Purposes and Use of the Parent/Student Handbook

The purpose of the Parent/Student Handbook is to provide to all parents, students, members of the faculty and staff, and those inquiring about Christ’s Legacy Academy a concise presentation of the mission, philosophy, policies and practices of Christ’s Legacy Academy. The Handbook provides students and their parents a set of guidelines for citizenship and behavior in and around Christ’s Legacy Academy. We recognize that the handbook is imperfect and silent on some issues that may arise. In cases of disagreement about a particular interpretation, the Administration and the Board of Directors of Christ’s Legacy Academy will render decisions that they deem fair to both the students and the school.

NOTE: The Administration and Board of Directors of Christ’s Legacy Academy reserve the right to establish new policies and to modify existing policies contained herein upon written notice to all parents and students by the Administration.
# TABLE OF CONTENTS

PURPOSES AND USE OF THE PARENT/STUDENT HANDBOOK .......................................................... II

TABLE OF CONTENTS .................................................................................................................... IV

CHRIST’S LEGACY ACADEMY PROFILE ..................................................................................... 1
  SCHOOL LOGO ............................................................................................................................... 1
  ACCOUNTABILITY AND ACCREDITATION ................................................................................. 1
  SCHOOL SCHEDULES ................................................................................................................ 1
    Office Hours .............................................................................................................................. 1
    Classroom Schedules ............................................................................................................ 1
    Daily Schedule ...................................................................................................................... 1
  STATEMENT OF FAITH ............................................................................................................. 2
  MISSION STATEMENT ............................................................................................................... 3

EDUCATIONAL PHILOSOPHY AND OBJECTIVES ...................................................................... 4
  CORE VALUES ............................................................................................................................ 5
  POSITION STATEMENTS ......................................................................................................... 6

INSTRUCTIONAL PHILOSOPHIES ............................................................................................. 7
  PHILOSOPHY OF BIBLE INSTRUCTION ................................................................................. 7
  PHILOSOPHY OF LATIN INSTRUCTION ................................................................................. 7
  IN LOCO PARENTIS .................................................................................................................. 7
    Key Points ............................................................................................................................... 8
    Thoughts for teachers and fathers: ....................................................................................... 10
    Applications for teachers: .................................................................................................... 10
    Conclusion: ............................................................................................................................ 10

CHRIST-CENTERED CLASSICAL EDUCATION ............................................................................. 11
  A CHRIST-CENTERED APPROACH ....................................................................................... 11
    Primary Doctrine .................................................................................................................... 11
    Affiliation with the Association of Christian Schools, International (ACSI) ......................... 11
    Bible Translation .................................................................................................................. 11
    Chapel .................................................................................................................................... 11
  CLASSICAL METHODOLOGY ............................................................................................... 11
    Trivium Definitions............................................................................................................... 11
    Latin Instruction ................................................................................................................... 11
    Affiliation with the Association of Classical and Christian Schools (ACCS) ..................... 12
  TRIVIUM .................................................................................................................................... 12
  PARENTAL INVOLVEMENT ................................................................................................. 12

ORGANIZATIONAL STRUCTURE OF CHRIST’S LEGACY ACADEMY .................................... 14
  GRIEVANCE POLICY ............................................................................................................... 14
    Students to Parents to Teachers: ......................................................................................... 14
    Parents/Patrons to Head of School: ..................................................................................... 14
    Staff to Administration: ...................................................................................................... 15
    Volunteers to Staff / Administration: .................................................................................. 15
    Individual Board Members to Head of School: ................................................................. 15
    Parent/Patron to Board ........................................................................................................ 15

APPLICATION, ADMISSION AND ENROLLMENT PROCEDURES ............................................. 16
  NONDISCRIMINATION POLICY ........................................................................................... 16
  APPLICATION PROCEDURES ............................................................................................... 16
    Step 1 Application Forms: ................................................................................................... 16
    Step 2 Assessment Test: .................................................................................................... 16
    Step 3 Interview: ............................................................................................................... 16
MISCELLANEOUS SCHOOL INFORMATION ................................................................. 47
HOLIDAY CELEBRATIONS .......................................................................................... 47
SCHOOL LUNCH PROGRAM ....................................................................................... 47
   Catered Lunches ...................................................................................................... 47
   Lunch Orders and Billing ......................................................................................... 47
   Cancelled Lunch Orders ......................................................................................... 47
FIELD TRIPS .................................................................................................................. 47
   Educational Trips ..................................................................................................... 48
   Travel Policy ............................................................................................................ 48
CLASS PARTIES (ALL GRADES) .................................................................................. 48
   Student party Invitations ....................................................................................... 48
   Student Birthday Celebrations ............................................................................... 48
   Student-aged visitors ............................................................................................. 48
   Classroom Observations or Assistance ................................................................ 49
   Lunch Period Visitors ............................................................................................. 49
ELEMENTARY STUDENT AFTER SCHOOL DISMISSAL ............................................. 49
TELEPHONE USAGE ................................................................................................... 49
MOBILE PHONES/ ELECTRONIC DEVICES ............................................................. 49
LOST AND FOUND ...................................................................................................... 50
SOLICITATIONS ........................................................................................................... 50
TECHNOLOGY ............................................................................................................... 50
   Acceptable Use of Hardware .................................................................................. 50
   Acceptable Use of Software ................................................................................... 50
   Acceptable Use of Connectivity ............................................................................ 50
   Internet Protocol ..................................................................................................... 50
Christ’s Legacy Academy Profile

School Logo: 

School Colors: Crimson and Gold

School Mascot: Lions

School Newsletter: e-ROAR

Accountability and Accreditation

Christ’s Legacy Academy is fully accredited by the Association of Christian Schools International (ACSI). The faculty of Christ’s Legacy Academy are required to hold a Bachelors Degree and either hold or be in the process of attaining ACSI certification. Our faculty and staff are highly qualified by virtue of a combination among them of degrees, certification, and God-given abilities to teach. Our classrooms are open to visits by parents, potential students and their parents, educators, and members of the community. Nationally-normed standardized tests are administered every year.

School Schedules

Office Hours
School Months 7:15AM - 3:15PM

Classroom Schedules
All Grades 7:50AM – 2:50PM

Daily Schedule
7:30-7:50 Student Drop-Off  
7:50-8:50 First Period  
8:50-9:35 Second Period  
9:35-10:30 Third Period  
10:30-11:25 Fourth Period  
11:25-11:55 Lunch  
11:55-12:50 Fifth Period  
12:50-1:45 Sixth Period  
1:45-2:40 Seventh Period  
2:25 Early Dismissal (K-2)  
2:45 Dismissal
Statement of Faith

The following is the foundation of beliefs on which Christ's Legacy Academy is based. They are also the key elements of Christianity that will be unapologetically taught in various ways through all grade levels. The substance of these statements is that which will be considered primary doctrine in Christ's Legacy Academy. Secondary or divisive doctrines and issues will be referred back to the family and local churches for final authority.

We believe in God the Father, Almighty, Maker of heaven and earth; and in Jesus Christ His only Son, our Lord. Jesus Christ was conceived by the Holy Spirit and was born of a virgin, Mary. He suffered under Pontius Pilate, was crucified, died, and was buried. He descended into Hades, and on the third day He rose again from the grave. He ascended into Heaven, where He sits at the right hand of God the Father Almighty. From Heaven, He shall come to earth again to judge the living and the dead. We believe in the Holy Spirit, one holy Christian church, the communion of all true saints, the forgiveness of sins, the resurrection of the body, and the gift of everlasting life.

- The Apostles Creed.

I. God

We believe that there is one God, eternally existent in three Persons: Father, Son, and Holy Spirit. Each Person possesses distinct personal attributes, but without division of essence. He is omnipotent, omnipresent, and omniscient. He is the Creator, Sustainer, and Governor of everything that has been made. (Genesis 1:1; Exodus 20:2-3; Isaiah 43:1,7,21; Revelation 4:11; 5:9-10)

A. God the Father

We believe that God the Father reigns with the providential care over His universe and the flow of the stream of human history according to the purposes of His grace. God is Father in truth to those who become children of God through faith in Jesus Christ. (Genesis 1:1; Exodus 3:14; 15:1-20; Acts 1:7; Romans 8:14-15; 1 Corinthians 8:6, Ephesians 4:4-6)

B. God the Son

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. (Luke 1:34-35; John 1:1,14; 3:16-18; 5:17-30,36-47; Acts 1:9-11; 2:22-36)

C. God the Holy Spirit

We believe that the Holy Spirit is the Spirit of God, fully divine. We believe in the indwelling of the Holy Spirit in those who have received Jesus Christ as Lord and Savior. He inspired the Holy Scriptures and enables men to understand truth. He exalts Christ, convicts men of sin, calls men to repentance, cultivates Christian character, makes intercession for us, and seals the believer until the day of redemption. (1 Corinthians 2:10-14; 12:3-13; Ephesians 1:13-14; 4:30; 2 Timothy 3:16; 2 Peter 1:21)

II. The Holy Scriptures

We believe the Bible to be the inspired, the only infallible, authoritative Word of God. As such, it is the final authoritative rule for faith, life, and standards of education. (Psalm 119:160; John 16:13; 2 Timothy 3:14-17)

III. Mankind

We believe that God made man in His own image, and mankind fell into sin by his own free choice. Only the grace of God can bring man into His holy fellowship. We believe that the chief end of man is to glorify God and enjoy Him forever. (Genesis 1:26-30; 3:1-24; Romans 1:19-32; 3:23; 1 Corinthians 6:20; Revelation 22:3-5)
IV. **Salvation**

We believe that because of Adam’s sin, all mankind is in rebellion against God. For the salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely necessary. Salvation is by grace through faith in Christ as Lord, yet faith without works is dead. Faith and repentance are inseparable experiences of grace. In its broadest sense, salvation includes regeneration, justification, sanctification, and glorification. (Romans 5:8,12-21; 8:1-11; 2 Corinthians 5:9-10; Ephesians 2:8-9; James 2:18-26)

V. **The Resurrection**

We believe that Jesus Christ rose from the dead after three days. We believe in the resurrection of both the saved and the lost; those who are saved to the resurrection of life, and those who are lost to the resurrection of condemnation. (Matthew 28:1-10; Mark 16:1-20; Luke 24:1-12; John 20:1-31; Revelation 20:11-15)

VI. **The Church**

We believe in the spiritual unity of all believers in our Lord Jesus Christ. (Acts 2:42-47; Ephesians 4:3)

**Mission Statement**

We partner with families to classically educate students to think, live, and engage the world in a manner that consistently brings glory to God.
Educational Philosophy and Objectives

The purpose of Christ’s Legacy Academy is to assist parents from a Biblical perspective in the instruction of their child by providing a classical and Christian education.

1. We affirm that God’s Word gives final and ultimate authority to parents in the task of raising and educating their children. Parents have the liberty to delegate authority in this endeavor. Christ’s Legacy Academy functions in the capacity of a servant to parents in the day to day instruction of their children. At Christ’s Legacy Academy, parents are encouraged to be active participants in the education process. Parents are ultimately responsible for the academic and behavioral performance of their children.

2. We seek to teach and discipline in a manner consistent with the Bible and a godly home environment. We believe the Bible to be the infallible Word of God, wholly true, applicable to all of life; and its commandments and principles are foundational in all moral and ethical judgment. As such, all of Christ’s Legacy Academy’s policies, procedures, curriculum, and interactions with one another are scrutinized through the lens of Holy Scripture. It is through this lens that all human behaviors, relationships, and intellectual activities are evaluated and deemed either wise or foolish.

3. We believe that God’s character is revealed not only in His Word but also in every facet of the creation. For man to exercise his God-given dominion over the world appropriately, he must understand the world in which he lives – its science, language, and logic. Christ’s Legacy Academy strives to provide an environment where this development is fostered. We teach that all knowledge is interrelated and can instruct us about God himself.

4. God wants us to love Him with our minds, as well as with our hearts, souls, and strength (Matthew 22:37). Therefore, we seek to encourage quality academic work and maintain high standards of conduct. The moral principles of the Bible are considered by Christ’s Legacy Academy as indisputable and wholly practical. We believe God has written His law upon the hearts of His children; and we teach this reality to our students. Furthermore, we expect an effort to adhere to God’s law by everyone involved with Christ’s Legacy Academy – students, parents, faculty/staff, and Board.

5. Christ’s Legacy Academy seeks to enrich its students’ understanding of culture, both past and present, by instilling a knowledge and appreciation of history, literature, languages, the arts, mathematics, and the sciences. We believe culture can be properly understood only within the context of a Christian worldview.

6. The Bible teaches that one way true Christian discipleship is displayed is through Christ-like love of others. In other words, one’s beliefs are displayed in social interaction. Christ’s Legacy Academy offers students service opportunities in hopes of fostering in them a Biblical attitude that seeks to serve others.

7. Christ’s Legacy Academy recognizes the importance of the whole person, including the physical body. We emphasize the value of rest, nutrition, physical activity, and personal hygiene. Organized sport, exercise, and recreation are part of the regular school day. Students are encouraged to respect and take care of the body which God has graciously given them.

8. Christ’s Legacy Academy desires to provide an environment where students will learn about God through the study of His Word and His creation. Our desire is that each student will come to believe in Jesus Christ as Lord and Savior and express his/her saving faith in such a way as to reflect His in-
dwelling to others. We encourage servant leadership among our students and hope that they will live lives which bring honor and glory to God.

Core Values

1. Preeminence of Christ.
   We believe that Christ is above all. He has been given authority, by God the Father, to rule over all; and every knee will one day bow to His lordship. We believe that we exist for God’s glory, but that man is inherently sinful. Mankind is in desperate need of the salvation offered by Jesus Christ through His atoning death. We seek to direct students toward a deeper relationship with God through Christ.

   “He is the image of the invisible God, the firstborn over all creation. For by Him all things were created: things in heaven and on earth, visible and invisible, whether thrones or powers or rulers or authorities; all things were created by Him and for Him. He is before all things, and in Him all things hold together. And He is the head of the body, the church; He is the beginning and the firstborn from among the dead, so that in everything He might have the preeminence.” Colossians 1:15-18.

