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## **Student Handbook**

Matthew 5:16 In the same way, let your light shine before men, that they may see your good deeds and praise your Father in heaven.

### **SCHOOL REGULATIONS**

Attending Candlelight Christian Academy is a privilege, and that privilege is based on the continued acceptance and support by students and parents of the school regulations. Any student or parent, who expresses an attitude of disregard for the school, its standards, or teachers, may be asked to withdraw from the school. Parents and students are expected to acquaint themselves with the school's rules and to abide willingly by them.

### **ADMINISTRATIVE PREROGATIVE**

The intent of this handbook is to give general guidelines for students and parents. The administration reserves the right to exercise its administrative prerogative in responding to situations or circumstances not specifically covered in this handbook. Candlelight Christian Academy reserves and retains the right to interpret its content including the rules and regulations governing the academic and non-academic conduct of students. The Handbook is not a contract, nor is it intended to be so construed. The administration reserves and retains the right to modify and/or amend the content of this Handbook at any time without notice in the manner that the administration deems to be in the best interest of the school.

### **Mission**

Our Mission of Candlelight Christian Academy, a holistic educational institution exemplifying the Body of Christ and accountability to society, is to develop academically and socially responsible individuals, cognizant of their capabilities and contributions to their school and local community, through a project based environment, accommodating the various learning styles of each student.

### **Vision**

Candlelight Christian Academy's goal is to equip each student with the tools to be responsible and caring people.

Our source of inspiration and motivation is to please our Father in heaven by loving His people and showing compassion for them as He and His Son Jesus has. We know we cannot match His love but we can work each day to show love to one another through our service to each other.

### **Philosophy**

At Candlelight we believe that to truly educate a child is to educate the whole child. Luke 2:52 outlines the early education of our LORD. The verse says "And Jesus grew in wisdom and stature, and in favor with GOD and men." This translates into academic, spiritual, physical and social growth.

### **Statement of Faith**

We believe that the Bible is God's word, therefore we apply this to every aspect of our teaching here at Candlelight Christian Academy.

We believe that God the Father is our creator and friend. Therefore we honor and love Him.

We believe that Jesus is God's Son, is God Himself and he became man, died, resurrected and now sits at the right hand of God.

We believe that Jesus left us a comforter the Holy Spirit.

### **Core Values**

Candlelight Christian Academy works diligently to teach and model the ways of our Lord and Savior Jesus Christ.

Candlelight Christian Academy is committed to providing an atmosphere where individualized learning is emphasized.

Candlelight Christian Academy is committed to challenging and encouraging students to grow positively in each area of their life.

Candlelight Christian Academy is committed to giving each child the best academic, social, physical and most importantly spiritual environment possible.

Candlelight Christian Academy is blessed to be a blessing.

### **Goal**

Proverbs 22:6 (NIV)

Start children off on the way they should go, and even when they are old they will not turn from it.

### **Notice of Nondiscriminatory Policy To Students**

Candlelight Christian Academy 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. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

### **Academic Policies**

#### **Cheating and Plagiarism**

Cheating includes any work that a student submits that has not been completed honestly and fully by him or herself. The exchanging of answers on homework, quizzes, tests and essays is considered cheating. Each cheating incident will be assessed on an individual basis.

Plagiarism is a particular form of cheating. The dictionary defines plagiarism as: "The appropriation or imitation of the language, ideas and thoughts of another author, and representation of them as one's original work."

Plagiarism in student papers occurs in two basic forms. The first is a word-for-word copying of an author's work without appropriate documentation. If an author has stated information that is vital to the student's subject and he feels that a verbatim rendition is the best way to convey that information, the student must surround that passage with quotation marks and cite the source of that material. The second and more frequent manner of plagiarism is the rewording of an author's ideas and facts through summaries or paraphrases without parenthetical documentation.

It is academic theft to incorporate any part of an author's expression, ideas, or research into the content of one's paper without citing the source of that material. It robs the author of the credit due them for their published material. Candlelight does not tolerate plagiarism. Students found guilty of plagiarizing will be required to rewrite the paper and incur an academic penalty. If the teacher deems that the plagiarism is excessive, it will be considered cheating and treated as such.

#### **Dual Enrollment**

Qualifying students may enroll in college level courses. Students and parents must meet with administration to discuss students' eligibility, steps to enrollment, and course selection.

## **Graduation Requirements**

A list of graduation requirements is available on Candlelight's website. You may also see administration for a copy of the graduation requirements based on the year the student entered the 9<sup>th</sup> grade

## **Homework**

Students are assigned homework and are expected to complete and return homework as indicated by his/her teacher.

Children who are absent should ask for missed assignments on the day they return to school. If a child is absent for more than one day, and you wish to receive missed assignments, please contact the student's teacher.

