

# CHRIST THE CORNERSTONE ACADEMY



## STUDENT/FAMILY HANDBOOK 2011-2012

[www.ctc-academy.org](http://www.ctc-academy.org)

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# THE PARENT PLEDGE

In order to assist your child in getting the most out of a Lutheran education, we would ask that parents pledge themselves to fulfill the following responsibilities:

- ❖ To pray for my child and all involved in his/her education
- ❖ To provide a Christian atmosphere in our home which is the most vital influence in my child's life
- ❖ To attend worship services faithfully with my child and to involve the family in Bible Study
- ❖ To encourage and admonish my child to obey teachers' and school rules cheerfully and promptly
- ❖ To cooperate with, and to uphold the teachers, in the exercise of Christian discipline and in the training of my child
- ❖ To go directly to the teacher in a Christian manner if questions or concerns arise (Matthew 18:15)
- ❖ To take an active role in parent/teacher conferences, meetings and other education programs that provide "parenting" help
- ❖ To take an active role in seeing that my child's assigned homework is completed and to provide an opportunity for completing the task
- ❖ To take into account my child's extra-curricular involvement and to encourage completion of these activities
- ❖ To fulfill my financial obligation to Christ the Cornerstone Academy, realizing the importance of prompt payment

*With the grace and help of God, I,  
a Christ the Cornerstone Academy parent,  
pledge to follow through on the objectives stated above.*

## HISTORY & PHILOSOPHY

The Lutheran Church, Missouri Synod establishes and maintains Christian elementary schools in the United States, thereby giving tangible witness to the importance our National Church places on training our children in fundamental doctrines of Christian faith. For this purpose Christ the Cornerstone Academy was established in 1978. We want our children to be truly brought up in the nurture and admonition of the Lord through daily contact with the great teachings of the Holy Bible and the love of Christ. **"Train up a child in the way he should go, and when he is old he will not depart from it."** Proverbs 22:6 At Christ the Cornerstone Academy, Christian Education makes a difference – *not CHRIST AND EDUCATION, but CHRIST IN EDUCATION.*

## OBJECTIVES

We believe that, in order to “Grow in the grace and knowledge of our Lord and Savior, Jesus Christ”, II Peter 3:18, we should have the following objectives:

- ❖ To develop sincere Christians who practice Christian living when dealing with God and fellow men
- ❖ To develop in our children an understanding of the Christian’s obligation to make full and wise use of his/her God-given talents, time and treasures
- ❖ To develop in our children a positive, Christian self-image so that they know they are created and loved by God
- ❖ To guide the children in their development spiritually, socially, intellectually, physically, and emotionally
- ❖ To develop in our children the ability to think clearly and to employ good work habits
- ❖ To develop in our children a competence in all subjects in the curriculum
- ❖ To maintain a curriculum superior to local schools such that children leaving our school find themselves prepared for attendance at the school of their choice
- ❖ To aid each Christian home in its primary responsibility of educating and training children in the discipline of faith and love
- ❖ Teach students how to treat others with respect and to avoid bullying behaviors toward other classmates.

The objectives of a Christian education cannot be accomplished fully in a school day. It is very important to have the same aims and directions being reinforced in the home.

**During the year we encourage the school children to share their joy in Christ with the members of Christ the Cornerstone Lutheran Church in worship service. We urge you to share this experience with your child. If you have no church affiliation, feel free to make Christ the Cornerstone your church home.** If you have any questions, please call Pastor Reimnitz at 858-566-1860. Brochures are available in the office that explain the Lutheran Doctrine.

# ADMISSION POLICIES

## Non-Discrimination Policy

Christ the Cornerstone Academy welcomes 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. Christ the Cornerstone does not discriminate on the basis of race, religion, color, national or ethnic origin in administration of its educational policies, admission policies, and athletic or other school programs.

Members of our congregation support Christ the Cornerstone Academy and as such we serve the needs of our church families first. However, families not making CTC their home church but who display a sincere desire for a Christian education will be considered for admission to the school as well.

## Enrollment Requirements

All students are required by law to have an official immunization record on file. Parents of all students entering Christ the Cornerstone Academy are required to have their child's immunization records up to date before he/she begins school. ATB test is highly recommended by State Health Department authorities, and therefore, will be part of the entrance requirements for all students at CTCA. Proof of a negative Mantoux skin test will be required of all new students. Other requirements for each grade level are enumerated below:

- ❖ A child enrolling in kindergarten must be **5 years old by December 2<sup>nd</sup>, 2011** and must successfully complete a readiness test administered by the kindergarten teacher/school Administrator. (This date may change in the upcoming school years pending California Law changes).
- ❖ A child enrolling in 1<sup>st</sup> Grade must be 6 years old by December 2<sup>nd</sup>. If not he/she must successfully complete a readiness test administered by the teacher or the school administrator. A grade placement test may be required. (This date may change in the upcoming school years pending California Law changes).
- ❖ A proof of a doctor's physical examination that has been done anytime during the 18 months prior to enrollment is also required. The "Report of Health Checkup for School Entry" which includes dental, must be completed and submitted with the rest of the enrollment packet before the first day of school.
- ❖ A child enrolling in 2<sup>nd</sup> through 5<sup>th</sup> Grade must show evidence of successful completion of the prior grade level.