2. Authority of Scripture.
   The foundation for all we teach and do is the inerrant, infallible, authoritative Word of God. We seek to build within each student a biblical worldview, taking our definition and standard of truth from the Scriptures. The Bible itself is a central subject in the academic curriculum. Biblical truths are integrated into the learning experience of all subjects. Students learn how to process information and draw conclusions in the context of biblical truth, leading to a life that glorifies God.

   “All Scripture is God-breathed and is useful for teaching, rebuking, correcting, and training in righteousness, so that the man of God may be thoroughly equipped for every good work.” 2 Timothy 3:16-17.

3. Role of Family.
   We believe that God has given parents the ultimate responsibility for the education of their children. We serve as an extension of the home, partnering with parents and serving families in the intellectual and spiritual discipleship of their children. We believe that God has created each child as unique and worthy of our utmost attention. Further to our partnership with families, we seek to bring God’s light, grace and truth to our broader community.

   “These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up.” Deuteronomy 6:6-7.

4. Discipleship Model.
   Christ’s Legacy Academy’s commitment is to the education of children from Christian families. In order for our curricular objectives to be accomplished, it is important that the home, the church, and the school be communicating the same worldview to the children. We believe that it is our Christian responsibility to disciple young people in the ways of our Master. Christ himself used the discipleship model in his earthly ministry, and encouraged us to do the same. Students are taught to love the Lord their God with all their heart, soul, mind, strength, and to love their neighbors as themselves.
“All authority in heaven and on earth has been given to me. Therefore go and make disciples…” Matthew 28:18b-19a.

We have adopted the classical approach to education. This methodology emphasizes the Trivium (grammar, logic, rhetoric) in all subjects. Grammar teaches the fundamental rules of each subject. Logic provides the ordered relationship of particulars in each subject. Rhetoric promotes how the grammar and logic of each subject may be clearly expressed. This method has been proven over millennia, and encourages all students to develop a love for learning and to live up to their academic potential. It provides an orderly atmosphere conducive to the attainment of the above goals.

“By wisdom a house is built, and through understanding it is established; through knowledge its rooms are filled with rare and beautiful treasures.” Proverbs 24:3-4.

We believe that the holistic approach personified by the classical model is exceptionally outstanding in preparing the student to retain knowledge, think logically and analytically, communicate effectively, and succeed in living out God’s calling on their lives. High academic standards are maintained for each student, with the expectation that each will succeed. Every child is encouraged to maximize their learning potential and develop a love for life-long learning.

“Do your best to present yourself to God as one approved, a workman who does not need to be ashamed and who correctly handles the Word of truth.” 2 Timothy 2:15.

Position Statements
CLA feels that there are several areas of social concern that are contrary to forming a biblical worldview. We understand that there may be disagreement on these issues; but if these issues arise during classroom discussion, CLA will take these positions as biblical:

1. We believe that God purposefully created the universe as outlined in Genesis 1 & 2. Specifically, we believe that God utilized the literal six 24 hour days. (Genesis 1&2; Genesis 5:1-2; Psalm 33:6; Isaiah 29:16; John 1:3; Romans 1; Colossians 1:16; Revelation 4:11)

2. We believe that mankind was created in the image of God. Human life should therefore be protected from the time of conception. (Job 10:10; Psalm 71:6; Psalm 139:15; Isaiah 49:1; Jeremiah 1:5)

3. We believe that sexual relationships were designed by God to be between a male and female exclusively in a marriage relationship. (Genesis 2:24; Leviticus 18:22; 1 Corinthians 6:18; Galatians 5:18-26; 1 Thessalonians 4:3)

4. We believe that the use of metaphysical means (i.e. spirits, horoscopes, crystals, etc.) to gain knowledge is false and dangerous. We believe that God alone is the source of all truth. (Deuteronomy 32:4; Psalm 33:4; John 14:6; Acts 13; 1 Chronicles 10:13)

5. We believe that God is impartial to people, no matter their race, background, or experience. He shows compassionate love and mercy to all of those who would call on His name for salvation. (Hebrews 11; John 3:16; Acts 16:31)

6. We believe that God created male and female distinctly, and He sovereignly blesses individuals with their physical (biological phenotype) gender. We will honor these gender differences respectfully. Therefore, we do not agree with any attempts to change the physical gender God granted, nor do we agree with any declarations that an individual’s gender is other than what God bestowed physically. (Genesis 1:27, Deuteronomy 22:5, Romans 9:20)
Instructional Philosophies

**Philosophy of Bible Instruction**

We seek to assist parents in the nurture and admonition of their children by providing an environment in which students learn about God. The Bible is revered as the holy, inspired, and infallible word of God and is taught to be the standard by which our lives are to be lived in order to honor and glorify God. Students are encouraged to come to the Father, through the Son, and grow in his or her knowledge and love of Him. Biblical integration underlies all instruction at Christ’s Legacy Academy as we seek to assist each student to develop a Christian worldview. Servant leadership is encouraged.

**Philosophy of Latin Instruction**

“I will say at once, quite firmly, that the best grounding for education is the Latin grammar. I say this not because Latin is traditional and medieval, but simply because even a rudimentary knowledge of Latin cuts down the labor and pains of learning almost any other subject by at least 50 percent.” -Dorothy L. Sayers. Considering the sheer number of years and number of quality schools wherein the teaching of Latin was an integral part of any good academic training, the instruction of Latin at Christ’s Legacy Academy should need no explanation or defense. However, like many traditional particulars of good education lost in the name of modern or progressive education, Latin’s advantages have been neglected and forgotten by recent generations. Latin was taught even in American high schools as late as the 1940’s. It was considered necessary to a fundamental understanding of English, the history and writings of Western Civilization, and the understanding of Romance languages.

Christ’s Legacy Academy teaches Latin for the following reasons:

- Latin is not a dead language, but rather a language that lives on in almost all major western languages, including English. Instruction in Latin not only gives the student a better understanding of the roots of English vocabulary but also lays the foundation for learning other Romance languages, such as French, Spanish, Italian, Romanian, and Portuguese.

- Learning the grammar of Latin reinforces the student’s understanding of the reasons for, and the use of, the parts of speech being taught in our traditional Grammar class work. Latin is a language which requires attention to detail. Therefore, instruction in Latin will train a mind with a discipline toward detail that will better prepare the students for advanced subjects later in their education.

**In Loco Parentis**

“In the Place of Parents”

Practical Guidelines for Teachers and Parents Regarding Their Roles in the Education of Children

A Presentation by Mark Hecht,

Providence Academy Board Chairman

August 26, 2004
Hear, O Israel: The Lord our God, the Lord is one. Love the Lord your God with all your heart and with all your soul and with all your strength. These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up. Tie them as symbols on your hands and bind them on your foreheads. Write them on the doorframes of your houses and on your gates. (Deuteronomy 6:4-9)

Fathers, do not exasperate your children; instead, bring them up in the training and instruction of the Lord. (Ephesians 6:4)

Fathers, do not embitter your children, or they will become discouraged. (Colossians 3:21)

Key Points:
- Parents are the ones given the charge by God to educate, train, and instruct their children.
- The school has no ordained authority directly from God, but only as that authority flows from parents.
- The Christian school is a “3-walled institution that cannot stand alone, it shares as its fourth wall the living room of the Christian home.” (Jay Adams)
- This accountability cannot be handed over to an institution, and no institution should try to take it. CLA has no more business usurping the authority of parents than does the state.
- The parental authority, but not accountability, to educate, train, and instruct can be delegated.
- Teachers who have been delegated this authority by parents stand “in the place of parents” and carry the responsibility and authority for those children who are in their care exactly as the parents should if they were present.
## In Loco Parentis - Roles

<table>
<thead>
<tr>
<th>TEACHERS</th>
<th>PARENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>• You face many different children each day, but you serve that many</td>
<td>• Take the responsibility for educating your child as commanded by God</td>
</tr>
<tr>
<td>different sets of parents.</td>
<td>very seriously.</td>
</tr>
<tr>
<td>• As situations arise, seek to relate to a particular child as their</td>
<td>• Don’t just “pray and pay.”</td>
</tr>
<tr>
<td>parents should in that situation.</td>
<td>• Don’t just “praise and pay” – that the school has your child all</td>
</tr>
<tr>
<td></td>
<td>day and you don’t!</td>
</tr>
<tr>
<td></td>
<td>• As you interact with the teachers, remember that they are seeking</td>
</tr>
<tr>
<td></td>
<td>to serve many different sets of parents with different views, all</td>
</tr>
<tr>
<td></td>
<td>held with equal sincerity, some with great passion, and some</td>
</tr>
<tr>
<td></td>
<td>being mutually exclusive!</td>
</tr>
<tr>
<td>• Do not view parental input as an invasion upon your domain in the</td>
<td>• Stay involved, yet learn to delegate. Your child’s classroom is not</td>
</tr>
<tr>
<td>classroom.</td>
<td>simply an extension of your private home school. You have a right and</td>
</tr>
<tr>
<td>• You should expect authority to be given from parents.</td>
<td>a duty to make sure a proper education is taking place for your child,</td>
</tr>
<tr>
<td>• Earn the trust of the parents. Otherwise parents will see you as</td>
<td>yet you cannot maintain hands-on authority over every detail of what</td>
</tr>
<tr>
<td>a third party between them and their child and will typically take</td>
<td>happens during the day.</td>
</tr>
<tr>
<td>the child’s side in every situation and not delegate the authority</td>
<td>• View CLA as a supplement to your own teaching, enabling you to be</td>
</tr>
<tr>
<td>you need to do your job properly.</td>
<td>even more effective in your time you spend with your children.</td>
</tr>
<tr>
<td>• Communicate, Communicate, Communicate! Always promote clear and</td>
<td>• Give teachers your trust and the authority they need to do their job.</td>
</tr>
<tr>
<td>constant communication with parents.</td>
<td></td>
</tr>
<tr>
<td>• Always defend the authority of the family, especially the authority</td>
<td>• Communicate, Communicate, Communicate! Always promote clear and</td>
</tr>
<tr>
<td>of the father.</td>
<td>constant communication with teachers. If you have a concern about</td>
</tr>
<tr>
<td>• Don’t put a child in the position of facing a conflict between what</td>
<td>the classroom, go to the teacher first (Matthew 18)</td>
</tr>
<tr>
<td>is expected of them in the classroom and what is expected of them at</td>
<td>• Fathers, stay involved. God holds fathers ultimately accountable for</td>
</tr>
<tr>
<td>home.</td>
<td>the education of their children.</td>
</tr>
<tr>
<td>• Know and appreciate the sensitivities of the parents to avoid</td>
<td>• Don’t view your child’s teacher as simply an extension of your home.</td>
</tr>
<tr>
<td>offense whenever possible.</td>
<td>They are not expected to be available for your child 24/7.</td>
</tr>
<tr>
<td>• Be careful not to pass judgment on the approaches taken by a parent</td>
<td>• Most teachers are parents as well and need to give time to their</td>
</tr>
<tr>
<td>in raising their child. The parent must give an account to the Lord,</td>
<td>families. While a call at home may certainly be necessary at times,</td>
</tr>
<tr>
<td>not you.</td>
<td>take advantage of the CLA phone system to discuss with your child’s</td>
</tr>
<tr>
<td>• Never view the home as an extension of your classroom or the school</td>
<td>teacher the time that would be best for you to contact them. Guard</td>
</tr>
<tr>
<td>as a whole.</td>
<td>your family time with passion.</td>
</tr>
<tr>
<td>• As teachers, it is easy to expect the agenda of the classroom to</td>
<td>• Recognize that the choices you make for and with your child have</td>
</tr>
<tr>
<td>dominate the evening activities by the homework assigned and the</td>
<td>consequences. If you choose to develop your child in areas outside</td>
</tr>
<tr>
<td>assistance expected from parents. Keep watch on the homework load</td>
<td>the school which are time consuming and impact the child’s ability</td>
</tr>
<tr>
<td>so you don’t begin to dominate the family “space.”</td>
<td>to meet the expectations of the classroom, then you should be willing</td>
</tr>
<tr>
<td>• You, your classroom, and CLA are just pieces of the larger puzzle</td>
<td>to accept the possible impact-lower homework grades, lower overall</td>
</tr>
<tr>
<td>that parents are trying to put together in the lives of their children</td>
<td>grades, etc. Take the responsibility to help your child balance their</td>
</tr>
<tr>
<td>as they grow and develop.</td>
<td>areas of involvement within the school. Life does exist outside of</td>
</tr>
<tr>
<td>• Respect parental choices when they say “NO” to CLA and some of the</td>
<td>CLA.</td>
</tr>
<tr>
<td>school activities that will be available.</td>
<td></td>
</tr>
<tr>
<td>• All CLA programs will exist to assist the family in the development</td>
<td></td>
</tr>
<tr>
<td>of their children, not replace the family.</td>
<td></td>
</tr>
</tbody>
</table>
Thoughts for teachers and fathers:
Ephesians 6:4 and Colossians 3:21 speak directly to fathers to make the authority channel clear and to warn fathers - “do not provoke your children,” “do not exasperate your children.” Fathers have to continually be on guard not to stir their children up to anger. Since teachers stand in the place of the father’s authority, the same warnings apply.

Applications for teachers:
☞ Don’t overprotect the child – a proper balance of risk taking is necessary to a child’s physical, moral, and spiritual development.
☞ In the classroom, don’t fence the children in from every direction. Flee the temptation to show favoritism – all of us have experienced the sad results of partiality.
☞ The importance of encouragement – “break the will, not the spirit.” Be especially watchful of how your words discourage. It is often the tongue that gets us in trouble. Take notice of the positive and communicate the positive to the parents. Don’t let parents just hear from you when “Johnny or Sally has been bad.” You can actually help parents see positive attributes about their children that they may be overlooking. In fact, our goal should be that we recognize the positive at a far greater frequency than we do the negative. However, our busy lives normally drive us to only have time to get involved and contact parents when things go bad. Resist this tendency and emphasize the good attributes and the good things that your students do. In doing so, you will remind parents of the importance of recognizing the positive as well.
☞ Balance tenderness and mercy with firmness and discipline-cherish the child, but don’t protect them with so much mercy and grace that you shield them from the necessary unpleasantness and pain that will later bring great fruit. Remember that Eli lost his sons because he would not rebuke them (I Samuel 3:13).

Conclusion:
I Peter 4:10 – “As each one has received a special gift, employ it in serving one another as good stewards of the manifold grace of God.”

