



City of Life Christian Academy

**PARENT-STUDENT
HANDBOOK**

2022-2023 Academic Year

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School Hours

-M, T, Th, F-

Preschool (K-3, and K-4)	8:00 a.m. to 3:00 p.m.
Elementary (K-5 through 5th grade)	8:00 a.m. to 3:00 p.m.
Middle and High School (Grades 6 through 12)	8:00 a.m. to 3:15 p.m.

-Wednesday-

Preschool (K-3, and K-4)	8:00 a.m. to 2:00 p.m.
Elementary (K-5 through 5th grade)	8:00 a.m. to 2:00 p.m.
Middle and High School (Grades 6 through 12)	8:00 a.m. to 2:15 p.m.

Office Hours

M, T, Th, F: 8:00 a.m. to 3:30 p.m.
W: 8:00am to 3:00 p.m.

Contact Information

2874 E. Irlo Bronson Memorial Highway
 Kissimmee, FL 34744

Phone: 407-847-5184

Fax: 407-201-4876

Website: www.colca.education

City of Life Church Service Information

Sunday Services

Kissimmee Campus - 9:30 a.m., 11:30 a.m.

Kids' Church and Nursery are available during Sunday Services.

For more information, please contact the church office at 407-847-9397 or visit www.col.tv

Table of Contents

Table of Contents	3
An Introduction to City of Life Christian Academy	7
Positional Statements	7
Affiliation and History	7
Mission/ Purpose Statement	7
Vision Statement	7
Core Values	8
City of Life Christian Academy	8
Statement of Faith	8
Foundations of Our Faith	9
Key Objectives	10
Spiritual Formation Goals	11
Philosophy of Education	11
Admission Information	13
New Students	13
Re-enrollment of Existing Students	14
Financial Policies	15
Registration and Application Fee Refund Policy	15
Payment Agreement	15
Missed Payments and Returned Check Charges	15
Full Year Enrollment	16
Withdrawal	16
Academics	17
Curriculum	17
Bible Classes	17
Study Skills	17
Student Planners	17
Homework	17
Quizzes and Tests	18
Progress Reports and Report Cards	18
Standardized Achievement Testing	18
Grading Scale	18

Honors Recognition	19
Elementary Honor Roll	19
Secondary Honor Roll	19
Academic Probation	19
High School Graduation Requirements	20
Request for Transcripts	20
Policies and Procedures	21
Internet Use Policy	21
Dress Code	22
Our Philosophy	22
The Role of Parents	23
Enforcement Procedures	23
Dress Code for Kindergarten and First Grade	23
Dress Code for Preschool and Elementary	23
Dress Code for Grades 6 and Up	24
Dress Code for Physical Education	24
Dress Code for Christian T-Shirt and Jeans Day	25
Dress Code for Field Trips	25
Dress Code Options for Cool Weather	25
Appearance Specifics	26
Lost or Stolen Items	26
Attendance Policies and Procedures	28
Excused Absences	28
Unexcused Absences	28
State Guidelines: Mandatory Attendance and Loss of Credit	29
Elementary and Middle School (K-5 through 8th grade) students:	29
Attendance Policy for K5 - 5th Grade	29
Attendance Policy for 6th - 8th Grade	29
Attendance Policy for 9th - 12th Grade	29
High School students:	29
Tardiness	29
Consequences of Chronic Tardiness	30
Early Release From School	30
Emergency Procedures	31
Severe Weather Drills (Code Red In)	31
Fire Drill (Code Red Out)	31

Code Yellow Lock	31
Emergency Closings	31
Parent Participation	33
Parent/ Student Orientations	33
Parent-Teacher Conferences	33
Parent Partnership Team	33
Volunteering	33
Special Events	34
Field Trips	34
Chaperones and Classroom Visitors	34
Etiquette and Decorum	36
The City of Life Christian Academy Honor Code	36
No Bullying Policy	36
General Decorum	37
Classroom Decorum	37
Hallway and Parking Lot Decorum (when walking as a class unit)	38
Restrooms and Locker Rooms	38
Assembly and Lunchroom Decorum	38
Playground Decorum	39
Student Relationships	39
Behavior	40
Intolerable Behavior	40
Parental Cooperation	41
Detention	42
Conduct Probation	42
Suspension and Dismissal	43
Behavior Management System	43
Behavior Management System Consequences	43
Medical Policies and Procedures	45
Medical Policy	45
Emergency Medical Procedures	46
Communicable Diseases	46
Health Requirements	46
Immunizations	47
Immunization Requirements by Grade Level	47

Miscellaneous Policies	49
Child Abuse	49
Sexual Harassment	49
Items Best Left at Home	49
Weapons	49
Search and Seizure	50
Chapel Services	51
Philosophy of Worship	51
Lunch	52
Nutrition	52
Lunchtime Responsibilities	52
Home-Packed Lunches	52
Lunchtime Guest	52
Before & After School Care	53
Adult Supervision on Campus	53
Philosophy of Before & After School Care	53
Registration	53
Dress Code	53
Late Pickup	54
IMPORTANT	54
Athletics	55
Physical Education	55
Dress Code	55
Extracurricular Activities	55
Academic Requirements for Athletics	55
Athletic Fees, Physicals, and Insurance	55
Participation Guidelines	55
Lord Of All	56

An Introduction to City of Life Christian Academy

On behalf of City of Life Church's senior pastors, Dr. Jeffrey and Amy Smith, the administration and faculty of City of Life Christian Academy welcome you. We are excited to have you on our "team." The parents, school faculty, and students at City of Life Christian Academy are, in fact, a "team" that must work together in harmony to prepare for each student's future.

Positional Statements

Affiliation and History

City of Life Christian Academy (COLCA) is a private, nonprofit Christian school, a ministry of City of Life Church. The school is a member of Oral Roberts University Educational Fellowship and is accredited by the International Christian Accrediting Association (ICAA) and Cognia (formerly known as AdvancEd). The school offers quality educational services for students K3 through 12th grade.

City of Life Christian Academy admits students without regard to race, color, national origin, sex, age, disability, or any other legally protected status in accordance with applicable local, state, and federal laws.

Established in 1991 by Dr. Gary Smith, the founding pastor of City of Life Church, the school has grown from a small group of students to a thriving, fully accredited learning institution that instills dignity and esteem to each student who attends. With the Holy Bible as its foundation for learning, COLCA focuses on the vital areas of academics, self-discipline, spiritual development, esteem for others, respect for authority, and patriotism for God and country.

Mission/ Purpose Statement

*"To make the Hope of Jesus known by discipling Christian students to
LOVE GOD, SERVE OTHERS, and LIVE BIG
in an environment that is spiritually, emotionally, and physically safe,
in preparation for their God-given destinies."*

Vision Statement

*"To make the hope of Jesus known by building a large,
Christ-centered school, transforming culture through discipleship,
and equipping ordinary students to lead others"*

and live dynamically for the cause of God's kingdom."

Core Values

- The Holy Bible is our foundation for learning, with emphasis on the vital areas of academics, self-discipline, spiritual development, esteem for others, respect for authority, and patriotism for God and country.
- City of Life Christian Academy, in partnership with the home and the church, seeks to provide a quality education of the highest standard.

"And that from a child thou has known the holy scriptures, which are able to make thee wise unto salvation through faith which is in Christ Jesus."

II Timothy 3:15 (KJV)

- City of Life Christian Academy recognizes that the teaching of God's commandments is itself a command given by God first and foremost to parents, as indicated in Deuteronomy 6:7 (KJV): *"And thou shalt teach them [commandments of the Lord] diligently unto thy children, and shalt talk of them when thou sittest in thine house...."*
- All instructors and staff will exhibit spiritual and emotional maturity, will follow biblical principles, and will live in harmony with our "Statement of Faith."

City of Life Christian Academy Statement of Faith

1. **The Bible as God's Word**
We believe the Bible is the only infallible rule of faith and conduct and is inerrant in its original form.
2. **Jesus as God**
We believe that Jesus was more than just a good man, a prophet, or the founder of the world's largest religion. He is God... perfect in character, eternally existent, and possessing all the attributes ascribed in scripture to deity.
3. **The New Birth**
We believe that salvation is matter of grace activated through faith, leading to individual spiritual regeneration (the new birth).
4. **The Second Coming of Christ**
We believe that human history has a predetermined conclusion, when the risen and ascended Christ will return with his saints in order to establish his physical kingdom in the earth.
5. **The Gospel**
We believe that the highest purposes of the church are to convince unbelievers to

accept Christ as their Savior and to bring to spiritual maturity those who believe.

