

Parent & Student Handbook



CITY FIRST
CHRISTIAN ACADEMY

2021-2022 School Year

**City First Christian Academy
Parent and Student Handbook
Table of Contents**

Statement of Faith

History

| | |
|--|---|
| Mission Statement/ Core Values (PEARL) | 6 |
| Education Philosophy..... | 6 |
| Statement of Governance..... | 7 |
| Accreditation Affiliation..... | 7 |
| Non-Discriminatory Policy..... | 8 |

ADMISSIONS

| | |
|------------------------|---|
| Admissions Policy..... | 8 |
| Withdrawal Policy..... | 8 |

CAMPUS EXPECTATIONS

| | |
|--------------------------------|---|
| Campus Description | 9 |
| Closed Campus Policy | 9 |
| Visitors | 9 |
| Volunteers | 9 |
| Supervision Requirements | 9 |

CAMPUS PRIDE AND SAFETY

| | |
|--|----|
| Eating in the Classroom..... | 10 |
| Lunch | 10 |
| Birthday Parties..... | 10 |
| Pets..... | 10 |
| Gum | 10 |
| Litter & Trash..... | 11 |
| Vandalism & Graffiti | 11 |
| Skateboards, Scooters & Roller Blades..... | 11 |
| Bicycles..... | 11 |
| Toys in the Classroom..... | 11 |
| Lost and Found..... | 11 |

PARENT EXPECTATIONS

| | |
|--|----|
| Parent Expectations | 11 |
| Parent/Guardian Financial Responsibilities | 12 |
| Conflict Resolution Guidelines & Requirements..... | 12 |
| Conflict Resolution Goals | 13 |

| | |
|---|----|
| Situational Guidelines..... | 13 |
| Appropriate Conversations/Gossip Policy | 14 |
| Parent Teacher Organization (P.T.O)..... | 15 |

STUDENT EXPECTATIONS

| | |
|--|----|
| Respect, Dignity & Kindness..... | 15 |
| Self-Discipline..... | 15 |
| Character Curriculum | 15 |
| Compliance with Classroom Management Policies..... | 16 |
| Administrative Authority | 16 |
| Rights of Others | 16 |
| Classroom Movie/Video Viewing..... | 17 |
| Staff/Student Relationships..... | 17 |
| Classroom/Wing/School Security..... | 17 |
| Property Rights | 17 |
| Academic Integrity..... | 17 |
| Plagiarism / Cheating | 17 |
| Dress Code..... | 18 |
| Dress Code Standards | 18 |
| Public Display of Affection | 20 |
| Personal Electronic Devices and Cellular Telephones..... | 20 |
| Cell Phone Acceptable Use..... | 20 |
| Playground Rules | 20 |

BEHAVIOR / CODE OF CONDUCT

| | |
|-------------------------------|----|
| Behavior/Code of Conduct..... | 22 |
| Positive Behavior Plan | 23 |
| Harassment Policy | 23 |

STUDENT DISCIPLINE

| | |
|--|----|
| Definitions..... | 24 |
| Sending Students to the Office | 25 |
| Elementary Discipline (Grades K – 5) | 25 |
| Middle School Discipline..... | 26 |
| Bullying Policy | 27 |

STUDENT SERVICES

| | |
|---|----|
| Parent Access to Student Information..... | 28 |
| Child Abuse & Neglect Reporting Act Compliance..... | 28 |
| Emergency Drills & Procedures..... | 28 |
| Authorized Conceal Carry..... | 28 |

HEALTH POLICIES

General 29
Medications 30
Illness or Accidents at School 30
Lice Policy 31

ATTENDANCE POLICY

Absences 31
Excused Absences 31
Long Term Illness 32
Vacations 32
Make-up Work 32
Requesting Homework Assignments 32
Arrival at School 32
Dismissal from School 33
Late Arrival / Early Dismissal 33
Early Release Days 33
Tardiness 34
Emergency Closing of School 34

ACADEMICS

Homework 34
Report Cards and Progress Reports 35
Academic Probation 35
Advancement 36
Conferences 36
Grading Scale 36
Middle School Honor Roll 37
Library Policies 37
Middle School Elective Process 37
Appropriate Use of Internet Technology 38

STUDENT ACTIVITIES

Team Sports 39
Team Sport Eligibility 39
Field Trips & Offsite Sporting Events 39
Parent Chaperones /Volunteers 40

COVID ADDENDUM

PARENT/STUDENT SIGNATURE PAGE

Statement of Faith

- We believe the Bible to be the only inspired, infallible, authoritative Word of God.
- We believe there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
- We believe in the deity of our Lord Jesus Christ, in His virgin birth, His sinless life, His miracles, in His victorious and atoning death through His shed blood.
- We believe in His bodily resurrection, in His ascension to the right hand of the Father, and in his personal return in power and glory.
- We believe that for the salvation of the lost and sinful man, regeneration by the Holy spirit is absolutely essential.
- We believe in the Person, Deity, gifts, and fruit of the holy Spirit, who fills and baptized, anoints, and enables the Church (the people of Jesus) to attain fullness in Christ's image and God's purposes.
- We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
- We believe in the spiritual unity of believers in our Lord Jesus Christ.
- We believe that the term "marriage" has only one meaning: the unity of one man and one woman in single, exclusive union, as delineated in Scripture. (Gen. 1:26-27).
- We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor. 6:18; 7:2-5; Heb.13:4)
- We believe that God created male and female and the rejection of one's biological sex is a rejection of God's divine design. (Gen. 1:27; 5:2; Matt. 19:4).
- We believe parents are responsible for the education of their children; the function of the Christian school is to assist families in the responsibility by helping each pupil to become born again Christian and build a Christian character and a biblical worldview.

History (41 Years of Building Strong Foundations)

City First Christian Academy is an educational ministry for children ages kindergarten through 8th grades. For many years CFCA was a ministry of Willamette Christian Center, an Assemblies of God church. The school was established in 1941 as a preschool ministry and added the Christian Day School in 1980. After more than forty-one years of service and development, CFCA is known as a premier Christian school in the greater Eugene/Springfield area.

Mission Statement

City First Christian Academy exists to provide academic excellence from a biblical, Christ-centered perspective. By partnering with families, the school will inspire students to become life-long learners and responsible citizens with a love for God and the desire to serve others.

Core Values (PEARL)

1. **Perspective** – Biblical Perspective: CFCA is committed to providing a Christ-centered biblically based perspective in all instructional environments. It is our goal to help students become critical thinkers who are equipped to understand what the Bible teaches and apply those insights to daily life and day-to-day situations.
2. **Excellence** – Excellence in All that We Do: CFCA is committed to providing the finest environment for each student; realizing that every student is a creation of God with unique abilities. We strive to give our best and teach our students to achieve their potential.
3. **Academics**- Instructional Practices and Environment: CFCA is committed to meeting the academic needs of each student. The administration and faculty are dedicated to professional development that will seek the implementation of optimal instructional practices and Godly principles.
4. **Responsibility** – Encouraging Responsible Citizenship: CFCA is committed to partnering with families in preparing students to become responsible citizens who live by the principles of the Bible. Character trait education will guide students in their social and spiritual development.
5. **Love** - Love for God and Others: CFCA ultimately seeks to guide students in the understanding of a personal relationship with Jesus Christ exemplified in a love for God and His truth. This experience will guide students in their relationships with others and a commitment to love, respect and show compassion.

Education Philosophy

The philosophy of City First Christian Academy is built on the revelation of Jesus Christ as the Son of God and Savior of the world, *for no one can lay any foundation other than the one already laid, which is Jesus Christ* (1 Corinthians 3:11 NIV). We believe that a Christ-centered program is the most trustworthy guide toward educational excellence. In our service of

developing students, we keep our focus *on* Jesus Christ, who having lived a life of perfect faith and brought it to full completion, now is *the champion who initiates and perfects our faith* (Hebrews 12:2 NLT). To these principles we are passionately committed, and from this passion flows innovative and Biblically based curricular and co-curricular programs which are at the highest levels of accreditation and academic standards and are directed at preparing our students for success at Willamette and throughout their lives.

Our philosophy is lived out in a community of believers, where we welcome students from all religious faiths and even those who do not hold to any particular set of religious beliefs. Within this diverse setting, we openly model and express a faith consistent with a Christian worldview, while acknowledging that our own lives are works in progress, and that we are constantly being shaped by our faith.

