

CENTERS OF LEARNING

Parent Student Handbook

2019-2020

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Centers of Learning is a member of the **Association of Christian Schools International (ACSI)** and is accredited by the Western Association of Schools and Colleges (WASC), which is the official academic body responsible for the accreditation of public and private universities, colleges, secondary and elementary schools in the western region of the United States. WASC accreditation is a school improvement process and therefore is a process that serves as the foundation for quality education. An accredited school is a statement to the broader community that it is a trustworthy institution for student learning and committed to ongoing improvement.

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Welcome,

We are excited about the start of a new school year! We welcome back those students who are returning and add a special welcome to those who are new to Centers this year. This new year will present many opportunities and challenges as we engage in transformative learning with our heads, hearts, and hands fully engaged.

We appreciate your interest in and commitment to our school as we seek to fulfill our commitment to the education of your children. To accomplish this, Centers is committed to providing a Christian education that is founded on God's Word as the basis for every academic discipline and extracurricular activity. On this foundation, Centers seeks to develop each student through a balance of creativity, collaboration, structure, character and excellence in all aspects of daily life. We desire to foster a learning environment that is loving, family-oriented and God-honoring.

The faculty and staff are highly qualified and dedicated Christians who have committed themselves to the ministry of partnering with parents to train your children. Understanding the absolute necessity of God's leadership and wisdom, we ask that you commit to pray for us and the ministry of Centers of Learning. We look forward to having the opportunity to serve with you as we serve our Lord.

For the Glory of the King,

COL Administration

Philosophy and Purpose

Centers of Learning stands without apology for and upon the Word of God, and its principles are an integral part of our policies and procedures. It is the hope and desire of the administration that each student and family will have a strong respect for the vision and standards of Centers of Learning.

HISTORY

In 1974, Centers of Learning began with a handful of students from the founding church. Over the ensuing years, the school has changed in many ways. Today, the staff of the school and most of its students represent many churches, communities and diverse backgrounds.

PHILOSOPHY OF CHRISTIAN EDUCATION

We strongly believe in the importance of a solid partnership between the church and school for the successful education of a child.

1. **Parents** – The God-given primary responsibility for the training and education of children is that of the parents. The success of a student at Centers will be directly correlated with the parents' faith and their commitment to honoring God's Word. (Deut. 6:4-7)
2. **School** – The relationship with the school that the parents choose to help them with the education of their children must be intentionally fostered in order to be effective. The school will never be able to stand in place of the parents. However, the commitment between parents and school plays a stabilizing and strengthening role in the education and development of a child. (Amos 3:3)

It is a foundational part of the Judeo-Christian tradition and a promise of the Word that training a child in the path the Lord has for them in their uniqueness leads to positive results. (Prov. 22:6)

GENERAL INFORMATION

School Hours of Operation

8:00 a.m. to 6:00 p.m.... Office hours, Monday – Friday (except holidays)
8:00 a.m. to 6:00 p.mSummer Office hours, Monday - Friday (except holidays)

K-12

7:30 am – 7:55 amSTUDENT DROP-OFF TIME*
7:55 am – 3:00 pm...Classes in session
3:00 pm – 3:30 pmSTUDENT PICK-UP/DEPARTURE TIME*

*Please refer to 'Centers of Learning Policies' for an accurate description of *early drop-off and pick-up policies*.

Lunch Time

- All students are to bring a lunch from home each day or may pre-order their meal from "Bright Belly." Centers of Learning does not provide refrigeration for lunches.
- Students may eat ONLY in designated eating areas during their lunch time.

Notice of Non-Discrimination

In accordance with the requirements set forth in IRB No. 1975-49, dated December 8th, 1975, Centers of Learning therefore announces the following policy:

Centers of Learning admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, and athletic and other school-administered programs.

The school wishes to further advise you that concurrence with the Policy of Non-Discrimination is not grounded in a humanistic philosophy, but rather upon a theological basis as presented in the Bible, which is the Word of God. Its doors are open to people of all races and national origins because the love of God, as manifest in the ministry of redemption through Jesus Christ, is intended for all people who will receive it. To that end, Centers of Learning is pleased to serve families of the San Fernando Valley and its surrounding area.

Notice of Non-Christian Admittance

Centers of Learning does not require that students, nor their parents/guardians, profess faith in Jesus Christ as Lord and Savior as a requirement for enrollment.

However, Christianity is the only religion to be taught, promoted, and practiced on the Centers of Learning campus and at all Centers of Learning-sponsored activities, and *all students are required to be enrolled in a Bible class and attend chapel in a respectful manner.*

Notice of Closed Campus

Centers of Learning is located on the campus at 8854 Haskell Avenue which is deemed to be private property and therefore permission to enter the campus is given at the pleasure of the Corporate Board, and all persons given such permission are subject to the behavioral guidelines as determined by the Corporate Board of Centers of Learning. No unauthorized persons may loiter on the campus at any time.

No minors, having been entrusted to the care of Centers of Learning, may leave the campus without properly documented consent of the parents/guardians in accordance with the guidelines of Centers of Learning.

Notice of Conflict Resolution

Centers of Learning desires to have a harmonious relationship with all students and parents/guardians and wishes to alleviate conflict as much as possible. Therefore, a parent/guardian who is offended by the behavior or speech of an employee may seek resolution by following this protocol:

1. Contacting the staff member in question *via email* to alleviate disrupting the employee's duties. *Employee will respond within 24-48 hours (excluding weekends, vacations, and holidays).*
2. Arranging a meeting with the *School Administrator* (in person or by phone) if resolution is not reached through other means.
3. Submitting a written report under the Uniform Grievance Policy adopted by Centers and addressed to the *Superintendent of Schools*, which may only be considered if the protocol above has been followed.

All decisions by the Superintendent of Schools are final.

Note: *Any inappropriate language, yelling, behavior, or threats to staff members will NEVER be tolerated. Any such conduct may invoke a permanent ban on the Centers of*

Learning Christian School campus, including Centers of Learning-sponsored social activities and sporting events.

Mandated Reporter

In accordance with school policy and California law, school staff are *Mandated Reporters* obligated under penalty of fine and/or jail time to report the reasonable suspicion of physical abuse, emotional deprivation, physical neglect, inadequate supervision, or sexual abuse and exploitation. In this very serious and legally narrow area, the school *will not* contact parents/guardians in advance of making a report to the appropriate authorities.

Parent/Adult Visitors

No adults are permitted to be on the Centers of Learning campus during school hours without authorization of the School Office or church staff.

- A. All adults visiting the Centers of Learning campus during school hours **MUST** go to the School Office to be issued a pass **UNLESS**
 - 1. They are attending a school-sponsored event and remain within the event area for the allotted amount of time.
 - 2. They are signing a student in or out of Extended Day Care.
 - 3. They are conducting business such as paying tuition, dropping off something for a student, signing a student in or out, having a meeting with an administrator, etc., in the school office.
 - B. No adults are to go to any classroom for any reason without the permission of and a pass from the School Office.
 - C. Adults are to take items being dropped off for students (such as P.E. clothes, lunch, forgotten book, etc.) to the School Office **ONLY**. No adults are to take items to the classroom or locker area.
 - D. Adults may only be in sports areas for scheduled sporting events.
 - F. Adults may not be on the playground at any time nor walk beyond the designated pick-up and parking lot areas unless heading to a sports area for a scheduled event.
-

Parent/Teacher Communication

- Parents/guardians are not to approach nor interrupt a teacher during school hours (including drop-off and pick-up times) but are to schedule conferences by emailing the teacher. Please wait 24-48 hours to receive a response (except weekends, holidays, and vacations). If an in-person meeting is needed, parents will need to arrange for the supervision of all of their children (possibly in the classroom, at the discretion of the teacher) during the conference as no child may be unsupervised on the Centers of Learning campus.
- Parents are also encouraged to send notes to the teacher with their children to ask or answer questions or to schedule an appointment.
- Up-to-date information on homework, classwork, assignments, projects, grades, progress reports, etc., may be accessed through Sycamore.

Student Information/Emergency Contact

Parents are to notify the school in writing of any changes to personal information. School records **MUST** be accurate as to address, telephone numbers, place of work, and authorized pick-up persons.

Health Advisories

1. Immunizations

All students enrolled at Centers of Learning must have received the proper immunizations according to the standard set forth by the California Department of Public Health (CDPH), proven by an updated Immunization Record.

2. Asbestos

The Environmental Protection Agency (EPA), under provisions of the Toxic Substance Control Act (TSCA), requires all local Education agencies to identify asbestos containing materials. Also, each school must prepare a Management Plan describing its inspection, response actions, and post-response actions, and submit the plan to the State Governor. The Management Plan must also be maintained in the school's Administration Office for inspection by the public.

A copy of the Asbestos Inspection and Management Company's report and Centers of Learning' Management Plan are available for inspection in the School Administration Office in compliance with EPA regulations.

