



Founded 1977

K-5 and Middle School Grades 6-8

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STUDENT HANDBOOK

2009 - 2010

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Crystal Cathedral Academy
Mission Statement

The mission of the Crystal Cathedral Academy is to educate, equip, and encourage God's children through academics and the arts to become positive Christian leaders.

Crystal Cathedral Academy
Philosophy Statement

The Crystal Cathedral Academy is a school of high academic and moral standards where creativity is valued, positive faith is practiced, positive attitudes developed, and where Christian values are nurtured. It is a school where presentation skills are emphasized along with the arts, both visual and performing. It is, also, a school where every teacher, staff member, volunteer, and students practices positive Christian morals. It is a school where love abounds, self-esteem is nurtured, grace is found, and where Jesus Christ is Lord.

Crystal Cathedral Academy
Affiliation

*Christian Schools International
Reformed Church in America
WASC – Accredited
The School's Commission of the Western Association of Schools and Colleges.*

Crystal Cathedral Academy
Expected Student Learning Results

Our goal is to train students:

Spiritual

1. Positive Christian Leaders who...
 - ...are committed to spiritual growth.
 - ...are prepared to define and share their faith in Jesus Christ as Lord and Savior.
 - ...understand and respect their bodies as the temple of Christ.

Arts

2. Effective Communicators who...
 - ...demonstrate self-confidence through creative and skillful presentations both verbal and written.
 - ...have appreciation for and express themselves through the performing and visual arts.

Academics

3. Critical Thinkers who...
 - ...establish personal goals.
 - ...demonstrate effective goal-achieving strategies in:
 - organization
 - prioritization
 - study skills
 - ...demonstrate problem-solving skills.
 - ...use current technology to access, analyze, and apply information.
 - ...demonstrate mastery of basic academic skills.

Social

4. Community Contributors who...
 - ...are informed, responsible citizens.
 - ...are collaborative team members.
 - ...demonstrate accountability for their words and actions.
 - ...have an awareness and understanding of diverse cultures.
 - ...contribute time and talent in service to their church and community.

STATEMENT OF FAITH

GOD, THE FATHER

1. God is the creator and ruler of the universe, and present everywhere.
2. He is the Father of Jesus Christ.
3. He is our Father and will provide for our physical, emotional, and spiritual needs.

JESUS CHRIST

1. Jesus Christ is God in human form.
2. He gave His life as the perfect sacrifice for the sins of the world.
3. He arose from the dead and is alive forevermore.
4. He is the King of kings and will be finally victorious over all evil.
5. He will return...(the Second Coming).

THE HOLY SPIRIT

1. The Holy Spirit is co-equal with the Father and the Son (the Trinity).
2. He is “the Comforter” who dwells in the hearts of people, convincing them of the truth of Christ’s teachings and helping them in their Christian growth.

HUMANITY

1. People are in need of forgiveness from sin.
2. They can be made righteous only by accepting God’s forgiveness for sin through Jesus’ sacrifice on the cross.
3. They will be given a new life because of their relationship with Jesus Christ.
4. Salvation is a gift of God received through faith.

THE BIBLE

1. The Bible is the authoritative and inspired Word of God.
2. It is our only guide to show us what we should believe and how we should live.
3. Members of the church are to be baptized as a sign of the eternal relationship with Christ the Lord and Savior.
4. The task of the church is to teach the Word of God and make Jesus Christ known throughout the world.

THE SACRAMENTS

1. We celebrate two sacraments instituted by Jesus Christ. They are baptism and communion.

THE CHRISTIAN LIFE (To glorify God and enjoy Him forever.)

1. Participate faithfully in worship with the body of believers.
2. Build healthy relationships through fellowship with other believers.
3. Experience communion with God through prayer, as we share our needs and the needs of the world.
4. Grow spiritually through Bible study and other learning opportunities.
5. Use our spiritual gifts and resources to serve God and others.

ACADEMY OFFICE HOURS:

Monday-Thursday 7:30 AM–4:30 PM and Friday 8:00 AM–4:00 PM
Summer hours are 9:00 AM – 4:00 PM starting the 3rd Monday in June and in August.

The office is closed in July.

Messages or items must be brought to the office for delivery to students.
When visiting, please keep in mind that you are an observer.

CRYSTAL CATHEDRAL ACADEMY ENROLLMENT AND REGISTRATION

The Crystal Cathedral Academy admits students of any race, color, sex, national and ethnic origin to all rights, privileges, programs, and activities generally accorded to be made available to students at the Academy. It does not discriminate on the basis of race, color, sex, or national and ethnic origin in the administration of its educational policies, admission policies, scholarship, athletic, and other Academy-administered programs. The Management Team is the decision making body for extraordinary and unique situations. The ultimate decision is to be based on the behavior and capability of the child and the cooperation of the parents/guardians.

Registration fees are non-refundable.

KINDERGARTEN APPLICANTS MUST BE 5 YEARS OLD ON OR BEFORE SEPTEMBER 1ST.

Any child who does not test ready for Kindergarten will not be accepted, and all fees will be returned. The decision of the Principal, the Advisory Board, and the testing results will determine Kindergarten entrance, if there is a question of readiness. All applicants must be self-sufficient regarding communicating, toileting, feeding, and dressing. A 6–9 week probationary period will be in effect to assure positive adjustment of applicant to C.C.A.’s program.

FIRST GRADE APPLICANTS WHO ARE NOT 6 YEARS OLD ON OR BEFORE SEPTEMBER 1ST MUST BE SCREENED FOR READINESS BY CHANCEY & BRUCE.

REGISTRATION PROCEDURE FOR NEW STUDENTS SEEKING ENROLLMENT

STEP 1: APPLICATION

A student application for enrollment is to be filled out in its entirety.
A \$500.00 REGISTRATION FEE (non-refundable) is required to reserve a spot.

This does not guarantee admission.