However, within our acknowledgment of imperfection, we understand that as followers of Christ we are called to live exemplary lives reflective of the ethical and moral standards of Christ's teachings. In light of this high calling, we accept that we are accountable to Christ, each other, our students, and our community to live as servants of Jesus Christ in the spirit of generosity and compassion while being responsive to the needs of those we serve.

To those who entrust their children to us each year, we take very seriously our role of serving as workers together with you. We hold this sacred trust as stewards in a partnership, and passionately commit ourselves to developing your children morally, emotionally, intellectually, and physically to their highest potential.

Our hope is that when students graduate from City First Christian Academy, in addition to having the highest level of educational experience, they will also have discovered a passion to spread the message of Jesus Christ to the entire world. And through the examples they have witnessed and experienced, they will be world changers living as trustworthy and accountable stewards within God's creation.

Statement of Governance

The policies of the school reflect the authority of the City First Christian Academy governing board.

At the direction of the board, the School Executive Committee has been established to govern and manage the working operations of the school. The school board chair serves as the chair for this committee.

Accreditation / Affiliation

City First Christian Academy is dually accredited through ACSI (Association of Christian Schools International) and AdvancED (formerly known as Northwest Accreditation Commission). Both ACSI and AdvancED in cooperation with ACSI develop professional attitudes and abilities that are distinctly Christian through publications and conventions for Christian school personnel.

Non-Discriminatory Policy

City First Christian Academy admits students of applicable age, regardless of sex, race, color, or national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students of the school. We welcome students of all races and nationalities who willfully submit to the school's Statement of Faith.



ADMISSIONS POLICIES

City First Christian Academy sets high standards for its students and encourages them to succeed academically, physically, and spiritually. Acceptance of the student will be based on results of testing, personal and academic recommendations, attitude, and a personal interview with a school administrator.

Once a class is filled, those desiring admission may place their name on the waiting list. Families that have completed the application package and paid their fees will be called first as space becomes available. If no space becomes available, upon request, fees will be refunded, and the student's name removed from the priority waiting list.

City First Christian Academy reserves the right to refuse admission and/or withdraw students not meeting the Philosophical, Academic, Spiritual or Behavioral standards of the school.

Withdrawal Policy

Parents who intend to withdraw their student during the school year are reminded to review the obligations outlined in the signed contract completed at admission. Once the enrollment process is complete (forms and fees submitted, evaluation and interview completed), a 30-day written notice is required to withdraw a student from school. Parents/guardians will be financially responsible for any school days, 30 days following the date of notification of withdrawal and will be billed accordingly whether the student(s) attended school on any of those days. Should a student's withdrawal result in an overpayment of tuition, the amount of overpayment will be refunded. In no case will an enrollment fee be refunded.

If a student is asked by the school administration to withdraw due to academic and/or disciplinary issues, the parent/guardian will also follow the withdrawal policy.

All financial obligations must be met before the process can be completed. Library or classroom books, athletics team uniforms and equipment must be returned to the school office at the time of withdrawal. A completed withdrawal form and all financial obligations must be met before any report cards, records or transcripts will be issued.

CAMPUS EXPECTATIONS

Campus Description

Situated in West Eugene, CFCA's temporary campus partners with City First Church to serve the community. The close-knit community allows for close mentorship programs to occur daily, and the sanctuary offers a beautiful place to worship weekly.

Closed Campus Policy

City First Christian Academy is a closed campus. Students may not leave campus during the day unless they have signed out in the school office.

Visitors

All non-staff members must report to the school office before going to any destination within the facility. All non-staff members must sign in and wear an identification tag which lets the entire staff know that they have been approved to be on campus as a visitor or volunteer. All non-staff members must sign out upon leaving the facility. Visitors' privileges may be revoked at any time.

Students are not allowed to bring visitors to school to spend the day. Friends of students, siblings, former students and/or non-CFCA students dropping in during school hours may be required to leave without prior approval from the school administration. Parents are invited to visit classes from mid-October and prior to the last week of school. Please arrange with the appropriate teachers and administrator in advance. Parents are always welcome to attend all scheduled assembly programs and the weekly chapel time. (Please see attached Covid-19 addendum on changes to this procedure.)

Volunteers

Parents are encouraged to serve at City First Christian Academy. All volunteers are encouraged to give 20 hours per two parent home and 10 per one parent home. Every volunteer must complete a volunteer packet prior to volunteering on school grounds. Volunteers may begin to serve once the application process is complete which does not include the background check with a \$5.00 fee.

Supervision Requirements

CFCA students participate in a variety of school-sponsored after school activities with the expectation of adult supervision. Students may stay on campus after school hours while participating in approved activities such as athletics, performing arts, or tutoring. Campus safety and security are paramount; therefore, unless involved in a supervised activity, students may not be left on campus.

CAMPUS PRIDE AND SAFETY

Eating in the Classroom

Eating is allowed in the classrooms based upon a teacher's discretion and approval. Students may have water in the classrooms and in the gym. Students are expected to pick up after themselves and others.

Lunch

Meal tickets must be purchased in advance in the school office or online through the website. All tickets are non-refundable and do not transfer from one year to the next.

Parents may visit and have lunch with their children, provided they notify the school office before 8:45 a.m. for the lunch count. An adult lunch ticket may be purchased in the office. (Please see attached Covid-19 addendum for any lunch policy changes)

In the event a student does not have a lunch or a lunch ticket, the school will provide a meal and charge the parent's account. When a charged lunch is necessary, the parent will receive notification. Parents are required to pay for charged lunches upon receipt for such notices. Once the school year ends, parents are responsible for any outstanding charges before report cards or records are released.

Birthday Parties

Birthdays are celebrated in a low-key, relaxed manner. Often a child likes to bring in a small treat to share with classmates on their birthday. To inhibit the spread of Hepatitis A, the Public Health Department does not allow home-baked goods to be served; these must be store bought. Children should bring a note asking permission of the teacher a week prior to bringing in their treats.

Invitations to personal parties not involving the entire class may not be handed out at school so that those who are not invited do not feel unjustly treated.

Pets

Pets are not allowed in the CFCA facility during the school day or during after school events. An exception may be made for a student to bring their pet for classroom "show and tell." This must be prearranged with the teacher, and the pet is only to be on site for that portion of the school day.

Gum

Gum is not allowed on the CFCA campus. Referrals and consequences will be assigned if students are found chewing gum on campus. Such consequences may include a warning, clean-up duty, and detention.

Litter and Trash

Students are to respect the campus by picking up after themselves and encouraging others to do the same. All trash and recyclables should be placed in the receptacles located throughout campus. Students who habitually litter will be assigned lunch clean-up, and/or detention.

Vandalism and Graffiti

Damaging or defacing school property is a serious breach of the student code of conduct and may result in dismissal from school.

Skateboards, Scooters & Roller Blades

Students are prohibited riding skateboards, scooters, or roller blades on school property. If these items are brought to school, they will be held in the school office until the end of the day. If those items are confiscated for inappropriate usage during school hours, they will be held in the office until a parent/guardian comes to claim them. Repeat offenses will result in the item being held until the last day of school and then returned to the student.

Bicycles

Students riding a bicycle to school must comply with State of Oregon law and wear a helmet. Bicycles may not be accessed and ridden during the school day and must not be brought into the building. AT this time CFCA does not have bicycle racks available for locking up bicycles.

Toys in the Classroom

Children's personal toys are not allowed at school, in the classroom or on the playground. If they are discovered, they will be confiscated by the classroom teacher and held for parents to pick up.

Lost and Found

Students are responsible for their personal property and all school property issued to them for their use. All lost and found articles are kept in a designated area in the cafeteria. Parents should check from time to time for missing items. Please label all items of clothing, such as coats, sweaters, etc., that children will be using at school. Many nice items are unclaimed each year. Any unclaimed items will be donated to a charitable cause on a monthly basis. The school assumes no responsibility for personal property brought to school.



PARENT EXPECTATIONS

Parents and guardians of students enrolled at City First Christian Academy are expected to always lead in positive behavior and attitude, both on and off campus. Students of parents and guardians who fail to meet these guidelines may be withdrawn from the educational program at the discretion of the administrator.

Parents and guardians behavioral and attitudinal expectations:

- Support the school staff and leadership with prayers, cooperation, and financial faithfulness.
- Set a Godly example in the home, on campus and in the community, evident in discretion of speech, behavior, and dress.
- Encourage children in areas of respect, obedience, responsibility, orderliness, punctuality, and positive attitude.
- Support the school in the community, church, and social circles.
- Participation in child(ren)’s education, both at home and by serving at school when possible.
- Support the policies and discipline of the school, addressing concerns through proper channels and never in the presence of children.

