

# *Christian Life Center Academy*

**Student-Parent Handbook 2014-2015**



*Transforming a Generation Through Christian Education*

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**W**elcome to Christian Life Center Academy. We are happy that you have joined the Christian Life Center Academy family.

This handbook is designed to serve students and parents by establishing the guidelines and parameters for expected attitude and behavior.

We are believing for a successful school year for each student attending CLCA.

## **The School Vision**

### **Rev. Richard Rodriguez, Pastor and Founder**

**Proverbs 22:6 Train up a child in the way he should go; and when he is old, he will not depart from it. (KJV)** Throughout the Bible we learn that educating our children is the responsibility of the parents and the church. I believe that God is calling Christian Life Center as well as other churches across America to build Christian schools designed to train our children completely in body, soul, and spirit.

The vision of Christian Life Center Academy is to provide a place to train, prepare, and equip young people to fulfill their divine call and destiny and to take the gospel to the world.

In a Christian environment of strong academics and discipline, students will be taught to live in holiness. They will be taught to be men and women of integrity, and they will learn their responsibility in society as Christian men and women reflecting the love, light and hope of Jesus to the world. We realize the solemn responsibility under God to carry out this vision. We are looking for parents and students who share in this vision and who will unite with us to see it fulfilled.

## **Mission Statement**

It is the mission of Christian Life Center Academy to help each student become as much like Jesus Christ as possible. This means that each student will be trained spiritually, academically and physically in an excellent manner. Furthermore, it is the mission of Christian Life Center Church to create Christian leadership who will be able to be either a part of the five-fold ministry or able to function as professionals in various other fields to help carry out the "Great Commission." (Matthew 28:18-20)

## **Life-Success Outcomes**

It is the goal of Christian Life Center Academy to have graduates who meet the following Life-Success Outcomes:

1. Born again Christians exhibiting the Fruit of the Spirit (Galatians 5:22-23)
2. Empowered by the Holy Spirit (Acts 1:8)
3. Motivated and able to lead others to Jesus (Matthew 28:18-20)
4. Positive community leaders and role models (Ephesians 4:11-12)
5. Responsible citizens and international ambassadors (I Peter 2:13-14)
6. Effective communicators (Ephesians 4:29)
7. Well-educated, self-directed, life-long learners (II Timothy 2:15)

## **Philosophy of Christian Education**

There are two philosophies of education in the world today. One is secular philosophy, which is based on the vain imaginations of man. The other is the Christian philosophy, which is based on the absolute truth found in the Word of God. Christian Life Center Academy is established on the Christian philosophy of

education and the realization that the only true education is an education founded on the Word of God. Real education is the process of learning God's truth and learning to make decisions in every area of life based on Truth. Academics are not an end within themselves, but a means to an end, bringing glory to God and the development of Godly character in the student's life. Academics are used as a tool to assist the student to grow in wisdom and stature and in favor with God and man.

## **Statement of Faith**

The following truths are held in common agreement by Christian Life Center Academy:

We believe the Bible to be the inspired and only infallible authoritative Word of God. (II Timothy 3:16)

We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit. (I John 5:4-6)

We believe 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 through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory. (I Corinthians 15:3; I Peter 2:21-24; John 3:16)

We believe that for salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential. (Roman 3:21-30; Galatians 4:4-7)

We believe that the full consummation of the Baptism of believers in the Holy Ghost is evidenced by the initial physical sign of speaking with other tongues as the Spirit gives utterance and by the subsequent manifestation of spiritual power in public testimony and service. (Acts 1:8, 2:4, 2:42-43, 10:44-46, 19:2,6; Matthew 3:11)

We believe in the resurrection of both the saved and lost; that they are saved unto the resurrection of life; and that they are lost unto the resurrection of damnation. (John 5:24, 28, 29)

We believe in the deliverance from sickness provided for in the atonement, and that it is the privilege of all believers. (Isaiah 53:4; Matthew 8:16, 17; Mark 16:18; John 5:14; I Peter 2:24)

We believe in the imminent return of our Lord and Savior Jesus Christ. (I Thessalonians 4:16-18; Revelation 21:20)

This statement of faith defines the foundation of our educational ministry at CLCA upon which we build the unity between home and school. While there will always be diversity within the framework of these foundational beliefs, we may choose to not enroll or to withdraw a student should he/she or his/her family hold contradictory beliefs and/or support a lifestyle at home that contradicts these scriptures and biblically based values.

## **Management Statement**

Christian Life Center Academy is an educational institution, which is supported and managed by Christian Life Center Inc. The Word of God is central in the education process. The goals of Christian Life Center Academy reflect those of Christian Life Center Inc. and are within the scope of the vision for Christian Life Center Academy.

## **Notice of Student Nondiscrimination**

Christian Life Center Academy, a ministry of Christian Life Center Inc., 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. We do not discriminate on the basis of race, color, national and ethnic origin in administration of our educational policies, admissions policies, athletic and school-administered programs.

## Accreditation

Christian Life Center Academy is accredited by the Association of Christian Teachers and Schools (ACTS).

## Admissions

Student acceptance is based on a decision by an Admissions Committee after thorough review of a complete application packet with all documentation provided by a family and previous school(s). Final grade placement is at the discretion of the Admissions Committee with the goal of setting each child up for success. Christian Life Center Academy reserves the right to adjust and/or modify course offerings, selections and/or combination of classes at each grade level based on final enrollment. Only those students with an up-to-date immunization record, a copy of a birth certificate (for Kindergarten and younger), pastoral form and social security number will be accepted for final enrollment and permitted to attend class.