3. Latex Balloons

During various activities at Centers of Learning, such as classroom/campus parties, performances, athletic events, etc., latex balloons are routinely used for decorations and/or gifts. Students and parents/guardians who are allergic to natural rubber latex (NRL) are cautioned NOT to attend any activity where latex balloons or materials may be present.

4. Medical Insurance

Health and accident insurance is the responsibility of the parents/guardians for their students and is not carried by the school. At the discretion of administration, students *may* not be accepted for enrollment without verification of insurance.

5. Prescription Medication

NO PRESCRIPTION MEDICATIONS may be in the student's possession on campus or at school-sponsored off-campus events EXCEPT emergency inhalers with doctor's note on file. In order to have prescription medications dispensed to a student:

1. The parent/guardian is to bring the medication in its original bottle or container from the pharmacist/doctor with the name of the medication and that student's name on the label to be kept in the school office.
2. The parent/guardian must complete a Medication Release Form before any medication will be dispensed to the student. The student is to report to the school office at designated times to receive medication.

6. Over-the-Counter (OTC) Medications

NO OTC MEDICATIONS may be in the student's possession on campus or at school-sponsored off-campus events.

1. The parent/guardian may indicate on the Registration Form as to whether or not the school office may administer certain OTC medications to their student such as acetaminophen (Tylenol), ibuprofen (Advil), antihistamine, antacids, or cough suppressants to their student.
2. A parent/guardian wishing to have specific OTC medications available for the school office to dispense to their child as needed must provide the medication AND a Medication Release Form to the school office.

Lockers and Locks (grades 6-12)

Centers of Learning may assign on-campus lockers to students in grades 6-12. Students may not use any locker or lock other than what has been assigned.

Students may not use any locker or lock other than what has been assigned.
Centers of Learning maintains the right to inspect any and all school lockers at any time. Students who fail to comply with locker rules may have their locker privileges withdrawn.

Lost & Found

'Lost & Found' items are kept in appropriately marked receptacles for claiming by students at any time. At the end of the school year, *parents* may be notified of a 'final claiming' session, after which unclaimed items will be gifted and/or sent to Goodwill, Salvation Army, etc.

Fundraisers & Sale of Items

Students/parents may be given opportunity or asked to participate in fundraisers that benefit a particular Centers of Learning organization (sport, club, dance, robotics etc.) your student is involved in or Centers of Learning as a whole. They may include selling of items, bringing in certain items for redemption (cans, box-tops, etc.), seeking outside donations, car washes or other work-related programs, etc.

Only Centers of Learning-sponsored fundraising items may be sold on-

campus or at school-sponsored events. No solicitation by students, parents, or others is permitted.

CENTERS OF LEARNING STANDARDS & GUIDELINES

1. SLOs (Student Learner Outcomes)

Centers of Learning is accredited by the *Western Association of Schools and Colleges* (WASC) to foster excellence in education, demonstrated in our Five C's for Success. Students will be prepared to be:

A. Christ-Centered (Proverbs 2:6-7; Psalm 32:8; Galatians 5:22-23)

Students will discover and choose to live a life glorifying to God by demonstrating the character of Christ in their own lives by:

- Building a knowledge of God's Word (the Bible) and applying those principles to their everyday walk.
- Developing and exhibiting Christian character by modeling the Fruit of the Spirit in Galatians 5:22-23.

B. Critical and Creative Thinkers (Isaiah 30:21; II Corinthians 10:5; II Timothy 3:16-17)

Students will apply critical, logical, effective, and creative decision-making skills by:

- Creating, implementing, and assessing appropriate strategies to solve problems.
- Analyzing, interpreting, and evaluating information successfully.
- Completing projects using a variety of resources.
- Using technology effectively.
- Working independently and cooperatively.

C. Competent Communicators (Proverbs 16:23; Proverbs 15:23; Ephesians 4:29; Colossians 4:6)

Students will become effective, competent communicators who

will:

- Use oral, written, technological, and creative forms of expression to convey significant information and ideas.
- Listen and read attentively to understand and interpret.
- Express needs in a responsible and respectful manner.
- Speak confidently to a variety of audiences.

D. Community Contributors (Galatians 5:14; Acts 20:35; Galatians 6:10)**Students will demonstrate a commitment to their society (church, school, neighborhood, and community) by:**

- Contributing time and talent to help others.
- Promoting cooperation, mutual respect, and appreciation of others.
- Conducting themselves with Christian integrity.

E. Continual Life-long Learners (Proverbs 8:33, 16:3, 19:20; Philippians 3:14)**Students will show they recognize the value of continual learning as the foundation of their future success in meeting the challenges of tomorrow by:**

- Continuing their dedication to Christ and developing His character within them.
- Discovering, exploring, and expanding their God-given talents.
- Accepting responsibility for their own continued growth.
- Setting priorities and developing goals.
- Demonstrating the ability to complete assignments independently.
- Identifying the need for assistance and requesting it.
- Valuing assessments, constructive criticisms, and encouragement from others.
- Using whatever tools available (such as internet technology, books, the media, seminars, college courses, community information centers,

etc.) to research, investigate, and understand current trends, discoveries, and developments in the areas of technology, business/economics, politics, world events, health and global environment, and applying that knowledge effectively.

2. Chapel Services

Centers of Learning is dedicated to providing the best Christian environment for learning possible and includes at least one (1) Chapel service per week for the spiritual enrichment of our students. Chapel service attendance is mandatory for all students and faculty. In order for students to receive the greatest benefit from Chapel, they must exhibit respect for the Lord Jesus Christ, and follow these guidelines:

- A. Sit in area and/or seat assigned by teacher or staff member.
- B. Pay attention to and show respect for Chapel leaders and guest speakers.
- C. Follow classroom rules – No disruptive behavior, talking out of turn or to others, passing notes, physical contact, eating or drinking, etc.
- D. Sit up straight – no slumping, sleeping, or putting feet on chairs.

Academic Standards

All students of Centers of Learning must maintain at least a 2.0 grade point average (GPA) to participate in extracurricular activities. Parents/guardians may be notified via email by the teacher if a student's grade falls below a "C" average.

However, weekly updated grades are always viewable 24/7 through Sycamore website.

High School students falling below a 2.0 overall grade point average may be placed on Academic Probation and given a set amount of time in which to bring up the grade point average to 2.0. A parent meeting may be requested with the Teacher and/or Administration to discuss remedial solutions.

Students who have earned a failing grade in a core class during any semester are required to repeat that semester's class at a local public school's summer school session or through an approved online course prior to advancing to the next grade. Students advancing from eighth grade to Centers of Learning High School must maintain a "C" (2.0) average in core classes.

Report cards are available to all elementary students at the end of each quarter and to all Jr. High and High School students at the end of each semester. Mid-semester reports are sent out to students in grades 7-12. This report notifies parents and gives students adequate time to improve any unsatisfactory performance. Student classroom assignments, grades, and mid-semester and semester report cards are continuously available for viewing via our Sycamore web-based parent communication system, as well as in print. Parents may view grades, retrieve report cards, and communicate with classroom teachers and Centers of Learning staff via this web-based system.

Communication from the classroom teacher(s) also comes in the form of progress reports, notes home, phone calls, and emails.

The following is Centers of Learning's grading scale for grades 1-4:

E= Excellent G= Good S= Satisfactory N=Needs Improvement

The following is Centers of Learning's grading scale for grades 5-12:

A+	97.50 - 100
A	91.50 - 97.49
A-	89.50 - 91.49
B+	87.50 - 89.49
B	81.50 - 87.49
B-	79.50 - 81.49
C+	77.50 - 79.49
C	71.50 - 77.49
C-	69.50 - 71.49
D+	67.50 - 69.49
D	61.50 - 67.49
D-	59.50 - 61.49
F	0 - 59.49

- **Textbooks**

Textbooks remain the property of Centers of Learning and are to be shown care in handling. In addition, all textbooks are to be returned at the agreed upon date, end of the school year, or at the time that a student is withdrawn from enrollment. A charge will be levied for unusual damage or loss of books or failure to return.

4. Behavioral Standards

Centers of Learning is dedicated to the training of students in an integrated program of study, activity, and everyday living that is applied Christianity. The primary rule of discipline is that the student is to be obedient, respectful, and cooperative toward all members of the faculty, staff, administration, and classmates, and to follow the 'Golden Rule' of Matthew 7:12 with regard to other students: 'Treat others the way you want to be treated' while On-Campus or Off-Campus (field trips, sports trips, social activities, dances, etc.)

Attendance at Centers of Learning' social activities is determined by the School Administration. Students who are currently on home suspension, have been expelled, have been involuntarily withdrawn from enrollment, or have been

voluntarily withdrawn from enrollment in order to avoid disciplinary action may not attend school-sponsored social events. Violation of any school policies or dress code may result in removal from the event and/or disciplinary action.

