

Courage Christian Academy

Family and Student Handbook



*A Principle Approach school featuring a
Biblical classical curriculum*

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Profile of



Introduction

Statement of Faith Philosophy of Education: The Principle Approach®

Courage Commitment

Structure of the School

“Whereby the *Courage* from on high hath visited us, to give light to them that sit in darkness and in the shadow of death, to guide our feet into the way of peace.”

Luke 1:78-79

Introduction

Learning is commanded by God to be a full-time spiritual discipline where something of value is produced by the learner¹. In addition, learning must be of Biblical origin²; accomplish a Biblical purpose with all diligence³; and use a Biblical methodology⁴. Furthermore, parents are ultimately responsible for educating their children. In delegating authority to teachers to assist in this process, there must be shared ownership and unity of purpose⁵. To that end, it is the purpose of **Courage Christian Academy** to provide a sound academic education within the framework of the Christian view of God and the world.

The total ministry of the school is geared to meet the following goals:

¹ Romans 12:2; Joshua 1:7-8; Luke 19:11-27

² Proverbs 2:1-6

³ II Timothy 2:15-21; 3:16-17

⁴ Psalm 1:1-2

⁵ Proverbs 22:6; 6:20--23; Deuteronomy 6:1-9

- To encourage the acceptance of **Christ as Savior** and develop a **love for God** through His Word
- To provide a **Bibliocentric** and **Christ-saturated education** for the children of Christian parents in **Chula Vista** and surrounding areas
- To develop the full expression of **Christian character** as seen in such traits as self-government, diligence, perseverance, industry, reverence, respect, and responsibility, thereby fitting students to be vital members of the Body of Christ and productive citizens in our American republic
- To present a curriculum in which all subjects are studied from a Christian perspective, rather than a humanistic one; thereby, producing a coherent **Biblical world view**
- To maintain **scholastic standards** that will challenge the God-given abilities of our students
- To emphasize both the art and the skill involved in sound, **logical reasoning** and informed, **articulate expression**
- To reinforce the **aims, habits, and discipline** practiced in the Biblical Christian home
- To promote the **spiritual, mental, social, and physical growth** of the pupils in the knowledge of God, in order that they may develop a fully matured Christian life
- To inspire the use of each child's **talents, gifts, and education** for the glory of God
- To encourage pupils to render **service** to the school community as well as the local civic community as part of their **Christian duty**

Statement of Faith

We believe that there is one triune God eternally manifested in the person of God the Father, God the Son, and God the Holy Spirit⁶.

We believe the Bible is the absolute Word of God and the final authority of the believer⁷.

We believe in Jesus Christ, the only begotten Son of God⁸, who was born of a virgin⁹, lived a totally blameless life¹⁰, died for our sins¹¹, rose victorious over Satan¹², and now sits at the right hand of the Father until His imminent return¹³.
Luke 1:27

⁶ Matthew 28:19

⁷ II Timothy 3:15-17

⁸ John 3:16

⁹ Matthew 1:23

¹⁰ II Corinthians 5:21

¹¹ Philippians 2:8

¹² Colossians 2:15; Mark 16:6

¹³ Acts 1:11; Revelation 22:20

Philosophy of Education – The Principle Approach

The Principle Approach® is America's historic, Biblical method of education. Its origin can be found in the earliest Biblical writings. As we trace the unfolding of God's plan for mankind, we see His mandate for passing that plan on to succeeding generations through the education process. Ancient Israel applied God's blueprint for education in part, but it was not until 1600 years after the birth of Christ that we see the fullest expression of the Biblical pattern demonstrated by a people who were prepared, providentially, to reason from God's Word to every area of life. With the coming of the Pilgrims to the North American mainland, the seeds of true Biblical education were planted and, later, bore fruit during the founding period. At this time, we see a generation of men and women who were able to reason from the principles of God's Word to every area of life. In fact, so pervasive was their Biblical worldview that they were able to found the world's first Christian constitutional republic. This was not happenstance, but the direct result of a philosophy, curriculum, and methodology of education that was Christian to the core. The home, church, and school were unified in purpose and practice, thereby producing the revolutionary results that amazed the Old World.

While times have changed and more than two hundred years have transpired since our nation was founded, God's Word remains true and powerful. What it did for our foreparents, it can do for us today as we learn how to reason from its light and apply its principles to our lives. The Principle Approach is about restoration—restoring back that which has been discarded or lost. The path before us is not an easy road, but it is the only one that will open the doorway for a once great, but now beleaguered, nation to find its way back to its Christian calling and purpose.

To summarize the basic tenets and benefits of the Principle Approach, we see that it...

- is *expansionary* rather than *evolutionary*. Students are given the whole from the beginning rather than building on parts as in evolutionary thought. Kindergarten students are given all of the seeds, rudiments, and tools for Biblical reasoning at the start. As the child's ability to reason enlarges, he is taken into deeper and broader studies of the subject areas. Against the backdrop of a whole and complete creation, separate elements unfold.
- requires *reflective learning* as opposed to rote learning, which produces no mastery.
- *uses God's Word* to illumine and bring form to each subject. God's Word is the standard for discerning truth from error.
- *develops a curriculum based on the Christian idea of man and government*. The westward move of Christianity to America and the individual links on the Chain of Christianity stir an excitement within the teacher and learner to fulfill their places in God's plan for their lives in our modern world.
- *encourages the development and use of character qualities as found in the Pilgrims*, who are the model of American Christian character: faith and steadfastness, brotherly love and Christian care, diligence and industry, liberty, and conscience.
- *produces mastery of the seven Biblical principles of government* as defined and developed for use by Verna Hall and Rosalie Slater. These principles are seen in every subject and taught in every grade. Their

mastery develops the reasoning/writing ability of both teacher and learner. These seven basic principle are as follows:

Individuality: Everything in God's universe reveals His infinity and diversity. Each person is a unique creation of God, designed to express the nature of Christ individually in society. This principle represents the heart of the nature of God.

Self-Government: God ruling internally from the heart of the individual. To have true liberty, man must be governed internally by the Spirit of God rather than by external forces. Government is first individual and then collective.

Christian Character: The image of Christ engraved upon the individual within, bringing dominion and change to his external environment.

Property: God requires faithful stewardship of all His gifts, especially the internal property of conscience, thoughts, and convictions—our most sacred property. This is a tool for self-government as each child learns to give his consent to follow the ways of God, rather than those of the world.

The Christian Form of Government: The Law and the Gospel are the basis of our government in America. Proper government requires a balance of internal power and external form. Evidence of this is seen in the separation of powers and its dual form with checks and balances.

How the Seed of Local Self-Government is Planted: By sowing God's principles, desirable fruit is produced and harvested. It is only when the heart of man is affected that external growth and change can take place and expand outward through the spheres of human interaction.

The Principle of Unity with Union: Internal agreement (unity) produces an external union. Before two or more individuals can act effectively together, they must first be united in spirit in their purposes and conviction. We must be ever mindful that there can be union without unity, yielding shallow and self-serving results.