STEP 2: INTERVIEW

Upon completing the student application, an interview appointment with the Principal will be made. Both parents and or guardians (if possible) should attend this interview. Completing this step does not ensure final enrollment. During school hours (September–June/Monday–Friday/8:30 am–3:15 pm) we try to arrange a time when prospective students and their families can visit classes and meet and visit with the teachers. This is not possible during the summer months. At the interview, we try to answer as many of your questions as possible and, hopefully, get to know one another a little better. We are as interested in the student’s family as we are in the student. It is important for the Academy to understand your expectations of the Academy as well as your understanding of the Academy’s expectations of you and your child/ren.

STEP 3: TESTING

Your child/ren may be evaluated to determine placement. Additional testing will take place the first month of school to determine where to start working with your child/ren.

STEP 4: LETTER OF NOTIFICATION

Based on interview and testing results, families will be notified by mail if they are accepted into the Academy.

CRYSTAL CATHEDRAL ACADEMY FEES (2009-2010)

New Student Registration (non refundable)	\$500.00 per student
Crystal Cathedral Preschool Families	\$150.00 per student
Registration of current students & New Siblings	
Priority Window	\$150.00 per student
After Priority Window	\$200.00 per student
Kindergarten Readiness Testing	\$45.00
Payable to "Chancy and Bruce Educational Resource, Inc."	

TUITON FEE

Twelve Month Plan:

Kindergarten–5th Grades

1 st Child	\$457.50 per month
2 nd Child	\$372.00 per month
3 rd Child	\$321.50 per month
4 th Child	\$263.50 per month

Middle School 6th–8th Grades

1 st Child	\$480.00 per month
2 nd Child	\$393.50 per month
3 rd Child	\$328.00 per month
4 th Child	\$285.50 per month

Families interested in a ten month payment plan need to contact the school office.

Students must reapply every school year.

Tuition is due on the first day of the month e.g. July tuition is due July 1st, August tuition is due August 1st. **Tuition not received by the 10th day of the month will be assessed \$25.00 late fee.**

Tuition not received by the last day of the month will result in student's suspension from school until full payment due is made. Parent/Guardians will be call to pick up student(s) who have been dropped off when no payment has been made. If Parent/Guardian can not or do not pick up the student(s) when called to do so, Child Protective Services will be called to pick up the student(s). Each Student's account must be current in order for the student to participate in field trips. The C.C.A. Board will consider delinquent accounts on an individual basis. Tuition may be paid with cash, personal check, credit card, money order, or cashier's check (credit cards are accepted but please note published costs are the cash and check discounted rate).

All returned checks will be assessed a \$25.00 additional fee. If a personal check is returned, the next payment will require a cashier's check, cash, or money order.

CRYSTAL CATHEDRAL ACADEMY PAYMENT PLANS:

PAYMENT PLAN A:	PAYMENT IN FULL/YEAR	Due:	July - \$100.00 Discount
PAYMENT PLAN B:	PAYMENT SEMESTER	Due:	Sept. - \$25.00 Discount Feb. - \$25.00 Discount
PAYMENT PLAN C:	PAYMENT OVER 12 MONTHS	Due:	July–June
PAYMENT PLAN D:	PAYMENT OVER 10 MONTHS	Due:	Sept.–June

STUDENTS CAN NOT RE-ENROLL UNTIL ALL ACCOUNTS ARE CURRENT.

8th grade student accounts must be zero by the 1st week in June in order to graduate.

PARENT INVOLVEMENT PROGRAM (PIP)

The PIP program requires that each family donate twenty (20) hours of involvement time through out the school year. A buy out option of \$200 is also available. When all 20 involvement hours (PIP Hours) have been completed, the \$200 charge will be credited to your account. ALL 20 hours must be completed for the credit to be applied. PIP CAN NOT be prorated.

NOTICE OF WITHDRAWAL

NOTICE OF WITHDRAWAL FROM THE SCHOOL MUST BE GIVEN IN WRITING TO THE OFFICE, BY THE 10TH OF THE MONTH FOR THE MONTH'S TUITION TO BE REFUNDED/ PRORATED. OTHERWISE, TUITION PAID FOR THE MONTH IS NOT REFUNDABLE.

INTERNATIONAL STUDENT FEES 2009-2010

New Student & New Kindergarten Registration (Non-Refundable)	\$500.00
New High School Student Registration (Non-Refundable)	\$500.00
Returning Students	
Priority Window (Non-Refundable)	\$150.00
After Priority Window (Non-Refundable)	\$200.00
Kindergarten Readiness Testing	\$45.00
Payable to "Chancy and Bruce Educational Resources, Inc."	

TUITION FEES:

Tuition covers one school year of Education Sept. '09- June '10
*(Does Not include Summer Care)

Kindergarten – Fifth Grades

\$6,039.00 USD per student

Middle School 6th-8th Grades

\$6,336.00 USD per student

Tuition is due on the first day of the month that the student is attending school. Tuition may be paid with cash, money order, credit card, or cashier check. No student may re-enroll unless all accounts are current.

INTERNATIONAL STUDENT ADMISSIONS PROCESS

Steps for Admission

1. Family, student and/or guardian(s) inquires about admission and completes all admission forms (see Document Check List).
2. Family pays a \$500.00 (U.S. Dollars) non-refundable application fee; made payable to "Crystal Cathedral Schools".
3. Crystal Cathedral Schools will schedule an interview with the family either in person or by telephone to determine the eligibility of the student. Crystal Cathedral Schools will notify the applicant by letter informing them if they have been accepted into the school.
4. When the student is accepted to Crystal Cathedral Schools, the school will complete the I-20 form and send it to the family. The family takes the I-20 to the consulate and applies for an F-1 visa. If issued, the student can now enter the U.S. as a student at Crystal Cathedral Schools.
5. Tuition is due in full for the year, before the student may attend classes.