## **Honor Rolls**

Kindergarten students who earn E's and G's on his/her quarter report card earn honor roll. For students in 1<sup>st</sup> through 12<sup>th</sup> grades who earn A's or B's on their quarter quarterly report card earn honor roll.

## **Honor Societies**

Candlelight Christian Academy has established an honor society to recognize the outstanding achievements of students. Students must maintain high grade and exhibit the required traits of character, leadership, and service to obtain and maintain membership.

## **Late Work**

Students are expected to complete and submit all assignments and projects on the dates by which they are due.

Late assignments (excluding homework), other than those resulting from excused absence as described below, may be submitted up to three days past the due date. However, there will be a grade level reduction of points per day that the assignment is late. After the three-day grace period, assignments will not be accepted.

Late Homework, other than those resulting from excused absence may be submitted one day late. However, students will receive a grade equal to 50% of the grade the student would have originally earned if the assignment was turned in on the actual due date. No homework submitted beyond the one-day grace period will not be accepted.

Suspension (in or out of school) or tardiness that results in missing a class period does not constitute sufficient reason to submit an assignment or project late.

Projects are due on the date specified; in the case of excused absence, projects are due on the first day the student returns to school. Any exception to this expectation must be approved by the teacher.

## **Academic Reports**

### **Progress Reports**

Candlelight Christian Academy subscribes to an online service which enables families to receive regular updates on a student's progress in each subject area. Families without an online service may request a hard copy of their student's report of progress.

Midterms are distributed mid-way through each academic quarter to each student.

## Report Cards

The overall grades for students are based on in-class assignments, class participation, tests, quizzes, projects, homework, and other assignments appropriate for each grade level.

Report cards are issued at the end of each nine-week grading period. The dates of issuance are included on the annual calendar. Grades are issued as noted on the report cards. The grading scale for 1<sup>st</sup> through 12<sup>th</sup> grade students at Candlelight is below.

Letter Grade	Percentage	Description
A	90-100	Excellent-Demonstrates excellent progress
B	80-89	Good-Demonstrates above average progress
C	70-79	Satisfactory-Demonstrates average progress
D	60-69	Needs Improvement-Demonstrates unsatisfactory progress
F	0-59	Failing-Does not demonstrate progress

A+	98-100	A	93-97	A-	90-92
B+	88-89	B	83-87	B-	80-82
C+	78-79	C	73-77	C-	70-72
D+	68-69	D	63-67	D-	60-62
F	00-59				

The grading scale for kindergarten students is below.

Letter Grade	Percentage	Description
E	90-100	Excellent-Demonstrates excellent progress
G	80-89	Good-Demonstrates above average progress
S	70-79	Satisfactory-Demonstrates average progress
N	60-69	Needs Improvement-Demonstrates unsatisfactory progress
U	0-59	Failing-Does not demonstrate progress

E+	98-100	E	93-97	E-	90-92
G+	88-89	G	83-87	G-	80-82
S+	78-79	S	73-77	S-	70-72
N	60-69				
U	00-59				

## High School Transcripts

Students are welcome to see administration to request transcripts to view their academic status. Transcripts of students may be sent to other institutions, when requested by a parent or by a student. All financial obligations to Candlelight must be met before any records or transcripts will be released.

## Achievement Testing

Each year Candlelight administers a nationally standardized achievement test to all students (kindergarten – 12 grade). These tests provide insight into each student's progress on a national scale and allow the school to identify the degree of its academic effectiveness. A copy of the achievement test scores is sent to each parent at the end of the school year.

# **General School Regulations**

## **Agendas**

Students are provided the option of owning an agenda/planner to keep track of assignments and important dates. This is also used as a communication tool for parents and teachers. Students are expected to bring the agenda/planners to all classes each day. In the event the agenda/planner is lost a replacement can be purchased for \$10.00.

## **Arrival/Dismissal Procedures**

Students may be dropped off at school as early as 7:30 am. Arrangements can be made for an earlier drop off if necessary. Unless otherwise notified, all elementary students are to report to their classroom, while middle and high school students are to report to the cafeteria. They will need to follow directions given by the teacher or other adult in charge.

Parents are asked to notify the school office of authorized persons for student pick up. Please be sure they have ID with them and be on the emergency card for your child. The children will be in their designated areas and will be escorted to the loading zone. Please stay in your vehicle and be ready to move through the line as soon as your child is safely in your vehicle. If you need to stop in and speak with the teachers or office staff, please park in the far parking lot and don't hold up the line.

School is dismissed at 2:15pm, unless otherwise indicated. Students not staying for after school care should be picked up at the designated area. Parents will be directed with respect to flow of traffic to expedite the dismissal process. It is important not to block the drive thru. Any student not picked up by 3:00pm (unless in a club or tutoring) will be sent to after school care. Please notify the office or homeroom teacher if there is a weekly schedule or change in student pick up.