If a child is applying to enter a grade level other than age appropriate, a letter of recommendation must be received from his/her former school. A student may be evaluated in classroom participation and the teacher will then recommend proper grade placement. Grade level placement may be based on an acceptable score on a previously administered standardized achievement test or an entrance examination prepared by the teachers.

## Enrollment Priorities/Timetable

Enrollment for the fall begins each year in March. The priority list and timetable to enroll are as follows:

- ❖ Children already enrolled from the previous year may start re-enrolling on March 1<sup>st</sup>.
- ❖ Siblings of currently enrolled students and children of the members of our congregation may enroll beginning March 15<sup>th</sup>.
- ❖ Children of members of sister churches and children from the community may enroll starting on April 1<sup>st</sup>, provided space is available.

No places will be reserved for students without full registration fee payment.

## Re-enrollment

Parents wishing to re-enroll their child must fill out an enrollment application. **The account must be current** before the application will be accepted. All other required paperwork must be completed and submitted before the fall session begins.

## Enrollment Packet

Listed below are the forms contained in the enrollment packet. It is important that all be filled out and submitted to the office prior to school attendance.

- ❖ Enrollment Application
- ❖ Fee Information
- ❖ Enrollment Contract
- ❖ Child's Immunization Record
- ❖ Emergency Contact/Consent for Medical Treatment
- ❖ Report of Health Check-up for School Entry (1st Grade)
- ❖ Notification of Parents' Right
- ❖ Personal Rights
- ❖ Parent Student Handbook
- ❖ Acknowledgement of Receipt of Parent-Student Handbook

Note: Most enrollment forms available to download on the website: [www.ctc-academy.org](http://www.ctc-academy.org).

## Trial Period

There is a six-week academic and disciplinary trial period for each student at the beginning of the year or upon entry into the school. If and when problems arise, the teacher will make an appointment for a conference with the parents and the administrator.

## Withdrawing for Any Reason

A 30-day written notice is required when withdrawing a child for any reason. Payment is required for the 30 days following the date of notice.

## Waiting List

Siblings of current students and children of members of our congregation are given top priority on the waiting list.

# REGISTRATION FEES & TUITION

## Registration Fees

Registration fee is **non-refundable and non-transferable**, except when the school determines it is unable to meet the needs of the student within the first six weeks of enrollment.

## Tuition

Annual tuition is computed based on the number of school days for the school year. It will not be prorated in months with holidays and vacations. It will not be prorated as well when your child goes on family vacation. Tuition will not be prorated if the school is closed due to unforeseen circumstances.

## **Discounts**

Families who are members of Christ the Cornerstone Lutheran Church and members of sister Lutheran churches will receive membership discounts as set by the Board of Christian Education and by the Board of Elders of our church. An application should be filled out and submitted with the enrollment papers. Both groups are expected to attend at least 50% of scheduled worship services, take Holy Communion on a regular basis and contribute proportionately of their income, as God has blessed them, through weekly/monthly offerings. The Board of Elders of Christ the Cornerstone Lutheran Church will review their eligibility for the discount at the end of each semester. An unsatisfactory review will require correction within 30 days or the discount may be subject to cancellation.

Discounts are also given to families who have multiple siblings, 10% for the second child and 15% for the 3<sup>rd</sup> child. The eldest child will be considered the 1<sup>st</sup> child for bookkeeping purposes.

A referral fee of \$100.00 will be credited to a student's account if a new family is referred to the school. The family must inform us of the referral at the time of enrollment. The student referred must attend the school for a minimum of three months before the account is credited.

## **Tuition Collection**

Tuition is due and payable by the 1<sup>st</sup> of the month beginning in September and ending in June. Invoices will be sent home each month. A check made payable to CTCA may be dropped in the payment box by the main office door. Any cash payment must be made with the School Administrator.

## **Past Due Accounts Procedure**

In order to provide a favorable education to the students attending CTCA it is the intent of the Board of Christian Education to charge fair tuition to all those attending the school and that tuition is paid in a timely manner. The board has established the following guidelines regarding past due accounts:

**1<sup>st</sup> Step:** Payments are due on the 1<sup>st</sup> of the month. The 1<sup>st</sup> notice will be sent on the 5<sup>th</sup>, 5 days late. This notice will state, "Your payment is overdue. A late fee will be applied to your account. Please remit payment or contact the School Administrator or pastor to set up a payment plan".