Parent/Guardian Expectations Regarding Financial Responsibility

Tuition is based on the annual school calendar. Parents may choose which payment method best suits their family, as either paid-in-full by August 10th or payment plans over 10 to 12 months. All monthly plans are due on the 10th of each month, any balance remaining after that day is subject to a late fee. Please refer to the tuition contract for more specific payment information.

If an account becomes 30 days past due, the student will be disallowed from attending school until the balance is paid in full.

Only three withdrawal notices will be sent during the school year. After three notices, the family may be asked to leave City First Christian Academy. If an account is past due after many attempts at communication and billing, the account will be turned over to a collection agency.

CFCA operations rely on the faithfulness of parents to pay tuition on time. If an occasion of financial difficulty arises, communication with the financial manager and/or the administrator is strongly encouraged.

Conflict Resolution Guidelines & Requirements:

At CFCA, we have specific requirements for conflict resolution that all families are expected to follow. These flow from a biblical perspective found in the Bible. Matthew 18:16-17 says, “If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two

others along, so that every matter may be established by the testimony of two or three witnesses.” Most interpersonal conflicts can be avoided or settled if both parties abide by this principle.

Goals in Conflict Resolution:

1. That all involved have a clear understanding of the problem.
2. That the issue is resolved to the satisfaction of all concerned.
3. That reproof or correction is given and received if necessary.
4. That forgiveness and wholehearted restoration of relationship is accomplished.

Situational Guidelines:

Following are the school’s policies for conflict resolution (not harassment) in a variety of relational situations. Please refer to the “Harassment” section of the handbook for guidelines in dealing with this issue.

Student to Student conflict

If your student reports a difficulty with another student at the school, these steps are to be followed to bring resolution:

1. Teacher / Student -Student should report the situation to their classroom or home room teacher as soon as possible. The teacher will work with the student(s) involved to discover what happened and to bring an appropriate solution. (For younger students, kindergarten through third grade, please begin the resolution process at step 2.)
2. Teacher / Student / Parent- If the situation is not resolved at step 1, request a meeting between parent, child, and the classroom teacher. The teacher will work to bring resolution between all involved.
3. Teacher / Student / Parent / Administrator- If the situation is not resolved at step 2, request a meeting between parent, child, the classroom teacher, and the administrator. The administrator’s decision for resolution will be final.

Student to Teacher conflict

If a student reports a difficulty with a teacher or staff member at the school, these steps are to be followed to bring resolution:

1. Teacher / Student / Parent- There are two sides to every story, and both are worth hearing before a final assessment is made. A meeting between the teacher, parent and student must be requested as soon as possible. The teacher will truthfully respond to the concern, explain the situation from the teacher’s point of view, and will work to bring an appropriate solution.

2. Teacher / Student / Parent / Administrator- If the situation is not resolved at step 1, a meeting between the teacher, student, parent, and administrator should be requested as soon as possible. The administrator's decision for resolution will be final. All adults involved are expected to work toward conflict resolution, follow Biblical principles, and seek to accomplish the conflict resolution goals listed above.

Parent to Teacher or Parent to Parent Conflict

The Bible outlines the following guidelines for Biblical resolution of conflicts between adults (Matthew 18:16-17):

1. Meet one-on-one with the teacher or parent with whom you are having a conflict. Do not speak of your situation with others who do not have the ability to bring a solution. Information that is shared in an environment that cannot bring transformation is gossip. If you are uncertain about meeting alone to resolve the conflict, a department head or administrator is willing to facilitate a meeting.
2. If after two "one-on-one" meetings the conflict remains, the situation should be brought to the school administrator. The administrator will meet with all people involved and will determine how the conflict is to be resolved. The administrator's decision for resolution will be final.

Appropriate Conversation / Gossip Policy

The Bible has much to say about the tongue and how difficult it is to control. It is easy to talk about people and represent them poorly or share an opinion about a situation you cannot control. It is *everyone's* responsibility to prevent and stop gossip.

- Do not share information or rumor(s) about another person; overheard, hearsay or otherwise. This includes information given to you in confidence without that person's permission or knowledge.
- If you have something to say about someone, but haven't said it to them directly, do not discuss it with anyone else.
- If it is not true, positive, or necessary, keep it to yourself.
- Follow appropriate channels when discussing concerns. (See the Conflict Resolution Guidelines.)
- Violation of the gossip policy will result in conference with the school administrator and other parties involved. A continued pattern of behavior may result in the family being asked to leave the school or not given the right to re-enroll for the next school year.

P.T.O. (Parent Teacher Organization)

At City First Christian Academy, relationships and service are part of our core values. Through our P.T.O. program, you have an opportunity to get involved, meet other school parents who share similar values and interests, and connect with others as you serve together towards a common goal. CFCA has a unique perspective on service. We believe *to serve* is to love, to bless, to unite....no one shows us how to do this better than Jesus Christ. *"We love because He first loved us." 1 John 4:19*



STUDENT EXPECTATIONS

Respect, Dignity, and Kindness

The administration, faculty, and staff of CFCA are committed to providing an exemplary Christ-centered education in a safe environment. The guiding principles for conduct at CFCA are found in the words of Christ in the gospel of Mark 12 regarding love: "Love your neighbor as yourself." It is our expectation that members of the CFCA community treat each other with respect, dignity, and kindness. We do not expect all will be perfect, but rather our students to be people in active pursuit of integrity and growth, in dynamic relationships with the living God and with others in community. Administrators, faculty, and staff are eager to serve alongside CFCA students, offering support, accountability, and when necessary, loving discipline, in order to help the child, grow. We affirm our commitment to serve with the student's best in mind. Administrators will work with parents during the discipline process. Students who are unable to meet school conduct standards will be unable to remain at CFCA.

Self-Discipline

Any discussion of discipline must begin with self-discipline: the teachings of Paul, found in Galatians 5, regarding the Spirit-controlled life, and the teaching in James 3 regarding how we speak and the importance of self-control. The school's educational process is based upon the personal integrity of students and their willingness to practice self-control. It is crucial that friendships at our school include the willingness to confront each other in love, and thus be encouragers of each other's growth in this way.

Character Curriculum

City First Christian Academy believes in the development of positive character based on biblical models that provide a way for each student to proactively address inappropriate or bullying type behaviors in a way that emphasizes Godly expectations rather than negative reactions. CFCA's Character Curriculum emphasizes a specific character trait each month in the classroom and all other areas of the school life by looking at the "We choose virtues" for K-4 and peer ministry and relationship building for grades 5-8.

Compliance with Classroom Management Policies

In the classroom, teachers are responsible for maintaining the control and discipline necessary to establish a quality learning environment. The administration supports the teachers in this disciplinary role and will become involved whenever it appears that student disruption and lack of cooperation warrant their attention. Teachers are encouraged to be consistent in their disciplinary actions and to keep the discipline in line with the offense with the goal of minimizing educational disruptions.

To best resolve issues whether for academic and/or disciplinary reasons, the student should initially meet with the teacher. If the issue is not resolved, the student and his/her parent may meet with the teacher. If the issue remains unresolved, the student and his/her parent may meet with the administrator. The faculty member will be notified of the meeting and may join the meeting at the discretion of the administrator. After hearing the expressed concerns, the faculty member will be given the opportunity to suggest resolution options in the presence of his/her administrator with the goal being restoration between the family and faculty member.

Administrative Authority

The administration has the final responsibility for all disciplinary actions taken. The goal of the discipline process at CFCA is to maintain a Christ-centered educational environment. Certain rules and expectations make living together safe and beneficial for everyone at CFCA. The school has the right and responsibility to make and enforce these rules.

Rights of Others

CFCA is committed to the PEARL values. Respect for the rights of others is expected for all members of the school community. Academic disruption, which includes inappropriate behavior, will not be tolerated and appropriate consequences will be applied. Rudeness, profanity, offensive language, or malicious behavior (physical or verbal) will not be tolerated. Bullying, and any other acts of intimidation that impact the school community, will not be tolerated.

CFCA reserves the right to discipline the student for actions taken off-campus if they are intended to influence a student or they adversely affect the safety and well-being of a student while in school. Dishonesty, profanity, abuse, heckling, harassing, hazing, or acts endangering the safety of others are regarded as serious breaches of conduct and may result in dismissal from the school. Students have a right to privacy. Both the staff and administration are unable to discuss the consequences given to students unless they pertain to the family's student.