## **Attendance, Early Departures, and Tardy Policies**

A student shall attend school all school sessions. Attendance is directly related to school achievement. **Students who miss 10 or more days within a 90 day calendar period or equivalent combination of unexcused absences and accumulated tardies or early departures may be subject to filing a truancy petition to the superintendent and may be in danger of retention or not earning course credit.** Parents have the responsibility to make sure that students attend school every day, arrive promptly and remain throughout the scheduled day. All absences are classified as excused or unexcused. Excused absences include the following: illness, injury or other insurmountable condition; illness or death of a member of the student's immediate family; recognized (or established) religious holidays and or religious instruction; medical appointments; participation in an approved activity or class of instruction held at another site; prearranged absences of educational value with the principal's prior approval; pediculosis (head lice) infestation up to four (4) days per school year; or catastrophic disasters that significantly impact the life of the student.

Students shall be given a reasonable amount of time to make up any work assignments, which were missed during an excused absence.

The principal working cooperatively with teachers and parents shall take appropriate action, if necessary to enforce the state compulsory attendance law.

## Early Departures

Students who have attended more than half a school day and are released from school prior to the closing of the school day shall be considered an early departure. Four early departures will equal one absence. Early departure of any student during the last hour of the school day is **Strongly Discouraged**. Early departures are either excused or unexcused. Students may or may not be excused for the following reasons: (See examples below)

Excused: Medical appointments (must produce note from doctor's office), counseling (must produce appointment note), legal appointments, funeral of family member or closely related friend (school may request proof), family emergency (school may determine if valid).

Unexcused: For convenience of parent, personal reasons, or shopping trips.

Tardies to school are very disruptive to the class and to your child's academic success. A student who is not in his/her first assigned class at the beginning of each school day shall be considered tardy. Please see that your child arrives at school on time so that he/she is prepared for the school day. Students who are tardy must sign in at the school office and receive a pass to his /her classroom. **Four** tardies will equal one absence. Please be mindful that excessive tardies will negatively affect student's grades. If your child is tardy you must come into the office and sign him/her in giving reason for the tardy. A child will be marked tardy if he or she arrives at school later than 8:10 am.

## Behavior Expectations

There are certain overall behavior expectations for all CCA students to follow. This is a general list for overall school wide behavior, however each teacher may modify this list to specifically address his/her classroom environment.

- Be respectful to yourself and others.
- Stay on task.
- Be prepared for class.
- Keep all body parts to yourself.
- Follow directions given by all CCA staff.

The following is a list of consequences that will occur in the event any of these rules are broken.

- Warning
- Loss of privilege or time out
- Community Sanction
- Contact parents
- Referral
- Sent home
- During or after school detention
- Suspension
- Expulsion

“Zero Tolerance” policy regarding violent behavior

Violent behavior, whether directed toward one's self, a teacher, staff member, another student, property, in the form of threats, provocations, or other means is not acceptable conduct. Such behavior shall be considered a serious violation of CCA policy and will result in the student being sent home, and after investigation, will likely result in further suspension or complete expulsion from school.

## **Cafeteria**

Candlelight provides hot lunches for a price of \$3.00 each. These meals include a main entrée, vegetable and/or fruit as well as a drink. (Sometimes there will be a light dessert as well.) Students must pay in advance for the lunches and order them each day/week. You can keep a lunch account if you wish and you will be notified when that account needs more money. We also provide a menu of others for students to purchase if necessary.

## **Care of School Property**

Students are responsible for damaged or loss of school textbooks assigned to them and other items provided for students. Therefore, the student or student's parent must pay the purchase price of any instructional material the pupil has lost, destroyed, or unnecessarily damaged. Any vandalism to school property is also subject to this policy.

## **Cell Phones**

We understand that cell phones are an important use for communication; however they can become a distraction. Cell phones should remain **OFF** during school hours. In case of emergency the school office should be notified. A violation of this policy will result in the cell phone being taken away until the end of the day. Repeated violations may result in suspension. Not only should phones not ring during school hours, but there should be no text messaging or other forms of communication via cell phone during school hours. Cellular phones should be kept in a secure place. The school cannot be responsible for theft or loss.

## **Contact Between Students**

No physical contact between students is permitted at school. Students are to ensure that, whether they are in class, in the halls, in the cafeteria, or in chapel, there is some visible space between them.

## **Dangerous Weapons/Items**

Any student who brings a dangerous weapon (firearms/knives) or any item that would endanger the health, safety, and well-being of students or staff on school property will immediately be suspended from school. Further disciplinary action may also follow.

Note: The possession of a concealed weapon is a felony crime and requires that the incident be reported to the authorities.

Any student who is complicit in concealing the presence of a weapon will also be suspended. Neither pocket knives, lighters, firecrackers, nor other types of dangerous objects are permitted at school.

## **DISCIPLINE**

In the training of students, it is necessary that general guidelines be set up to establish the limits of acceptable behavior. The atmosphere, in which most students learn best, is one which is ordered, structured, disciplined, and therefore safe.

