

**Parent & Student Handbook**  
**EARLY EDUCATION**  
**Preschool-Kindergarten**



**CITY FIRST**  
**CHRISTIAN ACADEMY**

**2024-2025 School Year**

## 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 baptizes, 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 of Building Strong Foundations

City First Christian Academy is an educational ministry for children in their formative, preschool years all the way through the 12<sup>th</sup> grade year in high school. CFCA started as Willamette Christian School back in 1941 as a preschool ministry before adding on in 1980. After more than four decades of service and development, WCS transitioned into its new school name and new school home. It boasts a strong parent-run school board that is committed to keeping CFCA as being one of the premier Christian schools 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.

## **Statement of Governance**

The school is governed by a parent-led board. The board shall oversee and manage the working operations of the school. Members of the board are voted in by current board members upon approval of application.

Board meetings are open to the public and are held every month on the 2<sup>nd</sup> Thursday at 6 pm in the church lobby at 1052 Fairfield Ave. Parents are encouraged to come and serve.

City First Christian Academy is accredited through ACSI (Association of Christian Schools International) and develops 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.

## **Harassment Policy**

CFCA 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**

Students who feel that they have been subjected to or observed conduct of a harassing nature are encouraged to promptly report the matter to a staff member or administrator.

All complaints will be promptly investigated, and parents will be communicated with throughout the investigation process. Every effort will be made to protect the privacy of the parties involved in any complaints.

## **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, 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 will be called first as space becomes available. Parents are not required to pay the enrollment fee to be on the 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.

## **Tuition**

Tuition is based on the annual school calendar. Parents may choose which payment method best suits their family, either paid-in-full by August 10<sup>th</sup> or payment plans over 10 to 12 months. All monthly plans are due on the 10<sup>th</sup> of each month, and late fees of \$50 will be assessed if the monthly payment is not received by the first of the following month.

Accounts which are exceeding 60 days past due can result in the student(s)' suspension from the school until the account is current, unless arrangements are made with administrative approval. Accounts which become delinquent after several attempts at communication and/or lack of payment are subject to collection. If there is an outstanding balance from the prior school year, students will not be able to return to school for the next year until the balance is caught up.

If an occasion of financial difficulty arises, communicate with the office manager so alternative payment arrangements can be made.

## **Early Enrollment**

Early enrollment is a time for current families to re-enroll with first priority. If an account is past due, the student is not eligible for early enrollment. Early enrollment will typically begin in January. Open enrollment for new families will begin about 30 days after early enrollment.

## **Enrollment**

The enrollment fees collected are used to purchase texts and supplies for the student. Enrollment fees are nonrefundable once enrollment is processed with the office manager. Enrollment for the current year is open year-round as long as there is space in the class.

## **Withdrawal Policy**

Enrollment fees are non-refundable or transferable at any point in time. Parents who intend to withdraw their student during the school year must do so in writing and at least 30 days prior to the official withdrawal date. In the event no notice is given, the responsible party will be charged for 30 days of the exit date regardless of attendance on those days.

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

## **Immunizations**

City First Christian Academy must follow Lane County's immunization requirements. Immunizations are required for attendance at all schools in Oregon, whether public, private, charter or alternative schools. Oregon does allow medical and nonmedical exemptions. A medical exemption must be signed by a physician or county health department. A nonmedical exemption must be signed by a parent or guardian with an attached Vaccine Education Certificate verifying completion of education about immunizations, either from a health care practitioner or an online vaccine education module. 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.

## **CAMPUS EXPECTATIONS**

### **Visitors**

All visitors must report to the main campus school office before entering either campus. All visitors must sign in and wear a visitor lanyard and sign out upon leaving. Visitors' privileges may be revoked at any time. Potential students may not come for observation without prior administration approval. Visitors may not visit classrooms between 8:30-3:20 without prior approval or a teacher present in the room.

Parents are always welcome to attend all scheduled assembly programs and the weekly chapel time.

### **Volunteers**

Every volunteer must complete a volunteer packet prior to volunteering on school grounds or to attending school field trips off campus. If you are interested in volunteering, contact our office manager at least 21 days before the event to allow adequate time for processing the background check and DMV records.

