must be cleared by CLA's bank account before releasing student records.
3. All school equipment and school-owned books must be returned before records will be released.

## **16. NON-DISCRIMINATION POLICY STATEMENT**

Christian Life Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, financial aid program, athletics, and other school-administered programs.

## **17. ATTENDANCE**

The state of Connecticut does not require a certain number of school days per year for private schools. However, CLA maintains an average of 172 – 180 days annually. An updated school calendar will be handed out at Parent Orientation in August and the first week of school, for those not in attendance at Parent Orientation, with all special days, early dismissals, and vacations marked. Should there be any changes, you will be notified in advance so that you can plan accordingly. Most calendars changes will be announced in the weekly newsletter.

### **Tardiness**

Promptness and good attendance are positive habits to develop in your children. It is imperative that they be in school each day unless they are ill. Any student who is tardy more than 5 times in a quarter will receive notice of a detention to be served before school. This will be effective for every five days they are tardy throughout each quarter. Five tardies within a marking period will be considered one absence when determining perfect attendance.

**If, for some reason, your child will be absent** we require a dated note with an explanation for the absence to be sent in to the teacher with the returning student.

Any student with unexcused absences for more than ten (10) days in a year is not only in danger of not being promoted to the next grade, but is considered truant by the state of Connecticut. Extended illnesses will require a doctor's note before the student returns to school.

## **18. ARRIVAL & DISMISSAL POLICY**

**Arrival-** With the safety of all in mind, a map depicting the routes for all families to follow when dropping-off and picking up your children can be picked up at the office. It is imperative we all heed this plan to avoid any potential accidents or injuries. All students need to report to their classrooms by 8:25am. Students arriving after 8:25am are considered tardy and need to report to the office for a Tardy Slip. Five tardies or more in a quarter will result in a detention. Teachers will be stationed at the doors both inside and outside for supervision.

For Car Lane Pick Up, please pull up as close as you can to the “the back stairwell” when dropping off your child in the morning to make room for other cars. Make sure that your child exits your car on the left to avoid getting hit by another car. If you arrive after 8:25am, please have your child go to the front entrance, sign in, and get their tardy pass. Please make sure to follow the traffic patterns and exit at the back of the parking lot.

If you come early, please wait for the teacher to open the back door or park. Again, please follow the traffic patterns and avoid driving under the canopy; this is for buses only.

**Dismissal** – All grades dismiss at 3:10 pm. In the car line, identify yourself to the teacher who will be outside to announce your arrival via walkie-talkie to the office. Your child's name will be announced via the PA system to their classroom, and they will exit through the door at the far end of the building beyond the gymnasium. If you carpool or have someone pick up your children for you, please make sure the office is aware of the change. We will not dismiss your child to an adult who has not been specifically named as a pick-up person. The

teacher on duty will be out at the carline from 3:10-3:20pm. After 3:20pm you will need to park your car and come into the building through the front doors. Your child will be in Extended Care located in the Library. (see #19 Extended Care)

**In the event of extreme weather, follow the same traffic pattern, except pull up further to the canopy following the direction of the dismissal teacher.**

Initially, parents of kindergarteners will need to park and walk your children in to the classroom both for arrival and for dismissal. After two weeks, they will need to be dropped off at the office hallway and watched by the parent as they walk into the classroom or dropped off in the carline. They will be dismissed with the grade school. Kindergarten students may be dismissed to the carline for dismissal with an older sibling (grades 3 – HS) picks them up from the classroom.

## **19. EXTENDED CARE POLICY**

Any students not picked up by 3:20 pm will be escorted to Extended Care and will have to be signed out by a parent. At that time the parent will be charged a \$5.00 late fee. Students picked up after 4:00pm will be charged the daily rate of \$25. Bus students excluded.

Extended Care is supervised and runs from 3:20 – 5:30 pm each day after school for students K3 through Kindergarten separate from Grades 1 through 8 students. A fee is charged for use of this service. Please ask for assistance in the CLA office should you have need of this service. Students not picked up by 5:30 pm will need to sign a Late Pick Up sheet. You will be charged \$5.00 per child every five minutes you arrive after 5:30 pm.

Students in extended care will have a snack time, play time, quiet activities such as puzzles, reading, or games, while the older students have time for homework.

## **20. PROCEDURES FOR RESOLVING CONFLICT**

As parents, staff, and fellow human beings we are prone to differing viewpoints and opinions on occasion. As a result, conflict can arise. As Christians, we are to follow God's principles for conflict resolution. At Christian Life Academy, we believe God has written these principles in His Word for our guidance and provided authority for our protection. If and when a disagreement occurs, please follow the biblical principles in Matthew chapter 18 as well as the chain of God's appointed authority when attempting to resolve it.

**STEP 1-** Bring your offense before the Lord in prayer and make a decision to forgive. If you do not feel a release, humbly go to the person with whom you are offended (going to anyone else constitutes gossip and/or slander) and make known the offense. Own up to any part of the situation that may be yours, and be ready to forgive the person. Hopefully, you will never have to go beyond this step.

After completing Step 1, if the issue is not resolved to your satisfaction:

**STEP 2 –** Make an appointment to meet again with those involved and one other person in authority with firsthand knowledge of the circumstances or who can act as a witness in the meeting. Please be aware that sometimes you may have to agree to disagree or accept a "no answer." However, if the issue is of a sin-nature and is still unresolved, then Step 3 should be sought only after careful consideration. There are times when we have to trust the Lord to expose an area in someone's life and lead them to repentance, rather than forcing the issue too soon.

**STEP 3 –** This is the final step and should only be used in rare and serious situations. Any and all offenses not yet resolved should be documented and submitted to the school office in an envelope addressed to the Principal, as well as documentation of any meetings that occurred while attempting Steps 1 and 2.

If the principal is already involved and has not been able to bring about resolution, the documentation will be turned over to the School Board. You will be contacted by the Principal or Board Chairman if there are any questions, or if it is determined that the situation warrants further investigation. You will also be notified of any decisions that are made.

Please keep in mind if you choose to move to this step that the decision of the Principal or School Board will be the binding decision. The student's continued attendance at CLA will be based upon the decisions made during this process. If a peaceable solution cannot be agreed upon, or if the student or student's family is unwilling to forgive, CLA reserves the right to dismiss the student from the school.

Please realize that Christian Life Academy is a private entity and a ministry of First Assembly of God. We are under the authority of our Lord, whom we seek to please first, then to First Assembly and are not subject to individual preferences and interpretations. The principal and/or the school board may, at their discretion, seek advice or decisions from the pastors or deacons of First Assembly. Any difficult situations or unresolved questions will be taken before the School Board via the Principal. Please do not go directly to board members, the pastors, or the deacons, or you will be referred back to Step 1 of this procedure. If we all follow these principles we will create an atmosphere of peace and unity for all, thereby positioning ourselves to receive God's commanded blessing. (Psalm 133:3).

## **21. CLA OFFICE HOURS**

The office is open from 8:00 a.m. to 3:30 p.m., Monday through Friday, for your convenience. You can reach the office during this time at (203) 775-5191. After hours, please feel free to leave a message on the answering machine. Someone will return your call as soon as possible.

