

Table of Contents

Welcome / School Vision.....	2
Mission Statement / Life-Success Outcomes.....	3
Statement of Faith.....	4
Management Statement / Notice of Student Nondiscrimination.....	5
Accreditation / Admissions.....	5
Academics.....	6
Graduation Requirements.....	8
Attendance.....	14
Awards.....	16
Conduct.....	17
Courtesy & Respect / Dress Code.....	26
Financial.....	30
Lunch.....	33
Health Services.....	34
Parent Ministry.....	36
Physical Fitness.....	39
Security.....	40
Students Activities.....	41
Transportation.....	44
Other.....	45

Welcome To Christian Life Center Academy

Welcome to Christian Life Center Academy. You have enrolled in a school that is well known for quality Christian education. We are happy that you are a part of Christian Life Center Academy.

The policies and procedures in this handbook are the product of concentrated prayer and input from parents, students, and staff members. This book is designed to serve students and parents by establishing the guidelines and parameters for expected attitude and behavior.

We speak God's anointing and blessing upon you for a successful school year.

The School Vision **Rev. Richard Rodriguez, Pastor and Founder**

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

The vision of Christian Life Center Academy is to provide a place to train, prepare, and equip young people to fulfill their divine call and destiny and to take the gospel to the world as pastors, evangelists, prophets, apostles, and teachers or as plumbers, nurses, technicians, business persons, etc.

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

Mission Statement

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

Life-Success Outcomes

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

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

Philosophy of Christian Education

There are two philosophies of education in the world today. One is secular philosophy, which is based on the vain imaginations of man. The other is the Christian philosophy, which is based on the absolute truth found in the Word of God. Christian Life Center Academy is established on the Christian philosophy of education and the realization that the only true education is an education founded on the Word of God. Real education is the process of learning God's truth and learning to make decisions in every area of life based on Truth. Academics are not an end within themselves, but a means to an end, bringing glory to God and the development of Godly character in the student's life. Academics are used as a tool to assist the student to grow in wisdom and stature and in favor with God and man.

Statement of Faith

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

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

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

We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory. (I Corinthians 15:3; I Peter 2:21-24; John 3:16)

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

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

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

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

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

Management Statement

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

Notice of Student Nondiscrimination

Christian Life Center Academy, a ministry of Christian Life Center, admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. We do not discriminate on the basis of race, color, national and ethnic origin in administration of our educational policies, admissions policies, athletic and school-administered programs.

Accreditation

Christian Life Center Academy is accredited by the Association of Christian Teachers and Schools (ACTS). We are a member of the Association of Christian Schools International (ACSI), International Christian Accrediting Association (ICAA), and Oral Roberts University Educational Fellowship (ORUEF).

Admissions

Parents wishing to obtain information about the school and its program or to enroll their children in the school should contact the school office at (281) 319-0077.

Acceptance is based on a decision by the administrator. Grade placement for all students will be determined by the administrative staff. Christian Life Center Academy reserves the right to adjust and/or modify course offerings, selections and/or combination of classes at each grade level based on final enrollment. Only those students with an up-to-date immunization record, a copy of a birth certificate (for Kindergarten and younger), pastoral form and social security number will be accepted for final enrollment and permitted to attend class.

Home-Schooled Students. Home-schooled students enrolling in Christian Life Center Academy must present evidence of work completed, attendance records, curriculum samples, etc. To receive high school credit, home-schooled students must be able to demonstrate competence in those subjects. Credit will be granted when these competencies are established; however, unless a student is involved in the school's Home-School Tracking program, the grades will not be counted towards a GPA. A special Home-School Tracking program is available for a small fee. Information packets are available in the main school office. Only those home-schooled students who are enrolled in Christian Life Center Academy's Home-School Tracking program will be considered for graduation.

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

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

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

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

Academics

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

Report Cards. Report cards will be issued every nine weeks. Their purpose is to inform the parent and student concerning the student's performance.

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

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

- I Incomplete will be assigned due to excused absences only.
Incomplete work must be completed
within two weeks after the close of the grading period.
- P Passing with credit but no application to GPA.

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

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

Graduation Requirements. Each course taken as a 9-12th grader is ½ credit (unit) per semester. A total of 22 units are needed for graduation. *No fewer than 17 units must be taken in grades 10, 11, and 12.* The Texas State Department of Education requires all students to meet the minimum graduation requirements as presented by the State Department of Education. In addition to requirements by the State Department of Education, students must meet those requirements established by Christian Life Center Academy and the International Christian Accrediting Association (ICAA). The number of credits required and the types of courses required may vary from year to year. Christian Life Center Academy reserves the right to change its graduation requirements for all students enrolled.

All students who attend Christian Life Center Academy beginning in eighth grade have the privilege of taking a total of 27 credits (not including any credits earned in summer school). **It is our recommendation that our students earn as many credits and take as many courses as possible.**

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

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

Minimum Graduation Requirements

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

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

Student Aide Program. Students may apply for a position as Student Aide. Students will receive a Pass/Fail grade. This course will count as an elective credit, but it will not apply to their G.P.A.

Concurrent Enrollment. High school students are expected to be enrolled as full-time students. The Texas Department of Education defines this as a six-hour day. Christian Life Center Academy divides its six hours into seven instructional periods. Seniors who qualify may enroll in college courses and vocational technical schools under concurrent enrollment programs. Seniors who enroll in two college level courses for at least six credits will be given allowance for two of the six required hours of attendance plus one hour for commuting to the college. Seniors who are enrolled in only one three-credit course must be enrolled in no less than four periods in Christian Life Center Academy. All concurrently enrolled students must provide evidence they have been accepted and are enrolled in college courses. Seniors taking concurrent courses should

check with the administrator to see which courses are accepted as Christian Life Center Academy credit. Only those courses taken for college credit will be accepted in meeting the six-hour state attendance requirement. Students who drop concurrently enrolled courses will be required to re-enroll in courses at Christian Life Center Academy. Students must submit a copy of their concurrent transcript immediately following completion of their course. A student enrolled in three college credits may earn one-half Christian Life Center Academy unit (credit) per semester.

Homework. Research has demonstrated that student achievement rises significantly when teachers regularly assign homework and students conscientiously do it. We do request parents' full cooperation in seeing that the assignments are completed. In elementary school, parents are *required to review the daily homework assignment guide with their child*. Repeated delinquent homework could result in failure to perform well on tests, thereby resulting in a lower grade. Doing homework is part of preparation for the future. Correct spelling and neatness are required. Parents are expected to communicate with teachers when their children are having challenges with homework.

- Believing that homework is an integral part of the school program, each teacher is at liberty to give homework to aid the student to advance his studies. Therefore, each student is required to complete his homework assignments on time. In grades 6-12, failure to complete homework will result in a deduction of points or may result in a zero grade.
1. We believe that most students require solid academic drilling to master material essential to their education progress.
 2. As instruction progresses, various challenge points in a student's grasp of a subject become evident. Homework following instruction is given to overcome such challenges.

3. Book reports, compositions, special research assignments, and projects are some of the activities that are frequently the subject of homework attention.