**2<sup>nd</sup> Step:** A certified letter will be sent with the next bill. The letter will state the removal date of child/children from school if payment is not received or adequate arrangements made by the 1<sup>st</sup> Monday following the 1<sup>st</sup> of the month. The child/children cannot return to school until full restitution has been made.

**3<sup>rd</sup> Step:** On the same day the child/children is/are removed, a letter will be sent home informing you that your account will be sent to collection by the end of the month.

**4<sup>th</sup> Step:** Send account to collections.

## **SCHOOL HOURS, ARRIVAL/DEPARTURE POLICIES**

### **School Hours**

School begins at 8:00 a.m. and ends at 3:00 p.m. One day each month there will be staff-in-service and classes will be dismissed at 12:00 noon. Schedule may be revised due to unforeseen circumstances.

*(The time before school has been set aside for the teachers' devotion and to organize the day's activities. Parents are advised not to discuss issues with the teacher at this time. Please call the office to schedule a conference or write a note or email to the child's teacher.)*

### **Arrival**

Children arriving prior to 7:30 a.m. must be checked into daycare. Students arriving between 7:30 a.m. – 8:00 a.m. are to go directly to their respective supervised area.

### **Dismissal**

Students will be dismissed from the front, outside of the office. Please on rainy days students will be dismissed from their classrooms.

For safety parents need to pick up their child from the teacher. The child may not walk across the parking lot unattended. For safety a student will not be dismissed with anyone except a parent/guardian or those on the emergency form or someone designated by the parent in writing. If a parent wishes the child to walk or bike home after school, a written request must be submitted to the office. Remember that the law requires bike helmets for all children biking.

**For planned early dismissal, a written request by a parent must be submitted to the office the day before the date of early dismissal.** If someone other than the parents is picking up the student, please state this in your request. Your child will be waiting for you in the school office.

Any child not picked up after 3:10 pm (12:10 pm on half days) will automatically be signed into daycare. Please refer to the "Fee Schedule" for current rates. **After 6:00 PM the fee will be \$1.00 per minute**

*(Questions about individual children should be reserved for a private teacher-parent meeting.)*

### **Parking/Loading Zone Area**

Please do not use the parking area closest to the classroom building to park your cars. This area is reserved for the staff. Lock your car and donot leave valuables in your vehicle.

*The loading zone area by the main building's double wooden doors is for drop off and pick up of students already waiting outside. Please do not park cars in this area unattended nor sit in the car in this area waiting for children to be dismissed.*

The south and north gates are not to be used for entrance by students or parents. Children are instructed not to open the gates for anyone. Please do not ask a child to break a school rule.

## **ATTENDANCE**

### **Tardiness**

School starts at 8:00 am. A student will be counted as tardy if he/she arrives after 8:15 am. The student must go to the office if arriving after 8:15 am to obtainan entrance pass. Child must bring in a hand

written notice or a parent must accompany the child in order to obtain the entrance pass. It is in both the parent and child's best interest to try to maintain prompt arrival habits. Please contact the office if traffic is a factor. **Constant unexcused tardiness will not be tolerated. Continued tardiness will require mandatory meeting with parent, child and administrator. Further action will be necessary if the situation is not resolved. Five or more unexcused tardies will count as 1-day absence for award purposes.**

### **Absence**

The student is marked absent for the full day if he/she attends less than one-half of the school day. If for some reason a student will be unable to attend school, please let the office know no later than 9:00 am on the day of the student's absence.

**Regular school attendance is essential to the success of the student's education.** Therefore, parents are encouraged to schedule non-school activities during scheduled school breaks. Those students who must miss school may have their assignments given to their parents if prior arrangements have been made with the teacher. The parents are responsible for supervising the student in making up the studies, which are missed during the absence. Assignments must be turned in, in a timely manner to receive credit.

### **Vacation**

When possible, CTCA schedules school vacations to coincide with the San Diego City School calendar. Each student is provided more than the state recommended days of instruction. The teachers plan to teach every school day and feel that this time is valuable for each student to maintain his/her skill level. **Please consider what your child will miss if you take vacations at times other than scheduled school vacations.** Parents must request school work at least seven days prior to vacation.

### **Church And Sunday School Attendance**

Because this is a Christian school and we are emphasizing "CHRIST IN EDUCATION" church services and Sunday school attendance are vital parts of the pupil's education. The school urges parents to enroll their child in Sunday school and to attend a church of their choice. Elementary teachers are asked to keep a weekly record of a child's attendance at church and Sunday school.

## **DRESS CODE**

### **Uniform Policy**

CTCA adheres to a school uniform policy for students in Kindergarten through 5<sup>th</sup> Grade. We believe we have a responsibility to establish expectations and regulations since student dress and appearance reflects an image to others. We wish to maintain and reinforce a standard of Christian witness to others and ask for parent's support in this decision.