☞ The teachers at CLA have gifts that the parents of CLA do not have and, likewise, the parents have gifts that the teachers of CLA do not have.
☞ Listening to each other can go a long way in promoting an environment best for our children.
☞ All our gifts come from God and exist for reasons beyond ourselves. They are given to glorify God and given for the good of others.
☞ Parents should never underestimate the many ways that God flows grace through the gifts of teachers into the lives of their children and families.
☞ CLA teachers are a blessing to the families of CLA, used by God to strengthen the families in ways they cannot do on their own. The children of CLA would be incomplete without them.

“Both parents and teachers should consider themselves as parental teachers, one of whom happens to be at home emphasizing parenting and the other at school emphasizing teaching. And each must recognize the other as such. To teach is to parent, to parent is to teach.” (Jay Adams)
Christ-Centered Classical Education

A Christ-Centered Approach
Christ’s Legacy Academy holds that God is the author of all truth and the Creator of all things. We seek to teach all subjects as parts of an integrated whole with the Scriptures at the center (II Timothy 3:16-17).

Our intent is to provide a clear model of Biblical worldview in everyday life through our faculty, staff and Board (Matthew 22:37-40). We encourage every student to develop a genuine and meaningful relationship with God the Father through Jesus Christ, His Son (Matthew 28:18 – 10, Matthew 19:13-15).

Primary Doctrine
There are key elements of Christianity that will be unapologetically taught in various ways through all grade levels. The substance of these statements is truth that is considered to be primary doctrine and is in accordance with the school’s Statement of Faith. When issues involving secondary doctrine arise, i.e., mode of baptism, observance of holidays, etc., students will be referred back to their family for final authority. When secondary doctrinal issues arise, at no time should the school (teacher, administration, etc.) verbally endorse a specific secondary doctrinal position. Endorsement of a specific secondary doctrinal position should come only through the parents of the student to the student.

Affiliation with the Association of Christian Schools, International (ACSI)
ACSI is a service organization serving Christian schools across the United States and around the world.

Each member school or college retains its individual distinctives and operating independence. Participation in any or all of the services of ACSI is voluntary.

Christ’s Legacy Academy is a fully accredited institution through ACSI. CLA’s teachers hold a minimum bachelor’s degree. Additionally, Christ’s Legacy Academy participates in the following ACSI sponsored programs:

- Annual Southeast Regional convention for professional development of faculty and staff.
- Accreditation/Certification program for school, faculty, and staff.
- Various annual academic competitions, meets and festivals.
- Annual standardized testing program.
- Receipt of all regional and national items of interest.

Bible Translation
To provide continuity within the classrooms, Christ’s Legacy Academy has chosen to use the English Standard Version translation for classroom Bible study and memory verse work. The New King James Version or King James Version is accepted as an optional choice for student use at the request of the student’s parents.

Chapel
Chapel services will be held once a week for both upper and lower schools. The lower school will meet on Tuesdays and the upper school will meet on Thursdays. Local pastors, children’s church ministers, youth pastors, and missionaries and lay missionaries/ministers are invited to share truths from God’s Word to the students. We encourage you, as parents, to attend Chapel when you have an opportunity.
Affiliation with the Association of Classical and Christian Schools (ACCS)

ACCS seeks to set an educational standard for a unified and directed approach to classical and Christian learning. ACCS also seeks to equip schools in teaching subjects through the methodology known as the Trivium (grammar, logic, and rhetoric), the educational foundation of our Western culture and believes that God will bless this approach as He has in the past, as long as it follows the principles set forth in His Word. Christ’s Legacy Academy is a member of ACCS and adheres to the mission statement of this organization as follows:

ACCS Mission Statement

The primary mission of this association is to promote, establish, and equip schools committed to a classical approach to education in the light of a Christian worldview grounded in the Old and New Testament Scriptures. The mission of the association is both to promote the classical approach and to provide accountability for member schools to ensure that our cultural heritage is not lost. This mission will be accomplished through the work of the Association of Classical and Christian Schools.

Trivium

<table>
<thead>
<tr>
<th>Beginning Grammar (Pre-Polly)</th>
<th>GRAMMAR (Poll-parrot)</th>
<th>LOGIC (Pert)</th>
<th>RHETORIC (Poetic)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grades K – 3</td>
<td>Grades 4 – 6</td>
<td>Grades 7 -9</td>
<td>Grades 10 -12</td>
</tr>
<tr>
<td>Approx. ages 4 – 8</td>
<td>Approx. ages 9 – 11</td>
<td>Approx. ages 12 -14</td>
<td>Approx. ages 15 -18</td>
</tr>
</tbody>
</table>

Student Characteristics:

1. Obviously excited about learning
2. Enjoys games, stories, songs, projects
3. Short attention span
4. Wants to touch, taste, feel, smell, see
5. Imaginative, creative

Student Characteristics:

1. Excited about new, interesting facts
2. Likes to explain, figure out, talk
3. Wants to relate own experiences to topic, or just to tell a story
4. Likes collections, organizing items
5. Likes chants, clever, repetitious word sounds (e.g., Dr. Seuss)
6. Easily memorizes
7. Can assimilate another language well

Student Characteristics:

1. Still excitable, but needs challenges
2. Judges, critiques, debates, critical
3. Likes to organize items, others
4. Shows off knowledge
5. Wants to know “behind the scenes” facts
6. Curious about Why? for most things
7. Thinks, acts as though more knowledgeable than adults

Student Characteristics:

1. Concerned with present events, especially in own life
2. Interested in justice, fairness
3. Moving toward special interests, topics
4. Can take on responsibility, independent work
5. Can do synthesis
6. Desires to express feelings, own ideas
7. Generally idealistic

Teaching Methods:

1. Guide discovering
2. Explore, find things
3. Use lots of tactile items to illustrate point
4. Sing, play games, chant, recite, color, draw, paint, build
5. Use body movements

Teaching Methods:

1. Lots of hands-on work, projects
2. Field trips, drama
3. Make collections, displays, models
4. Integrate subjects through above means
5. Teach and assign research projects

Teaching Methods:

1. Time lines, charts, maps (visual materials)
2. Debates, persuasive reports
3. Drama, reenactments, role-playing
4. Evaluate, critique (with guidelines)

Teaching Methods:

1. Drama, oral presentations
2. Guide research in major areas with goal of synthesis of ideas
3. Many papers, speeches, debates
4. Give responsibilities, e.g., working with
| 6. Short, creative projects | 6. Recitations, memorization | 5. Formal logic | younger students, organize activities |
| 7. Show and Tell, drama, hear/read/tell stories | 7. Drills, games | 6. Research projects | 5. In-depth field trips, even overnight |
| | | 8. Guest speakers, trips | written papers |
Organizational Structure of Christ’s Legacy Academy

Christ’s Legacy Academy, Inc. is a private, non-profit organization registered as such with the State of Tennessee and is the owner of Christ’s Legacy Academy.

The Christ’s Legacy Academy Association is comprised of founders, parents, and patrons of Christ’s Legacy Academy. The primary mission of the Association is to operate Christ’s Legacy Academy in adherence with the Statement of Faith and objectives given previously in this document.

The head of school’s office of the Association is 964 County Road 180 Athens, TN 37303. This office may be maintained at this location but may, from time to time, be changed at the discretion of the Board. The annual meeting of the Association will be held in the spring of each year. Members will be notified in writing as to the date, time, and location of the meeting at least 30 days in advance.

Christ’s Legacy Academy’s Head of School (HoS) is hired by the Board and is directly responsible for managing the daily operations of the school (including such duties as managing teachers and office staff, scheduling classes and events, and handling student discipline) and for providing information to the Board regarding curriculum, school policies, budgeting, and facilities planning.

Christ’s Legacy Academy Board of Directors consists of appointed and elected members from the Christ’s Legacy Academy Association. Detailed operational guidelines and responsibilities of the Board are presented in the Christ’s Legacy Academy Association By-Laws.

Grievance Policy

It is important that conflicts within the school family be handled politely and promptly. The following steps are based upon the biblical principle set forth in Matthew 18. These guidelines are to be followed whenever there is a dispute or grievance concerning any aspect of Christ’s Legacy Academy operations or between any two parties connected in a direct way to the school. Those include students, parents, faculty and staff, volunteers, administration, and board. It is understood that if any disputes arise which are not covered by this policy, the board will decide what procedures to follow based on a parity of reasoning from those procedures established by this policy.

Students to Parents to Teachers:

1. All concerns about the classroom must first be presented to the teacher by the parents, or if the student is mature enough, by the student himself. If the student presents the concern, a respectful demeanor is required at all times.

2. If the problem is not resolved, the parents or student may bring the concern to the Head of School. If the student brings the concern, he must have permission from his/her parents to do so.

3. If the problem is still not resolved, the parents should request a hearing from the Christ’s Legacy Academy Board.

Parents/Patrons to Head of School (HoS):

1. If parents or patrons have a grievance or dispute about the general operation of the school (apart from the operation of the classrooms), they should bring their concerns to the HoS.

2. If there is still no resolution, they should request a hearing from the Christ’s Legacy Academy Board.

3. This procedure applies to board members who are acting in their capacity as parents / patrons, and not as representatives of the board.
**Staff to Administration:**
1. All concerns about the standards of the school must first be presented to the HoS. A respectful demeanor is required at all times. If any staff member becomes aware of a concern, even if that staff member is not directly involved, it will be his/her responsibility to present the concern to the HoS.
2. If the problem is not resolved, the staff member may appeal to the Board in writing and request a hearing. The request will be passed to the Board through the HoS. The HoS must pass on all such requests.

**Volunteers to Staff/Administration:**
1. If any volunteer has a concern about the volunteer work, he will present that concern to the staff member responsible for his oversight.
2. If the problem is not resolved, then the concern should be presented in writing to the HoS, followed by a meeting with the HoS to discuss the concern.
3. If the problem is still not resolved, the volunteer may request a hearing from the Board in writing. The request will be passed through the HoS. The HoS is required to pass the request on to the board.

**Individual Board Members to Head of School (HoS):**
1. If specific concerns arise during a board meeting, board members may not challenge, rebuke, or debate directly with the HoS in the board meeting, but any concerns will be channeled through the chairman instead.
2. Any board member may call the board into executive session if a potential grievance or dispute arises during a board meeting.
3. If the Board decides that the issue does not warrant executive session, the Board will return immediately to open session.
4. If the Board decides further investigation is warranted, the HoS will meet with the Board in executive session to present his perspective and answer questions.
5. If the Board decides against the HoS (2/3 vote required), the Board will attach a written description of their decision to the HoS annual job evaluation.
6. If the Board does not decide against the HoS, any board member(s) who is/are still not satisfied will be instructed by the Board to drop the issue.

**Parent/Patron to Board**
1. If a parent/patron has a grievance directed towards the Board, they should state the grievance and a request for a meeting in writing to the Board.
2. Based upon the merits of the grievance, the Board will determine whether or not the meeting will take place.
3. If the Board determines the grievance does not merit a meeting, the parent/patron will be required to drop the issue.
Application, Admission and Enrollment Procedures

Nondiscrimination Policy

Christ’s Legacy Academy admits students of any race, color, national or ethnic origin, sex, age, or handicap to all the rights, privileges, programs, and activities generally made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin, sex, age or handicap in administration of its educational policies, athletic, or other school administered programs except where necessitated by specific religious tenets held by the institution and its controlling body.

Application Procedures

Step 1 Application Forms:
Complete pages 2, 3, 4, 7, and 8 of the STUDENT ADMISSIONS PROCESS. A separate set of completed application pages is required for each student applying for admission. Copies of the child’s most recent report card and achievement test scores need to be included with the application along with the Application Fee.

Divorce – In a case where there has been a divorce, Christ’s Legacy Academy will deal directly with the parent(s) who has legal custody of the child enrolling in the school. In the case of joint custody, we will communicate with both parents and will need to interview both parents.

Family – At CLA, a family is defined according to the biblical and traditional definition, with the key components consisting of a male husband and female mother. In regards to student enrollment, any variation of this definition of “family” wherein two members of the same sex apply to enroll a child into CLA will not be accepted.

Step 2 Assessment Test:
Testing for all incoming students is required before or during the family interview. If an opening is available; parents will be contacted to set up the assessment test for the student.

Step 3 Interview:
If an opening is available, the HoS will meet with student’s parents to discuss the completed application and to give parents an opportunity to ask questions. Participation by both parents at the admission meeting is required.

Step 4 Notification of Acceptance:
After all of the above steps have been completed and the FAST assessment (if applicable) is complete, the Admissions Committee will review and rule on the application. Notification of acceptance will be sent by mail. All students are considered to be on probation for their first nine weeks at CLA. Excessive behavior problems or extremely poor academic performance may result in dismissal or recommendation to placement in a lower grade level.

High School Applicants: One factor that will be considered when determining whether a student will be accepted into the high school program at CLA is whether or not that student’s existing H.S. credits, as outlined on their official up to date H.S. transcript, are compatible with CLA’s graduation requirements and course offerings.
Step 5 Records: 
All required records must be submitted to the school office before the student will be allowed to attend class.

Step 6 Waiting List: 
In the event there is not an opening available, names are placed on a waiting list in the date order that they are received and kept for a period of two years.

Admission Requirements for the Parents
1. As a discipleship school, Christ’s Legacy Academy requires that at least one parent has accepted Christ as their Savior.
2. Parents of students at Christ’s Legacy Academy should have a clear understanding of the biblical philosophy and purpose of the school. This understanding includes a willingness to have their child exposed to the clear teaching of the school’s Statement of Faith in various and frequent ways within the school’s program.
3. The parents should be willing to cooperate with all the written policies of Christ’s Legacy Academy.

Students with Special Needs
Christ’s Legacy Academy has been established for several reasons, one of which is to provide an environment which promotes excellence in education. Because of these high academic standards, the Board, administration, and faculty are charged with seeing that these standards are consistently upheld and not compromised. This in no way suggests that all of our students will make all A’s, but rather that each student, regardless of their situation, should do their best academically so as to bring glory unto God. Students who have learning disabilities (Dyslexia, ADD, ADHD, etc.) may find it harder to meet these academic standards.

