

CHRIST FELLOWSHIP ACADEMY



Learners today, Leaders tomorrow.

Parent/Student Handbook

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PARENT/STUDENT HANDBOOK

A Ministry of
Christ Fellowship
8900 SW 168th Street
Palmetto Bay, Florida 33157

*Learners Today,
Leaders Tomorrow*

“but those who hope in the Lord will renew their strength. They will soar on wings like eagles; they will run and not grow weary, they will walk and not be faint.” Isaiah 40:31

PURPOSE OF THIS HANDBOOK

is the purpose of this handbook to explain to the parents and students of Christ Fellowship Academy our basic philosophy of education, discipline and policies, which will direct our relationship together throughout the year. If any problems or situations arise which are not discussed in this handbook, the administration and faculty will determine the course of action necessary to correct the problem.

We trust that this handbook will provide you with the information that will lead to a successful school year. We reserve the right to change this handbook at any time.

ACADEMY PHONE NUMBER:

Office: 305-238-1833

Fax: 786-430-1061

cfacademy.org

SCHOOL HOURS

School Office	7:30 a.m. - 4:00 p.m.
Pre K-2 - Pre K-3 (Half-Day)	8:00 a.m. – 12:00 p.m.
Pre K-2 - Pre K-3 (Full-Day)	8:00 a.m. - 2:00 p.m.
K4 VPK Only	8:15a.m. - 11:15 a.m.
Pre K-4 - K5 (Full Day)	8:00 a.m. - 2:15 p.m.
1st - 5th Grade, M,T,Th,F	8:00 a.m. - 3:00 p.m.
1st - 5th Grade, Wednesday	8:00 a.m. - 2:00 p.m.

Supervision of students begins at 6:30 a.m. each morning. Children are not to arrive on campus before this time. K2-5th grade students who arrive between 6:30 a.m. - 8:00 a.m. **must be escorted** to the designated area for proper supervision.

There will be times throughout the school year when there will be early release days. You will receive notification in advance so that you can plan accordingly.

For security purposes, the main doors located on the south side of the building are only open during designated drop-off and pick-up times. Visitors during the school day may enter the glass door leading to the school office. All visitors must receive a visitor's pass in the school office before entering the building.

NOTICE OF NONDISCRIMINATION POLICY AS TO STUDENT

Christ Fellowship 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 of the organization. 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 other organization-administered programs.

MISSION STATEMENT

"To partner with parents to nurture their children in developing academic excellence, spiritual growth, and Biblical values, in a Christ-centered environment."

Our Vision

CF Academy seeks to make fully devoted followers of Christ as we develop each student in every area by upholding the following three standards:

Christian Leadership- Creating student leaders today for tomorrow's world through establishing a Biblical foundation and Christian worldview (Proverbs 22:6; 1 Timothy 4:12).

Academic Excellence- Providing students with an advanced well-rounded education focusing on the various learning styles (visual, auditory, tactile) with an emphasis on developing critical thinkers and problem solvers through a rigorous program (Romans 12:2; James 1:5; Proverbs 3:13).

Mission Minded- Teaching our students that we must reach beyond ourselves to make an impact for Christ, and that no one is too young to make a difference (Mark 16:15; Mark 10:45; Acts 20:35).

PHILOSOPHY AND OBJECTIVES

The philosophy of Christ Fellowship Academy is founded upon the Biblical command of Proverbs 22:6 to "Train up a child in the way he should go; and when he is old, he will not depart from it."

We believe this responsibility is given to parents; "and fathers do not provoke your children to anger; but bring them up in the discipline and instruction of the Lord" (Ephesians 6:4). However, upon your child's enrollment, CF Academy joins in partnership with you in providing this training.

Training is viewed as guiding each child's development toward Christ-like character and conduct, through a loving concern for his physical, mental, social and spiritual needs. "But the goal of our instruction is love, which comes from a pure heart and a good conscience and a sincere faith" (NASB, 1 Timothy 1:5).

CFA/FACCS STATEMENT OF FAITH

1. We believe in the inspiration of the Holy Bible, both in the Old Testament and in the New Testament. (Job 32:8, 2 Timothy 3:16)
2. We believe in the creation of man by the direct act of God. (Genesis 1:26-28, 2:7, 18-24; Matthew 19:4)
3. We believe in the incarnation and virgin birth of our Lord and Savior, Jesus Christ. (Isaiah 7:14; Matthew 1:18)
4. We believe in His identification as the Son of God. (John 1:34)
5. We believe in His vicarious atonement for the sins of mankind by the shedding of His blood on the cross. (Isaiah 53:5-6, Matthew 20:28, Galatians 3:13, John 1:29)
6. We believe in the resurrection of His body from the tomb. (Matthew 28:5-6, 1 Corinthians 15:20-22)
7. We believe in His power to save men from sin. (Romans 5:8-10)
8. We believe in the new birth through regeneration by the Holy Spirit. (John 3:5)
9. We believe in the gift of eternal life by the grace of God. (John 3:16)
10. We ascribe to Biblical standards of morality. (2 Timothy 3:16)
11. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between one man and one woman. We believe that any form of sexual immorality; including homosexuality, lesbianism, bisexuality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex. We believe that God disapproves of and forbids any attempt to alter one's gender by surgery or appearance. We believe that the only legitimate marriage is the joining of one man and one woman. (Gen. 2:24, 26:8-9; Lev. 18:1-30; Rom. 1:26-29, 7:2; 1 Cor. 5:1, 6:9, 7:10; Eph. 5:22-23; 1 Thess. 4:1-8; Heb. 13:4)
12. We believe that in order to be saved an individual must accept Jesus Christ as his/her personal Savior. (John 14:6; Rom. 3:10, 3:23, 5:8, 6:23, 10:9-10, 10:13)



Christ Fellowship Academy is a ministry of

CHRIST FELLOWSHIP



We have seven CF campuses across Miami-Dade County in addition to our online ministry at cfmiami.org. Come and experience relevant, Biblical teaching with practical application for daily living, along with dynamic music and a friendly atmosphere.

We would love to welcome you personally, so visit us soon. Services for children, youth, and adults are available at all seven campuses. Childcare is provided for babies through preschool. Bring the whole family—you'll be glad you did!

Dear Parents,

Over the last several years, we have ramped up our commitment to kids. We love kids at Christ Fellowship. As a ministry of our church, Christ Fellowship Academy has been used by God to bless the lives of hundreds of families in our community for over four decades.

We are grateful that God has worked through the Academy to introduce children to Jesus Christ and His principles for living successful lives.

Thank you, parents, for entrusting the lives of your children to our care. We love them very much. Our greatest desire is to share with your children the love of God through our Academy ministry.

We believe they deserve the very best! At Christ Fellowship Academy we aspire to provide the highest quality education in a Christian environment. May the Academy ministry be a great blessing to your home in the years ahead.

In Christ,

*Dr. Rick Blackwood, Pastor
Christ Fellowship Church*

WHAT MUST I DO TO BE SAVED?

ADMIT THAT YOU ARE A SINNER

The Bible tells us in Romans 3:23, "For all have sinned and come short of the glory of God."

KNOW THAT GOD HAS ALREADY PROVIDED FOR YOUR SALVATION

"For God so loved the world that He gave His one and only Son, that whosoever believes in Him shall not perish but have everlasting life." John 3:16

KNOW THAT YOU CANNOT SAVE YOURSELF

"He saved us, not because of righteous things we had done, but because of His mercy." Titus 3:5

ASK JESUS CHRIST TO SAVE YOU

"Everyone who calls on the name of the Lord will be saved." Romans 10:13

"Believe in the Lord Jesus, and you will be saved." Acts 16:31

CONFESS JESUS AS LORD OF YOUR LIFE

"If you confess with your mouth, 'Jesus is Lord,' and believe in your heart that God raised Him from the dead, you will be saved. For it is with your heart that you believe and are justified, and it is with your mouth that you confess and are saved." Romans 10:9-10

ADMISSIONS

Christ Fellowship Academy was founded to provide a Christian education for all interested students and families who are able to benefit from our program and the services we are able to provide. Our admissions policies are adopted to conform to that purpose.

Christ Fellowship Academy does not discriminate based on race, color, national or ethnic origin in administration of its educational policies, athletics, and the other programs.

REGISTRATION FOR FIRST TIME STUDENTS

Parents may apply to CF Academy students by filling out an admissions application online and bringing necessary paperwork as advised in the steps of our admissions check list as provided in their tour. Qualified personnel administer tests to prospective K5–5th grade students. Registration may occur at any time if there are class openings. If a class is closed, the student's name may be placed on a waiting list. A student is admitted to Christ Fellowship Academy after a careful review of the student's admissions application, former records, standardized test scores for elementary and a Readiness Observation for preschool, entrance test results, psychological test results if applicable, and an interview is completed prior to enrollment. (for new families only).