### **Food**

Preschool morning snack will be provided such as cheese, cereal, cracker, and/or a fruit or vegetable choice every day for our morning snack. If you do not prefer the snack that we offer please send your child with a snack that would be a healthy option. You are encouraged to send an extra afternoon snack with them to keep in their cubbies/lunch boxes. Please limit sweets/treats in your child's lunch/snacks.

Students must eat something in the lunch period. Lunches can be brought from home. We have a microwave available to warm food. Hot lunch is available through the school and must be PRE-ORDERED through the school office. There is a \$4.00 charge for a missing lunch. Parents will receive an email and account charge from the office manager if this was

required. **Lunch is closed campus for all grades to include Grubhub or any other form of meal delivery.**

## **Water**

Students should have a labeled, personal water bottle with them every day. The school does not provide water bottles (including for athletics).

## **Birthday Parties**

Students are welcome to celebrate their birthday by bringing in treats for the entire class. Party invitations not involving the entire class may not be handed out at school. Parents may reference the grade's parent directory for other family's email addresses if needed.

## **Pets**

Pets on campus must be on a leash and under control by the adult owner at all times. Pets brought to the classroom must be approved by the teacher one week in advance.

## **Gum**

Gum is not allowed on the CFCA campus.

## **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.

## **Vandalism and Graffiti**

Damaging or defacing school property is a major violation and will result in appropriate consequences.

## **Search and Seizure**

City First Christian Academy reserves the right to search and inspect anything brought onto school property. This includes a student's backpack, binder, pencil pouch, bathroom storage, lunchbox, etc. Parents will be notified if the school's admin searched their student's property during school hours.

## **Bicycles, Skateboards, Scooters & Roller Blades**

Students are prohibited from riding skateboards, scooters, or roller blades on school property. If these items are brought to school, they will be stored on campus. 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 will be stored on campus to be picked up at the end of the day.

## **Personal Items at School**

If your child would like to bring their own ball or other recess toys, please communicate with your student's teacher. Items at school must not be disruptive and must be kept in backpacks at all other times besides recess. The school does not take any responsibility for any lost or damaged items. No toy weapons, slime, play doh, etc.

## **Lost and Found**

All lost and found articles are kept in a designated area near 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. Any unclaimed items will be donated to a charitable cause on a regular 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 school at the discretion of the administrator.

### **Parents and guardians behavioral and attitudinal expectations:**

- Support the school staff, leadership, and school policies 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 student in areas of respect, obedience, responsibility, orderliness, punctuality, and a positive attitude.
- Participate in student's education, both at home and by serving at school when possible.
- Communicate regularly with student's teacher/s in a calm and respectful way.
- Refrain from participating in gossip.

### **Conflict Resolution Guidelines & Requirements:**

At CFCA we have specific requirements for conflict resolution that a foundation for parents when conflict comes up between other adults. 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. All involved have a clear understanding of the problem.
2. That the issue is resolved to the satisfaction of all concerned.
3. That forgiveness and wholehearted restoration of relationship is accomplished.

### **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, 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 previous Situational Guidelines.)

### **Situational Guidelines**

If your student reports to you a conflict with another student at school, please have them talk to a staff member and work to resolve the conflict at school. If the parent feels a meeting with the staff member is required, they are encouraged to reach out to their homeroom teacher. Please try to have the student work through the conflict on their own following our Biblical principle before involving administration. This does not include bullying. For bullying guidelines, see page 14-15.

#### *Student with another Student conflict*

If the student is having an issue with another student, they should seek to “make the problem smaller” and use one of Kelso's choices to provide a space for both people to feel heard. If needed, the student should talk to a teacher to help navigate difficulties solving the conflict. An administrator may be brought in to help if previous steps haven't changed the situation. At no point should a student gossip about the conflict with another unrelated student.

### *Student/Parent with Staff Member conflict*

If a student reports a difficulty with a staff member, they should first try to resolve the issue through kindness and understanding that there's always two sides to an issue. If problem persists, student and parent should request a meeting with an administrator. The administrator will work as a go-between the two parties to bring about resolution after everyone has heard the other side.