Foundations of Our Faith

1. We believe in the verbal inspiration of both the Old and New Testaments, i.e. that the very words of the original Scriptures are infallible and inerrant and that they are our final and absolute authority in every area of life and knowledge (**II Timothy 3:16, II Peter 1:21**).
2. We believe in one God, eternally existing in three co-equal persons: Father, Son, and Holy Spirit (**John 4:24, Romans 8:14-15**).
3. We believe that Jesus Christ was conceived by the Holy Spirit, born of the Virgin Mary, and that He is both undiminished deity and genuine humanity in one person forever (**Isaiah 7:14, Matthew 1:8-25, Colossians 1:15, John 1:14, Philippians 2:6-9**).
4. We believe that God the Holy Spirit is a personal being who convicts the world of sin; who regenerates, indwells, empowers, guides, and bestows spiritual gifts on believers; and who seals believers eternally for God (**John 6:37; John 16; Romans 8; Ephesians 1:13-14, 4:30**).
5. We believe that man was created by God in His image, not from previously existing life; that all men sinned in Adam (the historical father of the entire human race) and thus incurred both physical and spiritual death; and that all men have inherited a sinful nature (**Genesis 1-3; Ephesians 2:1; Romans 1, 5; Romans 3:23**).
6. We believe that Jesus Christ died as a substitutable sacrifice for our sins and that, through faith in Him as Lord and Savior, we are declared righteous by God (**II Corinthians 5:21, Hebrews 7:24-27**).
7. We believe that salvation is by grace through faith in Jesus Christ, totally apart from human merit, and that the experience of regeneration produces a new creature in Christ (**II Corinthians 5:17; Titus 3:5; Ephesians 2:8,9**).
8. We believe that Jesus Christ rose bodily from the dead and that He ministers as our Great High Priest and Advocate (**Luke 24:1-6; Hebrews 10:12; I John 2:1,2; Hebrews 7:25**).
9. We believe in the literal, visible, bodily return of Jesus Christ with His saints to establish His kingdom (**Acts 1:9-11, Revelation 19, John 14:2**).
10. We believe in the bodily resurrection of the just and the unjust, the everlasting blessedness of the saved, and the everlasting punishment of the lost (**Revelation 20, 21; I Corinthians 15**).
11. We believe that all believers are under the mandate of Jesus Christ to proclaim the Gospel (**Matthew 28:19-20, Acts 1:8**).
12. We believe that, as an act of obedience after receiving Jesus Christ as Savior and Lord, a believer is to be baptized (**Acts 8:26-39**).
13. We believe that marriage is a sacred union held between a man and a woman who have a lifelong commitment as husband and wife. This covenant is the foundation of a biblical family and the source of human flourishing (**Genesis 2:24**).

14. We believe that a culture of unity in Christ is unstoppable. God's gift to His people to protect unity is understanding and submitting to spiritual authority. Therefore, we emphasize submission to authority as an essential aspect of our community. This submission starts with our Senior Pastors and continues with every person who carries delegated authority (**Romans 13:1; Hebrews 13:17; 1 Peter 2:13**).

Key Objectives

City of Life Christian Academy seeks to provide our students with spiritual and moral instruction from the Holy Bible, God's Word. We seek to help each student develop the following:

- A growing relationship with our Lord and Savior, Jesus Christ.
- A heart and character that expresses the virtues of the Spirit (love, joy, peace, patience, goodness, gentleness, faith, meekness and self-control).
- A desire to seek God's will for his/her life and obedience to that will.
- A desire and ability to lead a Christian lifestyle in today's society.
- A desire to function with personal integrity, honor, and a strong work ethic.
- An attitude of respect and compliance towards authority.
- An attitude of selflessness and respect towards schoolmates.
- A godly attitude towards the institution of holy matrimony and family and the spiritual convictions necessary to establish a Christ-centered home.
- A desire to participate and serve in the local church body.
- An attitude of respect, gratitude and responsibility towards his/her rights as an American citizen.

COLCA seeks to provide our students with a challenging academic program that prepares them for future scholastic endeavors and career success. Our academic programs foundation is from a Biblical Worldview.

COLCA also seeks to establish and maintain trusting and communicative relationships between parents, teachers, and school officials. We believe this type of understanding and cooperation is critical to the successful education of each student.

Spiritual Formation Goals

Our students should:

- Demonstrate an indwelling of the Holy Spirit that teaches and guides the believer into all Truth.
- Understand who he/she is in Christ Jesus.
- Recognize the authority of the Scriptures and apply the Word of God to daily living.
- Involve him/herself in personal Bible study, prayer, and devotions.
- Demonstrate compassion for the lost and downtrodden and take an active role in ministering to their needs.
- Evidence a Biblical view of the world and discern the worldview represented in the ideas of others.
- Demonstrate the Fruit of the Spirit.
- Affiliate with and be actively involved in a local Bible-believing church.

"I thank my God every time I remember you. In all my prayers for you, I always pray with joy because of our partnership in the gospel from the first day until now, being confident of this, that he who began a good work in you will carry it on to completion until the day of Christ Jesus." Philipians 1:4-6

Philosophy of Education

City of Life Christian Academy always acts in cooperation with the home and the church.

The foundation of Christian education is the Word of God. The biblical principles of God's Word stand against the godless philosophies of humanism, materialism, and situational ethics (see Colossians 2:8).

Christian education is first and foremost the responsibility of the Christian home. City of Life Christian Academy seeks to assist parents in this process, not to act as a compensator for lack of Christian priorities in the home. Like parents and pastors, COLCA educators seek to nurture God's plan for each child and to equip each child academically so the child can fully realize the destiny God has planned for his/her life.

COLCA seeks to maintain an orderly campus, conducive to respect between faculty and students. Our administrators, faculty, and staff are all mature Christians who desire to teach and lead by example, as well as by instruction.

COLCA maintains that the most important lessons in physical education or in competition in academics or the arts are those of good sportsmanship, self-sacrifice, and a positive attitude.

The home and the church must contribute to student progress by establishing attitudes that encourage respect, integrity, and self-discipline. Ultimately, the successful Christian development of the student is dependent upon the student, the home, the church, and finally, the school.

When the COLCA administration believes that the home/school relationship is not in harmony with this stated philosophy and the terms of the Harmony Agreements are being violated, students may be refused enrollment in the school or may be required to leave the school without tuition refund and without release from the Financial Policies Agreement.

Admission Information

Students will be required to maintain a minimum 2.0 grade point average and satisfactory conduct. City of Life Christian Academy reserves the right to dismiss any student demonstrating poor conduct and/or academic performance.

Re-enrollment of Existing Students

Each year it is necessary for parents to re-enroll their children for the coming school year. Students will not be re-enrolled automatically. Early re-enrollment is offered each year so current students can secure a position for the coming year before those positions are made available to new students. Re-enrollment for the coming academic year is typically offered during the month of January. In February, however, enrollment for the coming year will be opened to both currently enrolled students and new students. And when available seats are filled, enrollment will be closed.

In order to secure a student's space in the school, a non-refundable registration fee is due upon re-enrollment. All accounts with the school must be current before a student can re-enroll.

To re-enroll, parents must do the following:

1) Re-enrollment is for families who are currently enrolled. The first step in re-enrollment is to go to www.colca.tv and complete the online requirements including but not limited to:

- Re-enrollment Application
 - Updates on FACTS account
- Parent Student Harmony Agreement
- Internet Use Agreement
- Financial Policies Agreement
- Consent and Release Form
- Parent Awareness Report

2) After completing the online paperwork, parents will be contacted by an enrollment facilitator who will notify the family of their enrollment status.

- If the child is entering K5 or 7th grade, the parents must submit a copy of the updated State of Florida Immunization form showing that they have updated immunizations. They will not be enrolled until this is submitted.

Families who fail to complete their re enrollment paperwork by the required date will lose their students' space for the upcoming year.

Financial Policies

Parents should note the financial policies that relate to enrollment and reenrollment.

Registration and Application Fee Refund Policy

The registration fee must accompany the application forms. Registration and application fees are non-refundable.

Payment Agreement

Parents enrolling their child at COLCA agree to pay all tuition, fees, and school- related costs according to the signed Financial Policies Agreement. Parents who pay the annual tuition in full must do so by June 1st and will receive a \$100 discount per child. Parents opting to make monthly tuition payments must set up an account with FACTS. (FACTS is the school's contracted tuition management firm).

Parents enrolling a child are responsible for payment of all tuition, fees, and related costs. Any financial arrangements made between a parent and a third party concerning the payment of tuition, fees, or the costs of Before & After-School Care are the private concerns of the parents and do not involve City of Life Christian Academy. The school is not responsible to collect any delinquent fees from a non-custodial parent, relative, or benefactor who does not have a written agreement with the school. Unless there is a court order (on file with COLCA) holding a third party responsible for any unpaid tuition, fees, or costs, the enrolling parent will be held responsible for all financial obligations.

Missed Payments and Returned Check Charges

Your child can be expelled from City of Life Christian Academy as a result of past due tuition. Delinquent account balances may be carried (but are not required to be carried) a maximum of 60 days before the student is expelled. However, it is best for families to be proactive and to contact the Financial Coordinator as soon as they become aware of a payment concern.

- A late fee of \$25 will be charged to all accounts that are more than five days past due.
- In addition, accounts past due 15 days or more will be charged a 5% fee.
- A \$25 fee will be charged for each returned check.
- A \$25 fee will automatically be drafted from your account for each FACTS payment attempt that is rejected.

- If a FACTS payment is rejected, FACTS will attempt to collect payment again on the next “pull” date, either the 5th or the 20th, regardless of your regularly scheduled payment date.
- After three (3) “insufficient funds” checks, payments must be made by cashier’s check or money order.
- If you choose to pay with American Express, a 4% processing fee will be added (American Express charges the school 4% of every dollar processed and charges additional monthly fees).

Full Year Enrollment

Parents/guardians are expected to pay the tuition and all related expenses for the entire school year. A child’s placement in the school means that others (and their tuition revenues) were denied admission in the expectation of that child filling the space in the school for the entire academic year.

Withdrawal

In the event a student withdraws from the school (regardless of which party initiates the process), the parent/guardian will be responsible to pay a \$250 withdrawal fee per family and possibly pay the remaining balance of the tuition for the academic year. The academy plans for and makes purchases to meet the educational needs of every student for an entire school year. Withdrawals adversely affect the budget projections established on the basis of enrollment.