Entrance to Kindergarten - Children that have reached the age of five years on or before September 1 of the school year shall be eligible for admission to Kindergarten during that school year.

Entrance to First Grade – Children that have reached the age of six years on or before September 1 of the school year shall be eligible for admission to first grade during that school year.

Any student desiring placement at Christ Fellowship Academy must complete the following requirements to finalize registration:

- Application for Admission & Enrollment Questionnaire
- Family Interview
- Original Birth Certificate
- Certificate of Immunization (HRS 3040 and 680) for all students K2-5th grade new to Christ Fellowship Academy, with proof of TB test or screening within the last 12 months
- Copy of latest report card and/or withdrawal grades (*Official transcripts must be received within 4 weeks of enrollment*)
- Payment of the Registration, School Improvement Fee, and entrance-testing fee for new students
- Two (2) Personal Reference Forms
- School Reference Form
- Placement Policy Agreement signed by both parents and/or guardians
- Financial Agreement signed by both parents and/or guardians
- Acceptable Use Policy of Technology Agreement signed by both parents and/or guardians
- Photography Waiver signed by both parents and/or guardians.
- Statement of Cooperation Agreement signed by both parents and/or guardians
- Entrance Tests and/or Standardized Test Scores/ School Readiness Observation (K2-K4) for the preschool students.
- Copy of all psychological/educational test results (if applicable).
- Applicants for kindergarten and first grade must meet the State of Florida's age requirement.

Students cannot be admitted to class until all of these requirements for enrollment have been received. This process make take 2-3 weeks to complete.

All parents who wish to enroll their child in Christ Fellowship Academy must sign the Statement of Cooperation Agreement, Placement Policy Agreement, Financial Agreement, Acceptable Use of Technology Policy Agreement, and Photography Waiver Agreement.

Thus, the signatures indicate the parent's desire to support the school in its mission and responsibility to educate children spiritually, academically, physically, and emotionally. It is essential

that the school and home partner together as a team in matters regarding spiritual growth and moral values, academic progress, and discipline.

The Holy Bible, the infallible Word of God, will always serve as our final source of authority. Should a time come when a parent is unable to fully support the authority of the school and its mission, we ask that the child be withdrawn from school. It is of utmost importance that the authority figures within the school-teachers and administration-receive full respect and cooperation from students and parents to truly help students to prosper and benefit from the program Christ Fellowship Academy offers. Statements or actions that undermine the confidence in the God-ordained authority figures at Christ Fellowship Academy or tear down the respect toward the teacher, school programs or policies, and/or administration harms the child, as well as this ministry.

RE-ENROLLMENT

Re-enrollment is not automatic. A student's status will be reviewed yearly and invitations to re-enroll will be based on the student's academic progress and disciplinary record. Re-enrollment for current students will begin in October. We encourage families to re-enroll as soon as possible. Parents who delay in this process risk the possibility of losing a space for their child for the following school year.

Registration of a student will be finalized when the following information has been received:

1. Enrollment Questionnaire
2. Current Health Forms for K2-K5 students
3. Payment of Registration Fees
4. Acceptable Use Policy of Technology Agreement
5. Statement of Cooperation Agreement
6. Placement Policy Agreement
7. Financial Agreement
8. Photography Waiver Agreement

Students will not be placed in a class for the next school year until all of these requirements for re-enrollment have been met.

Financial Aid Program

The Financial Aid Program is funded by donations. The funds are limited and are disbursed by the Christ Fellowship Academy Trustee Committee and designated for families currently enrolled following a process of application. It is not intended to financially supplement tuition on a permanent basis. Christ Fellowship Academy takes Step Up for Students tax based scholarship awards. Parents must apply through Step Up prior to registration and present the award acceptance letter.

Christ Fellowship Academy accepts students on the Step Up for Students Program and the Gardiner Scholarships. Admission is based on the entrance exam along with academic and behavioral records, school reference forms, a family interview, and review of psycho-educational evaluation when applicable. CF Academy does not offer a special education program, inclusion, shadowing, or behavioral therapies. In addition, CF Academy does not accept the John M. McKay scholarship.

GENERAL INFORMATION

BIBLE AND CHAPEL

Bible study is of fundamental importance and is a required subject. A knowledge of the Bible augments the study of English, history, geography, and science. Applying its moral and spiritual values in character development is the most important work of a Christian school. A study of the Bible reveals the purpose and meaning of one's life. Chapel is held each Wednesday. This is a time of spiritual enrichment through guest speakers, devotions, group singing, and special music!

Students are expected to develop these character traits:

1. Respect for school and church, as well as the personal property of others.
2. Promptness in attendance and assignments.
3. Cheerful obedience to parents, teachers, school staff, custodians, and to school regulations when the person in authority is not present. Such obedience should be willing and immediate.
4. Responsibility in doing assigned or expected tasks.
5. Courtesy and respect for others. Students are expected to be quiet in class, raise their hands to speak, refrain from interrupting others, walk when in the building, and eat with proper manners.
6. Cooperation with others in playing or working.
7. Cleanliness in person and property. Picking up paper from floor and grounds, and placing it in trashcans or wastebaskets.
8. Truthfulness and honesty in word and life.
9. Morally good conduct in respect to recreation, social relationships and language.
10. Christian love for others as shown by a sensitivity to their needs and feelings.

Luke 2:52 says, "And Jesus increased in wisdom (intellectual), and stature (physical), and in favor with God (spiritual) and man (social)." Jesus is the ideal example of building positive character traits into a life. His teachings are a perfect pattern of positive instructions, and those who follow Him will find in His teachings the eternal solution to every human problem.

Parents are asked to prayerfully consider the types of entertainment their children are exposed to. Television, mature-rated video games, movies, music, the internet, and cell phones all have the potential to negatively influence and distort a child's worldview. It is wise to consider the values that are being presented (or not presented) in these various forms of entertainment. Television, movies, music, and technology can be a powerful tool to educate in a positive way. However, parents must be diligent in knowing the information their children are receiving or sharing through these mediums, making sure they do not conflict with the Godly principles being taught at home, at church, and at school.

Health Policy

Parents should keep children at home when they have symptoms of a cold or any sign of a contagious disease, such as impetigo, pinkeye, lice, ringworm, etc. If a contagious condition exists that could affect other class members, please notify the office. A child will be sent home if signs of illness develop during the day. Under no circumstances should a child come to school if he or she has a temperature above 100.0 degrees, has been vomiting, or ill with diarrhea.

A child should not come to school until he/she is absent of fever, vomiting, diarrhea, or any other symptoms for 24 hours.

Names of persons to call if a parent cannot be reached should be listed on the Enrollment Questionnaire. We will make every effort to contact a parent or designated adult if a child becomes ill or injured as soon as possible.

AT ALL TIMES IT IS THE OBLIGATION OF THE PARENTS OR GUARDIANS TO ENSURE THAT CHRIST FELLOWSHIP ACADEMY HAS CURRENT HOME AND WORK PHONE NUMBERS FOR PARENTS AND GUARDIANS, AS WELL AS FOR ALL EMERGENCY CONTACT INDIVIDUALS, INCLUDING THEIR CELL PHONE NUMBERS.

We do realize that some students may not be able to perform at their best academically, socially, and emotionally during the school day without the proper medication.

The only medications that can be administered are specific asthma, allergy, or diabetic medications and those medications prescribed by a physician to allow optimum performance during the school day.

An Authorization Agreement must be completed by all parents, guardians, and physicians before any medication can be dispensed. The office may not administer any antibiotics, pain medication, or fever reducers. Please request twelve-hour antibiotics when necessary.

In the event that medication is warranted, the physician's signature on the Christ Fellowship Academy Medication Release form with any specific instructions regarding the administration of the medication must be kept on file in the office. A daily log will be kept in the clinic as to the time, dosage, and person administering the medication.

Under no circumstances should a student transport prescription or non-prescription (over the counter) medications to Christ Fellowship Academy. A responsible adult must deliver the medication to our school office along with the proper authorization form from the physician. Failure to follow this important policy compromises the safety and well being of all Christ Fellowship Academy students.

It is the parent's responsibility to provide transportation for a sick student within the hour of notification. In an emergency where there is a potential life-threatening situation or accidental injury, 911 will be called to assess the situation and transport if needed.