5. Pregnancy

In the event that a student becomes pregnant, she will be withdrawn from enrollment, or the parents/guardians may discuss the possibility of a 'home study' program with the Administrator or Superintendent of Schools.

In the event that a student impregnates another student or non-student, he will be withdrawn from enrollment, or the parents/guardians may discuss the possibility of a 'home study' program with the Administrator or Superintendent of Schools.

Students participating in a 'home study' program due to involvement in a pregnancy (male or female) will not be permitted to participate in school extra-curricular activities such as sports, dance, clubs, etc., nor to attend school-sponsored activities such as dances, field trips, etc.

6. Personal Items

Centers of Learning reserves the right to inspect, search, and/or examine all personal items brought to the campus or to school-sponsored activities, including *but not limited to* lockers, backpacks, purses, lunchboxes, electronic devices, vehicles, etc. Any personal items displaying inappropriate logos, slogans, and/or images, such as those promoting anti-Christian sentiment, racism, inflammatory political themes, sex-related themes, etc., will not be tolerated and confiscated for parent/guardian pick-up with potential disciplinary action.

7. Social Events

Centers of Learning' social activities such as banquets, dances, proms, senior outings, parties, etc. are provided by the school to encourage student interaction and the development of social skills within certain age groups (dances are generally limited to grades 7-12 and proms to grades 9-12). All in attendance are to adhere to the 'Centers of Learning Policies' and demonstrate respect and cooperation for those in authority. Standardized dress code may not be required for such events; however, attendees are expected to follow a dress code of Christian modesty as defined by School Administration.

8. Class Parties

Classes may have parties during school hours to celebrate a particular season. In addition, students may be asked to bring food and/or party goods to share at the party. Due to the secularization of many holidays, Centers of Learning will emphasize the following:

- E. Christmas – the birth of Christ.
- F. Valentine’s Day – Christian love for everyone.
- G. Passover and Easter – the death and resurrection of Christ.

Parent/adult pre-approved Centers of Learning chaperones may volunteer or be asked to assist with parties according to the discretion of the teacher and must obtain a pass from the school office before reporting to the classroom.

9. Chaperones

All parents/adults who will be in contact with students (such as for class parties, field trips, etc.) must ***first*** become pre-approved chaperones by being fingerprinted and cleared by the Department of Justice (DOJ).

- H. Parents/adults must complete and submit a Volunteer Application (obtained through the School Office).
- I. The Administration of Centers of Learning Christian Center will contact the parent/adult after receiving the application to schedule an appointment for fingerprinting/background clearance with the Department of Justice. *There is a fingerprinting fee.*
- J. The parent/adult applicant, School Office, and teacher will be notified if and when final clearance is granted. Until then, the parent/adult may not attend or assist in any class activities or field trips.

10. Field Trips and Off-Campus Activities

Field trips and off-campus activities are part of the continuing educational process and social development and are divided into two categories: *educational (curriculum-related)* and *fun (social activities)*.

- K. *Educational (curriculum-related)* trips are considered ‘REQUIRED ATTENDANCE.’ Students who do not attend these trips due to excused absence will be required by the teacher to complete an additional written assignment in order to make up missed ‘class activity’ points. Those missing field trips due to truancy or disciplinary actions will not be able to make up the missed points.
- L. *Fun (social activities)* trips, such as off-campus parties, amusement parks, fundraising trips, etc. are considered ‘OPTIONAL ATTENDANCE.’ Students who do not attend these trips will not be assigned any additional work.
who choose to not have their students attend must make alternate child-care arrangements as no supervision is available at the school.

- M. Parents/guardians MUST complete and return the Permission Slip for each field trip and pay the appropriate fee (if applicable) by the due date published on the Field Trip Notice.
 - N. Students MUST arrive at the school by the time indicated on the Field Trip Notice (NOTE: may be different than regular school start time). Students arriving after the class departs will be considered 'absent' and the parent will have to make alternate child-care arrangements for the day.
 - O. No adults may attend field trips unless they are pre-approved Centers of Learning chaperones AND are approved to go by the teacher in charge.
 - P. Approved parents/guardians may pick up their student from the field trip venue by signing him/her out with the teacher in charge.
 - Q. Students MUST be picked up within 20 minutes of the published return time or late return due to unforeseen delay (i.e. traffic). Parents/guardians of students who are not picked up within the 20 minutes will be charged a **fee for each minute late** to cover additional cost to supervise students or they will be checked into Extended Day Care.
 - R. As traffic or other uncontrollable factors may cause the bus to return late, parents may have until 20 minutes after the actual return time to pick up their students. Parents are encouraged to call the school office to check on the return time.
 - S. Non-participating COL students with parents attending the field trip as authorized chaperones may go to Extended Day Care without charge if the departure/arrival times require it.
-

STANDARDIZED DRESS CODE

The following standardized code regarding students' clothing and personal appearance is to be observed during school hours and on school-sponsored outings unless otherwise specified by the teacher/staff member in charge of the event. *Centers of Learning reserves the right to revise this standard at any time.*

Dress Code

Students at Centers of Learning are not required to wear uniforms, but appropriate school

dress must be worn. We ask that students dress modestly in clothing that allows participation in all school day activities. Students inappropriately dressed will be asked to change into P.E. clothing or will be sent home to change.

Students must observe the following dress code:

Shirts:

- No exposed midriffs. Shirts must be long enough to tuck in or cover midriff.
- No spaghetti strap or low cut tank tops. No exposed bra straps.
- No low-cut shirts (strictly enforced).
- No dark or black bras (girls) or undershirts (guys) under white or light shirts.
- No muscle shirts or undershirts for guys.
- No shirts with suggestive or inappropriate insignia or writing.

Shorts, Pants, Skirts:

- No short shorts. Shorts, skirts, etc., must be mid-thigh length (extend beyond the fingertip) for girls and not longer than knee length for guys.
- All shorts or skirts should allow the student to move and bend without embarrassment.
- No oversized pants or overalls.
- Pants or shorts must be able to remain above the waist if the belt is removed.
- No pajamas or sweat pants. Sweat pants only at P.E. Leggings may be worn with skirts or long shirts, not as a substitute for pants.

Hats, Belts, Shoes:

- Hats are allowed as long as they do not interfere with classroom instruction and student learning.
- No bandanas, chains, spiked collars or piercing, other than ears.
- Belts are not to be oversized, hanging down, or belt buckles with inappropriate initials or insignias.
- Safe shoes – no steel-toed shoes.

***INAPPROPRIATE IMAGES** – anything racial, political, drug-related, sex-related, anti-Christian, occult (outside of Christianity**), and the like according to the School Administration's discretion.

**Families that practice other religions may submit a written request that their student be permitted to wear a symbol of his/her religion as part of his/her beliefs. Permission will be considered and only be granted *if* the image is not flaunted to other students; rather, the item is to be kept non-visible to others.

P.E. Clothes (grades 7-12) - All students in grades 7-12 will be required to obtain P.E. clothes through the school office. Students not wearing proper P.E. attire will be

subject to a reduction of grade and/or disciplinary actions. Students who do not 'dress-out' will still be required to participate unless they submit a signed doctor's note or parent explanation and signature explaining the reason for their child's non-participation.

Plain sweatpants and sweatshirts may be worn over P.E. clothes during colder weather. No other shorts or t-shirts will be permitted.

ABSENCE AND TARDY GUIDELINES

Regular attendance in all classes is the greatest contributing factor to success in school. Promptness and readiness are character traits that students must learn in order to become productive and responsible adults. Therefore, Centers of Learning students are to attend all classes regularly, on time and prepared. Absences are to be avoided as much as possible as students will miss out on important class discussion and instruction. Arriving late to class, even by only a few minutes, costs the student valuable learning time and disrupts the learning of the other students. Although the responsibility for being tardy to school is usually that of the parent or adult transporter rather than the student, the consequences will still fall upon the student.

- A. Excused (full-day or half-day) Absence – the parents/guardians have given prior permission for the student to be absent for such reasons as illness, emergency, bereavement, family events, necessary appointment (medical, dental, legal, etc.).
- 1) Re-admission after absence - the student MUST bring a signed note from the parent/guardian to the School Office before 1st period on the day of return to school. The note must contain the date(s) of the absence(s) and the reason.
 - a. The school office will issue a re-admit slip and send the student to class if the note is acceptable.
 - b. If a student does not provide a note or the note provided is unacceptable, the parents will be notified by phone call and given 72 hours to furnish an acceptable written excuse or the absence will result in a truancy.

- 2) *Missed work* - Students will be granted extra time as outlined by the teacher to make up assignments missed during excused absences for full credit.
 - a. If a parent will call the school office on the morning of the absence, it is possible that the missed work can be put together by the teacher(s) and sent home with a sibling or picked up in the office by the parent at the end of the day.
 - b. *Students are responsible to ASK each teacher for any missed work upon returning to school. It is not the teacher's job to track down the student.*

- B. Leave Of Absence – if a student experiences a serious illness, injury, or other hardship that requires him/her to be absent from school for more than two weeks, a 'home study' program may be requested by the parents/guardians.