Document Check List – New Applications

1. Completed Crystal Cathedral Schools Application and Form I-20 Personal Information Sheet.
2. SLEP or TOEFL test scores verification document. www.ets.org
3. Copy of Passport.
4. All original, plus officially translated, copies of transcripts and/or report cards.
5. \$500.00 (U.S.Dollars) application fee (non-refundable) payable to: "Crystal Cathedral Schools".
6. When a student is accepted the I-20 form will be issued and mailed.
7. The I-20 form must then be taken to the U.S. Embassy in the student's country to apply for an F-1 visa.
8. Contact Crystal Cathedral Schools Student Accounts and pay the full Tuition.*

***REFUND POLICY**

In all cases, the application fee will be retained to cover administrative expenses.

The following refund policy will apply for each school year the student is registered:

1. If the student visa authorization is not approved please send Crystal Cathedral Schools an original copy of rejection letter from the Embassy.
2. If the student withdraws prior to the first day of school, two-thirds (2/3) of the full tuition will be refunded.
3. If the student withdraws after less than one month of school attendance, one-half (1/2) of the full tuition will be refunded.
4. After one month of school attendance, there will be no refund of the tuition.

ENGLISH LANGUAGE RECOMMENDATIONS FOR INTERNATIONAL STUDENTS

In order for international students to do well academically in an English language studies environment, they should be able to read, write, understand, and speak in English at an adequate level.

Students applying for middle school (6-8) or high school (9-12) should have a score of one of the following:

- 40 or above on the SLEP Test
- 470 or above on the TOEFL Written test
- 47 or above on the TOEFL Internet based test

Elementary students (grades K-5) will not be expected to arrive with English language proficiency. They will be challenged to learn English through immersion in an English speaking classroom.

CRYSTALCATHEDRAL ACADEMY EXTENDED DAYCARE

C.C.A. is a closed campus.

C.C.A. students must be supervised while on campus.

C.C.A. provides supervision from 7:00 AM to 6:00 PM. C.C.A. students must remain in C.C.A.'s extended Daycare Program until parent (or person authorized by a parent.) signs them out. Reminder: Parents students are to be in your care once they have been signed out. Do not leave them on playground or in the building unattended.

They are to be in:

1. Daycare or drive through. Students not picked up in drive through will be signed into Daycare.
2. Specialist or after school classes. When students are released from activities, they will be signed into Daycare. Parents need to sign them out.
3. With a parent. If you are doing school business after you signed your child out, children must remain with you. Students are expected to be in school uniform at all times. Students are not allowed on the 2nd, 3rd, or 4th floor unless their parents are employed by C.C. Ministries and they are with the students.

HOURS: 7:00–8:00 AM & 3:30–6:00 PM

FEES: \$1.50 per ½ hour or any part thereof.

BILLINGS: Charges will appear on your monthly statement. Payment is due upon receipt.

SIGN OUT: Parents of children grades K–8th must sign-out their child(ren) when picking them up. ALL students must stay in designated daycare area until signed out by the parent/guardian. Failure to sign student(s) out will result in being charged until 6:00 PM. Exception: Students on authorized Drive Thru list that have been picked up in drive through.

WALK HOME PASS

Parents/Guardians may apply for a walk home pass for their student. By signing this form the parent/guardian is releasing CCA of any liability and agreeing to the following guidelines. Student(s) with a walk home pass MUST WALK OFF the Crystal Cathedral Ministry Campus by 3:30 or immediately following any extra curricular activities. If the student is not walking home, the student MUST be in Daycare or waiting to be picked up by the parent/guardian in Drive Thru. Student(s) with a walk home pass found unsupervised on campus will be returned to Daycare. Appropriate charges for daycare will apply and are NOT disputable. A walk home pass is only valid for one school year and can be revoked by the administration.

DAYCARE PROVISION

C.C.A. provides extended Daycare coverage the days students are in session (refer to the C.C.A. yearly calendar). No day care will be provided on minimum days.

DAYCARE PENALTY FEES

C.C.A. STUDENTS CANNOT BE LEFT BEFORE 7:00AM OR AFTER 6:00 PM

An early or late pick up fine will be charged as followed:

- Before 7:00 AM = \$1.00 per minute fine
- After 6:00 PM = \$1.00 per minute fine
- 6:05 pm pick-up = \$5.00 fine
- 6:30 pm pick-up = \$30.00 fine

After 3 early drop offs or late pick-ups the fine will be doubled to \$2.00 per minute. Parents that make a habit of picking their child up late will be asked to make other arrangements for the care of their child/ren.

If we have not heard from a parent or responsible party by 6:30PM, and we are unable to reach the parent by phone, the appropriate law enforcement authorities shall be notified.

Parents are responsible for their children at all theatrical performances. Children who are performing/tech crew need to be picked up at specified rehearsal times. It is the parent's responsibility to provide transportation to all rehearsals and performances.

DAYCARE LIABILITY

No liability will be accepted by the Academy until the parent has completed the necessary Extended Daycare forms. It is the parent's responsibility to keep this emergency information updated. **C.C.A. MUST BE INFORMED IN ADVANCE AND IN WRITING WHEN A PERSON OTHER THAN THOSE PERSONS LISTED WILL BE PICKING UP THE CHILD/REN ON ANY GIVEN DAY.** A child will not be released to anyone not listed on the above mentioned forms. Photo I.D. may be required. Please be prepared and ask friends or family to have photo I.D. handy.

SCHEDULE: CHECK-IN: 7:00 - 8:25 AM Indoor/outdoor activities
8:25 - 8:30 AM Student to classrooms
3:15 - 6:00 PM Selected activities

When unable to be outside because of bad weather, students will stay in their own classrooms with their own teachers until 3:30 PM. Students will be checked into assigned Daycare areas after 3:30 PM.

Excessive early pick-up in the afternoon detracts from the student's educational experience. This, also, can result in administrative actions.

CLOSED CAMPUS

CCA is a closed campus for security reasons. All parents/visitors must show the authorized key fob, or sign-in at the front desk, in order to enter the campus. The key fob only gives authorization to enter the building a picture I.D. is needed to pick up a child. ALL parents/visitors MUST check in at the school office prior to entering any classrooms, playground, or instruction area before picking up child/ren. All parents, guardians, visitors, or family members will be asked to show their driver's license before they can sign a student out.

