

# HANDBOOK

Dear Parents and Students,

We welcome you to CRCA! The staff and school board count it a privilege to serve you, and we pray that the academic standards and spiritual atmosphere will prove to be a real blessing to your family.

CRCA is a ministry to local families. We desire to be a Christian community of believers whose work honors Jesus Christ. A carefully developed mission and set of objectives, based on the truths of Scripture, govern our operation. These goals can be fulfilled only through a planned course of study which involves the cooperation of students, parents, teachers, administration, and school board.

This handbook contains valuable information for all involved in CRCA. We must use it as a guide to discipline ourselves and thereby assure the smooth operation of the school. We ask that you read its pages carefully and use these guidelines to strengthen your commitment to Christian education.

We encourage you to become involved at CRCA so that we may get to know your family better and ultimately enhance the education of young people for Jesus Christ.

Sincerely in Christ,

CRCA School Board

## **I. HISTORY**

The foundation for CRCA was laid by Calvary Baptist Church when in 1982 it began Calvary Christian School because many of its families were concerned about the spiritual and academic growth of their children.

CRCA was reorganized in 1991 after Calvary Baptist Church felt it could no longer support the school as a ministry. Again, concerned parents formed the nucleus of CRCA, originally named Chestnut Ridge Christian Academy after the mountains that can be seen to the east of the school. In the fall of 1991, the school opened its doors with forty-seven students in grades K-6.

In 1993, as a direct answer to prayer, the Uniontown Hospital accepted the school board's offer to purchase the building it had been renting for several years. Thus, the old Boyle School became the permanent home of CRCA. Also in that year, CRCA joined the Association of Christian Schools International.

In 1995, CRCA expanded to include a seventh grade and the following year added the eighth grade. A four-year-old kindergarten and ninth grade were added in 2004. Tenth grade was added for the 2005-06 school year, eleventh grade was added for the 2006-07 school year, and twelfth grade was added for the 2007-08 school year.

God's hand of blessing has been evident in the growth and stability of the school. We continue to seek God's direction, however, and do not assume upon His mercy to us. We welcome families who desire to be a part of the exciting ministry of Christian education.

## II. STATEMENT OF FAITH

We believe in the absolute authority and accuracy of the Bible, both the Old and New Testaments, its full, verbal inspiration in the original manuscripts, and its all sufficiency as the Christian's rule of faith and practice. (2 Timothy 3:16, 17; 2 Peter 1:19-20)

We believe that there is but one God: Creator, Preserver, and Ruler of all things, who is perfect in holiness and love, infinite in wisdom, measureless in power, and who reveals Himself to us as the Father, Son, and Holy Spirit. (Deuteronomy 6:4; Nehemiah 9:6; I Chronicles 29:11.12; Exodus 15:11; I John 4:8; Matthew 28:19)

We believe that Jesus Christ is the eternal and only begotten Son of God, conceived of the Holy Spirit and born of the virgin Mary, and that He is true man and is the only mediator between God and man. (Matthew 1:20; Luke 1:35; John 1:1, 2, 14; John 12:45; John 14:9; I Timothy 2:5)

We believe that the Holy Spirit is the third person of the Trinity, whose ministry is to convict the world of sin and of righteousness and of judgment, to regenerate the unbelieving, and to seal, sanctify, teach, and comfort those who believe in Jesus Christ. (John 16:8-11; John 3:3, 7; Ephesians 1:13; John 14:26)

We believe that man was created in the image of God and that he sinned, thereby incurring both physical and spiritual death; thus, we believe that all men by nature and by choice are sinners, and apart from Christ shall be forever separated from God. (Genesis 1:26; Genesis 2:17; Ezekiel 18:20; Romans 6:23)

We believe that the Lord Jesus Christ died for our sins according to the Scriptures as a representative and substitutionary sacrifice, and that all who believe in Him are justified on the merit of His shed blood. (I Corinthians 15:3,4; Revelation 1:5)