Courage Commitment

The **Courage** community of families, faculty and staff, and the Board of Trustees share a sacred commitment:

- 1) We are committed to the development of **SPIRITUAL STATURE** in our students, assisting parents in bringing them up in the nurture and admonition of the Lord. This is done through the various programs, activities, and curricula of the school. The Biblical Principle Approach does not just “integrate” truth into the subject content, or “tack on” a Christian appearance; it approaches the subject with the acknowledgment that all truth points to the knowledge of God and then identifies the principles of the subject that reflect that knowledge, whether it is algebra, phonics, basketball, or study habits. Care is taken to ensure that activities in the life of our school consistently direct our children unto full spiritual stature.
- 2) We are committed to **ACADEMIC EXCELLENCE**, cultivating the fullest expression of the

individual through instruction, inspiration, and consecration in intellectual, physical, and artistic pursuits. This is accomplished in the classroom by establishing high standards, an enlightened curriculum, and by the practice of reflective learning, reasoning, writing, and reading. The tutorial emphasis allows every child to learn by receiving help or enrichment as needed. In athletics, art, band, drama, speech, and choir, as well as in every academic subject, we call forth this same standard of Christ in Whom resides all excellence.

- 3) We are committed to the **CHARACTER DEVELOPMENT** of every child; bringing to bear the discipline and conviction of Christian self-government. True Christian character is a thing of great beauty and value. All the academic achievement or spiritual knowledge in the world cannot succeed without a character molded and strengthened by truth unto usefulness. We design classroom procedures, teaching methods, policies, discipline techniques, and dress standards with this goal in mind. Our curriculum is filled with role models of great character who inspire and offer vision to our students.
- 4) We are committed to cultivating **LEADERSHIP SKILL AND SERVICE** for the next generation. Leadership is serving. We envision that every child will learn to reach outside himself or herself to offer a unique contribution to the Lord, becoming others-centered, and taking a responsible place in God's greater purposes. Service projects in the community contribute to this purpose. Our students learn to act responsibly toward each other and develop sensitivity and awareness of needs.

Every child is uniquely precious to the Lord and to us. We believe that each one is chosen and placed at Courage Christian Academy for eternal purposes. We are thankful for the joy and privilege of serving in so vital and worthy a cause and are committed to lay our lives down for the sake of our brethren.

Vision and Mission of Courage Christian Academy

Courage exists to provide an excellent, Biblical classical Christian education that cultivates minds and nurtures hearts for effective, Christ-centered living.

Our mission is to lead students to faith in Jesus Christ; to equip them with strength and fearless Christian character, so they may be an ornament to society, an honor to their country, and a real blessing to their parents.

Using the Principle Approach, Courage Christian Academy partners with families and churches to equip students to:

- Acknowledge the Lordship of Jesus Christ in every area of life
- Demonstrate a Biblical world view
- Become citizens of excellence in Christian character and scholarship
- Restore America to her Biblical foundation

The **purpose** of Courage Christian Academy is three-fold:

- To restore the American legacy of excellence found in the historic Biblical form of classical Christian education, namely, the Principle Approach.
- To restore the Christian character of our citizenry which is necessary to maintain a free and productive federal constitutional republic.

- To restore America's national memory concerning her providential founding and gospel purpose, thereby renewing her commitment to God's plan in the present era.

The **method** of accomplishing this vision is to assist the family, God's primary institution of local government, to carry out its responsibility in raising up children to be godly, informed citizens, first in the Kingdom of God, then in America. As a school, **Courage** Christian Academy seeks to instill a love and appreciation of learning and the value of work. It draws first from the Bible as the central textbook of the curriculum, then from the rich classical tradition that demonstrates the flow of liberty along the chain of Christianity as it moves along its westward course.

The primary vehicle for this restoration is the Principle Approach to American Christian Education, the premier method of educating children for the first 200 years of our history. To a large degree, it produced the founding generation of American statesmen and leaders. This generation not only forged a new nation out of the fires of Judeo-Christian Biblical truths, but also astounded the educated elite of Europe with the level of scholarship seen in the state papers of these so-called "backwoodsmen."

In previous generations, the necessity to teach these skills and attitudes was understood and accepted by most Americans as a foregone conclusion. At one time in America, children were taught to respect those in authority, to work hard in and out of school, and to produce things of value and worth for society. They were introduced to the masters of classical literature and the great thinkers of western civilization. Children were obliged to demonstrate the character traits of honesty, loyalty, patriotism, and concern for others. As a result of this distinctly American Christian education, the literacy rate was the highest the world had ever known -- from 70% on the frontier to virtually 100% in the cities.

Colonial America produced individuals who established their lives, their families, and their institutions on Biblical governmental principles. These principles were identified by Verna Hall in the 1950s, as she sought to understand the turn toward socialism that was occurring in America at that time. It is from her courageous and scholarly work, along with that of Rosalie Slater, that the Principle Approach, America's historical legacy of Biblical, classical education sprang forth with renewed vigor and promise.

Structure of the School

He knows not how to rule a kingdom, that
cannot manage a Province;
Nor can he wield a Province, that
cannot order a city;
Nor he order a city,
that knows not how to regulate a Village;
Nor he a Village, that cannot guide a
Family; Nor can that man govern well a
Family, that knows not how to Govern
himself;
Neither can any Govern himself; unless
his reason be Lord,
Will and Appetite her Vassals;
Nor can Reason rule unless herself be ruled by God,
and wholly be obedient to Him. -- Hugo Grotius,
1654

The Corporate Structure

Courage Christian Academy exists as a 501(c)(3) organization and is incorporated as an educational institution under the governance of its Board of Trustees and administered by the Principal.

The Board of Trustees

The Board of Trustees is the primary governing body of **Courage** Christian Academy. The board sets policies for the governance of the school, which are implemented by the Principal.

Trustees are appointed by the board for a three year, renewable term. The addition of new board members occurs when the need is determined by the board.

Faculty

Qualifications:

1. Teachers must be born again Christians and attend a local Christian church.
2. Teachers act in the role of overseer in the lives of children; therefore, they must meet the character qualifications as outlined in I Timothy 3:1-7.
3. All teachers must have earned a minimum of a bachelor's degree from a recognized college or university.
4. All teachers must maintain certification by the Association of Christian Schools International (ACSI).
5. Teachers are encouraged to pursue advanced degrees.
6. All **Courage** teachers undergo extensive and ongoing in-service training in the Principle Approach.

Admissions

Policies and Procedures



Enrollment Procedures
Enrollment Requirements
Late Enrollment
Withdrawal from Enrollment Re-enrollment
Procedures
Re-enrollment Requirements
Delinquent Tuition Payment Policy
Financial Aid Policy
Family Referral Discount Policy

“A good moral character is the first essential in a man. It is therefore highly important that you should endeavor not only to be learned but virtuous.”