The doors will be locked from 8:40am - 3:00pm and locked again at 3:30pm. To enter the building after 3:30, you will need to call the designated cell phone for extended care. You may obtain this number from the office.

## **22. DAMAGE TO SCHOOL/CHURCH PROPERTY**

If a student breaks or damages school or church property, the incident will be written up on an incident report and given to the principal and to the custodian for assessment of costs. Parents will be notified of the incident and held responsible for repair or restitution of the assessed damages.

## **23. VISITORS**

Only those children registered as students or members of the faculty or staff of Christian Life Academy are to be in any classroom or hallway at any time unless the Principal has given explicit permission. Before-school conferences and conversations are very difficult for staff. Please be sensitive to their preparation time. If you would like a teacher conference or have business that requires the attention of the Principal, a teacher or staff member, please sign in at the office and you will be directed accordingly. Parents may not go to their child's classroom without signing in at the office, and obtaining permission first.

### **CLASSROOM VISITS**

#### **Visiting Parents:**

Parents may make arrangements with their child's teacher to visit the classroom. All visitors must first check in at the office. It is important for safety reasons that we are aware of who is in the building at all times. We ask that you make arrangements for younger siblings who may be disruptive to the classroom.

**In the event of an immediate classroom concern, a Parent-Teacher meeting may take place after all the students have been dismissed, pending the teacher's availability. This meeting will take place in the Teacher's Lounge or in the Office.**

#### **Visiting Students:**

Request for visiting students will only be approved in unusual circumstances (out-of-town guests, students making application to CLA, occasional staff children, or alumni with permission of the classroom's teacher). All requests for visitors must be approved by the administration at least one day prior to the visit and all visitors must obey our standards for dress and conduct.

## **24. SCHOOL CANCELLATIONS**

The decision to cancel or delay school is always a tough one, but it is made with the safety of students and driving parents in mind. Because our school family is made up of residents in several surrounding towns, what may seem safe in your area may not be in another. Keep in mind that the decision to cancel or delay school will be made by the Principal based on what is best for the majority of the population. Each parent must decide if the trip to school is safe for them. As a general rule, CLA tries to follow the Brookfield school system. However, during some storms, weather may not be as dangerous in Brookfield as it is in outlying areas.

**Snow emergencies, delayed- opening, school cancellation, or early dismissal** will be announced on WLAD 800 am, WINE 940 am, on Channel 6 or, on the internet, [nbcconnecticut.com](http://nbcconnecticut.com), or [www.ctweather.com](http://www.ctweather.com) and an email from Gradelink.

**Schedule to follow on a 2 hour delay:**

**10:20am Students may start arriving**

**10:30am School begins (there is NO Before Care)**

**3:10pm Normal dismissal time**

**An occasional 3 hour delay may be called. In that case,**

**11:20am Students may start arriving**

**11:30am School begins**

**3:10pm Normal dismissal time**

**Weather Early Dismissals (TBA)**

You may also check our Facebook page

Announcements are generally posted by 6:30 am.

## **25. DRESS CODE: K-G8**

### **Our Philosophy:**

Scripture teaches us to “train up a child in the way he should go” (Proverbs 22:6). At CLA, we believe part of that training is learning skills, such as what appropriate dress is, submitting to authority, and obedience. Christian Life Academy is a place that intentionally respects and requires serious work, so clothing must in no way detract from that work, but, in fact, should reinforce it. Accordingly, throughout the school day and at all school sponsored activities, CLA requires that students follow the policy set by wearing clothing that is modest, neat & clean, properly sized, and without holes, rips, patches, obvious stains, or frayed/ragged edges. Therefore, the following 3 dress codes have been established for our students.

### **Chapel Day Dress Code:**

- **Boys:** Students must wear a white dress shirt, with collar, navy blue or khaki dress pants, and basic burgundy or navy blue tie.
- **Girls:** Students must wear a white polo or dress blouse, with collar, navy blue or khaki skirt or jumper. Tights, socks, and leggings allowed under skirts or jumpers.
- All other rules from the “Regular Dress Code” apply.

### **Gym Day Dress Code – Boys & Girls:**

- **Shirts:** All students are required to wear the CLA logo T-shirt.
- **Pants:** Black or gray sweatpants (no logos). **No Leggings, No yoga pants.**
- **Shorts:** We will allow shorts (to the knee) for hot gym days from September to October and April to June. Shorts must be black or gray. No shorts Nov 1<sup>st</sup> – Mar 31<sup>st</sup>.
- **Sweatshirt:** A CLA logo sweatshirt is highly recommended as it is cold in the late fall and winter. No other sweatshirts are allowed with the exception of CLA Team jackets.
- **Footwear:** Low top, conservatively colored\* athletic sneakers, with shoelaces or Velcro.
- **Socks:** Are required & must be worn with sneakers!
- **Other:** Roll-on deodorant should be worn for P.E. if necessary.

### **Regular Day Dress Code - Boys:**

- **Shirts:** Must wear a solid color white, maroon, navy or light blue polo or dress shirt. The shirt must fit comfortably and must completely cover chest, midriff, and back at all times with no visible underwear. Polo or dress shirts are to be tucked in at all times.
- **Pants:** Must wear solid color, cotton or cotton blend, (Docker-like) chino pants in navy blue or khaki.
- **Belts:** If pants have belt loops, a solid brown or black belt must be worn.
- **Footwear:** Sneakers must be conservatively colored\*, low tops only. Shoes must buckle or tie on with shoelaces or Velcro.
- **Socks:** Are required and must be one of the following coordinating solid colors: navy, white, tan, brown, or black.
- **Sweaters:** Solid white, gray, or navy sweater, cardigan, crew, v-neck, or vest may be worn over a dress code approved shirt. No hooded sweaters, please.
- **Sweatshirts:** **CLA sweatshirts may be worn any day, over an approved dress code shirt.** No other sweatshirts may be worn at any time with the exception of CLA team jackets.
- **Hair:** is to be worn in a neatly-groomed, masculine style, not touching the eyebrows or collar, and be of natural color.
- **Other:** No earrings.

### **Regular Day Dress Code - Girls:**

- **Shirts:** Must wear a solid color white, maroon, navy or light blue polo or blouse, with collar. The shirt must fit comfortably and must completely cover chest, midriff, and back at all times with no visible underwear. The necklines of shirts must go no lower than the student's hand-width from the base of the neck. Camisoles may be worn under a dress code shirt, but may not show.
- **Skirts/Jumpers:** Navy or khaki skirts or jumpers only. They must have straight hem line, and reach knee length (cannot be shorter than one inch above the knee). Note: Shorts should be worn under jumpers/skirts for recess.
- **Pants:** May only be worn during **November 1<sup>st</sup> through March 31<sup>st</sup>** and must be a solid color, cotton or cotton blend, (Docker-like) chino pants in navy blue or khaki. **No skinny or tight-fitting pants.** If pants have belt loops, a solid brown or black belt must be worn.
- **Socks/Tights/Leggings:** Must wear knee-high or ankle socks, leggings, or tights, in solid navy, white, tan, brown, or black. Leggings may only be worn under skirts or jumpers, not as pants!
- **Footwear:** Low top sneakers or Mary Jane type shoes with non-marking soles. Conservative colors\*. Shoes must buckle or tie on with shoelaces or Velcro.
- **Sweaters:** Solid-color white, gray, or navy sweaters, cardigan, crew, v-neck, or vest must be worn over a shirt (no other logos).
- **Sweatshirts:** The **CLA sweatshirt may be worn any day, over an approved dress code shirt.** No other sweatshirts may be worn at any time with the exception of CLA team jackets.
- **Hair:** is to be worn in a neatly-groomed style, and be of a natural color.
- **Other:** 1 pair small pierced earrings may be worn. Hoops should be no larger than the size of a quarter. Jewelry is allowed, but must not be distracting.