- C. Unexplained Absences - Absence from school of three days or more for which there has been no contact from the parents/guardians with the school office. The school office will seek the parents/guardians for explanation.

- D. Excessive Absences (excused) – on the 15th excused absence per quarter or the 20th excused absence per semester, the Administration will discuss with the parents the option of 'home study.' If further absences occur without a 'home study' program being set up, the School Administration may report the failure of the parents/guardians to ensure school attendance to the proper authorities as required under the California Education Code (48260).

- G. Tardy to School /Class– students are considered 'tardy' to school/class if they are not seated in their classroom or in their teacher's custody by the published start time of school (7:55 am for K-12) or individual class period (7-12).
 - 1) *Tardy admission* – the transporter is to bring the student to the office to receive a 'tardy slip.'
 - a. 'Excused tardies' - those resulting from a medical, dental, or legal appointment, as verified by the adult transporter or by a note from the parents/guardians for students who drive themselves. Other students who ride with that adult or student transporter will also be excused.

Note: Please refer to 'Centers of Learning Policies & Procedures' for an accurate description of the *Unexcused Tardy and Truancy Policy*.

CENTERS OF LEARNING POLICIES & PROCEDURES **UNEXCUSED TARDY AND TRUANCY POLICY**

Regular attendance in all classes is the greatest contributing factor to success in school. Promptness and readiness are character traits that students must learn in order to become productive and responsible adults. Therefore, Centers of Learning students are to attend all classes regularly, on time and prepared. Absences are to be avoided as much as possible as students will miss out on important class discussion and instruction.

Arriving late to class, even by only a few minutes, costs the student valuable learning time and disrupts the learning of the other students. Although the responsibility for being tardy to school is usually that of the parent or adult transporter rather than the student, the consequences will still fall upon the student.

Unexcused Tardy Policy

Tardiness to any class is handled as follows:

- Students are permitted a total of ten (10) unexcused tardies before disciplinary action will be taken.
- A tardy to class may be excused with a note from another teacher or the school office. In addition, tardies resulting from a medical, dental, or legal appointment as verified by the adult transporter or by a note from the parents/guardians for students who drive themselves will be excused. Other students who ride with that adult or student transporter will also be excused.
- Reports on student tardiness are generated weekly.
 1. After the fifth tardy, the school will notify the parent.
 2. After the eighth tardy, the school will again notify the parent.
 3. After the tenth tardy, the school attendance office will schedule an administrative/parent conference to discuss disciplinary actions. Disciplinary actions include:
 - Being placed on a probationary contract
 - Lunch Detention
 - Serving up to two Saturday school detentions (\$45 fee each day)
 - Suspension
- Further unexcused tardies may result in expulsion from the school.
- Students are considered 'tardy' to individual classes if they are not in the designated area (assigned by teacher) by the class start time.
- A student will be marked *absent* if they are more than 10 minutes late to class. In this case, if the student does not supply a note from the parent/school office it will be reported as a *truancy*.

Truancy Policy

Truant is defined as being 'absent from school or class without a valid excuse (3 days from the current absence). Additionally, a student will be considered truant to class if they are more than ten minutes late to class without permission from the school or parent. **First**

Offense: Parent Notification; **Second Offense:** Parent Notification/Lunch Detention; **Third Offense:** Parent Notification/Saturday School (\$45 fee); **Fourth Offense:** Parent/Administrative meeting with Dean of Student Affairs/Saturday School (\$45 fee); **Fifth Offense:** Consequences may include any of the following:

1. Probationary Contract (Attendance)
2. Permanent or temporary removal from sports and/or dance teams.
3. Suspension (In-house or At-Home).
4. Notification to state authorities.
5. Expulsion.

CELL PHONE/ELECTRONIC DEVICE POLICY (Grades 6-12)

Centers of Learning reserves the right to examine any information or images contained on any cell phone, camera, or other electronic device brought to the school campus or to school-sponsored activities in the event of confiscation or reasonable suspicion of misuse.

- Cell phones may **NOT BE USED DURING CLASS TIME**. Cell phones are to be TURNED OFF during class time and given to the teacher (or designated area assigned by teacher) or placed in locker or backpack.
- I-pods or other personal electronic devices may only be used **OUTSIDE OF CLASS TIME** *unless* a teacher gives specific permission during that class for students to listen to music via headphones.
- Violation of the Cell Phone/Electronic Device Policy will result in the following:
 - A. **1st Warning:** Device is confiscated. Student will need to pick up their device in the school office at the end of the day.
 - B. **2nd Warning:** Device is confiscated. The student's parent/guardian will need to pick up their student's device in the school office at the end of the school day.
 - C. **3rd Warning:** Device is confiscated and a \$10 storage fee is assessed to device. The student's parent/guardian will need to pick up their student's device and disciplinary action will be *discussed* during this time.
 - D. **4th Warning:** Device is confiscated and a \$20 storage fee is assessed to device. *The student's parent/guardian will need to schedule a conference with the Administration to retrieve the device and pay storage fee.* Disciplinary action(s) will be *implemented* during this time.
 - E. **5th Warning:** Device is confiscated and student no longer has cell phone privileges for the school year. The student's parent/guardian will need to

schedule a conference with the Administration to retrieve the device.

- F. **Please note:** Conferences are scheduled with the Administration at the earliest convenience. Cell phones may be kept overnight and/or over the weekend.

NOTE: The content of each student's device is to be monitored by the PARENTS/GUARDIANS. COL is not responsible for inappropriate content on a device, although reports of such may result in the confiscation of the said device and other disciplinary actions, with a subsequent conference with parents.

Centers of Learning Acceptable Use of Technology

1. Purpose of Technology

Centers of Learning (COL) provides technology resources to its students mainly for educational purposes. These technology resources allow students and staff the ability to access various resources locally and globally. Expanding technologies will take students outside the confines of their classroom and provide opportunities to enhance their academic experience and retention. The goal of providing these resources is to promote our Five C's for Success by becoming 1. Christ-Centered, 2. Critical and Creative Thinkers, 3. Competent Communicators, 4. Community Contributors, and 5. Continual Life-Long Learners.

We ask that every parent and student carefully read through COL Acceptable Use of Technology Policy to insure proper care is taken when using COL computer devices and network.

2. The Opportunities and Risks of Technology Use

COL believes that the educational value of limited access to information found on the internet and the research capabilities it provides outweighs the possibility that users may obtain or encounter material that is contrary to our educational goals. School issued computers assigned to students come with the potential access to inappropriate material that is not academically based and does not coincide with

COL' educational goals. Due to the way information on networks is constantly changing, COL cannot predict or control what users may or may not access. Centers of Learning does filter content according to the Children's Internet Protection Act (CIPA) on our school network. The school does use filtering software to limit users' internet access to materials that are obscene, pornographic, harmful to children, or otherwise inappropriate, or disruptive to the educational process. No technology is guaranteed to be error-free or totally dependable, nor is it safe when it is used irresponsibly. Among other matters, COL is not liable or responsible for:

- A. Any information that may be lost, damaged, or unavailable due to technical, or other difficulties.
- B. The accuracy or suitability of any information that is retrieved through technology.
- C. Defamatory material.
- D. Breaches of confidentiality.
- E. The consequences that may come from failure to follow COL' policy and procedures governing the use of technology.

3. Privileges and Responsibilities

The main purpose of COL's internet network and the use of computer devices is to allow students to collect, analyze, synthesize, and communicate ideas and information from an enormous pool of available online resources. Students use of COL's computer devices and network are a privilege and may be subject to disciplinary actions if used inappropriately as stated in our school policy.

