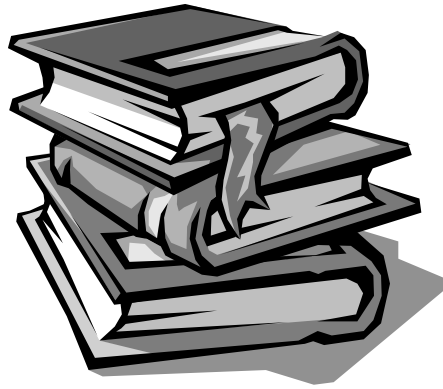


Christian Family Academy



Handbook For Parents and Students

**Serving the greater Shawnee area by offering an extension for Home
Education**

Revised 2010-2011

TABLE OF CONTENTS

Statement of Purpose.....	3
Statement of Faith.....	3
Enrollment.....	4
Medical Alerts.....	4
Financial Policy.....	5
Adding & Dropping Classes.....	5
Volunteer Points & Positions.....	5-6
Point System.....	5-6
Volunteer Guidelines.....	5-6
Volunteer Positions & Responsibilities.....	6-9
A. Leadership Team.....	6
B. Classroom Teacher.....	6-8
C. Teacher Assistant.....	8
D. Academic Study Hall Monitor.....	8
E. Nursery Teacher.....	9
Nursery Policies.....	9
F. Devotion Assembly Coordinator.....	9
G. Hospitality Coordinator.....	9
H. Custodial Worker.....	9
I. Secretary Assistant.....	9
J. Supply Coordinator.....	9
Devotion Assembly.....	10
Discipline Guidelines.....	10
A. Disciplines and Communication.....	10
B. Campus Behavior.....	11-13
C. Classroom Behavior.....	13-14
D. Dress Code.....	14-15
CFA Handbook Agreement & Commitment (Form).....	16
Statement of Faith (Form).....	17

Christian Family Academy does not discriminate on the basis of race, color, national, and ethnic origins in the administration of its educational policies and admissions policies.

Statement of Purpose

Christian Family Academy-CFA is a co-op of Christian home schooling families, committed to serving one another by using our unique gifts, abilities, and educational backgrounds to educate our children. It is our desire to honor God by lightening the individual load of the parent (bearing one another's burdens), while augmenting the learning that is already taking place in the home.

The mission of Christian Family Academy is to offer weekly classes to home educated students as an extension of the home school, with parents as active participants in the overall discipline and learning process. Classes reflect traditional teaching methods and a biblical worldview in content. Our goal is to glorify the Lord Jesus Christ in all subject matter, and to encourage parents in training their children "in the way they should go."

Statement of Faith

Christian Family Academy conforms to the following statement of faith:

- A. The Bible is the inerrant, inspired, only Word of God in its entirety. The Bible is the supreme and final authority in faith and in life. (2 Timothy 3:16-17; 2 Peter 1:21)
- B. There is one eternally existent God, manifesting Himself as Father, Son, and Holy Spirit, each one equal in nature and equal in power. (Matthew 3:16-17; 2 Corinthians 13:14)
- C. Jesus is God and came in human flesh, being fully God and fully man, except without sin. (John 1:1-2, 14)
- D. Jesus Christ was born of a virgin, lived a sinless life on earth, offered Himself on the cross as the only sacrifice for the sins of all men. He rose bodily from the grave on the third day, ascended to the right hand of God, and intercedes for us as our High Priest. (Matt. 1:22-23, John 20:26-29, Hebrews 4:14)
- E. Salvation comes by grace through faith in Jesus Christ. (Acts 13:38-39) The central purpose of the coming of Jesus Christ was to pay the penalty for man's sin through His substitutionary death on the cross, the successful accomplishment of which was attested to by His subsequent bodily resurrection. All humans are sinful by nature and can only be forgiven and saved by repentance and the expression of trust in Jesus as savior. (Romans, 3:23 & 5:12, 1 Corinthians 15:3-4; Acts 1:3)
- F. Salvation is offered as a gift, free to the sinner. This gift must be responded to in individual faith, not trusting in any personal works whatsoever, but in the sacrificial death of Jesus Christ alone. Salvation is wholly of God's sovereign grace. (Romans 6:23, Ephesians 2:8-9)
- G. The Holy Spirit convicts, converts, and regenerates sinners to become true believers of Jesus Christ. The Holy Spirit dwells in the believer, teaching and guiding for holy living. (Acts 1:8)