The learning disabilities policy is intended to address what provisions, if any, can be made at Christ’s Legacy Academy within the classroom for those students who are learning disabled. Regardless of what adjustments are or are not allowed, the Christ’s Legacy Academy faculty and administration are committed to challenging each and every student toward academic excellence and loving God with their minds. By God’s grace we seek to accomplish this goal with every student. We pray for God’s wisdom and guidance as we employ methods and techniques that enable each student to persevere and reach their potential. The two categories of learning disabilities are listed and defined below:

Severe Learning Disability: Any condition in a potential incoming student which would require a separate classroom, program, and staff to provide the educational services desired by the parents. Examples include Down’s syndrome, deaf / mute, blind, etc. Christ’s Legacy Academy does not have a separate LD classroom, program, or staff.

Learning Disability: Any condition in a current or potential incoming student which does not require a separate classroom, program, and staff to provide the educational services desired by the parents. Examples include hyperactivity, attention deficit disorder, AD/HD, dyslexia, etc.

Evaluation & Diagnosis
If a parent or teacher is concerned that a student might have a learning disability that either is affecting or could affect their performance in the classroom and seeks a professional evaluation, there are two ways that this can be accomplished:
1. A parent may, at their own expense, seek an evaluation for their child through an independent child/educational psychologist.

2. A parent may go to the school system that they are geographically zoned to attend and ask for an evaluation. County funds are set aside for any student in the county seeking an educational evaluation.

If the student is already enrolled at Christ’s Legacy Academy, it is recommended that the parents involve the teacher(s) in the evaluation process either by keeping them informed or asking them to sit in on the final consultation with the child psychologist. Should the final evaluation indicate a positive LD diagnosis, the school’s official Learning Disability Policy will come into play.

**Learning Disability Policy**

Christ’s Legacy Academy has adopted the following guidelines for addressing students with diagnosed learning disabilities:

1. Students who have been diagnosed with a learning disability will be required to meet the same academic standards as all the other students in their grade level. For example, a) if the rest of the students are given a written exam, learning disabled student must also take the same written exam and b) if a 90 is an A-for the rest of the students 90 will be an A-for the learning disabled student as well.

2. There are certain provisions that can be allowed which will not compromise the academic standards. For example, (a) seating a student in the front of the classroom, (b) giving necessary individual attention, (c) calling on a student frequently to keep their attention, etc. The teachers are charged with teaching and encouraging each student in their classroom with the love of Christ. They are willing to make necessary adjustments that will aid the student in reaching their academic potential. However, school administration will make the final determination as to what adjustments can and cannot be allowed.

**Enrollment**

**Grade Placement**

Christ’s Legacy Academy reserves the right to place students in the appropriate level as determined by test data and developmental maturity. Children must be five years of age by October 1 to be eligible for enrollment into Kindergarten and six years of age by October 1 to be eligible for enrollment into First Grade (exceptions will be entertained on a case by case basis).

**Mid-Year Enrollment**

With respect to Christ’s Legacy Academy’s mission of academic excellence and high academic standards, it is difficult for students to enroll in classes during the middle of the school year. CLA is committed to the success of all students and carefully considers circumstances that could impede that success such as mid-year enrollment.

Student admission into grades K-8 after the first nine-week grading period is at the discretion of administration. Solid academic mastery must be reflected on the Christ’s Legacy Academy assessment and a strong faculty/administrative recommendation for entry given per evaluation of the assessment results in order for consideration of enrollment. For students in lower elementary grades K-1, a faculty/administrative evaluation of the student’s ability to transition easily in to a new school setting is an additional factor of consideration.
Student Withdrawal and Records Release

Once a student is enrolled in Christ’s Legacy Academy, written notice by the parent or the guardian is required to withdraw the student. Withdrawal forms from the school office must be completed, noting the effective date of withdrawal and the reasons for the withdrawal, and all school accounts must be paid in full in order for student records to be released. Additionally, all materials belonging to the school must be returned.

Tuition that has been paid in advance for days which the student will not be attending Christ’s Legacy Academy will be pro-rated and refunded only if the withdrawal is due to out-of-town relocation by the student’s family. The student registration fee will be refunded only if a family applying for enrollment does not receive adequate scholarship from FAST to enroll.

Student Records

Confidentiality

Student records are confidential. Such records include all information relating to student academic performance, financial status of a student, or the student’s parent or guardian, and medical or psychological treatment or testing. Access and disclosure to student information shall be done solely for an educational purpose. Such records shall not be made available to unauthorized personnel of CLA, or to the public, or any outside agency without the consent of the student or the parent or guardian of a minor student except as otherwise provided by law.

Right of Access to Records

The Buckley Amendment of the Family Educational Rights and Privacy Act of 1974 grants the right of access to educational records accumulated subsequent to December 21, 1974. Access must be granted within forty-five days of a parent’s written request. The request must be submitted to the Head of School. Available records include grades, evaluations, and standardized test results. Parents and legal guardians may request that their student’s records be released to persons or institutions outside CLA.

The Buckley Amendment affords the right for challenging the accuracy of recording information. The content may be challenged by a parent by making a written statement of his position. That statement shall be inserted into the records. A copying fee may be charged for copying student records.

Rights of Non-custodial Parents

Non-custodial parents of a student enrolled at CLA may request to receive a copy of their student’s report card, notice of school attendance, names of teachers, class schedules, standardized test scores, and any other records customarily available to parents. This request must be in writing and must include the non-custodial parent’s mailing address (see TCA 49-6-902).

Tuition and Fees

Tuition Payment and Collection

Tuition and fees are intended to cover the basic operating expenses of the school. While maintaining a high quality program of Christian education may well entail sacrifice, God has promised to “supply all our needs according to His riches in glory by Christ Jesus.” Families, school personnel, and the school itself all rely on this firm assurance.

To ensure that tuition payments are collected in a timely manner and unpaid fees are collected as quickly as possible, the following process will be followed unless specific arrangements have
been made with the school administration. Good faith will be presumed unless subsequent circumstances indicate otherwise.

Definition of late payment: Full payment not received by the tenth day of the month.

1. In the event that payment is not received by the fifth of the month and no written arrangements have been made with the school, a $25.00 late fee may be assessed to the account. This late fee will be collected first from the next payment received.

2. If tuition payments are past due more than twice in any school year, authorization for automatic bank withdrawal will be requested by the school. If the automatic draft fails due to insufficient funds, you will be contacted by letter notifying you of a re-draft date. If the automatic draft fails a second time, you may be notified of an administrative withdrawal date for the students affected.

**Application and Resource Fees**

An Application Fee is due with the submitted application. Subsequent to the first year of enrollment, parents will be asked to pay a Resource Fee (Re-enrollment fee) to be applied to the following year’s tuition. There may also be an additional LATE Re-Enrollment Fee, if the re-enrollment fee is not paid by a specified date; this late fee will NOT be applied toward tuition. These fees are used primarily to purchase curriculum for the new or re-enrolling student. These fees are part of the overall annual tuition.

**Student Property**

If books, which are the property of the school, are lost or damaged, it is the responsibility of the student to pay the replacement cost.

**Scholarships and FAST (Financial Aid for School Tuition)**

**Financial Aid**

Christ’s Legacy Academy provides financial aid through a scholarship fund to families that cannot afford tuition. CLA uses the services of the FAST powered by ISM system to assess need for tuition aid. FAST is an independent system that examines a prospective family’s financial application. FAST will then provide a recommendation to Christ’s Legacy Academy for a specific percentage tuition reduction based on need. The family’s financial information is maintained by the FAST system. Access to FAST is provided as a link on the CLA website.

The Christ’s Legacy Academy Head of School and Board of Directors will examine the recommendations from FAST each year and determine the final discount given per family. Typically, CLA uses the discount recommended by FAST; however, this is subject to annual review and may vary from year to year. Scholarships are awarded on a first-come, first-serve basis until the funds for the year are exhausted. Money will not be applied until after the FAST assessment is complete for new or returning students (also first-come, first serve basis). If a student matriculates mid-year, the percentage reduction is made from the pro-rata tuition amount.

The FAST assessment for new enrollees is generally done after the family interview process and prior to accepting the student. FAST assessment for re-enrolling students is done as soon as all required documentation is submitted to FAST. For re-enrolling students applying for FAST moneys, all documents must be submitted to FAST before re-enrollment can be considered.

**Scholarship Fund**

The heart of the school is for scholarship funds to be available to help parents that would like to provide a Christ-centered and classical education for their children, but are not able to because of financial needs. Because the Board desires to make the education at CLA as affordable as
possible, CLA does not include a component of scholarship in tuition. Therefore, to achieve these two goals, the Board will place a priority on fund raising for need-based scholarships. We are grateful to the families and friends that support this, and we are excited to build His Kingdom — "One child at a time!"

**Communication with Parents**

**Student/Parent Orientation**
Student/Parent Orientation is scheduled each year during the week prior to the first day of school. Students and Parents have an opportunity to visit classrooms at this time. The date of this orientation is announced to families in writing prior to the opening day of school and is published in the school’s yearly calendar.

**Parent Orientation**
Parent Orientation is held at the beginning of the school year during the first nine-week grading period so that the school administration can officially welcome everyone and communicate various important facts regarding the new school year. This is also a time that parent groups, faculty members, and Board members are introduced to the parent body.

**Associational Meeting**
The CLA Board of Directors holds an Associational Meeting in the spring of each year in order to reflect upon the current year and communicate relevant information regarding the short and long-term future of Christ’s Legacy Academy. Reports are also given by the school administration, and the Finance Committee.

**Communication Folders**
In elementary grades K – 8, student’s work will be periodically sent home in a folder to be reviewed and signed by parents and returned to teachers. These folders may contain student’s work from the previous week, a letter from the student’s teacher, and other school information from the office. Consistent communication between school and home is essential in providing an educational process that is as productive as possible for the student.

**Parent/Teacher Conferences**
Parent/teacher conferences will be held at least once during the fall and once again in the spring. These are set aside as a specific time of conferences between parents and teachers. Parents are encouraged to schedule a conference with their child(s) teacher(s) at this time. Communication between home and school is essential. Conferences are always encouraged throughout the school year.

**Report Cards**
Report cards are issued to students at the close of each nine-week grading period during the school year. If reports are ready, the last report card of the school year may be issued to students on the last day of school. Otherwise report cards will be made available within 5 business days of the last day of school. Please note, all school fees must be paid and all school materials returned for the student’s report card to be issued.

**Telephone Communications**
Parents may contact teachers during the school day by calling the office. Teachers will return calls as soon as their daily schedule allows. Parents are asked to refrain from calling faculty and staff at their homes unless it is an emergency.
School Website
www.Christslegacyacademy.org
Information such as class schedules, supply lists, school closings, etc., is posted on the CLA website throughout the school year for students and parents. The school’s Activities Calendar is also available in real time on the web-site.

Student Arrival, Dismissal and School Cancellations

School Schedule
Arrival 7:35-7:50AM
School Hours 7:50AM-2:50PM
Student Dismissal 2:45PM-3:00PM

Staff Meeting
Periodic staff meetings will take place after school or at a time and place of mutual consideration for teachers and administration.

Parking Regulations:
Visitors may park in the front lot. Parents, faculty and staff park in the back lot. For the safety of the students, please follow flow of traffic signs and proceed with caution.

Visitors
In compliance with TCA 49-2008, Christ’s Legacy Academy maintains a closed campus. All visitors to the school campus must sign in at the front office and wear a visitor badge while on campus. Visitors (student-aged) are not permitted to attend classes with CLA students, except when approved by CLA administration for possible enrollment purposes. Visitors may eat lunch with CLA students if they bring a note to the Head of School the day prior to the scheduled visit for approval and if the CLA student meets the visiting student at the front office as he or she gets checked in.

Arrival Procedures
Arrival: 7:35AM

Students should use the back entrance to the building for morning arrival. Students will wait in the welcome center under staff supervision until they are released to their homeroom.

Running in the hallways is not permitted.

Students are tardy if arrival to the classroom is after 7:50AM. Tardy students should check in at the front office where they will be issued a tardy slip to take to their classroom teacher to permit late entry into the classroom. Five “tardy’s” may be counted as one day of absence in attendance records.

Dismissal Procedures
Dismissal: 2:50-3:00PM

All students are dismissed at the back entrance to the building through carline pickup procedures.
Students may be dismissed from the school office to CLA volunteers, faculty, and/or staff who are working in the building that day.

**Early Student Checkout/Release**

It is preferable that doctor’s appointments, dental visits, etc., be arranged for after school hours. When this is not possible, the parent or authorized adult picking up their student must come into the office to sign out the student. The office will call the student from the classroom and the student will then report to the office to meet their parent or the parent’s designated representative. Parents should not go directly to classrooms to pick up a student. Adequate checkout time should be allowed by the parents when picking up students in order to arrive on time at scheduled appointments outside of school. Parents may send a note to their child’s teachers informing them that their student will be leaving early; however, the student will not be sent to the office until the parent arrives at school and checks the student out through school procedures. It is the parent’s responsibility to arrive at school early enough to allow for check out procedures. If the child needs to leave the school, i.e., by 2:00 p.m., the parent should arrive prior to 2:00 p.m. to allow for the necessary check out time. Every effort will be made by teachers to have the student sent as quickly as possible to the office when the office calls for the student. Classroom schedules and activities may hinder an immediate student dismissal unless it is an emergency. Teachers are not responsible for students arriving at appointments, etc., on time outside of school.

**School Cancellations & Late Openings**

Christ's Legacy Academy utilizes the School Closing and Emergency Notification System.

Parents are automatically enrolled in our phone tree system. In the event of a school closing, delay or emergency, parents will receive a recorded call giving instructions regarding their child.

To enroll in our text-message alert system for your mobile phone, please access the “text messaging sign-up” link on the CLA website under quick links>>parents. The password is “cla”…all lower case.

Finally, we will strive to alert the local radio and television stations (WYXI, Channel 3, 9 & 12) in the event of a delay or closure.

CLA leadership will determine if it is appropriate or needful to close schools due to weather or other unexpected circumstance.