COMMUNICABLE DISEASES

Christ Fellowship Academy desires to maintain a healthful school environment by instituting controls designed to prevent the spread of communicable diseases. The term "communicable diseases" shall mean an illness which arises as a result of a specific infectious agent which may be transmitted either directly or indirectly by a susceptible host, infected person, or animal, to other persons. A teacher or administrator who reasonably suspects that a student or employee has a communicable disease shall immediately notify the Academy Director. The reportable diseases include the following:

Amebiasis, animal bite of humans by a potentially rabid animal, Anthrax, Botulism, Brucellosis, Campylobacteriosis, Conjunctivitis (Pink Eye), Chancroid, Dengue, Diphtheria, Encephalitis, Giardiasis (acute), Gonorrhea, Granuloma Inguinal, Hansen's Disease (Leprosy), Hemorrhagic Fevers, Hepatitis, Histoplasmosis, Legionnaire's Disease, Leptospirosis, Lymphogranuloma Venereum, Malaria, Measles (Rubella), Meningitis, Meningococcal Disease, Mumps, Pertussis, Plague, Poliomyelitis, Psittacosis, Rabies, Relapsing Fever, Rocky Mountain Spotted Fever, Rickettsia, Rubella including congenital, Salmonellosis, Schistosomiasis, Shigellosis, Smallpox, Syphilis, Tetanus, Toxoplasmosis acute, Trichinosis, Tuberculosis, Tularemia, Typhoid Fever, Typhus, Vibrio Cholera, Vibrio Infections, Yellow Fever.

Any student or employee with a communicable disease, for which immunization is required by law or is available, shall be temporarily excluded from school while ill and during recognized periods of communicability. Students and employees with a communicable disease for which immunization is not 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 communicable disease. This 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.

SPECIAL HEALTH COMMITTEE

The Christ Fellowship Academy's Special Health Committee will be comprised of:

1. The Christ Fellowship Academy Trustee Committee
3. The Director of the Academy
4. A representative from the Christ Fellowship Academy Teaching Staff

The Committee will be responsible for making recommendations to the school, on a case-by-case basis, as they relate to the following:

1. An employee's fitness to work, whom is identified as having a communicable disease.
2. Education and placement of students who are identified as having a communicable disease.

Committee Considerations

1. Students:
 - a. Physical condition
 - b. Expected type of interaction with others
 - c. Child's behavior
 - d. Risk of transmission
 - e. Need for restricted vs. unrestricted educational environment, etc.
2. Employees:
 - a. Risk of transmission, etc.
 - b. Physical condition
 - c. Need for restricted vs. unrestricted work area
 - d. Cause/morals of infection

DRESS CODE AND HAIR CODE

Appearance is important to everyone. A neat and clean appearance results from standards established in the home and at school. Since "fads and fashions" continuously change, the administration reserves the right to determine what is acceptable in the area of hair styles and accessories worn with the uniforms. Anything that will distract or disturb other students, or will hinder the educational environment we are trying to build in our school, will not be permitted. Christ Fellowship Academy will be the final authority in determining what is or is not acceptable in meeting dress and hair code standards. The following rules have been established for the students at Christ Fellowship Academy:

1. All students must wear the adopted uniform dress ensemble provided by **AA Uniform Company**. 8807 SW 132 Street, 305-254-0000
AA UNIFORMS WITH SCHOOL LOGO ARE THE ONLY APPROPRIATE DRESS FOR SCHOOL.
2. All shorts and pants worn by girls or boys **MUST** be uniform bottoms in khaki or navy, and may be purchased through AA Uniforms or any local retail store that sells school uniforms.
3. Required dress for all students on Wednesdays is white uniform shirts and navy uniform shorts/pants/ skirts/jumpers.
4. **When sweaters or jackets are needed, they must be a Christ Fellowship Academy uniform, sweater or jacket, also available through AA Uniform Company or any local retail store that sells solid navy blue sweater or sweatshirt.**
5. All boys pants with belt loops **must** be accompanied by a black or brown belt. For safety on the stairs and playground, **only** sneakers or tennis shoes will be permitted.
6. Shirts are to be tucked in and students need to button the first button.

Shoes must be sneakers or tennis shoes, but may **not** be any of the following type:

- a. sneakers with attached heels or platforms
 - b. Heeleys (sneakers with wheels)
 - c. Crocks
7. **Long hair on boys is not permitted, nor special style or cuts. For example, Mohawks, tails, shaved designs or lines in the hair are not permitted. Cornrows and braids are only permitted if they meet the criteria for length and style (close to the head and neatly above the collar and trimmed around the ears).**
 8. Boys are not permitted to wear earrings. Girls may not have more than two hole piercings on the ears.
 9. All sweaters, jackets, and sweatshirts must be labeled with the student's name using permanent ink.
 10. No tattoos or body marking is permitted.
 11. Body piercing is not permitted (tongue, eyebrow, etc.), with the exception of the ear lobes for girls.
 12. No hats or scarves may be worn, and only a limited amount of jewelry may be worn.
 13. No male or female student with dyed hair will be admitted to class, and will remain out until hair is restored to its natural color.
 14. Girls may not wear makeup or lipstick.
 15. Girls may only wear black, navy, or white tights or leggings that reach the toe or ankle under uniform skirts or dresses.

BOYS' ATTIRE

1. Socks must be worn.
2. Hair must be trimmed neatly above the collar, the ears, and the eyebrows.
3. Belts must be worn with pants or shorts with belt loops. (Grades 1-5)

GIRLS' ATTIRE

1. Socks are not restricted as to color or style and must be worn; no leg warmers.
2. Blouses must be buttoned properly.
3. Girls' jumpers, skirts, or skorts must come to the knee in front when standing in a normal position as well as when seated. This can be determined by kneeling with the back straight; the hem cannot exceed two inches from the floor all the way around. Due to normal growth of the student, skirt hems should be let down from time to time to restore the proper length.
4. Belts must be worn with pants or shorts with belt loops. (Grades 1-5)

During the winter months there may be a few days when cold weather attire must be worn. **Students are required to wear the official Christ Fellowship Academy outer garments; i.e., uniform sweater, sweatshirt, official Christ Fellowship Academy jacket, or solid navy blue sweater or sweatshirt.** Students may also wear navy sweatpants, which can be purchased through AA Uniforms or any local retail store that sells navy sweatpants. Solid white, navy, or black long sleeve shirts may be worn under the school uniform shirt.

AA Uniforms that carry the school logo are the only appropriate dress for school and there are no exceptions to this policy without the consent from the administration for modified dress days. The school is placed in an awkward position when attention must be drawn to inappropriate clothing. If a student fails to wear proper clothing, parents will be notified and may be required to bring appropriate clothing. Inappropriate clothing will be dealt with on an individual basis and may subject the student to possible disciplinary action. At all school functions, modesty is an important factor. Student dress must be in good taste and not a distraction to others. Shirt and shoes must be worn at all times.

DROP-OFF/PICK-UP POINTS

Designated drop-off points are assigned to each class/grade. Supervised drop-off is from 8:00-8:15 a.m. Students arriving after 8:15 must be escorted to the school office to be issued a tardy pass. The south entrance is the only designated drop off and pick up area to our school in order to ensure the safety of all students. **PLEASE DO NOT DEVIATE FROM THIS PLAN. FAILURE TO DO SO RISKS THE SAFETY OF OUR CHILDREN. Parents with students arriving late may park in the south lot near the Academy office.** Furthermore, we all want to be good examples of obedience to rules and authority for our children. Please be respectful to all drivers and campus security and always drive carefully and cautiously while on campus. There is to be no use of cell phones or any other electronic device while picking up or dropping off.

Upon dismissal all students must either be admitted to ESD or picked up by parent and leave the school grounds. They may not play on the slides, playgrounds, courtyard or parking lots due to CFA use, continuing classes and liability. We also instruct our staff and students to not open the doors to any incoming adults.

STUDENT INFORMATION SHEETS

All Emergency Contact Information is kept in the office. **It is important that you keep this information up-to-date so we may contact you if necessary.** Your child's Student Information Sheet, which contains the emergency contact information and pick-up information is gathered from the Application for Admission and at the time of registration and re-registration. It is of utmost importance that student records be updated in August of the current school year (and throughout the year as necessary) using the Student Information Addition/Change Form available in the school office and Headmaster online. **Students will only be released to those listed on the student Pickup list. Photo ID should be presented at time of pick up.** It is the parent/guardian's responsibility to make sure that Christ Fellowship Academy office staff is aware of any changes in address, home, work or cell phones, contact information, or additions or deletions of authorized pick-up people. **Parents may not call or email the office to add or remove individuals to the pick-up list. It must be done in person — no exceptions.**

EXTENDED SCHOOL DAY

K2-6th Grade	6:30 a.m. - 8:00 a.m.
K2-K5, & Wed. (1st-6th)	2:00 p.m. - 6:00 p.m.
1st-6th Grade	3:00 p.m. - 6:00 p.m.