SCHOOL CORRESPONDANCE

Correspondence to parents: billing, report cards, Sanford 9's, school calendar, class schedules, etc. will be mailed to one designated address only.

LUNCH PROGRAM

Students may bring a lunch with a beverage (no glass bottle allowed) to school or parents may order lunches with beverage from the lunch company provided. Please note no beverages are available for purchase at school. In the event a child should forget or lose their lunch, he or she will be given permission to call their parents to bring a lunch.

More information regarding the school's lunch program is available in the school office.

GRADING

E	90 – 100 Excellent	A	90 –100 Excellent (Outstanding)
G	80 – 89 Good	B	80 – 89 Good (Above Aver. Achieve.)
S	70 – 79 Satisfactory	C	70 – 79 Satis. (Aver. Achieve.)
N	0 – 69 Needs Help	D	60 – 69 Poor (Below Ave. Achieve.)
		F	0 –59 Failing (Unsat. Achieve.)

- A & E
1. Consistently does more than is required.
 2. Has wide vocabulary at his/her command.
 3. Always alert; takes active part in discussions.
 4. Has unusual dependability in taking assignments.
 5. Is prompt, neat, and thorough in all work and usually free from teacher's correction.
 6. Knows how to select books, tools, and materials, and is a rapid worker.
 7. Has initiative and originality in attacking problems.
 8. Has ability to associate and rethink the problem and can adapt himself/herself to new and changing situations.
 9. Has enthusiasm and interest in his/her work.
 10. Has ability to apply ideas gained in study to every day life.
- B & G
1. Frequently does more than required.
 2. Has good vocabulary and speaks with conviction.
 3. Usually alert in meeting the situation at hand.
 4. Careful in complying with assignment.
 5. Attentive to assignments.
 6. Prompt, neat, thorough, and usually accurate in all work.
 7. Has ability to retain, collectively the general principles of the course.
- C & S
1. Does what is required.
 2. Possesses a moderate vocabulary.
 3. Willing to apply himself/herself during the class hour.
 4. Does daily preparation with comparative freedom from carelessness.
 5. Attentive to assignments.
 6. Has ability to retain and apply the general principles of the course.
- D & N
1. Usually does less than is required.
 2. Attendance often irregular.
 3. Tools and equipment sometimes lacking.
 4. Frequently "misunderstanding" assignments.
 5. Willing, but slow in complying with assignments.
 6. Careless in presentation of work.
- F & N
1. Does less than is required.
 2. Listless and inattentive in class.
 3. Tools and equipment for work often lacking.
 4. Tardy with work.
 5. Seldom knows anything outside lesson.
 6. Retains only fragments of the general principles of course.
 7. Lacking in qualities of the first three groups to the extent that he/she cannot or will not do work.

The Academy has grading standards that are used by every teacher and printed on the report cards. Students who do not maintain an "S" (Satisfactory) average in Kindergarten through 3rd grades, and students who do not maintain a "C" average (2.00 GPA). 4th through 8th grades will be evaluated on an individual basis and additional action may be taken. Students who perform below grade level will be placed on academic probation. Continued attendance at CCA and promotion to the next grade will depend on the evaluation by the teacher, principal, the parent/guardian, and/or any other knowledgeable person of the principal's choosing.

All grades will be considered final unless an appeal is made in writing within two weeks of the issuance of the report card. The appeal is to be made following the Academy's "chain of command" policy (1: Teacher, 2: Administrator, 3: CCA School Board).

HONOR ROLL & ACADEMIC ACHIEVEMENT

Honor Roll 3.5 to 4.0 cumulative GPA
Academic Achievement 3.0 to 3.49 cumulative GPA

All averages include art, music, drama, physical education, music, and Bible. In 4th and 5th grades ALL subjects require a GPA of 2.0 or above to be eligible for Honor Roll or Academic Achievement. No more than four unexcused tardies per quarter will be permitted for an Honor Roll student. A community violation will result in losing Honor Roll or Academic Achievement status for that quarter.

ACADEMIC ELIGIBILITY FOR MIDDLE SCHOOL ATHLETIC PARTICIPATION

Basic Eligibility Criteria

A student must maintain a minimum 2.0 GPA for all courses taken, as is required at the High School level by the California Interscholastic Federation (CIF). All courses taken would count toward GPA calculation. Second semester GPA will dictate initial eligibility for participation on a CCA team (e.g. flag football, girls' basketball) at the beginning of the next school year. If a student does not have a 2.0 GPA at the end of the school year, they will start off the fall season on probation. This will, also, apply to new/transfer students who do not have a 2.0 GPA or above at the school they previously attended.

Jr. High Eligibility Determination

Eligibility will be determined by quarterly report cards and mid-term progress reports. A student who achieves or maintains a 2.0 GPA or higher on their report card/progress report will be considered eligible for athletics participation until the next report card/progress report.

Jr. High Probation

A student whose overall GPA is below a 2.0 will be placed on probation. A student on probation may practice and play in league sanctioned games until the next report card or progress report. If, at the end of the probation period, the student has not achieved at least a 2.0 GPA, they may not practice or play in any other league games for the remainder of the current season or for the portion of the subsequent season (new sport) until they achieve the minimum 2.0 GPA on the next report card or progress report.

Jr. High Ineligibility

Probation period extends from the report card/progress report where a 2.0 GPA is not achieved until the end of the next grade report period. If, at the end of the probation period, the student has not raised his/her overall GPA to a least a 2.0, he/she is then academically ineligible for the remainder of that season. This suspension will remain in effect until the next official grade report when achievement of a minimum 2.0 GPA will result in reinstatement to eligible status.

ASB OFFICE AND REPRESENTATIVE GUIDELINES

1. Students must have a 2.0 grade point average.
2. Students are allowed to create two posters that need to be approved by either the Activities Director or the office.
3. Students must let the activities director know they are running the week prior to the campaigning week. This will insure their names go on the election ballot.
4. No items may be passed out for campaigning purposes (examples: stickers, candy, water bottles, suckers, etc).
5. Students are responsible for taking down their posters after the campaigning is over.

