

# *Christian Life Academy*



## STUDENT/PARENT HANDBOOK

2019 –2020 SCHOOL YEAR

*Christian Life Academy  
At Christian Life Fellowship  
1150 SW 20<sup>th</sup> Avenue  
Cape Coral, FL 33991*

## ***Contact Information:***

School Office                      239-283-1022                      Fax    239-283-3430

Church Office                      239-283-2299

School E-Mail:                      [info@clawarriors.com](mailto:info@clawarriors.com)

School Website:    [www.clawarriors.com](http://www.clawarriors.com)

Church Website:    [www.clflife.com](http://www.clflife.com)

## ***Hours of Operation:***

Before care:                      7:00 am – 8:00 am

After care:                              3:00 pm – 6:00 pm

School Hours:                      8:15 am – 3:00 pm  
(children must be in their class by 8:15 am)

School Office                      8:00 am – 4:00 pm

Church Office                      9:00 am – 5:00 pm – closed on Fridays

Dear Parents and Students,

Welcome to the Christian Life Academy family. We are blessed that you have chosen to partner with CLA in raising your children to pursue God's purpose for their life.

The purpose of this handbook is to provide basic information and background about Christian Life Academy. It also provides a description of the policies and procedures that CLA adheres to.

This handbook may be updated at the sole and absolute discretion of CLA administration.

After you have read this handbook completely, please sign and return the last page to the office.

We all look forward to a wonderful and blessed year!

Sincerely with the Grace of God,

Aaron Quaintance  
Principal

## **ABOUT US:**

Christian Life Fellowship believes that all children are precious gifts from God and strive to meet the spiritual, emotional, physical, and academic needs of each child. Children from all backgrounds will discover an environment where they will learn, grow, and feel God's love through the friendly and committed staff in positive learning environments.

## **OUR MISSION:**

To approach each and every student's education with Ps. 45:3-4 as our guide:

Psalms 45:3-4 (NLT) 3 Put on your sword, O mighty warrior! You are so glorious, so majestic! 4 In your majesty, ride out to victory, defending truth, humility, and justice. Go forth to perform awe-inspiring deeds!

We will teach them how to...

- "Put on the sword" which represents the application of God's Word to their lives."
- Find value and identity in Christ, not in the world by declaring God's Word over them: "You are glorious and majestic"
- "Ride out to victory" in academic achievement, physical development and comprehension of life skills.
- "Defend the truth" by understanding and articulating a Biblical worldview.
- "Walk in Humility" by putting others before themselves
- Instill the value of "justice" through social awareness and by caring for those who have experienced injustice.
- "Go forth to perform awe-inspiring deeds"!

## **HISTORY:**

Christian Life Academy is a ministry of Christian Life Fellowship that began its inaugural school year in 2014. CLA currently accepts students entering Kindergarten through 8<sup>th</sup> grade. Christian Life Academy provides parents with a strong Christian support network. We promote a close relationship between school and home.

Christian Life Academy admits students of any sex, race, color, national or ethnic origin. Christian Life Academy does not discriminate on the basis of sex, race, color, or national origin in the administration of its educational policies, admission policies, scholarships and other school administered programs.

## ***TEACHER/STAFF QUALIFICATIONS:***

- All of the teachers at Christian Life Academy have either a teaching certificate or a college degree.
- All members of Christian Life Academy staff and volunteers have successfully cleared a background check by the Florida Department of Law Enforcement (FDLE).

## ***LEGAL ISSUES:***

Florida law requires that all school employees report to the Department of Children and Families Services any suspected cases of child abuse or neglect. Failure to comply with this requirement may result in prosecution of the school employee.

Once a report has been made, official representatives of the Department have the right to and may come to the school to interview the child. The Department need not obtain parental permission.

## ***ADMISSION GUIDELINES:***

- Proof of immunization form, a current Physical form is required by Florida Statute – Section 10-12.025(2), FAC, and a copy of the child's birth certificate is required prior to your child starting class.
- If any person other than a natural parent has custody of the child, proof of legal custody or guardianship must be provided before the child may be enrolled.
- All new students are on probationary status for three months and until previous school records are received.
- A student with special educational needs will be admitted only if our regular staff can meet the student's needs. Christian Life Academy is not equipped to handle most special education situations.
- All pupils enrolling in Kindergarten must be 5 years of age by September 1 of the same year.
- The application fee and the education fee must be paid in full and a tuition contract must be signed.
- Parents/Students must sign handbook and abide by the policies.
- All parents are required to do 10 hours of volunteer service at CLA per student per year.