### **Not acceptable for boys or girls:**

- No T-shirts, tank tops, jerseys, turtlenecks, sweatshirts.  
(Exception: CLA T-shirts on Gym Day & a CLA sweatshirt may be worn any day).
- No spaghetti straps.
- Jeans, jean-style khakis, cargo pants, cut-offs, capris, sleepwear, athletic pants of any sort: these include, but are not limited to, flannel pants, sweatpants, wind pants, warm ups, or anything similar.
- No boots/Uggs of any kind. If you wear boots to school on snowy days, please have sneakers on hand to change into once you arrive.
- No flip flops or sandals.
- No “Grunge,” Gothic, risqué, or bizarre make-up, accessories, or clothing.
- No fatigues, military attire, camouflage, work uniforms such as scrubs, or overalls.
- No visible body piercing, tattoos, or skin ornamentation.
- No apparel with logos (other than the CLA logos), graphics, slogans, or large lettering of any kind.
- No hats and outerwear may be worn indoors.
- Make-up is not permitted K-G6. Natural-looking make-up is acceptable in G7 and up.

\***Conservatively color examples** = mostly tan, white, or dark colors (black, brown, navy, gray, etc.).

**Consequences:**

- 1<sup>st</sup> Offense: Note sent home.
- 2<sup>nd</sup> Offense: Note sent home.
- 3<sup>rd</sup> Offense: Parents will be called to discuss the dress code violation.
- 4<sup>th</sup> Offense: Parents will be called and asked to bring in appropriate dress code clothing.
- Students who repeatedly fail to honor these dress code standards should expect further disciplinary action according to the CLA discipline policy.

It is expected that students will be consistent daily examples in the area of personal appearance. PARENTS ARE THE FIRST LINE OF INSPECTION. Please help us maintain dress standards by checking for appropriate clothing before your child leaves home.

**Purchase options:**

Parents and students may determine where and from whom they will purchase their clothing. All dress code apparel can be purchased locally at the Burlington Coat Factory, JC Penney, Walmart, Kohl's, or Sears stores, or online at

[landsend.com](http://landsend.com)  
[childrensplace.com](http://childrensplace.com)  
[gap.com](http://gap.com)  
[oldnavy.com](http://oldnavy.com)  
[frenchtoast.com](http://frenchtoast.com)

\*CLA t-shirts, sweatshirts, & optional spirit wear may be ordered from the Gym Uniform Form in the school office.

**Principal's discretion:**

Other attire may be declared acceptable for certain conditions, e.g. field trips, spirit week, field day, etc., as deemed appropriate by the principal.

**26. Dress Down Days: “Paid or Special”:**

“Pay to Dress Down” Days are offered usually once each month. Students pay for the privilege to wear clothes outside our normal dress code policies. Monies collected are donated to another mission's outreach as predetermined by the Principal.

- Dress Down Attire: Students are free to wear clothing of their choice, but **PLEASE keep modesty, safety, and our conservative values in mind.**
  - NO sleepwear (pajamas/slippers)
  - NO ill-fitting clothing
  - NO torn or ripped clothing
  - NO spaghetti straps
  - NO flip flops

Boys & Girls: Chest, midriff, shoulders, and back must be covered at all times.

## **27. FINANCIAL POLICY**

Christian Life Academy is a ministry of First Assembly of God Church, but it is as self-sustaining ministry. We rely on tuition payment (which cover approximately 85% of the budget), fundraising activities, and donations to support the ministry. It is imperative that you use integrity in fulfilling your financial commitments.

Tuition must be kept current. Any payment more than 30 days past due will result in the suspension of your child(ren)'s attendance until the account is brought up to date. The only exception to this policy is a pre-approved arrangement made with the Principal and/or School Board.

Honest communication is expected from all parents concerning financial matters. If for any reason your commitment cannot be met, it is important for you to contact the Principal prior to the month's end that the payment is due, so that arrangements can be made to bring your account current. We realize many people come into unexpected circumstances, but we want to be able to work with you, to help you, and to pray for your family.

Financial commitments include the following:

1. **Registration Fee:** A yearly non-refundable registration fee: \$80.00 for new students. \$80.00 for returning students if registered before April 1st, after April 1st \$125. Maximum of \$250 per family.

2. **Book & Supply Fee:** Upon acceptance to CLA, a Book & Supply Fee will be due, securing your child's seat in a particular grade. This is a non-refundable fee that also covers the costs of your child's books, supplies, the annual student insurance fee and other costs. New students will be billed upon acceptance to the school. Currently enrolled students fees are due by July 1<sup>st</sup>.

3. **Tuition:** Non-refundable tuition options are:

- a. One full payment due by August 15<sup>th</sup>
- b. Bi-annual payments due August 15<sup>th</sup> and December 15<sup>th</sup>
- c. \* Ten monthly payments due August 10<sup>th</sup> through May 10<sup>th</sup>
- d. \* For students enrolling after August 30<sup>th</sup>, 10 monthly payments run September through June.
- e. \* For students enrolled after September 15<sup>th</sup>, the current month is prorated and tuition payments continue through June. You will have a June payment.

A late fee of \$25 will be charged for any payment received after it is due. A returned check fee of \$25 will be charged for any check returned by the bank for insufficient funds.

\* If you choose the ten month plan, payments are made via an ACH bank debit from the checking or savings account you designate. All financial obligations must be met in order to obtain students records. (If paying by check, the check must be cleared by CLA's bank account.)

4. **Testing Fee:** (Due the day of testing.)
  - a. Developmental Testing (Preschool – Second grade) - \$ 50.00
  - b. Academic SAT Testing (Grades 1-8) - \$ 50.00
5. **Fundraising Fee:** See Section 27-A
  - \$150 for one 3-day student
  - \$250 for one 5-day student
  - \$400 for two+ 5-day students

This fee may be worked off at our various fundraisers, but any remaining balance will be applied to your account at the end of May.

## **27a. FUNDRAISING FEE POLICY**

Christian Life Academy depends on a certain amount of money from our various fundraisers. Tuition alone does not cover all the costs of operating the school. Therefore, we depend on God's blessing and parent support in maintaining our school.

In an effort to formalize this expected income/support, the school board has instituted a policy in regards to fundraising and volunteer hours. The PTF has been charged with the job of keeping track of your donations and volunteer hours per family.