It remains the responsibility of our students to use technology as followed:

- Comply with copyright laws and software licensing agreements.
- Understand that email and network files are not private. Network administrators may review files and communications to maintain system integrity and monitor responsible student use.
- Respect the privacy of others.
- Be responsible at all times for the proper use of technology, including proper use of access privileges and not sharing any codes or passwords.
- Maintain the integrity of technological resources from potentially damaging messages, physical abuse, or viruses. Students may not use COL's devices or network for improper use. These uses include, but not limited to: Any illegal purposes; Any obscene or pornographic purposes, including, but not limited to, retrieving or viewing sexually explicit material; Any discriminatory

purposes, including, but limited to, harassment and bullying of individuals based on race, gender, religion, or disability; Any purposes that would violate state, federal, or international law, including

- * Copyright laws
- * Cyberbullying laws
- * Sexting laws
- Any use of profanity, obscenity, or language that is offensive or threatening
- Reposting of forwarding personal communications without the author's prior consent
- Destruction, alteration, disfiguration, or unauthorized access of hardware, software, or firmware
- Obtaining financial gain or transacting business or commercial activities
- Plagiarizing (claiming another person's writing as your own)
- Disrupting the use of others to any process, program, or tool, including downloading or otherwise spreading computer viruses
- Engaging in any hacking of any kind, including, but not limited to, the illegal or unauthorized access
- Soliciting or distributing information with the intent to incite violence, cause personal harm, damage a person's character, or to harass another individual

4. Internet Safety

Students must take steps to ensure their safety on the internet, including but not limited to, the following rules:

- A. Students should never give out identifying information such as home address, school name, or telephone number to others on the internet or by email, including in a public message such as chat room or newsgroups. If a person is asked for such information, students must have approval of their parent or guardian before providing the information.
- B. Students should not post photographs of themselves on any social media platform or on websites that are available to the public.
- C. Students should not arrange a face-to-face meeting with someone they "meet" on the internet or by email without parent/guardian permission.
- D. Student Users should not respond to messages that are suggestive, obscene, belligerent, threatening, or make a student user feel uncomfortable. If a student receives such as message, he or she should provide a copy of the message to his or her parent or guardian immediately. If the message requires school action, the student's parent/guardian should provide a copy to school administration.

COL recommends that parents/guardians read and follow the U.S. Department of Justice Guidelines for parents/guardians on internet safety located at:

<https://www.justice.gov/criminal-ceos/children-internet-safety>

5. Disciplinary Actions

Violations of this policy, or any administrative regulations and guidelines governing the use of technology may result in disciplinary action which may include loss of network access, loss of technology use, other appropriate disciplinary action, suspension, or expulsion. Violation of local, state, federal, or international law may subject students to prosecution by appropriate law enforcement authorities.

6. No Expectation of Privacy

Users should not expect that emails or files stored on COL's servers, devices, or programs will be private. COL reserves the right record technology use, monitor file server space utilization by users, and to examine users' files and materials as needed, and at its discretion. Users must recognize that there is no assurance of confidentiality with respect to access transmissions and files by persons outside, or from persons inside COL.

7. Title and Ownership of Devices and Email Accounts

COL maintains the legal title of all devices issued to students. Students are authorized to possess and use COL technology as long as they comply with COL Policy governing use.

8. Insurance and Costs (Grades 6-12 Only)

COL does not guarantee the security, safety or damage of electronic devices brought into the school by a student and does not carry insurance for such occurrences. Therefore, it is recommended that parents purchase insurance through their carrier for accidents including, but not limited to ACCIDENTAL DAMAGE, THEFT, FIRE, FLOOD, NATURAL DISASTERS, POWER SURGE, and VANDALISM. This insurance policy will provide full replacement cost coverage and will protect the item worldwide (on and off campus). The policy is transferable to a replacement unit.

9. Use (Grades 6-12)

1. Students and their parents or guardians must take reasonable care to protect and properly use COL technology.
2. The student is the only authorized user of his or her assigned computer or other COL technology.
3. Students must bring their computers to school fully charged. Repeated failure to bring the computer to class daily may result in lost instructional time.
4. Computers must be used on flat, stable surfaces only.
5. Computers must not be cleaned with cleaners such as Windex.
6. Computers must not be marked with markers, stickers, or other similar materials.
7. COL applied labels, asset tags, and other identifiers may not be removed from computers, chargers, or other COL technology.
8. Food and drink should not be used near computers or other COL technology.

HARASSMENT POLICY

Centers of Learning is committed to providing a learning environment that is free from harassment in any form. The school will treat allegations of harassment as perpetuated by any student or employee seriously and will review and investigate such allegations in a prompt, confidential, and thorough manner.

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing. However, substantiated acts of harassment will result in disciplinary action up to and including dismissal. Students found to have filed false or frivolous charges will also be subject to disciplinary action up to and including dismissal.

Harassment occurs when an individual is subjected to treatment that is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability, physical appearance, or gender. Harassment can occur at any time during school or during school-related activities. Further, the school may take action and administer discipline for incidents that happen outside the school if such incidents create a significant disruption in the school or detriment to a student's school experience as determined by the School Administration.

- A. Harassment includes, but is not limited to, any or all of the following:
 1. **VERBAL HARASSMENT** – derogatory or inappropriate comments or jokes; threatening words spoken to another person; persistent unwanted questioning, commenting, verbal interruption.
 2. **PHYSICAL HARASSMENT** – unwanted physical touching, contact, or assault; deliberate impeding, blocking, or any intimidating interference with normal movement or work; following or 'stalking.'

3. **VISUAL HARASSMENT** – derogatory or inflammatory printed material, drawings, written words, or texting; threatening or slanderous or persistent unwanted internet communication; threatening or inappropriate gestures or body positioning.
4. **SEXUAL HARASSMENT** – unwanted/unsolicited sexual advances or propositions or requests for sexual favors; using sexually degrading words to describe an individual or an individual's body; displaying sexually suggestive objects or pictures in person or via electronic device in person or by 'sexting;'* giving inappropriate or sexually-related verbal information such as jokes, comments, stories, descriptions, etc.; and other verbal or physical conduct of a sexual nature.

*'Sexting' is the act of sending, receiving, or forwarding sexually explicit or suggestive messages, photos, or images via cell phone, computer, or other digital device. Sharing, possessing, or even viewing pictures, text messages, or emails that contain a sexual message or image may be considered a form of harassment. Students are required to immediately report any such activities to a school staff member, even if such an act perpetrated by or against a school student does not occur on-campus or at a school-sponsored event.

- B. It is the responsibility of Centers of Learning to:
 1. Make all faculty, staff, students, and parents aware of this policy and the commitment of the school toward its strict enforcement.
 2. Establish practices designed to create a school environment free from discrimination, intimidation, or harassment.
- C. It is the responsibility of the student to:
 1. Conduct himself/herself in a manner which contributes to a positive school environment.
 2. If informed that he/she is perceived as engaging in discriminatory, intimidating, harassing, or unwelcome conduct, to discontinue that conduct immediately.
 3. Report all incidents of harassment to the Administration or other staff persons.

Drop-Off Policies

- A. Drop-off areas will be identified at the 'Back to School' meeting and by letter before the start of the school year.

No student may be on-campus without supervision. Students not enrolled in Extended Care who are found on-campus *before* the published drop-off time will be taken to the office and have their accounts charged a

\$15.00 drop-in fee for each occurrence.

Pick-up Policies

- A. Pick-up areas will be identified at the 'Back To School' meeting and by letter before the start of the school year. Pick-up times are designed to avoid traffic congestion. Therefore, parents/guardians are asked to wait in the designated parking area if arriving more than 15 minutes prior to the published pick-up time.
- B. Authorized Pick-Up Persons ONLY (before school dismissal) will be permitted to pick-up students (those listed with name and telephone number on the Registration Form). Parents/guardians may call the school office to give permission for another person to pick-up their student on any given day.
- C. Late pick-up is available for students who need to be picked up **after** the published pick-up time by enrolling the student in **Extended Care** and paying appropriate fees. Parents/guardians who use after-school care are to sign out their student(s) in the preschool office each afternoon/evening.
- D. *No student may be on-campus without supervision.* Students not enrolled in Extended Care (who are not involved in after-school dance, sports, or other activities) who are found on-campus *after* the published pick-up time will be taken to the daycare area and have their accounts charged a **\$15.00 drop-in fee for each day.**

A. Early Dismissal/Pick-up

- Students who need to leave the campus during school hours for reasons such as an appointment, illness, lunch with parent, etc., **MUST** be signed out at the school office by an *authorized pick-up person*. Students returning to school on the same day **MUST** be signed back in at the school office by the authorized pick-up person (see #8. Absence/Tardy Policies & Procedures b. Partial absence).

- In order to avoid traffic congestion and disruption of the final instructions of the school day, students will not be called out of class for early pick-up after **2:30 pm** except in case of a dire emergency.
- Students who drive themselves may sign out in the school office ONLY for necessary appointments with a signed note from the parent/guardian and verification by phone call, or for illness with phone verification by parent. Students may not sign themselves out for any other reason.

STUDENT DRIVER POLICY

- A. Students may only drive on campus if they provide a copy of a valid California Driver's License and proof of insurance.
- B. Students must register the primary vehicle that they will be bringing to school in the School Office with make, model, color, and license plate (if primary vehicle changes, students must re-register the vehicle information above).
- C. Students must park in designated parking spaces.
- D. Students must drive carefully at no more than 5 miles per hour on campus, keeping in mind that there are small children on campus who are sometimes unpredictable.
- E. Parents/guardians will be liable for any damage or injury resulting from their student driving on campus.
- F. Students may only have access to their vehicles during school hours with a pass from the school office. No loitering in vehicles or eating in vehicle during lunch.
- G. Failure to follow these guidelines will result in loss of driving privileges.