### **Parent-Teacher Communications**

A frequent channel for middle school communication is via email and FACTS gradebook updates. The FACTS parent portal will have regular updates on homework, grades, and behavior reports that the student and the parent have regular access to.

Teachers are best reached through their email. Staff members are asked to respond to student/parent emails within one workday, so please ask an administrator if you need assistance in getting a response.

An email to the teacher or phone call to the front office is always appreciated when you have information or a question that is pertinent to your student's education, health, or general growth.

## **STUDENT BEHAVIOR EXPECTATIONS**

We do not expect all will be perfect, but rather our students to be people in active pursuit of integrity and growth. Staff and administrators will work with students and parents during the discipline process to encourage growth and change. Students who are unable to meet school conduct standards will be unable to remain at CFCA. City First Christian Academy expects full cooperation from both student and parent in the pursuit of behavior growth of the student. Lack of student/parent cooperation may result in permanent dismissal. The administration has the final responsibility for all disciplinary actions taken.

### **Respect, Dignity, and Kindness**

Following Mark 12 regarding love, it is our expectation that members of the CFCA community (staff, students, and families) treat each other with respect, dignity, and kindness. Student's verbal and written comments will reflect Christ's love for us all, their actions will be safe to their own bodies as well as others', and will show self-control in all manners.

### **Appropriate Language**

CFCA student expectations are that all words bring kindness and joy to others. Words spoken in the classroom, in the bathroom, in the lunchroom, outside during break, at sporting events, in the hallways, when staff are present, and when they are alone should

lift others up and be examples of Christian citizenship. We do not allow cursing of any caliber, words that are curse replacements, inappropriate slang, and noises that insinuate a sexual tone.

## **Character Curriculum**

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 biblically-founded morals and characteristics. Teachers regularly recognize outstanding character in quarterly chapels that parents will be invited to if their student is receiving an award.

## **Before and After Care**

The school offers before care for students from 7:30-8:10 and after care from 3:20-5:30. Students enrolled in either before or after care must abide by the same behavior expectations as are expected during school hours. Failure to abide by these expectations may result in the student's dismissal from the program. **Students must be age 5 to be enrolled in Before and After Care.**

Parents must sign up for before or after care through the front office so the school can properly staff the program.

## **Field Trips**

Expectations and disciplines will remain the same for off campus activities. Students are to remember they are representing the school to the public.

Parents will be notified of off campus events at least 21 days prior to the event. Field trip permission slips and any fees required are to be given to the office manager. Checks are to be made to City First Christian Academy.

*Preschool*-Parents must transport their own child to field trips.

*Kindergarten*-Parents who choose to chaperone for a field trip are expected to act as a right-hand man for the teacher. They are an extra set of eyes and ears and are asked to stay off of their cell phones so they can be good observers of the class. They are held to the same behavior expectations of the staff and students attending the trip as they are also representatives of the school.

If a student is required to use a car seat or a booster seat, per Oregon State Law, the parent must provide this for the school, otherwise the student will not be allowed to be transported by the school.

## **Discipline Procedures**

Teachers will have a clip up system to promote positivity. All students will start on green each morning. There are two clip up colors of blue and purple and two clip down colors of yellow and red.

Clipping down includes the following steps:

Step 1: verbal warning/discussion with student, not a clip down.

Step 2: second verbal warning, clip down at discretion down one step.

Step 3 & further: consequence, includes clip down but may also include a time reset out of class, a missed recess, a visit to the administrator, etc.

*Notes: Some behaviors are an immediate office visit at the teacher's discretion.*

*If a student ever gets to red, parents will receive a FACTS email (not Dojo or verbal conversation during pick up).*

## **Minor Violations**

Minor violations are those that include actions which are infrequent yet disruptive. These violations will be dealt with by the staff member first, involving parents and administration as needed. Repetitious minor violations can become major violations.

- Minor classroom and hallway disruptions
- Non-directed obscenity
- Inappropriate language

## **Major Violations**

Major violations occur when a student's actions endanger others, disrupt the educational setting, or a pattern of minor offenses has developed. Major violations are dealt with immediately and can move a student into consequences.