Enrollment

Before enrolling in CFA classes, please understand the following:

1. CFA believes that parents/guardians are ultimately responsible for a student's education. **Participation in CFA classes is intended as a supplement to, not a replacement for, individual work at home through the week.** Classes meet once weekly to provide a framework within which individual student work will occur at home.
2. Parents are required to volunteer in some capacity during the academic year. Enrollment in CFA classes is not finalized until families have signed up to volunteer.
3. All enrolled CFA students and parents are required to attend Fall Orientation annually.
4. Commitment to CFA is imperative. We cannot fully function when families are not in attendance.

If a family desires to enroll a student in CFA classes, the following guidelines apply:

- * A student must be enrolled by a parent or legal guardian.
- * Families must have at least one student who is Kindergarten, or above, to be considered for CFA enrollment.
- * Students may NOT enroll themselves.
- * Those families that desire to enroll in CFA after the June 1 deadline will be considered on an individual basis by the CFA Leadership Team. When considering such a request, we will first consider class availability/teacher-student ratio. The final decision rests with the Leadership Team and should not be presumed to apply to all those wishing to enroll post-June 1.
- * Checks and money orders are the only acceptable means of payment of fees to CFA.

To Enroll with Christian Family Academy :

- A. Obtain a CFA enrollment packet and information sheets in person or via website (www.cfashawnee.com)
- B. Complete enrollment packet and gather necessary documentation.
- C. Complete family documents, one class enrollment form and medical release *per student*.
- D. Return completed and signed enrollment forms, nonrefundable administrative fee, and nonrefundable first month's fee for classes to CFA no later than June 1. The first month's fee is not due until July 1.
- E. Completion of Point Sign Up to meet volunteer points requirement
- F. Attend Fall Orientation
- G. Enrollment packets postmarked on or after June 1st are subject to a \$10 late fee in addition to the administrative fee.

Medical Alerts

Please notice that your enrollment form asks for medical information. If your student has a medical condition of which CFA needs to be aware, please make note of this where directed on the enrollment application. Give a complete written description of the condition, and list detailed information regarding any intervening actions that must be taken should your student experience problems while attending CFA classes.

Financial Policy

The following fees and policies are required for CFA families:

- A. **Enrollment and administrative fee:** A one-time nonrefundable administrative fee of **\$50.00 per new family** and **\$40.00 for returning families** will be charged to cover administrative costs of enrollment (background check, postage, printing, office supplies).
- B. **Monthly fees:** August monthly fee of **\$25.00 per family** is due July 1st of each year. Subsequent months (September-May) must be paid by the first CFA-day of each month. Checks or money orders should be made out to **Christian Family Academy**.
- C. **Late fees:** A **\$5.00** fee will be charged for late monthly payments (payments made later than the 10th). Students will not be enrolled for the following school year until all fees, payments, and job point requirements are met.
- D. **Materials fees:** Teachers may require an additional materials fee (within reason) to cover incidental costs associated with a class during the year. Class fees exceeding an additional \$10.00 per year must be approved by the CFA Leadership Team.
- E. **Returned check:** The person who wrote the check is responsible for making restitution to the Co-op and is also responsible for paying all bank fees and other fees incurred.
- F. **Advance payments:** Payment for a full semester or year may be made at any time. However, we cannot offer a discount for early payment.
- G. **Cash/vouchers:** CFA does not accept cash or vouchers of any kind.
- H. You are still responsible for your financial commitment to CFA even if your family leaves the co-op.

Adding and Dropping Classes

Adding classes: Classes must be added by the end of the Co-op day of the fourth week of fall semester.

Dropping classes: Classes may be dropped at any time (must inform the teacher and Co-op Leadership). Students who have dropped classes are required to attend study hall in its place (they may not attend another class in its place beyond the fourth week of classes). A meeting with the parent, student (if appropriate), and Co-op Leader may be required.