**Home-Schooled Students** Home-schooled students enrolling in Christian Life Center Academy must present evidence of work completed, attendance records, curriculum samples, etc. To receive high school credit, home-schooled students must be able to demonstrate competence in those subjects. Credit will be granted when these competencies are established; however, unless a student is involved in the school's Home-School Program, the grades will not be placed on an official CLCA report card. A special Home-School Tracking program is available for a fee. Only those home-schooled students who are enrolled in Christian Life Center Academy's Home-School Program will be considered for participation in our Graduation Ceremony.

**Missionaries** Children of full-time missionaries on the field may apply for graduation from Christian Life Center Academy provided they:

1. Meet the Christian Life Center Academy graduation requirements.
2. Are enrolled in Christian Life Center Academy the second semester of their senior year.
3. Are enrolled in Christian Life Center Academy Home-School Program.

**Residence** All Christian Life Center Academy students must live with a parent, legal guardian, or parent designee throughout their enrollment at Christian Life Center Academy.

**Transfers** Students who transfer from other Christian schools must have all previous accounts paid. Only those high school students with a valid transcript will be given credit for courses completed. Students will not be permitted to attend class unless the school receives an official transcript. Courses completed at CLCA will be included on our transcript.

## Academics

Through the power of God working in each individual, Christian Life Center Academy expects its students to develop their full potential in every area.

**Report Cards** Report cards will be issued every nine weeks. Their purpose is to inform the parent and student concerning the student's performance. Report cards will be withheld for any student with an outstanding school account.

**Progress Reports** Progress Reports will be available to parents after the mid point of each quarter to show progress in each subject.

**Grading Scales** Depending on the grade level and subject, the following grade scales will be used:

A	90 - 100 Excellent
B	80 - 89 Good
C	75 - 79 Average
D	70 - 74 Below Average
F	0 - 69 Failing

I Incomplete will be assigned due to excused absences only. Incomplete work must be completed within two weeks after the close of the grading period.

P Passing with credit but no application to GPA

One-half credit is earned in grades 9 – 12 for each semester course. Quarter credits are not issued. Students who withdraw during the quarter will receive the grade earned up to the point of withdrawal. This grade will be placed on an official withdrawal card and become part of the permanent file. Students who transfer to Christian Life Center Academy will have their grades placed on the student records system as shown on their official transcript sent to Christian Life Center Academy from their previous school. Students who are currently enrolled in a course at Christian Life Center Academy and drop a course after two weeks will be issued a grade of “F” for the course. Students cannot transfer to another course at the end of the quarter and receive any credit for the course.

**Preparation for College** Colleges and universities are interested in not only the classes you take, but also in the grades you make. When you apply for admission to a state college or university, the institution will look at your score on a national test (ACT or SAT), your high school grade point average (GPA), and class rank. Junior colleges generally expect you to have completed all the required high school courses and graduated from an accredited high school. If you score below the designated sub-score in a subject area, you may be placed in a remedial course when you enter college to help you get ready for a college-level course. Remedial courses can be stepping stones to success in college; but remember, the time and money directed to these courses do not count toward a degree. It is best to prepare for college while you are in high school; so when you get to college, you can focus your time and money on getting your college degree.

**Graduation Requirements** Each course taken as a 9-12th grader earns a ½ credit per semester. A total of 26 credits are required for graduation. The Texas State Department of Education requires all students to meet the minimum graduation requirements as presented by the State Department of Education. In addition to requirements by the State Department of Education, students must meet those requirements established by Christian Life Center Academy. The number of credits required and the types of courses required may vary from year to year. Christian Life Center Academy reserves the right to change its graduation requirements for all students enrolled.

**English 4.0 Credits**

English I, II, III, IV

**Math 4.0 Credits**

Algebra I, II, Geometry and one other math course

**Bible 4.0 Credits**

**Science 4.0 Credits**

Biology, Chemistry, Physics and one other science course

**History 4.0 Credits**

World History, Geography, U.S. History, U.S. Government/Economics

**Foreign Language (not English) 2.0 Credits**

Any two levels of same language

**Electives 1.5 Credits**

**Physical Education 1.0 Credit**

Can substitute athletics or dance

**Fine Arts 1.0 Credit**

**Speech 0.5 Credit**

**Total Credits 26**

It is our recommendation that our students earn as many credits and take as many courses as possible.

Christian Life Center Academy reserves the right to review all transfer credits from other accredited and non-accredited schools. Students transferring home-school credits may be asked to take a comprehensive exam in the areas for which credit is being requested. Only those home-school credits that meet Christian Life Center Academy's course offerings will be considered for transfer.

Students who need more than one credit for graduation shall not be permitted to participate in graduation exercises. Students may be assigned to only one student aide course per semester. No more than two student aide credits will count towards fulfilling graduation requirements.

**Minimum Graduation Requirements** Christian Life Center Academy follows graduation requirements as prescribed by the State of Texas. This information is available at their web site. A copy of that is available at our school office. In addition to that, Bible is a required course for each year enrolled at CLCA.

**Driver's Ed** One-half credit may be given for Driver's Education upon presentation of completion certificate from a certified driving school.

**Student Aide Program** Students may apply for a position as Student Aide. This course will count as an elective credit, but it will not apply to their GPA.