- Repetitious minor violations
- Bullying
- "Jokes" and comments including, but not limited to someone's: race, family's financial status, level of education gender, etc.
- Directed obscenities
- Fighting and assault (physical attack on another person)
- Plagiarism (see section on page 17)
- Theft or vandalism, includes the consistent "borrowing" of others' items
- Weapons (play or real)
- Use or delivery of other the counter drugs, tobacco, alcohol, and drug paraphernalia
- Arson, Fire Alarm, and Bomb Threats

*Note: Students affected by other classmates' behavior may not know the end result of the administrator dealing with the issue. We encourage all students to trust that the staff have appropriately handled the issue, even though they won't get an update on another's' punishment. We would handle their privacy in the same way.*

## **Expulsion**

Students may be dismissed from the CFCA school program if many attempts to correct behavior have been made and proper changes have not been. An administrator may need to recommend a student for expulsion prior to any suspensions depending on the severity of the major violation.

## **Bullying Policy**

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. The school has no tolerance for bullying, and bullying may lead to the student's dismissal from the school.

- Bullying needs to be evaluated upon intentional harm to the victim and the frequency of occurrence.
- It is a pattern of **repeated targeted** behavior rather than a single act, towards a specific victim(s).

When a parent suspects bullying is happening, please communicate with the student's teacher. If bullying continues, administration will be involved in bringing about a resolution with involved parties.

## **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.

### **Parent Access to Student Information**

City First Christian Academy provides parents access to their student's grades, attendance, calendar, assigned homework, and payment portal through the student management software called FACTS.

Parents will need to create a log in with FACTS. If you need help with password reset or general use, please contact the office manager.

## School Supplies

In order for students to be prepared for learning and completing schoolwork, every student must maintain a few basic school supplies. Supply lists are posted on the website and will be sent out via email in the month of July. CFCA tries to limit the amount of supplies parents to just the necessary items. Families are asked to replenish commonly-used items such as paper and pencils as needed throughout the year for student use.

## Kindergarten Report Cards and Progress Reports

Students will receive report cards at the end of each nine-week period. Report cards will be available on the FACTS family portal shortly after the quarter ends. Progress reports may also be used by teachers to communicate with parents regarding other points of concern or growth patterns.

## Grading Standards

The following grade scale is used for K-5<sup>th</sup> grade students:

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

## 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 potentially 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 works 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 academic probation (please see section on

academic probation). Plagiarism is a serious offense, and the administration requires all students to adhere to a school wide policy prohibiting it.

Teachers who suspect a student of cheating will first have a one-on-one conversation with the student. They will communicate with the student's parents those details of that conversation and their professional plan to allow the student to amend the situation.

Plans can include:

- Redo a test (a newer version)
- Redo an assignment (altered questions while maintaining the same difficulty)

## **Assignment Modifications**

Teachers encourage students to advocate for themselves when assignments are too difficult, but they are also aware of how a student is performing due to the small class sizes. There are many reasons a teacher may choose to modify the assignment requirements for a student to help them achieve success. Assignments or final grades may be marked with "accommodations made" if there were significant modifications made to accurately reflect the student's grade. A student's individual modification is never going to be discussed with other students or parents.

If you are concerned about your student's academic progress due to diagnosed or undiagnosed learning disabilities, please reach out to the school's educational director.

## **Student Promotion Policy**

Student progress is monitored closely. Parents will be notified regularly if students are falling behind or struggling to avoid end-of-year panic. Student promotion is determined by spring if a student is ready to advance to the next grade academically and/or emotionally at grade level.

*Promotion* - work has been average to above average in all areas. Students are ready for the next grade.

*Retention or Additional Program Recommended*- work does not meet grade level requirements in several areas. This will be communicated by an administrator in the month of May.

## **Parent / Teacher Conferences**

After the first quarter, parent/teacher conferences will be held with all parents by all teachers. Report cards and MAP test scores will be handed to the parents at that time. Spring conferences are offered to parents who have concerns for their student or for teachers who also have concerns to finish the year.