Academics

Our primary responsibility at City of Life Christian Academy is to educate children. To enable us to fulfill this objective, we adhere to the following practices:

Curriculum

City of Life Christian Academy employs the use of curricula that are Christ-centered, academically sound, and “back to basics” in nature. Publishers include, Abeka, Bob Jones, Positive Action, Saxon, McGraw Hill, Wordly Wise, Ignitia, and Sadlier. At COLCA, the teacher is considered the best curriculum, and each teacher works to integrate Biblically based teaching into every subject they teach, regardless of the textbook. As City of Life Christian Academy continues to grow and develop, other curricula will be employed that meet the same biblical standards.

Bible Classes

All students at City of Life Christian Academy are required to take Bible courses as offered by the school each year they are enrolled as a student.

Study Skills

City of Life Christian Academy recognizes that the following characteristics are conducive to successful academic achievement:

- Arriving on time for school and class
- Bringing materials required for class
- Listening attentively and actively participating in classroom discussions
- Asking questions when not understanding the discussion or lesson
- Planning a time for homework each day and understanding the expectations for each assignment before leaving class

Student Planners

To encourage the development of organizational and study skills, all students are required to use the provided student planner. Depending on grade level, parents must review and initial the planner each evening.

Homework

Homework will be assigned at the teacher's discretion. Delinquent and incomplete homework will affect the student's grade. Lost assignments are not the responsibility of the teacher. Although students may claim to have submitted an assignment, credit cannot be given unless the teacher can confirm receiving the assignment.

Quizzes and Tests

All tests and quizzes are to be taken on the day they are scheduled. Missed tests and quizzes due to illness or a family emergency must be rescheduled to be taken within two days or at the teacher's discretion. (A note from a parent or a confirmation of the illness is required). However, students should come to class prepared to take the missed test or quiz on the day they return to school. Missed tests and quizzes due to non-emergency situations will be administered the day the student returns to class.

An *Incomplete* issued at the end of a grading period due to a missed test must be rectified within a week of receiving the report card. An *Incomplete* at the end of a school year will be satisfied by averaging existing grades and issuing a final grade no better than a "C."

Progress Reports and Report Cards

Progress reports will be emailed to parents at the midpoint of each of the nine-week marking periods. The progress report is designed to lay the groundwork for addressing

areas of concern, either academically or behaviorally.

Report cards will be emailed to the parents unless otherwise requested.

In the event that a student's academic performance suddenly and drastically declines, the parent can expect to be notified within five school days of the onset of the noted change in performance. The teacher will notify the principal as well.

Parents are encouraged to daily check their students grades and homework through FACTS.

Standardized Achievement Testing

The Terra Nova is given annually during the month of April to all City of Life Christian Academy students, grades K5 through 11th grade. 12th grade students who did not take the ACT or SAT and receive the results before the scheduled Terra Nova test are required to take the Terra Nova.

PSAT Requirements

Students are required to take the PSAT in 11th grade (October test date).

Grading Scale

The following grading scale is utilized by all schools in Osceola County.

A	90-100	4.0	(O, Outstanding Progress)
B	80-89	3.0	(VG, Outstanding Progress)
C	70-79	2.0	(S, Average Progress)
D	60-69	1.0	(N, Lowest Acceptable Progress)
F	0-59		(U, Failure)
I			(Incomplete)

At the middle school and high school levels, a numerical average is determined by the teacher at the end of each nine-week grading period, and the corresponding letter grade, as determined by the grading scale, is recorded on the report card. If a semester examination is given, the numerical examination score is also converted to the corresponding letter grade and reported on the report card.

High School Graduation Requirements

High school diploma requires twenty-four credits:

- Four credits in English Language Arts- Must be ELA I, II, III, and IV.
- Four credits in Mathematics- a student must earn one credit in Algebra I and one credit in Geometry, the other two credits can be substituted with related subjects.
- Three credits in Science- Two of the three required credits must have a laboratory component. A student must earn one credit in Biology I and two credits in equally rigorous courses.
- Three credits in Social Studies- a student must earn one credit in United States History, one credit in World History, one-half credit in economics, and one-half credit in United States Government.
- One credit in Fine or Performing arts, Speech and Debate, or Practical Arts
- One credit in Physical Education- must include the integration of Health.
- Eight credits in electives- four credits must be a Bible class while the student is at COLCA. Other electives include: P.E., Dance, Drama, Chorus, Personal Finance, Computer

A student who earns a cumulative grade point average (GPA) of 2.0 on a 4.0 scale and meets the twenty-four credits requirements shall be awarded a standard high school diploma.

Request for Transcripts

Parents or guardians may request a copy of their child's report card. Report cards are not released to parents when prohibited by a court order (the court order must be on file with the school office). To maintain confidentiality, the school will not release records/transcripts to anyone (other than school personnel or contractors) without the approval of the parent. Transcript requests require a two-week processing time. In instances of student withdrawal and transfer, official transcripts are forwarded directly to the next school where the student enrolls.

PLEASE NOTE: Report cards and transcripts will not be released when the student's account at the school has an unpaid balance.

Policies and Procedures

To ensure the efficient operation of the school, the fulfillment of our corporate mission, and the safety and development of our student body, we have implemented the following policies and procedures, which will be administered and enforced without prejudice.

Internet Use Policy

At City of Life Christian Academy, the Internet user will be held responsible for his/her actions whenever using the Internet. Unacceptable use of the network will result in the suspension or revocation of Internet privileges. Some examples of unacceptable use are:

- Using the network for any illegal purpose
- Using the network for financial gain or for initiating any financial transaction
- Degrading the equipment or disrupting its performance (any security problems should be reported to the technology coordinator and not shared with other users)
- Vandalizing the data of another user
- Wastefully using finite resources after being warned and instructed regarding proper use
- Gaining unauthorized access to resources, which includes any attempt to bypass the sensor ware installed on a computer with Internet access
- Invading the privacy of individuals, including the reading of mail that belongs to another person without his/her permission
- Using an account owned by another user, with or without that person's permission
- Posting personal communications without the author's consent or posting information not intended for publication
- Posting rude, profane, or inappropriate messages (including abbreviated text or cryptic messages)
- Downloading viruses or attempting to circumvent virus protection programs
- Violating the spirit of COLCA's mission statement

The Internet user and his/her parents must understand that he/she uses the Internet at his/her own risk. Considering the provisions above, COLCA cannot assume responsibility for:

- The reliability of the content of the sources utilized over the Internet. (Students must evaluate and cite sources appropriately.)
- Costs that the student incurs if he/she requests a product or service for a fee.
- Any consequences for the disruption or unavailability of Internet service.

- Though every effort will be made to ensure a reliable connection, there will be times when the Internet service is down or when computers are scheduled for use by teachers, classes, or students.
- Guaranteeing privacy of mail. Though we support privacy of email, users must not assume that this is guaranteed. The technology coordinator and the principal reserve the right to investigate possible misuse or to monitor any email that comes through COLCA computers.

Students and parents must read and sign the school's Internet Use Policy Agreement and must agree to follow the rules contained in it. Both parent and student must understand that, if the rules are violated, the student's privileges will be terminated and the student may face other disciplinary measures. The student must agree to use the Internet according to the code of ethics contained in the Internet Use Policy Agreement as long as enrolled at City of Life Christian Academy, and parents must agree with the policy and assist the school in enforcing it.

Social Media Policy

Parents and students must understand that social media posts are a public record and will be handled as if the student stood up in class and spoke the words or showed the image that was posted. The consequence for unacceptable posts include detention or suspension at a minimum but may include dismissal or expulsion. This applies to all students, 24 hours per day, seven days per week while enrolled at COLCA. In the event of a suspected social media violation, COLCA reserves the right to ask the student to provide access to electronic devices and social media accounts in full transparency. Failure to cooperate in a social media investigation could result in discipline up to and including dismissal.

Chromebook Use Policy

City of Life Christian Academy seeks to prepare students for their God-given destinies. In our ever changing society, students who know how to use technology effectively have a greater advantage. Chromebooks are utilized in 9th-12th grade to encourage student abilities as they research, collaborate, learn, and create.

1) COLCA has provided these technology devices (Chromebook laptop, power charger adapter with cord, protective cover) to ensure the academic progress for the student(s).

2) If any assistance is needed for setting up or using the borrowed COLCA equipment, please contact our School office at 407-847-5184.

3) Technology devices must be returned in the same condition they were received. Please make sure devices are clean and fingerprint free.

- 4) The policy and loan form should be completed by front office staff and the borrower prior to any equipment being removed from COLCA.
- 5) Parent(s) will be responsible for the repair/replacement costs of the device if damage occurs due to negligence.
- 6) Chromebook will be used for official school work and activities/applications that will be assigned by either your teachers, guidance counselor, or other school official.
- 7) Students may not borrow or loan out their Chromebooks to other students for any reason.
- 8) Students may not download any software or firmware onto their device.
- 9) Students must abide by the "Internet Use Policy."
- 10) If students forget their device, they must call their parent and sit in the office until the parents bring it. If parent cannot bring device, student is granted a one time pass to rent a device.
A second offense, and parents inability to bring device, student must pay a \$10 cash fee to use a device for the day.
Chronic forgetfulness will require a parent meeting with the Dean to create an action plan moving forward.
- 11) Students understand that anything stored on their devices or uploaded to the cloud may be monitored for harmful or destructive content.

Electronic Use Policy

CELL PHONES / EARBUDS / HEADPHONES (6th-12th grade)

While cell phones are allowed on campus, because of the costly nature of these devices COLCA discourages students in the strongest possible way from bringing them to school.

Any cell phone brought into the school by a student must be turned off and confined to the student's locker until he/she leaves school at the end of the day.