### **Fundraising Fee**

A family with one enrolled child in K-8<sup>th</sup> grade, or 5 day preschool, will be billed \$250, and a family with multiple enrolled students will be billed \$400. If your child is enrolled in one of our 3 day preschool programs, you will be billed \$150. You may choose to simply pay it in full, or in partial installments, and/or "work it off" via volunteer hours (see below).

### **Fundraising Volunteer Hours**

For those families who want to "work off" the financial requirement outlined above, we have created a system to keep track of your volunteer hours. When volunteering for a fundraising event, the formula is 1 hour = \$10 toward your fee.

There is a volunteer form to be filled out, which will need to be signed by the supervisor/coordinator of that activity/fundraiser. This form can be given to Roxanne Lundberg in the office. She will forward it to the PTF to log your hours.

### **In addition to this financial requirement, CLA's fundraising policy also includes the following:**

- Each family is expected to participate in all retail sales fundraising events.
- Each family is expected to volunteer at least once at a basketball game during the fall tournament.

### **Billing**

The PTF will send out a "Volunteer/Fundraising" statement to each family at least twice, once in December, and again in April. Any financial amount still outstanding will be billed to your account around June 1<sup>st</sup>.

### **While very much appreciated, these volunteer efforts do not count toward this policy:**

- Box Top donations
- Sammy Can donations
- Purchases at any fundraising events
- Paid Dress-Down Days
- Food donations for any event
- Helping with Preschool events (Thanksgiving Feast, Christmas Pageant, Circus, etc)
- Helping in the office
- Helping in the classroom
- Field Trip Chaperones/Drivers
- Field Day Helpers

**Please note: all monies are non-refundable.**

## **28. LUNCH PROGRAM**

**CLA's Lunch program is optional.** You may opt to participate in the school lunch program (monthly) or you can choose to send a lunchbox with your child. In the event a child forgets his/her lunchbox, then he/she will be given the school lunch. You will be charged by the caterer the "On the Spot" price. **The use of a microwave is prohibited.** Lunches brought to school should be healthy and well balanced. It is the parent's responsibility to provide a lunch that is consistent with a balanced diet. A diet is considered well balanced when a child eats something each day from each of the four food groups listed below:

1. **Milk/Dairy Group** (milk, cheese, yogurt, and milk-based soups). This group provides calcium for the bones and teeth, protein for tissue building, and vitamins that are good for eyes, skin, and bones.
2. **Fruits and Vegetables** (all fruits and vegetables) are a good source of vitamins and carbohydrates for energy and fiber. Citrus fruits are rich in vitamin C and provide for healthy bones, gums, blood vessels, and many body tissues.
3. **Meats** (poultry, fish, eggs, nuts and dried beans). This group provides high quality protein and is needed for muscle and organ development. This group also provides several B vitamins.
4. **Grains** (cereals, pasta, pancakes, oats, rice, etc.) This group provides fiber to help digestion and eliminations, B vitamins, and carbohydrates for energy, iron, and protein.

Your child's lunch should be consistent with a balanced diet. This also means that lunches should not be packed with sweets; should not contain sodas or soft drinks; and should not contain baby food (which has little nutritional value for children over two years old). In addition, glass jars are a safety hazard and are not permitted at CLA. Please be sure your child is fed before he/she starts the school day at CLA.

Not providing a balanced lunch leads to poor health, poor eating habits, an inability to concentrate, and poor behavior. Let's raise healthy and happy children!

**Please note that we are unable to heat lunches in the microwave.** If you are sending a meal that requires being served warm/hot, then be sure to send it in a thermal container. The time allotted for lunch does not permit our staff to be reheating individual lunches.

CLA teaches and enforces proper manners and behavior during lunchtime.

Since meals are made by a local caterer, CLA reserves the right to change the lunch menu at any time. Credits will be issued for paid lunches only on snow days or days that are cancelled by the school. A credit will not be issued for student absences or tardies, as the orders are placed ahead of time with the caterer.

**Milk** is available in white or chocolate flavors daily for lunch. Orders should be placed monthly and can be placed separately or in conjunction with a lunch order. All lunch and milk orders need to be paid for when the order is placed.

Also, we have a **NO FOOD SHARING policy** here at CLA for the safety of children with food allergies. Parents should first check with their child's classroom teacher prior to bringing foods items to school as there are a number of children with serious food allergies. Please do NOT send in foods that contain peanuts and tree nuts. Also, remind your children not to share food at school.

Parents of young children with food allergies are strongly encouraged to supply the teacher with a "goody bag" to be kept by their teacher with appropriate treats for their child to have on special occasions. Please keep the school nurse up to date on all allergy related conditions. This

confidential information is conveyed to the students' teachers and their assistants as well as kitchen personnel and other staff members who may need to know.

## **29. EXPECTED STUDENT BEHAVIOR**

The following behaviors should be reinforced by all faculty and staff:

- An attitude of respect for those in authority is to be maintained by all students. The title of Mr., Miss, Mrs., or Pastor is expected to be used respectfully, regardless of time or place.
- Students will be considerate towards other students and adults. Students are expected to show good manners at all times.
- Students will respect school property and other students' property. Students may use school's property, but not abuse it.
- Students are to walk in the halls, use a reasonable tone of voice, and exhibit orderly behavior. Students in the hall during class time should have a hall pass.
- Lockers are to be kept clean - no type of stickers inside or out. Appropriate material can be hung inside with Fun Tac or magnets.
- Students are to be punctual for school and class.
- Students are required to do their own work.
- Homework is to be completed and handed in on time.
- Students will maintain a spirit of cooperation in all areas of the school program.
- Students are asked to respectfully and quietly enter the chapel area and give polite attention to the entire Chapel program. This is to be viewed as a time of spiritual growth.
- Profanity is prohibited. This includes the phrase, Oh, my God!/OMG" Exodus 20:7 & Deuteronomy 5:11
- Food and beverages should only be consumed in the lunchroom, except with special permission, or during teacher-supervised snack times or class parties.
- Trash from snacks must be brought in from the playground.
- Electronic devices are permitted at the discretion of the teacher. Cell phones are permitted for after school use only for grades 6-8.
- There will be no chewing gum during the school day. Students who are chewing gum will be issued a Disciplinary Action Form to be sent home and signed by a parent.
- Students will abide by all guidelines above while on school-sponsored trips away from CLA.
- Criminal behavior on or off campus will result in immediate suspension and an expulsion review.

### **29a. DISCIPLINE POLICY**

It is the desire of Christian Life Academy to develop and strengthen self-discipline in every student. When a problem arises, it will be dealt with in Christian love, and with the emphasis on confession and forgiveness between people. Teachers will endeavor to train the student in accordance with Biblical principles and with the aim of instilling within the student a sense of

balance and self-control. Parents are expected to support the discipline administered by the school with the long-range goal of developing the child into a balanced, dependable, mature adult.

Each teacher at CLA is encouraged to develop an assertive discipline plan. The full meaning and intent of discipline should not only be to correct behaviors but also to build up and encourage an individual in attitudes and behaviors that are pleasing to God.