PARENT-TEACHER CONFERENCES

Conferences are set up by each teacher individually, as they are aware of their schedules and appointments. Call and leave your name, number where you can be reached, and a brief reason for the conference. The office staff will then place your message in the requested faculty in box. **Do not contact your student's teacher at his/her home.** When a conference is scheduled, the registering parent is expected to attend. Only registering parents are to be in attendance at parent-teacher conferences. Any additional parties need to be cleared by the office prior to the conference. Teachers are not available to conference in the "Halls"; a scheduled appointment will ensure a one on one conference with your student's teacher and the privacy that is required.

PROGRESS REPORTS

The purpose of our reporting system is to give parents and students an indication of the progress that is being made. Each student's ability, attitude, application, and achievement are taken into account for grading. Progress reports will be mailed home to the student's primary address.

Please do not compare your student's grades with those of other students.

HOME WORK

Well-defined, purposeful homework is an important aspect of schooling. One of its major contributions is in the area of developing independent study habits and techniques. **RESPONSIBILITY FOR HOMEWORK LIES WITH THE STUDENT** (not with the teacher or parent) as development of self-discipline and sound independent study habits is essential for future scholastic and vocational success. The amount of time needed will depend on the nature of the course, and upon the way the student utilizes his/her time, both at home and at school. Parents please note: While we encourage your parental involvement in your student's education, please remember teachers are working with and grading your student at their grade level standard. It is imperative that the work turned in by your student(s) be work done to the best of their ability.

SUMMER SCHOOL

We strongly recommend summer school at CCA for students who have received a "D" or "F" in their core English or Math classes.

DISCIPLINE PLAN

The discipline plan at the Crystal Cathedral Academy consists of positive and negative consequences. Each part is described below.

GRADES K-5th

CARE & KINDNESS COUPONS (BLUE SLIPS)

Care & Kindness Coupons will be given to students for positive behavior. They will be given when a child has gone beyond the stated expectations or has shown growth either in academics or in behavior. Random acts of kindness would receive a Coupon. When a student has received fifteen Coupons, they visit the Principal and receive token reward. A certificate will also be awarded to the student during School Family.

BENCHED MARK (PINK SLIPS)

Students can receive Benched Marks for a variety of reasons. A teacher or an aide can give a student a Benched Mark for any behaviors that threaten the positive environment of the school. An example of a Benched Mark could be extensive talking in class. It could be for saying something rude to another student. The consequence for receiving a Benched Mark is determined by the staff member issuing the violation and/or the Principal. The Benched Mark is sent home to be signed by the parent. A copy of the mark kept on file. A student can receive any amount of these marks, without incurring any other consequences. If a pattern emerges as to a persistent undesirable behavior, a conference may be called to discuss interventions or strategies for dealing with that specific behavior.

COMMUNITY VIOLATION

A student will can receive a C.C.A. Community Violation for the following reason:

- *Fighting
- *Profanity
- *Harassment
- *Disrespect to adults
- *Stealing
- *Destruction of property

The consequence for receiving a C.C.A. Community Violation will be decided by the Teacher and Principal. The consequence will be an expulsion, suspension, a fine, or possibly work hours. The amount of suspension, fine and/or work hours will depend on the age of the student as well as the severity of the violation. The fine will be an amount that the student can earn.

MIDDLE SCHOOL (6th – 8th GRADES)

DETENTION NOTICES

Detentions may be given for:

1. 4 or more unexcused tardies (a tardy can be received for each period).
2. Excessive talking
3. Disobedience / Disrespect / Disturbing class
4. Poor attitude
5. Mischief
6. Littering

The consequence of a Detention is a DH (Disciplinary Hour). If the student does not served the DH, the DH will be doubled. Repeated detentions, (DH's) can result in further disciplinary steps, up to and including expulsion.

DETENTION AWOL POLICY

You are considered AWOL if you fail to report for a detention/DH at the designated time, unless the Detention hour supervisor receives prior notification.

1 st AWOL	1 Detention Hour
2 nd AWOL	2 Detention Hours
3 rd AWOL	Suspension and Parent Conference

For subsequent AWOL policy, like the tardy system, is set up for each nine week period. At the conclusion of each nine week period, your slate is cleaned.

COMMUNITY VIOLATION (6th – 8TH GRADES)

A student will can receive a C.C.A. Community Violation for the following reason:

*Fighting	*Profanity	*Harassment
*Disrespect to adults	*Stealing	*Destruction of property

The consequence for receiving a C.C.A. Community Violation will be decided by the Teacher and Principal. The consequence will be an expulsion, suspension, a fine, or possibly work hours. The amount of suspension, fine and/or work hours will depend on the age of the student as well as the severity of the violation. The fine will be an amount that the student can earn.

STUDENT CONTRACTS

In the event that a student receives an inordinate amount of Community Violations, or becomes academically at risk, a Student Contract may be written at the discretion of the administrator. The contract will contain behavior and/or academic goals. A positive and negative consequence will be agreed upon. In extreme cases, the student will be asked to leave Crystal Cathedral Academy. The administrator, the student, the teacher, and the parents will sign the Student Contracts. The Academy reserves the right to take aggressive disciplinary action up to and including expulsion.

Examples of conduct that will result in aggressive disciplinary action are as follows:

1. Fighting
2. Assaulting a teacher
3. Drugs, weapons (zero-tolerance)
4. Profanity and obscenity
5. Harassment
6. Verbal threats of any kind.

This list is not exhaustive.

Direct any questions you may have concerning the above Discipline Plan to your child's teacher.

PLAGIARISM AND CHEATING POLICY

Plagiarism:

Plagiarism is defined as intentionally or knowingly representing the words or ideas of another as one's own in any academic exercise, or failing to acknowledge direct quotations, paraphrases, or borrowed facts or information.

Specific types of misconduct include, but are not limited to:

- Quoting material without using quotation marks or proper citation.
- Quoting without using quotation marks, even if you use a proper citation.
- Paraphrasing in a way that intentionally misrepresents the original author's work.
- Paraphrasing properly, but do not include a citation identifying the original author.
- Fabricating sources or quotations to make it appear that you have based your work on research.