**Concurrent Enrollment** High school students are expected to be enrolled as full-time students. The Texas Department of Education defines this as a six-hour day. Christian Life Center Academy divides its six hours into seven instructional periods. Seniors who qualify may enroll in college courses and vocational technical schools under concurrent enrollment programs. Seniors who enroll in two college level courses for at least six credits will be given allowance for two of the six required hours of attendance plus one hour for commuting to the college. Seniors who are enrolled in only one three-credit course must be enrolled in no less than four periods in Christian Life Center Academy. All concurrently enrolled students must provide evidence they have been accepted and are enrolled in college courses. Seniors taking concurrent courses should check with the administrator to see which courses are accepted as Christian Life Center Academy credit. Only those courses taken for college credit will be accepted in meeting the six-hour state attendance requirement. Students who drop concurrently enrolled courses will be required to re-enroll in courses at Christian Life Center Academy. Students must submit a copy of their concurrent transcript immediately following completion of their course. A student enrolled in three college credits may earn one-half Christian Life Center Academy unit (credit) per semester.

**Homework** Research has demonstrated that student achievement rises significantly when teachers regularly assign homework and students conscientiously do it. We do request parents' full cooperation in seeing that the assignments are completed. Repeated delinquent homework could result in failure to perform well on tests, thereby resulting in a lower grade. Doing homework is part of preparation for the future. Please communicate with teachers when you child is having challenges with homework.

Believing that homework is an integral part of the school program, each teacher is at liberty to give homework to aid the student to advance his studies. Therefore, each student is required to complete his homework assignments on time. In grades 6-12, failure to complete homework will result in a deduction of points or may result in a zero grade.

1. We believe that most students require solid academic drilling to master material essential to their education progress.
2. As instruction progresses, various challenge points in a student's grasp of a subject become evident. Homework following instruction is given to overcome such challenges.
3. Book reports, compositions, special research assignments, and projects are some of the activities that are frequently the subject of homework attention.

Teachers are encouraged to give no homework on Wednesday nights. Families are encouraged to attend church and students to be active in their youth groups.

**Homework Hints** When establishing homework practices in the home, consider the following:

1. Provide a study area with good lighting, proper seating at a table or desk, adequate materials, and sufficient space. Distractions should be eliminated.
2. Provide a specific time period. Establish rules and guidelines for your child until the homework is completed.
3. Encourage and counsel your student to understand the value of homework. Any accomplishment requires work, practice, and consistency. Give as much assistance as possible, but remember that homework is your child's responsibility.

**Make-up Work** Students are expected to make up work missed due to an absence. If a student is absent more than two days, parents should call the school office by 8:00 a.m. to request the child's assignment. These may be picked up at the school office by 3:00 p.m.

Students are allowed one day per absent day to make up work.  
It is the responsibility of the student/parent to obtain ALL make-up work.  
Parents who know their child will be out should arrange for work to be done in advance or during the student's absence.

#### **Honor Roll**

95% and above in each subject	A+ Honor Roll
90% and above in each subject	A Honor Roll
80-89% in each subject	B Honor Roll
80-100% in each subject	A/B Honor Roll

**Promotion** Students in grades 1-5 will be subject to non-promotion should they fail to make sufficient academic progress at their current grade level. A Conditional Promotion will be granted requiring a student to complete school work over the summer to show academic progress.

Students in grades 6-8 failing up to two of the academic core subjects (Language Arts, Math, Science, or Social Studies) may be promoted to the next grade level after successful completion of summer coursework.

Students failing three or more of the core academic subjects will be retained.

**Secondary Schedule Changes** All changes in students' class schedules are to be made within the first two weeks of school. No class schedule changes are permitted after the second week of the semester. All schedule changes require approval of the administrator and the parents.

**Senior Attendance** The State of Texas requires a senior in high school to be enrolled in a full daily schedule of at least six hours or seven periods. Only those seniors enrolled in vocational or college classes will be considered for less than a full daily schedule.

## Testing

**Standardized Achievement Test** The Stanford Achievement Tests is given annually for grades 1<sup>st</sup>-10<sup>th</sup> in the spring.

**PSAT** This test is given in the fall, usually mid-October for students in 11<sup>th</sup> grade. The PSAT measures verbal and mathematical reasoning abilities that are important for success in college. Taking the test enables students to practice for the SAT, enter scholarship competitions, seek information from colleges, and get feedback about critical academic skills.

**SAT** This test is given each spring to juniors and seniors. All colleges require one of these for admission. (National test dates are set up five times during the year). Students are asked to use the following code number on SAT tests - **443479**. This code is essential for the school to receive reports and for the scores to be placed on the student's transcript. Student interest in higher education does change, and it is a step of wisdom to have taken these tests. Most college scholarship funds are directly contingent on a student's test scores. It is more important to take as many courses as possible to increase SAT test scores and prepare for college level academic work than to take easier courses to increase the GPA. Transcripts will be held on those students who have taken the SAT and whose scores have not been received by Christian Life Center Academy. Students may obtain testing registration materials from the school office.

The **SAT** is administered at different times during the school year. Ideally, juniors should take the SAT in May or June. The importance of this test cannot be overemphasized. There are several excellent resources available to assist you if you are working on your own to prepare for it. Check your local library or bookstore. There are also professional tutoring programs available. In any event, do not take the test without preparing. If you failed to prepare last October on the PSAT and your scores were not satisfactory, there is every reason to believe that the SAT score will mirror your PSAT scores. Christian Life Center Academy may offer a semester SAT preparation course.

## Attendance

Christian Life Center Academy expects its students to have a goal of 100% attendance. Academic achievement is enhanced when students are present for instruction.

**School Hours** School begins at 8:00 a.m. All students arriving after 8:00 AM will be counted tardy. Students must be in attendance for four hours to be considered present for the day. School ends at 3:00 PM.

### Morning Procedures

1. Students may arrive at Christian Life Center Academy as early as 7:30 AM.
2. Students will go directly to their first period classroom.
3. Students may eat breakfast they bring to school until 7:50 AM.
4. Parents desiring to come in with their child may park and accompany their child into the school. Please sign in and obtain a badge if planning to be in the building once school begins.
5. Students arriving after 8:00 AM must sign in at the School Office.