High school students are permitted to use cell phones during the high school lunch period (11:55-12:30). Cell phones found on the person of any student during the course of the school day (whether they are on or off) will be confiscated. Any confiscated cell phone that is turned into the Dean's Office by a school official must be picked up by a parent, either at the end of the day upon which it was confiscated or prior to school beginning the following day. On the first offense, a warning will be issued to the student. A second offense will lead to a sixty minute detention and the parent picking up the phone. A third offense will result

in the student having to turn in the phone to the Dean before school begins and picking it up at days end for a time to be determined. Please note that any other electronic devices such as MP3 players, portable CD, DVD, or PSP players, or Apple watches (and the like) are prohibited on the school premises

The use of headphones or ear-buds is strictly prohibited during the course of the school day. This is a safety measure to ensure that spoken instructions may be heard in the case of an emergency situation. Headphones or ear-buds are never to be worn upon entering the school, when passing from class to class, or upon exiting the school until reaching your ride home. Bluetooth devices are never authorized for use anywhere in the school during any part of the normal school day.

Dress Code

To guarantee that student attire does not detract the students, teachers, and administrators from their primary purpose during the school year, we have employed a comprehensive dress code for the student body.

Our Philosophy

City of Life Christian Academy has a standardized dress code policy for the following reasons:

- To emphasize equality among the students, eliminating clothing competition
- To assist students in concentrating on academic achievement, eliminating any “fashion distraction”
- To establish a neat, consistent appearance on campus, creating a positive, disciplined environment

The dress code will be enforced from the time a student arrives on campus until the student is dismissed for the day. Judgment calls regarding the suitability of jewelry or hairstyles will be made by the faculty and staff. Their judgment will reflect common sense and overall modesty. The appearance of the students must comply with the spirit of City of Life Christian Academy, not distract from it.

While City of Life Christian Academy staff and administrators appreciate the God-given diversity among God’s people, this diversity is best not reflected in the school dress code. In fairness to all students, dress code compliance is a standard measurement, not a relative measurement. All students, K5 through high school, are expected to respect the dress code equally.

The Role of Parents

Upon enrollment or re-enrollment, uniforms should be ordered as soon as possible to help

students stay compliant with the school's dress code. Grace will be granted for noncompliance to the uniform code if uniforms have been ordered.

Parents are encouraged to do their own quick check for uniform compliance each morning to save themselves and the administration the effort of having to address an infraction.

Enforcement Procedures

Uniform compliance will be checked by homeroom teachers at the beginning of each school day. However, throughout the day, other faculty members and school administrators may also address a student regarding uniform compliance. If students did not arrive at school in dress code compliance, students will remain in the office until parents bring the correct uniform. Students must comply with administrator guidance on dress code.

Dress Code for K3- 12th Grade

Young Ladies

DAILY ATTIRE

- Dress shorts (knee length, "walking shorts," "bermuda shorts"): black, khaki (no cargo pockets)
- Pants or **Capris**: black or khaki
- Skorts (knee length): black or khaki
- Polo Shirt with COLCA monogram: white, gray, black
- Shoes: closed toe only, no open-toe sandals, clogs, **crocs, slides**, or slippers. No more than a 1-inch heel.
- **Outerwear: Solid black, gray, or white. Recommend Crewneck Sweatshirts and Hooded sweatshirts to be monogrammed with COLCA logo through vendor. Also permitted: Blink, COLCA team jackets, J1JA, Southern Gospel or Jean jackets without rips or tears.**
- No bandanas or hats

Young Men

DAILY ATTIRE

- Dress shorts (knee length): black, khaki (no cargo pockets)
- Pants: black or khaki
- Polo Shirt with COLCA monogram: white, gray, black
- Shoes: closed toe only, no open-toe sandals, clogs, crocs, slides, or slippers.
- **Outerwear: Solid black, gray, or white. Recommend Crewneck Sweatshirts and Hooded sweatshirts to be monogrammed with COLCA logo through vendor. Also permitted: Blink, COLCA team jackets, J1JA, Southern Gospel or Jean jackets without rips or tears.**
- No bandanas or hats

Dress Code for Physical Education

(uniforms required for grades 9-12)

- Black, gray, gym shorts
- Solid Gray T-shirt: COLCA logo/ Any “COLCA/ Warrior” wear T-Shirt
- Socks and Athletic shoes are required
- Sweatpants and sweatshirts* (optional for cool weather): white, black, or gray

*P.E. uniforms, along with all belongings brought or worn to school, must have student’s name clearly marked in permanent ink on the inside label

Dress Code for Warrior T-Shirt and Jeans Day (every Friday, all grades)

Warrior t-shirt and jeans days are considered a privilege for students who have consistently respected the dress code throughout the week. Students may wear daily uniform attire if they choose to do so. The following guidelines strictly apply:

- Jeans: in excellent condition, well fitted around the student’s waistline (solid black or solid blue), no rips, tears, frayed edges, embellishments, or fades.
- No low rise or extremely baggy jeans dropping off the waist and hips
- No holes, worn areas, or embellishments
- Jean shorts: same standards apply as jeans, knee length

Warrior t-shirt includes:

- Warrior PE and T-shirts purchased through our uniform vendor.
- Any Field trip or class T-shirt
- Any t-shirt displaying the City of Life Church or COLCA name or logo
- Seniors may wear approved Senior Class T-shirt.

Appearance Specifics

Modesty allows the witness of Christ to shine through, rather than attracting attention to oneself through over-stated apparel, jewelry, and hairstyles.

- Clothing:
 - Undergarments worn under polos must be skin color, or the same shade as the polo color worn.
 - Pants are to be worn at the waistline, not in a dropped waist or low-rise style.
 - Shorts and skorts must be knee length.
 - **Modest sleeveless shirts or tank tops are only allowed on campus during sports practices.**
 - COLCA Athletic Warmups are only allowed to be worn on game days.
 - While on campus for school or Before & After-School Care, students must wear uniforms at all times. Students are not allowed to change into non-uniform clothing while waiting to be picked up after school or from After-

School Care. If they wish, students may change into a standard P.E. uniform for After-School Care.

- Hair:
 - Hairstyles must be styled out of the eyes and kept neatly.
 - Natural hair color permitted only, no excessively bright hair colors.
 - Hair carving or shaving is allowed with appropriate imagery.
 - Facial Hair:
 - A fully grown in, well-maintained mustache, beard, or goatee is permitted unless otherwise restricted by Administration.
 - Facial hair must be neatly trimmed and may not present an unkempt appearance.
- Accessories:
 - All jewelry should never cause a distraction or be overstated. Like makeup and hairstyles, jewelry should promote the academy's vision of a uniform campus and should be minimal. Suitability of jewelry is a judgment call that will be made by school officials.
 - Hats and sunglasses cannot be worn indoors at any time.
 - Shoes must have closed toes.
- Piercings:
 - Earrings should not be distracting. Large hoop earrings, or long, dangling earrings cannot be larger than 1.5 inches.
 - No tongue piercings.
 - Elementary age boys may not have ears pierced.
 - Boys and young men in grades 6-12 may have one piercing per lobe.
- Students may not receive new tattoos while enrolled at COLCA.

Lost or Stolen Items

Simply stated, jewelry and personal items of value are best left at home. The school assumes no responsibility for lost or stolen items. Everything that a student brings or wears to campus (uniform items, P.E. uniforms, windbreakers, books, etc.) should be labeled with permanent ink to avoid confusion among students. If items are missing, parents and students are encouraged to check lost and found.

Attendance Policies and Procedures

Regular attendance at school is important for student achievement and should be encouraged. Excessive absence is detrimental to a student's educational progress. Therefore, family trips and medical appointments should be planned during vacations or after school hours. The environment in a classroom setting is one of interaction among teachers and students. If a student is not present to become involved in this process, the student is denying himself/herself a valuable educational experience.

Excused Absences

COLCA and Osceola County recognize excused absences in the following categories:

1. Personal or family illness (if a student is continually sick and repeatedly absent from school, student must be under the supervision of a physician in order to receive an excuse from attendance)
2. Medical appointment (physician note required)
3. Religious holiday
4. Death in the family
5. Approved school activity
6. Court appearance by student (Summons required)
7. Absence which has been approved prior to the absence by the school administration.
8. Absences not included in the excuses listed above shall be unexcused.
9. Students who are "unexcused" or suspended from school may or may not be able to make up missed work. This will be at the principals discretion.

***Absence due to a personal illness or family illness:** A parent or guardian may document up to nine days of illness per semester. All other absences due to illness will be unexcused unless there is documentation from a physician or healthcare provider. If the student is continually sick and repeatedly absent from school, the student must be under the supervision of a physician in order to receive an excuse from attendance.

***Absence due to participation in an academic or school-sponsored activity, a church-sponsored activity, or a family trip/outing:** All absences under these circumstances must be approved in advance by a school official, and teachers must be notified in advance so they can have the opportunity to give the students assignments prior to the absence.

Unexcused Absences

If a student is found to be unaccountable to school personnel or parents, an in-school or after-school detention or possible suspension will be the result of the unexcused absence. Absences for the sake of convenience for the parent or guardian will be unexcused. Absences without proper documentation will be unexcused.

Make-Up Work

Make-up work applies to excused absences only. Teachers reserve the right to give a “0” for all missed quizzes, tests, and assignments during unexcused absences.

Make-up work should be completed within a time period of no more than twice the number of days absent, up to three days of absence. For extended absences, parents should obtain assignments during the absence.

Students are responsible to ask the teacher for missed assignments and to schedule any needed make-up tests/quizzes or assistance from the teacher.

