

# PARENT ~ STUDENT HANDBOOK 2018 ~ 2019



Cutler Ridge Christian Academy

10301 Caribbean Blvd. Miami, FL 33189

Tel. (305) 251-1534

FAX (305) 255-6978

[www.crcamiami.org](http://www.crcamiami.org)

## TABLE OF CONTENTS

Welcome Letter	3
Administrative Contacts	4
History of CRCA	5
Statement of Faith	6
Biblical Principles	7
Activities – Sports – Competitions – Clubs – Organizations	8
Registration – Admission – Tuition	9
Policies and Fees	10
Academics – School Schedule	11
Discipline Policy	12-19
Report Cards	20-21
Homework Policy & Promotion Policy	21
Parent-Teacher-Principal Conferences	22-23
School Dress Code – Uniforms	23-24
Absences / Tardies – Truancy- Afterschool Policies	25-27
Athletic Program - Books - Student Belongings	28-29
Chapel - Field Trips – Fund Raising	29
Library – Lunches	30
Room Parent -- Electronic Devices	31
Traffic Pattern – Telephone — Visitors	32
Health & Safety	33
Communicable Disease Policy – Head Lice	34
Health Records – Medication – Emergency Procedures – School Closing	35

Dear Parents,

Thank-you for choosing Cutler Ridge Christian Academy for your child's educational and spiritual needs.

You have chosen a school where the Christian Worldview is taught through Bible lessons, Reading, Math, Science and other subjects. This is a school where your child will learn about the love of God in all areas.

Consequently, it is our purpose to lead each child to the saving grace of Jesus Christ, to encourage spiritual progress, and to relate the beautiful truth of the Scriptures. We pray that our students will be prepared to reach full stature in life by being equipped with spiritual armor.

To attain our purpose, our dedicated professional staff maintains a Biblically integrated, quality educational program which necessitates well organized and disciplined classrooms. Students are expected to comply consistently with classroom procedures for the most efficient utilization of class time.

It is for the welfare of our students that this handbook is designed. In a spirit of cooperation, these basic regulations will be followed in order to give effective training and a sense of security.

Again, welcome to CRCA. We look forward to a great year!

CRCA Administration

## PHONE DIRECTORY

Cutler Ridge Christian Academy	305-251-1534
CRCA Fax	305-255-6978
CRCA Website	<a href="http://www.crcamiami.org">www.crcamiami.org</a>
First Baptist Church of Cutler Ridge	305-235-2133

## ADMINISTRATIVE DIRECTORY

Pastor FBCCR	Pastor Terry Ryan	<a href="mailto:pastor@fbccr.com">pastor@fbccr.com</a>
Principal	Mrs. Cindy Hernandez	<a href="mailto:chernandez@crcamiami.org">chernandez@crcamiami.org</a>
Office Assistant/ PAC Coordinator	Mrs. Darcy Lawyer	<a href="mailto:dlawyer@crcamiami.org">dlawyer@crcamiami.org</a>
Bookkeeper	Mrs. Patty Stango	<a href="mailto:pstango@crcamiami.org">pstango@crcamiami.org</a>

## **HISTORY**

Cutler Ridge Christian Academy opened its doors in August of 1972 as a ministry of First Baptist Church of Cutler Ridge. They joined together as a “lighthouse” on the corner of Caribbean Boulevard and Anchor Road to serve the surrounding community. The school opened with grades K4-9. Many changes have taken place in the years that the school has been in existence. Classrooms have been remodeled, a new cafeteria was built, new land purchased, a ball field built, and an addition to the auditorium was completed. A second expansion to the auditorium was completed in the spring of 2007. We will continue to expand our classrooms and size as needed to accommodate our continual growth.

Cutler Ridge Christian Academy is a Christian school with a conservative Bible orientation. Teachers pledge to uphold the deity of Christ and the inspiration of the Old and New Testaments; they do not promote minor issues which tend to divide the body of believers. Cutler Ridge Christian Academy provides a traditional Christian education founded on the principle that Jesus is our Lord and Savior and the source of all truth. We expand this principle and show how this truth can be applied in all facets of life as well as in education.

## **STATEMENT OF PHILOSOPHY**

The purpose of Cutler Ridge Christian Academy is to train children up in the wisdom and admonition of the Lord. Teaching our students to be Christ-like servant leaders at home, school, and the community is a priority for our school. The goal is to have our students reflect Christ in their actions, speech, and appearance. Our prayer is to equip our students with the wisdom, knowledge, and understanding that they will need in order to best serve our Lord and Savior in whatever field He may call them into and to defend their faith in any and all circumstances.

Biblical principles are taught so that the students will develop sound Christian values which will guide them for the rest of their lives. Students will be taught a biblical worldview perspective which will equip them to take their belief system into the secular world so that they can spread God’s love to a lost and dying world. The biblical principles which are taught at Cutler Ridge Christian Academy are meant to be a daily guide to ensure good decision making and high moral standards in the students we produce for a lifetime.

## **STATEMENT OF FAITH**

In order to give a clear understanding of the fundamentals of the Christian faith for which Cutler Ridge Christian Academy, without exception, stands, we include in this handbook our "Statement of Faith."

- We believe the Bible is the inspired, infallible, inerrant, authoritative Word of God (II Tim. 3:16).
- We believe there is one God, eternally existent in three persons: Father, Son, and Holy Spirit (Gen. 1:1, John 10:30, John 4:24).
- We believe in the Deity of our Lord Jesus Christ (John 10:33); in His virgin birth (Isa. 7:14; Matt. 1:23; Luke 1:35); in His sinless life (Heb. 4:15, 7:25); in His miracles (John 2:11); in His vicarious and atoning death through His shed blood (Eph. 1:7; Col. 1:14); in His bodily resurrection (John 11:25); in His ascension to the right hand of the Father (Acts 1:11); and in His personal, imminent return in power and glory (Rev. 18:11-16).
- We believe that all men are sinful by nature (Rom. 3:23, 5:8) and as such at enmity with God and therefore regeneration by the Holy Spirit is absolutely essential to their salvation (Rom. 3:19).
- We believe that men are justified on the single ground of faith in the shed blood of Jesus Christ and that only by God's grace through faith alone are we saved (Acts 13:38-39).
- We believe that Satan is a person and that hell is a place of eternal conscious punishment of all unsaved (Job 1:6-7; Matt. 25:46; Rev. 20:14-15).
- We believe that the Holy Spirit convicts of sin, makes believers children of God through the new birth, assuring them of heaven, and by His indwelling enables Christians to live a godly life (John 16:8; I Cor. 3:16; I Cor. 12:13).
- We believe in the resurrection of both the saved and the lost; the saved unto the resurrection of life and they that are lost unto the resurrection of damnation (John 5:28-29).
- We believe that the Body of Christ consists only of those who are born again (John 3:3), for whom Christ now makes intercession in heaven (Heb. 7:25), and for whom He shall return (John 14:3).
- We believe in Christ's "Great Commission" to the Church to go into all the world and preach the gospel to every creature, baptizing and teaching those who believe (Matt. 28:19-20).

## **MISSION STATEMENT**

Our mission is to provide a Christian education that is centered around a biblical worldview that will eventually shape the student's values and behavior. Through the teaching of a biblical world perspective, students are taught to become servant leaders in their homes, schools, and communities. We are committed to partnering with parents and churches to help students develop the right biblical view of God, creation, mankind, moral order, and purpose of life.