6. Students must be dropped off at the front entrance.

**Tardies and Absences** Tardies are disruptive to the class and prevent a student from receiving excellent academic instruction when he/she misses time being in the classroom. The only acceptable excuse for tardiness is illness, weather or road conditions (including accidents) that make travel dangerous, or unusually slow. **Three tardies will constitute one absence.**

1. When a student returns after an absence, he must bring a note from the parent stating the reason for the absence. Absences of three days duration or longer, due to an illness, need a doctor's note to be excused.
2. Parents will be contacted in the event of excessive tardies or absences. More than eight absences in a semester will disqualify a student from receiving credit for that semester's work.
3. State Law requires students to have no more than eight absences per semester. If a student exceeds this he may be required to attend Saturday School at a cost of \$50.00 per Saturday. Saturday School will be held as needed and will be from 8:00 AM to 2:00 PM. Students must bring a sack lunch.
4. Tardies to classes other than first period may be treated as a disciplinary problem.

#### **Departure**

1. Students are to be picked up between 3:00 PM and 3:30 PM unless they are participating in after school activities or the After Care Program.
2. Students 8<sup>th</sup> grade and below that cannot be picked up by 3:30 PM may participate in the After Care Program for an extra fee.
3. Students who are not picked up by 3:30 PM will have to wait outside the school building. The school can neither supervise nor take any responsibility for their safety or behavior.
4. Students who drive or walk must bring a parental permission note to be placed in the student's file.

**Office Hours** The School Office is open from 8:00 AM and closes at 3:30 PM.

**Early Release** When it is necessary for a student to leave school during the day, release of the student must be made through the School Office. Parents *must* come to the School Office and sign the student out.

**School Closing** Appropriate precautions will be taken in case of a severe weather warning. Students will be released to go home when parents arrive. Safety of our students is a major priority.

School closing because of severe weather will be announced over TV channel 11 from 6:30-8:30 AM. Christian Life Center Academy generally follows the decision of the Humble School District. If the Humble School District is closed because of inclement weather, Christian Life Center Academy will be closed also.

**School Visitors** All school visitors, including parents, must sign in at the office and obtain a visitor badge.

## **Awards**

**Perfect Attendance Award** Certificate of attendance will be issued to students who have maintained 100% attendance during the school year.

**Subject Area Award** Acknowledgment is given to the student with the highest cumulative average for the year in each subject.

### **Honor Roll Awards**

95% and above in each subject	A+ Honor Roll
90% and above in each subject	A Honor Roll
80-89% in each subject	B Honor Roll
80-100% in each subject	A/B Honor Roll

**Mighty in Spirit Award** One student from each level of the school (elementary, middle and high school) is acknowledged for showing consistent spiritual maturity both inside and outside the classroom.

**Biblical Character Award** Each student is acknowledged by receiving a biblical character award that best describes him/her.

**Student of the Year Award** One student from each level of the school (elementary, middle and high school) is acknowledged for showing superior academic ability, classroom participation and completion of assignments and homework.

**Salutatorian Award** Depending upon the size of the Senior Class, this award may be given to the senior with the second highest high school (9 – 12) core GPA. (Must be at least 3.5)

**Valedictorian Award** Depending upon the size of the Senior Class, this award may be given to the senior with the highest high school (9 – 12) core GPA. (Must be at least 3.7)

**Other Awards** Examples of other awards that may be given are Science Fair Winner, Most Improved Students, Excellent Classroom Participation, Amazing Creative Writing, etc.

## **Conduct**

Christian Life Center Academy has three sets of conduct requirements. These include the General Code, the Classroom Code, and the Honor Code.

### **General Code of Conduct**

1. Students are expected to be punctual to all classes, chapels and assemblies.
2. Students, who use, write, distribute, or possess profane, indecent or obscene language, literature, writing, or pictures shall be suspended from school.
3. Students are not permitted to use or possess tobacco, alcohol, or illegal drugs.
4. Running in the halls is strictly prohibited for safety reasons. Horseplay and loud noise will not be permissible in the school building, on the school grounds or while riding in school vehicles.
5. All electronic devices including, but not limited to, cell phones, electronic games, ipods should be turned off from 8:00 AM to 3:00 PM. If a student is found with electronic device, it will be confiscated and a \$5 fee may be charged to have it returned. Students needing a translation device must purchase a translator and may not utilize a cell phone.
6. Students are not allowed to fight verbally or physically.
7. Students at Christian Life Center Academy are expected to reflect the high standards of Christian morals and principles. It is therefore expected of each student to refrain from public display of affection (such as kissing, holding hands, embracing, etc.) while on campus or at school-sponsored activities, including sporting events away or at home.

8. Music should reflect the Christian morals and values of CLCA.
9. Students will keep themselves from being involved in any sexual immorality.
10. Gambling, in any form, is not permissible on or off campus.
11. No student will have in his possession (on person, in locker, or vehicle) any kind of weapons, fireworks, explosives, tobacco, alcohol, or illegal drugs. Any student who brings any type of gun or weapon, firearm, paintball gun, replica gun, or pellet gun on campus may be **suspended from school for a minimum of one year.**
12. There will be no attempting to sell or distribute any object or substance which has not been authorized for sale or distribution by the school administration.
13. Cheating, lying, or stealing are not acceptable or tolerated. Cheating or the intent to cheat may result in the following actions:
  - a. Zero for an assignment.
  - b. Removal from class with no credit.
  - c. Suspension from school for repeat offenses.
14. Scoffing, scolding or disrespectful remarks or behavior are not acceptable.
15. Involvement in witchcraft, the occult, astrology, or playing computer and video games that foster these philosophies are not acceptable.
16. Students are to remain in Christian Life Center Academy dress code until they are off campus, unless they are involved in a Christian Life Center Academy sponsored activity that requires a dress change.