Each student is expected to be familiar with the rules of the school and the classroom and adhere to them. A supportive, cooperative attitude on the part of the parents usually transfers to the children.

If your child is disciplined at school, we recommend:

- Remain calm and objective and get all the facts from the teacher as well as your child before judging either of them. Proverbs 18:12, 14:17
- Remember the teacher is an experienced professional who loves your child and uses good judgment in disciplining him. Proverbs 13:24 and 16:21
- Understand that children do not usually like discipline and it is in their nature to relate incidents in ways favorable to themselves. Proverbs 15:10
- Discuss the disciplinary incident with the teacher, and remember that you and the teacher are partners. Proverbs 15:22
- Remember your response is a model for your student(s) to emulate. Support the teacher in attitude and action.

Students should understand that discipline is an act of love, and at Candlelight Christian Academy teachers and administrators love students enough to discipline them. Infractions of the rules of the school or classroom are dealt with by the classroom teacher. If the problem is serious or becomes repetitive, the school administration may become involved.

**Disciplinary Procedures at Candlelight Christian Academy may include any of the following:**

- Verbal / Written Reprimand
- Parent/teacher/student administration conferences
- Dismissal from class (unexcused absence)
- Assigned projects or contracts
- Suspension (In school or out of school) (unexcused absence)
- Community Sanction
- Expulsion

Students are expected to exhibit a submissive and obedient spirit. Serious offense may result in suspension, and/or expulsion. These offenses include: defiance or disrespect to teachers, staff, or fellow students, cutting classes, cheating, damaging school property, profanity, vulgarity, or repeated violations of school or classroom regulations. Each case will be handled on an individual basis depending on the specific nature of the offense(s).

Students who display a lack of cooperation, a negative attitude toward the school, a teacher, or academic work will be reviewed for dismissal.

## **Dress Code**

The primary responsibility of the personal appearance and cleanliness of the student rests with the parent/guardian. When students are dressed appropriately for school, they realize it is time to work and learn. Our goal is to maintain focus on learning, and the dress code will provide our students with a feeling of CCA pride.

All students of Candlelight Christian Academy are required to wear uniforms. The responsibility for assuring students are in the proper dress ultimately lies with the parents and individual student. Students must follow the dress code to attend classes and participate in school events. Students are expected and should be in uniform when they arrive on campus, and their overall appearance should be **neat, clean, well-groomed, and modest**. Extremes in dress or grooming won't be tolerated, whether they are specifically listed or not. **Candlelight Christian Academy reserves the right to use discretion with regard to appropriate dress.** Judgments of interpretation are always a part of



dress code implementation. Students and parents with questions are encouraged to check with the administration before purchasing clothing

### **A few Specifics:**

Clothes should fit and undergarments concealed at all times.

No clothing that is too tight-fitting is permitted.

No bare midriffs or revealing tops should be worn.

\* Hats are not to be worn.

### **Shirts:**

- Screen printed Candlelight Christian Academy t-shirts may be worn.
- Plain, solid color, polos (uniform style) may be worn.

### **Shorts and Pants:**

- Khaki (tan only) or blue denim (blue jeans) pants or shorts may be worn. Multicolored, polka-dots, tutus, floral prints, pajama bottoms, and patterned bottoms are **not permissible**.
- Shorts and pants must be hemmed (no cut-off, holes, frays, etc.).
- Shorts must be mid-thigh or longer. Teachers and administration will use the rule of good judgment.
- No excessive baggy pants, short shorts or skirts, ripped or dirty clothes may be worn.

### **Shoes:**

- Tennis shoes or sandals with backs may be worn.
- Slippers, flip-flops, and bedroom shoes are not allowed.

### **Accessories:**

- For safety reasons, we discourage girls from wearing large or dangling earrings or jewelry or fake fingernails.
- Hair should be clean, combed and out of the eyes.

### **Cold Weather:**

- Students may wear a solid colored long sleeve shirt under their Candlelight or polo shirt.
- All jackets and sweaters must be button or zip up.

### **Dress Code Enforcement**

Students who are out of dress code will be removed from class until the violation is corrected.

In the case of legitimate misunderstanding or other extenuating circumstances, the Principal or Assistant Principal may excuse the student from any penalty. (The violation still must be corrected).

Some parental attitudes that would be helpful in regard to the dress code:

- Do not let your child operate on the brink – keep hair and clothing well within the limits. It is your responsibility to see that your child stays within the limits set by the school.
- Don't take it personally. We do not wish to make a big issue over it and hope you don't either.
- Explain to your child the function of a dress code and the importance of children learning to live within the limits.
- Don't let the inconvenience of circumstances make you lose control of your emotions. Please remind your child that parents and the school are partners in this issue.