We believe that salvation is by grace through faith, not of works, and that all who receive by faith the Lord Jesus Christ are born again of the Holy Spirit, thereby becoming the children of God. (Ephesians 2:8,9; John 3:3,7; John 1:12)

We believe in the resurrection of the crucified body of our Lord Jesus Christ and His ascension into Heaven and in His present ministry there for us as High Priest and Advocate. We believe in the personal, visible, bodily return of the Lord Jesus to set up His Kingdom upon the earth. (I Corinthians 15:4; Acts 1:1-8; Hebrews 4:14-16; I John 2:1-2; I Thessalonians 4:13-17; Revelation 19:11-16; Revelation 20:1-15)

We believe in the bodily resurrection of the just and the unjust, the everlasting conscious blessedness of the saved, and the everlasting conscious punishment of the lost. (I Corinthians 15:20-24; Revelation 20:12-15; 2 Corinthians 5:8)

We believe in the Church Universal, a living, spiritual body of which Christ is the Head, of which all regenerated people are members; and that the local visible church is a company of believers in Jesus Christ, associated together for worship, work, fellowship, and discipline. (Matthew 16:16-18; Acts 2:42-47; I Corinthians 12:1-31; Matthew 18:15-17)

### **III. MISSION AND PHILOSOPHY**

#### **A. Mission**

The mission of CRCA is to assist parents in their responsibility for the training of their children by providing a Christ-centered education program which seeks to prepare its students spiritually, academically, and socially to fulfill God's plan for their lives.

#### **B. Philosophy**

The philosophy of education at a Christian school is founded upon the principles and authority of the Bible, the infallible Word of God, which is truth. I Corinthians 3:11 states "For no one can lay any foundation other than the one already laid, which is Jesus Christ."

All truth is ascribed to the Trinity. God the Father is the *source* of truth. As Creator he is the ultimate reason for and authority of all natural and spiritual creation. True wisdom, meaning, knowledge, values, and understanding are determined only in accordance with God's truth as given in His Word.

God the Son is the *manifestation* of the truth. Although created in the image of God, man is a creature who is fallen into sin. Therefore, every aspect of man, including the intellect is affected by that sin. The solution to the problem of error and rebellion is in receiving Jesus Christ as Savior, which renews the spirit of man by the new birth.

God the Holy Spirit is the *interpreter* of the truth. After salvation, the mind begins to be opened to the truth of the Christian faith and its implications to the study of the world. Through the Spirit, the Christian begins to understand the lordship of Christ in every area of his life. Thus, the objectives of a Christian education can only be fully realized when God the Father through the prompting of God the Holy Spirit brings a student to repentance and faith in God the Son.

### **IV. OBJECTIVES**

#### **A. Spiritual**

- To teach that the Lord Jesus Christ is the Son of God who came to earth to die for sinners.
- To teach the necessity of being born by the Spirit of God by receiving the Lord Jesus Christ.
- To teach the Bible and its doctrines, and to foster right attitudes toward it as God's Word.
- To provide biblical counsel when students need correction or guidance.
- To teach that growth in the Christian life depends upon fellowship with God through reading the Bible, prayer, and service.
- To stress the urgency of missions.
- To teach the student respect for and submission to God and all authority.
- To develop a Biblical sense of right and wrong, and to teach the application of Biblical ethics and morality to every part of life.

## **B. Academic**

- To build God-consciousness in students by teaching each academic discipline from a consistently Biblical perspective.
- To foster within the student a hunger for understanding by encouraging curiosity, independent investigation, critical thinking, and creativity.
- To foster an appreciation and enjoyment of the fine arts.
- To teach the student basic skills and concepts which are required for future academic study and/or occupational competence.
- To impart knowledge of current affairs and relate them to God's sovereignty.
- To encourage the formation of good study habits and research methods.
- To teach the student good citizenship through an understanding and appreciation of our Christian and American heritages.
- To teach that God is the Creator of the universe, and to develop an awareness of man's role in his environment to subdue, use, and preserve the earth properly.