WALK/RIDE TO & FROM SCHOOL POLICY

- A. Parents who wish their students to leave the campus after school unaccompanied by an adult MUST complete a 'Walk Off Campus' form in the school office AND have their student sign out in the school office every day before leaving.

- B. Skateboards, skates, shoes with wheels, etc. may NOT be utilized on the Centers of Learning campus, but removed/dismounted at the gate and carried to and from the locker area. Such items are to be stored properly away during school hours.

DISASTER DRILL PROCEDURES

Drills are arranged by a system of bell signals as indicated, with expected response as follows:

Fire Drill – one continuous bell signal. All activities are to cease and exits made immediately to pre-designated area.

Earthquake Drill – series of short, intermittent bell signals lasting approximately 45-60 seconds. Teachers and students inside are to get under desks or tables until signal ends, and then follow teacher's instruction to exit with caution to pre-designated area.

All students and teachers are to report to the assigned disaster assembly areas. Students are expected to walk, not run or push, and to be quiet so that they may listen to their teachers' instructions. A series of 3 shorter bell signals will tell the teachers that they may take their students back to class.

If on the playground, elementary students are to line up according to the playground supervisors and follow their instructions. Students attending P.E. are to line up with their coaches.

Lockdown - Centers of Learning places high priority on school safety for all who step foot on this campus. As an administration we hold the responsibility of educating our staff members regarding a potential threat on our campus. Therefore, we will invite local law enforcement to conduct 'School Safety Training' for us to be prepared in case of an unfortunate situation were to arise.

ATHLETIC DEPARTMENT

Centers of Learning provides opportunity for all eligible students to tryout for participation in extracurricular sports programs.

- A. All Middle School/High School students, participating in sports are required to have an annual physical examination record on file.

- D. Athletes must maintain at least a 2.0 grade point average AND have good behavior in order to remain eligible to participate on an athletic team. Athletes may be suspended or removed from a team if they do not meet these expectations.
- E. A fee will be charged for each athlete for each sport to cover the cost of league fees, coaches, referees, transportation, equipment, etc. Fee schedules are available in the school office and on the school app. Fees are not based on playtime or amount of days a student participates in a particular sport. Fees are non-refundable as long as your student joins the team. Fees are refundable if your athlete does not make a team.
- F. Additional guidelines may be issued for each sport. Athletes are subject to the rules and regulations as specified in the COL Handbooks.
- G. Agreements that must be signed by parents may be issued for each sport, along with practice/game schedule.
- H. School-owned uniforms are to be kept in good condition and returned to the school within 10 days of the end of the season or the parents/guardians may be charged a replacement and/or late fee.
- I. Athletes must be present at school on game days, in order to participate in the meet/game/activity. Athletes who leave school early (or show up to school late) for any reason other than an excused appointment (see 'Absence and Tardy Guideline') may not participate in that day's practice or game.
- J. Practices will be held after school on the Centers of Learning campus or a nearby location. Parents may be asked to pick up students at the other location following practices. Students must be picked up within 20 minutes of the end of practice or student will be checked into Extended Care.
- K. Only team members, coaches, and managing/support staff may be in the practice areas. Parents shall not interfere with practices at any time.
- L. Home Games may take place either on the Centers of Learning campus or at a nearby location (which may require a departure from the school during school hours). A **fee per minute late** may be charged/billed to parents who do not pick up their student within 20 minutes of the end of a game, either at the Centers of Learning campus or pre-publicized nearby location.
- M. Away Games take place at the campus/location of the opposing team. If local, parents/guardians may be asked to pick up students from the other location (directions will be provided in the school office). A **fee per minute late** may be charged/billed to parents who do not pick up their student

within 15 minutes of the publicized end of a game at the game location or the publicized return time to the Centers of Learning campus.

- N. All team members and support persons are to ride the team bus or school-sponsored private vehicles whenever leaving the campus as a team. Students over 18 may drive themselves WITH parental AND coach permission but may not have any other students in the vehicle. Athletes may only be transported to an off-campus sports event by the parent/guardian if required by the coach or if the coach gives special permission in cases of unchangeable circumstances.
- O. Parents/guardians may pick-up their student at an off-campus location after practice or game by signing out/or making verbal and visual contact with the coach. No students may leave with an unauthorized pick-up person.
- P. Rules for on-campus behavior apply at off-campus events.
- Q. On game days, team members must follow the dress code set by the coach and may be excluded from the game if they do not comply.
- R. All athletes, coaches, parents/guardians, and others who attend Centers of Learning games in support of the team are expected to show GOOD SPORTSMANSHIP at all times by cheering for and offering positive remarks for good game play. BAD SPORTSMANSHIP includes criticizing the coaches, athletes, officials, or opposing team constituents. Such behavior may result in removal from that game and/or denial to attend future games.

DANCE DEPARTMENT

Centers of Learning provides opportunity for all students in Pre-school - 12th to receive dance instruction.

After-school classes (Pre-school - 12th)

- A. Parents/guardians must pay registration, monthly fees, and costume fees as published (fee schedule available in School Office) and provide required shoes, undergarments, etc.
- B. Dancers are to attend weekly practices and extra practices during recital preparation unless arrangements are made in advance with the instructor.
- C. Dancers are expected to participate in one (1) dance recital per semester, but may be excluded from performance in the recital in the case of excessive absences or failure to pay fees.

CLUBS

After-school or during-school clubs may be offered throughout the year to students of various ages for specific functions such as girls' club, boys' club, chess club, drama club, etc. A fee for after-school clubs may be charged. All clubs are supervised by authorized Centers of Learning staff and/or volunteers.

DISCIPLINARY GUIDELINES

CENTERS OF LEARNING MIDDLE/HIGH SCHOOL (grades 6-12)

Centers of Learning Christian Middle and High Schools generally follow a system of 'progressive discipline' that includes verbal and written warnings before taking more serious measures. However, the School Administration may, at its discretion, utilize whatever form of discipline is deemed appropriate considering the circumstances or severity of any offenses.

Repeated offenses may incur more severe consequences. Although some infractions may appear to be minor, repeated offenses demonstrate a lack of cooperation that cannot be tolerated.

For violations of classroom, campus, or extracurricular activity rules not specifically addressed in this section, a faculty or staff member may assign detention and/or refer the student to the Administration for severe or repeat offenses.

The following Disciplinary Actions will apply to any on-campus or off-campus school activities.

1. Disciplinary Action Definitions:

- A. **RAPID EXIT** means that the teacher sends a student immediately to the school office where he/she is kept while awaiting possible further disciplinary action.
- B. **LUNCH DETENTION** means to report to and stay in a supervised detention area or classroom for 25-minutes, behaving according to the instructions of the supervising teacher/staff. Lunch Detentions are assigned during lunch, and may consist of writing assignments, physical activity (walking), and/or 'campus beautification' which may include trash duty, etc.
- C. **SATURDAY SCHOOL DETENTION** means to report to and stay in a supervised detention area on a Saturday as assigned by the Administration.

Student must behave according to the instructions of the supervising teacher/staff for part-day (8:00 a.m.-12:00 p.m.). Detention time may consist of writing assignments, physical activity (walking), and/or 'campus beautification', etc. In addition, a fee of \$45 is required to be paid at the time of the detention. Fees are used as a deterrent and to cover the additional costs of administration and supervision for student. Lack of payment may result in a fee increase.

- D. **PROBATIONARY CONTRACT** - is assigned for an amount of time as determined by the Administration (Quarter, Semester, or School Year). There are three types of probationary contracts: *Behavioral, Academic, and Attendance*. While on probation, a student may be restricted from attending *all* school-related functions outside of class times including field trips, on-campus performances, sports/dance and practices, clubs, on-and off-campus social activities including dances/proms, etc., and/or temporary loss of on-campus driving privileges (if applicable).
- E. **PARTIAL DAY SUSPENSION** – the student is sent to the school office and the parents are called to come immediately and take the student from school. The student will not be able to make-up missed work for credit. A parent/guardian conference with teacher and/or School Administration will be scheduled to discuss further disciplinary action.
- F. **IN-SCHOOL SUSPENSION (1-DAY ONLY)** - student is required to come to school (*on time*) and stay in a designated supervised area for the entire school day. Student will be allowed bathroom breaks and eat lunch. Loss of points for all missed assignments (no make-up work accepted for credit) including any tests and/or quizzes.
- G. **HOME SUSPENSION (1-5 DAYS)** - exclusion from campus for a specified period of time and restriction from all school-sponsored activities. Loss of points for all missed assignments (no make-up work accepted for credit) including any tests and/or quizzes. An additional day of suspension will be added if a suspended student comes on campus during school hours, except for conference with the School Administration.
- H. **EXPULSION/INVOLUNTARY WITHDRAWAL** - the permanent removal of a student from all classes and school-sponsored activities. If a student who has been expelled, involuntarily withdrawn from enrollment, or withdrawn from enrollment in order to avoid disciplinary action comes on campus during school hours or attempts to attend a school-sponsored activity, the student and/or the parents/guardians may be subject to legal action taken by Centers of Learning.