## **OUR MOTTO**

*Training students with a Christian world view to live peaceably among all men*

***Based on Isaiah 54:13***

***"And all thy children shall be taught of the Lord; and great shall be the peace of the children."***

## **BIBLICAL PRINCIPLES OF CRCA**

- The education of young people is the primary responsibility of parents. Deut. 6:4-9; Psalms 78:1-7; Psalms 127:3; Proverbs 22:6; Malachi 2:13-16; Ephes. 6:4
- The education of young people is a 24 hour-a-day, 7 days-per-week process that continues from birth till maturity. Deut. 6:7,11:19; Prov. 22:6
- The education of young people must have as its primary goals the salvation of and discipleship of the next generation. Psalms 78:6-7; Matt. 28:19-20
- The education of young people must be based on God's Word as absolute truth. Psalms 119
- The education of young people must hold Christ as preeminent in all of life. Col. 2:3,6:10
- The education of young people must not hinder the spiritual and moral development of the next generation. Matt. 18:6, 19:13-14; Mark 10:13-16; Luke 18:15-17
- The education of young people, if and when delegated to others by parents, must be done so with utmost care to ensure that all teachers follow these principles. Ex. 18:21; I Sam. 1:27-28
- The education of young people must lead to true wisdom by connecting knowledge to a biblical worldview frame of reference. Rom. 1:20,11:33; Psalms 19:1,104:24,136:5
- The education of young people must have a view of the future that includes the eternal perspective. Col. 3:1-2; Matt. 6:19-20; 2 Tim. 4:6-8; Acts 20:24; Heb. 11:1

## **STATEMENT OF NONDISCRIMINATION**

Cutler Ridge Christian Academy is accredited by the National Private Schools Accreditation Group, Inc. and members with Florida Association of Christian Colleges and Schools and the Association of Christian Schools International. CRCA admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded to or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its policies, admission policies, scholarship and loan programs.

## **ACCREDITATIONS AND AFFILIATIONS**

Cutler Ridge Christian Academy is fully accredited through National Private School Accrediting Alliance (NPSAA). We are a member of Florida Association of Christian Colleges and Schools (FACCS). We are a member of the Southern Baptist Association of Christian Schools (SBACS).

## **STUDENT ACTIVITIES**

Cutler Ridge Christian Academy offers its students a wide range of student activities in an effort to enhance our student's God given talents and abilities. An enormous amount of effort goes into making sure that all of our activities are Christ-centered and bring honor and glory to Him. Our current activities are listed in this page and are subject to change as new sponsorship for new activities and programs become available.

### **SPORTS**

#### **Secondary School**

Volleyball  
Flag Football  
Basketball  
Softball

### **SPECIAL EVENTS**

Spiritual Emphasis Events  
Class Field Trips  
Seasonal Programs  
Open House

Christmas Programs  
Spring Programs  
Awards Assemblies  
Field Day

Christmas Bazaar  
Special Speakers  
Chapel Programs  
Project Fair

### **ACADEMIC COMPETITIONS**

FACCS Spelling Bee  
Miami-Dade County Fair & Exposition



## **REGISTRATION PROCEDURES**

Parents may register students any school day, Monday through Friday, between the hours of 7:30 AM and 3:30 PM in the school office. The following items must be supplied for registration to be finalized:

Completed application to CRCA, including registration fee

Copy of birth certificate

Original HRS medical form and immunization record (forms 3040 & 680)

Most recent report card and acceptable national norms test scores from past two years

Letters or Recommendation

***PLEASE NOTE: Application for admission of a student does not guarantee placement in a class. It is the first step of the acceptance process for the student. Registration fee is non-refundable.***

## **ADMISSIONS REQUIREMENTS**

Cutler Ridge Christian Academy does not discriminate on the basis of race, color, national or ethnic origin in admissions or programs. Students who desire to be a part of a Christ centered school and parents who believe it is their primary responsibility to educate their children and are seeking a school to work in tandem with them to achieve their goals are encouraged to apply for admission into our academy. An entrance exam will be administered to students entering 1<sup>st</sup> through 8<sup>th</sup> grades (\$25 non-refundable testing fee) to qualify students for academic eligibility to the academy and ensure proper grade level entry. Parents interested in enrolling students in K4 and K5 must abide by the September 1<sup>st</sup> deadline date for age appropriateness.

## **REGISTRATION FEE**

The registration fee is due at the time of registration/re-enrollment. If early registration fees are paid by the re-enrollment deadline, there will be a discount. This fee is not refundable.

## **TUITION**

The charge for tuition is an ANNUAL FEE, divided into ten or eleven equal installments. It is not based on a daily or calendar month fee.

If payment is not received by the 10<sup>th</sup> of the month, a \$30.00 late fee will automatically be charged to your account. There will be a \$ 30.00 returned check fee. It will have to be replaced with cash.

**Tuition is payable in ten or eleven equal payments:** Payments start either July 1<sup>st</sup> or August 1<sup>st</sup> with the last payment due May 1st.

## FINANCIAL POLICIES

- Accounts more than sixty (60) days overdue will result in the student not being allowed to come to school until the account is made current.
- A \$25.00 Withdrawal Fee will be charged to your account if your student is withdrawn before the completion of the school year.
- Report cards, transcripts, and records will be held on all overdue accounts.
- Costs expended by the school for a student to attend a trip or event which the student later decides not to attend will not be refunded.
- A cash receipt is ALWAYS given when payment is made in cash. Please keep your receipt so you have a record of your payment.
- Aftercare is based on an hourly rate with a discount for families with more than one child. Aftercare payments are due on a weekly basis (Fridays), unless other arrangements are made. Advanced payment of aftercare accounts is acceptable. If not paid on time, a \$5.00 late charge will be added to your account.
- \*Aftercare closes at 6:00pm and you will be assessed an additional fee if you pick your child up past 6:00.**

There is a yearly tuition discount schedule for families with two or more students:

## WITHDRAWAL OF STUDENTS

A parent or guardian of the student must complete the Withdrawal Form in the school office on or before the date of withdrawal and submit a \$25.00 withdrawal fee. The registrar will then complete the withdrawal process and inform the Bookkeeper. Grades will be secured from the teachers and upon clearance from the bookkeeper, records will be released to the new school. Students must be enrolled at least 30 days of any nine week grading period before receiving a grade. When a student withdraws from the school at the request of the parent or CRCA, the parent's financial responsibility is as shown on the chart below. Attendance for any part of a month (even a day) is considered the same as the entire month.

### MONTH OF WITHDRAWAL-PERCENT OF TOTAL TUITION DUE

Month	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
%-										
\$ Due	10%	20%	30%	40%	50%	60%	70%	80%	90%	100%

Example: If a student withdraws November 8, 40% of the total tuition is due plus the \$25.00 withdrawal fee.

## **ACADEMICS**

Realizing that the primary grades constitute the basic foundation of learning for every child, CRCA offers a cohesive and systematic curriculum which challenges and encourages the student to establish correct study habits, learning skills, and a positive attitude toward education. There is an emphasis on character training according to the principles of Christ in all disciplines. K3-8<sup>th</sup> grade uses mostly ABEKA and Bob Jones curriculum. Both of these publishers are Christian based companies and interweave a Christian worldview in their curriculum. Detailed information about the curriculum may be obtained from the office.

### **ELEMENTARY DIVISION (K-4 – 5<sup>th</sup> Grades)**

The Elementary division uses curriculum largely from ABEKA and Bob Jones Press.

Arithmetic & Speed Math	Intensified Phonics
Art	Physical Education
Bible & Ethics	Reading Comprehension & Literature
Health & Safety	Science & Nature Study
Language (Oral & Written)	Spanish
Music	Spelling
Penmanship	Social Studies (Geography & History)

\*The above curriculum is presented to the K4 & K5 students in a modified form.