## ***FEES:***

Christian Life Academy has two fees that are charged to each student. The application fee is for processing the application. The education fee is for textbooks and other equipment fees. **These fees are nonrefundable.**

## ***BEFORE-AND-AFTER-SCHOOL CARE:***

Christian Life Academy offers both before and after-school care for a fee. For more information on either or both, please contact the school office.

## ***SUPPLIES:***

Christian Life Academy will provide a supply list for each student. All supplies need to be brought to the school on or before open house.

## ***PAYMENT POLICY:***

All payments are to be made according to the Tuition Contract. The school cannot operate without this financial support. If a situation arises that prevents you from making a payment, please contact the Financial Director, Kim Eads.

A \$35 fee will be charged for any check returned for insufficient funds.

A \$25 late fee will be imposed for any account past due.

## ***NON-PAYMENT POLICY:***

An account is considered in arrears if there is no payment made within 5 days from due date. The following is the process for an account that is in arrears:

- A written notice that the account is in arrears will be sent home.
- This notice will include a request that the parent/guardian call the school within 5 days from the receipt of the notice to discuss the problem. During this time no report cards or teacher conferences will be allowed.
- If no contact is made within the 5 days, the child/children will be suspended from school until a conference with the principal is held.
- If there is still no action, the account will be turned over to a collection agency. At the time the account is turned over to the collection agency, the school will no longer be able to accept payments.
- Student records will not be forwarded until all financial obligations to the school have been paid.

## ***DISCOUNTS AND SCHOLARSHIPS:***

The state sponsored scholarships that are available are: McKay, Step Up for Students and the AAA scholarship. You can apply for these online at:

McKay - [www.floridaschoolchoice.org](http://www.floridaschoolchoice.org)

Step Up for Students - [www.stepupforstudents.org](http://www.stepupforstudents.org)

AAA scholarship - <https://www.aaascholarships.org/>

## **DRESS CODE:**

Christian Life Academy implements a school uniform policy. The uniform consists of:

**Bottoms:** Khaki or navy pants, shorts, skirts, skorts, polo dresses, and jumpers. A belt must be worn if garment contains belt loops.

*\*ALL shorts, skirts, skorts, dresses and jumpers MUST be 2 inches above the knee. If a student comes to school in bottoms that are shorter than 2 inches above the knee, the office will contact the parent or guardian and request that proper bottoms be brought to school.*

*\*shorts must be worn under dresses and jumpers.*

**Tops:** Solid white, navy, gray polo shirt or any t-shirt that contains the CLA logo. *May be long or short sleeve*

**Footwear:** Socks and tennis shoes that are appropriate for recess and P.E.

Students not wearing the appropriate uniform will be provided a shirt. You will be responsible for washing the shirt and returning it to school. You will be charged \$1 every time your child must borrow a shirt.

## **P.E./RECESS:**

Section 1003.455 of the Florida State Law states that students must participate in 150 minutes of physical activity each week. All students MUST participate in recess/P.E. unless the school receives a written note from a practicing physician stating that the student may not participate in physical activity. Written letters from parents will not be accepted.

## **CONTACT INFORMATION CHANGES:**

It is imperative that the school be able to get in touch with a parent or guardian at all times. If there is any change in address, telephone number, cell number, custody, etc., please be sure to fill out a change of information form in the office immediately.

## ***CONFIDENTIALITY – Family Educational Rights and Privacy Act***

In order to maintain student and/or family confidentiality, Christian Life Academy maintains strict control over student records. A list of persons who are allowed to view student records is available upon written request.

Student records will be forwarded to requesting schools upon receipt of written request (in accordance with ACT), provided that all financial obligations have been met.

## ***HARASSMENT/BULLYING:***

Christian Life Academy will not tolerate or condone any harassing/bullying behavior.

If you are the victim of or are aware of anyone else being the victim of harassment and/or bullying, please notify the principal immediately.