Dress should always reflect good Christian judgment and demonstrate the student's relationship to our Lord. Our uniform policy aims to gain more focus on learning, to encourage a feeling of community, and to foster self-assurance in who the children are and pride in where they learn. Uniforms also promote easy recognition of students on campus, facilitating a safety advantage.

We recommend that families purchase all uniform items from the **True Grits School Uniforms** in order to maintain consistency of style, color, and quality, to simplify uniform selection and to take advantage of the on-site school sale. The store is located at:

9823 Pacific Heights Blvd., K  
San Diego, CA 92126  
(858) 535-0022

However, to be sensitive to the financial needs of some families, parents **must purchase chapel uniforms from True Grits** and **must purchase additional pairs of pants and shorts with Lee Uniform brand** elsewhere. Items with Lee Uniform brand must match the color, style and length of the standard items from True Grits. **Other uniforms will not be acceptable.**

#### **Required Chapel Day Uniform (must be purchased at True Grits)**

##### **Girls**

- Jumpers - plaid button bib (K-2nd), 4-pleat (3rd-5th)
- Blouses - white Peter Pan collar (K-2nd), pointed collar (3<sup>rd</sup> – 5<sup>th</sup>)
- Polo- only white polo with logo (5<sup>th</sup>)
- Skirt- only plaid skirt (5<sup>th</sup>)

##### **Boys**

- Slacks – Navy (belt required)
- Shirts – white short sleeve with logo

#### **Items for Regular School Days**

- Skort - navy, khaki
- Skirt - plaid 4- pleat (3<sup>rd</sup> – 5<sup>th</sup>)
- Polo Shirt - solid navy, green or white with school logo (short or long sleeve). **Shirts must be tucked in at all times.** Sweatshirt - green with school logo
- Shorts - navy, khaki
- Slacks - navy, khaki
- Sweater - navy with school logo
- Hair accessories - available at True Grits
- Belt – navy, black or khaki, required if pants have belt loops, available at True Grits
- **Maroon Shirt- 5<sup>th</sup> graders only**

#### **Footwear**

- Socks - navy, green, tan or white socks, anklets or tights **solid** color no decorations
- Shoes - Must be worn at all times. Footwear should not include exceedingly high heels (more than 2 inches). No open-toed shoes are allowed for safety reasons.

#### **Jackets and shoes**

- Plain jackets and shoes are recommended, skulls, daggers and weapons are not appropriate.

#### **Uniform Condition**

- Uniforms need to be in good condition. No holes etc. Pants should be hemmed not frayed, buttons replaced as needed.

## General Guidelines

- ❖ Uniforms are to be worn every day. If an emergency arises, the student must bring a written explanation, signed by the parent/guardian. The student will be asked to wear a “used” substitute uniform if available. No student should be out of uniform for more than two days for any reason.
- ❖ Shirts that are worn under the uniforms must be the same color as the shirt.
- ❖ Navy “bike shorts” may be worn under jumpers or skirts but must not be longer than the jumper/skirt.
- ❖ Pants must be worn at the waist.
- ❖ Girls are allowed to have 1 hole/earring per earlobe. Boys are not to wear earrings. No other body piercing is allowed.
- ❖ No hair coloring/tinting, makeup, or tattoos are allowed.

## Dress Code Violations

- ❖ First Offense - A letter will be sent home with the student. The parent/guardian must provide an explanation and acknowledge receipt of the letter the following day.
- ❖ Second Offense (in the same quarter) – The student will remain in the office until the situation is corrected. Parents will be asked to bring the uniform to school that same morning or to pick up the child. He/she will not be allowed to participate in the monthly Spirit (non uniform) Day.
- ❖ Third Offense (in the same quarter) - The Board of Christian Education will address the family who shows non-compliance to the uniform policy. Parents should be advised that it might result in the child’s removal from the school.
- ❖ Hats can be worn on playground as long as they do not become an issue. Hats may not be worn in the classroom.

# ACADEMICS

## Curriculum

Christ the Cornerstone Academy was established to provide a balanced educational program in nurturing Christian environment for the children. Our staff will provide the opportunity for intellectual, emotional, physical, creative, social, and spiritual development of every child. The Board of Christian Education has chosen the **Abeka Christian curriculum, the Concordia religion series, the Friendship Fixers Social skills and the Harcourt 5<sup>th</sup> grade math series** to achieve these goals. Friendship Fixers Social Skills is currently taught in the classroom in order to maintain our goal of a bully free campus. Annual testing will be done.

Childhood is a time for fun, but also a time for learning. It is a time for developing new relationships with the world and the people in it, for exploring, and becoming independent, and meeting a whole range of new challenges. Every child is given the opportunity to develop his/her abilities in the same measure as the Lord has blessed him/her.