The following are unacceptable behaviors while the student is on school premises, buses, or at school sponsored activities:

1. Disrespect for authority
2. Purposeful disruption of classroom activities
3. Physical aggression to one's self, others, or property
4. Lying, stealing, cheating, or breaking of God's principles
5. Continued irresponsibility in schoolwork or homework
6. Continued irregularity in school attendance
7. Substance abuse (drugs, alcohol, cigarettes)
8. Possession of a legally defined weapon

Any of the above behaviors are considered to be a violation of school rules and parents will be notified of their child's infraction via a Disciplinary Action Form (DAF). A copy is sent home for a parent signature that day and needs to be returned the following day. In addition, persistent tardiness will result in a before-school detention.

## **30. FIELD TRIP POLICY**

Field trips can be an exciting way to support the learning experience. There are people and places to visit, hands-on activities, and many new experiences to be gained. However, for the safety of all, parents are asked to comply with all written procedures. This helps to ensure better planning processes, as well as keeping students and adults safe while traveling to off-campus destinations.

CLA does not have a school bus for field trips; however, we do reserve the right to utilize parent drivers for field trips.

Parents are required to complete a Vehicle Registration and Insurance Confirmation Form before being approved as a driver, supplying year, make, and model of vehicle being used and a copy of a current, approved Connecticut insurance card verifying comprehensive insurance. You may not drive if this paperwork is not completed, sent in to the office ahead of time and approved.

All field trip monies should be sent to the classroom teacher the week before the field trip or by the requested date. Parents do have the option of giving permission for their child to attend the proposed field trip or keeping them home for the day. Students must be kept at home if they are not attending the proposed field trip. They will have assigned work to replace the learning experience of the field trip.

## **31. CHAPERONE GUIDELINES**

1. It is important for volunteers to realize that they are acting as Christian role models for our students. Please be an example by demonstrating maturity in words, actions, attitude, and dress. A classroom teacher will be in charge of each field trip and will direct the volunteers as to what is expected of them.
2. Only students enrolled in the class or activity may go. Under no circumstances may guests or siblings attend a field trip unless the trip is announced as a special family event and other siblings are specifically invited. The first responsibility of each volunteer is to the students being supervised.
3. Chaperones are responsible for the supervising of those students assigned to them. All chaperones are responsible to carefully supervise all students placed under their care.
4. Chaperones should make it a special point to remain with the students for whom they are responsible. They should vigorously resist the temptation to group with other adults while allowing the students to “do their own thing.”
5. Chaperones should know exactly how many students are in your group and count them several times during the trip. Be sure that they are all present before moving from one place to another.
6. Students are to return with the same person and vehicle that transported them for this event.
7. Drivers and Chaperones should refrain from purchasing special treats for the children they are supervising unless all children in the class benefit equally.

### **Guidelines for Driving Chaperone are as follows:**

1. The supervising teachers will make all vehicle assignments. Drivers will be provided with a list of names of the children being transported in their vehicles.
2. Chaperones should arrive at school fifteen minutes before departure.
3. Seat belts must be worn at all times. Note that only one child is permitted per working seat belt.
4. Children may not ride in seats with airbags.
5. The teacher will provide a map and directions. Please stick to the assigned route to and from the trip.
6. It is expected that you will obey all traffic laws including maintaining acceptable speed limits.
7. When traveling, cars will “caravan” together. At no time should cars pass the “lead car” or take “side trips” away from the caravan.
8. Please call the school immediately for instructions if you experience car problems or if an emergency arises.
9. Children must enter and leave the vehicle from the curbside unless the vehicle is in a protected parking area.
10. A chaperone/volunteer driver may sign his/her child out with the teacher at the end of the field trip and depart for home from that point. If the chaperone is transporting another student whose parents have made prior arrangements in writing with the teacher for this chaperone to transport home, that student may be signed out by the chaperone with the teacher as well.

11. After a field trip is complete (more than half day) and classes have returned to CLA, students may leave without early dismissal penalty (teacher preference is permitted in this matter).

**Volunteer Driver Application Form-** All parent volunteers willing to drive on a school field trip are required to complete and submit this form. The purpose of this form is to reduce the liability of the school and volunteer drivers by being proactive in our selection of parent drivers. A new Volunteer Driver Application Form must be filled out each school year, a DMV Report form completed, and proof of insurance presented. The administrative staff will notify prospective drivers of their eligibility.

## **32. ENROLLMENT IN AFTER-SCHOOL ACTIVITIES**

### CLA Students:

After school activities are strictly optional. Most activities are formed and maintained by teachers or parent volunteers, who have been approved.

A small fee is usually charged in order to cover expenses incurred.

Athletic activities must follow the policies written in the Athletic Handbook, and athletes and their families must subscribe to them before being allowed to participate.

### Non-CLA Students:

Students who are homeschooled or who attend another school wishing to participate in Christian Life Academy's **after-school** activities/programs may do so following these specific guidelines:

- Only students in Grades 4-8 will be considered eligible.
- Current CLA students are given priority, so non-CLA students are eligible for any remaining spaces only.
- Parent and student must meet with the coach/teacher and/or principal prior to final acceptance.
- A family must agree to abide by CLA's mission and philosophy statements concerning behavior and attitudes.
- All CLA Non-discriminatory policies will apply.
- Students participating in CLA competitive sports must meet the guidelines imposed by the Parochial league, as well as any other leagues and division the student may be applying to complete in.
- The following forms must be completed and turned in with the appropriate Non-CLA Student Registration Form and appropriate fees:
  1. The Athletic Contract and Permission Slip signed by parents and student (you will need one for each activity you participate in)
  2. Emergency Contact information form
  3. A signed Statement of Faith (parent and student)

4. A Health and Medical information form along with current insurance policy numbers and contact information
5. A code of Conduct Acknowledgement Form
6. Greater Danbury Parochial League Code of Behavior form (for Basketball players only).

### **33. LIBRARY/MEDIA POLICY**

*“Pleasant words are like honeycomb, sweet to the soul and health to the bones.” Proverbs 16:24*

The primary function of the school library and media center (computer room) is to support the curriculum of the school and aid in improving the intellectual capabilities and achievements of all students. All programs, activities, and interactions are designed to specifically meet the academic needs of students. The media center environment enhances learning experiences and is being built upon concern for the academic and spiritual progress of each student. Computer resources are available for research with monitored internet access.

The Christian Life Academy’s library is available to students and faculty on a limited, regularly scheduled basis. The purpose of the library is to enhance all areas of academic research and recreational reading. The library is constantly growing and changing to meet expanding needs. Staffed by volunteers at the moment, access is limited to the volunteer staff and teacher visits. However, each class is slated to visit weekly and may take out and return books at will.

When students use the library, the following regulations apply:

1. Enter quietly without disturbing others who may be working.
2. Use time wisely while you are in the Library/Media Center; do not hesitate to ask for help in locating materials.
3. Books are checked out for two weeks or overnight.
4. Fines will be charged for overdue or lost books or materials.
5. The library must be kept neat and in order by returning materials to their proper places.
6. Library/Media Center is not a place to visit and avoid class. Visits must have a purpose.