Volunteer Points & Positions

Because we are a non-profit service organization, CFA relies completely on volunteers to help with a myriad of tasks that must be done throughout the year. Each family that participates in CFA classes **MUST** volunteer in some capacity during the year. Points are earned for volunteer service positions. (See positions below).

Parents are required to serve a minimum of **4 points** per school year. Jobs are chosen and/or assigned before the school year begins. Students are encouraged to assist their parent in any service areas that are appropriate. Junior/Senior students **ONLY** may earn points for the family by assisting/volunteering in positions as agreed upon with CFA Leadership at enrollment. **If a parent must be absent, it is her/his responsibility to secure a substitute for their job.**

Volunteer Guidelines

- * Because adults set the example for students, volunteers should control conversation with other adults or students in study hall or hallways during class times. Our Statement of Faith should guide the content of our conversations. Our discussions need to be pointed toward a Christian atmosphere with no discrimination. We recognize diversity, but our goal is to provide a positive Christian learning atmosphere under the guidelines of our Statement of Faith.
- * Volunteers should familiarize themselves with the CFA Handbook and understand the discipline guidelines (see pp. 10-14). They should immediately address student violations of dress code or behavior guidelines. If the issue is not immediately resolved, they should fill out an incident report, and, if necessary, report to the administrator or a member of the Leadership Team for help in taking care of the problem.
- * When handling a discipline situation, the volunteer should maintain composure and preserve the dignity of the student. Wherever possible, an additional adult witness should be obtained.
- * Permission from the teacher or assistant and hall passes are needed if students are in the hallway during classes.
- * Chain of command: Report first to the CFA administrator or leadership member then parent or other adult as appropriate.
- * Encourage all students to help keep the building clean during the day.
- * Consistency is the key to success as a volunteer. Commit to being present for every time for which you have signed up.
- * Communication is vital to the overall success of the CFA program. If for any reason you cannot fulfill a responsibility, contact the CFA administrator or leadership member as soon as possible. We encourage you to give at least 24-48 hours notice.

Volunteer Positions and Responsibilities

A. Leadership Team: The Leadership Team is comprised of 5 appointed co-op families. The Co-op Leaders will confer, seek God's will, and make all major decisions regarding the functions of CFA.

B. Classroom Teacher

1. Class availability at CFA is dependent upon parental commitment to teach and/or assist. Classes on the schedule at enrollment that do not have a parent volunteer to teach or assist, will be subject to being cancelled by June 1.
2. Teachers may teach from one to three (no more than three) classes per school year.
3. Teachers work with the CFA Leadership to choose class curriculum. Curriculum must follow the CFA principles and be consistent with the Statement of Faith. In an effort to have a consistent/cohesive sequence in our core classes, the CFA Leadership Team does have final authority on curriculum selection.

4. Each teacher is required to provide a class syllabus by July 1, prior to the fall semester. Any modifications of the syllabus must be distributed to the students/parents and to the CFA secretary.
5. See Teacher Guidelines for further information.

Teacher Guidelines

Because parents are the volunteer teachers, these guidelines are part of the process by which we screen teachers in keeping with our Statement of Purpose.

- * Teachers must agree with the Statement of Purpose of CFA. Terms used in that statement are defined as follows:

Home education is the process by which any parent or legal guardian is the primary teacher and is actively involved in the training and educating of his or her own school-aged children.

Biblical worldview involves looking at events past and present with a perspective based on God's Word.

Doctrine-a principle or body of principles held in a system of beliefs

Traditional teaching methods refers to systematic, structured, teacher-directed classrooms that utilize time-honored methods of teaching.