Classroom Movie / Video Viewing

Movies may be shown in the classroom for educational purposes only. PG movies may only be shown in middle school when parents have been notified in advance

Staff / Student Relationships

School staff shall hold appropriate boundaries in their relationship with students.

- At no time shall staff members escort select single students to lunch or private activities, during school hours or outside school hours.
- Staff members shall not attend personal trips and/or vacations with current students and their families.
- Staff members shall not have internet relationships with current students via any internet community group. This requirement remains in effect until after 8th grade graduation.

Classroom/Wing/School Security

All classrooms and/or offices shall be locked when staff members are absent from the room. Make sure that external doors are always locked and shut firmly behind you upon exit.

Property Rights

Students must respect the property belonging to the school and to others on campus. Stealing or vandalism in any form will not be tolerated and will result in disciplinary action, which may include dismissal from school. These offenses, including the unauthorized "borrowing" of another's belongings or "pranks" regarding taking another student's belongings and /or hiding and/or damaging these items, which includes entry into another's locker, purse, book bag, or other personal item; removing food illegally from another's lunch box or the cafeteria; removing athletic equipment from the gym without permission; writing, carving, defacing desks, walls, bulletin boards/displays, or other property; or removing materials from the library without checking them out, will not be tolerated and may result in dismissal from school.

Academic Integrity

Academic integrity, in and out of the classroom, is essential. Cases of academic dishonesty will be considered a serious breach of the school's rules and will be treated in a disciplinary manner. Grades determined by teachers will not be changed except in cases of clerical or mechanical error.

Plagiarism/Cheating

According to the Merriam-Webster Online Dictionary, to "plagiarize" means:

To steal and pass off (the ideas or words of another) as one's own

- To use (another's production) without crediting the source
- To commit literary theft
- To present as new and original an idea or product derived from an existing source.

Therefore, plagiarism is an act of fraud. It involves both stealing someone else's work and lying about it afterward. The use of another person's material in a paper or presentation without giving proper credit to the author is plagiarism. Copying someone else's homework, dishonestly acquiring information about a test, or assisting another student in either of these activities is cheating. The copying of another's work inside or outside the classroom and presenting it as one's own is a serious breach of academic integrity. Students who plagiarize/cheat on an assignment/test will receive a zero for the assignment. A second offense will result in probation. Plagiarism is a serious offense, and the administration requires all students to adhere to a school wide policy prohibiting it.

Dress Code

City First Christian Academy stresses the Biblical standard of modesty (1 Timothy 2:9, Romans 12:1), the expectation of a neat and clean appearance, and a Christ-like attitude. Student dress should demonstrate modesty.

Dress and appearance have a direct influence on the learning environment. Dress is often related to the attitude and demeanor of students in their campus relationships and in their communication with faculty and staff. Students must adhere to the school dress code at all times while on campus and at school functions.

It is the responsibility of the parents to see that their child is properly dressed for school. Parental review before a student leaves for school is an important contribution to meeting dress code standards.

Dress Code Standards

- Clothes must not have excessive or ratty holes (either in deliberate design in the clothing or wear and tear).
- See-through or ripped clothing are not acceptable. Covering the hole or tear with tape is not sufficient. Students may wear leggings underneath fashionable rips.
- Proper footwear is to be worn at all times for safety purposes. Slippers are not allowed.
- Any clothing, jewelry, backpacks, binders, book covers, etc., with logos, slogans, pictures promoting drugs, alcohol, tobacco, sexual imagery, rebellion against authority, gang, or anything that is contrary to Christian standards may not be worn/brought to school.
- Pajamas may not be worn (unless it is a spirit day).

- Body piercing or tattoos (permanent or not) are not allowed. (Girls may have ears pierced—no more than two per ear).
- Hair should be neat and clean; not obstructing/covering any part of the eyes.
- Hair should be prepared such that it can be controlled and well-groomed in all activities that does not inhibit students' learning.
- Hats and hoods are allowed provided that they don't inhibit students' learning.
- Sunglasses will not be worn indoors. They will be confiscated and returned at the end of the day.
- If jewelry is worn it must not distract from the student's ability to focus in class nor cause distraction for other students.
- Skirts must be modest- not to be shorter than 2 inches above the knee (without athletic leggings) when the student is either sitting or standing. Shorts should be modest with at least a 5 to 6-inch inseam. Skirts, shorts, or dresses worn over leggings must also meet these criteria.
- Slacks, pants, or leggings of any kind must fit loosely (no form fitting or elastic type pants are permitted). Long shirts or sweatshirts that fully cover the behind are permitted with leggings.
- Shirts must be modest, clean, neat, in good repair, and of proper fit. Sleeveless shirts must fit in a way that undergarments will be covered by a wide shoulder strap. No "spaghetti straps" will be allowed. Low necklines or arm holes are not permitted.
- Shirts, tops, blouses must be long enough to be tucked in thus covering the student's midriff. At no time, including when arms are raised, should the student's stomach or back be visible. Shirts must have sleeves or straps that are 1 ½" wide and must cover bra straps. Undergarments must not be visible.
- Modest dresses must not be shorter than 2 inches above the knee (without athletic leggings); when the student is either sitting or standing.
- Dresses must have sleeves or straps that are 1 ½" wide and must cover bra straps. Undergarments must not be visible.
- For field trips involving swimming: Girls: Modest one-piece swimsuits or modest tankinis only. Boys: Knee length swim trunks only, no "racing style" allowed.

- Middle School Gym class: Students must change into athletic attire, including long loose-fitting shorts and a modest shirt, as well as athletic shoes (that cover feet and stay on feet active). Students will be given three warnings per academic quarter if not dressed down. After the third warning the student will lose a full grade point for that quarter.

If a student is out of dress code during the school day parents will be contacted to resolve the issue as promptly as possible so they may return to class. Students will not be allowed to attend class if they are out of compliance with the CFCA dress code.

Public Display of Affection

In respect to Christian modesty, students will refrain from any public display of affection (such as kissing, holding hands, embracing, note writing, etc.) while on campus or at school sponsored activities, including sporting events away or at home.

Personal Electronic Devices and Cellular Telephones

Small electronics and cellular telephones are not allowed on students during the school day. These devices should be kept in their backpacks during school hours. If items of this nature are found on students during the school day they will be confiscated and kept in the school office until collected by a parent or guardian. If a student has an item confiscated a second time the office will hold them for the day to be picked up by a parent. In the event that a grade has more than two confiscations per quarter the class will turn in phones to homeroom.

Cell Phone Acceptable Use

With prior permission from the teacher or coach, students traveling on a field trip/sporting event with a return time past 6:00 pm may carry a phone. Use of the phone must be limited to calling their parent upon return to the school. The phone may not be used at any other time or for any other reason. Cell phones are not allowed on the grade level overnight trips such as 5th Grade Outdoor School and with limited/monitored use on the 7th & 8th Grade Washington D.C. trip.

All phone calls home need to be made from the office.

Playground Rules

Swings

- Children are to sit on their bottoms.
- Only one child at a time in the swing.
- No jumping out of swings.
- No twisting swings.

- Children should not play close to the swing area.
- Children may not push others unless given permission by the teacher.

Slides

- One child on the slide at a time.
- No climbing up the slide.
- Children must be seated when sliding.
- Items may not be thrown up or down the slide.

Monkey Bars

- The line for a turn on the bars forms at the stairs.
- One child on the bars at a time.
- No lifting children up to the bars.
- No handing by knees.
- No crawling across the top of the bars.

Tetherball Rules

- Player serving decided the direction ball is played.
- Objective is to hit the ball in your direction, so the rope wraps completely around the pole.
- Winner is player for wrapping the rope as far around the pole as possible.
- Three penalties and player is out. Penalties consist of:
 - Crossing to the opponent's side
 - Holding/catching the ball
 - Touching or grabbing the rope.
 - Hitting the ball with any part of the body other than the hands or arms
- Children in line are the penalty judges.

Gaga Ball Rules

- All players start with one hand touching the wall of the pit.

- One ball is in play any player can hit the ball with an open or closed hand.
- If the ball touches a player below the knee, he or she is out and leaves the pit. If a player is hit above the knees, the play continues.
- If ball is caught on the fly, the player who hit the ball is out.
- Players cannot hold the ball.
- Last player standing is the winner of that round.