1. Extended School Day (ESD) is for the convenience of those students attending regular classes at Christ Fellowship Academy. During the school year, it is impossible to provide care for children other than Christ Fellowship Academy students.
2. Students who will be on our campus before or after the bell must be taken to Extended School Day. The only exception is for students who are in supervised after-school activities. Students are not permitted to roam at will on school property before or after school hours.
3. Parents should park in the proper spaces. Please do not park in the driveways or grass areas. Traffic cones also indicate non-parking areas and proper driving patterns.
4. ESD schedules are posted in the south entrance for your convenience in locating your child for signing-out of the ESD after-school program. Only authorized adults may sign-out students. Your daily charges are based according to the time you signed-out your child.
5. ESD will be open on all teacher work days, and during breaks, (with the exception of legal holidays). Vacation days and non-school days are not included in the Annual ESD rate. Christmas break and spring break will have ESD available to K2-5th grade students only, depending on the number of registered students.
6. A daily rate of \$40.00 will be charged for ESD services on these days. No hourly rates are applicable.
7. While ESD is a more relaxed setting than the classroom, students are expected to be respectful and obedient at all times. This helps create a pleasant environment for all. ESD is a privilege and students who abuse their time in ESD will be asked to leave the program.

EXTENDED SCHOOL DAY FEES

An hourly rate of \$4.50 is available for parents who need before and after school care.

Hourly ESD care is calculated and is billed monthly to your account. Any ESD charges over 30 days past due may be subject to a late fee of \$50.

A \$25.00 per 15 minutes or any part there of is charged for any child picked up after 6:00 p.m.

An annual rate for those parents who need ESD on a continuing, regular basis will be paid in advance with the monthly tuition payment in ten installments. This rate is concurrent with the 180 day academy calendar and is calculated on an annual basis; therefore, it can only be elected or dropped once during the year, and must be done prior to the first day of the month. There is NO ESD for Half Day or VPK Only students. A \$25.00 per every 15 minutes or any part there of is charged to any Half Day or VPK only student that is picked up after their dismissal time.

Non-School Days (NSD) & Holidays include Spring Break, Christmas Break, any other official Non-School Day or Holiday, and Summer Break (beginning the first day after school is dismissed). A daily rate of \$40.00 or a weekly rate of \$175.00 will be charged for **all students** attending NSD on these days. No hourly rates are applicable on NSD only days. **Reservations are required for Non-School Days.**

FIELD TRIPS

A Field Trip Permission form is signed by all parents prior to each field trip during the school year. Parents will be notified of the location and cost of each trip in advance and be given the opportunity to accompany the class. All trips are properly chaperoned. Each chaperone will pay for their admission, if applicable, and provide their own transportation to and from the field trip destination. Private bus lines are chartered for some field trips. All chaperones must have complete a background check which may be done through our CF Academy website (valid for two years).

LIBRARY

Christ Fellowship Academy does not necessarily endorse all contents of every book in the library. It is understood that to meet certain standards and to provide books of various fields of research and contents, Christ Fellowship Academy must, out of necessity, have many books of different types. The position of Christ Fellowship Academy is in strict adherence to the doctrines and principles taught in the Holy Scriptures.

Academy parents are always welcome to visit our media center. We have a large selection of books for adults on family living, devotions, etc. We encourage students to handle and care for all books checked out from the library in a responsible manner. If a student damages or loses any book, it must be replaced by the student. The student's account will be billed for the replacement costs. Final report cards will be held until all fees are paid.

LUNCH PROGRAM

Miami Prime Catering is proud to provide our students with nutritious and delicious food. Their planned menu of hot meals and alternates are chosen with our students' health in mind. A planned menu of hot meals is sent home monthly. Students must either bring a lunch from home, purchase a meal or be charged for a lunch each school day by 8:20 a.m. The lunch menu may be viewed at cfacademy.org.

Good table manners and courtesy must be shown during lunch. Under no circumstances may a student throw, play with, or waste food. Any damage, disregard to rules, or disrespect to teachers will result in disciplinary action.

It is Christ Fellowship Academy's policy that all students eat a healthy meal at lunchtime. Therefore, if a student forgets his or her lunch from home, a lunch will be provided for the student and will be billed to the parent's account.

The cafeteria is closed on Non-School Days. Lunches must be brought from home. **Our cafeteria is not equipped to heat lunches brought from home. Please do not send your child with food that will need to be heated.**

Parents desiring to join their child for lunch must first get a visitor pass from the school office.

Christ Fellowship Academy is a PEANUT FREE/NUT FREE school. Please do not send any peanut or nut related food products to school.

MORALITY

The Biblical mandate is that all relationships are to be governed by Godly love and Scriptural principles. It is, therefore, the responsibility of parents and teachers to instruct children in these principles and to help them understand how to apply Biblical truth personally and socially.

Christian morality provides a positive, objective standard to measure all actions, decisions and relationships. Biblical truth provides the framework for each person to test his/her presuppositions and ideas. Scriptural moral standards provide an authoritative guide to support us when we face confusion or difficulty. Therefore, we believe it is essential to provide all children with knowledge and understanding of the moral principles inherent in the Bible.

Christ Fellowship Academy is committed to the moral training and character development of each student. Our desire is to help each student develop a Christian world and life view founded on Biblical, moral, and ethical truth and demonstrated through Godly character and choices.

We ask that parents restrict their child's television and movie viewing, music, concerts, video and computer games, and toys to those things that would strengthen the mind and encourage the soul.

Entertainment that contradicts the values taught in the Bible negatively influences the heart and mind of the child. It is our responsibility to filter the violence, sexual promiscuity, and profanity pervading our society from our children as much as possible. We encourage you as parents to take a bold stand in this area even though it may not be popular.

OBSERVATION/SCHOOL VISITORS

Parents are welcome to observe the classroom situation after the first month of school, by appointment only. The Administration must approve requests for observation. Children not enrolled in our school are not allowed to visit in the classroom.

Observation times are limited to 20 minutes each session. **All people entering our campus must obtain a visitor pass from the school office.** Students not enrolled in Christ Fellowship Academy may not be on the premises for any reason without authorization from the administration.

PARTIES/ROOM PARENTS

The V.I.P. (Very Important Parents) committee is in charge of room parents, and will ensure that parties are fairly uniform throughout the classes. Room parents will notify you as to dates and times of parties in the classroom.

BIRTHDAY PARTIES

Birthday parties should be planned in advance. Parents should notify the teacher at least 2 days prior. Parents may bring in cupcakes, doughnuts, or cookies and party napkins, but no gifts, balloons, or party bags are to be exchanged at school. Invitations to home parties cannot be distributed at school unless the entire class is invited.

PARKING

Parents and visitors must park in proper areas. Parking on the grass is prohibited. Traffic cones also indicate non-parking areas. Please NEVER leave a parked car with the engine running NEVER leave children in the car unattended. NEVER leave your purse or wallet in the car unattended.

PERSONAL PROPERTY

The school discourages all students from bringing personal items to school that have no bearing on, or use in, the educational process. Cell phones, beepers, radios, jewelry, toys, and other items of a personal nature should be left at home. iPods, CD players, MP3 players, Game Boys, and all electronic are prohibited. The school cannot accept responsibility for such items should they be lost, broken, or stolen. Personal items that should not be in school will be taken from the student. Students with watches that sound an alarm must be set on "off" or should not be worn to school.

CELL PHONES

Cell phones are not permitted. Students will be disciplined for using a cell phone, iPhone, or texting during the school day. Parents may complete a Cell Phone Permission Form to allow a student to carry a cell phone concealed in the child's book bag and must be placed on silent mode to meet personal or family needs. However, at no time is the cell phone to be visible/heard, or used during the school day. Phones are available in the office, and school phones are the only acceptable phones to use without disciplinary action.

PLEDGES

We begin each day at Christ Fellowship Academy with the recitation of pledges. It is expected that each student recite the Pledge to the American Flag, Pledge to the Christian Flag and Pledge to the Bible.

SCHOOL ACCIDENT INSURANCE

Our policy provides for "excess" coverage for your child while at school and will pay up to \$5,000.00 "in excess over any family or employer group insurance, which must contribute the maximum payment first."

Our insurance plan is subject to review and change as we continually attempt to provide a better protection plan.

Although insurance is provided, Christ Fellowship Academy does not assume liability for an accident or sickness beyond our control.

TRANSCRIPTS/REFERENCE FORM

When requesting transcripts or a reference form is needed, please submit a written request to the admissions office. Parent's account must be up to date and it will take 5-7 days to process this information.