### **MIDDLE SCHOOL DIVISION (6 – 8<sup>th</sup> Grades)**

Middle School students are required to take five core classes: Math, Science, Social Studies, English, Bible. They will also be taking a combination of electives which includes Computers, Spanish, Gardening, Yearbook, Physical Education and Art.

### **TESTING PROGRAM**

•In the spring of every year, the Stanford Achievement Test is administered to students grades K5-8.

## **SCHOOL DAY SCHEDULE**

Promptness is an important life skill. Both parents and students must make it a high priority daily to ensure that they adopt and follow a morning routine that will guarantee that they will arrive for school on time. All students should arrive on campus no later than 8:10 a.m. to ensure sufficient time to get to their classroom or the cafeteria before the bell rings at 8:15 a.m. Students who are not seated in the classroom and prepared for their first class by 8:15 a.m. will be counted as tardy.

### **SCHOOL HOURS**

**Pre-K4 - Kindergarten:** 8:15 a.m. – 2:45 p.m.

**1<sup>st</sup> – 8<sup>th</sup> Grade:** 8:15 a.m. – 3:00 p.m.

**Scheduled “Early Dismissal Days”** – Dismissal time is 12:00 p.m.

## **BEHAVIOR / DISCIPLINE GUIDELINES**

The discipline system at Cutler Ridge Christian Academy is designed to guard against distractions from the learning environment while teaching students accountability for their own behavior and helping them to develop an age appropriate level of **self-control**. We are striving to teach students life management skills that will serve them well throughout their entire lives. We base our discipline philosophy on Proverbs 22:6 which states: *Train up a child in the way he should go: and when he is old, he will not depart from it.*

- ❖ **Language:** Inappropriate language in a Christian school environment is somewhat stricter than what may be acceptable even in some of our home environments. For this reason, we want to state very clearly that inappropriate language at CRCA includes but is not strictly limited to cursing, using the Lord's name in vain, some abbreviated text language, as well as vulgar and slang expressions which are offensive.
  
- ❖ **Cheating:** Cheating can be a difficult offense to deal with as many parents feel that cheating can be determined by the subjectivity of a teacher. Cheating at CRCA will be determined when actual rule breaking is involved and has been observed by the teacher. For example, if everyone is supposed to be facing forward during a test and a child turns around, or if all books are supposed to be closed and put away and a student has a book open on the floor, then rules for taking the test have been broken and the student is subject to be disciplined. Clear instructions are given inside the classroom at all times for taking tests. If your child is accused of cheating, the proper response is to support the administration in their corrective measures to help your child to take the test the correct way the next time whether cheating was their intent or not. Remember, the purpose behind all corrective action is to help the student learn to make better choices in the future.

For any discipline plan to be truly effective, the support of parents is absolutely crucial. The administration of CRCA truly seeks to work with our parents in order to create an effective atmosphere of learning without interruption. The ultimate goal of every contact that we have with a parent is to work together to help the students understand the nature and severity of their actions and to encourage them to take ownership of what they have done so that they can make better choices in the future.

Acceptance of our school manual and enrollment in CRCA constitutes an agreement on the part of the parent to uphold and support the disciplinary actions of the school. Failure on the part of a parent to cooperate with school policies or not require their child to comply with the school's policies and procedures will result in the student being dismissed from CRCA.

## **DETENTION**

Detentions can be written by the teacher in the classroom or by the principal once the student has been sent to the office. Parents must sign the discipline report that will be sent home informing them of their child's detention and the reason that the detention was assigned and send it back in with their child the next day. If a parent has a question or a concern, they should contact the school office and make an appointment with the person who assigned the detention. **Parents should not instruct their child to skip the detention as this will escalate the penalty to an indoor suspension.** If a student is scheduled to participate in extracurricular activities, they are ineligible to participate until the detention is served.

## **INDOOR SUSPENSION**

An indoor suspension requires the student to be at school during the entire school day to do their regularly scheduled workload which will be assigned by their teachers. These students will be isolated from the rest of their class for the entire day. If a student is serving an indoor suspension, they are ineligible to participate in extracurricular activities for the remainder of the school day.

## **OUTDOOR SUSPENSION**

An outdoor suspension requires that the student be under the supervision of their parent or guardian during the school day. If a student has an outdoor suspension, they are not permitted on the school ground at any time for any reason during school hours that day. The student will receive a "0" on all work missed and will be ineligible to participate in extracurricular activities for the remainder of that school day.

## **EXPULSION**

The decision to expel a student is a difficult one, but will be made by the administration when a student's conduct, attitude, or lack of effort makes it inadvisable for him to remain at CRCA. A student may also be dismissed for excessive absences which do not meet school or state requirements. Serious offenses such as physically harming others; destroying, damaging, or defacing church or school property; use of narcotics, alcohol, or cigarettes; possession of prohibited articles such as any type of weapon, etc; subject a student to immediate expulsion. The establishment of reasonable guilt of such involvement is sufficient for dismissal. Again, it cannot be overstated, that the goal of the administration is to work with the parent to see that we never reach the point of expelling a student. However, parental support of our disciplinary procedures and process is vital. Therefore, acceptance of our school manual and enrollment in Cutler Ridge Christian Academy constitutes an agreement on the part of the parent to uphold and support the disciplinary actions of the school. Failure on the part of a parent to cooperate with school policies or not require their child to comply with the school's policies and procedures will result in the student being dismissed from Cutler Ridge Christian Academy.

*The administration reserves the right to deem any flagrant violation of the school rules enough to advance to a suspension or expulsion if considered necessary. Parents are responsible for 100% of the replacement and/or repair costs of any church or school property that a student destroys, damages, or defaces, and in such cases, payment must be made immediately.*

## **RESPONSE TO DISCIPLINE**

When students are disciplined, they should never show disrespect for the corrective action taken by the adult authority. If the student feels that a misunderstanding exists, they should **obey the teacher without protest**, and **take the following steps in the specified order** to try to rectify the matter in a respectful and Christ-like manner:

- 1) Go to the teacher after class and ask for a time to discuss the matter privately. When the discussion takes place, respectfully present your position and then willingly abide by whatever decision the teacher makes about the matter.
- 2) Talk over the matter with your parents and ask them to contact the teacher for discussion and clarification.
- 3) If the matter is not resolved, the parent may call the school office to schedule a conference with the teacher and principal.

## **BASIC SCHOOL RULES**

All students are to:

- Follow directions
- Raise your hand to get permission to leave your seat
- Raise your hand and wait until you are called upon before you speak
- Turn in all of your assignments on time
- Keep your hands, feet, and objects to yourself
- Follow all of the instructions given by any school authority or teacher

## **SUBSTANCE ABUSE POLICY**

Cutler Ridge Christian Academy strives to provide a drug-free environment for our students, faculty, and staff. Our position is that the use of alcohol, tobacco, any illicit drug, or the misuse of prescribed or over the counter medications is detrimental to the health and well-being of the individual and is incompatible with our Christian belief that our body is “the temple of the Holy Spirit”. The administration of Cutler Ridge Christian Academy reserves the right to randomly ask any student to submit to a drug test. Drug testing must be done within 48 hours of the request made by the administration at the cost of the parent. The student will not be allowed to return to the school campus during school hours until the testing results are brought into the administration and discussed. Positive testing results will result in dismissal from the school. Refusal on the part of the student or the parent to have the testing done within the specified time period will result in immediate expulsion. The school administrators have the right to question students about any suspected or actual drug use. The school administrators have the right to search a student’s locker, purse, book bag, vehicle, or any other personal article when drug use is either suspected or proven. Refusal on the part of a student to submit to a search will result in immediate expulsion from the Academy.