Cheating:

All examinations, assignments, projects, or research activities which are designed, in whole or part, either to evaluate student performance or competence or to serve as a learning experience shall be completed independently by each student unless the instructor explicitly states otherwise.

Specific types of misconduct include, but are not limited to:

- Attempting to secure or accepting assistance from any other person at any examination or test, including looking at another's exam, test, or quiz or talking during an exam, test, or quiz.
- Having in one's possession or using any unauthorized material during the time that one is taking any exam, test, or quiz.
- Without authorization, procuring a copy of an examination, test, or quiz, or topic for an essay or paper.
- Submitting for course credit any assignment when one is not the sole author. This includes attempting to receive credit for work performed by another, including assignments copied from others papers obtained in whole or in part from individuals or other sources.
- Preparing a written assignment for another student and allowing it to be copied and submitted as his or her work, allowing your paper, in outline or finished form, to be copied and submitted as the work of another.
- Using deceptive, dishonest, or fraudulent methods to obtain or attempt to obtain credit for academic work.
- Accessing or altering a teacher's record of student's grades or scores.

Any of the above offenses will result in a zero on that assignment or test and two detentions assigned.

DRESS CODE

Uniforms are to be worn at all times.

EVERY STUDENT MUST WEAR THE SCHOOL UNIFORM AT ALL SCHOOL FUNCTIONS, UNLESS SPECIAL PERMISSION IS GRANTED TO DO OTHERWISE.

- Required uniform is to be worn to all School Families/Chapels.
April through October no vests or sweaters are required for School Family/Chapel
- Shoes need to be 90% solid white or black athletic style (suggested styles: Vans deck, Mary Jane's with center foot strap, Converse All Stars, and Ked's). They may have up to 10% black or white details or stripes. There are to be no: lights, rollers, high tops, characters or colored stripes. Laces are to be worn and must be black or white. No "slip on" styles are allowed for safety reasons.
- Socks are to be white.
- Turtle necks and tights are permitted; approved colors are red, white, and navy blue.
- No leggings.
- No loose fitting pants.
- Skirt/skort hems **MUST NOT** be more than 2" from the top of the knee.
- No caps or hats are to be worn in the building.
- Undershirts must be plain white; no lettering will be permitted.
- Girls may wear single, small non-dangling earrings. Boys may not wear earrings. No visible body piercing and tattoos. No large chains may be part of wearing apparel.
- Hair is to be clean, well-groomed, and cut so that it does not hang down in the student's eyes or down over the collar (boys). No unusual haircuts or hair color.
- Girls; make-up & nail polish is only permitted in Middle School only and it must be modest and natural colors. Heavy make-up or dark polish will be removed immediately.
- Students in 6th through 8th grades are required to wear the physical education uniform.
All sports related items including PE uniforms are to be worn during PE class only.

All students are expected to come to school clean and neatly dressed in uniforms, this includes shoes. Uniform jackets, sweaters, and sweatshirts are required and available for purchase through Vicki Marsha Uniforms.

Our goal is to provide successful experiences for your student, to raise their level of confidence and self-esteem, and to motivate them to perform at their highest level without the distraction from "Fashion Peer Pressure".

NON-UNIFORM DRESS GUIDELINES

Girls:

Dresses: No more than two inches from the top of the knee. No: low cut, strapless, backless, or spaghetti straps.

Shorts: Not above two inches from the top of the knee. No: cut offs, hip huggers/low rise, or baggies

T-Shirts/Tops: No: tank tops, midriff tops, low cut, or spaghetti straps

Skirts: Not above two inches from the top of the knee. No: high slits in front, back, or sides. No hip hugger/low rise.

Jeans/Pants: No: frayed bottoms, holes, low hip huggers, or baggies.

Swim Suits: One piece bathing suits only

Any writing on clothing must be in keeping with the Christian beliefs of our school. No profanity or violence, etc

Boys:

Shorts: No baggies, low rise, or cut offs, holes, or frayed bottoms.

Shirts: No: sleeveless, oversized, or tank tops

Jean's/Pants: No: frayed bottoms, holes, low riders, or baggies.

Swim Suits: No oversized/baggies

Any writing on clothing must be in keeping with the Christian beliefs of our school. No profanity or violence, etc

ITEMS BROUGHT TO SCHOOL

No electronic items.

No toys, games, cards, inappropriate books, or magazines.

Items brought without permission will be taken.

The Academy is not responsible for the security of items or money brought to school. We reserve the right to monitor items brought on the campus and to confiscate any items deemed inappropriate. All confiscated items must be picked through the school office. The Academy reserves the right to search student lockers, backpacks, and containers brought to school, as well as demand that students show the contents of his/her pockets. In the event a search is made, the parent will be notified of the results.

Party Invitations:

Invitations may not be passed out at school unless all students in your child's class are invited. Any food items brought in by parents or students will be passed out during break or lunch times on the playground or in break areas only.

CELL PHONES

K-5th Grades:

No cell phone allowed.

Middle School (6th-8th Grades):

Cell phones may be used before and after school, at break and at lunch time with the permission and in the presents of a staff member. Students may only contact their own parent/guardian. Cell phones are to be turned off and put away during class.

LOCKERS

The students, not the school, are responsible for the loss or damage to items in the student's locker and should be careful about maintaining the security of the locker combination. The locker is the property of the school and may be inspected at the discretion of the administration. Special note: Students may only use their assigned locker. Sharing lockers is not permitted. Students are required to keep locker free of all graffiti, symbols, writing, and stickers.

ANIMALS/ PETS

Animals/pets are **not permitted** on any of the school grounds or parking lot areas. Leave ALL pets in your vehicle when at school.

FOOD ITEMS

Any food items brought to school for parties or fundraisers, including Glory Table donations, **MUST** meet the California State Health Standards.