No homework will be given on Wednesday nights. Families are encouraged to attend church and students to be active in their youth groups.

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

1. Provide a study area with good lighting, proper seating at a table or desk, adequate materials, and sufficient space. Distractions should be eliminated.
2. Provide a specific time period. Establish rules and guidelines for your child until the homework is completed.
3. Encourage and counsel your student to understand the value of homework. Any accomplishment requires work, practice, and consistency. Give as much assistance as possible, but remember that homework is your child's responsibility.
4. Helps Classes. There may be students attending Christian Life Center Academy who, because of the academic standard the school maintains, would benefit from a helps class. This is available when the parent and teacher communicate and determine the helps classes be beneficial. It will be scheduled through the teacher. There is no cost for after school helps classes. These will be held from 3:00 p.m. to 3:30 p.m.
5. Make-up Work. Students are expected to make up work missed due to an absence. If a student is absent more than two days, parents should call the school office by 8:00 a.m. to request the child's assignment. These may be picked up at the school office by 3:00 p.m.
 - Students are allowed one day per absent day to make up work.
 - It is the responsibility of the student/parent to obtain ALL make-up work.
 - Parents who know their child will be out should arrange for work to be done in advance or during the student's absence.

Honor Roll

1. Highest Honors: Achievement of "A" or higher average in all academic subjects.
2. Honor Roll: Achievement of "B" or higher average in all

academic subjects.

Honor Society. Nominations for the National Honor Society are made by teachers after the completion of the first semester. To be eligible, a student must maintain a cumulative GPA of 3.5, manifest good character traits, leadership, fruit of the Spirit, and show involvement in Christian service. Students with a D or F grade in any subject for the semester or a history of disciplinary referrals will not be eligible for the honor society.

Promotion. Students in grades 1-5 will be subject to non-promotion should they fail to make sufficient academic progress at their current grade level.

Students in grades 6-8 failing up to two of the academic core subjects (Language Arts, Math, Science, or Social Studies) can be promoted to the next grade level only after successfully completing the failed course in summer school.

If the student fails three or more of the academic core subjects, he will not be eligible for summer school and will be retained.

Report Cards

Grade alerts (74 % or below) will be given to the students after the first three weeks of each quarter. Progress Reports will be sent to parents after the sixth week of each quarter to show progress in each subject. Report cards will be issued every nine weeks (quarter). Report cards will be withheld for any student with an outstanding school account.

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

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

Testing

Standardized Achievement Test - Given annually for grades **K-10th** in the spring.

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

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

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

Attendance

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

School Hours. School begins at 8:00 a.m.

All students arriving after 8:00 a.m. will be counted tardy.

They will be counted absent at 10:00 a.m.

School ends at 3:00 p.m.

Arrival.

- ❖ Students may arrive at Christian Life Center Academy as early as 7:30 a.m.
- ❖ Students needing to arrive prior to 7:30 a.m. may participate in the early arrival program for an extra fee.
- ❖ Breakfast may be purchased in the cafeteria from 7:30 a.m. – 7:50 a.m.
- ❖ Students not purchasing breakfasts are to be seated in the designated sections in the cafeteria.
- ❖ Parents desiring to come in with their child may park and accompany their child into the school. Please sign in and obtain a badge.
- ❖ Students arriving after 8:00 a.m. must sign the tardy book located in the school office.
- ❖ Students must be dropped off at the front entrance.

Tardies and Absences.

- Tardies are disruptive to the class and are poor training for the student.
- The only acceptable excuse for tardiness is illness, weather or road conditions (including accidents) that make travel dangerous, or unusually slow. Three tardies will constitute one absence.
- When a student returns after an absence, he must bring a note from the parent stating the reason for the absence. Absences of three days duration or longer, due to an illness, need a doctor's note to be excused.
- Parents will be contacted in the event of excessive tardies or absences. More than eight absences in a semester will disqualify a student from receiving credit for that semester's work.
- State Law requires students to have no more than eight absences per semester. If a student exceeds this he will be required to attend Saturday School at a cost of \$50.00 per Saturday. Saturday School will be held as needed and will be from 8:00 a.m. to 2:00 p.m. Students must bring a sack lunch.

- Tardies to classes other than first period will be treated as a disciplinary problem, unless there are extenuating circumstances. “I was in the bathroom,” is not an acceptable excuse.

Departure

- ❖ Students are to be picked up between 3:00 p.m. and 3:30 p.m. unless they are participating in dance, gymnastics, tutoring, sports, school clubs or other school-related activities.
- ❖ Students 12 years and under that cannot be picked up by 3:30 p.m. may participate in the extended care program for an extra fee.
- ❖ Students 13 years and above cannot be accommodated in the extended care program due to State Licensing requirements; therefore, students who are not picked up by 3:30 p.m. will have to wait outside the school building. The school can neither supervise nor take any responsibility for their safety or behavior.
- ❖ Students who drive or walk must bring a parental permission note to be placed in the student’s file.
- ❖ Students in K4 – 5th grade should be picked up at the north entrance by the parking lot. Students in 6th – 12th grade should be picked up at the front entrance.

Office Hours. The office opens at 7:30 a.m. and closes at 4:00 p.m.

Release From Classes. When it is necessary for a student to leave school during the day, release of the student must be made through the school office and approved by a principal. Since school staff is unable to confirm the release of students from class during the day, parents *must* come to the school office and check the student out.

School Closing. Appropriate precautions will be taken in case of a severe weather warning. Students will be released to go home when parents arrive.

School closing because of severe weather will be announced over TV channel 11 from 6:30-8:30 a.m. Christian Life Center Academy generally follows the decision of the Humble School District. If the Humble School District is closed because of inclement weather, Christian Life Center Academy will be closed also. Parents may call the school at (281) 319-0077 for information.

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

Awards

Several annual awards are available to qualifying Christian Life Center Academy students.

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

Golden Graduates. This award goes to students who have attended Christian Life Center Academy from grades K4 -12.

Highest Average. An engraved plaque or trophy is presented to the student with the highest cumulative average for the year in each class. Average of all subjects, both core and electives, will be considered for this award. Students will be considered for this award only if the average is above 85%.

Honor Roll Awards.

95% and above in each subject	A+ Honor Roll
90-94 in each subject	A Honor Roll
80-89 in each subject	B Honor Roll

AB Honor Roll is awarded to students earning both A's and B's.

Christian Character Award. An award is presented to the outstanding student in each grade level as identified by the faculty.

Physical Fitness Awards. The student must perform at the 75% on the American Alliance for Health, Physical Education, Recreation & Dance (AAPHERD) test.

Presidential Award. The student must perform at the 85% percentile on the AAPHERD test.

Salutatorian Award. Awarded to the senior with the second highest high school (9 – 12) core GPA. (Must be at least 3.5)

Valedictorian. Awarded to the senior with the highest high school (9 – 12) core GPA. (Must be at least 3.7)

Science Fair Award. Christian Life Center Academy participates in the District Annual ACSI Science Fair.