## **C. Social**

- To provide a wholesome environment, structured to enhance and reinforce the learning process and build proper social relationships.
- To foster wholesome personal relationships through love and development of patience, kindness, self-control, and other Christian virtues.
- To develop desire and discretion in wholesome physical and mental recreation.
- To show the student his present and future civic responsibilities and to encourage love of country and legitimate patriotism.
- To teach students to apply themselves to their work in order to fulfill their various responsibilities.
- To promote fitness, maintenance, and skillful use of the body as the temple of God.
- To help each student develop self-discipline, learning to do all he/she does wholeheartedly as unto the Lord.
- To teach the student how to become a contributing member of society by realizing his need to serve others.
- To teach the student biblical views of dating, marriage, and the family.
- To teach the student Biblical attitudes toward material things and his responsibility to use them wisely for God's glory.
- To promote a realistic and Scriptural view of work.

## **V. ADMISSIONS POLICIES AND PROCEDURES**

- It is preferred that at least one parent or guardian be a Christian in order for a child to be admitted to the school.
- A student must be four years old by October 1 to be admitted to the K4 and five-years-old by October 1 to be admitted to K5.

- All sections of the application and the non-refundable yearly application fee must be completed and returned to the school.
- In the case of a transfer student, it is the parents' responsibility to complete the Student Record Release form and mail it to the school from which the student(s) is/are withdrawing.
- All applicants must provide a copy of each applying child's birth certificate and show documented proof of required immunization before acceptance can be granted.
- After the application and copies of school records have been received, an admission interview may be scheduled. Both parents and student should be present for the interview.
- The admissions committee may not admit students who have recently experienced behavioral or emotional problems except in extenuating circumstances.
- Students whose academic records indicate below average achievement, or if it appears that the school's program will not meet their needs, may be refused.
- Parents of students in grades 7-12 may be asked to have their pastor, teacher, coach, etc. send a student reference to the school. In cases of academic questions, the principal may contact teachers/principals from previous schools.
- The applicant may be required to take a limited achievement or diagnostic test to determine his or her academic ability if current scores are not available.
- An applicant will be formally considered for admission only after the above items are satisfactorily accounted for.
- All new students are enrolled on a probationary basis for the first twelve (12) weeks. During this time, the student should maintain an attitude and commitment that is consistent with the goals and objectives of the school. If it is apparent that the student and his/her parents do not share in these goals, if a student continually fails to meet academic standards, or if parents fail to meet financial obligations, the student will be dismissed.
- Any family interested in Christian education at CRCA is welcome to apply regardless of race, color, sex, or national or ethnic origin.
- The family will be notified of the decision of the Admissions Committee.
- It is a privilege not a right for attendance at CRCA and readmission is at the discretion of the board.

## VI. ATTENDANCE

Pennsylvania law requires regular school attendance until the age of seventeen. Prompt and regular attendance is beneficial to the student's academic progress and future employment references. Regular attendance is also a part of training in Christian character. **Excused absences are limited to the following:**

1. Personal illness
2. Death in the immediate family
3. Impassable roads
4. Advance requests approved by the administrator

All other reasons are considered unexcused; work missed during an unexcused absence will receive a failing grade.

If your child will be absent, call the school office that day by 9:30 a.m. to report the absence. Any family who does not call will receive a call from the administrator to verify the absence. Students arriving after 9:30 a.m. through lunch are counted absent for half ( $\frac{1}{2}$ ) day. Send excuses to the classroom teacher (**not to the office**) in the student's assignment folder or notebook with the following information:

1. Student's name
2. Date(s) of absence
3. Reason for absence
4. Parent's or guardian's signature

Absences will be counted as unexcused until a written excuse with the above information on it is received.

Advance requests for absence may be made by parents to the administrator for unusual circumstances and will be considered on a case-by-case basis. All requests must be **made in advance** to receive consideration as an excused absence. There is a five (5) school days per year limit for such requests. Requests will not be granted on days of standardized testing. No work will be given before family vacations; students may, however, work ahead. The student has the same number of days as absent to complete assignments and tests, to a maximum of five (5) days. After the allotted time, incomplete assignments will receive a failing grade. Parents or students are responsible for contacting teachers to make sure all work is caught up. This treats a vacation the same as time missed for illness. In fairness to the teachers' planning time, exceptions to this policy will not be made.

