

Christian Life Academy
Middle School (5-8th grade) & High School (9-10th grade) Addendum

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Disciplinary Policy

At CLA we believe that it is important to have a discipline plan in place to address various issues that may arise throughout the year. We wish to look for the positive character in our students as well as the character traits that lead out students down a path that will hinder their learning as well as those around them.

Green Slips – give the CLA staff the opportunity to recognize any fruit of the spirit we see in our students. Slips will be returned with a parent/guardian signature and will result in a reward for each 5 returned.

Red Slips – are given to students to show them a need to correct a behavior, such as disrespect, inappropriate language or behavior. Each CLA staff member has a right to use their discretion in using these red slips. These slips will also ask students to write something assigned by the teacher or CLA staff member. These might include, but are not limited to:

- Sentences about their behavior
- Verses or chapters from the Bible about their behavior
- Research to find verses or chapters from the Bible about their behavior

The following is the procedure that will be followed each quarter:

1. **1 Red Slip** – warning and student must complete task listed by the teacher or staff member on the slip given.
2. **2 Red Slips** in a consecutive week will result in an after school detention to be held with Mrs. Young or Mr. Horning on Friday's from 3:30-5pm. No electronics or use of computers will be allowed during detention times.
3. **2 Detentions** in a quarter or 9 week period will result in a parent/teacher/administration meeting.
4. **3 Detentions** in a quarter will result in 2 hours of community service to be done at CLA.
5. **Continued detentions** will result in either suspension or school board disciplinary action.

Suspensions

This is an administrative discipline to be administered for repeated behavior or academic violations. When a suspension becomes necessary, parents will be notified. Two types of suspensions may be given:

1. **In-School Suspension (ISS)** - When an ISS is assigned, class work will be given that must be completed in isolation. Additional assignments may also be given by the administration.
2. **Out-of-School Suspension (OSS)** - Students who are removed from school for a period of time should realize they are one step away from expulsion. Parents are advised to supervise their child and use this time to help their student work through the problem. While suspended, students may not be on school property, participate in or attend any school activities on that day. All assignments missed are expected to be completed by the students' return to school, though no credit will be given.

DANGEROUS OBJECTS OR WEAPONS

No object that can cause serious bodily harm shall be brought to school or school functions. Any student in possession of such an object will result in disciplinary action by the administration.

Probation

The idea of a probation is to allow a student to correct a problem. There are two types of probation:

1. Academic probation

Academic probation will be determined on a weekly basis. Teachers will update grades weekly on Fridays. Any student with a grade of D or below in any class (including band, foreign language, and PE) will be placed on academic probation for the following week and will not be permitted to participate in extracurricular activities until the grade is raised to a C or above. Students and parents will be notified in any such case.

Continued probation may result in a conference with the student and parents to determine any steps that could be taken to improve the student's academic standing (including but not necessarily limited to an Individual Needs Form, or INF).

If a student is on academic probation for 2 quarters the CLA Board will be notified and may take Academic procedure actions.

2. Attitude/Behavior Probation

Behavior based probation will be determined on an individual basis. A conference with parents, students, teachers, and administration may be called. An INF form (Individualized Needs Form) or contract may be formed to help improve student behavior.

Probation may be in conjunction or in addition to the Discipline policy previously listed.

Bullying or Harassment

Bullying, intimidation, and harassment are not acceptable in any form and will not be tolerated at school or any school-related activity. Bullying is a repeated intentional behavior from one student to another or another group of students. These behaviors often include: making threats, spreading rumors, attacking someone physically, verbally or through the use of technology. The school will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment.