In preparation for conferences, a sign-up sheet should be sent out to class parents. Parents who neglect to sign-up should receive a phone call or email from the teacher encouraging them to do so.

Audio and/or video recording of conferences is not permitted.

### **Classroom Movie / Video Viewing**

Movies may be shown in the classroom for educational purposes only. PG movies may only be shown when parents have been notified in advance (before the students know).

### **Rest Time**

Rest time is a state requirement for all preschool aged children. Students will rest for 30-45 minutes and if still awake after this time they will be given a quiet activity to allow other students the opportunity to sleep if needed. Please place all of your child's nap items (small pillow, blanket, and stuff animal) in a bag to be left at school during the week. Please take these items home every Friday to be washed.

## **MISCELLANEOUS STUDENT POLICIES**

### **Dress Code**

Students' dress should demonstrate modesty as it has 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. Any clothing, jewelry, backpacks, binders, book covers, etc., with logos, slogans, pictures promoting skulls, drugs, alcohol, tobacco, sexual imagery, rebellion against authority, gang, or anything that is contrary to Christian standards may not be worn/brought to school.

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.

### **Dress Code Standards**

- Hats and hoods are allowed in class provided that they don't inhibit students' learning. They are asked to remove them for prayer.
- Hair should be neat and clean; not obstructing/covering any part of the eyes.
- 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. It may be confiscated by the teacher and given back at the end of the day.



- Shirts must be modest, clean, neat, in good repair, and of proper fit. Sleeveless shirts and dresses must fit in a way that undergarments are covered at all times by a wide shoulder strap. No “spaghetti straps” are allowed. Low necklines or arm holes revealing undergarments are not permitted.
- Shirts, tops, blouses must be long enough to be tucked in to cover the student’s midriff. **At no time**, including when arms are raised, should the student’s stomach or back be visible. Shirts/dresses with an open back must be worn with a jacket or cardigan. Shirts or dresses with small “keyhole” near the neckline are okay.
- No animal tail attachments.
- Jeans must not have *excessive* or *ratty holes* (either in deliberate design in the clothing or wear and tear). Covering the hole or tear with tape is not sufficient. Students may wear leggings underneath fashionable rips.
- Shorts must have a minimum of a 3-inch inseam. No spandex or Nike Pro shorts.
- Modest skirts and dresses must not be shorter than 5 inches above the knee (without athletic leggings); when the student is either sitting or standing.
- Proper footwear is to be worn at all times for safety purposes. Closed toe shoes are recommended due to the wood chipped playground area.
- Pajamas may not be worn (unless it is a spirit day or class party). Pants that look like pajama designs are not allowed.
- Clothes should be easy pulled up and down by your child independently for restroom breaks.

## **Lunchroom Rules**

It is vital that parents and students are familiar with the lunchroom procedures.

1. Students are to use quiet voices and use lunchtime to eat their lunch.
2. Students must stay in their seats until given permission to leave and throw away trash.
3. Students must eat something during the lunch period. They may have eaten snacks in the classroom but must save something for lunch time. If a student forgets their lunch, we do have lunch items available. The office manager will notify the parents of the \$4.00 charge for the missing lunch.

## **Playground Rules**

Students are expected to treat playground equipment with respect. Students who consistently abuse playground equipment may be asked to sit out. All other standards of behavior and decorum apply.

### *General Rules*

- One whistle blow is to attract the student's attention.
- Three whistles blown time for students to line up.
- No throwing rocks or bark pieces.
- No play fighting or pretend weapons.

## **HEALTH POLICIES**

### **General**

The school's health policy is set in place to prevent communicable diseases. To protect both the school community, parents are to keep a student home if they have any of the below:

1. Student's temperature is 100° degrees or greater
2. Persistent sore throat & swollen glands
3. Severe or persistent cough
4. Nausea, vomiting or diarrhea
5. Contagious or undiagnosed rashes
6. Painful earache
7. Overly runny nose
8. Inflamed and/or discharge from the eyes (Pink eye, not seasonal allergy symptoms)
9. Lice
10. Measles, diphtheria, salmonella enterica, shigellosis, Ecoli, hepatitis A & B, tuberculosis, open or draining lesions associated with Staph or Strep, chickenpox, mumps, pertussis, rubella, and scabies.