State Guidelines: Mandatory Attendance and Loss of Credit**Elementary and Middle School (K-5 through 8th grade) students:**

Students must be in attendance for 160 days (out of 180 school days). Otherwise, the student will be in jeopardy of being retained for non-attendance (20 total days of excused or unexcused absences).

Attendance Policy for K5 - 5th Grade

Students who miss more than ten (10) days per semester may be in jeopardy of not being promoted.

Attendance Policy for 6th - 12th Grade

In any semester, students are allowed nine (9) excused absences.

Middle and High School students:

Students must be in attendance for instruction in a designated course of study for a minimum of **135 hours** per course to receive credit for that course, translating to **162 fifty-minute** class periods out of 180. This translates into a maximum of 18 absences (excused or unexcused).

In classes that meet for just one semester, students must be in attendance for a minimum of **67.5 hours** to receive credit for the course. This translates into **81 fifty-minute** classes out of 90.

On the 10th day of absence, you will be contacted regarding the situation. If your student cannot comply with this policy, they WILL NOT receive credit for the class (es) they are missing and WILL be asked to leave City of Life Christian Academy.

Tardiness accompanied by a parent or guardian to the office and then to class by the adult who brought the child to school. This procedure prevents younger students from walking across the campus unaccompanied.

Consequences of Chronic Tardiness

Middle and High School Students:

In any semester, your student is allowed 9 unexcused tardies. When your student reaches the 10th-12th tardy, they will serve a 60 MINUTE DETENTION on the given date of detention. If they receive a 13th tardy, they will serve an OUT OF SCHOOL SUSPENSION the following day. If another tardy happens in that semester, they WILL BE ASKED TO LEAVE City of Life Christian Academy. Keep in mind that students will be marked late if not in their homeroom by 8:00AM.

Early Release From School

If it is necessary for a student to be released early from school, the following rules and procedures apply:

1. A written note from the parent or guardian must be received by the administrator no later than the morning of the requested release date.
2. Approval by the administrator must be obtained prior to removing a student from school property (see the Attendance Policy for guidelines for excused and unexcused absences).
3. Not all requests for student release will be considered excused.
4. Only parents, guardians, or those whose names appear on the Emergency Procedure Card may sign out a student. No exceptions!
5. A parent, guardian, or approved person must sign the student out at the office before going to the classroom. No exceptions!
6. The student will be released at the approved time only, not earlier.
7. Students may not sign themselves out. Seniors signing out early must have parental approval.
8. A single note from a parent or guardian may not serve multiple situations.
9. Each medical or dental appointment must have a note from the doctor's office upon the student's return to school, documenting the following:
 - Date and time of appointment
 - The actual time the appointment began and ended
 - An authorized signature from the doctor's office
10. The student is responsible for obtaining all assignments and completing all work missed as a result of the release.
11. Teachers are not allowed to release students without approval from the office.
12. A student will be released only to those individuals who have been listed on the student's Emergency Procedure Card (identification will be required).

Emergency Procedures

NOTE: An emergency situation or an emergency drill can be indicated by either word of mouth or the campus alarm system. If the school communicates an emergency or a drill when classes are changing, students should be careful to distinguish the regular class “bells” from the emergency signals and the all-clear signals. Following a drill, a verbal confirmation will be given before students will be allowed to reenter the building.

Severe Weather Drills (Code Red In)

Each teacher will instruct his or her students regarding the procedures they should follow in the event of a severe weather drill.

1. Students should remain with the class or group they are with at the time the signal occurs.
2. In the event of an alarm, students must NOT return to their homerooms or to the classes they came from. Students should move to their assigned classroom positions in the church’s main sanctuary.
3. There should be NO talking in the event of a weather drill. It may be necessary for the teachers to give verbal instructions.
4. Teachers will remain with their students and supervise the students’ conduct.
5. Students should sit on the floor between their assigned pews.
6. If students are outside the building when a severe weather alarm is sounded, they should return immediately to their classrooms.
7. Each teacher will take attendance after his/her students arrive at their assigned location.
8. A student may be released during severe weather only to the student’s parent/guardian or a responsible party who is listed on the student’s most current Emergency Procedure Card.

Specifically assigned staff will stand watch for further weather warnings and occurrences. When all is clear, teachers will be given a verbal confirmation to return to class with their students.

Fire Drill (Code Red Out)

Fire Drills are held once a month at the recommendation of the Fire Department. Students and teachers practice fire drills once a month. In the event of a fire drill or actual fire, students will silently exit the building with their class.

Code Yellow Lock

In the event of an intruder on campus or a threat nearby, the school will begin the emergency lockdown procedure. Students and Staff practice this procedure once a semester.

Emergency Closings

An emergency closing of City of Life Christian Academy occurs when:

1. Osceola County Public Schools are closed
2. A warning is received that City of Life Christian Academy is in the path of severe winds or weather (hurricane or tornado)
3. There is a reported sighting of a tornado in the vicinity of City of Life Christian Academy
4. There is a report of toxic fumes or fire in the area
5. Buildings are damaged due to fire or flooding

Parent Participation

The education of City of Life Christian Academy students is a partnership between the parents and the school. The school should be regarded and respected as the instrument chosen by parents to assist them in fulfilling their biblical charge to raise their children in the ways of the Lord. Consequently, parents are expected to assist the school in its efforts by setting a godly example in the home, following up with daily homework assignments, and taking responsibility to see that their student has a dress code compliant uniform, gets to school on time each day, and is prepared for the day's classes and activities when he/she arrives. Parents should take proactive steps to nurture understanding between themselves and the school faculty and administration in each of the following ways:

Parent/ Student Orientations

Parent/ Student Orientation is a vital part of the school year. For new families, it introduces you to the culture and expectations of the school. For returning families, you will receive updated information on school policies and procedures. It is required that at least one parent attend with the student.

Parent-Teacher Conferences

Parents must attend conferences requested by a teacher or the principal and are required to respond to the request in a timely manner. Parents may request a conference with a teacher at any time during the school year. Before a conference is requested, parents are asked to check Headmaster Online, as well as communicate with teachers through phone calls or email.

Parent Partnership Team

These parents meet with Dr. Harkema once a quarter. Their role is to facilitate communication between the stakeholders and the administration. Parents are appointed based on previous interest and involvement.

Volunteering

Parent volunteers are always welcome and are often needed to assist with special classroom activities or field trips, to help in the lunchroom or school office, or to coordinate or assist with fundraisers or school events such as Field Day or Homecoming. Parents are encouraged to communicate with their child's teacher or to contact the school office for more information on how they can donate some of their time to benefit the school.

All volunteers must be willing to submit a volunteer application with a nominal fee. As required by state law, the application will be submitted for a criminal background check and for comparison with the sexual predator and sexual offender registration information maintained by the Florida Department of Law Enforcement. As a volunteer, you must agree to abide by the school's rules, regulations, and policies.

Special Events

Special events are conducted during the school year to help the student body celebrate and commemorate holidays and emphasize topics within their curriculum. These events are either school-wide or coordinated for a specific grade level. The success of these special events depends on the availability of parent volunteers to help in organizing, planning, and chaperoning the events. Special events may also present the students with opportunities to minister in a charitable manner. Parents are advised to stay informed of such events by reviewing the calendar of events on the school's website and by reading the school's newsletter.

Field Trips

In connection with their studies in the arts and sciences, the students will participate in a number of field trips during the year. Although these off-campus learning experiences can be a source of real enjoyment for the students, the primary purpose of these excursions is to enrich learning. Teachers may ask students to take notes, and students may be tested on information gathered on the field trip. The school dress code for field trips should be observed on every trip unless otherwise indicated by the teacher.

Parents who offer to assist with class field trips should be aware that the school's rules applying to volunteerism will also apply to these trips. Because parents will be in close proximity to children, their names will be submitted to authorities for a criminal background check and for comparison against the sexual predator and sexual offender information maintained by the state.

Students must adhere to the following guidelines to participate in field trips:

- Return a signed (by a parent or guardian) permission slip to the school prior to the designated deadline.
- Follow all City of Life Christian Academy rules of conduct and dress.
- City of Life Christian Academy conducts educational field trips, and students are expected to attend. Students who are unable to attend an educational field trip may be required to complete an associated educational assignment. This assignment would provide a way of meeting the educational goal of the field trip.

Chaperones and Classroom Visitors

All chaperones must submit a volunteer application with a nominal fee. The application will be subject to a criminal background check and a comparison search of the sexual predator

and sexual offender registration information maintained by the Florida Department of Law Enforcement. As a volunteer, you must agree to abide by the rules, regulations, and policies of the school.

Mothers, fathers, guardians, or adult relatives (age 21 and over) are needed to assist the staff as chaperones during field trips and special events. Infants, Preschoolers, COLCA siblings, or students who are not in the grade for which the off-campus field trip is planned will not be allowed to accompany chaperones. This policy prevents the creation of extreme diversity in age among the students, which could jeopardize proper supervision and discipline. This applies to faculty children as well. Due to insurance restrictions, non-academy children are not allowed to attend class sessions, field trips, special events, or After-School Care.

All school visitors, including parents, must check-in at the school office. Unexpected visitors disrupt the classroom and pose a safety hazard.

Etiquette and Decorum

At City of Life Christian Academy, we are not interested in producing “common” or “average” young men and women. We exist to help each student achieve his or her optimum potential in life. We believe that every one of God’s children is exceptional and that God desires distinction from us in every dimension of our lives: physical, spiritual, ethical, professional, relational, financial, and academic.