In keeping with the philosophy of CTCA, all subjects are taught in the light of God's Word.

## Field Trips

Field trips are an important component in the curriculum. They provide instructional activities that assist the teacher in accomplishing the objectives of the curriculum. Field trips will be planned throughout the school year. Prior to each trip a permission slip will be sent home with your child. It must be signed and returned to the teacher promptly in order for the child to participate.

To ensure the safety of each child, the following rules will be enforced:

- ❖ All children will be required to wear a seat belt or be in a child restraint seat if under age 6 or under 60 pounds.
- ❖ Children, 4th grade and under, will not be allowed to occupy a passenger seat with an airbag.
- ❖ Volunteer drivers must submit proof of insurance.
- ❖ All children will be required to wear school shirts.

Every other year the fourth and fifth graders travel to Sacramento to study California history and the 5<sup>th</sup> graders go to camp.

## Homework

All students will be expected to do reasonable amounts of homework assignments each week. This is established by the classroom teacher and is intended to reinforce concepts learned. Absent work is expected to be completed within the given time and incomplete work may result in grade reduction. The classroom teacher should be contacted if this is a concern.

## Report Cards

Report cards will be issued at the end of each quarter. At the end of the first quarter, report cards are handed out to parents at the Parent/Teacher conference. For the second and third quarters, report cards will be sent home with the children. At the end of the fourth quarter report cards will also be sent home with the children. However if there is an outstanding account balance or school property not returned, a statement will be sent home instead. **The report card will be withheld until both situations are settled.**

## Grading System

- ❖ Kindergarten – no letter/numerical grades are earned. All areas of development are evaluated using various marks (check, minus and plus)
- ❖ 1<sup>st</sup> – 5<sup>th</sup> Grade – A letter grade is earned for each academic subject. All other areas of development are evaluated with a check system. The grading system used is as follows:
  - A= 4 pts Outstanding (90-100%)
  - B= 3 pts Above average (80-89%)
  - C= 2 pts Average (70-79%)
  - D= 1 pt Below average (60-69%)
  - F= 0 Failing (59% and below)

## Retention

Recognizing that not all children have the same potential for learning, it may become necessary for a child to spend more than one year at a given level to avoid later educational frustration. Each case will be treated on an individual basis. We want to make sure we assess each child so they are placed at the best level for success. Parents will be advised through a letter from the administrator of possible retention no later than January, for students who have been in school since the beginning of the school year. Should a student start school later in the year and a situation occur, the parents will be notified by letter and a conference requested immediately.

## Testing Programs

In addition to curriculum tests, our school administers a standardized achievement test to some of the grades during the fall quarter. Other tests, in various subject areas, may be administered as the need arises for diagnosis and measurement of progress. **Please remember that the results of these tests indicate tendencies and are in no sense conclusive evidence of your child's abilities.** Our testing program is part of the Pacific Southwest Region of the Lutheran Church, Missouri Synod.

## DISCIPLINE

At Christ the Cornerstone Academy we do not think of the term "discipline" as meaning punishment but rather a teaching of self-control, Christian attitude, orderliness and efficiency. We require mutual respect and cooperation between students and adults. Students will be expected to maintain high behavioral standards so that a classroom environment exists enabling teachers to teach to the optimum of their abilities. Students not meeting these high standards will be given every opportunity to correct their behavior. Therefore, teachers will deal with children in accordance with the teachings and philosophy of Christ. The teachers will tolerate actions acceptable for certain levels of growth, channel actions when necessary, and stop any behavior or conduct that interferes with learning activities or the safety of other children. The children will be taught to understand that for happy living it is necessary to love one another, and respect one another's rights and privileges. The classroom teacher will communicate specific guidelines and standards.

### Normal Progression of Disciplinary Action

- ❖ The preferred method of disciplinary action is correction of errant behavior by the staff member in charge of the student. If the on campus discipline does not have the desired effect, then the parent will be contacted by the staff member to establish agreement on how to achieve the desired behavior from the student.
- ❖ Phone Call/ Note Home/ Discipline Report in an envelope/ Conferences - All discipline reports must be signed by a parent or guardian before the child returns to school. A staff member may do any of the above in order to explain the problems he/she is encountering and request the parent(s) to take appropriate action. After three discipline reports of the same behavior detention will be assigned.
- ❖ Discipline records will be documented and the Board of Christian Education will be notified.
- ❖ In case the staff member is still unable to obtain the desired behavior from the student he/she may be placed in detention or a conference with the parent(s) must be held. The School Administrator will be informed of the pending conference.
- ❖ Detention - Detention will be served after regular school hours in a designated detention area. The School Administrator and the student's parent(s) will be notified at least one day prior to detention so that suitable arrangements can be made. After three behavior detentions the child will be suspended.
- ❖ In the event that the problem continues, suspension or expulsion will be an option.
- ❖ Suspension - Suspension results in the child being removed from the school and all school functions for no greater than 3 days. Upon being suspended, the child must be removed from the school by the parent or guardian and will not be readmitted until the duration of the suspension is completed, and a conference between the Staff member, Administrator and the Parent(s) is held. Board of Christian Education will be notified. After two suspensions the child will be put on probation.