Parents are asked to make all dental and medical appointments on weekends or after school, if possible. When this cannot be done, a note bearing the signature of the doctor must be returned with the student to be excused. Students will be permitted to make up work if they have a doctor's excuse. Students will be called from class when parents come into the school office.

The school is required to report all unexcused absences of three or more days to the school district in which a student lives. A notice will be sent to the parents regarding the illegal absences.

After twenty (20) cumulative days of absence, there must be a doctor's excuse for each additional absence.

If signs and symptoms of illness are noted, the student will not be permitted to be at school until 24 hours after the symptoms are gone.

## **VII. TARDINESS**

Any student arriving late to school must report to the main office to obtain a tardy slip. Excessive tardies will be handled as follows:

1. Three (3) unexcused tardies in a nine-week period = Parents will be contacted by the administrator.
2. Four (4) unexcused tardies in a nine-week period = Half ( $\frac{1}{2}$ ) day absence.

3. Five (5) unexcused tardies in a nine-week period = One percentage point shall be deducted from the nine-week grade of the first academic class of the day for each successive tardy.
4. Work missed during an unexcused tardy will not be permitted to be made up and will receive a failing grade.

## **VIII. MAKE-UP WORK**

Collecting work assigned during an absence is the responsibility of the student. The student has the same number of days as absent to complete the work, up to a maximum of five (5) days or as otherwise determined by the teacher and parent. Work turned in within this time limit will be graded at full credit. Tests follow the same procedure. **The student/parent is responsible for taking the initiative and completing the assignment. They should not expect the teacher to do this.**

Parents may call the school before noon to have assignments ready to pick up at the end of the school day. No work is to be made up after the last day of school except by special permission from the teacher or administrator.

## **IX. REPORT CARDS & PROGRESS REPORTS**

The school is divided into four (4) nine-week periods. Report cards are issued approximately one week after the close of each grading period. These inform parents of a student's academic and behavioral progress.

The report card should be signed by parents and returned within one week after it is received.

At the midpoint of each grading period, parents will receive a progress report if your child's average is D or lower, or if your child's grade has dropped significantly. In such circumstances, please contact the teacher for more information.

## X. GRADING SCALE

Grades reflect the teacher's professional judgment based on the pupil's academic performance during the marking period. Students may receive either a letter grade or a percentage grade according to this scale:

Letter	Percent	Quality Points	OSU Scale Equivalent*
A	93-100	4.00	O
A-	90-92	3.67	O
B+	87-89	3.33	S
B	83-86	3.00	S
B-	80-82	2.67	S
C+	77-79	2.33	S
C	73-76	2.00	S
C-	70-72	1.67	S
D+	67-69	1.33	U
D	63-66	1.00	U
D-	60-62	0.67	U
F	59 or below	0.00	U

\*O = Outstanding; S = Satisfactory; U = Unsatisfactory

## XI. HONOR ROLL

Requirements for the honor roll are as follows:

- 3.00 – 3.29 = Honors
- 3.30 – 3.69 = High Honors
- 3.70 – 4.00 = Highest Honors

Students must receive no grade lower than a C to be eligible for the honor roll. Special classes such as art, music, etc., are given only partial weight when calculating grade point averages.

An “incomplete” is given only when the teacher feels there are justifiable reasons for the work to be late. The incomplete grade changes to an F if the work is not completed within the time period designated by the teacher and administrator as reasonable at the time.

As part of the total evaluation of students, they also receive a citizenship grade which is considered in calculating the honor roll.

## **XII. STUDENT COUNCIL**

Beginning in grade 5, students are eligible to run for Student Council each fall. The main officers are elected from grades 7-12 students. Candidates must be approved by teachers and parents before they can run for office. Students must maintain a 2.0 average to continue serving on the council. The council meets periodically to plan service and school spirit projects throughout the school year. They are to serve as the student voice to the administrator and set a good example to other students at CRCA.