## **PROHIBITED ARTICLES**

The following is a list of items prohibited on school property which will be returned once with a warning, a second time to a parent only, and a third time at the end of the year or upon withdrawal of the student: Electronic devices including cell phones, iPods, MP3 players, etc.; books/magazines/pictures not related to school work; laptop computers; iTouch / iPhones; and/or any other item considered to be a distraction to the learning environment are prohibited. ***The exception to this will be the electronic devices used for learning purposes by the students who have purchased approved curriculum e-books.*** The following items are prohibited on school property and will not be returned: cigarettes, alcoholic beverages, narcotics, knives, guns, explosives of any kind, and/or any other item considered unsafe to the school environment. Possession of any of these items may lead to immediate expulsion. Student book bags, purses, lockers, vehicles, and personal articles are subject to search by the administration as needed to ensure compliance with these policies. Note: The Cutler Bay Police will be called immediately if a student is found in possession of guns, explosives, or any item deemed dangerous.

## **DISCIPLINE POLICY** **(including consequences)**

Cutler Ridge Christian Academy views discipline as not simply punishment, but as training in righteousness, with the goal of Godliness (1 Timothy 4:7). The responsibility for discipline lies primarily with the parents, with the school assisting them as they fulfill their God-given obligation (Deuteronomy 6:4-9, Ephesians 6:4). The students, teachers, principal, and parents share the responsibility for administering the Cutler Ridge Christian Academy Discipline Plan and for working together on a daily basis to review and understand CRCA's goals for responsibility and behavior. In order for every student to have the opportunity to reach his or her potential, each student at CRCA shall:

- ✓ Attend school faithfully, complete his or her assignments on time, and work to his or her full potential.
- ✓ Behave in a manner that does not disrupt classroom learning or the operation of the school.
- ✓ Obey teachers, principal, and others in authority.
- ✓ Refrain from aggressive or threatening behavior towards fellow students, teachers, or other school staff.
- ✓ Refrain from the possession or use of any weapons, illegal drugs, alcohol, or tobacco products.

### **Cutler Ridge Christian Academy's Discipline Goals**

- ✓ To help students develop self-respect
- ✓ To help students develop respect for others and property
- ✓ To help students see the need for self-discipline
- ✓ To guide students toward choices which lead to improved behavior

---

### **Middle School Minor Offenses**

These general offenses (and not limited to) will result in demerits.

- Being in off-limit areas as in being in the hall without a pass or in classroom without teacher
- Dress code violations
- Horseplay, pranks on fellow students, running in the hall
- Profanity (mild)
- Showing affection- examples include kissing, holding hands
- Mild argumentative attitude toward another student or teacher (without extreme display of anger)
- Throwing objects
- Leaving class without permission
- Possession of medication including over the counter drugs
- Gum chewing



### **Middle School Major Offenses**

Committing one of the following offenses will result in an **OUT-OF-SCHOOL SUSPENSION**.

- Fighting or physically assaulting another student- The first offense will result in a minimum three day suspension and the second offense will result in a minimum five day suspension.
- Cheating on a test- one day suspension and 0/F on the test
- Blatant noncompliance with directives from the principal or teacher
- Disorderly conduct/creating a disturbance
- Bullying, extortion, intimidation, harassment, of students, or threats which cause students to fear for their safety
- Disrespect to school personnel, including obscene or abusive language, threats, gestures, or intimidation
- Possession of or distribution of drugs/alcohol (police will be called)
- Possession of or distribution of firearms, weapons, explosives, or real looking toy guns (police will be called)
- False emergency calls or setting off false fire alarms
- Verbal, physical, or sexual assault or battery

**Grades 3-5** (do not apply to academic issues)  
***Steps 2 through 7 require an office visit.***

- |   |  |
|---|--|
| ●Step 1-1 <sup>st</sup> occurrence                  | warning  |
| ●Step 2-2 <sup>nd</sup> occurrence (parent contact) | detention  |
| ●Step 3-3 <sup>rd</sup> occurrence (parent contact) | detention  |
| ●Step 4-4 <sup>th</sup> occurrence (parent contact) | 1 day in-school suspension with *mandatory parent meeting      |
| ●Step 5-5 <sup>th</sup> occurrence (parent contact) | 1 day out-of-school suspension with *mandatory parent meeting  |
| ●Step 6-6 <sup>th</sup> occurrence (parent contact) | 3 days- in home suspension with *mandatory parent meeting      |
| ●Step 7-7 <sup>th</sup> occurrence (parent contact) | Indefinite suspension expulsion with *mandatory parent meeting |

***\*Teacher and Administration will meet to determine consequence. Should the parent fail to schedule and attend a mandatory meeting, the student will not be allowed to return to school.***

## Kindergarten and Grades 1-2

*Each classroom teacher establishes certain basic rules in order to make the classroom a suitable environment for academic and spiritual growth.*

### Basic Rules

- Follow directions
- Raise your hand to get permission to leave your seat
- Turn in all of your assignments on time
- Keep your hands, feet, and objects to yourself
- Raise your hand and wait until you are called upon before you speak
- Follow all of the instructions given by any school authority or teacher

*A student who fails to follow classroom rules will be dealt with according to the following general procedures:*

- 1<sup>st</sup> Occurrence      Warning
- 2<sup>nd</sup> Occurrence      Classroom intervention (writing assignment, miss recess, etc.)
- 3<sup>rd</sup> Occurrence      Note sent home or call the parent
- 4<sup>th</sup> Occurrence      Sent to the office

*The following offenses will be considered serious and will usually result in an immediate trip to the office.*

- Deliberate disobedience and/or defiance
- Cheating
- Stealing
- Deliberately destroying school property
- Profanity
- Fighting
- Inflicting harm on others
- Lying to an authority figure

☺ **Kindergarten and Elementary Rewards:** ☺ Will be created by individual teachers, approved by Administration and posted for students and parents.

### Severe Clause- All School / All Grades

When student behavior becomes a concern of the safety and security of other students and CRCA staff, the following **SEVERE CLAUSE** will take effect. The behaviors below will immediately result in the consequences listed. There may be other behaviors not listed that fall under the severe clause. These actions place the student on Step 2. (see above)

#### Student Action

- Disrespect toward any adult
- Bully behavior
- Cursing/swearing/foul language
- Bathroom misbehavior
- Cheating

#### Consequence

- detention
- detention
- detention
- detention
- detention

*The following are examples of dangerous and extremely inappropriate behavior which will result in the consequences listed.*

- |   |   |
|---|---|
| ●Fighting                                 | indoor suspension (step 4)                    |
| ●Destroying school/ church property       | outdoor suspension (step 4)                   |
| ●Bringing guns, knives, weapons to school | indefinite suspension with *expulsion meeting |

***\*The mandatory meeting for the possibility of expulsion will include the parents, school administration and pastor.***

**See page 11 for Suspension Definitions**

## **DOCUMENTATION**

- **All office visits will be documented by administration.**
- Demerits will be documented by the homeroom teacher (middle school)
- Classroom general procedures by the teacher (kindergarten through 2<sup>nd</sup>)

## REPORT CARDS

### PROGRESS REPORTS:

Pre-K4 – 8<sup>th</sup> Grade students will receive one progress report during each grading period. The purpose of progress reports is to keep parents informed of their child's academic progress and general conduct. It is recommended that parents schedule a parent-teacher conference if they have any concerns upon receipt of their student's progress report. Parents are required to sign and return progress reports within two school days of receiving them. Students not returning a signed progress report on time will be subject to disciplinary action.

### REPORT CARDS:

PreK-4 – 8<sup>th</sup> Grade students will be issued one report card each nine weeks. Parents are required to sign and return their student's report cards within two school days of receiving them. Students not returning a signed report card on time will be subject to disciplinary action. The year-end report card may be picked up or mailed (if arrangements have been made for mailing) approximately one week after school releases for the summer.