- * Teachers must agree with basic Christian beliefs and must abide by the CFA Statement of Faith. (see above)
- * CFA rejects anti-Christian tenets of secular humanism, including the general theory of evolution, the modern feminist ideology, abortion, and the promotion of homosexuality as an acceptable, alternative lifestyle. Appropriate classroom discussion on these issues in context of topical matters should be under the guidance of the Statement of Faith at all times.
- * Teachers are responsible for ensuring that their students follow the Co-op policies and procedures as stipulated in this handbook. Teachers are expected to maintain proper authority in the classroom at all times. Teachers must follow the outlined CFA procedure for dealing with student misconduct.
- * Teachers need to remain in the classrooms during class time; leaving the classroom should not be habitual. If a teacher, on occasion, needs to leave, he/she needs to inform Assistants or Substitute.
- * Teachers are to keep parents apprised of each student's progress by issuing quarterly progress reports. Teachers must fill out progress reports on each student for each quarter. The student's current percentage grade (5-12th students) should be included on the progress report. Teachers are asked to use the co-op progress report forms (provided).
- * It is expected that teachers will contact parents in the event a student is not performing in accordance with standards required by the class, as soon as the teacher is aware of such a situation. **Parents are responsible for the final grades their students receive.**

- * Class assignments need to be given on Mondays, giving students the opportunity to complete assignments through the remainder of the week. NO assignments are to be altered in any way post-Wednesday of each week. Study tools/helps may be sent via email, but no work may be added. Providing students with a written assignment sheet on Monday is highly encouraged. Altering assignments after Monday co-op is strongly discouraged.
- * Teachers of upper-level students (5-12th) should plan to make weekly assignments except for scheduled co-op breaks. No projects or tests are to be assigned during Christmas break and spring break. Parents as well as students should be free to observe these breaks as breaks, not “catch-up” time with respect to CFA work.
- * Each class is expected to meet for the entire scheduled class period. In the event that a teacher must leave early, arrangements can be made with the assistant for the remainder of the period. Students will not be dismissed from class early unless prior arrangements have been made.
- * Because CFA classes may be the first classroom experience for many of our students, we encourage as much discussion as subject matter will allow. Videos and other media must fulfill a purpose in each class, and students must be made aware of that purpose.
- * Conflict issues between a student, teacher, and/or parent should be directly resolved between the parties involved wherever possible. If the conflict is not satisfactorily resolved, the Co-op leaders must be contacted. The issue should only be discussed with the parties involved. (See Matthew 19)
- * Teachers will be aware of any medical alerts concerning any student. A written description of the condition and steps that should be taken in case of an episode will be readily available.
- * Teachers need to explain their grading policy on the first day of class. The grading policy should be included with the class syllabus. The grading policy should specify actions for late or incomplete assignments, etc. If there is a problem resulting in late/incomplete work, teacher should be notified. The following grading scale will be applied by teachers in grades 5-12th. at CFA:

90-100%: A
80-89%: B
70-79%: C
60-69%: D
Below 60%: F

C. Teacher Assistants

1. Each class must have a least one assistant unless otherwise approved by the CFA Leadership Team.
2. Assistants are to help enforce discipline, respect, and Co-op policies.
3. Assistants need to aid the teacher where needed and serve as the back-up teacher in case the teacher needs to occasionally step out of the classroom.
4. Assistants need to be available to the Lead Teacher at all times.
5. Assistants need to refrain from distractions during class time (eating, drinking, and socializing with other assistants and/or parents).
6. Teacher Assistants are expected to uphold the same standard as Lead Teachers as concerns class contents, discussions, and Biblical Worldview.

D. Academic Study Hall Monitors

1. Make sure that students have adequate work with them for each study hall period. (Parents should send appropriate work for this class period.)
2. Provide work to students who do not have adequate work.
3. Report to parent of student(s) who consistently comes to study hall without work.
4. Makes sure that all Co-op Policies are followed in study hall.
5. Must maintain proper authority in the classroom, and follow CFA procedures regarding any misconduct.

E. Nursery Volunteers

1. Leads the class and provides daily activities (as applicable).
2. Must secure a substitute if absent from Co-op.

Nursery Policies

Drop-off and Pick-up of nursery children: only the parent, named parent substitute, or authorized sibling (7th grade or older) will be allowed to drop off or pick up a child from the nursery. Authorized siblings should be noted on the Nursery Enrollment sheet.

Children not enrolled in the nursery are not allowed in the nursery.

Nursery ratio: 1 adult to 3 children under 18 months; 1 additional adult for every 5 additional children over 18 months.