## **XIII. DISCIPLINE POLICY**

The purpose of discipline at CRCA is to assure the proper school behaviors of respect, obedience, and orderliness as well as to train students for present and future life experiences. Discipline is training that corrects, strengthens, or matures the student and leads him or her from outward control to self-control to (in a Christian child, Spirit-control).

The purposes of discipline are several:

1. To establish a clear description of the general types of behavior that are considered unacceptable.
2. To set forth the disciplinary measures that will be taken in response to unacceptable behavior.
3. To provide communication to all involved (parent, student, teacher, principal) the cause for discipline and the action taken.
4. To provide for accurate record keeping of disciplinary actions so that discipline may be administered throughout the school in a fair and consistent manner.

The intent of discipline is to train, and therefore to build up a child by teaching behavior that is pleasing to God. Christians are to administer discipline with a measure of grace and compassion; consequently, discipline must not be given vindictively, in anger, or in a manner that is demeaning.

The word “discipline” comes from the same root word as the term “disciple”, and it is achieved in several ways:

- Through the teacher’s example (Luke 6:40).
- By training in wise behavior (Proverbs 1:1-6).
- By punishment of inappropriate behaviors (Hebrews 12:6; Proverbs 22:15).

CRCA endeavors to go beyond dealing merely with outward behavior and get to the root of problems by addressing the heart. Luke 6:45 states, “It is out of the abundance of the heart that the mouth speaks.”

By dealing with heart issues, students can be helped to grow in character. Developing character will enable students to grow in self-discipline, and in turn, to form a disciplined lifestyle.

The school strives to help in the character-building process by establishing codes of conduct for good citizenship. When students fail to maintain the standards of good conduct, punishment shall be administered.

## **XIV. INAPPROPRIATE BEHAVIORS & CONSEQUENCES**

For most misbehavior in grades K4-6, students will be assessed minutes off their recess time. They will occasionally need to attend detention if an infraction occurs. If a problem persists, the principle will get involved and then parents as well.

In grades 7-12, students will be issued demerits followed by after school detention to work off earned demerits. Neither the offenses nor consequences listed here are intended to be all-inclusive.

### **A. Level I Offenses**

- Excessive talking after warning
- Hallway misconduct
- Dress code violation
- Marking/damaging property
- Not following directions after warning
- Homework violations
- Tardiness to class (grades 7-12)
- Throwing objects or other unsafe behavior

### **B. Level I Consequences**

- Talk privately with student
- Minutes off recess
- Reduction in appropriate conduct grade
- Changing seats
- Isolation within classroom
- Extra work
- Loss of privileges
- Class discussion
- Contact with parents
- Include on classroom record
- Detention or one demerit
- Other appropriate classroom corrective techniques as the teacher deems appropriate

### **C. Level II Offenses**

- Bullying\*
- Disrespect
- Lying
- Swearing or profanity

- Minor vandalism
- Meddling in someone else's property
- Prankish theft
- Persistent tardiness (grades 7-12)
- Forgery
- Cheating
- Repeated Level I offenses

#### **D. Level II Consequences**

- Conference with parents and principal
- Inclusion on office record
- Three (3) demerits issued

#### **E. Level III Offenses**

- Gross disrespect
- Vulgarity or obscenity
- Use of tobacco
- Alcohol possession or consumption
- Drug possession or consumption
- Gross vandalism
- Stealing with intent to cause loss
- Sexual immorality
- Pornography
- Fighting
- Possession of a firearm, knife, or any kind of prohibited weapon or device that could cause harm
- Breach of conduct that has an adverse effect on the testimony of the school
- Repeated Level II offenses

#### **F. Level III Consequences**

- Immediate ten (10) demerits issued
- Conference with parents and principal
- Suspension or expulsion\*\*

Once the student reaches five (5) demerits, either by accruing several Level I offenses or by committing a Level II offense, they will attend after school detention. This will be held from 2:00-2:30 p.m. one day a week for the student to work off their demerits. If your child must serve in detention, you must arrange transportation home by 2:30 p.m. Level III offenses will still accrue the automatic ten demerits and probable suspension.