## ***BUILDING SECURITY:***

In order to provide a safe and secure environment for the employees and students of Christian Life Academy, the entrances of the school are to remain locked at all times.

**All visitors must check in with the office staff and sign the visitor's log.**

## ***ARRIVAL AND DISMISSAL PROCEDURES:***

Any student who is being dropped off between 8:00-8:15 should be dropped off utilizing the parent drop-off/pick-up line. Any student being picked up between 3:00-3:15 should be picked up utilizing the parent drop-off/pick-up line.

Any student being drop dropped off after 8:15 should be walked-in by parent.

## ***MEDICATION:***

To ensure the safety of our students, and the legal protection of our employees, Christian Life Academy will not administer over the counter medication. In the event that your child needs to have medication administered during the school day, we **MUST** have written consent from their physician. However, we do not allow any medications that are in the form of a needle **EXCEPT** EPI pens.



Please stop by our office and get a copy of the medication form and return it back to the office. We must have this paperwork filled out from their physician prior to any medication being given at school.

### ***FIRE AND EMERGENCY DRILLS:***

As required by the State of Florida, Christian Life Academy must conduct a monthly fire drill. We will also periodically conduct code red, tornado and bomb threat drills.

### ***EMERGENCY SCHOOL CLOSINGS:***

Christian Life Academy follows the same schedule as Lee County Public Schools for emergency school closings. School closings will be broadcast over various radio and television stations including but not limited to CBS, NBC, ABC, and FOX.

In cases of disasters caused by storms, fire, flood, etc., parents will be contacted as soon as possible to be informed of the situation.

### ***LUNCH:***

Students need to bring their lunch. Please remember that there is no refrigerator or microwave available for students. Each student needs to bring a lunch box with a coolie pack. No candy, soda, tea, or energy drinks are allowed at school. If your child has any of these items in their lunchbox, we will kindly tell the student to leave it in their lunchbox to bring home.

We coordinate with Jason's Deli on Monday, Tuesday, Thursday and Friday and Papa John's on Wednesday. All lunches include fruit, a bottle of water and a cookie. If your student would like more pizza, there will be a \$2.00 per slice charge. Menus will be passed out for each month and must be turned in by the designated due date.

### ***PARENT/TEACHER CONFERENCES:***

Parent/teacher conferences will be scheduled upon request. Teachers are not available for conferences during instructional time.

### ***DEVOTIONS:***

At the beginning of the day every class will start with morning devotions. Depending on the grade, a student may be given the opportunity to either lead or be a major part of these devotions.

Before lunch students will thank God for His blessings.

At the end of each day the students will end with a brief prayer thanking God for the blessings of the day.

## ***DISCIPLINE:***

As a Christian school, it is our responsibility to encourage Christ like behavior at all times. Discipline should always be done with love, fairness, and consistency.

### **DISCIPLINARY POLICY GUIDELINES**

The primary role of the restorative discipline process is to encourage growth in students while preserving an atmosphere of respect, learning, and order while providing a support to parents and reinforcing scriptural principles of appropriate conduct. Restorative discipline focuses on reinforcing consequences that fix the harm and repair relationships between individuals affected by an offense.

CLA adheres to the process listed below in most discipline issues:

1. Teacher engages with restorative conversation with student
2. Teacher engages with restorative conversation with student and parent/guardian notification
3. Student is referred to Principal for restorative discipline review. The Principal will contact the child's parent/guardian.
4. Child will be sent home to be disciplined by the parent.

**Corrective Actions** - Behavior that is inconsistent with any policy will result in CLA implementing restorative discipline actions. Discretion as to the severity of the corrective action (level of offense) will be based on the frequency or nature of the action.

Christian Life Academy distinguishes offenses based on three defined levels. CLA will adhere to the following guidelines while incorporating prayerful consideration of the student's age, developmental appropriateness, and prior history.