Other Awards. Math award, Spelling award, Biggest Blessing, Participation awards, etc.

Conduct

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

General Code of Conduct

1. Students are expected to be punctual to all assemblies, chapels, and classes.
2. Students, who use, write, distribute, or possess profane, indecent or obscene language, literature, writing, or pictures shall be suspended from school.
3. Students are not permitted to use or possess tobacco, alcohol, or illegal drugs.
4. Running in the halls is strictly prohibited for safety reasons. Horseplay and loud noise will not be permissible in the school building, on the school grounds or while riding in school vehicles.
5. All electronic devices including, but not limited to, radios, walkmans, beepers, electronic games, Ipods, cell phones, etc. must be turned off from 8:00 a.m. to 3:00 p. m except during lunch time.
6. Students are not allowed to fight verbally or physically.
7. Students at Christian Life Center Academy are expected to reflect the high standards of Christian morals and principles. The basic rule is "Do not touch." It is therefore expected of each student to refrain from public display of affection (such as kissing, holding hands, embracing, etc.) while on campus or at school-sponsored activities, including sporting events away or at home.
8. Participation with secular rock or New Age music, in any form, is not permitted. Only Christian music is to be played on campus.
9. Students will keep themselves from being involved in any sexual immorality.

10. Gambling, in any form, will not be tolerated on or off campus.
11. No student will have in his possession (on person, in locker, or vehicle) any kind of matches, lighters, fireworks, explosives, weapons, tobacco, alcohol, illegal drugs.
12. There will be no attempting to sell or distribute any object or substance which has not been authorized for sale or distribution by the principal.
13. Cheating, lying, or stealing are not acceptable or tolerated. When a student is suspected of cheating, the parent/guardian will be called by the teacher and the cheating incident reported to the administrator. Cheating or the intent to cheat may result in the following actions:
 - a. Zero for an assignment.
 - b. Removal from class with no credit.
 - c. Repeated cheating will result in a student being suspended from school.
14. Scoffing, scorning or disrespectful remarks or behavior are not acceptable.
15. Involvement in witchcraft, the occult, astrology, or playing computer and video games that foster these philosophies are not allowed. Students will guard their minds and hearts by viewing only the TV programs, videos and movies that are wholesome and support a love for God, country and the family.
16. Students are not permitted to enter a bar or dance hall.
17. Students are to remain in Christian Life Center Academy dress code until they are off campus, unless they are involved in a Christian Life Center Academy sponsored activity that requires a dress change.

Guns and Weapons. Guns or weapons are not allowed on campus. Any student who brings any type of gun or weapon, firearm, paintball gun, replica gun, or pellet gun on campus will be *suspended from school for a minimum of one year.* Consequences for violation of the General Conduct may include, but are not limited to, loss of recess, removal from the classroom, suspension, corporal punishment, and /or expulsion from school. As

required by law, violation will be reported to the authorities. Teachers at all levels may refer students at any level.

Community Conduct. Conduct in the community by Christian Life Center Academy students that brings disgrace to the school will result in disciplinary action. Included in this misconduct are such behaviors as defacement or destruction of personal or business property, toilet papering someone's house, etc.

Classroom Code of Conduct (ALL GRADES)

As a Christian, I will behave as much like Jesus Christ as possible. The fruit of the Spirit will be evident in my life, in and out of the classroom. Galatians 5:22-23 says, "But the fruit of the Spirit is love, joy, peace, longsuffering, gentleness, goodness, faith, meekness, temperance: against such there is no law." I will do my best to obey those that have authority over me, for this is right in the sight of God. I will, at all times, follow the Classroom Code of Conduct.

1. Show proper respect to teachers and students. (Romans 13:7)
2. Obey those in authority. (Ephesians 6:1, 5; Romans 13:1)
3. Wait to be acknowledged by the teacher by raising my hand. (1 Corinthians 14:40)
4. Keep the classroom clean. (1 Corinthians 14:40).
5. Behave in ways that will not disrupt others. (John 13:35)
7. Be responsible. (Matthew 25:21)

"Recognizing Jesus as the Author and Finisher of my faith, and the Word as the supreme standard for all wisdom and knowledge, it is my aim to develop accordingly, realizing that as I seek first His kingdom and righteousness, all these things shall be added." (Hebrews 12:1,2; James 1:5,6; I Peter 1:24; I John 2:5; I John 5:3-5.)

Honor Code Pledge

Grades 1-5

Students in grades 1-5 will be required to sign a pledge to follow the school Code of Conduct and Honor Pledge. **In signing this pledge, students are committing to a 24-hour life style on and off campus.** A parent's signature indicates agreement with the Honor Code and support of the school in monitoring student actions on and off campus. Only those students and parents who are in agreement with the 24-hour honor code will be admitted to school.

Because I love Jesus and want to be like Him, I will

1. Spend time with Him in prayer and reading my Bible. (Luke 2:52)
2. Spend time with others praising and worshiping God. (Colossians 3:16)
3. Always do my best in my work in school. (2 Timothy 2:15)
4. Be kind and courteous to others and respect their property at all times. (Philippians 2:4)
5. Tell the truth. (Ephesians 5:19)
6. Tell others about their need for Jesus. (Matthew 28:1)
7. Speak words that uplift and encourage others. (Psalms 19:14)
8. Obey my teacher and all others who are in authority over me. (Colossians 3:23)

Grades 6-12

Students in grades 6-12 will be required to sign a pledge to follow the school Code of Conduct and Honor Pledge. **In signing this pledge, students are committing to a 24-hour life style on and off campus.** A parent's signature indicates agreement with the Honor Code and support of the school in monitoring student actions on and off campus. Only those students and parents who are in agreement with the 24-hour honor code will be admitted to school.

1. I will endeavor to follow the will of God for my life and to exemplify Christ-like character through daily personal prayer and consistent study of the Word of God and through faithful group worship both at school and at church. (Matthew 7:7-11; James 1:22; I Peter 1:13-16; II Peter 1:10,11; Galatians 4:7)
2. I will apply myself to my studies and endeavor to develop the full powers of my mind in Christ. (Luke 2:52; Philippians 2:5; I Corinthians 1:5)
3. I will practice good health habits and regularly participate in wholesome physical activities. (Corinthians 3:16,17; Romans 12)
4. I will refrain from the lifestyle of sexual immorality, drunkenness, and use of alcohol, tobacco or illegal substances. (I Corinthians 6:9, 13, 18, 19; Galatians 5:16-26)
5. I will abstain from all appearance of evil, such as immodest clothing, attending secular rock concerts, dance clubs, or night clubs or participation in social dancing, etc. (I Thessalonians. 5:22)
6. I will yield my personality to the healing and molding power of the Holy Spirit. (James 5:14-16; Acts 1:8; Acts 2:1-4)
7. I will endeavor to faithfully give heed to the call of God on my life and develop the gifts and abilities God has given me. (I John 2:20; I Corinthians 12:18-31; Ephesians 4:11,12)
8. I will seek to share the love of Christ through personal witness and specific ministry on a regular basis in an area of Christian service. (Matthew 8:19,20; Matthew 10:8; John 15:17; I Corinthians 15:58; II Corinthians 5:18; I Corinthians 9:22.)