\*Bullying is defined as an intentional electronic, written, verbal, or physical act or series of acts directed at another student in a school setting, that is severe, persistent, or pervasive, that interferes with a student's education, creates a threatening environment, or disrupts the orderly operation of the school.

\*\*If a student is suspended three times within an academic year, he or she will be expelled from CRCA.

## **XV. FINANCIAL OBLIGATIONS**

### **A. Application for Admission**

Each student applying for admission will pay \$60. Those applying for re-enrollment shall pay a non-refundable application fee of \$35 - \$60 (\$35 for applications for re-enrollment received before March 31). Additionally, each student enrolling at CRCA shall pay a curriculum down payment of \$50 at the time of application. This fee is non-refundable except in cases where the application for admission is not approved.

### **B. Tuition Policy**

While tuition for CRCA students is due on or before the first day of school, CRCA has traditionally allowed families to make monthly tuition payments.

Tuition statements will be sent on the first Monday of each month, beginning in June. Each month's installment payment is due on the 10<sup>th</sup> of the month in which the statement is received. If payment in full of the monthly installment is not received by the 15<sup>th</sup> of that month, a \$20 late fee will be applied to the account.

If a student's tuition account becomes sixty (60) days past due, this will result in dismissal from CRCA. Re-admission will only occur once the tuition account has been brought current and at the board's review and approval.

Families whose tuition accounts are consistently behind may no longer be eligible to pay tuition in monthly installments. In those cases, CRCA reserves the right to demand payment in full of the tuition balance within thirty (30) days. Payment in full may also be required before re-admission when there has been a past problem with installment payments.

### **C. Withdrawal Policy**

Students who do not complete the school year at CRCA shall have their tuition account adjusted or a refund shall be made (if the account has been paid in full.) Tuition shall be pro-rated on a monthly basis (10 months per school year), with adjustments or refunds made for months when the student does not attend CRCA. One (1) day of attendance per calendar month shall constitute attendance at CRCA for that month. All curriculum fees paid are non-refundable.

## **XVI. GENERAL INFORMATION**

### **A. Dress Code**

For CRCA to maintain its Christian testimony and show a difference from the world, the school board has set the dress code as follows:

1. **Shirts:** Words or pictures must not contradict the values of CRCA. No tobacco, alcohol, sexual content, or occult slogans will be permitted. Midriffs must be covered. Tops must have a modest neckline. Tank tops are permitted but “spaghetti-strap” tanks or tanks revealing undergarments are not permitted.
2. **Pants and Leggings:** Jeans, casual and dress pants are permitted. Low-riding, baggy or revealing pants (exposing undergarments and/or skin) will not be permitted. Leggings must be covered by a long top.
3. **Shorts and Skirts:** Shorts and skirts may not be more than five inches above the knee or at the fingertip. Walking shorts are preferred when shorts are worn.
4. **Piercings:** Girls may have pierced ears and small nose studs. Nose rings, gauging, and ear extenders are not permitted. No piercings are permitted for boys.
5. **Tattoos:** No visible tattoos are permitted for girls or boys.
6. **Hairstyles:** Girls and boys may have only conservative hairstyles/haircuts. Spiked hair, Mohawks or hair that is dyed other than natural colors will not be permitted.

CRCA reserves the right to make judgments about appearance issues and will talk privately to students or to parents, if necessary, about any concerns. The school also reserves the right to make judgments on new fads.

Students in grades K4-6 will go outside for recess unless it is raining, snowing, or less than 45 degrees. Therefore, parents should dress their children appropriately, making sure they wear coats, gloves, and hats as needed. Students will not be permitted to stay in from recess unless they have a doctor’s excuse.