**Candlelight Christian Academy reserves the right to use discretion with regard to appropriate dress and suitable attire that can be worn at school and school events.**

### **Dress After School and At Extra Curricular Activities**

Students remaining after school for various activities are required to be in modest attire. Students may not wear shorts with less than a four-inch in-seam to any school activity. No clothing which exposes the midriff is allowed. No visible tattoos or body piercing jewelry (except for girls' earrings) are permitted. Boys are to wear a shirt whenever they are on campus.

### **Drugs, Alcohol, and Tobacco**

"Zero Tolerance" policy regarding alcohol, tobacco, weapons, and drugs. Candlelight Christian Academy endeavors to maintain a drug free environment. The school takes a serious view of drug possession and abuse, both as a legal and spiritual issue. Under state and federal law, a student is not allowed to possess, sell, give away, or use alcohol, illegal drugs, tobacco products, guns, or weapons on school property or at a school-related or school-sanctioned activity, on or off school property. Having one of these items in a private owned vehicle that the student may have driven to school and parked on school property is also prohibited. *In addition, students are expected to avoid situations in which drugs/alcohol are being used. Should students find themselves in such a situation, they are expected to leave. These standards apply to the student off-campus as well as on-campus.* Any violation of this policy will result in suspension pending action of the School Board regarding dismissal. Involvement with drugs or alcohol normally results in expulsion. Law enforcements agencies will be notified when appropriate.

### **Harassment/Bullying**

Candlelight Christian Academy is committed to maintaining a culture in which all individuals treat each other with dignity and respect. The policy of Candlelight is to provide an environment that is free from all forms of intimidation, exploitation, hazing and harassment, including sexual and electronic harassment—whether based on gender, race, color, national or ethnic origin, age, or disability. The school includes bullying in its definition of harassment. The school does not tolerate harassment of students, nor does it tolerate reprisals against any student who makes a harassment complaint. The school is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including expulsion.

The school encourages prompt reporting of all incidents of harassment irrespective of the identity of the alleged harasser. The school will investigate and take appropriate action to prevent and correct any violation of this policy with reasonable promptness and in such a manner as to prevent retaliation and preserve confidentiality to the greatest extent possible.

#### *Definitions*

1. *Verbal Harassment.* Derogatory descriptions or stereotypical classifications concerning an individual based on gender, race, color, disability, ethnic or national origin, age or disability. Although some students or individuals may enjoy discriminatory identifications and jokes, the school does not tolerate such violations.
2. *Physical Harassment.* The use of pushing, shoving, or other unwanted physical contact as an intentional act to impede normal movement in an effort to intimidate.
3. *Visual Harassment.* The use of obscene gestures or display of signs, pictures, cartoons, written statements, or other material that denigrates, intimidates, bullies, or otherwise discriminates against any individual.
4. *Sexual harassment.* "Sexual harassment" means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the educational setting.

5. *Electronic Harassment.* Harassment may occur through a number of mediums or means, including electronic communications. The student Harassment/Bullying policy applies to all harassment, including any that occurs by or through any type of electronic communication. This includes, but is not necessarily limited to, Internet, email, cell phones (including picture phone or text and voice messaging), or other communication devices, and communications of any type. This list of electronic devices is not inclusive, and the policy is intended to cover other types of electronic communication.
6. *Bullying.* Bullying is a repeated pattern of willful and deliberate activity on the part of one or more persons intended to cause harm or instill fear. Bullying is conduct of a physical, verbal or written nature that interferes with a student's educational opportunities, benefits, performance, or with a student's physical or psychological well-being.

#### *Application*

The student Harassment/Bullying policy applies to school hours; to any school-sponsored event or activity, including during school-arranged transportation of any type to or from an event or activity, and whether the activity or event occurs on or off the school campus; while on school property or at school-leased facilities; or at any other time when the event or activity has any school recognition. Additionally, as a Christian school, the school has the right to expect and does expect that students of the school will conduct themselves in a Christ-like manner as a Christian role model. Conduct violating these biblical standards—whether occurring at school or during school-sponsored events, activities, or functions or not, or on campus or not—is subject to appropriate action by the school.

#### **Implied Consent/Search and Seizure**

When a student enrolls at Candlelight Christian Academy, he/she waives the right of privacy related to any personal property brought on campus. Refusal to comply with a request for permission to search a student's possessions may result in discipline up to expulsion. In addition, administration reserves the right to search students' cell phones (as well as other items of personal property and areas on campus) if it is suspected that a school policy has been violated. This includes automobiles and all wireless communication devices.

*Search and Seizure Policy and Procedures:* To maintain order and discipline on school property and at school-related events and to protect the safety and welfare of students and school personnel, Candlelight has the right to perform unannounced searches and to seize contraband, and has the right to perform physical searches of students to determine whether they pose a danger to themselves and others. The Principal and authorized staff members may search a student's pockets, purse, backpack, gym bag, or other personal property; student lockers, desks or other school property; or student automobiles under the conditions described below.