9. I will acknowledge the need to preserve my language for words that uplift and encourage peers and adults in my life. (Matthew 12:36, 37; Proverbs 18:8; Proverbs 26:20; Psalms 19:14; Psalms 34:13)
10. I will not lie, cheat, or steal nor tolerate those among us who do. I am not only expected to adhere to this policy but also to promote and encourage my peers to follow it. (Psalm 15:1-3; James 1:8; Deuteronomy 5:19, 20)
11. I will submit to the leadership of Christian Life Center Academy. I realize that my attendance at Christian Life Center Academy is a privilege and not a right. I determine to give my best and prayerfully support Christian Life Center Academy and its philosophy of providing a quality education without compromising the Word of God. (Colossians 3:22; Ephesians 6:5-8; Hebrews 13:17)
12. I realize that this pledge will become part of my permanent file and that disciplinary consequences will be administered if I violate this pledge. Consequences may include, but not be limited to, loss of recess, removal from the classroom, suspension, corporal punishment, and/or expulsion from school.

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

Character Trait Calendar. Emphasis have been scheduled as follows:

August:	Humbleness	January:	Self control
September:	Obedience	February:	Honesty
October:	Responsibility	March:	Diligence
November:	Thankfulness	April:	Respectfulness
December:	Caring	May:	Faithfulness

Dating. What is dating? Christian Life Center Academy defines dating as a “special kind of friendship” between two people of the opposite gender that may lead to courtship. Courtship should come after a very special friendship has developed. Too often couples want to become lovers before becoming friends. Students need to focus on establishing non-romantic friendships, which grow into special friendships. We feel that friendships can be established outside of the concept of dating.

Furthermore, Christian Life Center Academy does not support early dating because of the peer pressure that dating brings both to those who are dating as well as to those who choose not to date, or are not permitted to date by their parents.

Dating, when allowed, involves a unique formula, that is, R+R=T. Respect plus Responsibility equals Trust. Holding hands and other public displays of affection are never acceptable in public. Such actions are an indication of immaturity and are embarrassing to those around you. When such behaviors happen at an early age, it gives evidence of lack of responsibility which reduces trust.

The temptation to “follow the crowd” in dating habits is a very real temptation, and is more so today, with the permissive society our students live in, than at any time before. As one girl put it, “You either go along, or you don’t at all.” Everybody is not dating. The Bible tells us to beware of peer pressure: “Don’t let the world around you squeeze you into its own mold” (Roman 12:2 Phillips).

“Going steady” isn’t the best social arrangement for young people. Although it’s flattering to know you are preferred above others, seeing only one person forces obligations. It restricts you from other friendships that add dimension to your life. As a young person you have a vast world ahead of you to appreciate, and it isn’t wise to limit yourself by a demanding relationship. Try as one may, going steady can’t be a casual relationship. The temptation of intimacy is apt to occur and other problems may follow. Although our students at Christian Life Center Academy are exposed to improper dating philosophies of the world, Christian Life Center Academy believes that its students are called to live above the world’s standard.

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

After School Work Detail. At the discretion of the administrator, a student may be assigned to two hours of work detail. Work detail may include, but is not limited to, picking up paper, sweeping sidewalks, setting up chairs, vacuuming, cleaning up the parking lot, etc.

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

Biblical principles used by Christian Life Center Academy for guiding children to predetermined discipline goals include 1) instruction, 2) correction, 3) exhortation, 4) rebuke, and 5) chastisement (rod of correction). Our goal is self-discipline. Both the discipline and learning go hand-in-hand to build character and to allow the student to best develop in the dimension of the whole person. It is expected that students at Christian Life Center Academy will put forth a quality effort to listen and obey the voice of their "inner man" (spirit) and to exemplify Christ-like character.

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

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

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

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

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

Suspensions/Expulsions. If a student is suspended from school, a parent will be called and a letter will be sent home informing the parent of the conditions of the suspension. The suspension letter must be signed by a parent, legal guardian, or parent designee and returned to the Administrator. A parent conference is required prior to the student's returning to school.

The following are some examples of activities that will result in suspensions: fighting, cheating, racial slurs, cursing, trashing restrooms, etc.

Courtesy and Respect

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

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

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

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

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

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

Dress Code

T he Bible does tell us that man looks at a person's outer appearance, but God looks at our hearts (I Samuel 16:7). We know that how we are viewed by God is the most important thing! Nevertheless, man does look at our outward appearance. Even as we have an obligation to see that our hearts are clean and pleasing to God, we also have an obligation to see that our appearance is clean and pleasing to man. There is a close relationship between performance and appearance. It is our belief that students will achieve and develop their potential in proportion to how they view themselves.

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

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

- * To train students to dress in a conservative, traditional fashion.
- * To create a positive disciplined environment in the school.
- * To assist students in concentrating on academic achievement rather than on clothing competition.
- * To eliminate offensive fashions.
- * To help reduce peer pressure.
- * To help parents and students with financial stewardship.
- * To create a positive image in the community.

The administration and teachers of Christian Life Center Academy will maintain and enforce the dress code from the time a student arrives on campus until the student is off campus.

Uniform Code **K4-12th Grade**

We believe physical appearance and self-image are very closely related; there is a cause and effect relationship between the two. Since one of our aims is to build a positive self-image in each student, we have established the following uniform code:

1. Slacks and shorts (jumpers, skirts, and capris are also allowed for girls) in uniform khaki only
 - a. Must fit neatly, not baggy.
 - b. Must not be shorter than two inches above the knee.
 - c. Pants must be worn at the waist.
2. Shirts must be bought through the school because they must be imprinted with the school logo (must fit appropriately). Students in K4 – 8th grade must wear blue shirts and students in 9th – 12th grade must wear maroon shirts.
3. Brown, black, or neutral belt must be worn if slacks or shorts

4. have belt loops (belts that are too long will not be allowed). Flip flops are not allowed.
5. Tennis shoes must be worn to PE.
6. Girls must wear shorts or slacks to PE.
7. Maroon casual shirts must be bought through the school and can only be worn on Fridays and field trips.
8. Maroon sweatshirts with the school logo may be purchased from the school.

General Information

1. Any look that is sloppy or disheveled is unacceptable.
2. Belts are to be worn with pants/ shorts with belt loops and shirts must be tucked in neatly with belt showing.
3. Any attire deemed inappropriate or immodest by the administration must not be worn to school. Students not in uniform code will not be allowed in the classroom. They will be sent to the school office and the parent will be asked to pick them up or bring a change of clothes.
4. Small conservative necklaces may be worn.
5. No clothes with holes will be allowed.
6. Writing or coloring on clothing is not allowed.

Friday Privilege

Students who maintain uniform code Monday through Thursday will be allowed to wear jeans and school T-shirt on Fridays.

We **encourage** parents to inspect the dress of their children before leaving for school. If there are any questions regarding uniform code or notes sent home with students about uniform code, please speak with the administrator.