To help us pursue this objective for our students and ourselves, we have devised an ambitious Honor Code that inspires courtesy, academic productivity, and spiritual growth, which are fundamental to positive relationships and personal development. We also have devised a comprehensive list of positive behaviors that can nurture admirable character and a list of negative behaviors that cannot be tolerated in an environment where excellence is the goal.

Inherent in the concept of obedience to Christ is having self-control over our own thinking, speaking, and actions so we might glorify the Lord through our words and our deeds. The following code of conduct and the ensuring procedures and restrictions are designed to assist with this effort.

The City of Life Christian Academy Honor Code

A successful learning process is undergirded by a proper code of conduct. City of Life Christian Academy follows a code of biblical conduct with which our student body is expected to comply. These standards nurture a Christ-like attitude of respect, obedience, self-discipline, kindness, and honor. It is the expectation of the COLCA administration that

these principles be followed by all students and their parents, both on campus and off campus:

- To honor and obey those in authority through respectful and cooperative behavior.
- To honor one's fellow students through kindness and love.
- To honor COLCA property and the personal property of others through non-destructive activity.
- To honor class time through attentiveness and by refraining from disruptive or unproductive behavior.
- To honor oneself through a positive lifestyle that benefits body, soul, and spirit and by refraining from immoral or illegal behavior.
- To honor the Lord by reverencing His name, His Word, and the COLCA chapel services.

No Bullying Policy

It is also expected that students follow COLCA's Anti-Bullying Rules.

- We will not bully others
- We will try to help students who are bullied
- We will try to include students who are left out.
- If we know that somebody is being bullied, we will tell an adult at school and an adult at home.

General Decorum

City of Life Christian Academy takes deliberate measures to promote decorum and etiquette. We believe that we are taking part in the development of young ladies and gentlemen as we instill Christian virtues in their lives. And to accomplish these objectives, COLCA emphasizes matters of etiquette, politeness, courtesy, and proper behavior. All of these qualities constitute honorable character. To instill these behaviors, therefore, we promote basic classroom and overall campus decorum in an effort to consistently promote these attitudes. We believe that attention to the small things reduces the probability of big problems.

Throughout the school day, therefore, general courtesy is expected. Consequently:

- Students are expected to display an attitude of gratitude for the privilege and blessing of attending City of Life Christian Academy. Any display of negativity toward the school, student body, faculty, philosophy, or rules will not be tolerated and will be addressed with disciplinary consequences relative to the magnitude of the student's negative attitude.
- Common courtesies from students is expected when students are responding to adults
 - (Yes ma'am, Yes sir, No ma'am, No sir, Please, Thank you).
- Inside and outside voices (different levels of appropriate voice volume) are encouraged, depending on the location.
- The philosophy of "ladies before gentlemen" will be practiced.
- Students must remain seated and raise their hands to ask a question in the classroom or the lunchroom.

- Students must give respect and preferential treatment to adults (preferred seating, etc.).
- Cell phones are the only electronic devices allowed on campus.
 - 6-8th grade: Cell phones must be turned off and placed in lockers or bookbags from 8:15am until 3:15pm.
 - 9-12th grade: Cell phones must be turned off but may be carried on person.

Classroom Decorum

In the classroom:

- Students are expected to enter quietly and begin working while the teacher prepares to take attendance and the lunch count.
- Teachers will not tolerate unrighteous behavior.
- Students may not use the classroom telephones without permission from the teacher. Only under rare and extreme circumstances are students allowed to call home, and those calls must be made from the office. Students may not call home for parents to bring supplies, reports, or books or to make frivolous requests or change plans for transportation after school.
- When a school or church leader enters a classroom, students are expected to remain quiet and to pay attention.
- Students must respect the teachers' property and refrain from touching or removing personal and office supplies from a teacher's desk.
- Students must respect the property of fellow students and refrain from touching or taking anything from a fellow student's desk, backpack, lunch, or locker.

Hallway and Parking Lot Decorum

When changing classes, the hallway and the church campus should be regarded as "quiet zones." At all times, students should speak in whispered voices to avoid interrupting other classes or the work or meetings that are being conducted in the church and school offices.

In the hallways and on campus:

- Students should observe the scheduled times to visit their lockers and should visit them quickly and quietly.
- Students must refrain from entering another student's locker.
- No earbuds or headphones on campus
- Students may not touch any thermostats; faculty and staff alone have the authority to do so.
- Classes should walk quietly in single-file lines.
- Running is prohibited.
- During the end-of-the-day pickup, students should remain with their respective classes in their assigned location along the sidewalk. Classes should not mix nor should students wander or mingle unless instructed to join siblings to wait for Pickup.

Restrooms and Locker Rooms

Restrooms and locker rooms are not to be used as social gathering sites. Students are to spend a minimal amount of time in these places. In the bathrooms and locker rooms: Floors and counter space are to be kept neat and clean; lockers are to be used for storage during P.E. class only.

Students are discouraged from storing valuables in the locker rooms. COLCA is not responsible for lost or stolen property.

Assembly and Lunchroom Decorum

During times of assembly and while in the lunchroom, quiet, conversational voices should be the standard. Teachers may impose silent lunch for students who fail to control the volume of their voices. Silence is the standard when a speaker or program begins. In the lunchroom:

- Students and staff members should pray before lunch.
- Students must request permission to use the restrooms or leave their seats or tables for any reason.
- A student must sit with his/her class.
- At the conclusion of lunch, each class must clean their table and the surrounding area. Each class will be dismissed by their teacher.

Playground Decorum

On the playground, students must follow directions the first time they are given. In addition:

- There will be polite play only, no roughhousing.
- One at a time on the slide, feet first only.
- Students must use polite language and be considerate of others, ensuring that everyone gets a turn to play on the equipment or participate in a group game.
- Students must use caution when pushing the swings (not dangerously high).

Student Relationships

Public displays of affection between students will not be tolerated on campus or at any school function off campus. Relationships must remain platonic. Students that become involved in immoral physical relationships may be dismissed from the academy.

Behavior

Intolerable Behavior

The following is a list of the general standards of behavior that will not be tolerated at City of Life Christian Academy. Disciplinary action, such as detention, suspension, or dismissal, will result from these behaviors and others like them. This is not necessarily an exhaustive or prioritized list:

1. The use of violence, abuse, force, noise, intimidation, threats, or insubordination. These behaviors and others like them interfere with the school's mission to maintain a spiritually, emotionally, and physically safe environment for all students.
2. Possessing, handling, or transmitting any object or material that is ordinarily or generally considered a weapon
3. False communication of the presence of a bomb or other explosives or calling 911
4. The willful destruction or attempted destruction or damage of private or school property
5. Stealing or attempting to steal private or school property
6. Causing or attempting to cause physical injury to oneself or others, including the throwing of objects or materials that could cause physical injury, except when such injury results from accident in the case of self- defense or the genuine belief that the action was necessary to protect some other person
7. Threatening or intimidating any person for the purpose of, or with the intent of, obtaining money or anything of value from that person
8. Engaging in the use or possession of tobacco or the unlawful selling, use, or dispensing of alcoholic beverages, narcotics, drugs, or other controlled substances.

SPECIAL NOTE:

In order to maintain a safe learning environment for your child, the Osceola County Sheriff's Department will be invited to bring their drug-sniffing dogs on COLCA campus randomly throughout the school year. The purpose of this visit will be to inspect random areas of the academy. Your child's locker and/or classroom may be one of the randomly selected locations during this visit. Your child's safety and well-being continues to be a high priority. This protocol is an opportunity to ensure student safety while at the academy.

9. Truancy or the failure to attend assigned classes or activities
10. Tardiness to school, assigned classes, or scheduled activities
11. Using inappropriate language which, by school standards, is considered vulgar, obscene, profane, sarcastic, demeaning, threatening, rude, or intimidating. This includes taking the Lord's name in vain.

12. Mishandling the Bible by throwing it or defiling it in any way
13. Cheating or attempting to cheat on any assignment, project, or test
14. Gambling of any kind
15. Criminal offenses committed on or off campus
16. Reckless or unlawful driving on campus (by students or parents)
17. Conduct that could be construed in any way as sexual or vulgarName-calling. An excuse of "I was just kidding" will not be accepted as a defense or explanation for any name-calling or other negative remark made to anyone.
18. Wasteful use of school supplies
19. Insubordinate statements or remarks which reveal that the student is criticizing the teacher, administrators, or a fellow student
- 20.
21. Clogging toilets deliberately or locking a stall when the stall is not occupied
22. Eating or drinking in the classroom unless otherwise advised by a teacher or administrator
23. Excessive chronic talking during class or other activities that is not considered interactive conversation
24. Dress code violations
25. Getting out of a seat without permission, rocking in a seat, or sitting on top of a desk
26. Possession of matches, lighters, or cigarettes

When occasions do arise where misconduct must be addressed, the faculty and staff are instructed to move quickly to restore peace on the campus. This will be accomplished in a manner that balances firmness and fairness. In such situations, faculty members are expected to refrain from yelling and from other intimidating or embarrassing conduct. The faculty's approach will be calm, methodical, and determined. While administering the appropriate correction, teachers and staff members will take care to ensure that each student knows there is a godly love and genuine regard for him/her. We will work to make sure that correction and consequences are never confused with rejection.

Preschool and Elementary teachers will manage the behavior of the students in their classrooms at their discretion through age-appropriate motivational systems. Middle school and high school faculty will use a demerit system to encourage good behavior choices by their students.

Parental Cooperation

If a student is subject to correction relative to the Harmony Agreement for Students, the school asks that the student's parents adopt the following attitude and course of action. By doing so, the parents will be partnering with the school in a meaningful and practical way to help the student grow spiritually and socially:

- Give the school the benefit of the doubt.
- Consider the source of information regarding the behavioral incident.
- Realize that the school has reasons for all rules and that the rules are enforced equally and without prejudice.