General Rules

- One whistle blow is to attract the student(s) attention.
- Three whistles blown time for students to line up.
- No toys from home allowed on the playground.
- No throwing rocks or bark pieces.
- No playing in the school water fountains.
- No spitting water from the fountain or personal water bottles.
- No play fighting or pretend weapons.



BEHAVIOR / CODE OF CONDUCT

Individual behavior is a vital aspect of school life, based on a sense of personal responsibility and respect for others. The student's willingness to conduct themselves with a spirit of cooperation, courtesy, and consideration of others, coupled with strong effort, is of primary importance at City First Christian Academy .

City First Christian Academy encourages each student to:

- Commit to real and personal relationship with Jesus Christ.
- Become serious about living life according to God's Word and standards.
- Desire to work diligently and complete all assignments and expected tasks.

- Desire to become faithful to his/her local church and patriotic to his/her country.
- Commit to positive interpersonal relationships.
- Have a cheerful obedience to all in authority.

Just as sometimes we fail in providing our highest goals for CFCA, we know students will fail in some area of these standards. We are not concerned that they will fail; we simply expect them to be teachable, to learn from their failures, and to have sincere commitment to be the kind of person described above.

The concept of “positive choice” is our goal for CFCA students. When students make positive choices in behavior, they also choose positive consequences. Our endeavor is to provide direction and support of the intentional discipleship opportunities that will encourage students spiritually by pursuing God, His Word, and His purposes. Failure to make appropriate choices, however, will lead to consequences enacted by school administration.

Positive Behavior Plan

City First Christian Academy has designed a Positive Behavior Plan intended to build a positive school-wide atmosphere. This plan will create positive behavior reinforcements and will reward students for showing honor to God through their work, their care for others, and how they serve those around them. The plan will be implemented in every classroom and in all areas and activities related to school.

The plan includes clearly defined, school-wide behavioral expectations, a schedule to teach student behavior expectations, positive reinforcements for students taking responsibility for their own behavior, logical consequences when behavior problems occur, the use of data in decision making for school-wide and individual student interventions, and parent support for appropriate student conduct and disciplinary procedures.

The intended outcome of the positive behavior plan includes a more positive school climate, academic success, fewer discipline referrals, more administration time for educational leadership, and ongoing parental involvement.

Harassment Policy

City First Christian Academy is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect, and which is free from all forms of intimidation, exploitation, and harassment, including sexual harassment. The school is prepared to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including expulsion.

What to Do If You Experience or Observe Harassment

1. Students who feel that they have been subjected to conduct of a harassing nature are encouraged to promptly report the matter to a trusted teacher or administrator.
2. Students who observe conducts of a harassing nature are also encouraged to report the matter to a trusted teacher or administrator.

All complaints will be promptly investigated. Every effort will be made to protect the privacy of the parties involved in any complaints. However, the school reserves the right to fully investigate every complaint, and to notify a student's parent/guardian and appropriate government officials as the circumstances warrant.



STUDENT DISCIPLINE

City First Christian Academy expects full cooperation from both student and parent in the education of the student. Lack of student/parent cooperation may result in permanent dismissal.

Definitions

These terms may appear in City First Christian Academy's discipline procedures.

- Warning – A verbal or written warning by any teacher/staff member.
- Detention – Disciplinary time spent during recess, break time or other class period.
- Referral– Written discipline report in Gradelink which is copied to administration by a teacher/staff member.
- Administrative warning-verbal or written
- Administrative Conference – Administration meets with the student, and/or the parent/guardian. Faculty may also be asked to attend.
- Community Service– Disciplinary time spent cleaning the lunch and/or surrounding areas or another area of the school.
- In-School Suspension- Time spent in seclusion at school working on schoolwork away from the classroom.

- Suspension- Time spent at home 1-5 days for serious behavior violations.
- Withdrawal – Administration recommendation for voluntary removal from school.
- Expulsion – Forced removal from school by administrative decision. Expulsion remains on the student’s permanent record.

Sending Students to the Office:

Teachers must predetermine a point at which to send students to the office after attempts have been made to correct the behavior or the behavior warrants an immediate removal from the class. When a student is sent to the office, a phone call needs to be made by the teacher informing the administrator why the student is being sent. Then a detail of the infraction, where the incident took place, when and what measures were imposed needs to be entered into Gradelink. This helps the office to carry on the discipline process and in the communication process with parents.

Elementary Discipline (Grades K-5)

Teachers will use the “Turn-a-Card” system, which is a clip-up system with colored cards for each student. There are 5 colors which represent to the child where they are in the discipline process. Each time a child clips-down due to inappropriate behavior they are reminded of appropriate behavior and know to expect the consequences that each card represents. Students have many opportunities to “clip-up” during the day because they are able to turn their day around with positive choices. Students begin each day with a “green” card; their behavioral status and turned cards do not carry over from one day to the next.

Disciplinary actions generally follow this sequence:

1. *Teacher / Student* (yellow and red cards): Initial behavior problems will be handled by the teacher and student. The event will be entered into Gradelink so that parents will also be notified of the situation.
2. *Teacher / Student / Administrator* (gray card) Continued occurrences or more serious offences will be reported by the teacher to the office. The event will be entered into Gradelink so that parents will also be notified of the situation. Discipline at this level will be assessed by the office in accordance with the offence.
 - a. Multiple offenses or severe actions may result in suspension or expulsion of the student. If a student is suspended, the student will not be allowed to come to school on the designated days or to participate in extracurricular activities on those days. A student may be suspended for 1 to 5 days when the administrator determines that the student’s behavior is serious enough to warrant suspension. Terms of re-admittance, if appropriate, will be

stated. Any student who has been suspended 2 times in the same academic year, may be expelled from the school on the 3rd offence

- b. *Expulsion* A student may be expelled from the school by action of the administrator or executive committee of the board when the student's repeated behavior warrants it

Middle School Discipline

1. A warning is given. Staff members will articulate what the inappropriate behavior was and what appropriate behavior is expected.
2. *Teacher/Student Conference*- A staff member will meet with the student to discuss changing the behavior. The event will be entered into Gradelink so that parents will also be notified of the situation. Discipline at this step may be detention or community service. Discipline will be directed by the teacher, may be one to five days in length and may be during the lunch hour, during PE.
3. *Administrator/Student Conference*- A staff member will complete a discipline report and refer the student to the office for discipline. The event will be entered into Gradelink so that parents will also be notified of the situation. Discipline at this step may be one to five days community service to be completed during lunch break or after school.
4. *In School Suspension – 1 to 3 days* A staff member will complete a discipline report and refer the student to the office for discipline. The event will be entered into Gradelink so that parents will also be notified of the situation. The final determination on number of days will be made by the school administrator.
5. *Suspension* – 1 to 5 days* A staff member will complete a discipline report and refer the student to the office for discipline. The event will be entered into Gradelink so that parents will also be notified of the situation. The final determination on number of days will be made by the school administrator.
6. *Expulsion*- A staff member will complete a discipline report and refer the student to the office for discipline. The event will be entered into Gradelink so that parents will also be notified of the situation. Discipline at this step may lead to expulsion from school. If expulsion is recommended—it will be presented to the administrative team for final approval.

**5th or 8th grade students who are suspended for disciplinary reasons may not be allowed to participate on overnight trips. Any trip fees and/or deposits paid will not be refunded.*

Certain types of misbehavior could require a student to move immediately to step 4, 5 or 6. Examples include, but are not limited to: fighting, bullying, lying, obscene language, disrespecting teaching staff, etc.

Bullying Policy K-8

City First Christian Academy seeks to educate our students from a biblical perspective which teaches us to love one another as Christ has loved us (I John 4:11). Bullying is not a behavior which reflects Christ-like love or respect; therefore, we prohibit any incidents of it.

Bullying by definition is when a person(s) uses power in a willful, deliberate manner bringing repeated hurt or harm to another individual. This could be done physically, verbally, emotionally, or socially.

- Bullying needs to be evaluated upon intentional harm to the victim, and the frequency of occurrence.
- It is a pattern of repeated behavior rather than a single act.
- Bullying is targeted at a specific victim or victims.