### **34. ELECTRONIC DEVICES**

The use of electronic devices in school is restricted. All cameras, ipods, ipads, etc. should be left at home, unless a teacher has specifically requested in writing that they be brought for class enrichment. Cell phones are to be kept off and in a student’s locker or backpack between 8:15 am and 3:15 pm. Cell phone cameras, video cameras, and digital cameras are not to be used by students in the classroom, unless explicit permission has been given by the teacher to record a school event.

Teachers and other students are not to be recorded for private or public use in any circumstance, in school or out, without explicit permission from the one being videotaped. Caution should be used even in these circumstances to record only appropriate Christian conduct and words, as stated in the CLA Code of Conduct Policy.

## **35. ACCEPTABLE USE COMPUTER POLICY**

Our goal in providing internet service to teachers and students is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.

Christian Life Academy has taken precautions to restrict access to controversial material and content that is not considered to be of educational value. However, it is impossible to control all materials. Christian Life Academy believes that the valuable information and interaction available outweighs the possibility that users may procure material that is not consistent with the educational goals of the school.

Guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general this requires efficient, ethical, and legal utilization of the network resources. If a Christian Life Academy user violates any of these provisions, his or her account will be terminated and future access could possibly be denied. Infractions could also lead to other negative consequences including discharge from CLA.

### **Internet: Terms and Conditions of Use**

1. **Acceptable Use:** The purpose of the internet and CLA email is to support research and education. The use of your account must be consistent with the educational objectives of Christian Life Academy. The use of any other organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any national or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secrets.
2. **Privileges:** The use of the Internet and CLA email is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. (Each student or teacher who receives an account will be part of a discussion with a Christian Life Academy staff member pertaining to the proper use of the network.) The system administrators will decide what is inappropriate use, and their decision is final. Also, the system administrators may close an account at any time as required. The administration, faculty, and staff of Christian Life Academy may request the system administrator to deny, revoke, or suspend specific user accounts.
3. **Network Etiquette:** You are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:
  - a. Be polite. Do not get abusive in your messages to others.
  - b. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
  - c. Illegal activities are strictly forbidden.
  - d. Do not reveal your personal address or phone numbers of students or colleagues.

- e. Note that electronic mail (email) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
  - f. Do not use the network in such a way that you would disrupt the use of the network by others users.
  - g. All communications and information accessible via the network should be assumed to be private property but subject to monitoring.
4. **Usage:** Christian Life Academy makes no guarantees of any kind, whether expressed or implied, for the service it is providing. Christian Life Academy will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by CLA's own negligence or your errors or omissions. Use of any information obtained via the internet is at your own risk. Christian Life Academy specifically denies any responsibility for the accuracy or quality of information obtained through its services.
5. **Security:** Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the internet, you must notify a system administrator or your Christian Life Academy Coordinator. Do not demonstrate the problem to other users. Do not use another individual's account without written permission from that individual. Attempts to log on the internet as a systems administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the internet at CLA.
6. **Vandalism:** Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy the data of another user, or our internet system. This includes, but is not limited to, the uploading or creation of computer viruses.
7. **Monitoring:** All computers have been configured to allow monitoring and control. Students and Faculty/Staff may be remotely monitored at any time. This includes possible monitoring of emails. You should, therefore, harbor no expectation of privacy regarding your use of CLA email or internet access.

## **36. SOCIAL NETWORKING POLICY**

All forms of social networking are strictly prohibited at CLA or between CLA faculty and staff and its students. This includes, but is not limited to Instagram, Facebook, and Facetime. Teachers may communicate with their students through the Gradelink website. This is permissible for all students, faculty, and staff to use. If we become aware of mis-use of social media outside of school (bullying, photos, videos, or meanness), we will take appropriate action.

CLA does have a Facebook page which we encourage you to check on and welcome you to make comments.

## **37. EMERGENCY / SECURITY PLANS**

### **A. Medical Emergency Plan**

1. Assessment: As each class has a staff person with an up-to-date pediatric first aid and safety certificate, the staff will assess an injured child's need for care.
  - a. Minor first aid will be administered by nurse or trained staff.
  - b. Parents will be notified as to the nature of an accident and care.
  - c. A log will be maintained to record such incidents.
2. Severe cases:
  - a. A 911 call will be made to emergency medical services, and the child will be transported to Danbury Hospital.
  - b. Emergency treatment forms will accompany a staff person.
  - c. Other CLA staff will be called upon as needed to insure that adequate supervision is maintained.
  - d. Parents will be notified of incident by telephone as soon as possible.
3. Field Trips:
  - a. A staff member will accompany child to Danbury Hospital or Brookfield Family Medicine, whichever is closer.
  - b. Emergency treatment forms will accompany staff persons.
  - c. Parents will be notified as soon as possible by telephone.
  - d. If child/staff ratio is maintained, field trip may continue; otherwise, class will return to school, where other CLA staff will be called upon as needed to insure that adequate supervision is maintained.

### **B. FIRE EMERGENCY PLAN-EVACUATION**

1. In the case of a fire emergency the fire alarm will sound.
2. The children will follow the aide in a single file to the class's assigned exit (cit. Emergency Exit Plan).
3. The teacher will check the room to make sure that no students remain behind. Once this is accomplished she will follow her class out of the building.
4. The director will check the entire building including the bathrooms and unused rooms to assure that all students are safely out of the building.
5. Classes will double check class roles making sure all are accounted for.
6. The fire department will be alerted automatically via the alarm system.
7. In the event that staff and children are not able to reenter the building, they will be transported by the CLA bus to the YMCA's Green Knoll Center. There, the parents will be contacted to arrange for pickup. Parents will be asked to sign out their children upon arrival. Teacher's roll books include parent's telephone numbers for emergency contact and will accompany groups to the emergency center.

### **C. SEVERE WEATHER PLANS**

1. When a winter's storm makes conditions hazardous, school will be closed. Such closings are announced over the radio stations: WLAD 800 AM & WINE AM and the TV Channel 6. You may also check [ctweather.com](http://ctweather.com). You may request text messages that will be sent as soon as the station is notified.
2. Delayed openings and early dismissals will be handled by announcements over these same radio and TV stations.

3. In the event of sudden, severe weather, teachers will be instructed to move their class to the safety of the hallways.

#### D. EMERGENCY EVACUATION PLAN

- a. Christian Life Academy is listed on the town of Brookfield's Civil Preparedness Plan. CLA has been issued a Public Alert Radio by the Dept. of Homeland Security as an emergency alert signal for major events that might require evacuation. All procedures given by town officials would be followed in a severe emergency situation of such a high magnitude.
- b. Children would be transported to one of two evacuation sites, depending on where and what the emergency is; one, next door to Prince of Peace Church or transported to the
- c. YMCA Green Knoll Center in Brookfield.
- d. Teachers would take all class roll books with them in any emergency evacuation.
- e. Parents would be notified to pick up children at one of those sites.
- f. Staff members will stay until all children are picked up.