George Washington to his nephew,
December 5, 1790

Enrollment

Enrollment Procedures

1. **An application for enrollment is to be completed by the parent(s) or guardian(s) of all pupils who want to attend Courage Christian Academy.**
2. **Upon receipt of an application for enrollment, immunization records, and the appropriate registration fee, a personal interview will be held with both parents, single parent, or guardian(s).** This interview will be conducted by an Admissions Committee established by the Admissions Director. Additionally, parents are required to attend an orientation.
3. **Parents will be informed of tentative approval upon conclusion of the interview.** Enrollment is completed only when all of the requirements listed in item four (following) have been met. A formal letter from the Principal will confirm final enrollment status.
4. **When entering Courage Christian Academy for the first time, the following are required:**
 - a. Enrollment Application
 - b. Registration Fee
 - c. Official documentation of all required immunizations or Letter of Exemption
 - d. Placement test for all students enrolling in grades 1 through 6 (completed at the school)
 - e. School Readiness Test (only for first time Academic Kindergarten students)
 - f. Copy of the child's most recent report card, standardized achievement tests, and any specialized testing (i.e., psychological and speech testing).
 - g. Physical examination by a physician of your choice for all students entering DK (Developmental Kindergarten) or AK (Academic Kindergarten).
5. **Only families who have completely finished the enrollment process are eligible for tuition assistance.** Upon completion of enrollment, contact the business office for tuition assistance application information. Tuition assistance scholarships are based upon the availability of funds and need.
6. **When parents receive their acceptance letter from the Principal, their children are enrolled into the school.**
7. **Siblings of an enrolled student who seek admission after the school year has begun will be treated as a single student for tuition calculation purposes for that school year. If the sibling is reenrolled for the next school year, the new tuition for that year will reflect the application of any multi-child discount to the family's tuition.**

Enrollment Requirements

Enrollment Requirements

1. Spiritual
 - a. At least one parent or guardian and student(s) must attend a Bible-believing church. At least one parent or guardian must be born again (John 3:3). Exceptions to this policy will be made only by consent of the School Administration.

- b. Parents shall express their agreement with the philosophy and policies of the school.
- c. Parents who want to enroll their child(ren) in **Courage** Christian Academy shall express as their primary motive for doing so to be that of continuing the Christian training that has begun and is continuing at home.
- d. The student shall exemplify by his/her attitudes and lifestyle that he/she is committed to be conformed to the image of Christ, to be obedient to God's Word, and to exhibit a teachable spirit. This will be reflected in speech, respect for authority, reverence for the Lord, and in the fruit evident to believers around him/her.

2. Academic

- a. Students entering academic kindergarten shall be admitted after successful completion of the readiness exam. Determination of the kindergarten level will be made at that time.
- b. Students in lower school shall be placed in the appropriate grade level, only after completion of the placement tests and the previous school records have been examined.
- c. Students shall meet all course requirements as established by the curriculum guide.

3. Age

- a. A child must be four (4) years old on or before September 1 to be enrolled in the Developmental Kindergarten for that year. A DK student must be potty-trained and able to communicate in English.
- b. A child must be five (5) years old on or before September 1 to be enrolled in the Academic Kindergarten for that year.
- c. The age of an enrolling student shall be within two (2) years of the typical age of his designated class.
- d. Exceptions to the age specifications will be made by the Principal only when readiness scores and academic records indicate the need.

4. Placement

- a. Grade placement is made by the School Administration. Enrollment acceptance is made by the admissions committee.
- b. **Courage** Christian Academy reserves the right to adjust and/or modify course selections and/or combinations of classes at each grade level based upon such factors as ability, achievement records, and enrollment in a particular class/course.

5. Parental

By joining the **Courage** Christian Academy family, each parent accepts certain responsibilities. Without parental involvement in the following basic ways, **Courage Christian Academy** would not be able to uphold its commitment to provide a quality learning environment:

- 1. Attend the Welcome Back Family Orientation.
- 2. Attend the Meet the Teacher Night (AK- fifth graders).
- 3. Attend the fall Parent-Teacher Conference.
- 4. Participate actively in the all-school fundraisers (e.g., sub sales, Serve for Education).
- 5. Engage in the annual Towne Meeting (online).
- 6. Attend high school Guidance meetings.

Late Enrollment

Enrollment after the start of the school year will be based solely upon the following formula:

Enroll before November 1 = full tuition

November 1 – end of second marking period = 80%

Parents may not enroll students after the beginning of the third marking period without approval from the School Administration. Tuition will be prorated should enrollment be approved.

Withdrawal from Enrollment

Tuition responsibility for early withdrawal for any reason will be based solely upon the following formula:

Withdrawal Policy

<u>WITHDRAWAL DATE</u>	<u>TOTAL TUITION DUE</u> March 1 through May 31
\$150 withdrawal fee	
June 1 - first day of school	One month of full tuition
During the first quarter	50% of full tuition
After the first quarter	100% of full tuition

IMPORTANT: The Withdrawal Policy applies to all newly-enrolled families that completed the enrollment process (received their acceptance letter from the Principal) and to all returning families. The early withdrawal penalty is based on full tuition.

Re-enrollment Policy

All enrolled students at **Courage** Christian Academy shall be considered re-enrolled for the next school year under the following conditions:

- A. The proper re-enrollment application(s) have been completed and submitted in accordance with the stated deadline in the admissions policy.
- B. The registration fee has been paid in full in accordance with the published deadline. No student may re-enroll when there is an outstanding tuition balance and/or fees at the time of re-enrollment.
- C. All tuition and fees are current in accordance with the published deadline. No student may begin the following school year when there is an outstanding tuition balance carried over from the previous school year.
- D. All fines and fees for damaged or lost property have been paid in full.
- E. The student is deemed a “student in good standing” by the faculty and Principal. This includes such aspects as behavior, compliance to a Christian code of conduct, respect for authority, and academic effort. A written letter shall be presented to the parents of a student who does not meet the qualifications for this item not less than one month after the conclusion of the current school year.

Re-enrollment Requirements

All enrolled students at **Courage** Christian Academy shall be considered re-enrolled for the next school year under the following conditions:

1. Spiritual
 - a. At least one parent or guardian and student(s) must be active in a Bible-believing church. At least one parent or guardian must be born again (John 3:3). Exceptions to this policy will be made only by consent of the Principal.
 - b. Parents shall express their agreement with the philosophy and policies of the school.
 - c. Parents who want to re-enroll their child(ren) in **Courage** Christian Academy shall express as their primary motive for doing so, to be that of continuing the Christian training that has begun and is continuing at home.

- d. The student shall exemplify by his/her attitudes and lifestyle that he/she is committed to be conformed to the image of Christ, to be obedient to God's Word, and to exhibit a teachable spirit.

This will be reflected in speech, respect for authority, reverence for the Lord, and in the fruit evident to believers around him/her.

2. Placement

- a. Re-enrollment acceptance and placement is made by the School Administration.
- b. **Courage** Christian Academy reserves the right to assign teachers, adjust and/or modify course selections and/or combinations of classes at each grade level, based on factors such as ability and achievement records, and enrollment in a particular class/course.

3. Parental

- a. Parents or guardians are encouraged to be involved with various activities and functions sponsored by the Parent-Information Network.
- b. Parents are expected to attend all scheduled parent-teacher conferences.
- c. Parents or guardians are expected to be involved with various fundraisers held throughout the year.