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Financial

Acceptance to Christian Life Center Academy is granted based on the agreement by parents to pay their tuition according to the agreed-upon tuition schedule and payment plan. Christian Life Center Academy depends upon every family paying their tuition on time so that the educational program of all students can continue as planned.

By making application to Christian Life Center Academy, parents agree to the following financial conditions:

1. I understand that enrollment fees and general fees are non-refundable and that all textbooks must be returned in good condition at the end of the school term or upon withdrawal. I will pay the replacement cost of any books not returned or returned in non-usable condition.
2. I understand that withdrawals after the first school day of the month will be charged the entire month's tuition. I understand that if I select a payment plan and change my plan at any time, I will be charged a \$20 processing fee and may also have to pay a \$20 late payment fee.
3. I understand that all withdrawals, whether before the school year begins or during the school year, must be made in writing and shall be effective when such notice is delivered to the school. Parents are expected to meet with the administrator before proceeding with withdrawal.
4. I understand that all accounts must be current for report cards to be released, transcripts to be issued, or for seniors to participate in graduation ceremonies. School records will be forwarded to another school only when an account is current. Graduation diplomas will be issued to those students whose accounts are current.
5. I understand that only those students whose accounts are current will be permitted to participate in special activities requiring additional expense, for example; missions trips, class trips, etc. Students are expected to raise their own funds for any school-sponsored missions trips.
6. I agree that any time the school receives an insufficient funds check or

monthly automatic bank draft; I will pay Christian Life Center Academy a \$40 handling fee (\$20 for the ISF and \$20 late payment fee) in addition to any fees my bank may charge. A late payment fee of \$20 will be charged for any payment received after the due date.

7. I agree that anytime I find it necessary to cancel an automatic bank draft payment, I will notify the school business office at least five business days prior to the draft date. Should my payment not be made on the agreed upon date, I agree to pay a \$20 late payment fee.
8. 9. Since fund-raising is essential to keep tuition as low as possible, I agree to whole-heartedly support Christian Life Center Academy's fund-raising projects by being actively involved.
10. I agree that my account must be paid according to the agreed upon schedule.

Philippians 4:19 “*But my God shall supply all your need according to his riches in glory by Christ Jesus.*”

Mark 11:24 “*Therefore I say unto you, What things soever ye desire, when ye pray, believe that ye receive them, and ye shall have them.*”

- Payments received on weekends or after 5:00 p.m. weekdays are credited to your account on the following business day.

Tuition and Fees

Tuition Payments. Parents have the following payment plan options:

Payment by year, semester, ten-month automatic bank draft or credit card (an additional 5 % fee is required to process credit cards). A 10% discount is given if the full year is paid in one payment, and a 5 % discount is given if the full year is paid in two payments. Payment by check is also accepted; however, an extra processing fee of \$ 20 will be charged for each check.

The first month's tuition is due on the first day of school. Tuition payments for the subsequent months will be due on the first of every month. If payment is not received on or before the 5th of every month, the student will not be able to attend school. If payment is not received by the 10th, the student will be removed from the school. Only when the account is cleared, will the student be allowed to return to school.

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

Fee Changes. A \$20 fee is charged for any changes made once a payment plan has been selected.

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

Gifts and Memorials. Presently, tuition is not tax deductible, but cash gifts are deductible. Also, from time to time parents may like to donate books, filmstrips, classroom equipment, and other items in memory of a deceased loved one or in honor of a special birthday or graduation. Anyone who desires to make a donation may check with the secretary.

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

Student Withdrawal. A student may be withdrawn from the school by submitting to the secretary a school withdrawal request form. All school books, material, equipment and other school-owned property must be turned in before withdrawal can be processed. If a student withdraws after the first of the month, the parent/guardian remains responsible for the payment of the month's tuition. **All obligations, including financial, must be cleared with the office before final withdrawal. All records will be held until an official withdrawal takes place and all financial obligations are met.**

Lunch

Hot, balanced meals are prepared at Christian Life Center Academy every day and may be purchased by the day, week or month. The cost of a hot lunch is \$3.10 for students in K4 and K5, \$4.00 for students in 1st through 5th grade, and \$4.60 for students in 6th through 12th grade. An A LA Carte menu is also available. Students are allowed to bring lunch from home, but because use of the kitchen and kitchen equipment is a health department violation, students will not be allowed to bring items that require cooking or reheating. Microwaves will not be available for student use. Students are responsible for completing lunch and getting to class on time. No food is allowed during class or at class breaks with the exception of approved snack breaks, class parties, and birthday treats sent by parents. Parents are welcome to come and eat with their children or to take their own children out for lunch, but must return in time for the start of the next class so as not to be counted absent.

Students are not allowed to order or bring food in from any of the local vendors unless it is a special occasion and pre-approved by the administrator. All food is to be eaten in the designated dining area. Snack and drinks are not allowed in chapel or classrooms.

Food Items. All lunches brought from home will be kept in lockers or rooms until lunchtime. Absolutely no food or beverage is allowed in the classrooms during class. Vending machines are not to be used during class hours. Any food left in the locker at the end of the day must be discarded in the appropriate container.

Health Services

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

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

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

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

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

P.E. Excuses. When any student has a physical challenge that limits activity or prohibits a particular activity, the school requires a note from the family medical doctor indicating the reason for limitation and the period of time for which the limitation is valid. Teachers will honor a parent's request up to two days, after which a statement from a doctor will be required, if the child is to remain indoors.

Staying in at Recess. We discourage keeping elementary children inside at recess. If you feel it is needed, a note to that effect should be sent to the teacher. Teachers will honor a parent's request up to two days, after which a statement from your doctor will be required, if the child is to remain indoors.

Vision and Hearing Screening. Vision and hearing screenings are conducted each year for

- ◆ K-4 and K-5 students.
- ◆ Students in odd numbered grades.
- ◆ Any new student in even numbered grades with no documentation of previous testing.

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

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

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

At age 14, additional shots are required.

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

Parent Ministry

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

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

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

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

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

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

In addition, parents often ask, “How else can I support the school?”

1. **Pray daily for the faculty and students.** God works on behalf of those who pray. Many times educational change does not come rapidly. “For precept must be upon precept, line upon line, here a little and there a little,” (Isaiah 28:10) As you observe a student from day to day, it is not always possible to see how he/she has changed. However, when you look back over three months, six months, or a year or two, you can see that God has done much in that student’s life. Be faithful and patient in your daily prayer support of the school.

2. **Attend school functions.** Why is this important? It shows your child that their education means a great deal to you, for you are giving priority to their school by making the effort to attend its functions. Students who excel are generally from homes where parents place a high value upon being involved with the school. Christian education must involve the parents and their children.
3. **Do volunteer work.** Volunteer work brings you into close communication with the teachers, staff and other parents. You are able to acquire sensitivity to the needs of the school and to see how everything works together for the good of the student. There is something about working together which binds your hearts together while you are accomplishing the tasks to be done. Also, this volunteer work saves the school money and that keeps the costs of tuition and fees lower; thus, benefiting everyone.
4. **Be enthusiastic and speak well about the school.** Your positive attitudes about the school influence the attitudes of your children toward the school. Your word of encouragement, your friendly smile, your positive endorsement, causes those who minister to your children to do better.