F. Devotional Assembly Coordinator

1. Organizes and recruits devotional leaders for opening assembly.
2. Music: plans and leads music and/or singing during assembly.

G. Hospitality Coordinator

1. Organizes special fellowships; organizes any large group snacks/drinks.
2. Secures necessary supplies for such events.

H. Custodial Workers

1. Set-up Crew: sets up chairs and tables in classrooms as needed. Deliver TV/DVD players to the appropriate classrooms.
2. Clean-up: Clean-up will be done by all families on a rotating basis. Classrooms should be left clean at the end of the school day.

I. Secretary Assistant

1. Helps with making copies, delivering items, watching desk, etc.; assists Secretary where needed.

J. Supplies Coordinator

1. Keeps CFA supply and storage area organized as well as inventoried.
2. Provides an updated list of supplies available.
3. Purchases supplies as needed.

Devotion Assembly

All parents and students are **required** to attend the devotion assembly. Behavior during devotion assembly should be reflective of a church worship service.

Assembly time:

- Assembly begins at 8:30 a.m.
- All parents and students are **required** to be on time.

Discipline Guidelines

In keeping with our Statement of Purpose, Christian Family Academy seeks to develop students who are under the authority of Jesus Christ and their parents. Each student enrolled in CFA classes must be able to conduct himself or herself appropriately in an environment governed by rules and must abide by the enforcement of those rules.

The following guidelines apply to all CFA classes :

A. Discipline and Communication

If the infraction involves property damage, the student and/or parent of offending student will be required to make financial restitution and/or physically help with repairs (if allowable).

1. First Infraction of a Co-op rule or policy:

- Direct conversation between the parties involved followed up by a written incident report.
- Written incident report will be signed by the student, their parent, the authority involved, and a Co-op Leader and placed in the student's discipline file.
- The student may be asked to apologize to the individual, class, group, or church personnel (whichever is applicable).

2. Second Infraction of a Co-op rule or policy:

- Procedures as outlined under First Infraction (written incident report, apology, property damage restitution, etc.) will apply.
- The parent must provide written communication to the authority involved explaining the action taken to correct the problem. If a parent fails to respond, the student may be expelled from the class and/or Co-op.
- All reports and communication will be added to the student's discipline file.

3. Third Infraction of a Co-op rule or policy:

- May result in immediate expulsion from the class and/or Co-op.
- No refunds will be given and all financial commitments must be completed.

Note: The infractions are based on any rule or policy being broken. It is not necessarily based on the same rule or policy being broken.

B. Campus Behavior

As guests of Lakeview Church of Christ Baptist Church, we are grateful for the trust extended to us, and we want to be worthy of that trust. These standards are our guide to honoring that trust and to acting as good stewards of the resources available to us.

1. Closed campus policy: In order to provide an orderly and safe learning environment, CFA requires that students remain on campus for the duration of their class day. All students are to remain inside the building in the Co-op's designated areas during the Co-op hours unless accompanied by an adult.

2. Property: Students must respect Co-op property, church property, and others' personal property. Markings on any property will result in a \$10.00 fine. Offending students will clean all markings made. Offending student will receive Co-op disciplinary action. Damages to any property will result in a \$10.00 fine. Offending students will make financial restitution to damaged property and will assist in repairs, as applicable. Offending student will receive Co-op disciplinary action. Parents are ultimately responsible for the actions of their children.

3. Parking lot policy: Co-op members are asked to park in the designated CFA parking to allow adequate parking for other activities at Lakeview Church of Christ Baptist Church. Students must not be unsupervised in the parking lot. Skateboards and skates are prohibited.

4. Cell Phones/pagers and electronic devices: Student cell phones are prohibited during Co-op hours. Adults should refrain from using cell phones during Co-op responsibilities (unless emergency).

- **Electronic Devices:** Any electronic device that is purposed for entertainment is not permitted on campus during Co-op hours (including using cell phones for games, photos, etc.). If there is a question about any electronic device being allowed, the CFA Leadership Team will make the final determination.
- Offending student(s) will have their cell phone, pager, and/or electronic device confiscated and given to the Secretary. Offending student(s), **accompanied by their parent**, may reclaim confiscated item from Secretary at the end of the Co-op day.