Delinquent Tuition Policy

- A. Tuition payments are due on the assigned due date. If your tuition account becomes 10 days in arrears, you incur a **\$30.00** late fee. In addition, you will incur a charge of **\$30.00** for every check or payment returned due to insufficient funds or cancellation. **Courage** will send a statement or notice to the responsible party. **(Important: Reckoning begins on the selected assigned due date.)**
- B. If your tuition account becomes thirty (30) days in arrears, you (the parent or responsible party) must contact the Business Office to explain the delinquency and submit in writing your plan to repay the delinquent tuition amount. If you (the parent or responsible party) do not contact the Business Office and setup a payment plan approved by the Business Office, parent and student access to **FACTS** will be withdrawn, including access to report cards.
- C. If your tuition account becomes sixty (60) days in arrears, you (the parent or responsible party) must submit a payment plan to the Director of Finance for the delinquent tuition amount, as well as your payment plan for tuition payments for the remainder of the school year. The payment plan must be approved by the Business Office. Parent and student access to **FACTS** will be maintained as long as the approved plan is followed. If the plan is not followed, the student(s) will be removed from the school's enrollment.
- D. If your tuition account becomes 60 days in arrears or older *and* the conditions of Article C have not been met, your student(s) will be removed from the school's enrollment.
- E. Students will not be permitted to re-enroll for the following school year if there is an outstanding balance for tuition or any fees.
- F. Any enrolled student whose outstanding balance has not been paid in full by June 15 will forfeit his or her enrollment in the event that the space is needed by a new enrolling student.

- G. You (parent or responsible party) must pay any and all past due tuition by mid-August, before the Welcome Back Family Night. If you do not, your child(ren) will be removed from the school rolls.
- H. With the exception of health records, no other school records, transcripts, or diplomas will be released to the family or any institution until all tuition, fees, and charges have been paid in full.
- I. Families that withdraw early forfeit their tuition assistance (TA). The early withdrawal penalty requires that you pay the remaining tuition without the TA discount applied. Full payment is due.

Financial Aid Policy

Financial Aid is intended to assist parents with their tuition payments by paying a percentage of the monthly tuition. Parents are responsible to pay the remainder of the tuition.

A limited amount of financial aid is available. It is our objective to ensure that those with the highest need receive financial assistance. To determine a family's need and eligibility, the following procedure has been established. Tuition assistance is available on a first come, first served basis. Families must be enrolled into the school, before they can be eligible for financial assistance.

1. Request the financial aid link from the Business Office.
2. Fill out the Financial Aid Application online for the current school year.
3. Mail a complete copy of your W-2 forms and any other tax information. A family must be completely verified, having submitted all of their completed paperwork in, before they can be eligible for financial assistance.
4. Submit completed forms, with the application fee, to FACTS Tuition Aid online.
5. A family will be contacted regarding the amount of financial aid awarded after the results of FACTS analysis are reviewed by the Tuition Assistance Committee.
6. Any family with a delinquent account and has not submitted a payment plan, is not eligible for Tuition Assistance.
7. Any family with a delinquent account that has a payment schedule, but is not current with that plan, will not be eligible for Tuition Assistance.
8. Parents who receive tuition assistance and elect to pay the remaining balance in full are not eligible for prepayment discounts.
9. If a family withdraws, they are then responsible for the entire tuition, not just the tuition discounted amount.

Please be assured that personal financial information will be kept strictly confidential. Only the school's Director of Finance and the Tuition Assistance Committee will have access to parental financial information

Tuition assistance requests will not be acted upon until the registration fee has been paid and all requested information has been provided. Families on a waiting list will be considered for tuition assistance only after an opening occurs.

Family Referral Discount Policy

Courage's family referral policy is available to any enrolled family who successfully recruits another family for enrollment into the school. The referral discount is **\$100** for every new family enrolled as a direct result of your efforts, applied to your current year's tuition. You can recruit any number of families. Our goal is to attain full enrollment in all classes.

Guidelines:

1. The current **Courage** family **must** have a Family Referral Form on file in the school office.
2. The name and address of the family that is being recruited for enrollment into the school **must be listed** on the Family Referral Form **before** the new family enrolls.
3. You can add names to the list at any time throughout the school year by calling the Business Office with the information. **Courage CA's** Preschool Program is not eligible for the tuition referral.
4. If more than one **Courage** family refers a new family, the tuition discount will be equally divided among the referring families.
5. The new family must remain enrolled until the close of the first quarter for the \$300 payment to be disbursed. Tuition discounts will be applied in November. The new family and the referring family must be enrolled at time of disbursement.

How credit is applied for a referral:

1. When a new family enrolls before the beginning of the school year, credit will be applied to your November tuition payment. If your monthly payment is less than \$300.00 per month, the discount will be divided in half and applied to both November and December. You will receive a payment notice informing you of the adjusted tuition amounts. If you paid your tuition in full, **Courage** will send a refund to you for the entire referral amount.
2. When a new family enrolls after the beginning of the school year, a discount will be given toward the following school year; the referral discount is given only if the new family re-enrolls for the next school year.

Educational Program



President Lincoln reading to his son, Tad.

Achievement Tests
Daily Schedule
Outside-Classroom Activities
Field Studies
Goals/Lesson Plans
Grades
Grading Scale
Homework Policy
Honor Roll
Notebook Method
Parent/Teacher Conferences
Report Cards
Retention

**“The philosophy of education in the classroom becomes
the philosophy of government of the next generation.”**

--Abraham Lincoln

Educational Program

Achievement Tests

Standardized achievement tests are administered annually each spring to evaluate student progress and the effectiveness of curriculum and instruction. A copy of the test results is provided to parents along with the final report card at the end of the school year.



Curriculum

Courage uses America's historic Biblical method of education and government called the Principle Approach. This uniquely Christian approach produced a level of scholarship which astounded the educational European elite before and after the War for Independence.

The foundation of the Principle Approach is the Bible, perhaps more practically stated as the ability to reason from the Bible to all areas of life and learning. It is this absolute and uncompromisingly Biblical Christian worldview that undergirds all of the philosophy, curriculum, and methodology of the Principle Approach.

While the philosophy of this approach is its foundation, the curriculum is the framework upon which the product or tangible results of education are realized. The curriculum plays a paramount role in shaping the outcome of the educational process. The rudiments of the Principle Approach curriculum and

methodology are not to be found in the winds of prevailing thought, but in the rich classical Christian curriculum which produced the great thinkers, scholars, artists, and statesmen of the past. Primary to the subject matter itself is the process of disciplining the mind that necessarily must ensue as one embarks upon the classical Christian learning pathway.

The overall goal of the Principle Approach is to produce a student who has not only progressed from the rudiments of the subjects to the higher levels of understanding, but who has learned how to reason from the principles of the Bible to the concepts and issues of the subject. This is both the means and the end of a Principle Approach education. It is accomplished through an emphasis on giving students the tools for learning rather than simply filling them up with knowledge. It is the liberating effect of the self-governed intellect that allows the individual to reach his fullest God-given potential.