SCHOOL CLOSURES

Our reaction to natural disaster will be governed by the instructions given on radio and television by the local authorities. We follow the advice given by the Miami-Dade county public school system. This does not include dismissals for holidays and vacations. Any additional information may be obtained by listening to various radio and/or television stations.

SCHOOL OFFICE

All parents are welcome at the school. However, ***when a visit to the classroom is necessary, please come by the office first. All visitors are required to sign in and receive a visitor's pass. Do not go directly to the classroom.*** If you wish to talk to your child's teacher, please arrange for a private conference by calling the office or emailing the teacher from the academy website. Please do not detain the teacher from his/her responsibilities immediately before or after school. Teachers are happy to arrange for conferences with parents at convenient times. **Lunches, homework, books, or other items must be delivered to the school office.**

Although school phones are for school business, students may use them in case of an emergency. Permission must be secured from the office staff first.

STUDENT WITHDRAWALS

A \$50.00 withdrawal fee will be assessed if a student leaves before the completion of the school year. This fee will help to cover the administrative costs of finalizing student records.

A withdrawal form must be signed by the parent in the school office before the student's school records will be forwarded to the next school. All financial obligations must be met prior to the release of a student's records. Parents who withdraw their students from the academy for any part of a month are responsible for the **full payment** of that month and any miscellaneous charges incurred. In the event of voluntary withdrawal or a request of withdrawal by the academy, tuition and registration fees and the school improvement fee are **non-refundable**.

An exception in the policy for one is not meant as an exception in the policy for anyone else.

ATTENDANCE

There is probably no factor more important to successful school progress than regular school attendance. Students who are excessively absent or tardy from the instructional program will fall behind in academic achievement. Excessive absences affect a student's grades and could place their promotion in jeopardy. Christ Fellowship Academy reserves the right to retain a student who accumulates too many absences at the same grade level.

Policy: 12th day of absence - phone call to parent, **15th day of absence** - letter sent home, **20th day of absence**- letter sent home requiring a meeting with administration.

Any student who is absent more than 30 days will be considered for retention due to excessive absence.

EXCUSED ABSENCES

The only absences which will be excused are sickness, death in the immediate family, doctor/dentist appointments, and dire emergencies. Under special circumstances, students may be excused for brief family trips or outside activities (scout trips, church activities, competitions, or any non-school activity), **provided these absences are excused in advance by the teacher and the Administration.** These absences, though excused, will count on the attendance record and, therefore, affect the Perfect Attendance Award. In these cases, both student and parent will be informed of the student's present status and potential for a decrease in grades. The student is totally responsible for advance assignments or make-up work. The teacher may give tests missed, but is not required to give extra instruction to prepare students for tests.

An exception in the policy for one is not meant as an exception in the policy for anyone else.

Please call and request make-up work to be sent to the office by 9:00 a.m. The work will be available for pick-up in the office after the school day is completed, and must be picked up before the Academy Office closes at 4:00 p.m.

Students absent without prior notice are to bring a note from home with the reason for the absence upon return to school.

EARLY RELEASE FROM SCHOOL

After 8:15 a.m., all visitors to the school must enter the campus through the school office. All visitors must also secure a visitor's pass when on campus. Parents are required to come to the Academy Office to sign out their child for early release and obtain a visitor's pass for authorization through the academy to the child's classroom.

Students must remain in school until 11:00 a.m. in order to be counted present for the day (VPK classes are exempt).

PICK-UP POLICY

Anyone picking up a student from school must be included on the pick-up list. The adult picking up the student must present a photo I.D. verifying his/her identity. *It is imperative that parents maintain all emergency contact and pick-up information current.* **Parents may not call or email the office to add or remove individuals to the pick –up list. It must be done in person with no exceptions.**

TARDIES

Students are expected to be on time. This includes preschool students as well as elementary students. Tardiness is disruptive both to the student and the entire class. All K2 through 5th grade students arriving after 8:15 a.m. to the classroom **MUST** be accompanied by an adult to the academy office to obtain a tardy pass for the student to enter the classroom and a visitor pass for the accompanying adult. Any student in K5-5th grade will receive 1 Misconduct Point for every six tardies (per grading period).

Policy: 5 tardies: Warning letter & phone call from teacher, 6 tardies: Pink slip- 1 Misconduct point, 10 tardies: parent meeting with teacher, 15 tardies: parent meeting with teacher and Director.

**Please note: 3 Misconduct Points results in a 1-day suspension. Additionally, any student who has exceeded 5 tardies per quarter, who is a part of CF Academy's NEHS will be placed on probation, and will be taken off of probation at the discretion of the Director and NEHS Advisor. Other than a Doctor's excuse or an extreme family emergency, tardiness is not excused.

HOME & SCHOOL COMMUNICATIONS

We ask parents to support the aims and ideals of Christ Fellowship Academy and to bring any and all questions and criticisms to our attention so they may be appropriately reviewed. The school personnel will always graciously receive you. Please feel free to contact your child's teacher via email and allow him/her 24 hours to respond.

Christ Fellowship Academy believes that a positive and constructive working relationship between the school, a student's parents or guardian, and the student is essential to the accomplishment of the school's spiritual and educational mission.

The school reserves the right to terminate or not renew a student's enrollment contract, if it reasonably concludes that the actions of the student, parents, or guardian make such a positive and constructive relationship impossible, or otherwise seriously interferes with the school's accomplishment of its purposes.

Christ Fellowship Academy's right to terminate or not renew a student's enrollment may result from actions:

1. On or off Christ Fellowship Academy property
2. Regardless of the time of day

CHRIST FELLOWSHIP ACADEMY V.I.P. Very Important Parents

Parent volunteers are organized into committees for Room Parents, school-wide events and activities, Benevolent and prayer support. Parents automatically become members of this group upon enrolling their children in Christ Fellowship Academy. The Academy is blessed by the efforts of these parents.

CHRIST FELLOWSHIP ACADEMY TRUSTEE COMMITTEE

The Christ Fellowship Academy Trustees are members of Christ Fellowship Church. The Christ Fellowship Academy Trustee Committee serve as a ministry of the church to support the school's mission in fulfilling its ministry goals.

EXTRA-CURRICULAR ACTIVITIES (all activities are offered for an additional fee)

CF Academy strives to provide our students with unique experiences that will stimulate a child's academic, spiritual, or creative growth. At the start of each quarter, an After School Activities online enrollment sheet will be sent via email, which includes a description of each activity being offered during that quarter.

There will be no After School Activities on noon dismissal days or non-school days. Those activities that are located outdoors are contingent on weather conditions. Should an activity be cancelled on any particular day due to poor weather, the students will be permitted to call and advise parents.

Fees for After School Activities are due in their entirety upon enrollment. Students who have not paid for activity fee(s) upon enrollment will not be picked up by activity teacher until fee(s) have been paid. Students who sign up past the activity start date must pay full rate. At the completion of After School Activities, students not picked up at the time of dismissal will be placed in our ESD program and billed accordingly, no exceptions.

Space is limited in each after school activity, and all activities will be filled on a first come, first serve basis. All After School Activities fees are non-refundable and non-transferable. After School Activities are offered per activity period. Re-enrollment is not automatic.

The After School Activities that provide a uniform will issue them to the students at the beginning of the activity period. New students joining for the activity periods thereafter will be issued their uniform at that time. Returning students will not be billed an additional uniform fee.

All After School Activities are subject to cancellation if sufficient enrollment is not met. Parents will be notified if this should occur.

SPECIAL EVENTS

Some of the special events throughout the school year includes Annual Family Event, Grandparents Breakfast, Father/Daughter Event, Mother/Son Event, Parenting Seminar, Doughnuts for Dudes, Lil' Eagles Veterans Celebration, Christmas Program, Manager Experience, Spiritual Emphasis Week, Open House & Fine Arts Night, Science Fair/Authors Night, Missions Week, Spring Program, Awards Assembly, and Graduations. Watch for details and plan to participate and support our activities.

DISCIPLINE

The aim of Christian discipline is to assist the child in developing a lifestyle consistent with God's expectations. We will chasten in love and look for ways to praise. We will take a positive approach to discipline by emphasizing what is right and what is acceptable behavior according to our Biblical example.

Teachers are encouraged to deal with classroom disruptions by personal conferences with students involved, depriving students of special privileges, detention, etc., with the parent being informed if the problem continues. Each teacher keeps a record of disciplinary actions. If a student is sent to the office for disciplinary reasons, a letter will be sent home to notify the parent of the circumstances and any action to be taken. Serious and continuous violations will call for special conferences with the parent concerning the circumstances and any action to be taken.