### **Security Policies & Procedures**

- **ALL exterior doors are to remain locked, except during Arrival & Dismissal**
- If you are entering the school, DO NOT let hold the door open for anyone that you cannot identify. They make get angry; however, this is our policy.

### **LOCKDOWN PROCEDURES**

One means of securing the school is to implement lockdown procedures.

1. **Lockdown** – There may be a threat or potential threat **INSIDE** the school or **ON SCHOOL GROUNDS**.
2. **Shelter in Place** – There may be a threat or potential threat **OUTSIDE** the school.
3. **Evacuation** - There is a situation inside the school that warrants evacuation.

#### Lockdown

- Building administrator will order and announce "This is a Lockdown."
- Repeat announcement several times. Communicate via radio to people outside of the building if possible.
- Immediately direct all students, staff and visitors into the nearest classroom or secured space.
- Teachers and staff should scan the hallway for students in the hall while closing and locking the door. Assess the person in the hallway and bring them into the class if appropriate.
- Classes that are outside of the building **SHOULD NOT** enter the building. Move outside classes to primary evacuation site off school grounds. Inform the office and police if you are moving to the primary evacuation site off school grounds.
- Lock classroom and office doors. Turn off lights, shades closed. Computer screens should remain on. Take attendance.
- Move people away from windows and doors. Move to an area that provides the best available

shelter/cover for students and staff. Insure students and staff cannot be seen from outside the classroom.

- No passes; no hallway traffic.
- Students and staff should remain SILENT and keep out of sight.
- Follow the direction of recognizable police officials.
- DO NOT respond to anyone at the door until an “all clear” is announced by the principal or a recognizable building administrator.
- The lockdown is officially over when a recognizable building administrator announces “all clear.”
- Email message sent to parents.

#### **Shelter in Place**

- Building administrator will order and announce “This is a Shelter in Place”.
- Repeat announcement several times.
- Direct all people outside of the school to enter the school immediately.
- Lock exterior and interior doors and first floor windows.
- Clear hallways, restrooms and other rooms that cannot be secured.
- Close shades/blinds, keep students away from windows.
- Take attendance, minimize passes and movement in the hallways.
- Continue teaching and inside activities.
- Move on announcement only.
- Follow the direction of recognizable emergency personnel.
- No one will be permitted to enter the school building and a note will be attached to the door to alert visitors to the school.
- The “Shelter in Place” is officially over when the building administrator receives the “all clear” from police and announces “all clear” over the intercom.
- Email message sent to parents.

#### **Evacuation**

- Students and staff will use the fire drill evacuation route UNLESS directed otherwise by administrators or emergency personnel.
- Students and staff will report to the predetermined evacuation area for that classroom or area. Take attendance.
- Students and staff will remain in the determined area until an “All Clear” has been given by a recognizable building administrator and they have been directed to return to the building.
- Students and staff may be directed by school or emergency personnel to another site or to transportation which will bring them to another site. Staff should supervise students and insure orderly movement to the site, and that all students are accounted for.
- Arrangements will be made at the alternate site to dismiss students in an appropriate manner.
- Email message sent to parents.

## **PUBLIC ALERT RADIO**

The Department of Homeland Security has joined with the Departments of Education, Commerce, and Health and Human Services to place a National Oceanic and Atmospheric Administration (NOAA) Public Alert Radio in every school in America in order to establish a strong national school alerting capacity.

NOAA Public Alert Radios are designed to signal different types of alerts to the public for all-hazardous situations, ranging from weather and human-caused emergencies to law enforcement alerts, such as child abductions. NOAA Public Alert Radios offer the capability to transmit alerts to a specific city or region, or nationwide depending on the circumstance.

For your peace of mind, our school has been updated with a Public Alert Radio, as of October 2, 2008. This access to alerts and warnings will provide our school with the information we need to respond quickly and appropriately should an incident develop.

We, as an Administration, are always looking for ways to improve our security and keep our students safe.

## **38. HEALTH SERVICES**

School health services are available to all CLA students and are a part of the overall Christian school program. These services are varied and are aimed at protecting and promoting our students' health and safety. State, federal, and local laws, as well as administratively-approved policies and guidelines are followed. CLA has a Registered Nurse on staff on a part-time basis. The remainder of the school's hours are protected by the many staff who are trained annually in CPR and First Aid.

### **Physical Examination Requirements**

A physical examination within one year's period is required for all pre-school, K, 6<sup>th</sup> grade, transfer, and new students. Physical forms must be submitted prior to entry to school or accompany the student on the first day of school. No student will be permitted to start school unless these requirements are met and the records reflect that their vaccinations are up to date according to State of Ct. Dept. of Public Health's immunization requirements.

### **Health Screenings**

Vision screenings are provided annually for pre-school – 8<sup>th</sup> grade students. Hearing screenings are provided annually for K – 3<sup>rd</sup>, 5<sup>th</sup>, and 8<sup>th</sup> grade students. A scoliosis screening is provided annually for grades 5-8. If for any reason you wish your child not to participate in these screenings or if there is a significant pre-existing condition the screener should be aware of, please notify the school in writing or by email [rlundberg@brookfieldfirst.org](mailto:rlundberg@brookfieldfirst.org).

### **Guidelines for keeping your child home:**

1. A fever of 100.5 F or above within 24 hours of attending school. Children must be fever free for 24 hours without medication prior to returning to school.
2. Antibiotics should be given for at least 24 hours prior to school entry if they have been prescribed.
3. Vomiting or diarrhea within 24 hours of school.
4. Red, itchy eyes with or without drainage. Conjunctivitis should be treated with prescribed drops for 24 hours prior to re-entry to school.
5. Any unusual rash until proper diagnosis is made.

### **Non-Prescription Medication Policy**

A Christian Life Academy trained staff member will administer non-prescription oral, topical medications, diapering, and teething ointments. All medications must be brought to the school in their original containers. Cough drops are considered medication and will need to be sent in with an "Over the Counter" medical form. Proper forms must be filled out by a parent/guardian before any medication will be administered.

All staff are trained annually in the use of oral, topical, and injectable medications by the CLA registered nurse, as well as in methods for proper identification of side effects. A training certificate is issued to each staff member upon the completion of the course.

### **Administration of all Medications**

The school will store and administer prescription medication (including inhalers & epi-pens) as well as non-prescription medication (oral and topical). Prescription medications will be given with accompanying physician's order and parent's signature. Children will be allowed to self administer inhalers and epi-pens, only if their physician's order permits self-administration and a parent's signed permission form is on record.

**All medications must be in their original container and clearly labeled with the child's name, prescriber's name and address, drug name, and directions for use.**

Except for non-prescription medications and pre-filled injectables (i.e. epi-pens), all medications will be stored in a locked cabinet in the nurse's office and, if directed by a manufacturer, will be refrigerated. Controlled medications will be double locked. Non-prescription topical medications and pre-filled commercially prepared injectable medications will be stored away from food and inaccessible to children, but within access in an emergency.

### **Record Keeping**

CLA keeps accurate documentation of all medications administered utilizing the state of Connecticut's log form, indicating date, time, and dose administered and any comments, all signed by the staff person administering the medication. Medication administered will be kept on file for at least 2 years after the child is no longer attending this program. At no time is an untrained staff member allowed to administer medications.