At Courage Christian Academy, the classical Christian curriculum as embodied in the Principle Approach includes the following:

- Teaching the unique grammar, logic, and rhetoric of each subject. *Grammar* is the fundamental rules, or the rudiments, of a subject, as well as the basic data reflected by these rules. (Emphasized at the elementary level) *Logic* is the ordered relationship of the subject's particulars. (Emphasized at the middle school level) *Rhetoric* is the clear expression of what has been learned. (Emphasized at the high school level).
- Strong emphasis on mastery of the English language through phonemic awareness, fluency, and comprehensive instruction and Shurley Method®. These instruction methods are implemented daily.
- A rich classical literature program that studies the masters and elevates each student's own ability to write, thus restores the art of written expression in each student.
- Emphasis on the fundamentals and skills of mathematics as a tool for revealing the nature and character of the Creator while taking dominion over His creation.
- A science program that teaches the use of the scientific method as a means of researching a topic thoroughly, reasoning from accurate observations and deducing valid principles revealed through the study.
- Sowing the seeds of the rudiments of every subject in the kindergarten and the elementary programs.
- A formal course in logic.
- A formal course in rhetoric.
- Formal instruction in Latin, beginning in the elementary years, providing a foundation and framework for learning and expression.
- Instruction in New Testament Greek at the high school level.
- Introduction and instruction in the Spanish language beginning at the early elementary level.
- A career apprenticeship program for high school juniors.
- A written thesis with oral defense before a faculty committee for high school seniors.
- Reliance on original and primary sources for research and study rather than popular, modern interpretations.
- Use of the *Notebook Method* rather than a dependence on workbooks and textbooks. Students and faculty record their learning on the pages of a notebook or in digital form, thereby demonstrating mastery of the complete subject.

Field Studies

Field studies are an exciting part of the curriculum at **Courage**. Each year, students embark on field studies at each grade level that allow them to experience learning in the classroom of God's creation. Getting out of the classroom allows students to expand or round out their study of a particular subject. At **Courage**, we refer to this part of the curriculum as a field study as opposed to a field trip. Our desire is that our students see these out of classroom times as times of study. Students are generally required to keep a journal of their field study experiences, which helps to foster reflective learning.

Each individual classroom teacher plans field studies throughout the course of the school year. Parents must sign and return permission slips to the classroom teacher before each trip. Fees for the majority of field studies are included in tuition. Teachers may also contact parents to help share in the transportation for each trip.

Field studies are limited to the children enrolled in the respective course and a parent(s) or other designee who is an immediate relative. Siblings who are not also enrolled in the class are not eligible to attend the field study. Exceptions may be granted by a teacher with administrative approval.



Cabrillo National Monument, San Diego, California.

Goals – Homework

Lower School goals and homework will be posted on the **FACTS** parent website by 8:00 a.m on the first day of each week school is in session. Any changes will be made by 4:30 p.m. the day the change is made. Parents should check **FACTS** daily with this in mind.

Grades

In evaluating students, the teachers at **Courage** recognize the individuality of each student. Academic grades, while important, are to a great extent a reflection of the internal character of each student. We ask that parents view the character comments on each report card as causative to the academic grade, holding great importance in the evaluation of each child. Teachers eagerly welcome the opportunity to meet with parents, by appointment, to discuss a student's progress.

Grading Scale

A	93-100%	Excellent
B	84-92%	Good
C	75-83%	Average
D	66-74%	Unsatisfactory
F	0-65%	Failing

AK-5 Academic Key:

O = Outstanding; working above grade level

G = Grade level; within the expected range of performance

SP = Slow Progress; but below grade level

NI = Needs Improvement; below grade level, but little or no evidence of progress.

Homework Policy

The value of homework in the curriculum is essential for rounding out the education of our students. As parents, we know that life does not cease when we get home from work. When we get home, we still have work to do around the house. We do not have the luxury of sitting around and doing nothing until we go back to work the next day. If we look at the definition of “work” according to Webster, we will see many words that require action, for example to move, perform, labor, act, operate, strain, mold, influence, etc. Each of these words indicates activity rather than passivity. Each of these words holds value in the performance of homework, thus fitting students for their future stations in life .

Homework at **Courage** is designed with specific purposes, which include the following:

- To provide **preparation** for the next day
- To allow **practice** for mastery
- To provide **extension** that challenges the student to go beyond
- To develop **creative** skills through application and synthesis

Homework is the responsibility of the student and should be completed by him or her. Parents should assist by giving guidance and clarification when needed. They should establish standards and guidelines for successful and timely completion of the task.

At the **Primary and Intermediate** level, each teacher has his/her own policy for homework and enforcement of the same. **In general**, homework is assigned and listed on FACTS for each week. Parents should be aware that the day does not always go as the teacher anticipates when listing goals for the week. Changes in the published assignment will be posted on FACTS by 4:30 p.m. each day, which should be checked daily. Wednesday homework is lighter so that families may take the opportunity to attend mid-week services or Bible studies. For the weekend there is usually no work or a light assignment or review that may be necessary. On occasion there are long-term assignments and due dates are given. All of this can be reviewed from FACTS or the homework notebook.

Homework is not sent home the day of an absence.

Students are expected to see teachers upon their return to school.

Please contact the teachers to make other arrangements for homework during extended absences.

Honor Roll

Students who earn a cumulative average of 90-92% (all classes in a quarter) are recognized with being on the Academic Honor Roll. Those whose average is 93-97% receive High Academic Honors, and those who achieve 98-100% attain Principal's Honors.

Notebook Method

In keeping with the ideals of a Principle Approach Education, the Notebook Method is a historical method of recording data, student achievement and learning. While America’s founding generation certainly never used a three-ring binder, they also surely never would have envisioned all of the different electronic devices we now employ. The spirit of the notebook method though is the same,

regardless of the actual look of the notebook. All uses of the term “Notebook” or “Notebook Method” should be understood to include both the three-ring binder and the organization of work via the use of technological devices.

The notebook method employed in the Principle Approach is a restorative tool that enables the student to practice the art of Biblical reasoning. It allows the student to exercise his powers of response, memory, and reasoning. Each student creates his own notebook, and/or organizes his own digital portfolio, recording truths he has learned and discovered by way of reasoning, keeping track of individual achievements, and saving, reflections on learning throughout the subject. Each student’s notebook has value because it has been produced with the expression of his own individuality. Its value is also seen because it provides a view of the progress of each student over time. It becomes an aid to the parent and the teacher as a tool of communication when reviewing the reflective writing that each student records in the notebook.

Externally the notebook is a filing cabinet for the student’s work, whether physical or digital. Internally, it aids in the purpose of education as stated by Noah Webster. It develops the character traits of industry, diligence, orderliness, patience, and responsibility, which are all essential in producing students who will be fit for their future stations in life.

The spirit of notebook methodology creates a student who possesses all of the character traits listed above. However, it is a process that is not without its challenges. The parent should show an interest in what is in the notebooks. If it is important to the parent it will be important to the student. The notebook can provide wonderful times of sharing between parent and child as you look through the notebook together, questioning, talking, and reflecting. Using the notebook at home will eliminate the “nothing” answer when a parent asks their child what they learned in school that day. The notebook should show what has been taught, providing a springboard for parents to discuss each day’s learning.