### **B. Phones and Electronic Devices**

Students are not permitted to use cell phones and other electronic devices during school hours. For students in grades K4-6, cell phones must be kept in the student’s bookbag. For grades 7-12, cell phones will be kept in a locked box in the office after their homeroom period and will remain in the office until their departure for the day. The school will not be liable for the loss of a cell phone. Necessary communication with parents must be done in the office.

### **C. Drink Cards**

At the beginning of the year, each student is given a drink card which is kept in the lunchroom. The card is numbered for fifty drinks, and parents are billed through the school office when the student begins a new card. If the drink card is not paid within a week after the bill is sent home, the student will not be permitted to get more drinks until the charge is paid. White and chocolate milk, and various juices are available. Use of the drink card is optional; students may bring their own drinks.

## **D. Early Dismissal**

Students needing to leave campus before 1:45 p.m. must be signed out in the office by their parent. While the parent is in the office, the teacher will be notified so that the student can be dismissed. Four (4) early dismissals = Half ( $\frac{1}{2}$ ) day absence.

## **E. Emergency Closings and Delays**

All emergency closings due to snow or icy conditions will be broadcast over television channels 2, 4 and 11, [www.kdka.com](http://www.kdka.com), [www.wpxi.com](http://www.wpxi.com), [www.wtae.com](http://www.wtae.com). Listen carefully for closings to avoid unnecessary callings.

The following is the policy for individual school district delays:

- If the school district in which you reside cancels school for the day, your child(ren) will not be counted absent if they do not attend school that day.
- If you choose to bring your child(ren) to school, you must also plan to pick your child(ren) up at the end of the day.
- Please contact your district's bus company to ascertain their policy for transporting if CRCA's delay differs from your district's schedule.

## **F. End of School**

Academic instruction will continue until the next to the last day. An awards chapel will be held on the last day, and report cards will be given at dismissal time. Parents should not plan to take students out of school early since instruction and testing will continue. Work not completed by the last day of school will receive a failing grade unless a student is ill.

## **G. Field Trips**

Educational field trips may be taken by classes at various times during the year. Parent participation is encouraged, but bringing younger siblings is discouraged. Students who misbehave during a trip may forfeit attendance on future trips, or if necessary, parents may be called to pick up children at their expense.

Permission slips will be sent home by the classroom teacher with a student's assignment pad or folder. Slips should be returned to the classroom teacher in the same pad or folder no later than the day before the trip. Students who wait until the day of the trip to turn in their slip will not be permitted to go. Each child in the family must have a separate slip.

## **H. Fire and Severe Weather Drills**

Fire drills and severe weather drills are held periodically. Students must maintain silence and exit rooms single file according to exit plans.

## **I. Fundraisers**

Since the cost of educating a student at CRCA is not covered entirely by tuition, the difference must be made up through gifts to the school and through fundraisers. As we strive to carry out our mission, we remind parents that we are assisting you, and only through your active participation in programs and fundraising events can we share the job of meeting the school's financial needs.

We ask that students/parents participate in at least four (4) fundraisers, if not more, for the school year. This truly helps CRCA financially and to be able to continue to fund and help it flourish. This year we will be partnering with "ShopWithScript", which will specifically help parents with their tuition expenses.

## **J. Hands on Policy**

The CRCA School Board wants to make it clear that the list below are the appropriate times that an employee may put hands on a student.

1. To separate students from a fight or potential dangerous or problem situation.
2. To defend themselves.
3. If a student falls or is in the act of falling, tripping, etc.
4. If a student is given a direct order, i.e., to report to the office and is not responding or going in another direction, not adhering to the directive. After the directive is issued, the staff member in charge may place a hand on the student's shoulder and elbow to escort the student to follow the directive.

## **K. Lockers**

Beginning in grade 7, students will be issued a locker for the school year. They are to be kept organized and will have unannounced inspections periodically. Students do not have permission to be in another student's locker for any reason. CRCA reserves the right to search lockers.

## **L. Lost and Found**

A box for lost items is in the office. Materials left in hallways will be collected and deposited there. Items not claimed during the year will be sold at the spring garage sale or donated to charity.