Ten Suggestions for Parental Responsibility

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

1. Be sure that your child's attendance in school is consistent since disruptions in schedules can cause stress and frustration.
2. Encourage and help your child to give proper attention to health, personal cleanliness and neatness of dress. Be sure your child is in compliance with the dress code.
3. Provide a quiet area for reading to your child. Discourage interruptions and distractions from friends, phone and TV during this special time.
4. Provide a place and time for play and developmentally appropriate activities for your child in your home.
5. Encourage your child to bring home promptly any communications from class. Read the communication and, if necessary, discuss with your child.
6. Speak well of teachers, administration and the program they attend. Refrain

from being critical when your child is listening.

7. Attend the conferences established by your child's teacher.
8. Take part in working cooperatively with other parents; respond to calls from volunteers; visit the classroom and make your presence and your influence felt on a regular basis.
9. Should your child become involved in behavioral challenges, help him/her to understand appropriate behavior and resolve issues in a positive manner.
10. When you sense there is a breakdown in discipline and/or communication, please pray and bring your concerns to the attention of your teacher and the administrator in that order.

Physical Fitness

The goal of our physical fitness program is to train students spiritually, mentally, and physically to be excellent for Jesus.

Objectives

1. All students grades K-5 - 12th must be able to pass the annual Physical Fitness Test and the Christian Life Center Academy Field Test.

To pass the Field Test, K-5 - 3rd graders must be able to jog 3/4 mile without stopping. Grades 4 - 12th must be able to jog 1½ miles without stopping.

2. Our goal is for all students to score at the 75 percentile on all six physical fitness tests.

Safety. Preparing for the safety of our students is a priority.

Fire/Disaster Drills. Fire drills are held on a regular basis. When the administrator announces the start of the fire drill, go quickly and quietly outside the building to the designated area. The administrator will make an announcement when to return to the building. It is necessary that all students be present and/or accounted for. Teachers will familiarize students with the proper exit route.

Injuries/Safety. Report any injury immediately to your teacher. Report any equipment or apparatus that may be dangerous. Do not try to move a fellow student with an injury; notify your teacher.

Skateboard and Roller blades. The use of skateboards, roller blades, in-line skates or tennis shoes with skates on campus is prohibited for insurance and safety reasons.

Security

Access to the Building.

Parents are always welcome at Christian Life Center Academy. To insure the safety of students and staff the following security policy will be enforced:

1. Doors will be monitored throughout the day.
2. When an individual is allowed access, he/she must sign in.
3. If the individual is designated as the parent with custody or legal guardianship on the student application, he/she will be issued a visitor's badge and allowed to proceed to his/her child's room.
4. If at anytime an individual is observed on school premises without a visitor's badge, he/she will be directed to the office. The office will be informed of this.
5. The office will follow the instructions outlined in the Crisis Management Manual.

Student Search. School personnel shall have access to school lockers, desks, and other school property to properly supervise the welfare of students. School personnel may utilize trained drug dogs on school premises. School lockers, desks, and other areas of school facilities may be opened and examined by school staff at any time, and no reason shall be necessary for such search. School personnel has the authority to detain and search or authorize the search of any Christian Life Center Academy student or property in the possession of the student when the student is on the school campus, is in transit under the authority of the school, or is attending any school-sponsored or authorized function.

Student Activities

A number of student activities are planned for elementary and secondary students.

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

Before and After School Care. Before and after care hours are 6:00 a.m. to 7:30 a.m. and 3:30 p. m. to 6:00 p. m. For 1st grade thru 12 years of age, the before care fee is \$30.00 per week. The after care fee is \$30.00 per week. If you need both before and after care, the fee is \$40.00 per week. When school closes at 12:00 noon the school will inform you ahead of time as to the availability of after care.

Career Awareness. Parents and professional men and women are invited to share their expertise with Christian Life Center Academy Juniors and Seniors. Students select possible professions of future endeavor and attend those sessions.

Class Chaplain. Teachers will select one student from each grade (6th–12th) class to be the Class Chaplain. Qualifications for class chaplain include:

- X Be born again. students.
- X Filled with the Spirit. X Display a Christ-like lifestyle.
- X Active in the local church.
- X Compassionate toward

Some of the responsibilities of the Class Chaplain include:

- X Praying for classmates, teachers, and the school.
- X Supporting the Class Chaplain, Bible teachers, and Children's and Youth Pastor.
- X Encouraging students to seek God with all of their heart.

Students will be nominated by their classmates and reviewed by class sponsors and Bible teachers. Final nominees must obtain written permission from their parents to become Class Chaplains. Meetings will be held on a monthly to quarterly basis during the noon hour or before school.

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

Honor Society. Students in grades 7th -12th are selected to participate in the National Honor Society.

Missions Week. It is the objective of Christian Life Center Academy to provide an opportunity for students to be involved in missions projects throughout the school year. It is also the goal of Christian Life Center Academy to provide an opportunity for students by the time they graduate from Christian Life Center Academy to minister on foreign soil. Missions trips are planned for students in grades 6 - 12.

Details for missions trips are presented to the student body during the course of the year. Trips are planned for the most appropriate time. The cost of the trips is paid for from fund-raising events as well as personal funds from those taking the trip. It is necessary that all monies be raised in advance of a trip. Students making application for trips must be current on their tuition account. Should a student be unable to participate in the trip, all donated funds raised by that student will be applied to the total cost of the trip. April is Missions Month at Christian Life Center Academy. During this month various activities may be enjoyed that focus on missions. These activities should be planned and executed by Bible teachers and all elementary teachers.

Christian Life Center Academy Newspaper. Keeping up with the news is an exciting activity. The newspaper provides an avenue for students' self expression and creative effort.

ACSI Competition. Science Fair, Art Festival, Speech Competition, Young Authors and Illustrators Award, Spelling Bee, Math Olympics, etc.

Pictures. Individual student photographs will be taken in the fall and spring. The student may purchase the picture packets if desired.

Science Fair. Science projects are displayed in this fair. Awards are given after the judging of the projects and works. A science fair project is required of all students in grades 3 – 12.

Spirit Week. A time of special activities for grades K-4 thru 12 to promote school spirit.

Student Assistants. Secondary students may receive credit for participation as student assistants. Assignments are made at the start of each semester. No more than two credits can be earned as an assistant in four years.

Teacher Appreciation. This annual event is sponsored by students and parents to show appreciation and love for our teachers.

Talent Show. At the end of the school year elementary children are provided an opportunity to display their God-given talents in an annual Talent Show.

Wilderness Adventure. Using the facilities of Camp Forest Glen, students in grades 9-12 will have an opportunity to participate in a wilderness adventure. This will be a time of fun, fellowship, prayer and praise as well as learning about God's creation in an outdoor, wilderness setting. A host of activities will make this experience one to remember.