Middle School students' midterm and final grades each count for 10% of the student's overall average.

## GRADING SYSTEM

### Academic Grading Scale (Grades 1-8):

Percentage Range	Letter Range	*GPA Value	Descriptor
90-100	A	4	Excellent
80-89	B	3	Above Average
70-79	C	2	Average
60-69	D	1	Below Average
0-59	F	0	Failing

\*GPA values apply only to secondary students.

### K4-K5 Grading Scale

Letter	Descriptor
E	Excellent
G	Good
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory

**Conduct and Effort Grade Scales:**

<b>Conduct</b>	<b>Descriptor</b>
A	Excellent
B	Good
C	Needs Improvement
D	Poor
F	Unacceptable

<b>Effort</b>	<b>Descriptor</b>
1	Outstanding
2	Satisfactory
3	Need Improvement

**\*Please note that conduct grades are included in determining Principal’s Honor Roll and Cougar’s Honor Roll.**

**HOMEWORK**

Homework reinforces the concepts that are being taught inside the classrooms. It also allows students further practice time to fully understand and master challenging concepts. In order to receive full credit, homework assignments must be completed and handed in at the start of class on the day designated by the teacher. Incomplete assignments will be returned to the student for completion. Homework that is one day late will result in lower grade. Homework turned in more than one day late could be assigned a grade of zero. Homework answers should not be shared among students.

CRCA homework policies are designed to encourage attendance of the various Wednesday evening church services. Therefore, light homework will be given on Wednesdays. Ongoing homework such as studying for later tests or continuing work on long range projects may be encouraged on Wednesdays to keep the concepts fresh in the students’ minds.

**PROMOTIONS POLICY**

A student will be promoted to the next grade level upon satisfactory completion of all core academic subjects (Bible, English, Mathematics, Science, and History).

If one or more core academic subjects are failed, the student will be required to attend summer tutoring, at the parent’s expense. Upon successful completion of tutoring, and with administrative approval, the student may be promoted to the next grade. If a student is unable to successfully complete summer tutoring, a parent-teacher-principal conference will be held in order to determine if the student will be allowed to repeat a grade or if finding an educational alternative, would be the best course of action for the child.

If three or more subjects are failed, a parent-teacher-principal conference will be held in order to determine if the student will be allowed to repeat a grade or if finding an educational alternative would be the best course of action for the child.

## **PARENT-TEACHER CONFERENCES**

Communication between the home and school is vital to every student's success. Conferences may be requested by either the parent or the teacher. They may be necessary to address a given concern, or simply provide an opportunity to discuss the student's progress and set goals for future development. In either case, it is always necessary for all parties to have sufficient notice. **A conference requires preparation and data gathering on the part of the teacher** and therefore **no conference will occur on a same day basis.** *It is important that parents recognize that this includes "informal" conferences.* These often occur when a parent wishes to discuss a quick concern because they feel it is a simple matter and a formal conference is unnecessary. Regardless of how much weight a parent feels a given concern has, be it a great deal or very little, the one day rule must be observed. You must briefly identify with the teacher the issue that you wish to discuss, and then **make an appointment at least one day in advance.**

Please understand that a teacher may not be able to set up an appointment for the following day due to prior school commitments, meetings, etc. Every effort will be made to accommodate your request at the teacher's earliest available opportunity. The amount of prayer and preparation that precedes a conference will benefit all parties concerned, especially the student. Often it is appropriate and beneficial to have secondary students participate in parent-teacher conferences, depending on the nature of the concern. Problems are frequently resolved more quickly when all of the parties concerned are in the same room. Parent and teacher discretion will be utilized to determine if it is appropriate for a student to participate in part or all of a conference.

## **PARENT-TEACHER-PRINCIPAL CONFERENCES**

It is our desire that all concerns be successfully addressed at the parent-teacher level. However, on occasion, additional support is required to address a given need or concern. If a parent has completed an initial conference with a teacher to describe a concern which has not been addressed to their satisfaction, they should meet with the teacher to readdress the issue and the nature of the continued concern. If **after the second conference has taken place with the teacher,** the parent still feels that their concern has not been sufficiently addressed, they may request a parent-teacher-principal conference. Again, a one day rule will be observed and every effort will be made to schedule the conference in a timely manner. It may not be possible for all of the parties to meet on the following day. **Requests for a parent-teacher-principal conference should be made through the office staff** who will work with the principal and teacher to find a time that is convenient for all parties. The intent of this policy is to allow all parties involved in a conference sufficient time to pray through the situation, collect any data that may be pertinent to the meeting, and enter into the meeting properly prepared with a spirit of Christ like determination to find the best possible solution for the student that is involved. It may be deemed both appropriate and beneficial to have secondary students

present during parent-teacher-principal conferences and this will be decided on a case by case basis at the discretion of the adults involved in the conference.

## **SCHOOL UNIFORM / DRESS CODE POLICIES**

**AA UNIFORM** is our uniform provider. You may purchase uniforms at the store located at: **8707 SW 132 Street Miami, FL 33176** and call them at (305) 254-0000. You may also order online @ [AAuniform.com](http://AAuniform.com). Specific CRCA uniform requirements are available at the store.

### **K-4 – 8<sup>th</sup> Grade Girls:**

- ◆Khaki, Navy or \*\*Plaid skirt (skirt - no higher than 2” above floor when measured from kneeling position)
- ◆Khaki, Navy or \*\*Plaid jumper (**K-4 - 3<sup>rd</sup> grade**)
- ◆Khaki or Navy pants, capris or shorts (see related information in highlighted section)

### **K-4 – 8<sup>th</sup> Grade Boys:**

- ◆Navy or Khaki slacks or shorts (see related information in highlighted section)

### **ALL K-4 – 8<sup>th</sup> Grade Students – Boys & Girls**

- ◆Belt must be worn with pants that have belt loops (plain, with no designs or adornment) (Belts are not required for students in K-4 through 1<sup>st</sup> grade.)
- ◆Hunter green, Navy blue, or White pullover polo shirts (worn tucked in)
  - ◆Solid white t-shirts only may be worn under uniform

\*\*Uniform shorts or slacks (navy or khaki) MAY be purchased from any local department store **from the uniform department**. The style must match the basic style of shorts and slacks from AA Uniform. The fit must not be too tight or too loose, and shorts must be the same basic length as those from AA Uniform. Administration reserves the right to deem any uniform not purchased from AA Uniform as unacceptable if appropriate guidelines are not followed. Please understand that this is optional. CRCA continues to encourage parents to purchase all items from AA Uniform which offers excellent service and quality.

### **Outerwear**

**AA Uniform** has a green, zip-up jacket with school logo that may be worn at any time. \*\* If outside temperature (according to weather stations) drops to **49° or below as of 7 am any school day**, students may wear any “CRCA Appropriate” jacket of their choice.

**Additional Dress Code Information:**

**Shoes must be closed toe. They may not have lights or wheels. No boots are allowed. Final decision on questionable shoes will be made by administration.**

- ◆ P.E. Clothes must be purchased at CRCA for students who are required to dress out.
- ◆ No extreme haircuts, styles, or color (no shaved designs, mohawks, extreme color, etc.)
- ◆ Boys hair must be neatly trimmed above the eyebrows and ears and off the collar.
- ◆ The administration reserves the right to deem any hairstyle unacceptable.
- ◆ No hats or caps are worn with the uniform or in the building at any time.
- ◆ No excessive or inappropriate jewelry is to be worn.
- ◆ Necklaces and chains must be worn inside uniform shirt.
- ◆ No earrings or other visible body piercing for gentlemen.
- ◆ Ladies may have no more than two earrings per ear and earrings must not be excessive in size or length. Ladies may have no other body piercings.
- ◆ No visible tattoos are allowed for ladies or gentlemen.
- ◆ Writing on the skin is not allowed.