Consequences for violation of the General Code of Conduct may include, but are not limited to, loss of recess, removal from the classroom, suspension, corporal punishment, and /or expulsion from school. As required by law, violation will be reported to the authorities. Teachers at all levels may refer students at any level.

**Community Conduct** Conduct in the community by Christian Life Center Academy students that brings disgrace to the school will result in disciplinary action. Included in this misconduct are such behaviors as defacement or destruction of personal or business property.

### **Classroom Code of Conduct (ALL GRADES)**

1. Show proper respect to the teachers and fellow students by waiting your turn and speaking in an appropriate tone while refraining from being disruptive.
2. Obey those in authority and give your undivided attention in class only using electronic devices when given permission.
3. Be responsible by arriving to class on time with materials needed for class.
4. Complete all assigned classwork and homework within the time frame provided to the best of your ability.
5. Participate in classroom discussions and projects.
6. Show pride in your school by helping keep the school campus clean.

"Recognizing Jesus as the Author and Finisher of my faith, and the Word as the supreme standard for all wisdom and knowledge, it is my aim to develop accordingly, realizing that as I seek first His kingdom and

righteousness, all these things shall be added." (Hebrews 12:1, 2; James 1:5, 6; I Peter 1:24; I John 2:5; I John 5:3-5.)

### **Honor Code Pledge**

CLCA was founded upon the conviction that young people should be able to gain a quality academic education in an environment that is conducive to spiritual growth. Each student, as age appropriate, must commit to the following Honor Code:

I pledge to apply myself wholeheartedly to my intellectual pursuits and to use the full powers of my mind for the glory of God.

I pledge to grow in my spirit in developing my own relationship with the Lord.

I pledge to cultivate good relationships socially with others and seek to love others, as I love myself. I will not lie, I will not steal, I will not curse, I will not be a gossip, and I will not cheat or plagiarize.

I pledge to keep my total being under subjection from all immoral and illegal acts and habits, whether on or off campus.

I pledge to maintain integrity of "openness" to God's claims on my life, and to do my utmost to know and follow His will for my life.

I pledge to attend the house of worship of my choice wherever God is honored and lifted up.

I pledge to abide by the rules and regulations, which from time to time may be adopted by the CLCA Administrator and/ or CLC Senior Pastor. I understand that CLCA is a private school and I therefore accept my attendance at CLCA as a privilege and not a right.

Students found to be out of harmony with the CLCA Christian principles may be asked to withdrawal whenever the general welfare of the student body demands it. It should be understood that this is a joint agreement between the school, the parent, and the student. Both the school and the parent must enforce these standards while the student is associated with CLCA.

**Character Training** Every subject area, every teaching method, every attitude, every action of student or teacher is a means of training character. Character training is taking place throughout the day, no matter what else is being taught.

**Detention** Detention is a disciplinary study period where a student must bring books, paper, and pencil to be admitted. During the time that a student is in detention, there is to be no talking or any form of misbehavior or violations of the classroom code. Students who violate these policies will be sent to the office and the parents called. Detentions may be assigned by teachers or the principal. The student will be given a 24-hour notification. Failure to serve detention will result in further disciplinary action. If a student is tardy, he/she will not be admitted and considered as a "no show" and double detention will be ordered.

**Discipline** We believe that discipline must be ministered through love. We believe that discipline is necessary for the welfare of the student as well as the entire school. Each teacher is given the liberty to make and enforce classroom regulations in the manner in which he/she feels is in accordance with Christian principles, administrative directives, and discipline as set forth in the Scriptures. Christian Life Center Academy expects full cooperation from both students and parents in the education of the student. If at any time the school feels that this cooperation is lacking, the student may be requested to transfer.

Biblical principles used by Christian Life Center Academy for guiding children to predetermined discipline goals include 1) instruction 2) correction 3) exhortation 4) rebuke and 5) chastisement (rod of correction). Our goal is self-discipline. Both the discipline and learning go hand-in-hand to build character and to allow the student to best develop in the dimension of the whole person. It is expected that students at Christian

Life Center Academy will put forth a quality effort to listen and obey the voice of their "inner man" (spirit) and to exemplify Christ-like character.

**Drug and Alcohol Testing** It is the goal of Christian Life Center Academy to maintain a drug and alcohol-free school. Drug and alcohol use is prohibited at all times. As part of the 24-hour Honor Code, the school prohibits students from displaying physical symptoms or manifestations of being under the influence of a non-prescription drug or alcohol while on or off campus. Drug and alcohol testing may be required should the school have reasonable suspicion that the student has violated the Honor Code. Reasonable suspicion of drug or alcohol use may include, but not be limited to, a report by students, staff, or parents. Students who refuse to participate in a requested drug or alcohol test will be asked to withdraw from school. A positive test result will subject the student to disciplinary action, including expulsion from school. The student or his parents shall pay all costs of testing for drugs or alcohol.

*Prohibited Substances.* The following substances may be tested for: Alcohol, which means ethyl alcohol (ethanol), or any substance which is illegal for a student to sell, possess, use, distribute or purchase under Texas or Federal law, including, but not limited to, amphetamines, cannabinoids, cocaine, phencyclidine (PCP), hallucinogens, methacholine, opiates, barbiturates, benzodiazepines, synthetic narcotics, designer drugs, or a metabolite of any of the substances listed above.

**Outside Counseling** Should the school deem it necessary, the school reserves the right to require students to receive counseling from a professional, licensed Christian counselor to remain enrolled. The parents shall pay all costs of such counseling.