- Support the faculty and staff, thus instilling in the student a sense of honor for the institutions of authority in his/her life.
- Understand that students who do not respond to repeated efforts for
- correction will ultimately be dismissed from the school.

In the spirit of the Harmony Agreements, correction of student behavior should be a united effort between parents and educators. All should have the interests of the child at heart. City of Life Christian Academy's Parent-Student Handbook is published for the sake of clarity so parents can help their children understand the parameters of conduct that are required to attend our school.

Good communication makes for good relationships. COLCA seeks to establish and maintain a healthy line of communication with every parent and encourages parents to contact the school administration with any concerns. Parents of COLCA students should reinforce at home the child's need to maintain Christian attitudes and be respectful of godly authority. We expect each student to abide by the COLCA standards of conduct. In addition, we expect each parent or guardian to be cooperative with our educational policies. Consistent agreement between parents and teachers will do much to guide our students in their maturation process.

Major behavioral problems, typified by blatant disrespect for authority, or an accumulation of detentions will result in suspension. Should behavioral problems be chronic or student/parent cooperation be lacking, the student will be dismissed (without refund). Students forfeit the privilege of attending City of Life Christian Academy if they do not conform to the standards of conduct required by the school.

Detention

Detention is a method used by City of Life Christian Academy to address repeated offenses by junior high and high school students. This method of discipline is not done to the student; rather, it is something done for the student. Therefore, detention time will often consist of completing papers concerning intolerable behavior or violation of policy. Upon receiving a detention, the parent or guardian will receive a written notice that they must sign for their student to return to the Dean of Students.

Detention time will be served immediately following school dismissal and will be conducted in 30- to 90-minute increments. The following rules apply to detention time served:

- The student must bring books, paper, and a pencil to be admitted.
- The student must sign-in, be seated, and remain quiet.

If a student does not serve the assigned detention, the detention time will be doubled. If, for some reason, detention time cannot be served on the date and time specified, arrangements must be made with the office prior to 3:00 p.m. on the day of the detention to reschedule the detention for another time.

Conduct Probation

In the event of below-standard conduct, the student will be placed on conduct probation, during which time the student will be expected to exceed minimum behavioral standards. At the time of the next progress report or the next report card, the student's behavior will be reviewed and his/her enrollment status will be reconsidered. If improvement is still needed, the student will have one last opportunity during the remainder of that 9-week marking period or until the next progress report is issued to maintain behavior that exceeds minimum behavioral standards. Should the student's behavior fail to show sufficient improvement, the student will be dismissed immediately at the time of the second behavioral review. Grace may be applied due to specific unforeseen circumstances affecting the student's performance. It is the position of COLCA to strive in every way to promote the student's success and to extend grace as long as it is not to the detriment of the spiritual, emotional, and physical health of the learning environment.

Suspension and Dismissal

Suspensions are formally entered into the student's permanent record. After a student has received one to three-days suspensions and accumulated 100 demerits during the academic year, the student may be expelled at the principal's discretion.

City of Life Christian Academy will not consider for enrollment any student who has been expelled from a public or private school within the last academic year.

Behavior Management System (grades 6 and up)

Discipline is a proven and biblical device for changing a child's attitude regarding his/her behavior and for helping that child learn that behaviors result in consequences. The end result of discipline, therefore, is to lead a student in acknowledging wrong behaviors and repenting for those behaviors (abandoning the unacceptable behavior in favor of proper behavioral choices). The COLCA administration and staff will not be satisfied with merely "punishing" wrongdoers or suppressing inappropriate behavior. As stated throughout our literature, our reason-for-being is to work with the family to "train up a child." And that compelling purpose drives us to hold students accountable for their bad choices and to help them consistently make good choices. The proper motivation for discipline is love.

The Behavior Management System is instituted to address student violations of school-wide and classroom rules and directives. A student will earn "demerits" for offenses. Some offenses will result in automatic detention, suspension, or dismissal, depending on the threat imposed by the behavior to the school's mission to provide a spiritually, emotionally, and physically safe learning environment.

Behavior Management System Consequences

The Behavior Management System is designed to expose areas of weakness and give the student the opportunity to reflect on and reconsider future behavioral choices. In managing relatively minor infractions, our demerit system is designed to give the student an opportunity to improve behavior before a parental conference becomes necessary.

The consequence scale for accumulation of demerits per semester is as follows:

<u>Demerits</u>	<u>Consequences</u>
30	30-minute detention and conference with administrator
60	1-hour detention and parental conference with administrator
100 three	To be determined by the Principal's discretion : may include one to three days out-of-school suspension and possible expulsion.

Any student accruing more than 100 total demerits during one semester will be placed on conduct probation or dismissed immediately at the principal's discretion.

Medical Policies and Procedures

Medically related situations do arise. In the event of such an occurrence, the following policies and procedures apply.

Medical Policy

City of Life Christian Academy can offer only extremely limited medical attention to students who need it. Through the Emergency Procedure Card, parents can choose whether to grant or deny the school permission to administer common over-the-counter medications at the student's request. All "medical" transactions of this type will be documented and reviewed periodically to help administrators identify those students who might be using trips to the office for ostensibly medical purposes in order to avoid class work.

IMPORTANT: Administering over-the-counter pain, ice pack, or nausea medications and cleaning a surface wound and applying a band-aid are typically all the school can do to address the medical needs of students. We will contact the parent, guardian, or designated emergency contact person to pick up a student if the student exhibits any of the following symptoms:

- Temperature of 100 degrees Fahrenheit or above
- Skin rash
- Diarrhea or vomiting
- Severe sore throat or cough
- Evidence of lice

In regards to the health and wellbeing of all students, no child may be brought to school if any of the above signs of communicable diseases are in evidence. Children may not return to school until all symptoms of illness have subsided and a normal temperature is maintained for 72 hours.

All medication, prescription and non-prescription, must be accompanied by a parent's note and a physician's note and must be in the original container. The container must contain the name and phone number of the student, the prescribing physician, and the pharmacy, and the container must designate the appropriate dosage.

PLEASE NOTE: City of Life Christian Academy will not assume liability for students injured while participating in an after-school athletic event or other activity during the school day. Parents must assume this responsibility and should have adequate medical insurance to cover potential injuries.

Emergency Medical Procedures

When a student is in need of emergency medical attention, the office will call 911, the parent, and the family doctor (in that order). In non-emergency situations, parents will be notified. Parents will also be contacted when serious accidents occur or when blood is present. An Incident Report is filed with the office for each mishap.

Communicable Diseases

COLCA seeks to maintain a healthy campus by excusing students from school who are ill with a communicable disease. If a parent, teacher, or administrator suspects that a student or employee has a communicable disease, that person should notify the school office immediately. Students must be current with all immunizations required by law. Persons ill with a communicable disease will be restricted from campus during stages of communicability.

COLCA reserves the right to take necessary steps to preserve a healthy campus. Should circumstances warrant, a physician's examination may be required at the parents' expense. Students will be examined for head lice periodically. Those with evidence of head lice must remain home until the lice are completely eliminated.

Below is a sampling of communicable diseases:

- Chicken Pox
- Gastroenteritis
- German Measles
- Hepatitis
- Impetigo
- Lice
- Measles
- Meningitis
- Mononucleosis
- MRSA
- Mumps
- Pink Eye
- Ringworm
- Scabies
- Scarlet Fever
- Severe Upper Respiratory Infection
- Strep Throat
- Vomiting and/or Diarrhea
- Whooping Cough

Health Requirements

Florida state law requires all students attending school to have a current medical form (including immunization record) on file. This form must be signed by a Florida physician and should be in the school office by the day the child starts classes. The form must be updated every two years. A student may NOT attend school until all health immunization records are complete, including any certificate of exemption.

Immunizations

All student immunizations must be up to date on a Florida Form 680 (blue card). K5 and 7th grade students must submit proof that they are up to date on their shots (or produce appropriate waiver). If they do not, they will not be allowed to begin the school year at COLCA.

Five (5) DPT's

If the fourth primary dose is on or after the fourth birthday, the fifth dose is not required. DaPT is acceptable for one or more DPT's. DT (pediatric) is acceptable if Pertussis vaccine is medically contraindicated.

Four (4) Polio

If the third dose is on or after the fourth birthday, the fourth dose is not required. IPV is an acceptable alternative for one or more doses of OVP.

One (1) MMR (if taken at 12 months or older)

First dose valid if given on or after first birthday. Second dose valid if given at least one month after first dose. Two doses of measles, one mumps, and one rubella given separately are an acceptable alternative to 2 MMR's where required. HIB is required for childcare and Preschool entry only.

Immunization Requirements by Grade Level (revised December 2008)

Pre-K

All required immunizations appropriate to age, including the Hepatitis B, Varicella and the HIB Varicella vaccine are not required if the child has documentation of a history of Varicella disease.

Kindergarten

All required age-appropriate immunizations plus two doses of Varicella.

1st Grade through 7th Grade

All required age-appropriate vaccines, including one dose of Varicella. Varicella vaccine is not required if a child has a history of chickenpox documented by a healthcare provider. Tetanus / Diphtheria/ Pertussis (Tdap) booster will also be required for seventh grade.

8th Grade through 12th Grade

All age-appropriate vaccines required.

If the immunizations have not been completed, you may either take the child to the Osceola County Health Department or to your private physician. After completion of all required immunizations, you will receive an updated form DH 680, which should then be produced for the child's school records.