Transportation

A *During activity or sporting trips for students in grades 6 - 12, when buses or vans are used, guys and girls are not to sit together. There is plenty of time to socialize before students get in vehicles, when they get off vehicles, and when they are at the planned activity or sporting event.*

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

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

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

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

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

Other

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

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

Announcements. Announcements must be turned in to the office by noon, one day prior to the morning announcements. Keep announcements brief and related to school activities. All announcements must be submitted on the Christian Life Center Academy announcement form.

Asbestos Free: Christian Life Center Academy is free of asbestos.

Computers. Christian Life Center Academy is blessed to have a computer lab as well as computers in many classrooms. Access to computers is a privilege that is taken very seriously.

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

Housekeeping. Each student is expected to do his/her part in keeping the classrooms, hallways, locker area, and campus clean. Please help us keep our building and grounds as a Christian example to the community. This can be accomplished if each of us will deposit our trash in the proper container, and pick up paper rather than walking over it. Trash containers are located in each classroom, hallways, as well as at each entrance of the building.

Lockers. Lockers for grades 6-12 will be assigned in class during the first week of classes. Students are expected to keep lockers clean and neat and free from writing or markings.

It is suggested that students secure valuables in their lockers. Students are encouraged not to share lockers and lock combinations. Be sure your locker is

shut and locked properly each time you use it. Periodic locker checks will be done each quarter. **The school IS NOT responsible for items lost or taken from lockers.** Students are not to return to lockers once class has started. All books, papers, etc., are to be obtained from lockers prior to class starting. Diligence in this area is expected.

Lost But Found. Lost, but found articles are taken to the “Lost but Found” box located in the office. After one week, all unclaimed items will be given to the "Needy." **We encourage parents to see that all school items are identified with the student’s first and last name as well as grade.** Many items reported missing end up in the “Lost but Found” area.

Mail or Parcel Post. No mail or parcel post will be delivered to the students in the building. Mail addressed to students is forwarded to the home address. This regulation protects our students from the outside influence of those attempting to bypass parental supervision.

Messages. Given the number of students in school, it is not possible to deliver phone messages to students. Each time a message is delivered to a classroom it interrupts the educational program. The Christian Life Center Academy Administration asks that parents not request office staff to get phone messages to their children. Students are called to the office telephone only in emergencies. In case of illness in the home or some emergency, which the parent can explain to the secretary, students will receive the message. Students are encouraged to take care of all business and other arrangements before or after school. **Office phones are not to be used without permission.**

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

Pass Slips. Students are not permitted in the halls during class periods unless they are accompanied by school personnel or have a hallway pass from a teacher/staff member.

Pets: No pets are authorized in the building except when pre-approved by the administrator.

Pictures and Videos. All students who enroll at Christian Life Center Academy may be photographed or video taped by the school in the course of school activities. A child's likeness in an individual or group picture may be used in newsletters, local papers, promotional pieces, and/or advertising materials. Parents who do not wish to have their child photographed or video taped should not enroll.

Points to Remember.

If you open it, close it.	If you borrow it, return it.
If you turn it on, turn it off.	If you use it, take care of it.
If you unlock it, lock it.	If you move it, put it back.
If you break it, repair it.	

If it belongs to somebody else and you want to use it, get permission.
Be a blessing.

School Calendar. An annual calendar is located at the end of this book before the index.

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

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

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

Student Visitors. Student visitors are welcome to visit Christian Life Center Academy. The student host must first have his parents', teachers', and administration's permission at least **one day in advance of the visit**. The host

and visitor must check in at the office prior to going to class. Visitors will not be permitted during finals week or the last day prior to or first day following a holiday or no-school day.

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

Christian Life Center Academy Supply List

K4 Supply List

Plastic fold up nap mat (Wal-Mart)	Small pillow & blanket (no sleeping bags or large blankets)
2 boxes of 8 color basic crayons	4 pocket folders
1 box of 24 count crayons	1 pair of small, round tip scissors
2 packs of #2 pencils	3 boxes of Kleenex
	2 large boxes of baby wipes
1 four pack Play Dough (Play Doh brand)	1 zippered backpack
1 Pencil box	1 pack construction paper; assorted colors (12x 18)
2 Glue Sticks	Change of clothes in separate bag (does not have to be uniform)
1 box of Large Zip Lock Bags	

K5 Supply List

Plastic fold up nap mat (Wal-Mart)	1 box of lunch baggies
Metal cookie sheet	<u>Small</u> pillow & blanket (no sleeping bag or large blankets)
1 four pack Play Dough	1 box of 24 count crayons
1 set of washable markers	1 box of 8 count crayons
2 bottles of glue	1 pair of small round tip scissors
1 pack of #2 pencils	3 large boxes of Kleenex
2 large boxes of baby wipes	1 zippered pencil bag no boxes (12x18) assorted color construction paper
1 Zippered back pack	
4 pocket folders	
Change of clothes in a separate bag (does not have to be uniform)	

- Please mark your student's items with their name.
- Students are required to replenish supplies as needed throughout the school year. Failure to come to with proper supplies will result in disciplinary action.

Christian Life Center Academy Supply List

First Grade Supply List

- | | |
|--------------------------------|--|
| 1- 12 inch plastic ruler | 1 pencil box |
| 4 pocket folders | 1 pack of manila paper (12 x 18) |
| 1 pair of scissors | 3 packs of #2 pencils |
| 2 glue sticks | 1 instant camera (disposable) |
| 3 pink erasers | 1 pack of construction paper assorted colors (12 x 18) |
| 4 large boxes of Kleenex | 5 packs of notebook paper (Wide Ruled) |
| 4 spiral notebooks | 1 pencil sharpener |
| 2 boxes of 24 crayons | 1 Bible (NIV / NKJV) |
| 2 large boxes of baby wipes | |
| 2 packs of black erasable pens | |

Second Grade Supply List

- | | |
|---|--------------------------------|
| 3 packs of #2 pencils | 1 pair of scissors |
| 1 Bible (NIV / NKJV) | 4 two-pocket folders |
| 8 erasers for top of pencils | 3 spiral notebooks |
| 2 boxes of 24 crayons | 1 pack of manila paper (12x18) |
| 5 packs of notebook paper (College Ruled) | 1 zippered backpack |
| 2 large bottles of glue | 1 Metric/English ruler |
| 1 pack of construction paper 12x18; assorted colors | 4 large boxes of Kleenex |
| | 1 pencil box |

- Please mark your student's items with their name.
- Students are required to replenish supplies as needed throughout the school year. Failure to come to with proper supplies will result in disciplinary action.
- Students without basic supplies will be sent to the school store to buy supplies. Parents will be billed accordingly.