**Probation** Students may be placed on a probationary status, which is a step toward removal from Christian Life Center Academy. Probation may be assigned for the following reasons: poor attendance, poor academic performance, unacceptable behavior, or unacceptable spiritual condition.

**Review** All students who enroll for the first time at Christian Life Center Academy will be placed on review. This will last for the first quarter. Should a student violate the Honor Code or engage in behavior that is unacceptable as a student at Christian Life Center Academy, he/she will be asked to transfer to another school.

**Suspensions/Expulsions** If a student is suspended from school, a parent will be called informing the parent of the conditions of the suspension. A parent conference is required prior to the student's returning to school.

The following are some examples of activities that will result in suspensions: fighting, cheating, racial slurs, cursing, trashing restrooms, etc. The following guideline may be used when required: 1) Warning 2) Warning with punishment 3) Detention 4) In School Suspension 5) Out of School Suspension 6) Expulsion.

### **Courtesy and Respect**

True courtesy is an inner spirit, which gradually becomes a learned etiquette. It is expected that all Christian Life Center Academy students will show proper courtesy and respect to all adults on campus as well as to their fellow classmates.

Respect is an attribute of Christian character that reflects moral restraint of inward and outward behavior. The presence or absence of respect is the best way to evaluate the quality of character. In the *New International Version* it says, "Show proper respect for everyone: Love the brotherhood...fear God, honor the King." God calls His people to a divine standard. This higher standard requires action on the part of the individual.

Courtesy and respect to **all adults** should include the following:

Using "Mr.," "Mrs.," "Miss," " Ms." or "Pastor" (using last names) when speaking with adults  
Using "Sir" and "Ma'am" in responding  
Using "excuse me", "please", or other requests for repetition  
Opening doors for all adults

Students are expected to use "Please" and "Thank You" in all cases.

**Chapel** Students are expected to enter on time in a quiet manner, find their assigned area, and begin to prepare themselves to receive from God. All students, grades 6 to 12, should bring a Bible to Chapel. Disrespect of any kind will not be tolerated and may result in disciplinary action.

## Student Dress Code Information

The Bible tells us that man looks at a person's outer appearance, but God looks at our hearts (I Samuel 16:7). We know that how we are viewed by God is the most important thing! Nevertheless, man does look at our outward appearance. Even as we have an obligation to see that our hearts are clean and pleasing to God, we also have an obligation to see that our appearance is clean and pleasing to man. There is a close relationship between performance and appearance. It is our belief that students will achieve and develop their potential in proportion to how they view themselves.

In accordance with this underlying belief, we at Christian Life Center Academy expect the students to observe the guidelines presented for young men and women. It is the school's belief that parents will accept their responsibility and students will show their respect for the school by living within the guidelines expressed below.

Christian Life Center Academy has a standardized dress code for the purposes listed as follows:

- \* To train students to dress in a conservative, traditional fashion
- \* To create a positive disciplined environment in the school
- \* To assist students in concentrating on academic achievement rather than on clothing competition
- \* To help reduce peer pressure
- \* To create a positive image in the community

### Dress Code Information

**Slacks and Shorts** (jumpers, skirts, and capris are also allowed for girls)

- Khaki or navy
- Must fit neatly, not baggy
- Must not be shorter than two inches above the knee
- Pants must be worn at the waist
- Belt must worn if slacks or shorts have belt loops

### CLCA Logoed Polo Shirts

- Purchased through the school
- Must fit appropriately
- Students in **K5 – 8<sup>th</sup> grade** wear **dark blue, light blue or yellow** polo shirt
- Students in **9<sup>th</sup> – 12<sup>th</sup> grade** wear **maroon** polo shirt
- Shirt must be tucked in

## General Information

- CLCA spirit t-shirt may be purchased through the school and worn on Fridays (with jeans) and field trips.
- Any attire deemed inappropriate or immodest may not be worn to school. Students not in uniform code may not be allowed in the classroom. They may be sent to the school office and the parent will be asked to pick them up or bring a change of clothes.
- Small conservative necklaces may be worn.

## Financial

The mission of Christian Life Center Academy (CLCA) is to help each student become as much like Jesus Christ as possible as well as create Christian leaders who will be able to be either a part of the five-fold ministry or able to function as professionals in various other fields to help carry out the "Great Commission."

Our goal is to partner with your family in providing a quality Christian education for your student(s). The monies needed to provide a quality education are available through tuition, fees and fundraisers. Therefore, all monies agreed upon by both parties are required to fulfill the school's mission and goals.

CLCA families understand the following:

1. Registration and Student Usage Fees are non-refundable.
2. Tuition is an annual fee. When a family registers at CLCA, you are making a commitment to attend and financially support the school for one academic year.
3. Payments are expected by the 1<sup>st</sup> or the 15<sup>th</sup> of the month unless other arrangements have been agreed upon by both parties. A late payment of \$20 may be charged for any payment received after its due date.
4. My family's account must be current for report cards to be released, transcripts to be issued, or for seniors to participate in graduation ceremonies. School records will be forwarded to another school when a family's account is current. Graduation diplomas will be issued to all students whose accounts are current.
5. Students whose accounts are current will be permitted to participate in special activities requiring additional expense.
6. I am required to pay CLCA a \$20 fee anytime an insufficient funds check is received in addition to any fees my bank may charge.
7. Once my child is registered at CLCA, the school begins making budget decisions and purchases based upon a full school year's attendance. Therefore, there is no refund for the first semester after the first four weeks as well as no refund for the second semester after my child has attended for three weeks. The school has the right to assess my family a fee in the amount of \$500 if we decide to withdrawal my child prior to the end of the academic year.
8. All textbooks must be returned in good condition at the end of the school year or upon withdrawal. I will pay the replacement cost of any books not returned or returned in non-usable condition.
9. Fundraising may be essential to keep tuition as low as possible. I agree to wholeheartedly support CLCA's fundraising projects by being actively involved.
10. I need to communicate with the school if my financial status changes and my commitment will no longer be able to be fulfilled.