### **EXAMPLES OF OFFENSE CONSEQUENCES (this list is not exhaustive)**

#### **Level One Examples – Minor:**

*Poor attitude as demonstrated by arguing, teasing, lack of courtesy, complaining, sulking and rolling the eyes. Lack of self-control by continually talking or being out of assigned area without permission, disorderly behavior, inappropriate electronics use or possession.*

**Corrective Action for Level One Offenses:** Follow the progression outlined above.

### Level Two Examples – Moderate:

*Violence toward self or another person (moderate); direct disobedience; gross disrespect; leaving campus or skipping class without permission; academic dishonesty; cursing; lying; stealing; forgery; plagiarism; inappropriate display of affection between male/female students; harassment.*

**Corrective Action for Level Two Offenses:** The student will be referred to the office for restorative discipline review and may be given an out-of-school suspension. The duration of suspension is dependent on the details of the offense and are left to the discretion of the administration and may be conditional while the school board determines whether expulsion is the correct course of action.

### Level Three Examples – Severe:

*Vandalism; possession of illegal drugs, tobacco, alcohol, pornography; possession of a weapon; severe or repeated violence towards self or another person; documented repeated bullying behavior; sexual harassment and any other conduct deemed of severe enough nature.*

**Corrective Action for Level Three Offenses:** Out of school suspension with parental corrective action. Possible referral to the school board for possible expulsion from school. The duration of suspension is dependent on the details of the offense and are left to the discretion of the administration and may be conditional while the school board determines whether expulsion is the correct course of action.

## ***FIELD TRIPS:***

Field trips are intended to extend and enrich classroom learning.

Parents will receive advance notice of field trips. A permission slip will be sent home that must be signed and returned in order for your child to participate. All students are required to wear their CLA school shirt on each field trip.

Christian Life Academy does not have a method of transporting children on a regular basis. We, therefore, rely on parents and volunteers to transport children on field trips. Before anyone can volunteer to drive for a field trip, the following must be on file in the office:

- Proof of a valid driver's license
- Current automobile insurance card, including minimum liability coverage as required by the State Motor Vehicle Code for all passengers
- Signed agreement form stating they:
  - have no DUIs in the last 36 months and no more than one moving violation in the last six months
  - are at least 21 years of age

- agree to have all occupants wear seat belts
- agree to comply with all traffic laws
- agree to receive no reimbursement of expenses from Christian Life Academy for driving to or from a school-sponsored event

## **GRADING:**

Academic grades indicate the individual progress of a student in relationship to the class and curriculum standards. Grading is one way for students and parents to track the progress.

It is essential for grade standings to be communicated before the end of the quarter; therefore, please make sure to check your child's progress through CLA's gradebook program. Please let the office know if you need help with this.

The final academic grade for each quarter is based on tests, class work, homework, class participation and attendance.

Grade school grading will be as follows:

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

Definitions of grades:

A: Students who are doing exceptional work above grade level

B: Students who are doing above average grade level work

C: Students who are doing average work with good effort

D or F: Students who are in learning difficulty

There are some enrichment classes that do not require letter grades for the elementary school. These subjects are PE, Spanish, Art, Music and Technology. These classes will receive grades as follows:

S = Satisfactory    N = Needs Improvement    U= Unsatisfactory

## **ATTENDANCE:**

Regular attendance is essential if a student is to fully attain the educational opportunities Christian Life Academy has to offer. Regular attendance also contributes to the student's learning of commitment, dependability and continuity.

There are two kinds of absences: excused and unexcused.

Excused absences are those which are unavoidable such as illness or death in the family. Class work missed due to these instances can be made up. The individual teacher will let you know how and when the work can be made up.

Unexcused absences are those which are avoidable. Vacations are considered unexcused absences.

**If your child is going to be absent, you must call the school office.**

Upon the student's return to school, he/she must bring a note from the parent stating why the child was absent.

All notes due to absences will become part of the student's permanent file.

Students who maintain perfect attendance for the school year will be awarded a perfect attendance certificate at the closing ceremony.

### ***MAKE-UP WORK:***

Students will be provided with the same number of days absent in order to complete any work the missed while absent.

### ***TARDINESS:***

It is extremely important for students to be in class on time each day. Tardiness is disruptive and puts the student in a consistent catch-up state for the rest of the day. A student is late if he/she is not in his/her classroom by 8:15 am.

After a student is tardy five times, the teacher will contact the parent/guardian to try to rectify the situation.