**A student who is recovering from a fever must remain home 24 hours after their temperature returns to normal without assistance from medication.**

**A student may not return for 48 hours after diarrhea or vomiting resolves.**

**If a student is on prescribed antibiotics, they may not return to school until 24-48 hours of first dose.**

The office manager may decide to call a parent to pick up their student if they are exhibiting signs or symptoms of illness and are unable to participate in normal classroom activities or if they develop a fever after drop off. If this decision is made, the parent is asked to pick up their student in a timely manner.

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

## **Medications**

### **Student Medicine Procedure**

In order for the student to be given any medicine, parents are asked to fill out the medical release section located on FACTS. The office manager is able to provide Children Ibuprofen or Tylenol as listed in the medical release. All medication, either over the counter or prescribed, need to be turned in to the office manager. If a student does not have a medication release, then the office manager will phone the parents for verbal permission. All medication administrations are documented daily in FACTS.

A medication administration record (MAR) will be kept and updated as prescribed medication is administered. The MAR is kept with the medication. It is the parent's responsibility to provide a measuring device for any liquid medications. All pills/tablets will also need to be in the correct dose as the school is not responsible for cutting or crushing medications. CFCA will not accept medication in a bag or unmarked container.

**In the case of separate custody, prescription medicine will be released to the parent who originally brought it in.**

CFCA will require a parent to come and administer any rectal medications.

### **Medication Error**

The office manager will immediately report medication errors to parents.

## **Medications on Field Trips/Off-Campus Activities**

Medication to be administered when students are on a field trip or off-campus activity, teachers will be notified by the office manager if medications are needed and teachers will help facilitate as needed.

## **Lice Policy**

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

## **Pink Eye Policy**

If your student has symptoms of pink eye, (the "whites" of either eye are pink and/or red, and are accompanied by discharge and/or crusted shut), we recommend that your student sees a doctor. If it is confirmed pinkeye, antibiotic eye drops are prescribed, and your child needs to have been treated for 24 hours before returning to school.

## **CPR and First Aid**

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 the event is documented in FACTS.

## **Allergies**

It is important to note in the FACTS family portal if your student has any allergies and to give any medications related to those allergies to the office manager. If your student has food allergies, the teacher will do their best to provide a substitute when special treats are brought

## **Restrooms**

All children must be potty trained. This means that they do not have regular accidents and need to be able to independently wipe after using the restroom. We will help teach and guide as needed and will offer grace and children are learning how to understand their bodies. Flushable wipes are allowed to be sent with your child. If accidents become a regular occurrence, you may be asked to keep your child at home until they have better control. Always keep 1-2 extra pairs of clothes that fit and are seasonally appropriate in your child's backpack.

## **ATTENDANCE POLICY**

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.

## **Early Pick Up**

Please park and come into the front office to sign out your student.

## **Absences**

If your student will be absent, please call or email the office manager as soon as possible with the reason for absence.

## **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**

Parents are to notify the office manager if they are going to be gone on a vacation **ONE WEEK** in advance so teachers can prepare work as needed.

## **Make-Up Work**

Make up work will be available for pick up **the following day**. The student will pick up an "Absent" sheet from their classroom/homeroom teacher with all assignments attached. The student must complete the assignments they missed within one week of returning. The student is expected to turn in any assignments or projects with a known due date that they missed on the day they return from being absent. The student is expected to take any missed tests on the day they return provided they knew about the test ahead of the absence.

## **School Hours**

School doors are open for drop off at 8:10 am. Gates are open for parents to line up for pick up at 3:10 pm. Do not block the main roads if the drive-through is full, and park in the Gilbert Center parking lot until there is space to proceed to pick up your student.

### *Drop Off*

- Morning care opens at 7:30 am. Please use the drive through line and drop off at the cafeteria door.
- 1<sup>st</sup>-5<sup>th</sup> grade: students are to be dropped off in the drive through lane on the main campus between 8:10 and 8:20 am.