Christian Life Center Academy

Third Grade Supply List

4 packs of #2 pencils	1 pair of scissors
1 pack of washable markers	7 packs of notebook paper (College ruled)
4 pink erasers	2 large bottles of glue
1 set of colored map pencils	2 large boxes of Kleenex
1 Metric/English ruler	1 Bible (NIV / NKJV)
8 two-pocket folders with brackets	3 packs of construction paper; assorted colors (12x18)
4 spiral notebooks	1 Webster's Student Dictionary
1 zippered backpack	1 pencil box
2 packs of blue/black ballpoint pens(erasable only)	1 daily planner (for assignments)
8 erasers for top of pencils	

Fourth – Fifth Grade Supply List

3 boxes of tissue	2 spiral college ruled notebooks
3 packs of #2 pencils	1 graph-paper notebook
1 pack of washable markers	1 pack of highlighters
4 pink erasers	1 set of colored map pencils
8 erasers for top of pencils	1 Metric/English ruler
1 pair of scissors	6 two-pocket folders
1 small pencil box	1 bottle of glue
1 tube of Clorox wipes	1 Bible (NKJV)
1 zippered back pack	1 Webster's Student Dictionary
1 pack of manila drawing paper	2 packs of black/blue ballpoint pens (erasable)
5 packs of college ruled paper	1 three-ring binder
1 pack of construction paper; assorted colors (8½ x 11)	1 bottle of hand sanitizer

- **Please mark your student's items with their name.**
- **Students are required to replenish supplies as necessary throughout the year. Failure to come to school with proper school supplies will result in disciplinary action.**
- **Student without basic supplies will be sent to the school store to buy supplies. Parents will be billed accordingly.**

Christian Life Center Academy

6th – 8th Grade Supply List

1 pack of blue or black ballpoint pens	
1 set of colored map pencils	erasers
1 pack of highlighters	4 packs of college-ruled paper (No wide rule)
1 Metric/English ruler	1 protractor
2 graph-paper notebooks	1 Thesaurus
5 college ruled spiral notebooks	2 packs of index cards (50 count)
3 pocket folders with brads	2 glue sticks
1 pair of scissors	2 boxes of Kleenex
1 daily planner	1 scientific calculator
2 packs of construction paper	1 three-ring binder
1 Bible	1 set of notebook dividers
1 Webster's Dictionary	pencil sharpeners
2 packs of #2 pencils	

9th – 12th Grade Supply List

Daily Planner
Map Pencils
Blue or Black Pens
College ruled paper
3 – Ring Binder
Notebook dividers
Highlighters
Bible
Webster's Dictionary
Pencils/ erasers / pencil sharpeners
2 boxes of Kleenex
Graphing calculator (TI-83 or TI-84) for
 Geometry, Algebra I, Algebra II, Pre-Cal students only
Other course specific items list will be given by the teacher at the beginning of the year.

DAily

- Please mark your student's items with their name.
- Students are required to replenish supplies as needed throughout the school year. Failure to come to with proper supplies will result in disciplinary action.

Christian Life Center Academy Calendar

2007/2008

TBD	Parent/ Student Orientation and Open House
August 24 (Monday)	First Day of School
September 7 (Monday)	Labor Day Holiday
October 12 (Monday)	Columbus Day Holiday
TBD	ACTS Convention / Student Holiday
November 24 (Tuesday)	Noon – Release
November 25 –27	Thanksgiving Holidays
December 18 (Friday)	Noon – Release (End of 1 st Semester)
December 21 – Jan. 4	Christmas Break
January 11 (Monday)	Begin 2nd semester
January 18 (Monday)	Martin Luther King Jr. Holiday
March 15 – 19	Spring Break
TBD	Noon – Release / Missions Convention
May 31 (Monday)	Memorial Day Holiday
TBD	Noon – Release / Last Day of School

INDEX

Absences 7,11,14
Academics 2,6
Accreditation 5
ACT Testing 7
Address Changes 45
Admissions 5
Advertising, Brochures, Fliers 45,47
Announcements 45
Astrology 18
Attendance 14
Awards 16,43
Bicycles 44
Birth Certificates 5
Calendar 47, 53, 22
Career Awareness 41
Chapel 17,26,29,33
Chaplain's Council 41, 42
Character Training 22
Cheating 18,25
Christ-like Character 21
Class Schedules 12
Classroom Code of Conduct 19
Concurrent Enrollment 9, 32
Conduct 17-21, 35, 47
Courtesy & Respect 26
Damage to School Property 45
Dating 22, 23
Detention 23
Diplomas 10, 30
Discipline 2, 24, 27, 38
Disrespectful 18
Dress Code 18, 27, 29
Driver's Education 9
Driving on Campus 44
Driving to School 44
Drug & Alcohol Testing 24
Enrollment 5, 6, 30, 31, 32, 35
Fee Changes 32
Field Trips 28, 41
Financial 27, 30, 32, 45
Fire/ Disaster Drills 39
Food Items 33
Full Time Status 32
Fund Raising 32
Gifts & Memorials 32
Grade Placement 5
Grade Point Average 6, 7, 10, 12, 13
Grading Scale 7
Graduation 6, 32, 42
Graduation Requirements 8, 9, 32
Head Lice 34
Health Services 34
Health Symptoms 34
Helps Class 11
Homework 10, 11, 46
Home-schooled Students 6
Honor Code Pledge 20-22
Honor Roll 11, 16
Honor Society 12, 42
Housekeeping 36, 45
Immunization 5, 35
Injuries/ Safety 39
Insufficient Funds 30
Life Success Outcomes 3
Lighters 18
Lockers 33, 34, 40, 45, 47
Lost but Found 46
Lunch 14, 17, 33
Make- Up Work 11
Management Statement 5

INDEX CONTINUED

Matches 18
Medicine 34
Messages 46
Mission Statement 3
Missionaries 6
Missions 30, 42
Motorcycles 44
Newspaper 42
Occult 18
Office Hours 15
Parent Intercessory Prayer 36
Parent Issues 46
Parent Ministry 36
Parent Volunteers 37
Parent Visits 36
Parent- Teacher Conferences 36
Parking 44
Pass Slips 46
Perfect Attendance 16
Pets 46
Physical Fitness 16, 39
Pictures 42, 47
Preparation for College 7
Probation 25
Promotion 12
PSAT 13
Public Displays of Affection 23
Release from Classes 15
Report Cards 6, 12, 30, 48
Residence 6
Rod of Correction 24
Safety 39
SAT 7, 13
Saturday School 14
School Calendar 47
School Closings 16
School Day 32
School Office 5, 11, 14, 15, 28, 29, 36
School Vision 2
Security 40
Senior Attendance 12
Sexual Harassment 47
Sexual Immorality 17, 21
Skateboards 39
Speed Limit 44
Spirit Week 43
Staying in at Recess 35
Stealing 18
Student Activities 41
Student Aide Program 9
Student Messages 46
Student Nondiscrimination 5
Student Search 40
Student Visitors 47
Suspension/ Expulsion 18, 25
Talent Show 43
Tardies 14
Telephones 46
Textbooks 30, 48
Traffic Flow 44
Traffic Lanes 44
Transfers 7, 8, 9, 24, 25
Transportation 41, 45
Tuition and Fees 31
Uniform 27-29
Videos 18, 48
Vision and Hearing Screening 35
Visitors 15
Weapons 18
Wilderness Adventure 43
Witchcraft 18
Withdrawal 7, 30, 32