5. Boy-girl relationships: We encourage friendships among students of both sexes, but we discourage exclusive relationships with one person of the opposite sex. Physical display of affection, such as handholding, kissing, etc. are not permitted on campus property or any parking lot.

6. Leaving class: All students must receive permission from the teacher/assistant and obtain a hall pass before leaving class for any reason other than an extreme emergency.

7. Visitor policy: All visitors must check-in with the Secretary and obtain a guest nametag that must be worn during the duration of their visit.

Adult visitors may join co-op members for lunch in the appropriate areas. Adult visitors may visit classes as long as they are not disruptive.

Student visitors may join co-op members for lunch in the appropriate areas. Student visitors may only visit classes with prior permission from CFA Leadership Team and appropriate teachers.

8. Food and drinks: No food or drink is allowed in the hallways or classrooms. Teachers may make exceptions with approval from the CFA Leadership Team. For snack time, please eat only in designated areas. Clean up of all tables and eating areas includes clearing trash and food particles before leaving

eating areas. Spills must be cleaned up immediately. Each student and adult (except infants/toddlers) is responsible to clean up after his/herself.

9. Right to search: The CFA Leadership Team reserves the right to search backpacks, purses, or any personal items, without notice, for any reason the leaders or staff deems necessary. CFA has a no tolerance policy with regard to weapons of any kind, drugs, alcohol, or tobacco products. Pocketknives should be left at home. Parents of students in violation will be notified immediately and appropriate law enforcement (as applicable) will be called. Immediate expulsion from the Co-op may result from violations of this type.

10. Threats: A student who verbalizes any intent to harm him or herself or others will be taken seriously. Parents will be promptly informed and appropriate law enforcement will be notified, if deemed necessary, to protect the safety of staff and students.

11. Study Hall: 3-12th grades are eligible to enroll in Academic Study Hall. Students may take up to two study halls per semester (unless special permission is granted by the Co-op Leaders). All study halls are considered academic and therefore are purposed for studying, not for socializing. Students are not permitted to talk or study in groups without permission. Students must bring adequate work with them to study halls. Students who do not bring adequate work will have work assigned to them. Students consistently coming to study halls without adequate work may have their study hall privileges revoked.

12. Parent/Family folders: Parent folders will be kept at the Secretary's desk. No one other than the parent is allowed to remove materials out of their own parent folder. If the parent is absent, their designated substitute parent may remove materials from their folder. **No students, regardless of age, may access the Parent folder or remove items from the Parent folder.** The Secretary, by parental permission, may remove items from the Parent folder and give items to that parent's older student if the parent is absent.

13. Medication policy: CFA is not responsible for administering prescription medications needed by any student.

14. Weather: The Co-op will follow Shawnee district for school closings for inclement weather. If Co-op is closed for other reasons, families will be notified via email, website, or other means deemed necessary by the situation.

15. Resource Room: is off limits to students unless permission has been given. With permission, only students who are assisting (tables, supplies, and materials) may be in Resource Room.

16. Copyright laws: All teachers, assistants, and all co-op members must abide by and uphold all copyright laws. Teaching materials (including, but not limited to, textbooks, workbooks, c.d., dvd, printed materials, etc.) may only be reproduced within the confinements of the copyright laws. Copying shall not be a substitute for the purchase of books and is limited approximately to a chapter from a book.

17. Classroom Supplies and Equipment: If a class requires additional supplies, a \$10 per-year, per-student fee may be charged. The Co-op room will have limited basic supplies for teachers to use. Borrowed items must be returned at the end of each class. Host Church's supplies may only be used with permission from church secretary or staff member. Teachers may bring their own equipment, as feasible, to use at Co-op. To use the Host Church's equipment, permission must be obtained through a Co-op leader a minimum of one week prior to the day the equipment is needed.