Students who believe they are victims of bullying, intimidation or harassment or have witnessed such activities are encouraged to discuss the matter with a teacher or building administrator. All complaints will be investigated. Students who make good faith complaints will not be disciplined. Any student who is determined, after an investigation, to have engaged in bullying, intimidation or harassment will be subject to disciplinary consequences. Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

Use of Electronic Devices at School:

1. ALL cell phones/Smart Phones must be turned off and left in the CLA office when entering school. They may be picked up at the end of each school day. Failure to follow this guideline will result in the following actions:

1st violation – warning and cell phone will be sent to office till end of day

2nd violation- cell phone will be sent to the office and kept there until a parent/guardian picks it up

3rd violation – cell phone will go to the office and the phone will stay off and locked up in the office until the end of the quarter, at which time a parent may pick it up

2. Any non-cell phone/smart phone electronic devices such as Kindles, Nooks, iPods, personal gaming systems, etc. must be turned off and kept out of sight during class time, unless otherwise directed/allowed by individual teachers in their classrooms. This does NOT include cell phones/smart phones which should be turned into the office (please see #1.) Parents are reminded that CLA is not responsible for any damage or theft of devices brought from home. The device(s) are the sole responsibility of the student who brings them.

3. Electronic devices may not be used in any manner that disrupts classroom lessons or other school activities.

4. Electronic devices should not be used to photograph or film others without their consent.

General Dress Code Guidelines (5th -10th grades)

All clothing at CLA should meet the guidelines below of modesty, neatness, and appropriateness. We believe these to promote a more effective learning environment and will not hinder the educational process or draw attention to oneself.

1. **Modesty** – As Christians we are called to dress modestly so as to honor God. We can do this by making sure we meet the following guidelines:

- Shirts-should provide appropriate coverings:
 - Straps of sleeveless shirts should be at least 2 index fingers wide
 - Absolutely NO cleavage for girls
 - Undergarments/underwear should remain covered at all times
- Shorts/Skirts – should be no shorter than knee length when standing (slits on skirts should be no higher than the knee)

2. **Neatness** – shirts, pants, shorts, or skirts should be free from tears, frayed spots, patches, and fit properly

3. **Appropriateness** – any sayings or logos on shirts or pants should not provide a negative outlook or promote any inappropriate products. Clothing should not be excessively tight or baggy.

Miscellaneous guidelines:

- No hats, caps, bandanas or distractive headgear should be worn during school hours.
- No tattoos, tongue or nose piercings.
- Boys may not wear earrings or ear plugs.
- Girls may only wear leggings with a shirt or skirt that is at least fingertip length

- Girls may wear tights but should not have printed designs that are distracting
- Hair should not be styled or dyed in any way that would be a distracting to the learning environment.

Dress on Field Trips:

CLA green field trip shirt should be worn and visible at all times during the trip. Pants/shorts or skirts should follow the above guidelines.

CLA staff reserve the right to ask students to change their clothes if such clothes seem inappropriate or distracting to the learning environment.

Hall Passes

A hall pass will be required anytime a student is out of class during a class period. The student must have in their possession a request from the office or their own properly completed agenda (except when passing to or from P.E.). Their destination and the time they left the classroom must be recorded and initialed by the teacher/CLA staff member in charge of that student during that time frame.

ABSENCES/ATTENDANCE

CLA views limited absences will result in maximum learning. We encourage punctuality and regular attendance by all students. Regular and punctual attendance will ensure students do not miss lessons or important discussions, it will also establish good habits to use in their future school and jobs, and shows respect to the teachers who have lessons prepared for students.

Absences and Tardies

Parent(s) should follow the guidelines listed previously in the CLA handbook.

Pre-arranged absences for 5th-10th grades:

Students who know they will be absent for 2 or more days should complete a pre-arranged absence form. Students or parents should secure a pre-arranged absence form from the office (or see copy at the end of this addendum). This form should be completed NO LATER than 2 WEEKS prior to this absence to be excused. Students should have all their teachers sign this form and then return it to the office who will then send a copy home with the student. Students are responsible to make sure they collect any work they will miss BEFORE their pre-arranged absence is to start. ALL work should be completed and turned in the day they return to class (tests/assessments will be made up the week the student returns).

Failure to complete this form before the 2 week notice date will result in the absence being unexcused and all work missed will not be able to be made up.

Extra-curricular activities

For students to participate in CLA extra-curricular activities (including but not limited to sporting events, special school events, etc.) they must be in class by 11am of the day they wish to participate.