### ***ALCOHOL, DRUGS, AND SMOKING:***

Christian Life Academy is committed to providing a substance abuse free environment for the staff, students, and volunteers. No one may use (unless

prescribed by physician), possess, sell, transfer or purchase any drug or other controlled substance.

Christian Life Academy will not tolerate any staff member, student, or volunteer reporting for duty or class while impaired. In order to provide a healthy environment, all use of tobacco products is prohibited on church or school property.

## ***CELL PHONES:***

Cell phones are not permitted at Christian Life Academy. We understand that some parents, for safety reasons, would like for their child to have one with them. If a child brings a cell phone to school, it **MUST** stay in their backpack on silent or turned off. If a student is found using a cell phone at school, or the cell phone goes off during school hours, it will be confiscated and held at the school office until the student is picked up by their parent/guardian.

The consequences for use of cell phone without permission is as follows:

### **1st offense:**

- Cell phone will be held in the school office until the student is picked up by their parent/guardian.

### **2nd offense:**

- Cell phone will be held in the school office and **MUST** be picked up by the parent/guardian.

### **3rd offense:**

- Student will no longer be permitted to bring a cell phone to school. Parent/guardian will be contacted.

## ***PARTIES:***

At various times of the year there are occasions for celebration. A note will be sent home from the teacher and/or room mom as to the occasion and what items are allowed.

If your child would like to celebrate a birthday with the class, please contact the teacher one week before the date to make arrangements.

## ***ORGANIZATIONS AND SUPPORT ITEMS:***

Support for our school comes in many forms. Some people donate directly to our school by donating their money, time, talent, or by participating in other programs.

The following is a list of programs in which Christian Life Academy participates:

- Box Tops for Education program sponsored by General Mills. Please collect the box tops and bring them to the school and put them into the designated container. We receive 10 cents for each box top collected.
- Christian Life Academy also collects used printer cartridges. Please bring them to the school office.
- Office Depot gives us a percentage if you tell them Christian Life Academy is your school.

## ***MISSIONS:***

Jeans for Jesus! Every Friday, for a \$1 your child is allowed to wear jeans, jean shorts (fingertip length for girls) or a jean skirt (girls must wear shorts underneath). You may pay the day of, weekly or monthly. Payment must be provided before your child is able to participate. Please turn in your payment via cash or check to your child's teacher. All checks are made out to CLF.

All proceeds from Jeans for Jesus directly support our sister school in Colombia.

**CHRISTIAN LIFE ACADEMY  
PARENT/STUDENT HANDBOOK  
STATEMENT OF ACKNOWLEDGEMENT**

The parent/student handbook is for the 2019-2020 school year and has been prepared for your information and understanding of the policies, procedures, and benefits of Christian Life Academy.

Upon completion of your review of this handbook, sign and date the statement below and return it to the school office.

I have received and read a copy of the Christian Life Academy Parent/Student Handbook.

By my signature below, I acknowledge, understand, accept and agree to comply with the information contained in the Christian Life Academy Parent/Student Handbook.

The policy and procedures in this handbook are subject to change, as the school board deems necessary. You will be notified of such changes.

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Student's Name (please print)

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Grade of Student

---

Parent's Signature

---

Date



# Parent Partner Volunteer Guidelines

Our Parent Partner Volunteer program is essential to the success of our school. The Parent Partner Volunteer Guidelines can be found on our website and should be viewed by families.

## **What is my responsibility?**

Serve a minimum of 10 hours per child in a calendar school year. A minimum of 5 hours ***per child*** must be completed by the Christmas break.

## **Can someone serve on my behalf?**

Any family member (grandparent, aunt, uncle, etc.) or family friend may serve on behalf of a family in order to earn credit towards their volunteer hours.

## **Is there an opt-out option for Returning Families?**

Returning families can pay \$100 to opt out of up to 10 Parent Partner Volunteer hours per family or once per year. You must either choose this option when completing your financial agreement or notify us in writing of your desire to opt out of your PPV hours, NO LATER than August 31st.

## **How am I scheduled?**

Your class Parent Advisor will provide your family all volunteer opportunities currently available to choose for the current semester. We ask that you pick three volunteer opportunity you feel you would be willing and able to participate in and turn them into the administrators in main office. We have flexible opportunities which can be done during regular school hours, after hours and even during the weekend. We ask that you make your selections earlier so they can be added to the schedule. You will be notified when the Parent Partner Volunteer Calendar is available online and a link will be sent.