**Other Fees** A non-refundable registration fee is payable when students are enrolled for classes. All other fees must be paid on or before the first day of school.

**Fund Raising** Tuition payments do not cover all the costs. Christian Life Center Academy is endeavoring to keep low tuition rates to make Christian education affordable to as many Christian families as possible. We, therefore, depend on your support and God's blessing to keep our program operating. All families are expected to participate in Christian Life Center Academy's fund-raising events. Students and staff are not permitted to fund raise on campus or before or after church services unless approved by the school administrator.

**Full Time Status for High School Students** Christian Life Center Academy is a four-year high school. According to state standards, students are required to be in school for six hours each day. Christian Life Center Academy's six-hour day is divided into seven periods. Students are required to be in attendance for all seven periods of the school day. Juniors who qualify for Vocational Education and can still meet Christian Life Center Academy graduation requirements may be approved by the administrator for concurrent enrollment. Seniors who qualify for concurrent enrollment must be enrolled for three or four courses depending upon the number of credits taken as part of their college program. Students taking five or more courses will be charged full tuition.

**Student Withdrawal** A student may be withdrawn from the school once a parent/guardian completes a Withdrawal Form. All school books, material, equipment and other school-owned property must be turned in before withdrawal can be processed. If a student withdraws after the first of the month, the parent/guardian remains responsible for the payment of the month's tuition. **The school has the right to assess a family a fee in the amount of \$500 if you choose to withdraw your child prior to the end of the academic year. In addition Scholarships may be voided and no tuition refunds are given after a student has attended four weeks of a semester.** All obligations, including financial, must be cleared with the office before final withdrawal. All records will be held until an official withdrawal takes place and all financial obligations are met.

## Lunch

We are exploring our options for lunch since our new campus will not have a cafeteria available. Students may need to be prepared to bring lunch from home for at least the first semester of school. There may be a possibility that lunch can be ordered from our previous campus in the morning and delivered to students at lunch time since our Daycare is still in operation there with the cafeteria. Students will be eating in their classrooms unless a designated area is assigned to them (i.e. outside picnic tables).

## Health Services

**Medicine** Ideally, all medication should be given at home. Christian Life Center Academy recognizes that some students may have special needs, which require a prescription to be administered during school hours. **MEDICATION AUTHORIZATION** forms must be completed by a parent and accompany all medication to be given at school. These forms may be obtained in the office. Christian Life Center Academy reserves the right to require a form signed by the family medical doctor giving clear directions on the name and amount of medication to be given, time to be administered, side effects, etc. The school reserves the right to request parents to be present when medication is issued. Medicine prescribed for minor students must be brought in by a parent (guardian) and presented to the office personnel. No more than one week's supply should be sent to school. Non-prescriptive medicines like Tylenol, Pepto Bismol, and throat lozenges are available for students in the office. A signed permission from the parent is required for the office to issue any non-prescriptive medicine. **STUDENTS ARE NOT ALLOWED TO CARRY MEDICATION, KEEP MEDICATION IN THEIR BACKPACK, OR GIVE MEDICATION TO OTHER STUDENTS.**

**Head Lice.** Since head lice are contagious, all students suspected of head lice must be reported to the office. Students with head lice will be suspended from classes until all head lice or nits have been treated. All students must be checked by the office and obtain a written pass to return to classes.

**Health Symptoms** Our children walk in divine health and by the stripes of Jesus they are healed. We also have the wisdom of God. If your child exhibits any of the following symptoms, please do not bring your child to school.

Fever of 100 degrees or higher within the last 24 hours  
Vomiting or diarrhea within the last 24 hour  
Unusual coughing, runny nose and eyes  
Rashes on the skin

If you are notified that your child is exhibiting any of these symptoms, please pick your child up immediately from school.

**Immunizations** Students must be current on immunizations in order to be considered for enrollment. Immunizations are free of charge at the County Health Department. Phone: (281) 446-4222

State law requires that 5 year olds have the following shots before starting school:

DTP	5 doses
Polio	4 doses
MMR	2 doses
Hepatitis B	3 doses
Hepatitis A	2 doses
Varicella	1 dose

At age 14, additional shots are required.

**Only those students who have the required immunization will be allowed to attend school.**

## Parent Ministry

We welcome involvement of our parents in the activities of the school. It is expected that parents will be in attendance at Orientation and Open Houses. Room parents, class sponsors, and daily intercession are important responsibilities of our parent ministry.

**Parent-Teacher Conferences** Any parent who wishes to have a conference with a teacher is encouraged to do so. The parent may call the school for an appointment with the teacher. Should a conference with an administrator be desired, the same procedure should be followed.

**Parent Intercessory Prayer** Parents are encouraged to pray for students and staff.

**Parental Visits** It is the desire of the administration and faculty to be of service to both parent and student. We welcome parents who wish to visit. We do require, however, that any visit to a classroom be made by definite appointment with the office. All guests will be required to sign in and wear a visitor's badge.

**Parent Volunteers** There are many opportunities for parents to volunteer in the school. We appreciate and need you. A volunteer application can be obtained in the school office.

**Work Days** Occasionally, a special workday may be scheduled to care for the school grounds, complete minor maintenance projects and general housekeeping. Volunteering for these workdays is a good way for parents to help Christian Life Center Academy keep its tuition costs as low as possible.