Tardies

To be tardy is to be late or past the expected time. It is important for students to be in their seats and ready to begin the lessons for each class on time. Each class period will be marked by a bell program through a shared app. Each upper grade classroom will be dismissed at the same time, at which time

students will have a 2-3 minute break to gather items from their lockers if needed or go to the bathroom. When the app bell rings after this break, students should be in their seats and ready for the next class period.

Tardies will be counted both at the beginning of the school day as well as for each class period. For every accumulation of 3 tardies, the result in a detention.

Homework

Varying amounts of homework should be expected in 5th-10th grades. These may be daily work, projects or possible memory work. Parents should check with their student each night about the homework from the day. Students should be recording their assignments in their agendas. Homework will also be added to the homework calendar that can be found on mrsyoungatcla.weebly.com High school students should check their Christian Classroom Online portal.

Though parents are encouraged to ensure homework is completed and assist in understanding homework as needed, homework and take home projects are the student's responsibility.

As much as possible, homework and assignments will be limited on Wednesdays and holiday weekends. Time is given in each class to complete work. Students need to utilize their time wisely to avoid a lot of homework at night.

Each teacher has a different policy about late work. Please ask them or see their websites for more information.

Make-Up Release Day

As an incentive for students to complete their homework on time and to encourage good behavior, each quarter will end with a 2 hour break called "make-up release". This is where students who owe work, have had continued late work, have continued to have red slips/detentions, or haven't met AR goals will go to a study hall while the remaining students are "released" to choose a fun activity during this time. It is left to the discretion of the individual teachers of which students have done what is expected and therefore deserve a "reward".

Study Halls

Due to our unique schedule study hall time will be limited. Those in band will not have as many study halls as those who are not in band. When coming to study hall students should:

- Be prepared with work to do (always have an AR book)
- Respect others and remain quiet so everyone who needs to can work

Grades

Teachers will post grades weekly on Engrade. A notice will be sent home at the beginning of school with instructions on how to access this. Please check this for students' current grades and any missing work. Please contact the teacher with any questions regarding your student's grades.

Miscellaneous

Absolutely NO food or Drink are allowed in classrooms, these may be allowed by the teacher in certain circumstances. Backpacks should remain in lockers, and not be brought to class.

Internet/Computer Usage

Using the school's network/equipment/internet is a part of a student's education in this modern time. An Acceptable Use Policy (AUP) form must be signed and submitted before a student will have internet privileges. Please see the breakdown of privileges and expectations below:

Gmail accounts

Each 5th-10th grade student will be given a CLA/Gmail account. The students are to ONLY use this account to:

- Communicate with their teachers (about assignments)
- Share documents with teachers or group members of an assignment
- Create a google doc, spreadsheet or slideshow for a given project/assignment
- Students should NEVER use their accounts to email fellow students or to share docs with students that are unrelated to assignments given at CLA.
- All communication is expected to be polite, use appropriate language, nor should it EVER reveal personal addresses or phone numbers.
- Communication with organizations or sources for projects may occur ONLY with teacher permission for a project assigned

Social Media

At NO time should a student be on a social media account (i.e. Facebook Instagram, FourSquare, Twitter, etc...) during school hours or on CLA computer equipment.

Equipment

No student should be on a computer, Chromebook, or iPad without the express permission of a teacher. Chromebooks and iPads should ONLY be used in completing assignments/projects.

Unacceptable Use/behavior:

- transmission of obscene, abusive, or threatening language
- transmission of explicit material
- vandalize, damage, or disable another person or organization's property
- use of social media/social networking sites, including but not limited to Facebook, Instagram, LinkedIn, FourSquare, etc.
- to access another individual's account, materials, or information without school permission
- to violate copyright or otherwise use intellectual property of another individual/organization without permission.

High School Credits

Freshman students will receive the following credits for course completion:

Physical Science- 1 credit

Algebra 1- 1 credit

Fundamentals of Literature- ½ credit

Writing and Grammar 9- ½ credit

Cultural Geography- 1 credit

Physical Education- 1 credit

Music- 1 credit

Bible- 1 credit