## **What do Parent Volunteers do?**

Parent Advisory Council Chairperson will have a daily schedule for parents, so their time is well spent. Some of your time may be spent in your child's classroom helping the teacher. Other times may be spent supervising recess and lunch or making copies for the teachers. Other times you may be helping support a fundraising event. These are all just examples of the types of things you will be doing while serving your parent partner volunteer hours. The biggest benefit to your family is the opportunity you will have to learn more about your child's teacher, schoolmates, and other parents.

**I can't serve my day, what do I do?**

You should begin calling parents you have fostered a relationship with and ask them if they can switch a day with you. If after exhausting all families you have a relationship with and you are still unable to find a replacement, you need to contact your child classroom Parent Advisor. The Parent Advisor will then hire a substitute to come in for you for the day. Unfortunately, your family will be billed \$15 per hour for every hour you were scheduled to volunteer at an event so we can hire a replacement. It not only cost the school to hire a replacement but it also depletes staff time to run around last minute to find your replacement. This is why it is absolutely essential that parents plan ahead and give as much notice as possible. This allows the best chance of finding another parent to switch days with you. Parents are responsible for finding their own replacement if unable to come on a scheduled day. Parents cannot opt to just be fined in lieu of serving.

**What happens if I can't serve because of illness or an emergency at the last minute?**

If a family must miss their scheduled parent volunteer hours at the last minute due to illness or other extreme family situation and there is not time to switch days with another family, the family will be reassigned their parent volunteer day by the Parent Advisor. Parents cannot opt to just be fined in lieu of serving. The Administration will determine if your situation qualifies.

**What happens if I make no attempt to find a replacement or don't show up?**

Families that do not show up to serve or make no attempt to find a replacement for their Parent Partner Volunteer Hours the parent will be given an Infraction, fined \$100.00 and required to make up the hours. If the make-up day or any additional days are missed, the family will receive a 2nd infraction, placed on Probation, fined an additional \$150, and required to meet with the Principal regarding the situation. If after the 2nd infraction, the situation has not been reconciled, a 3rd infraction will be given and may be referred to the Board for Discretionary Dismissal. Parents cannot opt to just be fined in lieu of serving.

**What should I wear and what about cell phones?**

We ask that you dress appropriately for the activities you may be required to do (i.e. bending, stooping, sitting, etc...). Parents are also asked while parent partnering to keep their cell phones on vibrate and return phone calls only

during their breaks. It is imperative that parents observe this request, as parents can distract students and/or they become distracted while they are supposed to be watching students or performing necessary tasks.

### **I didn't serve my allotted hours, what happens?**

If you do not serve the full volunteer hours you were assigned, and the time is not made up, you will be fined \$10 for each hour not served. As an example: You serve 5 hours only. You would then be fined \$50 for the missed hours (5 missed hours).

### **Examples of volunteer opportunities**

- Coordinate/plan school events
- Set up/breakdown school events
- Solicit donations for school events/fundraisers
- Box Tops & Labels for Education Coordinator
- Assist with book fair sales
- Assist classroom teacher (specific, documentable duties assigned by the teacher)
- Chaperone field trips, dances, etc.
- Participate in school sponsored prayer meetings
- Assist with clerical needs in the school office
- Complete projects at home for school use

**CHRISTIAN LIFE ACADEMY  
PARENT PARTNER VOLUNTEER POLICY  
STATEMENT OF ACKNOWLEDGEMENT**

**Authorization:**

By signing below you confirm and agree to abide by the terms and conditions of the Parent Partner Volunteer policy. This policy is a financially binding agreement. The parent signing below is authorized to enter into this agreement on behalf of their respective family and Christian Life Academy.

\_\_\_\_\_  
Print Authorized Parent Name

\_\_\_\_\_  
Student Name(s)

\_\_\_\_\_  
Signature of Parent      Date

\_\_\_\_\_  
Student Name(s)

\_\_\_\_\_  
Student Name(s)

➤ Exceptions will be made only for extreme illness or a death in the family. Failure to complete hours and fulfill this commitment may jeopardize future enrollment.