- ❖ Probation - A student will be given another chance to succeed and any further offense of a serious nature may result in expulsion. The Board of Christian Education will be notified.
- ❖ Expulsion - A student must leave the school immediately and for the remainder of the school year. Parents may request a meeting with the Board and School Administrator to review this decision. Request for such a meeting must be in writing within seven days of notice.

## **Behavior Requiring Disciplinary Actions**

CTCA's Board of Christian Education has reviewed and approved the following disciplinary actions that may be taken in response to the infractions enumerated below:

- ❖ Discipline Report/Conference with Parent(s)
  - Stealing or lying
  - Any form of academic dishonesty
  - Profanity
  - Unchristian behavior/Bullying
- ❖ Detention
  - Failure to complete assignments (4 in a quarter), failure to complete makeup assignments and tests after an absence, failure to return correspondence in a timely manner will result in detention.
  - Repeated misbehavior after other disciplinary measures have failed or for willful disrespect for teacher, property or other people.
  - Dress code violations
- ❖ Suspension
  - Leaving class, school or school related activities without staff permission
  - Fighting or intentionally hurting or trying to hurt others
  - Vandalism or abuse of school property in addition to remuneration
- ❖ Expulsion
  - Possession, use, providing for others, or being under the influence of alcohol, marijuana, tobacco, or any other narcotic (unless prescribed for you by a Physician) on campus or at any school related function off campus, shall result in expulsion from the school.
  - Intentional possession of potentially dangerous weapons, such as firearms or knives
  - Stealing, lying or any form of academic dishonesty may result in a parent conference, expulsion, probation or suspension.
  - Vandalism or abuse of school property in addition to remuneration

## **CAMPUS RULES**

### **Playground Rule**

- ❖ General rules that apply to the classroom apply to the playground as well.
- ❖ Playground supervisors have the same authority as teachers and are to be obeyed.
- ❖ Common Christian courtesy will be the predominant rule of the playground. Students need to learn to share, take turns, and be considerate of the needs and rights of others.
- ❖ Excessive rowdiness, loudness, physical contact, and discourteous behavior can result in loss of privileges.
- ❖ Any child who is unable to participate in P.E. activities will not be forced to do so. They may sit quietly under the supervision of an adult on duty if a note from the parents was given to the teacher.

- ❖ Students who arrive at school during recess or lunch hour must first report to the office and then to the supervising adult.
- ❖ No student is allowed to leave the school grounds without the knowledge and consent of the adult supervisor.
- ❖ Students who wish to leave the supervised area to obtain equipment, for medical reasons, etc. must first ask permission from the supervising adult.
- ❖ Students may not go into storage areas without adult permission.
- ❖ No one is permitted behind the trailers or buildings without the permission of an adult supervisor.
- ❖ The large parking lot is not normally considered part of the playground but may be used under special permission with adult supervision.
- ❖ Playing in the bathrooms will not be permitted.
- ❖ Sitting, standing or jumping on lunch tables is not allowed.
- ❖ Students are not permitted in the area around the stained glass.
- ❖ Stay away from any plants and trees that may be damaged by rough contact.
- ❖ Use sidewalks and stay off the banks.
- ❖ Games using violence or gunplay are not allowed.
- ❖ No personal toys or other articles are permitted on the playground without the permission of the adult supervisor.
- ❖ Throwing any object other than approved sports equipment is prohibited.
- ❖ Climbing is permitted only on approved playground equipment, not on fences and gates.
- ❖ Only one person at a time on the slides.
- ❖ Slide is to be used in a seated position only
- ❖ Jump ropes are for jumping only.
- ❖ Balls must not hit the buildings.
- ❖ Play equipment must be returned to storage after use.
- ❖ Students are responsible for keeping track of their own classroom equipment. Do not leave items outside .
- ❖ Students may be asked to help care for the grounds by picking up trash in the playground areas.
- ❖ When whistle blows, students are to line up in assigned area in a straight line.
- ❖ Absolutely no talking is permitted during a fire drill.