## **Parent's Responsibilities**

It is the parent's responsibility to supply any and all medications needed for your child. All medications should be brought in their original containers, marked with the child's name, address, birth date, and dose. Please do not bring in any medication that your child has not previously used with no side effects or allergic reactions. We will not accept them. All expired medications/orders will be returned or disposed of if not picked up by a parent within 1 week of expiration. All unused medications will be returned to a student's parent at withdrawal or at the end of the school year. Remaining unused medication will be properly disposed of.

## **First Aid**

A first aid kit containing the following will be available to the staff at all times on every Field Trip and will be inaccessible to children: water, cell phones, liquid soap, emergency contact number for each child, any approved medications, and plastic bags for storage.

## **39. PET POLICY**

Classrooms are limited to an aquarium, being mindful of pet allergies among students. CLA endeavors to have an asthma friendly environment. Parents and guardians are asked not to bring the family pet into the school building due to health risks to allergic students and safety issues.

Exception: Our Preschool classes have a "Pet Day" every Spring to celebrate their pets. Small, live animals will be allowed in the building for the one-hour event. Please let your teacher know of any allergies. Students without live pets are encouraged to bring in their favorite stuffed animal.

## **40. PROGRESS REPORTS**

Progress reports are issued mid-quarter four times each year, indicating each student's progress. If you have a question about the report, you may set up a time to meet with the teacher.

Progress reports will be available on the website gradelink.com. You will be able to see your student's progress at any time. Student assignments, status, test grades, and class average will be posted within a week of the assignment due date, or test date. Sign in information will be communicated to you at the beginning of the school year.

## **Report Cards**

Reports cards are issued on Gradelink at the end of each quarter in November, January, April and June. After the first issuance in November, a mandatory parent-teacher conference is scheduled for each parent. These are scheduled in 15 minute increments in November after report cards have been posted on Gradelink, and can be arranged to fit your busy schedule. If more time is needed, please schedule a conference directly with the teacher. Additional conferences can be made throughout the year as needed by you or called by the teacher. Our goal, as faculty and staff, is to work with you for the benefit of your child.

## **41. HONOR ROLL**

Honor Roll Certificates are given to those students in grades 4-8 who achieve an overall academic grade point average (GPA) of 88-92.99, and High Honors to those students achieving an overall GPA of 93 or higher. One C is allowed as long as the overall average is above an 88. All students will be listed in the CLA Weekly Newsletter the following week.

## **Testing Program**

Each spring, standardized achievement tests will be administered to our G1-G8 students. Christian Life Academy employs the TerraNova testing.

- (a) Norms are provided on a national percentile ranking, and an Association of Christian Schools International ranking.
- (b) Narrative summaries will be provided to assist each parent in tracking their child's progress.
- (c) Achievement Tests will be administered in grades 5-8.

## **42. ATHLETICS**

CLA athletic programs are an integral part of the CLA culture and an important part of the overall academic program. A separate handbook has been created to address all the aspects of athletics, and is given to every student/parent upon request or registration in any sport.

CLA currently offering basketball and Track & Field as team sports. A small fee is charged in order to cover the costs of each sport.

All academic grades must be kept up to the approved GPA, or a student will be ineligible to play. See Athletic Handbook for details.

## **43. COMMUNICATION**

Our goal is to communicate important information in an orderly and timely manner. We have created several methods of communication in an effort to increase and promote healthy communication between home and school. Please realize that every once in a while, there may be something that slips through the cracks. We apologize ahead of time, and ask for your patience. If you have a question, please do not hesitate to call the office. The following regular systems have been set up to help in the communication efforts:

### **Friday Folders**

At the beginning of each year, K3-G8 students are given a plastic folder with their name on a cardstock sheet, along with the Friday dates listed throughout the year. Beside each date is a place for a parent signature. All information that needs to go home is placed in this folder each week, and sent home on Friday afternoon. It will then be replenished and sent home the following Friday. Any correspondence from home that needs to come to school can also be placed inside the folder. The student should return the folder to his/ her teacher on Monday. The teacher sends them to the office after claiming the items addressed to him/her. Items such as lunch orders and notes to teachers/the office can all be returned in the folder. Each week, you will also find in your child's Friday Folder, a note with Dates To Remember.

If you or your child loses the folder at any point throughout the year, they will be given another and you will be charged \$3.00 for each replacement.

### **CLA Tidbits (an email from the school office and PTF)**

The CLA Tidbits will be the most informative way we will be communicating to you. Please be on the lookout for this email. If you do not receive this email, please contact the school office. CLA Tidbits will have descriptive upcoming events, fund-raising information, calendar updates and changes along with student activities and schedules you may need to know.

### **Classroom Newsletter**

Each preschool and primary grade teacher (K3-G3) will send home a monthly newsletter letting you know important information, field trips planned, curriculum goals for the month, and other interesting classroom facts. The goal of this newsletter is to keep you informed of what your child is learning and help us all coordinate efforts between home and school, to help your child better understand all that is being taught.

### **Gradelink, Website & Facebook**

We will post the "Dates To Remember" on Gradelink. The website houses information regarding staff listings and emails, calendar updates, lunch menus, health information, and the weekly newsletter. Our goal is to get pertinent information on the website, making it more productive and useful for the entire school community. The website address is [www.brookfieldcla.org](http://www.brookfieldcla.org).

## **44. EIGHTH GRADE EXPECTATIONS**

The eighth grade class has some unique activities that are specific to their class.

Historically, the eighth grade class takes a 3 day, 2 night trip at the end of the year. The place is determined by the class, with some parameters placed by the administration. The class raises the money for their trip through a few service oriented fund raisers. Students and their families are expected to participate throughout the year.

The God's Creation appointment calendar sales in September has become an annual favorite and welcomed by faculty and families, past and present.

Other events planned by the eighth grade class include coordinating the concession stand at home basketball league games from November through February, and planning and presenting the school-wide pasta dinner and talent show in May.

Traditionally, graduation takes place after the last day of school. In order to make this a special time for our graduating class and their families, and to eliminate additional expense, our other middle school students (6<sup>th</sup> and 7<sup>th</sup> grades) and families help with decorating, set up, serving, and clean up after a dessert reception in the fellowship hall.

## **44. CHANGES TO ANY POLICY STATEMENT**

The Christian Life Academy School Board reserves the right to change any policy written in this handbook at any point throughout the year, if it feels it is in best interest of the entire school

community. You will be notified as soon as possible of any change that is made, and given a copy of those changes.

#### **45. CLOSING REMARKS**

Thank you so much for entrusting your children to us. As we work together to provide an education that will first bring glory to God, and then academic, social, and spiritual growth to your children, we pray that the seeds of truth are planted in each one that passes through our doors.

Our hope is that a relationship between the home and CLA will be established for many years to come. We are here to serve you and your family. Please let us know if there is anything we can do to assist you or your children in making their years at CLA successful, pleasant, and memorable.

The Christian Life Academy Board and Administration