**Dress Code Violation Consequences:**

- Middle School: Any violation in dress code for a Middle School Student will result in demerits.
  - Kindergarten & Elementary: 1<sup>st</sup> violation - A note will be sent home (requiring parent signature).  
2<sup>nd</sup> violation - Parent will be called and asked to bring correct uniform.  
3<sup>rd</sup> violation - Student will be sent home.
- If the student is completely out of uniform, student will be automatically sent home.*



## PROCEDURES AND POLICIES REGARDING STUDENT ATTENDANCE

### Absences

Florida Law states, "Each parent of a child within the compulsory attendance age shall be responsible for such child's attendance as required by law." It is imperative for your child to attend school regularly in order to achieve the maximum benefit that the Academy has to offer. State Law mandates that a minimum number of instructional hours must be achieved for a student to be promoted to the next grade level. **Any student who has 18 or more absences in one school year cannot be promoted.**

### Excused Absences

An absence is considered excused in the following instances:

- Illness (1-2 days), Emergency, or Death in the Family: a note from the parent must be submitted
- Illness (3 days or more): a note from a physician must be submitted
- Pre-Approved Extended Absence: Parents are highly encouraged to plan vacations or other extended absences around the designated school calendar. In the case where an extended absence cannot be avoided, the parents should 1) request administrative pre-approval, and 2) meet with teacher(s) to request the work to be completed
- Work may be made up for credit in the time frame specified in the Academic Policies section of this manual.

### Unexcused Absences

An absence is considered unexcused in the following instances:

- No documentation or insufficient documentation is submitted.
- The administration deems the absence as frivolous.
- An extended absence was not pre-approved with the administration.
- Students who have an unexcused absence will be able to make up the work they missed but they will receive a zero on all assignments given and/or missed (including quizzes or tests)

### Tardy to School

Tardiness is seen by the **State of Florida** as a form of non-attendance and excessive tardies place you in violation of Florida's compulsory attendance statutes. According to Florida State **Statute 1003.27**, a student may not be tardy more than five (5) times in a given month or ten (10) times in a ninety (90) day calendar period. *Exceeding these state limitations subjects you to action being taken against you by the State of Florida.* It is the parents' responsibility to get students to school on time. Failure to do so not only violates our school policy, but state law as well and is not acceptable. If problem is not corrected immediately, a conference with administration will be required and further action may be taken.

Attendance is taken at 8:15 a.m. The student is tardy if he/she enters the classroom after 8:15 a.m. Primary and Elementary students are to take tardy slips to their homeroom teacher. Tardiness is detrimental to the child and disrupts the educational process in the classroom. No student is allowed to come to school after 11:30 a.m. - unless he/she comes from a doctor's office with a doctor's note.

### **For Elementary School Students**

1. Students are permitted four (4) tardies per grading period.
2. After the 4<sup>th</sup> tardy during a grading period, the student will receive a zero (test grade weight) added to the first subject of the day. Thereafter, a zero (test grade weight) will be added for every three (3) additional tardies. A parent conference with the homeroom teacher may be required.
3. Every five (5) unexcused tardies equals one (1) unexcused absence.

### **For Middle School Students**

1. Students are permitted 4 tardies per grading period.
2. After the 4<sup>th</sup> tardy to class during a grading period, 5 demerits will be given. Thereafter, a zero (test grade weight) and 5 demerits will be given for every three additional tardies.
3. Every five (5) unexcused tardies (late arrival to school) will result in one unexcused absence.
4. A student is considered tardy for a class if he or she is not in the classroom when the tardy bell rings. Middle School students who are tardy changing classes are required to get late pass from previous teacher. Demerits may be issued for reoccurring tardies between classes
5. Middle School students arriving 30 minutes late to school or any class thereafter will be considered absent from that class, not tardy.

### **Truancy**

Truancy is a violation of State Law and can result in your child being turned over to the proper state and/or local authorities and can also result in expulsion from Cutler Ridge Christian Academy.

- A deliberate absence from a single class or a single school day will result in the appropriate disciplinary action being taken and parental notification.
- Any missed class work or homework will be made up, but the student will not receive credit.
- Any missed quiz or test will receive an automatic grade of zero.
- Any student who is continually truant will be turned over to the proper juvenile authorities.

**Students will not be released to anyone whose name is not on their pick up card.** In order to protect the child, parent, and school, **picture I.D. is required.** All releases for doctors or other appointments must be handled in the school office. A student must turn in a note of explanation from his/her parents in the office on the morning of the appointment day. A parent

or guardian must sign the student out in the school office. The student must bring a doctor's note with the time and signature upon return to school and must sign in at the school office.

## **MAKE-UP WORK**

### **Excused Absences**

After an excused absence and immediately upon returning to school, it is important for the teacher, parent, and student to discuss the work that was missed. Students have an equal number of days of the absence to complete make-up work. For example, if the student missed three days, then the student has three days to make up any missed assignment. Work that is not made up within the specified time frame will be recorded as a zero. Unless a student has missed a significant number of days (more than 3 days) due to illness or family emergency and special arrangements have been made with the assigning teacher, long term projects and assignments are still due on time. If a student is absent the day of a quiz or test, or the day the special project is due, that assignment is due the day the student returns to school.

### **Unexcused Absences**

If no valid note is given to the teacher for an absence, the absence is considered unexcused. Work must be made up for unexcused absences, but the student will receive a zero (0) for all assignments during unexcused absences (this includes tests and quizzes).

## **AFTER SCHOOL**

Students must be picked up within fifteen minutes of the school closing time. Any student who has not been picked up by this time is required to report to aftercare. No student may remain on the school grounds unsupervised. Parents must sign out their children when picking them up from aftercare. Students cannot leave early without a note from home. The fee for aftercare is \$3.00 per hour for one child and \$5.00 per hour for families with more than one child. Our aftercare program is open until 6:00 P.M. **It is imperative that all students be picked up by 6:00 P.M. We have no provision for supervision past 6:00 P.M.** Initially, offenses will be charged at the rate of \$3.00 per minute. Subsequent offenses may result in the loss of the aftercare service.

## **ATHLETIC PROGRAM - SECONDARY**

At Cutler Ridge Christian Academy we strive to offer students a variety of extracurricular activities that will allow students to enhance their overall school experience and develop additional skills beyond the academic arena. Our sports are meant to further their opportunities to build their Christian character inside of a competitive atmosphere. During athletic games and other extracurricular activities, both on and off campus, our students are required to conform to the following requirements:

- Dress should conform to the “Dress and Grooming Code” listed in the handbook.
- Students and their guests must wear regulation dress at athletic events at all times.
- Abusive language, cursing, swearing, and “booing” are prohibited.

## **ATHLETIC ELIGIBILITY/INELIGIBILITY**

A student must maintain a 2.0 grade point average in order to participate in any of the extra-curricular activities that the Academy offers. A student’s eligibility will be determined at the end of each quarter and may, according to the discretion of coach and administration, be considered at mid-quarter progress report. Upon receiving an “F” in any core academic subject, a student will automatically be ineligible to participate during the following grading period. The period of ineligibility will begin on the first day of the quarter. Students may also become ineligible because of unsatisfactory conduct in school or during meetings, practices, competitions, and/or games whether on or off the school campus. CRCA participates in a local athletic association. A student must maintain a 2.0 grade point in order to participate in any athletic activities at CRCA.

On game days, attendance is required for a student to be eligible to play in the game. Students arriving late or leaving early must be in school no less than 50% of the school day. This means the student arriving late must sign in no later than 11:30 a.m. and a student signing out early may sign out no earlier than 11:30 a.m. In other words, a student must be present, in school, for at least 3 hours and 15 minutes to be eligible to play in a game on any given school day.