Procedure: When a report of bullying comes to the attention of the school (teacher, administrator), the following will occur:

1. School official will investigate the report of bullying by:
 - Talking with student(s) being bullied.
 - Talking with the teacher(s).
 - Talking with student(s) accused of bullying.
2. Based on information gathered and instructor referral to the administrator, the administration will meet to determine action to bring appropriate resolution to all parties involved. If bullying is found to be present, consequences will be determined (see below for disciplinary action).
3. Administration will notify parents of the involved parties regarding the situation and the steps that will be taken for resolution. This may take place via phone or in person.
4. School officials will monitor the situation to ensure that resolution has occurred. A continued offense will be handled according to the disciplinary actions listed below.

Disciplinary Action: Bullying is a serious offense and will be treated as such. If the administrator determines the action to be bullying, the administrator will decide appropriate disciplinary action. Consequences may include parent meetings, detention, suspension, or expulsion.

STUDENT SERVICES

Parent Access to Student Information

City First Christian Academy provides parents access to their student's grades, attendance, calendar, message center and automatic email alerts through the student management software called Gradelink. Gradelink also provides school personnel with general contact information.

Parents may use the link found on the CFCA website to log into their Gradelink account. Log in to Gradelink with your email address and password. If a password is forgotten, please call the school office. The office also handles all personal contact information change requests, and emergency contact updates.

Child Abuse and Neglect Reporting Act Compliance (Mandated Reporters)

City First Christian Academy is legally required to comply with the *Child Abuse and Neglect Reporting Act*. All employees of City First Christian Academy are considered "mandated reporters" and are responsible to report suspected occurrences of child abuse or neglect to the proper authorities. In any investigation of suspected child abuse or neglect, all persons participating in the investigation of the case shall consider the needs of the child victim and shall do whatever is necessary to prevent further harm to the child victim.

Emergency Drills (Earthquake, Fire, Armed Intruder)

- Each room will have a posted route for exit whenever the alarm sounds or as directed.
- When the alarm sounds, exit the room quickly under the supervision of a teacher and proceed quietly to the designated area.
- Remain in a group so attendance can be taken.
- Return to the classroom under the supervision of the teacher when told to do by school administration.

Drills are held periodically throughout the year. Students are NEVER to remain in the room when alarms have been sounded.

Authorized Concealed Carry

City First Christian Academy permits qualified staff members to carry concealed handguns on the premises during school hours solely for the defense of students and staff as a part of the overall response to the threat of an armed intruder. Such designated persons must complete the application process, must have a valid permit to carry a handgun in accordance with ORS 166.291, and must meet the standards set forth to assure continued training and mental clarity.

*Weapons (Knife, gun or anything deemed harmful) are not allowed on campus without appropriate authority. Discovery of a weapon—will result in a person being asked to leave the property, or automatic suspension with review and possible expulsion.



HEALTH POLICIES

General

The school's health program is under the supervision of the School Office. The statement documenting evidence of immunization status will be provided on a CERTIFICATE OF IMMUNIZATION STATUS form available in the school office. This form is to be signed by the parents and returned to the school office before the first day of school.

The control of communicable disease is imperative to the health and education of every child and family. Illnesses most frequently found in school are cold, flu, 3-day measles, mumps, chicken pox, and strep throat. These diseases are all spread from person-to-person by droplets from the mouth during a short period of time when the child complains very little or is not visibly ill. To protect both the individual and his classmates, parents are urged to keep a child home during the highly infectious first stages of a cold, or when an added day of rest will enable the child to return more quickly to good health.

School administration may decide to send a child home if they are exhibiting signs or symptoms of illness unable to participate in normal classroom activities due to apparent illness, or if they have a fever. If this determination is made, the parent/guardian is required to respond to the school and collect their child within thirty minutes. A sick child who is recovering from a fever must remain home 24 hours after his/her temperature returns to normal without assistance from medication.

Children that are well enough to be at school will participate in recess and outdoor activities unless a doctor's order is brought to the school office stating the need for the child to be kept indoors. In such cases the teacher and office will coordinate supervision of the child.

Guidelines for keeping children at home- **If your child's temperature is 100° degrees or greater, or your child has had a fever within the previous 24 hours, please do not send your child to school.** Also, if experiencing any of the following, please keep your child at home:

1. Very sore throat/swollen glands
2. Heavy cold and/or cough
3. Nausea, vomiting or diarrhea

4. Rash
5. Earache
6. Thick, colored nasal mucus
7. Inflamed and/or discharge from the eyes

If a physician has ordered antibiotics for a contagious illness, your child will not be able to return to school for 24 - 48 hours after the initiation of the antibiotics. (The number of hours depends on the specific illness.) Physicians will typically write a note as to when a child may be readmitted to school. Please drop this off at the school office the morning your child returns.

Medications

All medicines will be kept in and dispensed by the school office.

- Long-Term Medications (over 3 days): The parent or guardian must fill out a "Prescription Medication Authorization Form." The parent's signature is required on this form. Medications must be in the original, pharmacy labeled prescription bottle. The label on the bottle is the doctor's authorization to dispense this medication. If any details of the medication change (e.g., dosage), the change must be documented on a written doctor's order and submitted to the school office.
- Short-Term Medications (no more than 3 days): The parent or guardian must fill in the medication sheet every day the medication is to be given by office personnel. This medication sheet is located in the school office. As always, the medication must be in its ORIGINAL bottle with the doctor's or manufacturer's instructions on the prescription label (Not: "Take as directed").

Tylenol (acetaminophen): the school may administer under the following conditions:

- The parent or guardian has indicated permission on the student's registration form located on Gradelink.
- It must be administered according to package directions.
- The parent or guardian has been notified by phone that the student is requesting Tylenol and why it is being requested.

Illness or Accidents at School

If a student is feeling poorly or experiences an accident during the school day, he or she is to check in with the teacher or recess coordinator before reporting to the office. Office personnel will assess the situation. The student may be given parent-approved medication if needed. If a student is "actively" sick, parents will be called for pick up.

Lice Policy

Students' found with lice or knits will be sent home immediately for treatment. Student must be examined by office staff before returning to school. The students' class will be informed of the case and the student's privacy will be respected in the communication.

All staff members at CFCA are trained in First Aid and CPR. In the event of an emergency, the first responder will attend to the student, parents will be notified, and then given a copy of the incident report.



ATTENDANCE POLICY

Attendance is defined as participation in all activities assigned to a student during the time school is open for instruction. Oregon State Law states that it is the responsibility of the parents to assure the regular daily school attendance of any school age child. Regular attendance is a very important basis for consistent academic progress and achievement. The school relies upon parents to see that unnecessary absences are avoided and the requests for special excuses are held to a minimum. When these general guidelines are disregarded, parents contribute to an attitude on the part of the child that school is not important. It is the responsibility of the parents to guide their children in making choices and setting priorities which put education at the top of the list.

Absences

An elementary student who must leave before 10:00 AM will be counted absent for the school day. In case of absence, parents are to provide the school with a notification, either written or by telephone, preferably before 8:30 AM, of the reason for the student's absence. And 6th-8th grade student who is more than 30 minutes late will be marked as absent for the first period.

All absences will be recorded as unexcused until parental notification is received. The absence may remain unexcused if it does not fall within the excused absence guidelines.

Students are expected to be in attendance by 10:00 AM to be eligible to participate in any scheduled extracurricular activities including sports, concerts, and fieldtrips.

Students who miss ten (10) or more days of school in any one quarter may be denied advancement at the end of the school year and be retained into the same grade. 6th -8th grade students may be required to complete nine hours of summer school for the class/es missed at the parent's expense in order to advance to the next grade.

Excused Absences

Illness, death in the family, court appearances, family emergencies, and medical, dental, or orthodontic appointments are examples of excused absences. When possible, medical,

dental, or orthodontic appointments should be made after school hours or on school in-service days.

Long Term Illness

Students who experience a long-term illness or have a medically substantiated problem can be granted an attendance accommodation based on a review by the administrator.

Vacations

Family vacations and trips should be scheduled during school holidays at all possible. It is often difficult for a child to make up work missed during an absence. Should the family choose to vacation during the school year causing the student to miss class the parent(s) must understand that the absence may cause their child to fall significantly behind. The responsibility for assisting a student in making up work falls to the parent(s); the classroom teacher is not responsible to spend extra time assisting the student to complete missed assignments. All assignments that are not handed in within a week upon return to school will be marked as a 0, affecting their grades.

If it is necessary for a student to miss school for personal reasons, notify the teacher and the office several days in advance. Parents should notify the school whenever they will be out of town, giving the office the name of the person who will oversee their children during their absence and their telephone number for use in case of an emergency.