ATTENDANCE: “EXCUSED AND “UNEXCUSED” ABSENCES

When a child returns to school following an absence, a written note signed by the parent is required explaining the nature of the absence. A phone call is not sufficient. K–5th grade students need to give absence note to their teacher. 6th–8th grade students need to bring their absence note to room #119 (HS Library) before their first period class the day they return. The office will determine “EXCUSED or “UNEXCUSED” absences. An unexcused absence will result in a partial credit for work completed within the Academy guidelines. An excused absence will result in full credit for the work completed in the school guidelines. The guidelines appear under the title “Making Up Missed Schoolwork”.

Please do not send your child back to school too quickly following an illness. Children should be free of vomiting, diarrhea, and fever for a minimum of 24 hours. For the same reason, parents are asked to make immediate pick-up arrangements for their child when notified that he/she is ill.

If your child is going to be absent for reasons other than illness, you must request approval in ADVANCE from administration. Without this advance approval, the absence will be considered “unexcused” and make-up work will not be accepted.

Lack of attendance, even when excused, can affect academic performance. If there are more than five unexcused absences per quarter, a letter will be sent from administration. If absences continue there will be a meeting set up and probationary status is possible.

TARDIES

Children must be taught to be at school on time. They miss important concepts being taught and daily announcements when they are tardy.

K–5th grades starts promptly at 8:30AM. Students will be marked tardy after 8:35 AM.

Middle School Home Room starts promptly at 8:25AM. Students will be marked tardy after the 8:25 bell. Students are to be in their seats and ready to work at that time.

Tardiness will be excused for a valid reason when a note is written and signed by a parent explaining the reason. Valid reasons are those times when medical or dental appointments are made before school hours or unexpected emergencies arise. A doctor’s note may be required if tardiness is excessive.

After four unexcused tardies per quarter, parents may be notified of consequences, see Detention Notices & Benched Marks. Frequent tardiness without a valid excuse is considered truancy under California laws.

Promptness to class, like regular attendance, is important to success. At the same time, we realize that there will be times when you are unavoidably late to class. Consequently, we have adopted the following plan for each nine week period.

4th Tardy
5th Tardy
6th Tardy
7th Tardy
8th Tardy

Letter home on the 4th tardy
1 Detention Hour/Benched Mark
1 Detention Hour/Benched Mark
2 Detention Hours/Benched Mark
Parent Conference to determine further course of action. Possible actions: suspension or loss of class credit.

MAKING UP MISSED SCHOOL WORK

K–5th GRADES

All schoolwork missed, including tests, must be made up. It is the student’s responsibility (not the teacher’s) to ask the teacher for his/her make-up work. It is the student’s responsibility to complete his/her make-up work, within twice the amount of time missed (if absent two days, student has four days to make up work missed). The student will receive full credit for “excused” absence make-up work (unless it is turned in after the above mentioned deadline). The student will receive partial credit for “unexcused” absence make-up work and for work turned in past the deadline.

In the event of planned absences (medical appointments, family trips, etc.), assuming approval has been given (administrator), ample lead time must be allowed for teachers to provide assignments. Parents must not expect assignments for longer than one week since teachers are not required to prepare detailed lesson plans more than one week in advance. Teachers are not expected to prepare assignments in advance for “unexcused” absence. Students involved in drama productions are required to turn in all tests, quizzes, and school work on time.

MIDDLE SCHOOL 6th-8th GRADES

Homework:

Students are graded based on their performance on each homework assignment.

Failure to have it turned in on time results in a loss of 50% off their grade on that assignment. On time means beginning of class period. Failure to turn it in by the end of the following day results in a zero and cannot be made up at a later date.

Projects, Essays, and Research Papers:

Students will be docked 10% (one letter grade) per day their project or paper is late.

Tests and Quizzes:

Students who miss tests or quizzes due to absence will be required to make those up during lunch, after school, or during class if the teacher permits.

Extra Credit and Re-Do's:

These policies vary from teacher to teacher. All offer some form of extra credit.

Students who miss a test or quiz due to a school event (field trip, mission project, etc.) will have until the end of the next school day to complete and turn in.

Students involved in drama productions are required to turn in all tests, quizzes, and school work on time.

HEALTH SERVICES

ALL faculty/staff members are trained in first aid for minor emergencies. If a student is not feeling well, the Teacher will determine if the student needs to be sent home. Parents will be called for immediate pick up. A fever of 100 degrees or over and/or vomiting will result in the student being sent home immediately. Students

Medication sent from home, Prescription or "Over the Counter", is only administered when the Medication Administration at School Form is completed by the parent/guardian. (Available in the CCA Office) Students may not have any medicine including over the counter drugs, (EI: cough drops, inhalers, Midol) in their possession. Parents must turn in all medicine to the office.

PARENTS ARE RESPONSIBLE FOR KEEPING "EMERGENCY CONTACT" INFORMATION CURRENT.

FAMILY COMMITMENT & ADDENDUM

Crystal Cathedral Academy & High School Family Commitment

We have read and understood the Crystal Cathedral Academy & High School's Philosophy of Education, which are set forth in the Student Handbook. We are in agreement with the Biblical beliefs expressed in the School's "Philosophy of Education."

We understand that in choosing a Christian setting for the education of our child the Crystal Cathedral Academy & High School believe that is important for us to be responsible to establish and maintain a home and life environment which will support the Biblical teachings and beliefs of the Crystal Cathedral Academy & High School. We agree that our role as parent/legal guardian is crucial to the academic growth and success of our child and we will seek to be an example of beliefs taught by the Crystal Cathedral Academy & High School. We, as parents, accept the challenge to train up a child in the way he or she should go (Proverbs 22:6), and we do state that this training will be carried on in the home. We place our trust in the Crystal Cathedral Academy & High School to extend that training more completely.

We understand that in an era where images of family relationships and personal sexuality are often confused and distorted, the Crystal Cathedral Academy & High School believes that it is important to teach and model the biblical view. We understand that the Crystal Cathedral Academy & High School teaches with an age-appropriate curriculum, that sexual intimacy is intended by God to only be within the bonds of marriage between one man and one woman, and that it is in the context of a loving marriage between one man and one woman that God intends children to be born and raised. We acknowledge that we have been informed about the Crystal Cathedral Academy & High School policy and we agree to cooperate with the Crystal Cathedral Academy & High School in seeking to achieve its objectives in this regard.