18. Field Trips: Field trips should be planned on days when Co-op does not meet. If unavoidable (such as events planned by OCHEC or other organizations), students are responsible for making up any and all class assignments missed. Field trips should only be planned occasionally and must be relevant to the class for which the field trip is planned (e.g., government classes: trips for Capitol Day, etc.). Teachers must notify and obtain approval from the CFA Leadership Team a minimum of two weeks prior to the field trip. A medical release form must be completed for all participating students regardless of age; the medical release forms must be given to the teacher by the day of the field trip. Teachers are required to take the completed medical forms with them on the field trip. **Any student who does not have a completed medical form turned in by the day of the field trip will not be allowed to go on the field trip.**

C. Classroom Behavior

In keeping with our Statement of Purpose, helping teachers to be effective in their classrooms and for optimal learning to take place, teachers will expect students to abide by accepted standards of proper classroom behavior. These standards relate three general guidelines of behavior.

- 1. Students must show respect to all who are in authority over them.**
- 2. Students must show respect for their classmates.**
- 3. Students must commit to complete assigned work.**

Specific guidelines for classroom behavior in CFA classes are:

A. Attendance

- Students must be prompt to each class.
- Students will attend all and only the classes in which they are enrolled.
- If a student must be absent from class, his/her parent needs to inform his/her teachers.

B. Classroom Behavior

- Students must show respect to teachers, assistants, other adults, and other students.
- Students will refrain from being distracting (talking, making distracting noises, using bad manners, sleeping, etc.).
- Students must be attentive to teachers during classes.
- Students need to get a drink and/or use bathroom facilities between classes. Students will not be permitted to leave classroom for drinks or bathroom breaks during class (unless emergency; permission must be granted by teacher).
- Students are to adhere to all rules and guidelines as set forth in the Policies and Procedures Handbook and other applicable papers.

C. Preparedness

- Students must be prompt to class.
- Students must bring all required materials (textbooks, paper, pen, etc.) to class.
- Students must bring all completed assignments to each class on the due dates.
- Students who habitually fail to come prepared are subject to removal from that class (all financial obligations still must be met).

D. Secondary students (7th-12th)

- Secondary students are required to maintain a minimum of a 70% grade point average in each class.

- Secondary students not maintaining this requirement will result in a parent-teacher conference to address and improve the situation. If these measures are not successful, the student may be removed from the class.

E. Class dismissal

- Students must remain in class until the teacher dismisses them (even if the bell has rung).
- Students must obtain permission from the teacher to leave the class before dismissal.
- Students are responsible for cleaning table messes and taking all their belongings with them after being dismissed.

D. Dress Code

All CFA students are expected to exhibit modest dress, as becomes a Christian man or woman. As a general rule, please consider and respect the standards of others. If your apparel and/or accessories could be distracting or offensive to a student, teacher, or parent please refrain from wearing these items to CFA classes. The CFA dress code applies equally to students, teachers, assistants, volunteers, parents, and visitors.

1. Nametags (will be worn by all Co-op members)

- Nametags must be worn where they can be clearly seen.
- Nametags must not be altered (no drawings, markings, etc.).

2. Clothing

- Shorts/Pants: Shorts must be at least fingertip length when arms are relaxed at side. No lounge/pajama pants or sagging pants/shorts. No unreasonable holes (torn knees, slits, etc.).
- Shirts/tops: No tank tops, revealing necklines, see-through garments, or spaghetti straps. Nice T-shirts and other nice casual tops may be worn.
- Dresses/Skirts: Must be at least knee length. Male students may not wear clothing traditionally defined as female clothing.
- Head coverings: May not be worn inside the building. This includes ball caps, hats, scarves, doo rags, hoods, bandanas, and other head coverings. Exceptions for religious purposes will be addressed by the CFA Leadership Team on an individual basis.
- Shoes: Must be worn at all times.
- Immodest wear: No midriff-skin may be revealed. No undergarments may be exposed.
- Graphics/Writings: No inappropriate graphics/writings are allowed on garments or other items, including foul/offensive language, innuendos, drug, alcohol, or tobacco, inappropriate concert/band t-shirts, or controversial items.
- Students wearing inappropriate clothing will be taken home by parent so that offending student may change into appropriate clothing and return to Co-op. If it is not feasible to be taken home, the Co-op will provide offending student with alternative clothing to be worn for remaining Co-op day.