Make-Up Work

School policy does not allow make-up of missed assignments/tests when absences are unexcused. Students with excused absences will be allowed the number of days absent to complete all work for full credit. It is the student's responsibility to determine what work or tests were missed and to initiate arrangements with the teacher(s). For example, a student absent three days who returns on a Monday will have until Thursday to complete assignments/tests. Failure to make up the work assigned will result in a missing assignment or zero grade. **A student absent only on the day of a test must be prepared to take the test upon his/her return.**

Requesting Homework Assignments

Parents may call the school office or email their child's teacher to request homework assignments. Make up work will be available for pick up **the following day after school.** Any materials (books, paper, pencils, etc.) kept in a student's desk or lockers, which are needed to complete the assignments, will need to be collected by the parent.

Arrival At School

- Kindergarten thru 3rd grade: students will be dropped off in the back drive through lane between 8:10 and 8:20 am.

- 4th-8th grade: students will be dropped off between 8:20-8:30am in the back drive through lane. .
- Morning care students will be dropped off between 7:30-7:55 in the back drive through lane.
- Parents arriving after designated time or have a scheduled meeting with staff will need to park across the street in the lost on the corner of Fairfield and Hawthorne.
- No parking will be allowed in the parking lot from 7:30-3:45.

Dismissal From School

- Kindergarten through 4th grade: students will be picked up in the back drive through lane between 3:20-3:30 pm.
- 5th-8th: students will be picked up in the back driveway 3:30-3:40.
- Older siblings will get picked up with younger siblings in the drive through lane.
- Students enrolled in the after school extended care program will be picked up by an extended care staff member and taken to after care.

Late arrival /Early departure:

Students who arrive late (after 8:20 am k-4th or 8:30 5th-8th) to school or are picked up early must be signed

in/out in the school office by an authorized adult. Please make all phone calls in regards to early pick up to the office number not your student.

It is imperative that vehicles are not left with the engine running or left parked in a “no parking” area; this includes the east breezeway for pick-up or drop-off. Vehicles parked in any "no parking zone" may be towed at the owner’s expense.

Early Release Days

Friday is an early release day throughout the school year with departure at 2:20 pm elementary or 2:30 pm middle school. If parents are unable to make arrangements to pick-up their student(s), they must contact the CFCA front office to enroll their student(s) for the after-school program or other optional after school proگرامing.

Half-day early release at 12 noon will take place periodically throughout the school year. All dates are posted on the school calendar (found on the school website).

Tardiness

Students are expected to arrive at school on time. Tardiness is disruptive to the classroom and also has an adverse effect on the child's educational progress. Any student arriving after their start time must come to the office with a note from the parent, stating the reason for the tardiness before going to the classroom. Since middle school students matriculate by subject throughout the day, tardiness is accounted for by the individual teacher. Excess (3 times) tardiness may eventually result in the following:

Middle School Tardiness Policy

Tardiness is disruptive to the learning environment in the classroom and is not to be tolerated. The following policy will be enforced for students who are tardy to class:

1st Period

- If a student is repeatedly (3 times) tardy to 1st period, the parent will be contacted by the home room teacher. It is the parent's responsibility to have their student to school on time.

2nd Period through the end of the day

- Step 1: A warning is given.
- Step 2: If tardiness continues student will spend elective time making up missed work.
- Step 3: If tardiness still continues, the student will complete a discipline report and administration will administer further discipline. This may include community service, after school in-service, or suspension.

Emergency Closing of School

In the event of severe inclement weather, we will post an announcement by 7:00 a.m. School information will also be posted on the Facebook page, and text alert.



ACADEMICS

Because of City First Christian Academy's desire to present an academic program consistent with a Christian philosophy of education, course content will reflect Biblical truth in all academic departments.

Homework

City First Christian Academy has an emphasis on challenging students academically. Because of this, you can expect your child to have homework daily in most subjects. Assignments may be overnight or long term. Homework may be assigned each night, or over the weekend. Homework should be completed by the student with little or no parent involvement. Parents are not expected to re-teach subjects to their children.

Students should complete all assignments neatly and on time. Athletic practices or competitions and other extra-curricular activities are not considered valid excuses for missing or late assignments.

Homework is given for several reasons:

- Preparation: Students profit most from classroom explanation and discussion when preparatory reading assignments are given.
- Practice: Following classroom explanation and illustration, homework is given so that the material will be mastered.
- Proficiency: As instruction progresses, various weak points in a student's grasp of a subject become evident. Homework following instruction may be given to overcome such difficulties.
- Projects: Book reports, compositions, special research assignments, and projects are some of the activities that are frequently the subject of homework attention.

CFCA deeply appreciates parents' ensuring that the assignments are completed to the best of their ability.

Report Cards and Progress Reports

Grades K - 8 will receive report cards at the end of each nine-week period. Report cards will be available on Parent Web. Progress reports may also be used by teachers to communicate with parents regarding other points of concern or praise.

All Students: At the end of the school year, final report cards will be released if all fees are paid, and all books returned.

Academic Probation

1. Teacher will notify student and parent of failing grade via email.
2. Student will have one week from notification to turn in missing work and bring up their grade.
3. If the student's grade has not improved, a note will be sent from the teacher to the administration team, and an admin will notify parents that the student is officially on academic probation.
4. Weekly check-ins during middle school lunch break will take place with the administrator. Academic probation tutoring will take place during study hall. Extracurricular/sports activities will be suspended to students on academic probation until grades have improved.

5. If at the end of the quarter the student's grade is still failing, the student will need to complete ten hours of summer school for that class at the parent's expense in order to receive credit for completing the course. If a student is failing more than one class at the end of the quarter, the student will need to complete ten hours per course failed.

Students with an F in core subjects or below a 2.0 grade point average will be placed on academic probation. Academic probation requires mandatory tutoring and weekly reporting to parents. Proof of tutoring must be submitted to the school administration each quarter students are on probation. Academic probation will be reviewed at the end of each grading period (quarter).

Advancement

Student acceleration will be at the discretion of the school administration and classroom teacher. Assessments will be made based on each student's academic progression and development.

All students must earn a passing grade (D or better, cumulative) in each core class to advance to the next grade level. Failure to pass a core class will result in retention for the following academic year and/or prescribed summer school/summer tutoring. Core classes include: Bible, Social Studies, Language/Literature, Physical Education, Science, and Math.

Conferences

The faculty welcomes conferences with parents. At the end of the first and third terms, school-wide (Kindergarten through 8th grade) conferences are scheduled. Every parent is requested to attend each meeting for the benefit of the child and to obtain pertinent information concerning the school program. During the remainder of the year, conferences are not regularly scheduled, but the teachers are ready to schedule a meeting with parents and discuss any questions that may arise. The administrator and special subject teachers are also available to have parents come and confer about the progress of their children. Parents may request a conference by contacting the teacher via email. Conference times shall be set in advance with the teacher at a convenient after-school hour.

IMPORTANT: Children are not to attend the Parent-Teacher Conferences unless requested by the teacher. Audio and/or video recording of parent/teacher conferences is not permitted.

Grading Scale

The following grade scale is used:

| | | | | | | | |
|-------|----|-------|----|-------|----|-------|----|
| 100 | A+ | 88-89 | B+ | 78-79 | C+ | 68-69 | D+ |
| 93-99 | A | 83-87 | B | 73-77 | C | 63-67 | D |
| 90-92 | A- | 80-82 | B- | 72-70 | C- | 60-62 | D- |
| | | | | | | 0-59 | F |

Middle School Honor Roll Qualifications

Qualifications for the National Junior Honor Society are important standards for students and teachers. The Academic Honor Roll has two levels, Honors indicates that a student has earned a 3.5 GPA or higher, lasting one quarter. High Honors indicates that a student has earned a 3.75 GPA or higher, lasting one quarter. Eighth grade Valedictorian and Salutatorian honors are calculated based on the cumulative grade for their 7th and 8th grade years as well as the student's adherence to the published Code of Conduct.

Library Policies

Students in grades kindergarten through 8th grade may utilize the Library for research, study and to check out books when the Librarian or classroom teacher is present. Kindergarten students are required to keep their books in the classroom.

- Books may be checked out for one week.
- Books may be renewed for another week if asked.

Late book policies:

- After a book is one week late, an email will be sent to the parents notifying them of the situation.
- After a book is two weeks late a charge of \$2.00 will be charged to the family's account.
- Each additional week the book is late an additional charge of \$2.00 will be applied.
- Library late fees are non-refundable.
- If a book is lost, librarian should be notified immediately. A charge for the full cost of the book will be calculated by the librarian and billed to the account.
- The student may not check out any additional books until all fees are paid.