**Announcement Times**

Announcements concerning school cancellations or delayed openings will be made as soon as possible. Every effort will be made to alert the media of school schedules by 6:15 a.m. When possible, the announcement will be made in time for the 11:00 p.m. news the evening before. **If there is no announcement, school will be in session.**

**Early Dismissal**

On those days when weather conditions worsen after students have already arrived at school, parents will be alerted concerning early dismissal by area radio, television stations and email. When school reopens after closing for inclement weather, students not returning will be counted absent. If the parent makes the decision that it is unsafe to drive to school in the morning due to snow, the student will be allowed to come in late without being counted tardy, with a written request signed by the parent.
Attendance Policies

Absenteeism

A priority at CLA is to use instructional time productively. Regular and punctual attendance is critical if the results of the teaching and learning tasks are to be maximized. It is essential that each student recognizes the sequential nature of instruction and that any unnecessary and/or excessive absence severely impedes the educational process.

When a student is absent, the parent must call the CLA office by 9:00 a.m. on the day of the absence. This procedure must be followed each and every day a student is absent.

A student must be present for 4 periods during the school day in order to participate in after-school activities unless otherwise approved by CLA administration.

PLEASE NOTE: Since CLA is vitally interested in all of our students and parents, we would consider it a privilege to uplift our families in prayer in times of need. Therefore, we encourage you to communicate with us even in times of family emergencies. In all such emergency cases, a written explanation describing the nature of the absenteeism is required in the attendance office the day the student returns to school.

Excused Absences (EA)

There are, of course, legitimate reasons for being absent from school. The following list, although not totally inclusive, details valid reasons for student absences. A parental note should be sent to the office upon the student’s return to school, in order for the absence to be excused.

1. **Personal Illness Of Student** – Student absenteeism for personal illness is considered excused. The illness, of course, must be valid. The administration reserves the right to make a final determination in any questionable cases.

2. **Professional Appointments** — Professional appointments (i.e., appointments with doctors, dentists, etc.) provide reasons for legitimate student absenteeism. Student absences for purposes of doctor visits require documentation from the doctor’s office verifying the visit prior to readmission to school. Whenever possible, professional appointments should be made after school hours.

3. **Death Within Family** – A death within a student’s immediate or extended family will be considered an excused absence. The length of such absence may vary from case to case. Therefore, the administration reserves the right to make individual judgments regarding total days excused.

4. **Family Emergencies** – This category refers to cases of family illness, hardships, and unexpected circumstances. Because of the nature of these cases, the administration reserves the right to make individual judgments concerning the validity of the requests and the actual number of days excused.

5. **Family Vacations** - **Requires PRIOR NOTICE and approval**, with 4 school days written advance notice. (If your 4 school day deadline falls on a school holiday, an administrative decision will be made.)
i. Since the school calendar allows ample time for vacations in and around holiday seasons, parents should make every effort to arrange their vacations to coincide with school vacations. However, whenever parents believe additional family vacation days are needed, such days (not to exceed five (5) total days per year) may be taken without penalty.

ii. Family Vacation Days are not to be taken during examination weeks (i.e., the five day period prior to the end of first semester and the last five days of the school year). School administration highly discourages taking additional days just prior to and immediately following a school holiday or after April 15.

6. **In-School Suspension**– Any day(s) spent in the in-school (in-house) suspension will be considered excused, however, grading policies for unexcused absences will apply.

7. **Approved School Activities** – Students missing classes for field trips, athletic contests, music programs, etc. will be considered excused if such activity is sanctioned by the administration as “school business.” These absences will not be recorded on the student’s attendance record.

8. **Homebound Instruction** – Certain situations may occur (e.g., surgery) that require a student to miss school for an extended length of time. The administration requires appropriate written verification of such absenteeism. Please carefully note the “Excessive Absences” section for pertinent information.

9. **Miscellaneous** – It is possible that occasions may arise other than those listed in this section, necessitating that a student miss school. The administration shall make the sole determination if such an absence is excused or unexcused.

**Grading/ Make-Up Work – Excused Absences (EA)**

1. When prior notice is required – Any student absent for family vacations, most professional appointments, certain school activities, and some miscellaneous reasons is **required to turn-in all missed work the day the student returns to school. On the day of the student’s return, the student should also be prepared to take all pre-announced missed tests and quizzes, as well as those scheduled for the day he/she actually returns.** Also, if a student attends any part of the day after a pre-announced absence, all work due on that day must be turned-in.

2. When prior notice is not required – The student will have one (1) calendar day for every school day missed (to a maximum of ten (10) days) to complete make-up work, provided the student has turned in a parental note. For example, if a student is absent Friday and Monday, all work due on that day must be turned-in.

**Unexcused Absences (UA)**

All student absences not declared as Excused Absences (EA) will be recorded as Unexcused Absences (UA). Examples of Unexcused Absences include, but are not limited to, the following:

1. Not following proper absence declaration procedures. (i.e. parent call to CLA office by 9:00am)

2. Missing class without proper authorization.
3. Leaving the CLA campus without signing out with proper school personnel.

4. Not providing proper prior notice of absence when prior notice is required.

5. Out of School Suspension

6. Absenteeism (whole day or partial) not deemed acceptable by the administration.

NOTE: Being absent for some of the reasons just listed may result in a student being declared truant. Truancy is defined as being absent from school without the parent’s permission and the school’s permission.

Please remember – declaring a student to be unexcused absent or truant is an administrative right of appropriate school personnel, not a student/parent prerogative. Therefore, just because a parent calls CLA or sends a note to report a student’s absence, that does not make the absence excused. For example, the following reasons do not qualify as excused absences:

— “He didn’t want to go to school.”
— “She stayed up late last night working on her research paper.”
— “I missed my ride.”
— “Our family went to the ball game.”

Grading/Make-Up Work – Unexcused Absences (UA)
Classwork and regular assignments due on the day or days of unexcused absences will receive a one-letter grade reduction for each day of class missed. Each missed test or quiz will result in an automatic “F.” Special assignments (e.g., term paper) due during the unexcused absence must be turned-in the day the student returns to school. There will be a one-letter grade reduction for each day of unexcused absence for special assignments due during the unexcused absence. Furthermore, if the special assignment is not turned-in on the day the student returns, there will be an additional one-letter grade reduction for each additional day the assignment is late.

In the case of truancy, the student will receive an “F” for each missed test, quiz or assignment. Furthermore, all assignments, regular or special, must be made-up without credit.

Excessive Absences
Any student missing more than fifteen (15) days of school per semester will receive an “F” (i.e., 64%) for the semester’s course work. For purposes of this provision of the attendance policy, any student placed on homebound instruction for more than five (5) consecutive days will have all remaining days of that extended absence waived. For example, if a student misses school six (6) successive weeks due to back surgery, only five (5) days will be counted as absences. Please remember — exceeding the fifteen (15) day absence limit per semester will affect the accumulation of academic credits in high school. Students exceeding the fifteen (15) day absence limit will receive an “F” for each and every class where the limit has been exceeded.
Tardiness

Excused Tardiness (ET)
1. Arriving at School – Unforeseen problems may occur prohibiting students from arriving at school on time (e.g., inclement weather or an acceptable validated medical problem). Any student who cannot be in the teacher-designated location when school begins at the designated time is considered tardy. Each such student should obtain a Tardy Pass from the Attendance Office. Those students who are tardy for such emergency-related reasons will be assigned an excused tardy if an acceptable verbal or written explanation for such tardiness is provided by the parent or guardian. In the case of high school students driving to school, they will need proper clearance from the administration.

2. Classroom Tardiness – A student who arrives at any class after the teacher-designated time is considered tardy. If a Tardy Pass is presented from an authorized faculty or staff member, and such faculty or staff member declares that the reason for tardiness is acceptable, the tardiness will be declared as Excused Tardiness (ET).

Unexcused Tardiness (UT)
1. Excessive Tardiness - Arriving at School: Sometimes, students begin the day in an unacceptable fashion. They are tardy to class for reasons other than unusual weather, traffic problems, or other emergencies. When such lateness occurs, they will be given an Unexcused Tardy (UT). Each student is allowed 5 (five) unexcused tardy marks per semester. With the sixth tardy, disciplinary action will be taken.

2. Excessive Tardiness - Classroom Tardiness: A student who is tardy to individual classes/subjects and cannot/does not secure the proper Tardy Pass will be issued an Unexcused Tardy (UT). Please Note: Unexcused tardiness for an unusually long period of time may be considered a case of truancy. If so, all policies applicable to truancy will come into play. Each student is allowed 3 (three) unexcused tardy passes per semester. With the fourth tardy, disciplinary action will be taken. Any tardy to class equal to or greater than 1/2 (one half) the class period will be recorded as an absence.

Office Notification of Absenteeism
It is important that the proper CLA office personnel always know the location of each student. Therefore, specific procedures have been established detailing how a student absence should be reported. Some absences require prior notice (defined as notifying the appropriate school office in writing of the future absence FOUR school days prior to such absence). Absences requiring prior notice must result in the completion of all work for all classes due immediately upon return to school. Family trips, college days, most professional appointments, approved school activities, homebound instruction, and some miscellaneous reasons fall into the prior notice category.

Other absences are more spontaneous in nature and, therefore, do not require prior notification. Personal illness of the student, a death within the family, family emergencies, some professional appointments, and some miscellaneous reasons fall into this category.

Appeal Process
Any exception to any provision of the Student Attendance Policy may be granted by appeal to the HoS.
Inclement Weather Absences

If it is determined that school should reopen after closing for inclement weather, students not returning will be counted as absent. If the parent makes the decision that it is unsafe to drive to school in the morning due to weather conditions, the student will be allowed to come in late without being counted tardy.
GRADING

Please Note: CLA defines **core subject areas** as Reading, Grammar, English, Math, Science, History and Bible.

**Elementary Grading Guidelines**

Grade level assessment is made in the areas of academics and conduct for all elementary students each grading period. Grades are based on various types of assignments such as tests, quizzes, homework, classwork, book reports, compositions, presentations, research, projects, class participation, etc. Grades for projects may count as test grades. No single assignment should be worth more than 20% of the students’ total grade for any one grading period.

**Midterm Reports**

To ensure complete understanding and communication, all grades are available to families on a continual basis via the internet.

**Report Cards**

Report cards are issued at the end of each grading period for all elementary students grades K - 6. These cards are issued electronically and are available on a continual basis to families via the internet.

**Elementary Grading Guidelines**

**Academics**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>100 - 98</td>
</tr>
<tr>
<td>A</td>
<td>97 - 93</td>
</tr>
<tr>
<td>A-</td>
<td>92 - 90</td>
</tr>
<tr>
<td>B+</td>
<td>89 - 87</td>
</tr>
<tr>
<td>B</td>
<td>86 - 83</td>
</tr>
<tr>
<td>B-</td>
<td>82 – 80</td>
</tr>
<tr>
<td>C+</td>
<td>79 – 77</td>
</tr>
<tr>
<td>C</td>
<td>76 – 73</td>
</tr>
<tr>
<td>C-</td>
<td>72 – 70</td>
</tr>
<tr>
<td>D</td>
<td>69 - 65</td>
</tr>
<tr>
<td>F</td>
<td>64 or below</td>
</tr>
</tbody>
</table>

**S+** Excellent

**S** Satisfactory

**S-** Needs Improvement

**U** Unsatisfactory

A checklist of objective mastery is used for assessment at the Kindergarten level only.
**Academic Probation Grades 3 - 6**

The academic probation policy is intended to motivate students toward doing their best academically. It also gives notice to the parents and student that a serious academic problem exists. This early notice will enable both school and home to work together toward improving the student’s academic progress.

Academic probation will be implemented as follows:

1. If a student falls below a 2.0 GPA or receives an “F” in any core subject during a grading period, he/she will be placed on academic probation.
2. The student’s parents will receive a written notice of academic probation status.
3. A conference (phone or face to face) will be held with the parents to give an explanation of the probation and to develop a “plan of action” for improvement.
4. The Head of School and teacher(s) will monitor the academic progress of the student during the subsequent grading period.
5. A student who improves to above a 2.0 GPA in the subsequent grading period will be removed from academic probation.
6. A student who remains below a 2.0 GPA and/or receives “F’s” in the subsequent grading period may be subject to expulsion, at the discretion of the school administration.
7. Following removal or withdrawal for academic reasons, a student may re-apply for enrollment at the beginning of the next school year.

**In-house Assessment for Incoming Students**

All incoming students are required to take an in-house assessment exam. The result of this exam, combined with the new student’s report card and any previous standardized testing scores, will be used to determine the best grade level placement for that student to enter.

**Transfer Students, Grades 2 – 6**

Students transferring into elementary grades 2 – 6 may be exempt from grading in the following specific subjects for a minimum of three weeks to ensure adequate integration by the student into these subject areas:

- Grammar: Grades 2 – 6
- Latin: Grades 4 – 6
- Cursive Penmanship: Grades 2 - 3

The minimum exemption period of three weeks may be extended if deemed necessary by the teacher in order for adequate transition of the student to take place. During the three-week transitional period, grades may be taken and incorporated into a final grading period average if deemed beneficial to the student by the teacher.

**Student Promotion**

To be promoted to the next successive grade, a student must:

- Pass core subjects with a minimum of a 70% yearly average at their current grade level.
- Show academic maturity in all areas by not having frequent failing grades in multiple subjects.
- Final determination regarding student promotion will be at the discretion of the Head of School, with the chief goal to do what is ultimately in the best interest of the student, the parents, and the teachers.
Secondary Grading Guidelines

Secondary grades are based on various types of assignments such as tests, quizzes, homework, classwork, book reports, compositions, presentations, research, projects, class participation, etc. Grades for projects may count as test grades. In most instances, no single assignment should be worth more than 25% of the students’ total grade for any one grading period (exceptions to this will be outlined in the course syllabus). Parents receive evaluation of their child’s academic accomplishment through mid-term reports, report cards each nine weeks, and a system of grading that is reviewed below.

Midterm
To ensure complete understanding and communication, all grades are available to families on a continual basis via the internet.

Report Cards
For grades 7-12, numeric grades are used to indicate level of performance in each course. Reports cards are issued on a quarterly basis and are available to families on a continual basis via the internet.

Course grades for grade cards are calculated on a 100 point system as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>100 - 98</td>
</tr>
<tr>
<td>A</td>
<td>97 - 93</td>
</tr>
<tr>
<td>A-</td>
<td>92 - 90</td>
</tr>
<tr>
<td>B+</td>
<td>89 - 87</td>
</tr>
<tr>
<td>B</td>
<td>86 - 83</td>
</tr>
<tr>
<td>B-</td>
<td>82 - 80</td>
</tr>
<tr>
<td>C+</td>
<td>79 - 77</td>
</tr>
<tr>
<td>C</td>
<td>76 - 73</td>
</tr>
<tr>
<td>C-</td>
<td>72 - 70</td>
</tr>
<tr>
<td>D</td>
<td>69 - 65</td>
</tr>
<tr>
<td>F</td>
<td>64 or below</td>
</tr>
</tbody>
</table>

If a course is repeated, the two grades received for the course are averaged together for one course grade.