Notebook terminology with which each family should become familiar:

1. **The Family Notebook** is one in which each family keeps information about the school. This notebook may be a traditional three-ring binder or may be in digital folders kept on a computer. There are suggested tabs, but most importantly, make and USE your family notebook so that you may be an informed parent. Information for the notebook can typically be found on the school’s website or FACTS such as:

Calendars/schedules	Special Recognition and Awards
FACTS Information	Progress Reports and Report
Uniform Information	Cards
Homework/Lesson Plans	Student and Family Handbook

2. A Working (Homework) Notebook is in the hands of every child from DK to 5th. It should be a one-inch, three-ring, plain cover binder. In it you will find the following items:

- a. Office notices coming through your **youngest** child
- b. Homework that each child has as his or her responsibility (in separate divider sections).

Typically, homework sheets are to be removed daily periodically and placed in the subject notebook (or discarded, if directed by the teacher). Do not use the homework notebook as a “catch all” for papers.

1. Subject Notebooks are the notebooks that are created in the classes. They should be two and one half to three inch, plain cover, and three ring binders. Subject notebooks become the record of the student’s learning and reflect his or her growth and development. These

notebooks do not normally come home, but please request that your child do this occasionally so that you may be an informed parent.

2. Digital Notebook: A digital notebook is strongly recommended for each high school student. The specific method of storage is up to each family to decide. It may be one of the following methods of digital storage:
 - a. Student folder on the **Courage Christian Academy** Network
 - b. Student's email storage (OneDrive)
 - c. Student's personal electronic device
 - d. USB Drive

Parent-Teacher Conferences

Parent-teacher conferences are an essential part of the home/school partnership in education. This is especially true in a Christian school where needs can be discussed openly and honestly, and prayed for accordingly. Conferences are scheduled for everyone at the conclusion of the first quarter and at the mid-point of the third quarter. **Parents should not schedule family outings or vacations during the conference period**, as this time has been specifically set aside for the purpose of providing time for parents and teachers to meet. Daytime and evening conferences are available. All parents are required to attend. Other conferences are encouraged by the parents or teacher throughout the year to keep communication current and to be supportive to one another in the best interest of the child.

Report Cards

Courage Christian Academy uses the quarter system for evaluating academics and character. This means that report cards will be available online at the end of each nine-week quarter. Progress reports are only completed for the third quarter. Families who are delinquent with tuition, fees, or other obligations will not be issued report cards or progress reports and will be blocked from FACTS until a formal written plan has been approved by the Director of Finance. Also, if a student has outstanding obligations, such as, fines, outstanding uniform returns, missing or damaged textbooks, etc., report cards or progress reports will not be issued and families will be blocked from FACTS until the obligations have been met.

Retention

Students are not automatically promoted to the next grade level at the end of the school year. Parents will be notified of potential grade retention at the midpoint of the third quarter in an effort to develop strategies to bring success to the student. Students will be retained in a grade level for the following year when school faculty and administration deem it in the best interest of the student based on academic achievement and character development. Parental input into the decision is also important.

Discipline Program



Philosophy of Discipline
The Classroom Constitution
General Discipline Policy
Code of Conduct
Detention
Suspension Policy
Expulsion Policy

“The great mistake I have observed in people breeding their children is that the mind has not been made obedient to discipline and pliant to reason, when at first it was most tender, most easy to be bowed.”

-- John Locke--

“Thoughts on Education,” 1690

Discipline Program

Philosophy of Discipline

Noah Webster offered seven definitions of the word discipline. His first definition states that discipline is “education; instruction; cultivation and improvement, comprehending instruction in arts, sciences, correct sentiments, morals and manners, and due subordination to authority.” From this, we see that discipline is much more than punishment or chastisement. It involves instruction in life. The word discipline shares a common root with the word *disciple*. As Jesus spent time with the chosen twelve, He taught them, encouraged them, rebuked them, challenged them, and admonished them. But most of all, He loved them—so much so that He made the ultimate sacrifice for them by laying down His life. That is the heart of the approach to discipline at **Courage Christian Academy**. In fact, this policy could actually be called our “discipleship program.” Teachers represent the Lord Jesus Christ in a ministry of love and encouragement to their students. This is done primarily through modeling and instructing. Discipline involves working with the character of a student far more than merely with behaviors. The goal always is for the student’s well-being, “that the man of God may be adequate, equipped for every good work” (II Timothy 3:17).

Discipline is the training of children that corrects, shapes, strengthens, and perfects the student to “conform to the image and character of Jesus Christ.” God has given parents the responsibility to bring up their children in the discipline and instruction of the Lord. Since the Christian school setting is an extension of the home, the teacher assists parents in training the child during the time that he/she is in school. The Christian school reinforces values that we believe are already being taught in the home. Students come to realize that they are responsible for their actions and that actions have consequences. **The ultimate purpose for discipline is to form the individual into one who will govern himself according to the Word of God rather than needing external restraints placed upon him to be someone or something else.** This is a lifelong process and can be tedious at times. Scripture tells us that “all discipline for the moment seems not to be joyful, but sorrowful; yet to those who have been trained by it, afterwards it yields the peaceful fruit of righteousness.” (Hebrews 12:11)

Children need to be taught both God’s love and their need to respect God-given authority. It is our belief that authority and discipline exercised in the spirit of Christ is done with a balance of love and firmness. All disciplinary measures will be given as the teacher and/or administrator receives Spirit-led direction in each individual situation. In each case we want to be sensitive to the individual student’s development and maturity **recognizing that God is bringing particular areas to light in each student so they can be dealt with.** Cooperation is needed between the parent and the school to best help the student apply spiritual truths to his life. Agreement and consistency between the home and school are important qualities to maintain in the disciplinary guidelines.

The Classroom Constitution

At the onset of the school year, Lower School teachers assist their students in drafting and adopting a classroom constitution that establishes the framework under which the class will function during the school year. The School Constitution was developed by students and adopted with their consent. The purpose of the School Constitution is to establish justice, ensure school tranquility, promote the general welfare, and secure the blessings of liberty for the individual. The School Constitution is periodically revisited and, possibly, amended to give current students an opportunity to speak into its formation and give their consent anew. A separate Class Constitution is developed for each subject class to address the specific needs of that particular class. This is representative of our own states, which have their own different constitutions, none of which violate the federal constitution.

The idea of ordering the classroom constitutionally is a Biblical idea. Moses was given a constitution by

God Himself in the Ten Commandments. Jesus simplified that constitution with the command to love God and love your neighbor, thus writing his constitution on our hearts. The Bible gives us principles for ordering every area of our lives. Psalm 19:7-11 and Psalm 119:1-40 establish the value of those godly principles or constitutions in our lives. When we think of the constitution we may think of the law and something that keeps us from having fun. But in the Psalms we see the opposite--law that revives us, makes us wise, gives joy to our hearts, gives light to our eyes, warns us, and rewards us. That's because God's laws are guidelines to light our paths rather than chains on our hands and feet. They point at danger and warn us, and then they point at blessing and the way of truth and guide us. This is the essence of the discipleship program.