No student may possess any illegal substance, object, or contraband that constitutes a threat to the health, safety, or welfare of any person or persons on school property. Contraband is all substances or materials prohibited by school policy or state or federal law, including but not limited to controlled substances, drugs, alcoholic beverages, cigarettes, guns, knives, weapons, or incendiary devices. All items deemed to be illegal, illicit, disruptive, or a general nuisance to the educational process may be seized by staff. Storage, return or destruction of such items shall be at the discretion of the Principal or the Principal's designated agent, subject to legal impoundment.

*Personal Searches:* A student's person or personal effects (e.g., backpack, purse, and pockets) may be searched by an administrator staff member to determine whether the student is in possession of contraband. Searches may be performed without notice, without consent, and without a search warrant. All personal searches will be performed in a manner that is respectful of the norms of decency and the emotional maturity of the student. A school administrator of the same sex will conduct the search in private, with another adult witness of the same sex present, and only upon approval of the Principal or a specified designee. The student's parents will be notified of the search as soon as reasonably possible. Under no circumstances will a strip search be permitted unless conducted by law enforcement personnel.

## **Parent Communication**

Communication between school and parent is very important. Please be sure to read any communication that comes home from Candlelight and feel comfortable to contact us with your concerns or questions. Please check with your child or your email account daily about any notices that may be sent home as well as the CCA website.

## **Parent-Teacher Conferences**

Conferences may be arranged at any time during the school year with the teacher.

## **Parent-School Meetings**

Each year there are a number of meetings planned to orient parents to the philosophy of the school and to assist parents in the training of their children. Your attendance and participation are encouraged. These meetings include:

- Student and Parent Orientation Night
- Grade level parents' Meetings
- Special Project Meetings
- Big Field Trip Meetings
- Fundraiser Meetings

## **Parent Involvement**

Strength of our school is enhanced by parent involvement. Your active participation in your child's education begins at home with the provision of encouragement, support, and supervision. Parent involvement also includes your attendance at school functions such as programs, special activities, or volunteering. We need volunteers in many areas and want parents to feel welcome. According to "Jessica's Law" all volunteers must be fingerprinted and background checked.

We strongly encourage that smaller children who are not school age or not current Candlelight students not accompany you when you are volunteering at school, unless authorized by administration. This is a liability issue as well as a distraction to the educational process.

Smoking is prohibited on school grounds and at school sponsored functions. This includes travel to and from field trips.

All volunteers must sign in through the office. Please log in your volunteer hours in the book. Please wear your name tag identifying you as a volunteer when on campus. Volunteers must dress appropriately.

Whether you have one hour or many to share with students and staff at CCA, please consider becoming a parent volunteer. Please contact the school at (863) 676-0049 to make arrangements.

## **Parent Organizations**

- Our Parent Teacher Coalition are current school parents / families who volunteer by serving in a number of ways throughout the school year. Please contact administration for information on how families can help Candlelight.

## Technology Acceptable Use Policy

Candlelight Christian Academy's technology resource are provided for educational purposes. Educational purposes include academic research, completing class assignments, and software training. Use of computer systems and Wi-Fi for entertainment (games, etc.) and commercial solicitation, chatting, posting to "the boards", or other inappropriate activities is prohibited. Student use of any school computer constitutes an agreement with the Computer Acceptable Use Policy. Violations of these policies may result in suspension or termination of computer use privileges and other disciplinary action. The following rules are intended to provide general guidelines and examples of prohibited uses but do not attempt to state all required or prohibited activities by users. Adherence to the following policy is necessary for continued access to the school's technology resources.

Failure to comply with the policy and rules may result in loss of computer and Internet access privileges, disciplinary action and/or legal action.

### Computer Use is a Privilege, Not a Right

Student use of the school's computers, networks, and Internet services is a privilege, not a right. Unacceptable use/activity may result in suspension or cancellation of privileges as well as additional disciplinary and/or legal action. The school administration shall have final authority to decide whether a student's privileges will be denied or revoked.

### Acceptable Use

Access to the school's computers, networks, and Internet services are provided for education purposes and research consistent with the school's educational mission, curriculum, and instructional goals. The same rules and expectations govern student use of computers as apply to other student conduct and communications. Students are further expected to comply with these rules and all specific instructions from the teacher or other supervising staff member/volunteer when accessing the school unit's computers, networks, and Internet services. The school has the right to place reasonable restrictions on the use of equipment, resources and material students and employees access or post through the network. Students are also expected to follow the rules set forth in the school's computer use guidelines governing conduct, disciplinary code, and the law in their use of the school's equipment and network. All access and rights are privileges granted by the school, and users should expect no privacy rights.