GPA & class Rank
Grades on report cards do not reflect a student’s cumulative grade point average (GPA). The GPA on the report card is calculated for that nine week period only. At the end of the school year all completed courses and the final grade for each course is used to calculate the student’s GPA. The courses and the final grade for each course are then recorded on the student’s high school transcript at the completion of each academic year. Class ranking is determined at the end of the first semester of the student’s senior year based on weighted GPAs. (Class ranking and transcript GPAs are determined on a grading scale that takes into account plusses and minuses.)

Academic Probation Policy
Grades 7-12: “Do your best to present yourself to God as one approved, a workman who does not need to be ashamed and who correctly handles the word of truth.” 2 Timothy 2:15

The academic probation policy is intended to motivate our students toward doing their best academically. It also gives notice to the parents and student that a serious academic problem exists. This early notice will enable both school and home to work together toward improving the student’s academic progress.
Academic probation will be implemented as follows:

1. If a student falls below a 2.0 GPA or receives more than one “F” in any grading period, he/she will be placed on academic probation.
2. The student’s parents will receive a written notice of academic probation status.
3. A conference (phone or face to face) will be held with the parents to give an explanation of the probation and to develop a “plan of action” for improvement.
4. The Head of School and teacher(s) will monitor the academic progress of the student during the subsequent grading period.
5. A student who improves to above a 2.0 GPA in the subsequent grading period will be removed from academic probation.
6. A student who remains below a 2.0 GPA and/or receives “F’s” in the subsequent grading period may be subject to expulsion, at the discretion of the school administration.
7. Following removal or withdrawal for academic reasons, a student may re-apply for enrollment at the beginning of the next school year.

If the Head of School determines that, because of various circumstances, academic probation would be counterproductive to the objective of improving the student’s grades, an exception will be allowed. In this case, a written record explaining this decision will be signed by the Head of School and placed in the student’s file.

Mid-Term Enrollment of New Students

If a student enrolls at a late date in school year the following criteria will be considered before acceptance will be allowed:

- Successful completion of the previous grade with at least an overall “C” average demonstrated.
- Proficiency of at least 70% or higher in English and Math.
- A mark of satisfactory in at least 90% of the subjects on the student’s transcript report card will be acceptable.
- A national achievement test score of at least 50% or higher in English and Math.
- All incoming students will be required to take an in-house assessment exam. The result of this exam will be combined with a new student’s report card and any previous standardized testing scores to determine the best grade level for that student to enter.

Student Promotion

To be promoted to the next successive grade, current students must:

- Pass core subjects with a minimum of a 70% yearly average at their current grade level.
- Show academic maturity in all areas by not having frequent failing grades in multiple subjects.
- Final determination regarding student promotion will be at the discretion of the Head of School, with the chief goal to do what is ultimately in the best interest of the student, the parents, and the teachers.
HOMEWORK GUIDELINES

Philosophy

Christ’s Legacy Academy may assign some amount of homework to students at any given time. Students often need some amount of extra practice in specific subjects, new concepts, skills, or facts. Reasonable in-class time will be given to complete these assignments at school; however, depending on the work-study skills of the student and various other factors, these assignments may not be fully completed at school and time at home may have to be given to complete these assignments. Homework at Christ’s Legacy Academy during the grammar school years will be limited so as to encourage after school playtime, church involvement, sports, outside interests, family time, etc.

Christ’s Legacy Academy recognizes that the responsibility of education of the students is the responsibility of the parents and that parental involvement is critical in the education of the students; therefore, the school believes that it is the responsibility of the parents to ensure that their child’s homework is completed and turned in on time.

Below are the primary reasons or causes for homework being assigned:

- Students often need some amount of extra practice in specific subjects, new concepts, skills, or facts. In certain subjects (i.e. math or languages), there is not enough time in a school day to do as much practice as may be necessary for mastery. Therefore, after reasonable in-class time is spent on the material, the teacher may assign homework to allow for the necessary practice.
- Since Christ’s Legacy Academy recognizes that parental involvement is critical to a child’s education, homework can be used as an opportunity for parents to actively assist their child in his studies.
- Homework may also be assigned to students who, having been given adequate time to complete an assignment in class, do not use the time wisely. The homework in this situation serves a punitive as well as practical purpose.

Homework Estimated Time Guidelines

The necessity for doing homework will vary from grade to grade and from student to student. Normally, regular homework (reading/writing/research/problem solving/projects) assignments are not made on Wednesdays, or over holidays and school vacation periods. If Friday regular homework is assigned, it will be doable by the student in two days or less as defined by our homework time guidelines. Homework assignments that are to be graded and are not completed will receive a grade of zero (F).

The following schedule is an estimation of the amount of time required per night for students to complete assignments:

**Grade approximate time guidelines per weeknight (suggested)**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Time Guidelines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kindergarten</td>
<td>15 minutes (as needed)</td>
</tr>
<tr>
<td>Grades 1 - 2</td>
<td>30 minutes</td>
</tr>
<tr>
<td>Grade 3</td>
<td>30 - 45 minutes</td>
</tr>
<tr>
<td>Grades 4 - 5</td>
<td>45 - 60 minutes</td>
</tr>
<tr>
<td>Grade 6</td>
<td>60 – 70 minutes</td>
</tr>
<tr>
<td>Grades 7 – 8</td>
<td>up to 90 minutes</td>
</tr>
<tr>
<td>Grades 9 – 12</td>
<td>up to 120 minutes</td>
</tr>
</tbody>
</table>
Homework Management Guidelines

The homework teachers may routinely assign on Wednesday is for students to study for upcoming exams. Assignments will follow the time guidelines noted in this section for regular homework (reading/writing/research/problem solving/projects) on Monday, Tuesday, and Thursday. Depending on course progress, teachers will often assign regular homework over the weekend. Teachers will follow the time guidelines so that the combined length of their weekend assignments is doable by students in two days (i.e. Friday and Saturday). If a Monday exam is scheduled, students may find it necessary to study for this exam on Sunday. The primary goal of the homework management guidelines is to insure that teachers, parents, and students manage homework so that Wednesday and Sunday are free of regular homework.

Late Assignment Policy

If a student is present the day an assignment is given, the student is required to have the work completed upon return to school or on the due date. When a student has an excused absence, work assigned before the absence is due the day that he or she returns. For work assigned during the absence, the student is allowed one day per day absent to make up the work. For unexcused absences, students are still required to complete work missed during their unexcused absence by the assigned due dates. Assignments not turned in on the due date will be counted late and graded according to grade, department, and/or course policy.

If the student misses class work because of an absence, he or she will have two days from the first day missed to turn in any make-up work. In addition, the student will have one make-up day for each additional day of school missed. It is the student’s responsibility to get the missed assignments and turn them in during the allotted make-up time.

Unless specified otherwise in a course syllabus, homework assignments which are not completed may receive a grade of (F) for the first day. If the assignments are turned in the next day, a maximum grade of 75 will be assigned. After the second day an (F) may remain in the grade book.

*In the secondary grades, math assignments are always due on the due date only. No late work will be accepted. If the assignment is not turned in on time, a grade of zero (0) is automatically given.

Textbooks

Students should make a conscious effort to keep up with and take care of textbooks assigned to them. Each student should place their name in pencil on the top right section of the first page of each book.
Conduct and Discipline

Christ’s Legacy Academy Honor Code

One of the most important qualities expected and demanded of each student enrolled at Christ’s Legacy Academy is honor. The differences among the student body are many, but a common thread that should mark us individually and collectively is that we are people who prize individual honor. This is a quality that no one can strip from us. Likewise, the writer to the Hebrews states, “We are sure that we have a clear conscience and desire to live honorably in every way” (Hebrews 13:18b). To have an environment of academic, athletic, artistic and social vibrancy, we must make it a priority to “desire to live honorably in every way.”

An important quality of your growth in the years to come will be the development of character. Character development involves a commitment to high moral standards, a sense of integrity and honor before God and others, and a personal striving to understand what becoming a man or woman means. The Honor Code provides a Christian foundation for character and virtue that encompasses all aspects of student life. To provide a context that is conducive to robust student growth, this Code is binding upon all students.

Article I. The honor of a student’s word is true at all times.

a. All responses given to questions asked regarding behavior or an academic product will be complete and completely truthful.

b. It is a violation of this Code to distort the truth in any way.

Article II. The honor of a student’s treatment of another student forbids any kind of abuse.

a. Abuse is defined as occurrences of verbal and/or physical harassment or intimidation of another student.

b. It is a violation of this Code for a student to verbally abuse another student to his/her face or to others.

c. Any threats of, or occurrence of, physical abuse is a violation of this Code.

Article III. In keeping with the eighth commandment, a student must not steal the property of another individual or institution.

a. The damaging, defacing, or taking of any property without the expressed permission of the owner is a violation of this Code.

b. The use of an author’s words in any written project without permission or without giving recognition to the author is plagiarism. Plagiarism is a violation of this Code.

c. All work a student submits (including homework) must have originated with the student, singularly reflects the effort of the student, and be solely produced by that student.

Article IV: Students shall be accountable to each other and to the administration for the reporting of violations of this Code.

a. In accordance with the teachings of Jesus in Matthew 18, a student who witnesses a violation or has a clear knowledge of another student’s violation of this Code should first ask that student to report himself to the administration.

b. If the student refuses to report himself, the confronting student should, with complete confidentiality, report the violation to the teacher or Head of School.
Discipline Policy

“All discipline for the moment seems not to be joyful, but sorrowful; yet to those who have been trained by it, afterwards it yields the peaceful fruit of righteousness.” Hebrews 12:11

The school discipline policy has four aspects that reflect God’s principles of human behavior, given so that His children may function harmoniously in all aspects of human endeavor.

- Order is the organization that provides a good environment for learning.
- Training is the process of practicing what is right.
- Correction is the discouragement of wrong behavior.
- Praise or affirmations are used to encourage students to continue in obedience.

Appropriate Christ-like behavior is required from all students to effectively provide the opportunity for a good, quality education. Attendance at Christ’s Legacy Academy is a privilege, not a right. Disruptive behavior by a few students may impede the progress of other students. Therefore, we have instituted behavior guidelines and penalties for disruptive students. The vast majority of discipline problems are dealt with at the classroom level. The kind and amount of discipline will be determined by the teachers, and if necessary, administration.

Basic School Rules

Students are required to adhere to the following list of school rules. The purpose of these guidelines is not to promote legalism, but to create an orderly atmosphere conducive to learning.

- Students are expected to cooperate with basic Christian standards of behavior and conversation.
- There should be no talking back or arguing with teachers or staff. Prompt and cheerful obedience is expected. Requests from the teacher should not have to be repeated.
- The following are not allowed at school: guns, knives, weapons of any kind.
- Students are expected to be aware of and avoid the off-limits areas of the building or grounds.
- Students are expected to treat all of the school’s materials and facilities with respect and care. This includes all textbooks distributed to the students. Students will be charged for lost or damaged textbooks.
Office Visits for Conduct

Appropriate Christ-like behavior is required from all students for the school to provide effectively the opportunity for a good, quality education. Disruptive behavior by a few students may impede the progress of other students. Therefore, we have instituted behavior guidelines and penalties for disruptive students. The vast majority of discipline problems are dealt with at the classroom level. The kind and amount of discipline will be determined by the teachers and, if necessary, the administration. These types may include sending the student to the hall, calling parents, assigning extra written work, taking away privileges, requiring detention, or sending the student to the office.

Office Visits: Four basic behaviors automatically necessitate discipline from administration (versus the teacher):

1. **Disrespect** shown to any staff member. The staff member will be the judge of whether or not disrespect has been shown.
2. **Dishonesty** in any situation while at school, including lying, cheating, and stealing.
3. **Rebellion**, i.e., outright disobedience in response to instructions.
4. **Obscene, vulgar, or profane language**, as well as taking the name of the Lord in vain.

During the visit with the administration, the nature of the discipline will be determined. Restitution, janitorial work, parental attendance during the school day with their student, or other measures consistent with biblical guidelines which may be appropriate may be required by the administration. Spankings will NOT be administered for middle school and high school students.

If a student receives discipline from the principal during the school year, the following procedures will be followed: First, the student’s parents will be contacted and given the details of the visit. The parents’ assistance and support in averting further problems will be sought. Second, a meeting will be scheduled with the student’s parents and the principal. If issues are not resolved, eventually suspension or expulsion may be considered. The Board and administration realize that expelling a student from school is a serious matter and should always be carefully dealt with on a case-by-case basis. Forgiveness and restitution are fundamental to our total discipline policy. However, should a student and his parents not be able to eliminate behavioral problems, the student may be expelled.

Any student expelled from Christ’s Legacy Academy or another school cannot attend Christ’s Legacy Academy for the remainder of the year. The student must remain out of school for a minimum of one full semester before seeking re-admission. Proper restitution must be made, and true repentance has to be evident to the administration. A conference with a parent or guardian will be required prior to re-instatement:

Serious Misconduct/Infractions: The following violations may in themselves be considered conditions for suspension or expulsion, with the final decision being made by administration:

- Fighting, i.e., striking in anger with the intention to harm the other student(s).
- Acts endangering the lives of other students or staff members or the threat thereof.
- Gross violence/vandalism to the school facilities or property.
- Any violation of U.S., Tennessee or local laws (this includes weapons of any kind).
- Any act in clear contradiction of scriptural commands.
- Attendance infractions or leaving campus without permission.
- Use, possession of alcohol or drugs (on or off campus).
- Any form of sexual gesture, comment, picture, note, action or physical harassment.
- Frequent or repeated violations in previous categories.
- An Honor Code violation.
➢ A consistently negative attitude toward the school, its personnel and policies.
➢ Any breach of conduct on campus that has an adverse effect on the image of social/spiritual environment of the school.
➢ Any breach of conduct off campus that has an adverse effect on the testimony of the school in the community.