The Health Department is located at 1875 Fortune Road, Kissimmee 34744 (407-343-2000) and at 1050 Grape Avenue, St. Cloud 34769 (407-943-8600).

Miscellaneous Policies

City of Life Christian Academy has adopted these additional policies and procedures:

Child Abuse

The staff at City of Life Christian Academy is required by state law to report any suspected child abuse to the Department of Human Resources within 24 hours of discovery.

Sexual Harassment

It is the policy of City of Life Christian Academy that all school employees and students conduct themselves in a godly manner. Sexual harassment of staff and students is prohibited in or out of the classroom. Furthermore, accusations of sexual harassment,

which are made without good cause, will not be condoned and will threaten the enrollment status of the accuser.

Anyone who has a complaint alleging sexual harassment should report the complaint directly to the principal.

Items Best Left at Home

Students should not bring items to school that prove to be a distraction. Personal electronic games, iPods, action figures, cell phones, gum, and similar items should be left at home. No earbuds or headphones on campus. Unless a teacher specifically requests these types of items be brought to school for a specific reason (class celebration, show and tell, etc.), school is not the place for such things. These articles are a potential distraction for teachers and for students, and they can easily be lost or stolen. For the same reasons, these articles, unless specifically requested, are not to be carried on field trips.

Weapons

Students are prohibited from bringing any type of weapons to the school campus or any school function off campus.

Possession of weapons will be fully investigated. Law enforcement may become involved, and serious long-term consequences may result, including suspension or expulsion.

Minor weapons, such as Swiss Army knives and laser pointers (laser pointers are considered a weapon because they can cause eye damage) that are innocently brought to campus will be confiscated and returned at the end of the day with the understanding that their presence will not be tolerated again. To reinforce the point, a Parent Behavior Awareness Report will be issued and a detention will be assigned to older students.

Search and Seizure

City of Life Christian Academy maintains a search and seizure policy for the students. If drugs, a harmful substance, or weapons are suspected at school or at a school function, City of Life Christian Academy reserves the right to inspect lockers, gym bags, book bags, purses, and the student's person. Parents will be contacted to discuss the situation and any necessary consequences. If a student brings drugs, alcohol, other harmful substances, or weapons to school, dismissal will be an option and City of Life Christian Academy may prosecute the offending party.

Chapel Services

Weekly chapel services are times of spiritual encouragement. Respectful participation is mandatory for students and faculty, and reverence for the Lord is expected through the following standards of behavior:

- Students must refrain from talking in the sanctuary or site of the chapel service.
- Food, drink, and chewing gum are prohibited.
- No student may enter late, leave, or re-enter.

Chapel is an open service. Parents and guests are welcome to attend. We cordially invite all parents to attend at least one chapel service during the school year with their children. Parents can contact their child's teacher or the school office to confirm their child's chapel time on Wednesdays. Visitors must get a pass from the front office to attend.

Philosophy of Worship

Praise, worship, and prayer are specific ways to communicate with God. A mocking or irreverent response to these sacred expressions will not be tolerated. Worship is the relational aspect of the student's understanding of God. Without praise, worship, and prayer, the student is merely learning about God rather than growing in a relationship with God.

City of Life Christian Academy has an open enrollment policy. Many different Christian denominations are represented within our student body. Each denomination has its own opinions and practices regarding worship styles. At COLCA, students will be instructed in the methodology of worship practiced by City of Life Church, and they are encouraged to enter into this worship during chapel services. Singing, clapping, and the lifting of hands are all scriptural expressions of praise, and student congregations will be encouraged to participate. All students are expected to behave reverently during worship and be considerate of each other's communion with God.

Lunch

Because students will be enjoying one of the day's vital meals while attending City of Life Christian Academy, we have adopted the following policies and procedures regarding the midday meal.

Nutrition

Nutrition is the process of feeding the brain for keener concentration and fueling the body with energy. Because the school day places a demand on the students' mental and physical abilities, every effort must be made to assist these processes with the proper food sources. Food items that are high in empty calories and caffeine tend to agitate an individual briefly before sending him/her into a state of fatigue or drowsiness. Therefore, the school restricts sodas from lunches for students in grades K-3 through 5, because these beverages tend to

hinder classroom performance. For this same reason, the school strongly discourages parents from including candy and gum with packed lunches and encourages them to help their students make wise nutritional choices. If a student displays behavior challenges or poor academic performance, the teacher may contact the parents and ask them to restrict candy completely from that student's day if it is suspected that sugar may be contributing to the problem.

Lunchtime Responsibilities

Lunchtime is a time in which students are expected to learn and display acceptable table manners, politeness, volume control, and good behavior in multi- age settings. As grade levels progress, students will have increasingly more responsibility and will be held accountable for cleaning their lunch tables and the surrounding areas before being dismissed from the cafeteria.

Home-Packed Lunches

If lunch is brought from home, it must be completely prepared at home. We have limited microwaves available.

Lunchtime Guest

Only parents are invited to lunch in the cafeteria with the students if arrangements are made in advance through the student's teacher or through the office. All visitors and volunteers must report to the office for a visitor's pass prior to entering a classroom or an area of the campus occupied by students.

Before & After School Care

Before & After-School Care is available for all grades for a monthly or daily fee. Before-Care begins at 7:00 a.m. and concludes with the onset of the school day. Students who are not picked up by 3:15 pm, and 2:15pm on Wednesdays must go to After-Care, which ends at 6:00 p.m.

Adult Supervision on Campus

No City of Life Christian Academy student can be left unsupervised on the school campus prior to and after the school day. This restriction also applies during after-school activities like sporting events, drama rehearsals, cheerleading practice, or class meetings.

Students not attending Before-School Care may arrive on campus at 7:45 a.m. If a parent arrives with a student prior to 7:45 a.m., the parent must park the car and wait inside the car with the student until 7:45 a.m., when the parent will be allowed to drive through the “drop-off” lane and leave the student for daily classes. Students who are not picked up by 3:30 p.m. (2:30 p.m. on Wednesday) will be taken to After-School Care, and charges will apply.

Habitual and intentional violations of this policy will lead to disciplinary action.

Philosophy of Before & After School Care

The Before & After-School Care program was established to accommodate the busy schedules of working parents and to assist parents with any unforeseen delays in Pickup. The Before & After-School Care program is a non-instructional time, comprised of students in K-3 through 12th grade. No snacks will be provided. Workers in the program will provide a quiet environment and offer assistance, as circumstances allow, to students working on their homework. However, Before & After-School Care workers are not expected to be tutors or study hall monitors. Older students needing to participate in the program will be restricted to a supervised area and will be charged accordingly.

Registration

Parents who desire to enroll their child in Before & After-School Care are required to enroll their kids thru FACTS and select Before Care, After Care, or Both, and there is no registration fee other than the one when registering for the school year.

Dress Code

Students are not permitted to change into non-uniform clothes while waiting to be picked up after school or from After-School Care.

Late Pickup

After-School Care ends promptly at 6:00 p.m. Any parent arriving after 6:00 p.m. will be charged a late pickup fee of \$1 per minute per child.

If a parent needs to contact their student after 4:00 p.m. regarding a late pickup, the parent may call the After Care coordi directly (parents will be given this number upon the first day of After Care). If the parent has not contacted After Care by 6:30 p.m., the school is required

to notify local law enforcement officials.

IMPORTANT

Before & After-School Care is available on regular school days only. It is not available on school holidays, teachers' work days, or when school is not in session (please see school calendar). After-Care is not available on early dismissal days.

Athletics

Building Character, Preparing Champions

Home of the Warriors

School Colors: Black, Silver, and White

Physical Education

The physical education program at City of Life Christian Academy complements our academic and spiritual programs. In an effort to train the whole individual— spirit, soul, and body—we allow COLCA students to engage in physical activities designed to develop the body. Emphasis is placed on sportsmanship and conditioning.

Dress Code

Students in grades 6 and up must wear City of Life Warriors logo t-shirts and loose-fitting navy shorts for P.E. class. Both the t-shirt and the shorts must have the student's name written in permanent marker at a designated area on the outside of the garments. These items must be purchased directly through **PrintingSolutions365 at www.colcauniforms.com**

Extracurricular Activities

The school offers the following extracurricular athletic activities:

Girls: volleyball, basketball, cheerleading, cross-country, softball, track and field

Boys: football, basketball, baseball, cross-country, track and field

These programs are dependent on staffing, volunteer coaches, ample student participation, facility availability, etc. Other sports programs may be developed as interests and resources increase.

Academic Requirements for Athletics

Students must maintain a 2.0/C average to participate in sports and cheerleading. If a student does not meet this requirement, he/she will be placed on athletic probation until grades improve to meet the minimum requirement.

Athletic Fees, Physicals, and Insurance

Students must pay an athletic fee to participate in any extracurricular sport. Each student who participates in any athletic program is required to have both a physical form and an insurance release completed before the student can practice with the team.

Participation Guidelines

Those who participate in the school's various extracurricular athletic programs must be willing to do the following at all times:

- Welcome all visiting teams
- Treat others with dignity and respect
- Use only constructive words with students, coaches, and officials
- Give a 100-percent effort to learn the mechanics of the sport
- Learn and use teamwork skills
- Display good sportsmanship
- Be Christ-like in word and deed

Lord Of All

Competition should always be kept in proper perspective. While athletes strive to win, victory or defeat must not overwhelm their Christian witness. Anyone failing to comply with this philosophy will be asked to leave the event. Jesus must be Lord over everything we do.

Allow: Players to Play
Coaches to coach
Officials to officiate
Fans to cheer for their team