## **Ten Suggestions for Parental Responsibility**

Parents have ultimate and legal responsibility for their children's education including behavior. That responsibility can be carried out through the following parental actions:

1. Be sure that your child's attendance in school is consistent since disruptions in schedules can cause stress and frustration.
2. Encourage and help your child to give proper attention to health, personal cleanliness and neatness of dress. Be sure your child is in compliance with the dress code.
3. Provide a quiet area for reading to your child. Discourage interruptions and distractions from friends, phone and TV during this special time.
4. Provide a place and time for play and developmentally appropriate activities for your child in your home.
5. Encourage your child to bring home promptly any communications from class. Read the communication and, if necessary, discuss with your child.
6. Speak well of teachers, administration and the program they attend. Refrain from being critical when your child is listening.
7. Attend the conferences established by your child's teacher.
8. Take part in working cooperatively with other parents.
9. Should your child become involved in behavioral challenges, help him/her to understand appropriate behavior and resolve issues in a positive manner.
10. When you feel there is a breakdown in communication, please bring your concerns to the attention of the teacher.

## **Safety**

**Campus Visitors** Parents are always welcome at Christian Life Center Academy. All visitors must sign in and obtain a visitor's badge.

**Student Search** School personnel shall have access to school property utilized by a student as well as his/her car. School personnel may utilize trained drug dogs on school premises. School property used by a student may be opened and examined by school staff at any time, and no reason shall be necessary for such search. School personnel has the authority to detain and search or authorize the search of any Christian Life Center Academy student or property in the possession of the student when the student is on the school campus, is in transit under the authority of the school, or is attending any school-sponsored or authorized function.

## **Student Activities**

**Field Trips** Each individual classroom teacher plans field trips. Teachers and parents of the students may provide transportation for field trips. ALL drivers must have on file at the school a copy of a valid driver's license and a proof of insurance. A Permission Slip must be filled out for each event.

**After Care Program** After Care hours are 3:30 PM to 6:00 PM for K5 thru 8<sup>th</sup> grade. The charge is \$25.00 per week.

**Graduation** Kindergartners and seniors have graduation ceremonies in the spring (consult yearly calendar for date.) Parents and guests are invited to attend these ceremonies at our school.

**Pictures** Individual student photographs may be taken in the fall.

## Transportation

**Cars, Motorcycles, and Bicycles** Students driving vehicles to Christian Life Center Academy must show evidence of a valid Texas driver's license and proper insurance. Students driving to school must have their vehicle registered with the office. Once a student parks his car, it must remain parked throughout the school day. Reckless or careless driving of any kind (going over the 10 MPH speed limit on campus) will result in disciplinary action. All bikes and motorcycles will remain locked throughout the school day.

**Speed Limit** For the safety of our children, we ask all drivers to adhere to a 10-MPH limit while driving on campus.

**Traffic Flow** Parents are asked to drop off and pick up students at the front entrance. When picking up or dropping off students, please pull all the way forward. Do not stop during the flow of traffic unless instructed to do so. Drivers must remain in their vehicles while the vehicle is stopped in any traffic lane.

**Traffic Lanes** For the safety of our students and to avoid accidents, we ask that all vehicles entering the property observe the traffic lanes. **Please do not cut across the parking lot.**

NOTE: Students are not permitted to ride on the hoods or trunks of vehicles or in the back of trucks while being driven on campus.

## Other General Information

**Address Changes** Whenever there is a change of address or phone number, please call the office and notify us of the change. The same is true for changes in emergency numbers and people who are authorized to sign your child(ren) out once they have been brought to school.

**Advertising/Brochures/Fliers** It is the policy of the school to require administrative approval of all advertising announcements, brochures, fliers, posters, etc., from students, parents, staff or outside agencies before they can be displayed or posted on campus.

**Damage to School Property** When a student intentionally destroys or damages school property, he/she is personally liable financially and subject to disciplinary action by the school administration. Students may be suspended from school and will be required to pay for the damaged or vandalized property.

**Parental Concerns** We encourage our staff and parents to utilize the Matthew 18 principle. Most of your issues can be resolved by going directly to your child(ren)'s teacher. If you have a question or challenge concerning your child(ren)'s grades, homework, class behavior or activities, please contact the teacher first before bringing it to the attention of the administrative staff.

**Pictures and Videos** All students who enroll at Christian Life Center Academy may be photographed or video-taped by the school in the course of school activities. A child's likeness in an individual or group picture may be used in newsletters, local papers, promotional pieces, and/or advertising materials.

**Sexual Harassment** It is the policy of Christian Life Center Academy that all school employees conduct themselves in a godly manner. Sexual harassment of students is prohibited in and out of the classroom and in the evaluation of student's academic performance. Furthermore, accusations of sexual harassment, which are made without good cause, shall not be condoned. No one wins in a situation where groundless sexual harassment accusations are made. Such accusations have a far-reaching effect upon all that are involved.

It shall be a violation of school policy for administrator, faculty, staff and/or students to engage in sexual harassment or for anyone to seek gain, advancement, improved academic standing or consideration for sexual favors.

It is a violation of school policy for administrator, faculty, staff, and/or students to initiate any action as a reprisal against an administrator, a faculty, a staff member, or a student for reporting sexual harassment or any other type of misconduct or inappropriate behavior. Anyone who has a complaint alleging sexual harassment should report the complaint to the administrator.

**Textbooks** Students are responsible for all material checked out to them. Since students only pay a book rental fee, they are expected to cover all textbooks and to keep them in good repair. Students will be fined an appropriate replacement or repair cost. Writing is permitted only in workbooks as assigned by teachers. Report cards will be retained as a result of unpaid book fines.