### *Pick Up*

- 1<sup>st</sup>, 2<sup>nd</sup>, & 5<sup>th</sup> grade: students will be waiting on the bark chips on west side of building for parents to arrive in the drive through lane.

- 3<sup>rd</sup> & 4<sup>th</sup> grade: parents are to back into the parking spaces in the south lot of the main campus next to Fairfield Elementary by 3:10 pm. Parents are to come retrieve their students from their teacher outside the gym door.
- At no point should students on the main campus cross to the other side unattended for pick up.
- Students enrolled in the aftercare program will be taken to the cafeteria by the teacher.

*Note: Siblings on the main campus will be released together as a group at the 3:30 time so that secondary students receive their full educational learning time. If there is a 3<sup>rd</sup> or 4<sup>th</sup> grade sibling, all students in that family can be picked up from the south parking lot.*

*If a student is not picked up within 10 minutes of school ending, they will be taken to the aftercare program at parent's expense of \$10 per hour.*

*Please call if you are running late so we can make an accommodation.*

## **Friday Schedule**

Friday is an early release day with departure at 2:20 pm elementary (1<sup>st</sup>-5<sup>th</sup>).

## **Half Day Schedule**

Half-day release at 12:00 pm will take place periodically throughout the school year as listed on the school calendar.

## **Inclement Weather**

In the event of severe inclement weather, we will post an announcement of either school closure or delayed start by 7:00 a.m. on social media, via text message alert, and email. The school will typically follow 4J and Bethel's closure decisions as parents may have students in both districts. It is important to confirm that your account is set to receive those text alerts.

### *School is Closed*

- This means that the building will be vacant. There are no classes, extended care, or afternoon activities.

### *School is Delayed*

- This refers to the time school starts and when students will be allowed on campus. For example, if school is on a two-hour delay, classrooms will open at 10:10 AM and class will begin at 10:20 am. and 10:30 am. Secondary classes will begin in third period. Afternoon extended care would run as usual.

If there's a question on if we're open or not and you haven't heard otherwise, we'll have regular operating hours.

## **STUDENT ACTIVITIES**

### **Team Sports**

The school offers middle school (5<sup>th</sup>-8<sup>th</sup>) Fall Cross-Country, Girls Volleyball, Boys & Girls Basketball, and Spring Track and Field. Based on interest and ability to field a full team, some seasons may be removed on a year-to-year basis. If a student is placed on academic probation, the student will not be allowed to participate in practice, games or meets until the grade level is restored. See the Academic Probation policy.

Registration forms, physicals, and payments must be handled prior to the first practice with the office manager. Late registration may impact your student's eligibility for the sport.

Parents are expected to help volunteer as much as possible in transporting students to away events and/or running the event. Parents are to be a good representation of the school's code of conduct. The school wants all participants in the community to have a positive impact.

## **SCHOOL SECURITY**

### **Classroom/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.

### **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.

CFCA uses the following codes to notify our staff and students of an emergency and will provide regular drills to practice.

### **Code Red- Fire**

In the case of a fire, the office will communicate a Code Red using the phone intercom. Students will be instructed to evacuate.

### **Code Blue- Freeze in Place**

In the case of a potential exterior threat, the office may communicate a Code Blue using the phone intercom. Teachers and students will limit movement within the building, including crossing in front of large windows by the front desk, having recess and lunch in the classrooms, and limit staff moving across campuses.

### **Code Black- Emergency**

In the case of a confirmed threat to the school's safety either in or out of the buildings, the office may communicate a Code Black using the phone intercom. The office will call 911; staff and students should ensure safety by potentially barricading inside a classroom or evacuating the building.

At the end of the day, the administration will notify parents of a Code that was put in place that day, whether it was a drill or a genuine emergency.

## **CFCA BRANDING USAGE**

### **City First Christian Academy Logo**

Use of the CFCA Logo is expressly prohibited without written consent from the administration.

### **CFCA Photos, Videos, and Website Content**

Please email the Executive Director if you would not like your student's images used on the school's promotional materials that include printed, social media, and the school website.