## **BICYCLES**

Students may ride bicycles only when coming to school or going home. All bicycles are to be parked (and locked) in the appointed place during school hours.

## **BOOKS AND MATERIALS**

Students must learn to take ownership and accept responsibility for their textbooks. A student who loses, misplaces, or damages a textbook or workbook so much that it can no longer be used, will be billed for its replacement. Students must have their own class supplies such as pens, paper, pencils, etc. at all times. Students will be disciplined for being unprepared for class if they arrive in class without the appropriate materials.

### **LABEL STUDENT'S BELONGINGS**

In the confusion of normal, everyday school traffic and locker room disarray, books and clothing often get switched and mismatched accidentally. In an effort to assist students in keeping up with their school materials, we ask that all articles of clothing- P.E. clothes, sweaters, shoes, etc. and all materials at school such as books, notebooks, and supplies be plainly marked with the student's name and grade.

### **CHAPEL**

Pre-K4 – 5<sup>th</sup> Grade Chapel is held every **Wednesday** from 8:20 a.m. - 9:00 a.m. Middle School Chapel is held every **Thursday** from 9:05 a.m. – 9:45 a.m. This gives our faculty and students an opportunity to worship, sing praises to our Lord and Savior Jesus Christ, and learn more about God's Word. Additional assemblies will be held throughout the year for special occasions and programs. *Parents are welcome to attend chapels* as long as they check in with the office and get a visitor's badge prior to making their way in to chapel.

### **FIELD TRIPS**

Field trips are scheduled as a part of the school's overall curriculum. They are meant to enhance the student's learning and create additional interest. We expect all of our students to participate. Depending on the type of field trip, students who do not attend may be required to do an assignment related to the subject of the field trip. This is up to the discretion of teacher and administration. *Parents who choose not to allow their children to go on a class field trip must keep them home and they will be counted absent. We have no provisions at school for students not attending class field trips.* **No student will be allowed to attend a field trip without a signed permission slip from a parent or guardian.** These will be sent home at the time that the trip is scheduled along with any payment information. Permission slips must be signed and returned promptly with any payment due by the deadline date in order for your child to be eligible to attend. Parents who wish to chaperone the field trip should tell the teacher right away. Certain field trips only allow the school to send so many chaperone, so they'll be chosen on a first come first served basis. If seats are available on the bus, parents will be asked if they would like to ride on the bus with the children. However, if the bus does not have enough seats available, chaperones should be prepared to follow the bus in their own vehicles.

### **SCHOOL EVENTS/TRIPS POLICY**

No student may sign up for any CRCA event without prior written consent from a parent or guardian. This includes, but not limited to class trips, field trips, sports events, etc. Parents agree to be financially responsible for any event their student signs up for, reserves a spot for, or agrees to attend, as long as the parent had foreknowledge of the event. Any expenses incurred by the school due to the cancellation of the student from attending an event will be charged to the student's tuition account after thirty (30) days. This includes all class trips. The school has to advance funds for each trip based on reservations made. Normally, these

expenses are not refundable. If an instance occurs where a refund is possible, the student will not be held responsible for the amount refunded.

### **FUND RAISING**

Throughout the school year parents and students may be asked to help the school raise money through fund raisers. The purpose is to raise money to cover the financial cost of “extras” that cannot be covered by the mere cost of tuition unless we raise tuition significantly. In short, everyone benefits from fundraisers. Parents and students alike are encouraged to do their part in helping the school, themselves, and the ministry at large by participating in fundraisers. Cutler Ridge Christian Academy will only be as good as the people involved make it!

### **LIBRARY**

The rules generally accepted in public libraries apply in our library. School rules are applicable when students are in the library or anywhere else on our campus. The Librarian has the same authority as any teacher or staff member and as such can discipline as s/he feels necessary.

The following is a list of general rules that applies to the library:

1. Reference books and reference materials must not be removed from the library.
2. Damaged or lost books must be paid for by the person who checked out the book.
3. A fine will be charged for late returns. Parents will be notified of fines due and report cards will be held until the fine is paid. Fines will not be issued when a student has an excused absence.
4. Quiet must be maintained in the library. Talking without permission is not allowed.
5. The librarian has the same authority as a teacher in a classroom. The same disciplinary procedures apply.
6. The library will be open throughout the school day. Students must have a pass to go to the library. If the library is full, the librarian may send a student back to class and ask them to come at another time.

### **LUNCH PROCEDURE**

Students may bring their lunches or purchase them in the cafeteria. There will be hot meals and sandwiches available each day and may be purchased on a daily basis. Students who bring their lunch will be able to purchase beverages such as milk, juice, etc. Chips, cookies and other snacks are also available at lunchtime for students in grades one through eight. A two-week lunch menu is sent home every four weeks. The menu repeats itself to cover a one month period. Students may bring lunch money each day OR set up a pre-payment account, **but charging is not allowed**. If money for the day’s lunch is forgotten or account is depleted, the student will call a parent from the office requesting lunch or lunch money. If money or lunch does not arrive by lunchtime, a meal will be provided for that day. The following day, the student must bring money owed or the parent will be called again. **Late Fee: Lunch accounts in negative balance for more than two days will be charged a \$3.00 fee for each business day, until account is settled.**

*Outside food (Wendys’s, McDonald’s, etc) is not allowed to be brought in, unless it is pre-planned and party-approved by administration.*

## ROOM PARENT

The CRCA Room Parent exists to promote the school, its activities, assist with fundraising, and to support the teacher and class. The Room Parent will make phone calls to coordinate help from other parents for school fundraisers, class parties/functions, etc. An involved parent makes a great school a very fun place to be. Volunteers are a vital part of our school and we are asking for one Room Parent for each class and parent volunteers. It is recommended that you do not sign up to be a Room Parent for more than one class. The more parent volunteers the teacher has for his/her class, the more the class will shine with pride. If you have questions about how to get involved, or about becoming a Room Parent, please contact the office. Our desire is for increased parental involvement.

## ELECTRONIC DEVICES

**The use of cellphones by our students is strictly prohibited at all times on our campus as well as on any school related trips, unless administrative exception is made.**

Exceptions to this rule may be made by the administration if the field trip is overnight to facilitate students calling home to assure parents of their safety. Due to the technical advancements that have been made to cellphones, we have had to take a zero tolerance approach to cellphones in an effort to avoid some of the cheating issues that other schools are facing with the onset of this new era. If a student brings a cellphone to school, **it must be turned off (not set to vibrate) and unable to be seen (secured in a purse, bookbag, or locker- not in a student's pocket).** Students may not wear their cellphone, even if it is turned off. Parents may not instruct their student to keep their cellphone on during the day in order to receive parental phone calls or text messages. If a parent needs to reach their child during the day due to an emergency, they should contact the school office. **If any member of the school staff sees a student with a cellphone anywhere on the campus, they will confiscate the phone.** The first time a cellphone is confiscated the student can pick it up at the end of the day from Administration. The second time the phone is confiscated, **the parent** must pick it up from the Administration at the end of the day. The third time a cellphone is confiscated, **it will not be returned until the end of the school year or upon withdrawal of the student from the Academy.** No other electronic devices such as iPods, laptop computers, MP3 players, gameboys, PSP's, etc. are allowed on campus at any time. The same policy we use to deal with cellphones will be used to deal with these electronic devices. CRCA cannot be held responsible if these items are brought to school and are lost or are stolen. Please encourage your student to leave all toys, games, electronic devices, etc. at home so that they can maximize the benefits that Cutler Ridge Christian Academy has to offer them academically.