### **Lunch/Snack Hour Rules**

- ❖ Obey adult supervisor at all times.
- ❖ Use your best Christian manners at all times.
- ❖ Eat lunch/snacks at assigned location only.
- ❖ Finish lunch/snacks or take remaining food home.
- ❖ Do not “trade” food with other students.
- ❖ No lunches/snacks may be stored in the school refrigerators or heated in the microwave.
- ❖ Help keep lunch area clean by picking up trash (even if it is not your own!)
- ❖ Place lunch boxes or containers in designated area before going to play.
- ❖ No loud talking or shouting will be permitted during lunch/snack time.
- ❖ Do not leave seat or area without permission from supervisor.

## LUNCH & SNACKS

Parents are encouraged to provide healthy and nutritious lunches and snacks for their child. **Absolutely No Candy!** If a student forgets to bring a lunch, an emergency “Oops” lunch will be provided for an extra cost. Please check with the office for the amount.

Parents bringing lunch **MUST** drop it off in the office. Parents must sign in and out at the office and pick up and return the visitors badge.

For those families who would like to order lunches from the catering service, the order forms will be sent home each month. The order form must be filled out and turned in by the due date. Check with the office for hot lunch fees.

## HEALTH POLICIES

### Ill Children

Children are not to be in school if they are ill. **It is mandatory for parents to keep their child home for 24 hours following a fever, vomiting or diarrhea.** Absence must be reported to the office no later than 9:00 A.M. on the day of the student’s absence.

In the event that a student becomes ill during the day, the parent will be called to pick up the child. Until the parent arrives he/she will be kept comfortable at the office.

### Medication

It is preferred that the student's medication be administered at home. But if this is not possible, authorized school personnel will administer the medication, provided it is brought to the office in the original container with instructions and doctor’s prescription. The parent/guardian must sign the Permission to Administer Medicine form.

### Physical Limitations

If for some reason your child is unable to participate in our outdoor programs or any specific activity, a written note from the doctor or parent must be submitted to the teacher.

### AIDS Policy

Any student found to be infected with Human Immune deficiency virus (HIV) which leads to Acquired Immune Deficiency Syndrome (AIDS) or Aids-related Complex (ARC) will be treated with respect and dignity. Every precaution will be taken to protect the confidentiality of records, files and other information about the HIV status of the student. Any decision regarding the type of educational service to be provided to a student with AIDS/ARC will be made in consultation with the student's physician, parents/legal guardian, counselor, administrator and, where appropriate, pastor of the church.

## **Child Abuse Reporting**

The Penal Code of the State of California mandates that the personnel of all schools in the state of California, both private and public, are knowledgeable of the child abuse requirement of the State of CA. Reporting is mandatory when there is observation of, knowledge of, or reasonable suspicion of child abuse. If your child has any unusual marks (such as birthmarks, etc.) Please notify your child's teacher and the office secretary.

## **Safety**

For your child's safety, he/she will be released only to the designated adults listed on the emergency form, unless the office is notified otherwise. In case of serious accident or injury every effort will be made to notify the parent. The instructions on the emergency form will be followed.

Emergency forms must be updated regularly. It is the responsibility of the parent/guardian to notify the office of any change of information in the form.

Children and parents are not allowed in the classroom without a teacher/staff member being present. **All parents, guests and visitors must stop at the office to sign in and obtain a visitor's badge.** When parents, guests or visitors leave, they are asked to stop at the office to check out and return their badges.

# **PARENT-TEACHER/STAFF RELATIONS**

## **Questions, Problems and Complaints**

There may be times that a parent has questions, problems or complaints. It is important that these be heard. If it is about a teacher, staff member or other person, speak to that individual first. Tactfully, yet honestly, discuss how you feel; remembering that this individual's goal to provide an education to your child is the same as yours. If after that conference, the issue is not resolved, you may speak with the principal to resolve the problem. If you are still not satisfied with the resolution, submit a written and signed statement to the Board of Christian Education and that body will act as the authority to help to understand and resolve any conflict.

Bring your concerns to those who can resolve them. Discussing them in "open forum" with anyone will not promote a solution, but does promote misrepresentation, gossip and misunderstanding.

**Parent Forum-** Before the first meeting of the month the Board of Christian Education we will offer a parent forum. Please utilize this time for positive suggestions to improve CTCA. If you cannot attend the forum there are forms outside the school office in the hallway for you to write down suggestions and place in the payment box.

**Parent Survey-** A parent survey is done in January of each year to assess our program and plan for any necessary changes.

**Parent Teacher Association (PTA)-** Any activities proposed by the PTA will need prior approval by the Board of Christian Education.

## **Volunteering and Classroom Visits**

Parents are encouraged to volunteer in the classroom and with other activities/programs within the school. Please feel free to call the secretary for an appointment to visit the classroom or for information

concerning the activity or program you are interested in. Please sign the volunteer board in the office and pick up a visitor or volunteer badge.