Noah Webster states that, "The entire New Testament is the moral constitution of modern society." He defines a constitution as a system of fundamental principles for the government of rational and social beings. It establishes principles to guide and direct every area of our lives as is evidenced by the establishment of the first century churches. These churches were mini-republics, complete with constitutions that aided them in their better ordering and preservation. However, a constitution is not the answer to all of our problems. A constitution or list of rules may cause some to think of what they can get away with, but a deepening relationship with Jesus Christ will compel us to live in a manner worthy of our calling by the power of the Holy Spirit.

So it is with this in mind that we established our discipline policy as a discipleship program. The school and each class, having established their own constitutions based on the principles of God's Word, will use them as their guide to help secure the blessings of liberty. In the event that a student chooses to barter away that liberty by violating the constitution, the teacher may choose to use an appropriate form of discipline necessary to help point at the danger of the path that they are on and then point them to success in godly living. If such behavior continues, the teacher will put the student on notice and send a written account of the incident(s) home to the parents. In the event a student chooses to violate the standards set forth in the code of conduct, the teacher will determine the appropriate course of action needed to correct the situation. This could include a verbal warning, written notice, or detention.

Courage Christian Academy Constitution

We, the students of **Courage** Christian Academy, in order to encourage unity throughout the school, maintain order, reflect the light of Christ in our community, and foster an environment of learning, do ordain and establish this constitution. This document demonstrates our agreement to strive for the mastery of the following principles through the power of the Holy Spirit:

1. In striving towards godly character, we will...
 - act in a manner worthy of the Gospel of Christ (Philippians 1:27);
 - pursue excellence in every area of school, work, and life in general (Ecclesiastes 9:10, 1 Thessalonians 5:22, 23);
 - demonstrate self-government in consideration of others (Titus 3:2); and
 - develop the Fruit of the Spirit in our hearts and lives (Galatians 5:22, 23)
- 2 In regard to authority, we will...
 - respect the authority granted to the **Courage** staff by God and our parents (Romans 13:1-7); and
 - submit to those in authority over us (Hebrews 13:17).

3. Concerning our brothers and sisters in Christ, we will...
 - honor our fellow students, considering others more important than ourselves (Philippians 2:3, 4);
 - encourage one another in sincere love (Hebrews 3:13);
 - keep peace with one another at all times (2 Corinthians 13:11); and • use our individual gifts to serve one another in love (Romans 12:6-8).
4. Grateful for the property we are stewards of, we will...
 - maintain our personal belongings;
 - treat the possessions of others with respect; and
 - treat facilities with respect.

General Discipline Policy

The following guidelines are used at **Courage** Christian Academy to promote and maintain good discipline and self-control within the students. Each teacher provides a positive, inspiring classroom atmosphere that will encourage children to exemplify the character of Jesus. When discipline is necessary, the father shall have primary responsibility for school contact and decisions. Fathers will be called and, when necessary, must come to the school for follow-up to disciplinary action. When there is no father in the home, mothers or guardians will be contacted.

The school is responsible for...

1. ensuring that the classroom rules and guidelines are Biblical, clearly defined, and consistently applied;
2. defining the offenses and the plan of action, when this is required; and
3. informing parents of the problems and established procedures to correct them.

The following guidelines are based on the **Matthew 18** principle, which is followed at Courage Christian Academy:

1. The teacher discusses the situation with the pupil.
2. The teacher discusses the situation with the parent.
3. The teacher contacts the principal to meet with the student if there is a continued occurrence.
4. The principal or the teacher contacts the parent, if occurrence continues, to discuss proposed action.
5. If action is taken to correct a recurrent problem, the teacher or principal will include a notation in the student's file in FACTS.

The Lower School uses a standard classroom discipline system in all classes to teach self-government across the entire Lower School. The system includes a chart in each classroom with steps in both positive and negative directions. Each student starts at the ready to go position daily and have opportunities to move "up or down" based on choices. Each step has consequences, either positive or negative depending on the direction of the move. Below is an example:

Role Model (put in a drawing for a reward)
Outstanding (keep up the great work)
Ready to Learn (what kind of day are you going to have)
Stop and Think (what choice can you make to improve your day)

Teacher's Choice (first consequence level)

Parent/Principal Contact (loss of privilege and a call home)

A typical sequence of teacher and administrative actions used in dealing with offenses includes but is not limited to the following:

1. Use of eyes, voice, presence, etc., to correct behavior
2. Use of "time out" area
3. Arrange to talk with the student after class
4. Contact the parent regarding the behavior by telephone or email
5. Student may be asked to leave the room and go to a supervised area
6. Take away student privileges
7. Assign detention
8. Arrange for a parent conference
9. Assign manual work
10. Suspension
11. Expulsion

Code of Conduct

One of the goals of **Courage** Christian Academy is to be a Christian educational community within which students embrace a godly standard of living. By virtue of their enrollment at **Courage Christian Academy**, all students agree to strive to follow the standards for godly living, which are outlined and explained in this document.

Understanding the Purposes

The purpose of these standards is to cultivate a healthy campus atmosphere, free of distractions that impede students from living a healthy Christian life. As a result, moral and spiritual growth can thrive as student lifestyles find a point of integration with Christian principles and devotion to Christ. These standards are based on conscious choices rather than mere acceptance of prevailing practices in society at large.

Godliness does not come from following a list of "do's and don'ts," but only as one accepts Christ as Savior and allows the Holy Spirit to control every aspect of life. Hence, the school is sensitive to the issue of perceived legalism whenever such a list of expectations is developed. As students follow the Holy Spirit's direction they will desire to model a Christian lifestyle, which honors God in their school and community.

The purpose of this policy is not to impose an impossible standard of perfection on our community, but to outline the Biblical ideal, keeping in mind that faculty, parents, and students will fall short of the ideal. Our desire is to encourage one another to strive toward maintaining high standards and to hold one another accountable for our responsibilities, while modeling the love and forgiveness of God when we fail.

General Conduct

The Bible gives us clearly stated standards for our deportment in both word and deed.

Ephesians 4:29 regards our speech:

"Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen."

2 Corinthians 4:2 and Hebrews 13:18 regards our integrity:

“But we have renounced the hidden things of shame, not walking in craftiness not handling the word of God deceitfully, but by manifestation of the truth commending ourselves to every man’s conscience in the sight of God.”

“Pray for us, for we are sure that we have a clear conscience, desiring to act honorably in all things.”

Hebrews 13:17 regards our respect for authority:

“Obey them that have rule over you, and submit yourselves: for they watch for your souls, as they must give account, that they may do it with joy, and not with grief: for that is unprofitable for you.”

Proverbs 10:9 regards our actions

“The man of integrity walks securely, but he who takes crooked paths will be found out.”

Students at **Courage** Christian Academy are expected to conduct themselves in accordance with God’s Word on all occasions, in all situations. Consistent with **Courage** teachings about a Christian worldview is the belief that Christian character is not compartmentalized into the different spheres of life. Therefore, the Code of Conduct is in effect whether in school, at home, or in public.