Continuous violations will call for special conferences with parents, teacher, student, and principal. Stealing, profanity, improper sexual behavior or talk as per our statement of faith, open disrespect or defiance toward a teacher or school property, cyber bullying, fighting or intentional harm to another student, truancy, bringing a weapon to school, etc., are all serious violations and will be dealt with accordingly. Mandatory attendance at in-house detention, as well as at-home suspensions may become necessary. If appropriate changes do not occur, expulsion may be necessary.

A student may be dismissed or expelled from school or asked not to return the following year if he/she is out of harmony with the Statement of Faith, the spirit, or the policies of the Christ Fellowship Academy whether on or off property as determined in the sole discretion of the administration. Re-admission considerations following dismissal will be determined on a case-by-case basis.

Christ Fellowship Academy welcomes everyone to attend. All who attend, however, are expected to respect our Statement of Faith and standards of conduct. In accordance with the ministry's statement of faith and in recognition of Biblical commands, no immoral conduct will be tolerated. The Bible strictly forbids such conduct which includes immoral actions as well as advocating for sinful behavior. The following will not be tolerated in any form and will constitute grounds for expulsion: any actions or identifying statements concerning fornication, adultery, homosexuality, lesbianism, bisexuality, or pornography.

Definition of "immoral act:"

Bodily contact, actively undertaken or passively permitted, between members of the opposite sex or members of the same sex for the purpose of satisfying sexual desires and any bodily contact that a reasonable person would understand to demonstrate a propensity or intent to engage in an immoral or homosexual act.

Definition of "identifying statement:"

A statement that a student is a homosexual, bisexual, or otherwise immoral, or words to that effect or language or behavior that a reasonable person would believe is intended to convey the statement that a student engages in or has a propensity or intent to engage in immoral and/or homosexual acts.

REPORTS OF MISCONDUCT SYSTEM

A misconduct slip is used to record rule infractions and tally misconduct points. Misconduct points and infractions are recorded on duplicate copies. One copy will go home with the student to be signed by the parent. A follow-up letter describing the infraction(s), points awarded, action taken or pending action will be mailed to the student's home. This letter must be signed and returned to the academy office immediately upon receipt.

If administration feels that misconduct points are not changing a student's behavior, the administration may use additional measures, such as detention and in-house detention, to help improve and correct misbehavior.

Although a student may not have enough misconduct points to warrant suspension or expulsion, the total number of misconduct points will determine whether or not the student should be readmitted for the next school year. Misconduct points accumulated during the school year are not carried over from one year to the next. Each year, students are given a fresh start with no points until and unless disciplinary action is necessary.

If a student is sent to the office to meet with administration for a behavior infraction and receives a "warning," the student will receive a minimum of a "C" (75%) for their conduct grade for the week. If a student is sent to the office to meet with administration and receives a misconduct point(s), the student will receive a minimum of an "F" (59%) for their conduct grade for the week, with any additional misconduct points resulting in a lower percentage conduct grade.

RULE INFRACTIONS:

A warning slip may be issued for minor infractions at the discretion of the teacher and/or administration.

Excessive tardiness: One misconduct point

Excessive disruption of the classroom: One misconduct point; thereafter, two misconduct points.

Destruction of school property: One misconduct point; thereafter, two misconduct points.

Unacceptable language/profanity: One misconduct point; thereafter, two misconduct points.

Out of uniform: One misconduct point for a student being out of uniform more than 3 times per quarter.

Cheating: One misconduct point; thereafter, two misconduct points.

Disrespect, disobedience, insubordination: One misconduct point; thereafter, two misconduct points.

Fighting: Two misconduct points; thereafter, three misconduct points.

Cell Phones, iPhones, iPods or texting: One misconduct point, and 2 day confiscation of electronic device. Electronic device will only be returned to the parent in the school office.

Throwing objects in classroom: One misconduct point; thereafter, two misconduct points.

Hitting/pushing another student or inappropriate use of hands/feet: Two misconduct points; thereafter, three misconduct points.

Throwing stones/objects on campus anytime: Two misconduct points; thereafter, three misconduct points.

Excessive talking: One misconduct point for each offense.

Lying: One misconduct point; thereafter, two misconduct points.

Forgery of parent signature: Two misconduct points; thereafter, three misconduct points.

Inappropriate internet behavior: Two misconduct points with possible suspension/expulsion; This consists of and is not limited to the following occurring on an internet site including social media: cyber bullying, inappropriate use of language, and inappropriate video footage/photos.

Improper sexual conversations: Two misconduct points with possible suspension/expulsion; thereafter, three misconduct points with possible suspension/expulsion. Students suspended for this offense are required to meet with school Director and teacher.

This consists of and is not limited to the following occurring on an internet side including social media: cyber bullying, inappropriate use of language, and inappropriate video footage/photos

Weapons of any kind (pocketknives, etc.) brought to school: Two misconduct points and a mandatory minimum two-day suspension and possible expulsion. Students that are proven to have had an intent to harm must meet with the school Director upon returning to school after the suspension is served.

Improper sexual behavior: Two point minimum with possible suspension/expulsion. Public displays of affection are not permitted. No kissing or intimate sexual behavior is permitted between students. Students suspended for this offense are required to meet with school Director and teacher.

Possession of pornographic material: Two misconduct points with possible suspension/expulsion.

Skiping school or cutting classes: Two misconduct points with possible suspension/expulsion.

Obscene gestures/drawings: Two misconduct points; thereafter, three misconduct points.

Verbal or written threat, intended or implied to harm a student or teacher, for example, “I could just kill you,” or “I’m going to kill you,” etc.: Two misconduct points and a mandatory minimum one-day suspension and possible expulsion. Students who make a verbal threat must meet with the school Director upon returning to school after the suspension is served. Administration will be the final authority in determining whether a student has violated the Zero Tolerance Policy for these infractions. Any student who has violated the Zero Tolerance Policy will be expelled.

Accumulation of misconduct points will result in the following actions:

ONE MISCONDUCT POINT: Misconduct notification letter sent home to parents.

THREE MISCONDUCT POINTS: Student and parents may be asked to see the Director or designee before re-admission to school; possible curtailment of after school and extra-curricular activities and a one-day suspension. Students accumulating three points may be placed on probation.

SIX MISCONDUCT POINTS: Student and parent appear before the Director. Corrective action will be two-day suspension and/or other actions deemed necessary by the Faculty Discipline Committee or Director. Once the student has accumulated six misconduct points, they will be placed on a probationary trial period at the start of the following school year; wherein, the first misconduct point or infraction determined by the Director will automatically result in expulsion.

NINE MISCONDUCT POINTS: Student and parents must re-appear before Director; the maximum corrective measure suggested by the school would be expulsion.

EXPULSION/SUSPENSION:

Students may receive misconduct points, be suspended or expelled for rule infractions and improper behavior listed, but not limited to those stated in the Christ Fellowship Academy handbook. The school reserves the right to suspend or expel a student if it reasonably concludes that the actions of the student, parents, or guardian seriously interfere with the school's accomplishment of its purposes. The decision to expel would be based on the committee recommendation and/or the professional judgment of the Director. The school's right to suspend or expel a student may result from actions of a student and/or parent or guardian:

1. whether the action or offense occurred on or off school property;
2. and, regardless of time or day of action or offense.

We believe there is character-building power in a good discipline system. Students must develop self-discipline early on if their life is to have any definite shape or direction.

An exception in our misconduct points policy for one student is not meant as an exception in the policy for anyone else.

ZERO TOLERANCE POLICY

Christ Fellowship Academy holds a Zero Tolerance Policy regarding possession of drugs or threats of violence intended or implied, either verbal or in written form. Any student OR parent who makes a threat of violence toward another student or parent, faculty or staff member and/or acts upon such threats will be expelled from the Academy. **All parents should discuss this policy with their students.**

BULLYING/HARRASSMENT

Christ Fellowship Academy encourages the development of its students academically, physically, and spiritually, according to 2 Timothy 1:7, "For the Spirit God gave us does not make us timid, but gives us power, love, and self-discipline." No form of bullying or harassment will be tolerated. Bullying is unwanted aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated or has the potential to be repeated over time. Bullying includes action such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose. Harassment includes slurs, jokes, teasing, or other offensive conduct. Bullying or harassment can occur through any type of communication methods including phones, text, emails, postings on social media, camera phones, and other technology. Any student found to have violated this policy will be subject to disciplinary action.

DRINKING AND DRUGS

Drugs and alcohol are both overwhelmingly destructive temptations in our society. We see ourselves as a support structure for your family in guiding your child(ren) in good and Godly ways. The Bible is clear in its principles as to the sin of drug and alcohol abuse. We will firmly, but lovingly, guide your children to abide by this standard, "Just Say No."