3. Hair

- Extreme unnatural hair colors (such as pink, blue, Goth look, etc.) are not permitted.
- Extreme hairstyles (such as Goth look, Mohawk, Punk styles, etc.) are not permitted.
- Students' eyes must be clearly seen; bangs may not be past the eyebrow line.

4. Jewelry

- No distracting jewelry or accessory (such as noisy bracelets, oversized earrings, necklaces, etc.) is permitted.
- No offensive jewelry (such as anti-Christian jewelry, drug paraphernalia jewelry, etc.) is permitted.

- Display of any piercing or tattoos is not permitted during Co-op meeting hours. Exception: Females may have pierced ears.
- Students wearing inappropriate jewelry must remove jewelry and take it to their parent.

5. Please note that it is impossible to make a comprehensive list of all forms of inappropriate dress. In the event that a judgment needs to be made, the CFA administrator and/or leadership will make the determination of appropriateness. **If in doubt, don't wear it!** Remember: There are six other days of the week to wear whatever you and your parents deem appropriate.

**Christian Family Academy
Handbook Agreement & Commitment**

“It is by his deeds that a lad distinguishes himself, if his conduct is pure and right.” (Proverbs 20:11)

As members of the CFA Home School Co-op, we represent our families, our co-op, and most importantly, our Lord Jesus Christ. In recognition of this, we should behave in a manner consistent with the precepts presented in God’s Word. The purpose of this commitment is to promote a Christ-like attitude in our learning environment and to encourage the development of positive, servant-like Christian relationships amongst each other.

All relevant parties have read and understand the Policies and Procedures Handbook and understand the terms, and agree to abide by those guidelines, as indicated by your signature below.

Parents/Guardian

(Print Full Name of both parents)

(Signature of both parents)

(Date signed)

Student(s)

(Print Full Name) (Signature)

(Date signed)

Statement of Faith

The Christian Family Academy Home School Co-op families, teachers and assistants agree to the following in an effort to cooperatively glorify the Lord Jesus Christ while training and educating the children of the Co-op:

- H. The Bible is the inerrant, inspired, only Word of God in its entirety. The Bible is the supreme and final authority in faith and in life. (2 Timothy 3:16-17; 2 Peter 1:21)
- I. There is one eternally existent God, manifesting Himself as Father, Son, and Holy Spirit, each one equal in nature and equal in power. (Matthew 3:16-17; 2 Corinthians 13:14)
- J. Jesus was God and came in human flesh, being fully God and fully man, except without sin. (John 1:1-2, 14)
- K. Jesus Christ was born of a virgin, lived a sinless life on earth, offered Himself on the cross as the only sacrifice for the sins of all men. He rose bodily from the grave on the third day, ascended to the right hand of God, and intercedes for us as our High Priest. (Matt. 1:22-23, John 20:26-29, Hebrews 4:14)
- L. Salvation comes by grace through faith in Jesus Christ. (Acts 13:38-39) The central purpose of the coming of Jesus Christ was to pay the penalty for man's sin through His substitutionary death on the cross, the successful accomplishment of which was attested to by His subsequent bodily resurrection. All humans are sinful by nature and can only be forgiven and saved by repentance and the expression of trust in Jesus as savior. (Romans, 3:23 & 5:12, 1 Corinthians 15:3-4; Acts 1:3)
- M. Salvation is offered as a gift, free to the sinner. This gift must be responded to in individual faith, not trusting in any personal works whatsoever, but in the sacrificial death of Jesus Christ alone. Salvation is wholly of God's sovereign grace. Romans 6:23, Ephesians 2:8-9)
- N. The Holy Spirit convicts, converts, and regenerates sinners to become true believers of Jesus Christ. The Holy Spirit dwells in the believer, teaching and guiding for holy living. (Acts 1:8)

By my signature, I acknowledge that I have read, understand and live my life in accordance with the tenets set out in this Statement of Faith. Further, I acknowledge that I have read and agree to the Teacher Responsibilities set out in the CFA Co-op handbook this _____ day of _____, 2010.

Signature

Printed Name