## **TRAFFIC PATTERNS/PARKING**

The safety of the students at CRCA is vitally important to everyone involved with the school and church. For this reason, it is very important that the established traffic pattern be followed at all times by all parents. We realize that all parents lead busy lives and are all in a hurry, but the traffic pattern has been created to ensure maximum safety for every student and as much convenience as possible for parents. ***Parking lot speed limit: 5 mph!***

***All students in grades 4-8)*** should ***enter at the Anchor Road entrance point*** and turn right, whether being dropped off or picked up. Their designated area for arrival and dismissal is at the basketball court gate. In order to alleviate any cross traffic or left hand turns in front of oncoming traffic, it is necessary to circle around and exit left onto ***Bahama Drive***. At dismissal, if your child is not ready, you will be asked to circle around the lot in line or park in the grass beyond the trees. Do not park in front of the church entrance and wait.

***All students in K-4 through 3<sup>rd</sup> grade*** should ***enter at the Anchor Road entrance point*** and turn left. Follow the parking lot pattern by taking a right in front of the church and moving to the front of the playground where the designated area for dropping off or picking up is located. ***All traffic*** then continues through the parking lot to exit onto ***Caribbean Blvd***. ***No entry*** can be made from ***Caribbean Blvd*** for this will create two-way traffic, and endangers the safety and well-being of every child. At the 2:45 dismissal, ***parents of K4 & K5 students*** need to remain in their cars and the teachers or safety patrols will walk the students to the cars. Dismissal is not the time for impromptu parent-teacher conferences. Please refer to the policy on parent-teacher conferences and make an appointment to see your child's teacher at a time when your concerns can be addressed in a professional and private manner that does not endanger the safety and well-being of the students.

## **TELEPHONE**

A telephone is available to students for emergencies only. It is located in the school office and may be used with permission of the office staff. Conversations should be brief. School personnel should not be expected to deliver personal messages regarding transportation, medical appointments, or any other business. These messages should be handled in advance by the parents and students.

## **VISITORS**

Students are not allowed to bring guests to school without advance approval. ***All visitors must report to the main office upon arrival, show proper I.D., and receive a visitor's badge which must be worn at all times while on campus.*** Please note that CRCA is a smoke free, alcohol free campus. All visitors must refrain from the use of these substances while on the school grounds and at all school events.



## **HEALTH AND SAFETY**

### **FIRE DRILLS**

Fire drills are conducted once a month. If you are visiting on campus when a fire drill is being conducted, please go to the nearest exit and follow the classes to the designated area of safety. Teachers and students are trained in fire drill procedure.

### **ILLNESS AT SCHOOL**

If a student is not well enough to remain in class, he or she is to request a pass to the office. S/he will be allowed to use the office telephone to contact a parent for immediate pick up. A sick child cannot be allowed to stay at school and parents are expected to make whatever arrangements are necessary to make sure that their child is picked up and taken care of when the situation arises. Parents can help prevent emergency situations and help contain the spread of contagious illness by keeping home any child who has a fever, contagious disease, has not sufficiently recovered from an illness, or who has vomited or had bouts of diarrhea within the past 12 hours. The school reserves the right to send home any child consistently exhibiting symptoms of illness and require an independent physician's examination before allowing them back at school.

### **FIRST AID**

There is a designated area in the school office where students may lie down when they are feeling ill or are injured. Parents will be immediately notified in such circumstances. In such cases it is the responsibility of the parent to make arrangements to pick up the student in a timely manner. In the event of an emergency or accident, parents will be notified immediately according to the emergency information that we have on file. Every effort will be made to notify parents before medical attention is obtained. However, in the event that a parent cannot be notified, emergency first aid may be administered and 911 may be called if the situation deems that these measures are necessary. All school staff members are CPR and First Aid certified will administer first aid if necessary.

### **EMERGENCY INFORMATION**

Emergency information is on file for each student in the school office. Please call the school office and update your information if there is any change in the information you have given. Should we not be able to contact you in an emergency, we will move down the list of contacts to the next available person on the list that you provided.

## COMMUNICABLE DISEASE POLICY

CRCA desires to maintain a healthy school environment by instituting controls designed to prevent the spread of communicable diseases. The term “communicable disease” refers to any illness that arises as a result of a specific infectious condition that can be transmitted either directly or indirectly by susceptible host, infected person, or animal, to other persons. Any student or employee with a communicable disease for which immunization is required by law, or is otherwise available, shall temporarily be excluded from school during recognized periods of communicability. Students and employees with a communicable disease for which no immunization is available shall be excluded from school while ill. If the nature of the disease and circumstances warrant, our school may require an independent physician’s examination of the student or employee to verify the diagnosis of the communicable disease. The school reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school.

❖ **ANY CONFESSIONS OF COMMUNICABLE DISEASE CANNOT BE HELD IN CONFIDENCE.**

## HEAD LICE

South Florida, with its tropical climate, lends itself to the common problem of head lice among children. It is in no way a reflection upon a person’s personal hygiene or cleanliness. This condition can be found wherever large groups gather and can be picked up in any place upon contact with a person having the condition. It is each parent’s responsibility to check the hair of their student(s) daily to help keep this condition under control. If a child is sent home to be treated, please follow the recommended guidelines below to ensure complete elimination of the problem. Student(s) will only be allowed to return to school upon examination by a member of the office staff to ensure that complete elimination of the lice has occurred. Nit removal is the step that many parents fail to do completely or postpone too long. Nit removal is painstaking, time-consuming, and often frustrating. Nits do not come off easily; each one must be snagged firmly by the fingernails or lice comb, slid down the hair shaft, and removed. There is no shortcut to this process except shaving the head.

Please note: one remaining nit that hatches will soon lay eggs and you will have to go through the entire procedure again! For this reason, we must enforce a strict “**NO NIT POLICY**”. Your pharmacist can recommend a suitable shampoo for you and the correct procedure for use. Remember these three steps:

- 1) Shampoo vigorously
- 2) Rinse thoroughly
- 3) Comb carefully

Some prevention hints: Warn children not to lend their comb or brush to anyone and not to borrow hair accessories. Keep hats, scarves, etc. in book bags instead of on shelves next to others. Check and launder your child’s sweater, sweatshirt, and jacket. Advise your child not to share other children’s clothing, headgear, or sleeping materials.

### **HEALTH RECORDS**

State law 232.032 requires that students provide the school with evidence that they have been immunized against Diphtheria, Tetanus, Poliomyelitis, Rubella, Mumps, Pertussis, and Measles before entering school. There are also required shots for Hepatitis-B and Tuberculosis testing. Students without proof of State required immunizations will be unable to attend until the appropriate documentation is produced.

### **MEDICINES**

Prescription medication, non-prescription medication, and vitamins are not permitted on campus unless a parent **registers** these items in the school office with the **appropriate documentation** (a copy of the prescription and a detailed note of the times and amounts signed by the prescribing physician). Appropriate school personnel may oversee the administration of **registered** oral medications. **All other medication must be administered by a parent.** A log of all medication taken on campus, whether it is administered by school personnel or the parent, is strictly maintained in the school office.

### **EMERGENCY PROCEDURES**

In the case of severe storm warnings or other emergency procedures, our faculty is fully informed, with documentation of school policy for emergency procedures. Students will be informed in advance, through practice drills and teachers' verbal instructions. Students will be expected to comply with all emergency procedures.

### **SCHOOL CLOSING**

Cutler Ridge Christian Academy follows the same decision made by the Miami-Dade County School Board concerning the closing of school when severe weather systems approach our area. Announcements will be made over local radio and television stations. We will also follow the public school guidelines concerning reopening school. If there is an exception to this policy, you will be notified by CRCA.