Parental Support

The staff desires a harmonious relationship with parents. If parents have a question about a school policy or an event that involves their child, they are to notify their child's teacher. An effort will be made to resolve any differences and maintain excellent communication between parents and ministry staff.

Parental support is an essential part of the educational process. If, in the sole discretion of the administration, a parent has failed to support the Administrator or ministry staff or the standards articulated in the ministry's Statement of Faith, the administration reserves the right to deny the student continued enrollment in the school.

PARENTAL CONSENT FOR SEARCH FOR ILLEGAL OR UNAUTHORIZED MATERIALS

Christ Fellowship Academy reserves the right to search students and their belongings if Christ Fellowship Academy suspects possession of drugs, alcohol, and/or any illegal or unapproved item. This search may be conducted without the student's or the parent's permission. The school has the right to confiscate any such item. Legal, but inappropriate or unapproved items, will be returned to the parent or guardian of the student. Illegal substances will be turned over to law enforcement authorities. **Registration of your child at Christ Fellowship Academy constitutes parental consent to such searches.** We reserve the right to search:

1. Student
2. Back packs, purses, pockets, etc.
3. Lockers, desks

SECURITY

Security is present on campus throughout the day. The only entrance and exit is the south entrance. If those doors are closed, everyone must go through the glass door that leads to the office and request a visitor's pass. **Staff and students are instructed not to open exterior doors for anyone (even parents) trying to enter.**

ACADEMICS

GRADING PROCEDURES

The following is the grade scale used in grades K2-K4 at Christ Fellowship Academy:

A = All the time
M = Most of the time
S = Some of the time
N = Not Yet
Not marked means concept has not been introduced

The following letter grade scale is used in grades K5-5 at Christ Fellowship Academy:

A+ = 98-100	B = 83-86	D+ = 67-69
A = 93-97	B- = 80-82	D = 63-66
A- = 90-92	C+ = 77-79	D- = 60-62
B+ = 87-89	C = 73-76	F = 0-59
C- = 70-72	I = Incomplete	

The following number scale is used for Effort and K4/K5 Grades:

(1) Above Average (2) Satisfactory (3) Needs Improvement

A letter grade is given in each academic subject and in conduct, as well. A student's conduct in the classroom is an important area of development. A student's ability to maintain excellent conduct demonstrates emotional growth and self-control. Students will also receive an academic, participation, and conduct grade in each specialty class. Specialty grades are included when determining the honor roll.

Character development is essential to each student's academic success. The student's progress in this area is measured with an effort grade of 1-above average, 2-satisfactory, and 3-needs improvement. Each academic area will also include an effort grade.

HOMEWORK

Homework is an integral part of the school program, and is vital to the student's development academically. Homework is given to aid students in the advancement of their studies. Therefore, students are expected to complete all assignments in a timely manner and are held accountable for doing so.

Homework is given for several reasons:

1. **For reinforcement:** We believe that most students require solid drilling to master material essential to their educational process.
2. **For practice:** Following classroom explanation and drill on new work, homework is assigned.
3. **For remedial activity:** As instruction progresses, various weak points in a student's grasp of a subject become evident. Homework following instruction is given to overcome such difficulties.
4. **For special projects:** Book reports, compositions, special research assignments, and projects are some of the homework activities.

Homework is assigned every Monday, Tuesday, Thursday, and occasionally over the weekends as follows:

Grade 1 - 30 Minutes	Grade 4 - 50 Minutes
Grade 2 - 40 Minutes	Grade 5 - 55 Minutes
Grade 3 - 45 Minutes	Grade 6 - 60 Minutes

No homework will be assigned on Wednesdays, holidays, or during special events that are

scheduled by Christ Fellowship for ministry to children. However, any class work assigned during the school day, which remains incomplete at the conclusion of the day, becomes homework, which must be completed for the next day.

We do request parents' full cooperation in overseeing the completion of homework assignments. Homework sheets are sent home daily listing assignments and upcoming tests/quizzes/projects. This is an important communication tool between the teacher and parent. A parent's signature on the blue sheet indicates that the parent is aware of work assigned and satisfactorily completed. Failure to complete homework will affect the student's daily grade.

HELP CLASS

For those students who need additional instruction in a subject, teachers conduct a 30 minute "help" session per week at no additional cost to parents. Students requiring more extensive instruction may need a paid teacher-tutor. Students will be placed on academic probation if they are unable to maintain a satisfactory academic record.

MID-TERM PROGRESS REPORTS AND REPORT CARDS

The mid-term progress report is sent mid-way through each grading period to the parents of students in grades 1st-6th who have a "C-" or below in any subject. The mid-term envelope must be signed by a parent and returned to the teacher. K2-6th grade report cards are issued following the conclusion of each nine-week grading period. Grading systems used are considered appropriate for each age group.

Report card envelopes are to be signed by a parent or guardian and returned to the school the following day.

STANDARDIZED TESTING

The Stanford Achievement Test, along with the Otis-Lennon Student Ability Test is given each spring and scales a student's abilities according to 2018 national norms. Test results are sent to parents with the last report card. Parents or students having specific questions should address them to the school office.

SUMMER TUTORING

A student who meets the following criteria will either be required to have summer tutoring or repeat the grade. All tutors must be approved by the Christ Fellowship Academy and submit a periodic written evaluation on the student.

PROMOTION

No student will be promoted in first or second grade if he/she fails reading, math, or phonics. Students in third through fifth grade, who earn an "F" average grade in three or more academic subjects (math, language, reading, history, or science) will not be promoted to the next grade level. Students who are working at a C- or below in an academic subject area will be required to attend tutoring sessions at an additional fee.

K-5

1. A student who receives a yearly average grade below “satisfactory” in any subject will be required to be tutored in that subject during the summer.
2. A student who receives an average grade of “unsatisfactory” in numbers, reading and phonics must repeat the grade.

First - Fifth Grades

1. A yearly average of below C– will require tutoring during the summer months.
2. Students failing three subjects for the year must repeat the grade.
3. Summer tutoring is a review of material that was covered during the regular school year. Students must be in regular attendance during summer tutoring to fulfill the requirement for grade advancement.
4. Christ Fellowship Academy reserves the right to test students upon completion of tutoring to determine proper placement.

Lil’ Eagles PRESCHOOL PROGRAM

At Christ Fellowship Academy, we believe that preschool is an important introduction to your child’s school experience. We want this experience to be so positive and enjoyable that they will look forward to a long and rewarding learning process. Using Scripture as our compass and the Bob Jones Press and A Beka curriculums as our tool, we incorporate many activities into our day at school. In addition to our two curriculums, our preschoolers will enjoy additional enrichment opportunities such as computer, science lab, learning center, arts and crafts, music, as well as daily center time. Students may not bring bottles or pacifiers to school.

K2-K3 3-DAY TRANSITIONAL PROGRAM OPTION

Our 3-day preschool program option is designed especially with our two and three year olds in mind. This option provides a smooth transition from the home to eventual full day preschool program. Each 3-day program runs half-day or full-day every Monday, Wednesday, and Friday (except on holidays or no school days), and includes a mixed-age group of two and three year olds. The 3-day program option includes part of the Bob Jones Press curriculum, daily Bible lessons and once a week chapel time, snack time, potty-training program, arts & crafts, music, gardening, Spanish, library, Preschool Learning Center, and supervised playground time/ outside play. Those students who stay for our full-day program will take part in lunch and nap time. **Students in our 3-day transitional program do not have to be potty trained; however, they are required to wear a pull-up to school if they are not. Lunch is not provided for half-day students.

K2-K3 HALF-DAY OR FULL DAY OPTION

We offer a full day as well as a half-day preschool program for our K2-K3 students. A change from one program to the other may only occur once during the school year and is subject to availability. Our half-day program will continue to offer the same excellent academic, as well as spiritual, physical and social instruction. Those students who stay for our full day program will take part in lunch and nap time. Our full day program will run from 8:15 a.m.-2:00 p.m. Our ESD program will be available for our full day program students at 2:00 p.m. **Students in our K2 half or full day program do not have to be potty trained; however, they are required to wear a pull-up to school if they are not. Students who are in our K3 half or full day program are required to be potty trained before they begin school.

K4 VPK ONLY OR K4 VPK FULL DAY OPTION

Voluntary Pre-kindergarten or **VPK** gives children a jump start by preparing them for school and enhancing their pre-reading, pre-math, language, and social skills. By developing the skills children need to become strong readers and students at an early age, children are more likely to be successful in school. VPK classrooms offer high-quality programs that include high literacy standards, developmentally appropriate curricula, manageable class sizes, and qualified teachers.

If you live in Florida and have a child who turns 4 years of age by September 1, your child is eligible for Florida's FREE VPK program. Your child can attend one of the two programs offered annually. The school-year program includes 540 hours of instructional time and begins in August.