NOTE: Failure to serve a Lunch Detention or Saturday School Detention will result in an additional Lunch Detention or Saturday School Detention (with fees).

2. INFRACTIONS & CONSEQUENCES

A. **Illegal Activity (Drugs, Alcohol, Weapons, etc.)**

Any student who brings or is in possession of a firearm, knife, drugs or drug paraphernalia or alcohol is breaking the laws of the State of California. Therefore, due to the nature and potential seriousness of this type of infraction, the consequences will be discerned by the administrative staff in accordance with the best solution for all parties involved.

B. **Inappropriate Media/Literature/Items**

For definitions see 'Centers of Learning Christian Standards' section, #4 *Personal Items*. Consequences for bringing or being in possession of such media, literature, and/or items on campus or at off-campus activities may include any the following:

1. Confiscation of said materials.
2. Serving up to two Saturday School Detentions *with fees*.
3. Probationary Contract
4. Permanent or temporary removal from sports and/or dance teams.
5. Immediate partial-day suspension.
6. In-House or Home suspension
7. Expulsion/Voluntary Withdrawal from school.
8. Riverside Police Department being called to perform an investigation.
9. Any combination of the above.

C. **Pornographic Material/Sexual Activity**

Students who are in possession of pornographic material or engage in sexual activity (including but not limited to kissing, fondling, groping, indecent exposure) may be subject to any of the following:

1. Serving up to two Saturday School Detentions *with fees*.
2. Probationary Contract.
3. Permanent or temporary removal from sports and/or dance teams.
4. Immediate partial-day suspension.
5. Home suspension.
5. Expulsion.
6. Any combination of the above.

D. **Fighting**

Students who instigate or perpetuate an angered physical altercation may be subject to any of the following consequences:

1. Serving up to two Saturday School Detentions *with fees*.
2. Probationary contract.
3. Permanent or temporary removal from sports and/or dance teams.

4. Immediate partial-day suspension.
5. In-House or Home suspension.
6. Expulsion.
7. Reporting of possible assault and/or battery to Riverside Police Department.
8. Any combination of the above.

E. Graffiti/Defacing or Destruction of Property/Theft

Writing, marking, carving on desks, walls, or other surfaces; damage or destruction of school or another's property; taking school or another's property without permission. Consequences may include any of the following:

1. Serving up to two Saturday Detentions *with fees*.
2. Probationary Contract.
3. Permanent or temporary removal from sports and/or dance teams.
4. Immediate partial-day suspension.
5. Home suspension.
6. Expulsion.
7. Police Department called to conduct an investigation.
8. Any combination of the above.

F. Inappropriate On-Campus Driving or Parking

Driving on-campus without prior parental permission or required paperwork on file, driving in unauthorized areas, failure to heed speed limit or traffic patterns, failure to park in a marked stall in designated areas, etc. Consequences may include any of the following for each offense:

1. Serving one Saturday Detention *with fees*.
2. Probationary Contract
3. Temporary suspension of driving privileges.
4. Permanent removal of driving privileges.
5. Immediate partial-day suspension.
6. Home suspension.
7. Expulsion.
8. Police Department called to conduct investigation.
9. Any combination of the above.

G. Disrespect for Faculty/Staff

Disrespect shown by arguing or back-talking, rudeness, mocking, disobedience, etc. toward any faculty or staff will not be tolerated. Consequences may include any of the following:

1. Serving one or more lunch detentions.
2. Serving Saturday Detention *with fees*.
3. Probationary Contract.
4. Permanent or temporary removal from sports and/or dance teams.

5. Immediate partial-day suspension.
6. Home suspension up to one week.
7. Expulsion.
8. Any combination of the above.

H. Swearing, Racist Remarks, Obscene Gestures

Consequences may include any of the following:

1. Serving one or more lunch detentions.
2. Serving up to two Saturday Detentions *with fees*.
3. Probation Contract.
4. Permanent or temporary removal from sports and/or dance teams.
5. Immediate partial-day suspension.
6. Home suspension up to one week.
7. Expulsion.
8. Any combination of the above.

I. Forgery

Forgery takes place when a student signs any document in the name of another or presents to the school a document with a forged signature.

Consequences may include any of the following:

1. Serving up to two Saturday Detentions *with fees*.
2. Probationary Contract.
3. Permanent removal from sports and/or dance teams.
4. Immediate partial-day suspension.
5. Home suspension.
6. Expulsion.
7. Any combination of the above.

J. Cheating/Plagiarism

Cheating is defined as completing an assignment or test by having improper access to answers, or by providing improper access to answers to other students.

Plagiarism is defined as attributing the written or spoken words of another to oneself without giving due credit. This includes but is not limited to making minimal changes to research/reference material according to the discretion of the teacher.

Consequences for cheating and/or plagiarism will be zero credit for the assignment and the following:

1. 1st offense – Saturday Detention *with fees*.
2. 2nd offense - Home Suspension.
3. 3rd offense – Conference with Administration to discuss further

disciplinary action including additional suspension and/or expulsion.

K. Horseplay

Disruptive and/or harmful/potentially harmful non-angered physical contact. Consequences may include any of the following:

1. Serving one or more lunch detentions.
2. Serving Saturday Detention *with fees*.
3. Probationary Contract.
4. Permanent or temporary removal from sports and/or dance teams.

L. Eating in Unauthorized Areas or Chewing Gum

Eating in classrooms is prohibited during class time unless there is a class party or other social event permitted by the teacher. CHEWING GUM IS STRICTLY PROHIBITED. Consequences may include any of the following:

1. Serving one or more lunch detentions.
2. Serving Saturday Detention *with fees*.
3. Probationary Contract.
4. Permanent or temporary removal from sports and/or dance teams.

M. Being in Unauthorized Areas/Times

Students found in unauthorized areas or in areas at inappropriate times. Consequences may include any of the following:

1. Serving one or more lunch detentions.
2. Serving Saturday Detention *with fees*.

N. Locker Violations

Sharing lockers – items not belonging to the student to whom the locker is assigned will be immediately removed. Consequences may be given to both students for participating in shared lockers. Consequences may include any of the following:

1. Serving one or more lunch detentions.
2. Serving Saturday Detention *with fees*.
3. Probationary Contract.

O. Dress Code Violations

Consequences for violating the school dress code (see 'Standardized Dress Code') may include any of the following:

1. Immediate removal of unauthorized or inappropriate accessory.
2. Call to parents/guardians describing violation and warning of future consequences.
3. Parents/guardians called to come immediately to bring change of

clothing – student kept in school office until parents arrives OR school issues appropriate polo (if applicable) and parent account is charged.

4. Probationary Contract
5. Saturday School Detention *with fees*.
6. Parent/guardian conference with Administration to discuss further disciplinary actions, including suspension/voluntary withdrawal.
7. Any combination of the above.

P. Possession/Distribution of Medications

1. For over-the-counter medications found in a student's possession, the medication will be confiscated for parent/guardian pick-up and:

1st offense (possession only) – Lunch Detention

1st offense (distribution) – Saturday School Detention *with fees*.

2nd offense - Parent conference with Administration to discuss further disciplinary actions.

2. For prescription medications found in a student's possession, the medication will be confiscated for parent/guardian pick-up and:

Parent conference with Administration will be scheduled immediately to address the situation.

Due to the sensitive nature and potential seriousness of this type of infraction, the consequences will be discerned by the administrative staff in accordance with the best solution for all parties involved.

Q. Accumulation of Lunch Detention Offenses

Consequences for students who incur multiple detention offenses within a quarter are as follows:

After 5 Lunch Detentions in a single quarter (8 weeks), student will automatically move to Saturday School Detentions (with fees) the following quarter.

R. Failure of Parents/Guardians to Confer as Needed

COL has the right to suspend any student from attending classes without being able to make up work until the parents/guardians complete an assigned conference with School Administration. Students of parents/guardians who will not respond to telephone calls, emails, or do not appear for scheduled in-person meetings may be expelled.

ACADEMIC INFORMATION

CENTERS OF LEARNING CHRISTIAN ELEMENTARY SCHOOL (grades K-5)

Centers of Learning Christian Elementary School serves to support parents in their God-given task of raising a child in the 'instruction of the Lord' by fostering excellence in education and Christian character. Students will be prepared to be *Christ-centered, Critical and Creative Thinkers, Competent Communicators, Community Contributors, and Continual Life-long Learners (Five C's for Success)*.