For these offenses, the process of discipline will move quickly. The student will be immediately sent to the office and a parent meeting requested. Because of the nature of the offense, suspension may be immediate. For example, if a student pushes, punches, or otherwise instigates physical contact in anger with another person, that student will be immediately suspended (see below for an explanation of suspension) for a minimum of 2 days. Upon returning, the student will serve a week of in-school discipline (i.e. janitorial work). In some cases of serious misconduct, CLA reserves the right to expel (see below for an explanation of expulsion) a student immediately.

**Detention**

Should a student commit an act of a non-serious nature, school detention may be assigned. The detention may take place early in the morning before school begins or it may take place at the end of the school day. Oftentimes a work detention may be assigned in which the student is assigned to assist with manual labor in and around the building, including but not limited to cleaning and picking up trash.

Detention schedule during a 9-Week Grading Period

<table>
<thead>
<tr>
<th>Detention</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Detention</td>
<td>1 hour detention; parents contacted</td>
</tr>
<tr>
<td>2nd Detention</td>
<td>2 hour detention; parents contacted</td>
</tr>
<tr>
<td>3rd Detention</td>
<td>3 hour detention; conference with student, parents &amp; administration</td>
</tr>
<tr>
<td>4th Detention</td>
<td>Suspension</td>
</tr>
</tbody>
</table>

**Corporal Punishment**

If a student is brought to the HoS office for discipline, the HoS will determine what course of action should be taken. There are many possible punishments that could be given including (but not limited to) restitution, janitorial work, parental attendance at school with the child, formal attire, detention, suspension, expulsion, or other measures consistent with biblical guidelines that may be appropriate. In the event that the HoS feels the penalty should be corporal punishment, these are the steps that will be followed.

➢ Corporal punishment will be reserved for serious or repetitive offenses (see Office Visits for Conduct). The parent or guardian will be contacted before any corporal punishment is administered. The offense(s) and process for punishment will be explained to the parent in detail.
➢ It is CLA’s preference that the parent or guardian administers the punishment at the school in a timely manner. If this is not possible, then the Head of School will administer corporal punishment according to the methods described in the family interview and Discipline Form signed by the parent at the time of admission.
➢ Corporal punishment will be administered only after explaining the offense and method of punishment to the child.
➢ In general, corporal punishment should be administered in the Head of School’s office with a wooden paddle with a witness (CLA employee) present. The child’s clothes will remain in place. Generally, there should be 3 swats on the bottom, while the student’s hands are placed on the table in front of them.
➢ In the event that the parent or guardian cannot be contacted, then corporal punishment will not be used. The Head of School will then use discretion in what punishment (including suspension or expulsion) will be given.
Suspension

Should a student commit an act with such serious consequences that the administration deems necessary, the office-visit process may be bypassed and suspension or expulsion imposed immediately. Examples of such serious misconduct could include: repetitive offenses of the same nature, acts endangering the lives of other students or staff members, gross violence/vandalism to the school facilities, violations of civil law, or any act in clear contradiction of scriptural commands.

If the student is suspended from the school, the duration of the suspension will be determined by administration and will be consistent with the offense or the pattern of offenses. Suspended students are not allowed to participate in school-sponsored events during the suspension. The suspended student’s grades will be affected as earlier stated in the handbook under absences.

Expulsion

The Board and administration of the school realize that expelling a student from school is a very serious matter and should always be carefully dealt with on a case-by-case basis. Forgiveness and restitution are fundamental to our total discipline policy. However, should a student and his parents not be able to eliminate behavioral problems, expulsion may be deemed appropriate by administration.

*It should be noted that the serious misconduct does not have to take place at Christ’s Legacy Academy or during school hours or school events for Christ’s Legacy Academy to take disciplinary action.

Re-admittance

Should the expelled student desire to be readmitted to Christ’s Legacy Academy at a later date, the Board or its delegated committee will make a decision based on the student’s attitude and circumstances at the time of re-application.

Miscellaneous Secondary Areas

Cubbies

At the beginning of the year, each student may be assigned a cubby and is responsible for its appearance inside and outside. The cubbies are designed for the use of only one student; therefore, only one student is assigned to a cubby. Students are not to share cubbies. The cubbies are the property of the school and are subject to inspection by authorized personnel at any time.

The student is responsible to keep the cubby secure at all times and to keep up with all personal items. Bringing large sums of money and expensive items to school is discouraged. The school is not responsible for stolen items.

Searches

By law, a school’s standards for searches differ from those under which the police or other law enforcement officials must operate. A student’s vehicle, cubby, backpack, bag, or clothing is subject to search by the administration if there is a reasonable suspicion to believe that drugs, alcohol, tobacco, weapons, pornographic materials, or other contraband are being concealed by the student. The administration reserves the right to search at any time any vehicle parked in school parking areas.
**Athletic Academic Participation Policy**

Christ’s Legacy Academy recognizes the importance that participation in competitive sports can have on a child’s spiritual and physical growth. Playing sports teaches young men and women the value of teamwork and the importance of modeling Christ like behavior in all areas of their lives.

CLA endeavors to make sure every child that wants to play has the opportunity to do so, given they are making satisfactory academic progress in their classes. We believe that success in the classroom must come first, and that better students really do make better athletes.

As such, CLA has established the following policies in regards to athletic participation in any sport or sporting activity:

1. First and foremost, athletic participation is a privilege, not a right.
2. Students in all grades must have at least an overall C- average for the grading period and no “Fs” in any class, in order to play sports. If a student does not meet this requirement, the student will be ineligible to play sports until the end of the following grading period, at which time the student’s grades will be re-evaluated to determine if they meet the policy.
3. This athletic participation policy is a “minimum” standard set for all students. Individual coaches could require a higher standard for participation in their sport if requested by the coach.
4. If the parents or administration feel that the sports participation is detracting from the spiritual and academic growth of the student, then it will be recommended that strong consideration be made to removing the student from the team.
5. CLA is fully aware that sport has become an idol in the society, but we want to provide opportunity for students to glorify God in this aspect of their lives.
6. If school time is to be missed for a sports activity, the administration needs to be made aware ahead of time (in accordance with the Attendance Policy).

**Dress Code**

Christ’s Legacy Academy requires all students to demonstrate neat and modest dress as well as good hygiene and grooming habits during all school functions, including after-school functions such as athletic events, service projects, etc., as we endeavor to glorify God in all our lives. The administration has the authority to address such dress and/or grooming issues that are in conflict with the school dress code policy and, if necessary, implement corrective measures such as parent conferences, sending a student home, or suspension. Recognizing the subjectivity of what constitutes “modesty,” infractions will be handled on a one-on-one basis in keeping with Matthew 18 principles as well as discussions with parents. The Administration and staff will periodically discuss with all students the appropriateness and expectations of modesty with regard to dress and grooming. The intent is to encourage and teach godliness in all facets of life, including dress and hygiene.

Please talk with your child about their attitude toward the dress code. Over concern with clothing or dressing to impress others is not scriptural (I John 2:15-17). With the Christ’s Legacy Academy dress code we recognize that materialism is rampant in the United States, and we as Christians must inquire of the Lord and search the Scriptures as to our responsibility to teach our children by example.

Pressures felt by children to compete in areas of dress are destructive to the unity of the body of Christ. This presents a great challenge to families to train their children to love one another and to seek meaning for their own identity in our Lord Jesus, not in the external appearances to this life. (1 Timothy 2:9-10.) We offer the following encouragement to Christ’s Legacy Academy parents and students, which we trust will be helpful to many:
Scriptural Guidelines for Dress

Examining the Scriptures with your children. What are God’s standards and how do they conflict with accepted cultural expectations? 1 Peter 2:11; Ephesians 1:1-7; Galatians 6:7-8; Romans 8:5,6; 1 John 2:15-17.


Discussion with other Christian parents for ideas and practical solutions they may have found helpful in training their children.

Resist the temptation to be addicted to possessions. Walk circumspectly and be quick to repent of idolatry in this area. 1 John 2:15-17.

Not everyone is blessed in the same way. Encourage children to see that those who are poor in things of the world may be very rich, having laid up treasures in heaven.

Urge children to a deeper love of God by loving others without regard to dress or financial status.

Encourage those who are rich in this present world not to be conceited or to fix their hope on the uncertainty of riches, but on God, who richly supplies us with all things to enjoy.

Show the love of Jesus by willingly giving up our own desires to serve the needs of others.

See the world’s expectations as inferior to God’s standards and see that “whoever wishes to be a friend of the world makes himself an enemy of God” James 4:1-4.

Understand that God looks on the heart, to the extent that if we assign undue value on external appearances, we are in danger of raising a standard, which creates idolatry.

Realize that there is a great temptation and spiritual warfare directed against Christians to treasure the things of this world more than the things of the Lord.

Unacceptable Dress Attire (All Grades)

Clothing with inappropriate slogans, pictures, advertising (i.e. alcoholic beverages, tobacco/smoking products, etc.), and pants with wording across the seat should not be worn.

Clothing with pop-culture icons displayed on it is highly discouraged. Any such icon (movie star, sports figure, musician, etc.) that openly lives a life contrary to the Godly example that the school promotes will be considered unacceptable.

Clothing that is ragged (i.e. jeans, long or short, with ragged fringe) is inappropriate.

Clothing that is not sized appropriately should not be worn.

Tight fitting body suits, tank or tube tops, tops with straps less than 1” wide, halters, and otherwise low-cut shirts and dresses are not to be worn.

Cropped tops exposing midriff are not to be worn nor are any see-through shirts.

Boys are not permitted to wear earrings.

Other than pierced earrings for girls, no jewelry for other pierced parts of the body are allowed for either girls or boys.

Hats are not to be worn in the school building except on approved special occasions.

Tattoos are not permitted.

Dyed hair colors that are not natural are not permitted.

Clothing Guidelines (All Grades)

Gentlemen

Shirts
All shirts must be ordered from “Land’s End” or “Threads” and display the CLA logo. Short sleeve polo and long sleeve polo shirts may be worn in interlock or mesh fabric. Colors permitted
for school are red, navy, black, and maize. Rugby polo shirts are permitted in colors red, navy, black, and maize. Short sleeve and long sleeve oxford shirts may be worn in colors blue or white. Sweaters and sweater vests can be worn in colors red, navy, black, or maize and must display the CLA logo. Shirts must be tucked in for boys at all times.

Outerwear

Coats and jackets that do not display the CLA logo are allowed only for outside activities. They may be worn entering and exiting the school and all outside play and gym class. Outerwear allowed in the classroom are fleece pullovers, fleece jackets, fleece vests, goose down vests, and zip-front sweatshirts ordered through Land’s End and must display the CLA logo. Permitted colors are red and navy.

Pants and Shorts

Pants and shorts may be purchased at any store in styles plain front or pleated chino. Gentlemen must always wear a belt beginning in the third grade. At this time, khaki and navy are the only colors permitted. No cords or cargo pants or shorts are permitted. No manufactured holes or frays are permitted.

Shoes

All shoes must have a closed heel. Sandals with a strap on the back are permitted. No house shoes, flip-flops or “Croc” type shoes are permitted.

Haircuts

Boy’s hair must be kept neat. Hair must be neat, worn above the collar, and gender appropriate.

Additional

Red shirts must be worn to all chapel services, public services, or field trips. Exceptions to dress code policy due to backorder of product must be discussed with the administration, but can be accommodated. The administration has discretion regarding appropriate attire or exceptions at all times.

Ladies

Shirts

All shirts must be ordered from “Land’s End” or “Threads” and display the CLA logo. Short sleeve polo and long sleeve polo shirts may be worn in interlock or mesh fabric. Colors permitted for school are red, navy, black, and maize. Rugby polo shirts are permitted in colors red, navy, black, and maize. Short sleeve and long sleeve oxford shirts may be worn in colors blue or white. Sweaters and sweater vests can be worn in colors red, navy, black, or maize and must display the CLA logo.

Outerwear

Coats and jackets that do not display the CLA logo are allowed only for outside activities. They may be worn entering and exiting the school and all outside play and gym class. Outerwear allowed in the classroom are fleece pullovers, fleece jackets, fleece vests, goose down vests, and zip-front sweatshirts ordered through Land’s End and must display the CLA logo. Permitted colors are red and navy.
Pants and Shorts
Pants or shorts can be purchased at any store in styles plain front and pleated chino. Cropped pants are also permitted for girls in plain front chino style. At this time, khaki and navy are the only colors permitted. No cords or cargo styles in pants or shorts. No manufactured holes or frays are permitted.

Skirts and Jumpers
Skirts and jumpers must be ordered from Land’s End and are permitted in khaki, navy, or hunter/classic navy plaid. All skirt styles from Land’s End are permitted except cargo. The Land’s End Mesh polo dress in short or long sleeves is permitted with the CLA logo displayed. Permitted colors are red, navy and maize. As climate conditions dictate, tights or knee-socks may be worn with skirts, jumpers, and dresses.

Shoes
All shoes must have a closed or strap heel. Sandals with a strap on the back are permitted. No house shoes, flip-flops or “Croc” type shoes are permitted.

Hair
Girl’s hair is expected to be kept neat and gender appropriate.

Additional
Red shirts must be worn to all chapel services, public events, and field trips. Exceptions to dress code policy due to back order of product must be discussed with the administration, but can be accommodated. The administration has discretion regarding appropriate attire or exceptions at all times.

Gym Uniforms
Students that prefer to remain in their school uniforms during PE may do so. Otherwise, students may wear a CLA T-shirt, and shorts/pants that are in accordance with the spiritual guidelines for dress and the unacceptable dress code policy above.

Final Word
The CLA dress code applies to all CLA sponsored events, including ballgames. The overall goal of the dress code is to help instruct young gentlemen and young ladies how to be modest and respectful with their choices of clothing, either at CLA, the mall, the grocery store, the ballgame, or wherever they find themselves.
If you or your children have any questions about the suitability of certain clothes please ask the Head of School for assistance.