VPK legislation was signed into law by Governor Jeb Bush on January 2, 2005. This law created a program to prepare every Florida four-year-old for kindergarten and to build a strong foundation for their continued educational success.

The **VPK** program will better prepare Florida's young children for a successful kindergarten experience by focusing the Department of Education's efforts on early literacy. This legislation assigns responsibilities for the day-to-day management of the program to the Agency for Workforce Innovation (AWI); licensing and credentialing to the Department of Children and Families (DCF); and the creation of standards, curriculum, and accountability to the Department of Education (DOE). All three agencies are working together to provide leadership and support to the local early learning coalitions, school districts, and public and private providers to ensure the successful implementation of effective pre-kindergarten education programs for Florida's four-year-old children.

There are no fees associated with the VPK program. Fees will be charged if you register your child for the K4 full day program that extends beyond the time covered by VPK. All 4-year old classes will implement the program from 8 a.m. to 11:00 a.m. The VPK program covers a total of 540 hours for the year. You must attain an eligibility certificate from the coalition, see www.vpkhelp.org for further details. You are also responsible for signing the daily and monthly attendance record, as well as adhering to the attendance policies, or you may lose your subsidy.

LUNCHES

Children have the option of bringing a lunch and a drink from home or purchasing their lunch from the cafeteria on a daily basis. We must be notified of any food allergies your child may have. It is extremely important that your child's name be printed clearly on the outside of his/her lunch box and also on any containers inside the lunch box. **No heating of lunches from home is permitted. Please do not send foods that must be heated or ask personnel to heat food.** Children must either bring a lunch from home, buy a meal, or be charged for a lunch, each day by 8:15 a.m. Lunch orders for students arriving after 8:15 a.m. must be taken in the academy office.

CLOTHING

Each child should bring an extra set of clothing (except shoes) in a plastic bag to be kept at school in his/her cubby for emergency use. Please remember to label the clothing with your child's name. Belts are not required for preschool students. For safety reasons, do not allow your child to wear cowboy boots, clogs, sandals, or any open-toed shoes to school. Children must wear socks at all times. Sneakers are the shoes of preference.

TOYS

We ask that **no toys** be brought from home. Special items of interest may be brought in at the discretion of the classroom teacher.

BIRTHDAYS

Birthdays may be observed with refreshments, provided by the parents. Please make these arrangements a minimum of a week in advance with your child's teacher. Each child's birthday will be acknowledged at school during morning announcements and by their teacher. Parents are welcome to send cupcakes, cookies, or a snack item and party napkins (no full lunches -- ie. Pizza, etc.). Children are not to give or receive birthday gifts at school, and the teacher cannot distribute invitations to home parties unless the entire class is invited. **School is not to be a venue option for birthday parties. Party bags, decorations, and balloons are not allowed.**

VISITS AND CONFERENCES

Visitors and parents are welcome to make an appointment to visit our school. Conferences with the Director may also be made by appointment to discuss any problems or your child's progress during the year.

If you need to contact your child's teacher during the school day, please leave a message with the school office or you may also contact the teacher via email directly through the CF Academy website.

FIELD TRIPS

At various times during the year, the K2-K4 students will have in-house field trips or short trips to nearby points of interest. Parents will be advised beforehand of any such trips. Parents will sign a Permission Slip form for each field trip assigned. The purpose of field trips is to have an educational learning experience.

SUPERVISED PLAYGROUND TIME

Objectives:

1. To give the children an opportunity to develop socially, intellectually, physically, and emotionally
2. Provide for gross motor development
3. Teach safety habits
4. Use creativity in play

For the safety of all students, no Pre-K children are allowed on the playground while elementary students are on the playground.

CLASSROOM DISCIPLINE

Each teacher follows our system of discipline. It is fair, consistent, loving, and yet firm. Positive methods are the first choice, such as special stickers, words of praise, or notes of encouragement. Other methods include giving the child a firm look, putting the child's head down on the table, a firm talk in private, loss of a privilege, or the child being placed in a seat away from the group at a side table. Each teacher and the academy office keep records of disciplinary actions and parent contacts. When the behavior of a child becomes repetitive and disturbs the learning environment, the parent will be notified. A child may be sent to the office when a serious incident, such as kicking, biting, hitting, or pinching has injured another child. Chronic disruption of the learning environment warrants more stringent correction. In such cases, parents will be contacted by phone or in writing.

Christ Fellowship Academy does not use corporal punishment in disciplining a child. If a parent decides to come to school to talk to the child in private and administer discipline, he or she may do so. If a child becomes a serious problem, the parent may be requested to remove the child from the class for a day or two so that the problem can be corrected at home. Counseling, prayer, and Scriptures are a part of every office visit.

Attendance/Tardiness

Attendance and punctuality is mandatory. Please refer back to our school attendance/tardy policy. After three consecutive days of the student being absent, the parent must provide a note with the reason for the absence upon return to school.

CURRICULUM

A combination of Bob Jones University Press and A Beka curriculum is used for K2-5th grade students. In addition, we incorporate the IXL Math, AR (Reading Comprehension), Studies Weekly (Social Studies), and Spelling City programs in the K5-5th grades. Below is a list of subject areas and specialty classes received by each grade level.

PRESCHOOL DIVISION

K2 CURRICULUM

Bible	Phonics & Handwriting	Math
Outdoor Play	Center Time	Computers
Library	Music	Potty Training
Art	Spanish	

K3 CURRICULUM

Bible	Phonics	Spanish
Outdoor Play	Center Time	Computer
Library	Music	Handwriting
Art	Math	Handwriting

K4 CURRICULUM

Bible	Phonics & Reading	Spanish
Outdoor Play	Center Time	Computers
Library	Music	Handwriting
Art	Math	

ELEMENTARY DIVISION

K5-2ND GRADE CURRICULUM

Bible	Math	Language
Phonics	Spelling	Reading
Science	Social Studies	Library
Science Lab	Computers	Spanish
Music/Performing Art	Art	Penmanship
Computers	PE	

3RD GRADE CURRICULUM

Bible	Math	Language
Spelling	Reading	Science
Social Studies	Penmanship	Computers
Library	Science Lab	Performing Art
Art	Spanish	PE

4TH-5TH GRADE CURRICULUM

Bible	Math	Language
Spelling	Reading	Science
Geography/ Social Studies	Writing	Computers
Library	Science Lab	Performing Art
Spanish	PE	Art

FINANCIAL POLICIES

PAYMENT PLAN:

- A testing fee of \$75.00 for first-time enrolled students (grades K5-5th) is due in cash with the application and is non-refundable.
- Tuition is an annual rate to be paid in 11 monthly payments for your convenience, with payments starting July 1st of each year.
- Extended School Day fees are charged on an hourly basis or on an annual plan.
- After School Activities are not included in the annual tuition fees.

FINANCIAL NOTES:

- \$350.00 Registration Fee per student is due upon re-enrollment or upon acceptance for new students and is **non-refundable**.
- \$300 School Improvement Fee per family is due in its entirety by April 30th for re-enrollment or upon enrollment for new students and is **non-refundable**.
- **Tuition and fees are due on the first of each month. A late fee of \$50.00 will be charged to your account after the tenth of each month on all unpaid balances. (ESD, NSD, A/S Activities and other charges can be no more than 30 days delinquent; after that, any payment made will be applied to the oldest outstanding invoice, possibly resulting in a late fee.)**
- **Any student whose account is not current on the last day of any grading period will not be permitted to start the next grading period.**
- No postdated checks will be accepted.
- Monthly payments may be mailed to the Christ Fellowship Academy office, submitted through our online payment system, dropped off in the academy office, or in the drop box located at the bottom of the stairs leading to the academy office. All payments that are dropped off at the academy office, should be given directly to school office staff personnel. Payments should never be given to ESD staff, teachers, or be put in your child's backpack.
- There is a charge of \$50.00 for returned checks or online ACH transactions that are not approved. Replacement for return of funds is required in the form of cash, cashier's check, or money order.
- **Delinquent accounts** of more than 30 days may be asked to withdraw their children until all payments due have been made, and re-enrollment will depend on space available. Additionally, parents may be asked to sign an authorization for automatic payments through our online payment system to process tuition payments for the remainder of the school year.
- Report cards and transcripts will not be released for students whose accounts are 30 days or more past due.
- Payments for school lunches may be made in the academy office by cash, check, credit card, or online payments. Make checks payable to CFA. Please keep a minimum of \$50 in your child's lunch account.
- Christ Fellowship Academy has the right to use school finances at the school's sole discretion.
- **An exception in the policy for one is not meant as an exception in the policy for anyone else.**