**Prohibited Use** The user is responsible for his/her actions and activities involving school computers, network and Internet services and for his/her computer files, and passwords. **Examples of unacceptable uses that are expressly prohibited include, but are not limited to the following:**

- Accessing Inappropriate Materials** – Accessing, submitting, posting, publishing, forwarding, downloading, scanning, or displaying materials that are defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing and/or illegal.
- Illegal Activities** – Using the school's computers, networks, and Internet services for an illegal activity or activity that violates other School Committee policies, procedures and/or school rules.
- Violating Copyrights** – Copying or downloading copyrighted materials without the owner's permission.
- Plagiarism** – Representing as one's own work any materials obtained on the Internet (such as term papers, articles, etc.). When Internet sources are used in student work, the author, publisher, and Web site must be identified.
- Software** – Copying or downloading software without the express authorization of the system administrator or the supervising teacher. Software may not be copied and/or taken from the computer lab unless the supervising instructor gives permission.
- Non-School-Related Uses** – Using the school's computers, networks, and Internet services for non-school-related purposes such as private financial gain, commercial, advertising or solicitation purposes, or for any other personal use.

**Misuse of Passwords/Unauthorized Access** – Sharing passwords, using other users' passwords without permission and/or accessing other users' accounts.

**Malicious Use/Vandalism** – Any malicious use, disruption or harm to the School's computers, networks, and Internet services, including but not limited to hacking activities and creation/uploading of computer viruses.

**Unauthorized Access to Chat Rooms/News Groups** – Accessing chat rooms, blogs, news groups, social media, etc. without specific authorization from the supervising teacher.

**Games** – Internet games are only to be played if they have educational value and have been assigned by a teacher.

**E-mail** – Permission must be granted from a faculty member for use. You may not check your e-mail or send e-mail unless granted permission.

### **No Expectation of Privacy**

The school retains control, custody, and supervision of all computers, networks, and Internet services owned or leased by the school. The school technology director reserves the right to monitor all computer and Internet activity by students. Students have no expectation of privacy in their use of school computers, including e-mail and stored files.

**Compensation for Losses, Costs and/or Damages** The student and/or the student's parent/guardian shall be responsible for compensating the school for any losses, costs or damages incurred by the students to a computer, server, network, or any other part of the Infrastructure.

**School Unit Assumes No Responsibility for Unauthorized Charges, Costs, or Illegal Use** The school assumes no responsibility for any unauthorized charges made by students including but not limited to credit card charges, long distance telephone charges, equipment and line costs, or for any illegal use of its computers such as copyright violations.

**Student Security** A student shall not reveal his/her full name, address or telephone number on the Internet. Students should never meet people they have contacted through the Internet. Students should inform their supervising teacher if they receive information or messages that are dangerous, inappropriate, or make them uncomfortable in any way.

**System Security** The security of the school computers, networks, and Internet services is a high priority. Any user who identifies a security problem must notify the system administrator. The user shall not demonstrate the problem to others. Any user who attempts or causes a breach of system security shall have his/her privileges revoked and may be subject to additional disciplinary and/or legal action by the school.

**Consequences for Violation.** Violations of these rules may result in disciplinary action, including the loss of a student's privileges to use the school's information technology resources.

**Supervision and Monitoring.** School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose any data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person, or to protect property. They may also use this information in disciplinary actions, and will furnish evidence of crime to law enforcement.

## **Textbook Policy**

**Students are responsible for the school textbooks checked out to them:**

- Write your book copy & barcode numbers in your agenda or notebook immediately when your book is issued to you.

- Be sure you always have your own book! If you turn in another student's book you will still be responsible for the book checked out to you.
- Students are issued **ONE** textbook to use in class and at home. We do not have enough textbooks to issue a double set of books to every student. We cannot check out additional textbooks to students who forget to bring their book to class.

### **ALL TEXTBOOKS ARE TO BE RETURNED TO THE TEACHER ON OR BEFORE THE LAST DAY OF CLASS**

- It is the students' responsibility to return their own books to the teacher and make sure they have been checked in. Turning in another student's book does not clear your account; you must return the book you checked out.
- At the end of the semester, students with textbooks that have been lost, unreturned or damaged beyond repair will be placed on the obligation list and charged for a replacement book.
- The obligation stays on the student's record until the book is returned, the fine is paid, or an identical replacement book is provided.

"If the property has been willfully cut, defaced or otherwise damaged, or if the student refuses to return it at the request of Candlelight, school administration may withhold the student's grades, diploma and transcripts until the student or parent/guardian has paid all damages.

### **Students are expected to:**

- Be responsible for the school property loaned to them.
- Do not write, highlight or draw in school textbooks.
- Keep your books in your possession. Do not leave your book around campus, on a table or in a friend's locker.
- Do not loan your book to anyone – not even your best friend!
- Make sure you can see your books or backpack at all times.
- Keep a book cover on your book.
- Keep your book away from all liquids (e.g. rain, spilled drinks, and leaky water bottles). Wet books that develop mold cannot be used; students will receive an obligation.
- Keep books in a safe place at home, out of the reach of pets and small children.
- Return textbooks in good condition on or before the last day of class.
- Return books to the school as soon as possible when you know you will be dropping a class, or moving.