*(Some volunteers are required by law to be fingerprinted. Please, ask our principal or secretary for details.)*

### **Classroom Visit Guidelines**

- ❖ Plan to visit at the time of day when the work you want to see is most likely going on.
- ❖ Choose a day other than just before a school holiday or school program.
- ❖ Arrange your visit with the teacher/principal in advance. It is sometimes possible to plan the work so that the teacher can show you the situation you want to see.
- ❖ Visitors are asked to stop in at the office when they arrive on campus to sign in and receive a visitors badge.
- ❖ Step right into the class without making the students aware of your presence so as not to disturb the children.
- ❖ Small children should not visit the classroom.
- ❖ The teacher will be occupied with the class. If you wish a personal conference, please arrange this after school hours.
- ❖ Try to come in for several short visits rather than one long one. A thirty-minute visit is generally best. When you leave, a smile and a nod is all that is needed.

## **STUDENT PROGRAMS & AFTER SCHOOL ACTIVITIES**

### **Chapel Service**

Weekly children's chapel services are conducted on Wednesdays of each month. Parents and friends are welcome to attend. Service for Grades Preschool - 5 starts at 8:15 a.m. and ends at 9:00 a.m. Monthly chapel offerings are sent to different missions throughout the school year.

### **Daycare**

As a convenience to the families of our school, CTCA provides daycare service to enrolled students. Service is provided in the morning from 7:00 a.m. - 7:30 a.m. In the afternoon, it will be 3:00 p.m. – 6:00 p.m. On half days, service is provided from 12:00 noon until 6:00 p.m., please refer to the "Fee Schedule" for current rates. **If the child is picked up after 6:00 p.m. the cost will be \$1.00 per minute** Please notify us if an emergency has arisen. **Law enforcement will be notified if we are not able to contact anyone within one hour after closing time.**

A sign in/out sheet system accounts for time spent in daycare. **Whoever picks the child up must sign the child out, or the account will be charged until 6:00 p.m.**

A student who is checked into daycare while a parent/guardian volunteers for the church or school will not be charged a fee. The parent/guardian must sign the student in and out of daycare and indicate that he/she does volunteer work.

## **Clubs and Other Activities- May be offered (fees may apply)**

Student Council	
Tutoring	
Challenge Club	(3 <sup>rd</sup> grade and up)
Science Club	(1 <sup>st</sup> grade and up)
Bell Choir	(3 <sup>rd</sup> grade and up)
Recorder	(2 <sup>nd</sup> grade and up)
Volleyball	(4 <sup>th</sup> grade and up)
Basketball	(4 <sup>th</sup> grade and up)
School Choir	(2 <sup>nd</sup> grade and up)
Science Fair	(Preschool-5 <sup>th</sup> grade)
Spelling Bee	(1 <sup>st</sup> grade and up)

## **Summer Daycare**

Our summer program starts the week immediately following the last day of school. It lasts until the week prior to the start of the next school year. However, no daycare will be provided one week in August when the facility is closed for repair and maintenance.

Dates, plans and prices will be advertised as soon as they are available.

## **MISCELLANEOUS**

### **Newsletter**

The monthly calendar and newsletter are available on our website: [www.ctc-academy.org](http://www.ctc-academy.org). It is the responsibility of the parent(s) to carefully review it for school information and special announcements.

### **Bulletin Board**

The bulletin board near the main office can also be checked periodically for an update of information.

### **Website**

The school website is: [www.ctc-academy.org](http://www.ctc-academy.org). Please check it for updated information.

### **Lost and Found**

It is advised that the parent(s) mark the child's clothing and personal items to facilitate finding misplaced or lost items. The lost and found cart should be checked for missing items. If an item is mistakenly taken, please return it to the cart.

### **Yearbook**

The number of books printed depends on the number ordered. Order dates and prices will be announced as soon as available.

## **FUNDRAISERS**

Numerous types of fundraisers are going on throughout the school year. Money raised is used for various purposes that benefit the school. Participation is voluntary. The following is a list of some of the programs:

- ❖ Scrip - gift certificates for various local retailers, restaurants, gas stations, etc. Order forms can be found at the office.
- ❖ Entertainment Books - book of coupons offered for one low purchase price.
- ❖ Sally Foster Gift Wrapping Paper
- ❖ Campbell Soup Program - Labels from Campbell soup and other products are collected to earn points for educational products.
- ❖ Box Tops For Education - Box tops are collected from General Mill's products. Credit is issued to the school for the purpose of acquiring school equipment and materials.
- ❖ Student Store – The Student Council operates the store and sells snack items. Student Store cards are sold for \$7.50 each. Proceeds from the sales will go towards a school-related project determined by the Student Council.
- ❖ Cookie-Dough
- ❖ CTCA Events (Harvest Festival, Trike-a-thon, Jog-a-thon, Rummage Sale)
- ❖ Ink Cartridge Recycling
- ❖ See's Candy

*\*\*\*Rules are subject to change at the discretion of the BOCE at anytime.*