We recognize that, as parent of a child at the Crystal Cathedral Academy & High School we will be given opportunities to participate in the education of our child through presence on the school campus, or involved in school activities.

We recognize that the Crystal Cathedral Academy & High School believes that the words and conduct of adults within the school setting can have an important influence on the growth and development of the students, and the ability of the Crystal Cathedral Schools', to achieve its spiritual and academic view and objectives, and we agree that we will support them, both in word and deed, while on the school campus, or involved in school activities.

We hereby state that we have made a through investigation of the Crystal Cathedral Academy or High School program, curriculum, discipline, dress code, policies and procedures and we agree to make them our glad-hearted choice for the coming school year. We agree to abide by them and support the school in the established rules and regulations. We understand that failure of the parents or child to comply with the established regulations and discipline, or failure to meet financial obligations will forfeit the student's privilege of attending the Crystal Cathedral Academy or High School.

Unresolved issues will be taken care of by using the Crystal Cathedral Academy & High School "chain of command" (1/Teacher, 2/Administrator, 3/ School Board).

We understand that we have an obligation to be actively involved in the education of our children. We agree to uphold and support the high academic standards of the Crystal Cathedral Academy & High School by providing a place at home for our children to study, and to give our child encouragement in the completion of homework assignments.

We will faithfully support the Crystal Cathedral Academy & High School through our prayers and positive attitude, and in keeping with Matthew 18:15 we are committed to giving a good report by sharing any complaints and negative comments only with the people involved.

We believe that discipline is necessary for the benefit of each student as well as for the entire school. We give permission to the teachers and administration to make and enforce regulations in a manner consistent with Christian principles and disciplines as set forth in the scriptures (Proverbs 13:24; 29:15 and 17; Colossians 3:20; Hebrew 12:5). We further agree that we will cooperate and discipline our child in the home as needed. We further agreed to abide by the Discipline Plan set forth in the Crystal Cathedral Academy or High School Handbook.

We pledge that if, for any reason, our child does not respond favorably to the Crystal Cathedral Schools, we will do everything in our power to cooperate with the Crystal Cathedral Schools to help make necessary adjustments. If these adjustments cannot be made, then we agree to quietly withdraw our child. We agree to pay our tuition on or before the first of each month beginning with the 1st of July and continuing for 12 months. We understand that a late charge will be added to my monthly amount, if payment is not made by the 10th of the month. We understand that failure to pay can result in the dismissal of my child from school. We further understand that there is an added charge for returned checks and for early drop off and late child pickup. It is the policy of Crystal Cathedral Academy & High School to make no refunds of fees or tuition payments once a child has been accepted for enrollment, or if a student is expelled.

We understand that assessments will be made to cover damages to the school, including breakage of windows, book damage, and abuse of other personal property caused intentionally by any student.

We will support the Crystal Cathedral Academy & High School by involvement in Parent-Teacher conferences, Open house, Parent-Teacher Fellowship activities, workdays, and other Academy & High School sponsored meetings and activities.

FAMILY COMMITMENT ADDENDUM

I, as the registering parent, have signed the Family Commitment from Crystal Cathedral Academy and High School for the **2009-2010** school year. I understand it is my responsibility (not the School's) to notify the other parent that he/she must also have a signed 2009-2010 Family Commitment on file to communicate with Teachers, Administration, and the Office Staff with regards to our student.

POLICY FOR STUDENT CONDUCT

It is the policy of the Crystal Cathedral Academy to provide an educational environment in which all students are treated with respect and dignity. The Crystal Cathedral Academy prohibits any form of harassment of any student by any employee, or student, whether verbal, physical, or environmental.

Every effort shall be made to protect the privacy of parties involved in any complaint. Files pertaining to complaints are confidential and will only be discussed when necessary for the investigation and/or resolution of the matter.

Any student who engages in the harassment of anyone in or from the school may be subject to disciplinary action up to and including expulsion.

The school expects student or staff to immediately report incidents of harassment to the principal or designee, board member, or supervisor.

Any student who feels that he/she is being harassed should immediately contact the principal or designee at his/her school. If a situation involving harassment is not promptly remedied by the principal or designee, a complaint of harassment can be filed with the Supervisor designee. The principal or designees shall determine which procedure is appropriate.

The school prohibits retaliatory behavior against any complainant or any participant in the complaint process. Each complaint of harassment shall be promptly investigated in a way that respects the privacy of all parties concerned.

Harassment includes, but is not limited to:

1. Unwanted advances
2. Visual conduct; leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons, or posters
3. Verbal conduct; making or using derogatory comments, epithets, slurs, and jokes
4. Verbal abuse, graphic verbal commentaries about an individual's body, degrading words used to describe an individual, suggestive or obscene letters, notes
5. Physical conduct: touching, assault, impeding, or blocking movement.

STUDENT RECORDS PRIVACY RIGHTS

In accordance with FERPA, parents and eligible students have the right to:

- a) inspect and review the student's educational records
- b) seek to amend the student's educational records that they believe to be inaccurate, misleading, or otherwise in violation of the student's right to privacy
- c) consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that disclosure without consent is authorized by FERPA and its regulations
- d) file a complaint with the Department of Education concerning alleged failures by the institution to comply with FERPA and its regulations

Parents need to request in writing a time to view the educational records two days in advance. The educational records may not leave the office at any time.

Unresolved issues/changes with in the educational record must be made in writing following the Crystal Cathedral Academy and High School "Chain of Command" 1) Principal, (grade appropriate)

2) School Board

INTERNET PRIVACY

It is imperative that you do not post any pictures, audio, or videos, etc. of any CCA/HS function or activities, of students or staff on any public media source such as any internet sites, You Tube, picture messaging, etc. The school policy is; written permission is required from all students or staff before any posting occurs. We ask that you respect the privacy of all our families & staff.

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