## **M. Lunches**

Pizza lunch is every Tuesday and Friday. If the student desires to order a lunch, the money is to be put in an envelope with the student's name, grade, and the number of lunches desired written on it. Lunch money is to be turned in to the student's teacher the first thing each morning that a lunch is ordered. Students who forget to turn in their money cannot receive a pizza lunch that day.

Checks should be made out to CRCA if needed, but multiple students in one family will need separate checks.

Students may purchase snacks, pop, and water from the machines in the lunchroom if desired and at the teacher's discretion. Other hot lunches, such as McDonald's, Burger King, etc., are not to be brought to students.

## **N. Medication**

No medications of any kind will be given unless the parents submit a permission form and supply the medication. Medication sent from home must have the student's name on the container. Prescription medicine can be administered but must:

1. Be in the original container.
2. Have the dated prescription on the label which includes directions for administering.
3. Have a safety closure.

Parents may also come to the school to administer medications themselves. Students are not to have medications in their desks or lunch boxes.

Special permission may be granted at a doctor's request for a student to have an asthma inhaler in the classroom.

## **O. Celebrations**

Each class holds four special parties per year: Fall, Christmas, Valentine's Day, and Easter. Teachers may ask for a key parent to divide responsibilities for these activities.

For a student's birthday, parents may send in a snack (e.g. cupcakes), enough for all in the class, to be eaten at lunch or at the end of the day. For parties outside of school, parents are asked to issue invitations through the mail or by phone unless all members of a class are invited.

## **P. School Schedule**

The schedule of the school day is as follows:

7:45 a.m. / School building open for students; enter through the front door only, remain in designated area until 8:00.

8:00 a.m. / Students may enter building and go directly to homerooms.

8:10 a.m. / Homeroom begins.

8:15 a.m. / Tardy bell: Students arriving after the bell must go to the office for a late pass.

1:50 p.m. / Dismissal of bus students.

2:00 p.m. / Parents may pick up all remaining students.

2:30 p.m. / All students and parents must be out of the building.

## **Q. Standardized Testing**

Standardized tests are administered in April of each year to students in grade K5-12. Test results are sent home in the final report card of the year.

## **R. Student Drivers**

Students who drive to school must leave their car keys in the office from the time they arrive until the time they leave at the end of the school day. Written parental permission must be given by the driver's parent and the passenger's parent for a student to leave the school's premises in another student's car.

## **S. Transportation**

Bus or van transportation from local and surrounding school districts must be arranged by parents on their own. When a student is not going directly home, two notes from the parent are required: one for the school and one for the bus driver. These districts are required under law to provide transportation for students who reside there if their parents choose:

- Albert Gallatin
- Brownsville
- Connellsville
- Laurel Highlands
- Uniontown

## **T. Visitors**

Parents are welcome at CRCA. We encourage open communication in all school relationships and certainly urge parents to ask questions, express concerns, and become involved at the school.

All people who desire to volunteer at the school in any respect (serving lunches, chaperoning field trips, or any other contact with students) must have Pennsylvania Criminal Record and Child Abuse Clearances.

All visitors must report to the school office for a visitor's pass before going to any part of the building. Parents are invited to visit classrooms but must plan visitations with the teacher and notify the office before entering the room.

## **U. Weekly Parent Envelope**

Usually on the first day of the week, parents will receive the "brown envelope" which contains announcements pertaining to school activities, a monthly calendar, principal's letter, etc. It is sent home with the oldest child.

Parents are asked to read the information carefully and completely so that they are informed about school business. On a normal school week (a week beginning on a Monday) Parents must

sign and date the outside of the envelope and return it to the school no later than Wednesday or a detention or demerit will be assigned. Lost envelopes will be replaced at a charge of \$3.

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CRCA has the right to amend this handbook.

Because it is impossible to foresee all problems that arise, this clause empowers the administration and faculty to take disciplinary action for any behavior that violates the spirits and the philosophy of the school even though it is not specified in the Discipline Policy, the principal is the final recourse in all the disciplinary situations and may waive any regulation for just cause, at his or her discretion.

Revised 2021.