“So whether you eat or drink or whatever you do, do it all for the glory of God.” I Cor. 10:31

Enforcement
If a student is wearing inappropriate attire and is unable to remedy the situation at CLA, the parents will be contacted and asked to bring a change of clothing. In the event that a student has two dress code violations in a single day, which are able to be remedied at school (eg., asking a boy to tuck in his shirt), the student will be warned by administration and the parents will be notified. After the third time the parents have to be called during a nine-week period, the student

43
will be asked to serve detention for one hour (refer to “Detention Policy”). The student will be addressed regarding the possibility of a rebellious spirit, which may be the source of multiple dress code violations. After the fourth time the parents have to be called during a nine-week period, a conference will be set up with the student, parents and administration. A fifth occurrence will result in a one-day suspension, at which time the student will be docked two points from his final nine-week average for each class that he or she misses.

**Dress code For Parents & Volunteers**
Persons who are volunteering in elementary classrooms are also expected to examine and apply the “Scriptural guidelines for dress.”
Medication Policies and Procedures

The criteria for administration of medication at school in accordance with the Tennessee State Laws are as follows:

All Medications

A completed Medication Administration Consent form for either a prescription or non-prescription medication must be on file and include the following:

- Child’s name
- Name of medication
- Name of physician
- Time to be administered
- Dosage and directions for administration
- Possible side effects
- Discontinuation date
- Physician’s signature or a copy of the prescription
- Parent’s/guardian’s signature
- Reason for medication

All medications must be kept in the school office. The only exceptions are asthma inhalants, glucagons and insulin for diabetics. The school office must be informed if a student is carrying these medications.

- The parent or guardian is responsible for reporting any changes in a student’s health or medication needs. A new Medication Administration Consent form must be completed and on file for any new medication or any changes in a medication. These forms are available in the school office.
- The parent or guardian is responsible for delivering in person the medication and Medication Administration Consent form to office personnel. No student is allowed to bring in or pick up their medication. If a medication must be sent home daily, then the parent or guardian must pick it up daily from the school office. If a medication is long term, the parent or guardian is responsible for removing any unused medication from the school after discontinuation of treatment or at the end of the school year.
- The parent’s or guardian’s signature on the Medication Administration Consent form and the Stock Medication Consent form verifies that their child is able to self-administer their medication after school personnel volunteer has measured the appropriate dose.

Prescription Medications

A licensed prescriber must prescribe all prescription medications given at school. A copy of the prescription or a physician’s consent, which includes reason for the medication, dosage, and side effects, must be on file in the school office. The pharmacy label on the prescription bottle is not sufficient. School personnel cannot give a student a prescription medication without a physician’s signature or a copy of the prescription. If this criterion is not met the parent or guardian is responsible for coming to school and giving their child the medication.

The prescribed medication must be in the original pharmacy labeled container, which displays the following:

- Child’s name
- Prescription number
- Medication name and dosage
- Administration route or directions
- Date
Licensed prescriber’s name
Pharmacy names, addresses, and phone number

All prescriptions for long-term medications must be renewed annually.

Changes in prescription medications must have written authorization from the licensed prescriber.

**Non-prescription Medications**

Non-prescription medications must be in the manufacturer’s packaging with the ingredients listed and the child’s name clearly labeled on the container. A Medication Administration Consent form must be completely filled out with the parent’s or guardian’s signature and on file in the school office. The medication will be administered according to the manufacturer’s instructions. A parent may request a lesser dose than the manufacturer’s instructions, but must complete a Medication Administration Consent form with the request. A greater dose cannot be given without a physician’s written consent on file in the school office.

A non-prescription medication will be given according to the student’s age unless their weight has been included on the Medication Administration Consent form.

Requests for non-prescription medications to be given at school must be renewed annually.

**Emergency Guidelines - Accidents**

In the event of major accident on the school grounds, an adult should remain on the scene while the principal or administrator is informed. Students with unknown or severe injuries should only be moved by a professional in the medical field. Any accident or medical problem should be reported to the school office immediately and an incident report completed. The incident report should be as detailed as possible, outlining exactly what happened and who witnessed the accident. A parent must be informed of all bumps to the head, even if they seem inconsequential.

**Crisis Management**

The Christ’s Legacy Academy Crisis Management Team has developed a comprehensive plan to address emergency instances that could occur such as fire, tornado, intruder, gas leak, bomb threat, etc. These procedures are reviewed, discussed and often times enhanced on a monthly basis. Drills are conducted on a regular basis throughout the school year, with fire drills being conducted on a monthly basis. Parent volunteers are expected to take part in the drills if they are on campus during a called drill. A copy of the school Critical Incident Plan is available in the school office.
MISCELLANEOUS SCHOOL INFORMATION

Holiday Celebrations

Christ’s Legacy Academy seeks to celebrate holidays throughout the year in a way that complements the teachings of the family and provides recognition of that particular day.

CLA defines holidays as any day that celebrates the commemoration of a particular event.

- The school will emphasize the scriptural and spiritual elements of holidays such as Easter (the cross and resurrection) and Christmas (the incarnation of Christ), rather than the secular elements (Santa and the Easter Bunny).
- The school is not “against” secular images and symbols. These are matters of personal conscience and Christian freedom for each family. Christ’s Legacy Academy chooses to de-emphasize secular elements in its recognition of holidays.
- Halloween will not be celebrated at Christ’s Legacy Academy. Other holidays (President's Day, Martin Luther King Day, Valentine’s Day, Saint Patrick’s Day, Memorial Day, Columbus Day, Thanksgiving, etc.) shall be observed consistent with the spiritual and academic philosophy of Christ’s Legacy Academy.
- Interpretation and application of these holiday observance guidelines shall be the responsibility of the HoS

School Lunch Program

Catered Lunches

A hot lunch catering service is available to CLA. These meals can be ordered and paid for on-line via the school website under the quick links>>students>>monthly school/lunch calendar

Students always have the option of bringing their lunch to school.

Lunch Orders and Billing

Lunch orders for a school week MUST BE PLACED NO LATER THAN 9:00 am ON FRIDAY THE WEEK BEFORE the lunches are to be delivered. Payment is via credit card and is submitted as part of the on-line ordering process.

Cancelled Lunch Orders

There is no mechanism currently in place to cancel a lunch order in the event of a student absence.

Field Trips

All field trips must be scheduled by a faculty member and approved by the Head of School. Signed parental permission slips must be received by the teacher before the trip. The student is not allowed to attend if the slip is not returned. Slips should indicate the nature of the trip, the date and time, the location, and the cost. Parents providing transportation must be informed that CLA liability insurance does not cover private transportation.
Educational Trips
The school-sponsored trip is an activity that can contribute to the educational growth of all students. The students’ daily program can be enriched by trips into the community, state, and nation. When properly planned and supervised, educational trips provide excellent opportunities to aid in the growth of the individual. These trips are typically a required part of our program.

Travel Policy
- All drivers must have a valid driver’s license and current liability insurance with 100/300/100 in liability limits for their own vehicle and uninsured motorist. Copies of information regarding both of these must be on file and approved by the office before anybody will be allowed to serve as a field trip driver.
- Each student must be restrained in either a booster seat (ages 5 – 8) or a seat belt according to TN Child Restraint Laws. Parents of students must supply booster seats if required by law. Booster seats should be labeled with child’s name.
- Drivers are responsible for returning students to their classroom according to the teacher’s directions upon arrival back to school after the trip.
- Drivers are not to stop anywhere while in transit that the entire group is not stopping, except in the event of an emergency stop. If there is an emergency, the driver should notify the teacher via cell and, if possible, another parent driver.
- Teachers must always take emergency medical information on all field trips.
- It is preferable that parent drivers supply the teacher with cell numbers for communication purposes on trips.
- Occasionally a junior or senior student may need to drive their car to a field trip. They are not allowed to transport other students in their car.

Class Parties (All Grades)
Student party Invitations
Invitations to birthday parties may not be distributed at school unless EVERY member of the student’s class is invited, or ALL boys or ALL girls within the class.

Student Birthday Celebrations
Birthday celebrations at school are generally limited to sharing a special treat with the class. Lunchtime is a preferable time to celebrate in this manner. Parents should notify their child’s teacher to work out a time to celebrate that is convenient for all. Parents and Teachers will work together to have one party each month to celebrate all birthdays occurring during that month.

Visitors
In compliance with TCA 49-2008, Christ’s Legacy Academy maintains a closed campus. All visitors to the school campus must sign in at the front desk and wear a visitor badge while on campus.

Student-aged visitors
Student-aged visitors are not permitted to attend classes with CLA students except when approved by administration for possible enrollment purposes. Parents who are visiting to observe classrooms prior to or during enrollment decisions may bring the child who will be enrolling in that grade to observe elementary classrooms. Every attempt should be made not to disrupt the classes during these observations. Siblings are not permitted to accompany parents and the child enrolling during these observations in elementary classrooms.

Secondary student visitors may eat lunch with CLA students if they bring a note to the Head of School the day prior to the scheduled visit for approval and if the CLA student meets the visiting
student at the front office as he or she checks in. No secondary student visitors are allowed the week before and the week of semester exams.

**Classroom Observations or Assistance**
Parents are welcome to visit their child’s classrooms to observe or to help the teacher. Teachers should be notified in advance of these visits. Siblings are not permitted to accompany parents when parents are helping within elementary classrooms.

**Lunch Period Visitors**
Parents & relatives of students may have lunch with students during their lunch period. Guests must sign in at the front desk before joining students in the cafeteria. In elementary, it is preferable that the student’s teacher be notified of the visit prior to the lunch period.

**Elementary Student After School Dismissal**
It is expected for elementary students to always be under the supervision of their parents or parent-appointed persons while attending school events or programs that take place after school. Elementary students are never permitted to roam freely or to run through the building, classrooms, gymnasium, etc., at any time unless directed to do so by the faculty or staff.

It is expected that older siblings of elementary students or older students who have been given the responsibility of supervising younger elementary siblings or students after school dismissal by parents should be extremely careful to keep the elementary students in close supervision during this time. Elementary students being supervised, at the parent’s direction, by older students, are not allowed to be in the building or on the grounds without supervision at any time. Parents will be held responsible for those elementary students who may be found to be without supervision by parent-appointed older siblings/students after school dismissal. Compliance with this is necessary for the safety of all.

**Telephone Usage**
Students may, with the permission of the teacher, use the phone located in the school office to call their parents. Classes are not interrupted for in-coming non-emergency calls for students during the school day. For elementary students, a written message will be delivered to the classroom at an appropriate time so as not to interfere with class instruction or a voice-mail will be forwarded to the child’s teacher.

**Mobile Phones/ Electronic Devices**
It is understandable that many students have cellular phones. Each season brings new advancements in technology, such as camera phones and text messaging, which offer additional distractions to the educational environment. In order to maintain an atmosphere conducive to learning, these items cannot be allowed to interfere with the educational process.

Therefore, cell phones/electronic devices will be kept in school lockers/cubbies. A student will not be allowed to carry a cell phone on his/her person, in book bags, or purses. Students will not be allowed to use cell phones during the school day. Any device that is brought to school will be at the owner’s risk for loss or damage.

Students are not allowed to use any cellular enabled device (3G or 4G) in class or during the school day. This includes devices with “air cards”, iPads, 3-G laptops, readers or any other similar devices. CLA, through our monitoring capability, is not able to provide supervision of these devices at school. Mechanical devices/electronic devices (i.e. MP3 players, iPods, PSPs, laser pointers, etc.) are prohibited on campus at all times.
Failure to abide by this policy will necessitate disciplinary action. Discipline will include collection of the device by a CLA employee. The device can subsequently be picked up by the parent from the Head of School (between the hours of 7:15 and 3:15 p.m.).

Lost and Found
Items that are lost and found are placed in a designated area. Unlabeled items not claimed at the designated time will be donated to a charity organization. Parents are strongly encouraged to mark all of their child’s belongings (lunch boxes, jackets, sweatshirts, uniforms, etc.) with their child’s names.

Solicitations
Weekly school folders and the school directory are not to be used for solicitation purposes. No items, including food, may be sold on the campus without authorization from administration.

Technology
General Principle: All technology owned by Christ’s Legacy Academy is to be used in a manner consistent with the mission and established policies of Christ’s Legacy Academy.

Acceptable Use of Hardware
Hardware includes computers and all devices associated with them. Hardware may not be modified in a manner that affects its performance or appearance. Intentional defacement or sabotage of hardware will be treated as vandalism. If the damage to the hardware results in a loss of data or a disruption of school activities, additional penalties may result.

Acceptable Use of Software
Software refers to all sets of electronic instructions given to computers, including operating systems, application software, utility software, and networking software. Without permission from school administration, no software owned by Christ’s Legacy Academy may be copied and used elsewhere. No software (including downloaded shareware, freeware, and plug-ins) may be installed on a computer without permission from school administration. Any act intended to cause equipment failure, loss of data, modification of or access to other people’s data or disruption of school activities is prohibited. Any attempt to defeat security systems is prohibited.

Acceptable Use of Connectivity
Connectivity refers to all activities involving networked computers. It refers both to activities among CLA computers (intranet) and activities involving computers not owned by CLA (internet). All files stored on or accessed by devices owned by CLA are subject to examination and deletion by the CLA administration. Students do not have the right to encrypt files stored on CLA devices. No technology owned or provided by CLA may be used to transmit or receive copyrighted materials without documented permission from the copyright holder. This includes text, images, audio, and video. All files transmitted by devices owned by CLA or by means of accounts paid for by CLA are subject to monitoring and examination by CLA administrators. The activities on all CLA devices may be monitored covertly.

Internet Protocol
Students may only visit websites specifically assigned by the teacher for classroom purposes.

Affirmation of Review and Receipt of the CLA Student/Parent Handbook
Parents: Please read the following statements carefully and sign below to indicate your agreement.

I hereby affirm that I have read the Student/Parent Handbook and discussed its policies with my student(s). I certify that I consent to and will submit to all governing policies of the school, including all applicable policies in the Student/Parent Handbook.

I understand that the standards of the school do not tolerate profanity, obscenity in word or action, dishonor to the Holy Trinity and the Word of God, disrespect to the personnel of the school, or continued disobedience to the established policies of the school.

I understand that the service of the school are engaged by mutual consent, and that either the school or I reserve the right to terminate any or all services at any time. I understand that this Handbook does not contractually bind Christ’s Legacy Academy and is subject to change without notice by decision of Christ’s Legacy Academy’s governing body. Admission to the school is a privilege, not a right, and admission for one school year does not guarantee automatic admission for future years.

________________________________________________________________________
Signature of Parent Date

*Once you have signed this sheet, please return to the school office for your student(s) file.*