Middle School Elective Process

The goal of elective courses in the middle school is to offer students an opportunity for learning outside of the "book / curriculum" environment. Exposure to athletic, fine arts and other genres of course study enhances the student's learning experience and develops interests & talents that may become a part of their adult life.

The middle school schedule allows for two electives per quarter. In the fall all students will be required to take a study skills course. Students may only opt out if they join music courses, but they will still be held to the same standards as if they completed the course. Study Skills will roll over into a mandatory study hall for the last three quarters.

Their second elective will be choice that they will remain in for the entirety of the year. Space will be limited per the cap size for the core classes. The options will be announced prior to the start of the school year, and it is the student's responsibility to sign up on time. The office will choose the elective if the student does not decide before the start of the school year.

Appropriate Use of Internet Technology

The following standards are used as a general structure for students to electronic resources.

Primary (K – 2) Students

- Students will use the internet for exploring “pre-approved” and “reviewed” sites.
- Students are not allowed to use search engines.
- Teacher supervision is required at all times during an Internet session.
- The internet content will be filtered in the computer lab.
- At all times, the use of the internet should be appropriate and restricted to education purposes.

Intermediate (3 – 5) Students

- Students will use the internet for exploring “pre-approved” and “reviewed” sites or sites accessed using pre-approved search engines.
- Teacher supervision is required at all times during an internet session.
- Student and parents must sign the AUP agreement/signature page for elementary students included in the student handbook.
- The internet content will be filtered.
- At all times, the use of the internet should be appropriate and restricted to educational purposes.

Middle School (6 – 8) Students

- Students are allowed access to filtered (computer lab) internet use upon the school's signed receipt by student and parent of the agreement section of this AUP contained in the student handbook.
- At all times, the use of the internet should be appropriate and restricted to educational purposes. If at any time this agreement is broken, a student may lose all internet privileges on school grounds.

STUDENT ACTIVITIES

Team Sports

The school offers a broad range of athletics programs for teams and individuals. Within each sport, emphasis is placed on good sportsmanship, further development, and mastering of skills. Our teams participate in the Sky-EM League. The following sports are offered at CFCA: Cross-Country, Girls Volleyball, Boys & Girls Basketball, Boys & Girls Track and Field. Based on interest and ability to field a full team, some season may be removed on a year-to-year basis.

Team Sport Eligibility

City First Christian Academy athletic teams are open to students in grades 5 through 8. The privilege of participation on school athletic teams will be granted to students who meet the academic requirement. All students participating in team sports must maintain a 2.0 GPA or better in each subject carried. If a student's grade falls below the standard, the student will not be allowed to participate in practice, games or meets until the grade level is restored. If a student has an F in any course, they will be ineligible the following week.

The athletic director will calculate the student's grade weekly based upon the established measures for the subject. Should a student not qualify at that time, they remain ineligible to participate until the next week's grade report. Changes in eligibility may be made if an error in grade calculation is discovered. However, changes will not be made if the student turns in late or missing assignments after the grade report has been issued.

If a student believes his/her grade report is in error, they are to communicate with the school administrator/athletic director who issued the report. If a change is to be made, the school administrator will communicate with the athletic director.

Field Trips & Offsite Sporting Events

Throughout the school year, classes will participate in various field trips; part-day, full-day, and multiple day trips. Field trips are an integral part of the curriculum and students are expected to participate. If a student is unable to participate in a field trip they will need to remain home while their class is away. Students not participating in full-day or multiple day field trips will be counted absent for the day(s) missed. Additional class work or projects may be assigned by the teacher to compensate for the learning missed by not participating in the field trip.

Oregon State Law: **Booster Seat Law:** effective 07/01/07: Child passengers must be restrained in approved child safety seats until they weigh 40 pounds. Children over 40 pounds must use booster seats until they have reached a height of 4'9" or the age of 8.

If a child is required to use, but does not have a car seat, they will not be able to attend the field trip and the parent will be required to take the child home for the day.

Emergency information forms must be completed for each field trip taken. Classroom teachers and/or trip leaders will provide each parent or guardian with the form and note its due date. If the form is not completed prior to the departure time, the student will not be allowed to attend the trip and the parent will be required to take the child home for the day. Forms are also available to download from Gradelink.

Parent Chaperones /Volunteers

Parent chaperones are required to be good models and stewards of our CFCA standard as they are asked to hold students to the same behavior model. Parents who do not reflect those standards or who are unable to assist the teacher in keeping kids accountable may not be asked to chaperone in the future.

Parent chaperones are a vital part of most field trip outings and must be listed as approved volunteers having completed the volunteer application process. Volunteer applications can be picked up in the main office or contact the human resource manager for an email application. (admin@cityfirstwarriors.org) The background portion can take from 24-72 hours to be processed and be returned so please plan accordingly.

On the day of the field trip parents should sign in at the school office as a volunteer for the time they will be assisting the class. Please also pick up your volunteer lanyard to wear while volunteering. Please note parents assisting as a field trip volunteer must not bring additional (non-enrolled) children with them on the field trip unless approved by the school administrator. Only students enrolled at City First Christian Academy may participate in a CFCA field trip.

Travel to athletic “away games” is considered a school sponsored event and therefore all field trip policies are to be followed.

Each classroom teacher and/or trip leader has the authority to confiscate personal items that are deemed inappropriate or are causing behavioral conflict. (Example: magazines, toys, etc.)

COVID ADDENDUM

These updates are to remain compliant with the ODE and Lane County Public Health guidelines so that we are able to keep our school open. During the COVID Pandemic year(s).

Updates to Building and Sanitation

- Every classroom will be cleaned through the day. Middle School classrooms will be wiped down with a bleach solution in between each class period.
- Contactless thermometers purchased for each classroom and the front office.
- All temperatures of students, staff and approved visitors will be taken and logged daily.
- Appropriate social distancing, spacing, and sneeze guard barriers will be applied to all classrooms.
- A sick room has been established in the front office for immediate parent pick up if a student develops a fever of 100 degrees or other symptoms.
- The Incredible Cleaning Company will be used to sanitize the whole school facility every single Friday after staff and students have left for the weekend.
- Every classroom will have a hand sanitizing station at each entrance and exit.
- The front office doors will remain locked to abide by ODE health guidelines.

Updated Procedures for Students

- Students must be sent to school with a mask. This mask must be school appropriate. The mask should not contain words or phrases, and any mask design should not be scary, distracting, or otherwise inappropriate for a school setting.
- Student may choose to take a mask break when they are in their own space at their assigned seat. Student must wear a mask when getting up to use the restroom, walk to specials (PE, music, recess, lunch), or to go speak to a teacher.
- Students must wash hands and/or use hand sanitizer before and after recess, music, lunch, and PE.
- Middle school students will not be dressing down for PE. They should wear shoes appropriate for movement outside on their scheduled cohort day.

- Per state guidelines, health screening will be required at the beginning of the day. The teacher will take their temperature with a no-contact thermometer and will log temperatures and note it falls within the guidelines.
- One-way traffic flow will be established where possible for all travel paths, including entrances and exits.
- Hot lunch will not be offered while the COVID-19 requirements are in effect.
- All students will be outside as much as possible. Please ensure that your student wears layers and a coat appropriate for being outside.

Updated Procedures for Parents

- Parents needing to conduct business with office manager will need to ring the doorbell to be let into the building.
- All parents, visitors, and volunteers will need to wear a mask, have their temperature taken, apply hand sanitizer, and log in on the visitor log. Even if it is just for a quick business transaction.

Parent/Student Handbook Signature Form



CITY FIRST
CHRISTIAN ACADEMY

Please sign and return this form to the school office.

City First Christian Academy exists to provide academic excellence from a biblical, Christ-centered perspective. By partnering with families, the school will inspire students to become life-long learners and responsible citizens with a love for God and the desire to serve others. By signing this form, I affirm:

1. That I have read the Parent/Student Handbook.
2. That I willingly submit to the principles and guidelines set forth.
3. That I will encourage my student(s) to be respectful of the standards and policies.
4. That I will follow the guidelines for appropriate communication.
5. That I will be supportive of school's educational and biblical philosophies.

By signing this form, I am affirming that I have read the Parent/Student Handbook and will abide by the policies and guidelines included.

Parent Signature

Date

Student Signature

Date

CFCA policy may change or be amended as deemed necessary.