### **Campus Visitors**

We enjoy having our parents, families, and friends visit the school, however, according to Florida State Law: All visitors must check in at the office before going to classrooms and receive a visitor's badge. Any visitor to the school campus during the school day must first sign in through the main office and receive a visitor's badge. This includes school parents visiting the campus during the day. All visits should be arranged with the school ahead of time. If there are items that need to be delivered to a student, they are to be dropped off at the office to be delivered. Parents and visitors

may not go directly to the classrooms. If you would like to have a conference with the principal or teacher, please call the office to arrange an appointment.

### **Withdrawal From School**

Parents must notify the school to initiate the withdrawal of a student. Books and other school loaned items are to be turned in to the main office. Parents are to see the administration before leaving school. No records will be forwarded until all financial obligations to the school have been fulfilled.

## **Special Services and Circumstances**

### **After School Care**

After school care will be provided for students whose parents are unable to pick their children up at the scheduled dismissal time, 2:15 p.m... This is a service provided for parents who have no other after school care alternatives. After school care begins at 3:00p.m. and ends at 5:30p.m. The cost of this service is \$4.00 per hour (families with multiple children will receive a discount). The after school care bill invoice will be sent home monthly. Each student is expected to follow the schedule and rules as specified by the after school care director and staff member. Failure to comply with the rules will result in revocation of this service.

### **Emergency School Closings**

Severe weather or emergency situations may prompt school closings. In the event such a closing should become necessary, listen to local news stations, your email, or our school's website for information. You may also be notified via telephone. CCA will typically follow Polk County School decisions regarding such matters.

### **Field Trips**

Before the date of any planned field trip, official field trip forms must be completed, signed, and returned to the student's teacher. Students that fail to return their permission slips on time may not be permitted to attend the trip. Out of county trips require a notarized medical treatment form. This form is good for the entire school year. Please fill in every line on the field trip forms. Any parents driving students on field trips must provide CCA with proof of adequate insurance coverage.

### **Individual Help/Tutoring**

Parents and/or students may contact specific teachers to schedule individual help. Administration can be contacted for a list of tutors to assist students.

## **Health Clinic**

Students who become ill or injured at school will be cared for in the school office until parents can be contacted. It is extremely important that the office staff know whom to contact in the case of an emergency or illness at school. Each student must have a medical emergency card on file with current information at Candlelight. It is the responsibility of the student's guardian to notify Candlelight when any information such as address, phone number, work number, or custody changes occur. Students may only be picked up from school by authorized persons. Proper identification must be shown upon student checkout.

If a child has a chronic illness such as asthma, or an allergy, it is the parent's responsibility to inform Candlelight. Each student must have medical information form on file with current information at Candlelight. We realize that most of our parents work, but school is not the place for a sick child.



Our facilities are limited and we do not have a staff nurse. If a child is sick, the child must stay at home with an adult.

Each child who is entitled to admittance to kindergarten or any other initial entrance into school in Florida, shall, within 30 school days, present a certification of a school-entry health examination performed within 1 year prior to enrollment in school. No child whose parent provides written objections to such a health examination on religious grounds shall be subject to this requirement.

Prior to admittance or attendance, each child shall have on file a certification of immunization for the prevention of those communicable diseases for which immunization is required by the Department of Health. Further, students shall be screened for scoliosis at the proper age.

**State law mandates the following procedures be followed if your child needs medication administered at school:**

1. A student may have an illness that does not prevent his/her attending school, but which requires medication for relief or cure.

If possible, parents at home should give such medication. The medication may be taken at school only if failure to take it could jeopardize the student's health.

2. Medication can be administered at school only after the school has received a doctor's authorization form.

Parents of Kindergarten students are asked to send in a change of underwear and shorts/pants in case of accident. Please use a zip lock bag and clearly print your child's name on the bag with a permanent marker.

**Lost and Found**

The lost and found is located in the school office. Please label all outer clothing, book bags, and lunch boxes on the inside to help items find their way home. Clothing and other items which remain unclaimed at the end of the school year will be donated an organization that helps needy families.

**Payment Policy**

Invoices will be distributed monthly. Payments are expected each month.

Students with an outstanding balance, for which satisfactory arrangements have not been made, will be prohibited from attending field trips and receiving grade reports, transcripts, test scores, etc. CCA can accept checks, money orders, and cash. If you have a check that is returned for insufficient funds, you will be charged a fee of \$50.

**Prevention and Control of Head Lice**

Pediculosis (head lice) is one of the most common health problems of childhood. Parents should be aware of the facts about head lice and inspect their children frequently. Students who have live lice or any nits are not allowed to remain at school. Parents will be contacted and asked to pick up the student since the student cannot remain in class.