1. Elementary School Subjects:

- A. **Bible** - Leads students to hear, read, study, memorize and meditate on God's Word. Clear teaching and specific application of the Bible provides a solid foundation for all other learning.
- B. **Reading Comprehension** - Through the use of comprehension skill-building workbooks, students are taught to understand thoroughly, evaluate morally, and apply positively what they read.
- C. **Oral Reading** - Fluent oral reading is needed to develop public speaking skills and to reinforce silent reading skills. Individual oral reading instruction and practice is given in lower grades and is reinforced thereafter.
- D. **Phonics** - Phonics assigns certain sounds to letter symbols to aid in decoding and expressing written language. The phonics foundation is laid in kindergarten, first, and second grades by much oral drill and written phonic exercises.
- E. **English Composition and Grammar** - The eight parts of speech are emphasized along with grammar rules to provide form to the student's oral and written expression.

- F. **Spelling and Vocabulary** - A student possesses a word only after he learns its spelling and meaning. The more words a student knows, the better he can express a message.
- G. **Penmanship** - Kindergarten lays the foundation for learning the basic writing strokes, with skills perfected as students go on to first and second grade. Legible and neat writing is the goal.
- H. **Arithmetic** – Students are taught to compute accurately and to be efficiently quick in addition, subtraction, and multiplication of whole numbers, common fractions and decimals, and to apply these operations to life’s problems through memorization of facts and basic computational processes independent of electronic calculators.
- I. **Science** - Science is the study of God’s creation. It is by seeing God’s universe of living and non-living things, and particularly by seeing how He purposefully made them, that we understand appropriate perspective and use of His universe of created things.
- J. **History and Geography** - History is the story of what people have done in past times with what God has made and revealed. General historical unit studies are given in Kindergarten - Third grades. Overviews of California History, United States History, and World History are taught two semesters in grades Fourth - Sixth respectively.
- J. **Physical Education and Health** - Students are taught appreciation, proper care, and development of their bodies as the temple of the Holy Spirit through organized, vigorous physical activity and occasional unit studies in health. In addition, students are *required* to participate unless they have a medical excuse signed by a physician on file in the school office, including the period of time for the exclusion, the degree to which they are excluded, and the reason.

Important Note: NO PE participation, NO playground participation.

Athletic footwear is required for physical education.

- L. **Music and Art** - The students are led in singing Psalms, Hymns, and wholesome songs in making melody with their whole hearts to the Lord. Singing is a part of general classroom activities as well as including specific choral practice and special class program presentations. Art is generally incorporated as part of class studies such as Bible, Geography, Science, etc., and creative expression just for personal expression’s sake is encouraged.

2. Educational Methods

- A. **Class Instruction** – Concepts are presented, explained, and reviewed by the teacher with all students, training students to develop focus and encouraging participation in learning.
- B. **Class Participation** – Students are given opportunity for group discussion, group projects, and out-of-class learning experiences designed to promote better understanding and training in cooperation.
- C. **Homework** - Students are assigned homework in order to review and reinforce concepts taught in class. Parents should help students schedule a special time and a specified place in the home for completing homework. Parents should insure that students return completed homework, assignments, books, and materials punctually.
- D. **Tests/Quizzes** – Progress is evaluated by requiring students to report what they have learned in oral and/or written form.

3. Grading/Progress Reporting

Academic progress is reported on a quarterly basis in the form of **Report Cards** that are issued to the parents/guardians. Teachers will keep parents/guardians informed if students are not progressing according to standard levels between report cards in the form of progress reports, 'pink slips,' or conferences. Academic progress is measured using the following letter grading system:

Kindergarten-Grade 4

E – excellent S – satisfactory U – unsatisfactory

Grades 5-12

The following is Centers of Learning's grading scale for grades 5-12:

A+	97.50 - 100
A	91.50 - 97.49
A-	89.50 - 91.49
B+	87.50 - 89.49
B	81.50 - 87.49
B-	79.50 - 81.49
C+	77.50 - 79.49
C	71.50 - 77.49
C-	69.50 - 71.49
D+	67.50 - 69.49

D	61.50 - 67.49
D-	59.50 - 61.49
F	0 - 59.49

4. Diagnostic Testing

Diagnostic testing will be administered by the end of the school year to all students to measure individual and school-wide achievement. Parents/guardians will receive score reports at the end of the school year, if applicable.

CENTERS OF LEARNING CHRISTIAN MIDDLE SCHOOL (grades 7-8) CENTERS OF LEARNING CHRISTIAN HIGH SCHOOL (grades 9-12)

1. Educational Methods

Students are to be engaged in learning in the classroom daily. Teachers use a variety of strategies to direct students into learning. *Discussion, cooperative learning, active lecture, project based learning, and independent learning activities* are some of the ways in which students work with ideas both in and out of the classroom. Students are assessed using multiple assessment tools such as:

- A. Class Participation
- B. Classwork
- C. Homework
- D. Tests/Quizzes
- E. Projects/Presentations
- F. Essays

2. Grading/Progress Reporting

Overall academic progress is reported at the end of the semester. Report cards are mailed after semester grades are finalized. However, students and parents have access to grades at any time through INOW. *Parents are asked to keep up to date with their student's grade as progress reports are not sent out weekly.*

4. Diagnostic Testing

Students in grades 6 through 11 will be given a diagnostic test each year to measure individual and school-wide achievement. Parents/guardians will receive score reports at the end of the school year.

FINANCIAL ARRANGEMENTS

Centers of Learning is a ministry of **Church of the Living Word, Inc.**, a non-profit corporation. The only sources of income for the furtherance of the school program are tuition and gifts.

TUITION and FEES are established to provide the student with the finest Christian education at the lowest possible cost. Rates and procedures are subject to adjustment as deemed necessary by the School Board.

Centers of Learning believes that it is a testimony to Christ that our accounts receivable and accounts payable be kept current. Good stewardship is paramount in facilitating the overall ministry of the school.

Registration and Tuition & Fees Schedule

Registration can be completed through Sycamore for returning students. For additional information, please contact the school office or email office@centersoflearning.com

The tuition rate is based upon ONE SCHOOL YEAR. For the convenience of our school families, COL will divide the annual tuition into **11 equal monthly payments for students in K-12** or **12 equal monthly payments for Early Childhood Students**. The amount of each payment has no relationship to the number of school days in each month.

Multiple-student (same household) discounts are determined in descending order beginning with the highest grade level.

Payments are rounded up to the nearest dollar. Parents/Guardians will make their **Tuition payment through the SMART tuition payment system**. An additional late fee of will be applied to each students' account if payment is late. When a payment is 30 days overdue, the account will be referred to the Superintendent for possible involuntary withdrawal of the student(s).

There will be a service charge for checks paid to the school which are returned by the bank for lack of sufficient funds or other reasons.

In the event of an outstanding balance, whether or not resulting in or from a withdrawal, Diplomas and Reports Cards will be held until full payment has been received.

Transfer students will have their tuition prorated based upon the student's starting date and the amount of days left in the school year. Dividing this amount by the number of months in the selected payment plan **may** result in a slightly higher monthly tuition rate than what is listed in the current Tuition & Fees Schedule.

Withdrawn students will be charged a \$50.00 processing fee for early processing of grades, transcripts, and files to be forwarded to another school. The tuition account will be prorated to the day that the office receives notification of withdrawal to ensure that charges are made only for services rendered.

Textbooks, including consumable workbooks, are to be returned to the school upon withdrawal or at the end of the school year. A fee will be charged for unusual damage to or loss of a textbook.

Detention fees will not be charged to the student's account, but must be paid at the time of detention or student may not be permitted to return to class until fee is paid.

EXTENDED CARE is available only to students registered at Centers of Learning and offered on a YEARLY basis only. The Extended Care program is directed through the Office but fees may be paid along with regular tuition in the School Office. See the current Tuition & Fees Schedule in the School Office for Extended Day Care rates, and the Extended Care information sheet for complete information on the program.

As in the case of school tuition, the amount of each payment has no relationship to the number of school days in each month, *nor to the days of the month that Extended Care is actually used*. Students who are enrolled in Extended Care after the start of the school year or removed from Extended Care before the end of the school year will have their yearly rate prorated.

Parents/guardians must PARK their vehicle and walk into the classroom each day that Extended Care is used to sign-out their students after school. A "No Signature" fee will be charged to the family account if a parent or authorized pick up/drop off person fails to sign a student in or out of Extended Care.

Published **drop-off** and **pick-up** times are published in this handbook in the General School Procedures section. Students who are not enrolled in Extended Care but who are on campus after the published pick-up times will have the 'daily drop-in' rate charged to their account. No student may be on campus without supervision.

The Extended Program service closes at 6:00 p.m. In the event the parent/guardian is unable to pick up the student(s) before 6:00 p.m., it is imperative that other arrangements be made to have the student(s) picked up before 6:00 p.m. If

parent/guardian CANNOT make other arrangements to have the student picked up by 6:00 p.m., parent/guardian is to call the school phone number. Parent(s)/guardian will be charged a late fee for every minute that a student is left after 6:00 p.m.

Families may lose their right to use Extended Care services after the 3rd late pick-up or 1st failure to notify the School of an impending late pick-up.