Offenses

For the purpose of practicality, the following table will be used for student behavior:

Offense	Disciplinary Action
<i>Level 1 Offenses (Minor Offenses* are handled by the teacher at the teacher's discretion):</i> 1. *Tardiness/unexcused absence from class 2. *Food/drink violation 3. *Disruptive behavior (running, rough housing, excessive talking, etc.) 4. Uniform violation 5. AUP* Violation (Acceptable Use Policy of the school's network or internet)	*Minor Offenses • 1 st Offense – warning • 2 nd Offense - parent and possibly principal notified • 3 rd Offense—Parent notified and discipline administered at discretion of principal (loss of privilege, LS) • 4 th Offense—Treated as a Level 2 violation *Uniform Violation—see Uniform Policy Violations *AUP Violation—see Electronic Device Policy (Offenses are documented in FACTS .)

Level 2 Offenses (representative list): <ol style="list-style-type: none"> 1. Cheating 2. Plagiarism 3. Swearing/Vulgarity 4. Taking the Lord's name in vain 5. Violation of Medication Policy 6. Insubordination or disrespect 7. Disrespecting the rights of others 8. Fighting (pushing, slapping, punching, etc.) 9. Bullying or Verbal abuse including text, social media or bullying (1st Offense) 10. Racist or sexist comments 11. Romantic physical contact 12. Student Driver violation or school bus violation (see transportation policy) 	<p>These offenses are handled directly by the grade level Principal for appropriate consequences.</p> <p><i>(Offenses are documented in FACTS.)</i></p>
Level 3 Offenses (representative list): <ol style="list-style-type: none"> 1. Drug or alcohol possession/substance abuse 2. Misuse of legal drugs (tobacco, prescription drugs) 3. Physical abuse 4. Bullying of any kind (beyond first offense) 5. Arson 6. Bomb threat 7. Weapon possession 8. Vandalism/graffiti 9. False fire alarm 10. Sexual activity (harassment, conduct, sexting, etc.) 	<p>These offenses are handled directly by the Principal, the grade level Principal, and the Police (if necessary)</p>

Expulsion Policy

A student may be asked to withdraw or may be expelled from **Courage** Christian Academy because of a Level 3 offense or if the student proves to be incorrigible by chronically misbehaving, being persistently truant, giving public scandal, or seeking to dissuade other students from following the spirit and regulations of the school.

School records for the expelled student will not be released until the following conditions are met:

1. All fees for the entire school year are paid in full, regardless of time of expulsion.
2. Tuition is paid in full according to the early withdrawal schedule.
3. Reparations for all damages are made.

Suspension Policy

Students could receive an in-school (ISS) or out-of-school (OSS) suspension, the length of which will be determined by school administration, in the course of the discipline process. Students who are suspended may not attend any outside-classroom activities or school-related functions during this period. While suspended, students will make up class work and take scheduled tests, though **no credit** may be given (determined by administration). On the day the student returns to class, the student must contact his/her individual teachers, either before or after school to complete and/or return assignments to the subject teacher within the time specified by the teacher.

In-School Suspension - A student may be placed on in-school suspension at the discretion of the principal.

Out-of-School Suspension - A student may be placed on out-of-school suspension at the discretion of the principal. During the period of suspension, a student may not make up class work, homework, or tests for grading purposes, unless waived by the principal. However, the work may be done by the student to facilitate continued learning of the material studied. **This is considered an unexcused absence.**

Non-Classroom Activities Suspension - A student may be placed on activities suspension for failure to maintain a passing grade in any class or for failure to maintain acceptable attitude, effort or conduct in any class. Students who are suspended may not attend any activities or school-related functions during this period. These suspensions last for a duration of one (1) week, during which time students have the opportunity to bring their grade up to a passing mark and/or make acceptable attitude changes. After one (1) week, if students has not earned a passing grade and/or corrected their attitude, they will continue on activity suspension until such time as the grade, attitude, effort, or conduct is acceptable.

Realizing that the Bible is our ultimate standard and that no policy can be inclusive of all situations, Courage Christian Academy is not obligated to stay within the confines of these procedures exclusively. Students may be dealt with independently of policy, if deemed appropriate by the School Administration.

Detention

Detention is assigned to provide reflection and/or work time for students who have not governed themselves adequately in the areas of character or academic effort. Two levels of detention have been established within the following parameters:

Lunch Detention

- Assigned for failure to complete homework and/or minor offenses.
- Students who fail to attend an assigned lunch detention (or any part thereof) must make up that day plus one more day.
- Students must come with an assignment slip, or they will be given work by the monitor and serve one more day.
- Students receiving four lunch detentions in the same quarter will receive an early morning detention. After two early morning detentions a student may receive an in-school suspension.
- Lunch detention takes precedence over any other activity.

Bullying

Courage is committed to being a bully-free zone. “Bullying” is defined as **one and/or both** of the following:

1. Bullying entails direct or indirect behaviors that systematically and/or repeatedly inflict physical, written (hand written or electronic communication), or verbal hurt or psychological distress on one or more students or employees. It occurs repeatedly over

- time and is perpetrated by an individual or a group against a target individual. It creates a sense of physical and/or psychological intimidation.
2. Bullying creates a hostile, threatening, humiliating or abusive environment due to a power differential between the bully and the target. Bullying takes place when both parties do not have equal power in the relationship. Typically one party will not be in a position to disengage from the relationship

Parents should regularly speak to their children about bullying. Parents should not assume that their child is not bullying others. It is common for children who are bullied, who would not normally be bullies themselves, to bully others. Parents should ask their children, on a regular basis, whether or not they are being bullied or are bullying others. All bullying should be reported immediately to the Principal in writing.

Bullying can also occur on social media and through various methods of electronic communication. Both males and females are capable of bullying. Girl bullying is usually different than boy bullying and can include psychological abuse. Again, please be in regular contact with your children about this issue as **Courage** is committed to being a bully-free zone.

The Student Code of Conduct will be enforced for any **verified** act of bullying, as defined above, committed **in or out** of school against a **Courage** student if the principal determines that the act of bullying results in the following:

1. Interferes with the educational environment of another student, **and/or**
2. Causes a substantial or material disruption of the school environment.

Students and/or Parents who become aware of any bullying should bring it to the attention of the Principal immediately.

Students who become aware of any bullying and do not report it to the Principal are complicit and will face disciplinary action.

Note: Any person committing an act of reprisal, retaliation, or false accusation against a target, witness, or one with reliable information about an act of bullying will be subject to disciplinary action.

Bullying Discipline

<p>First Violation Required (Level 2 Offense):</p> <p>Detention Parent/legal guardian contact or conference Referral for counseling Behavior contract</p> <p>Optional:</p> <p>Suspension Restitution of personal property Recommendation for expulsion</p>	<p>Subsequent Violation Required (Level 3 Offense):</p> <p>Parent/legal guardian contact or conference Suspension Assignment to Anti-Bullying Program</p> <p>Optional:</p> <p>Parent and student conference with Principal Restitution of personal property Recommendation for expulsion</p>
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At the risk of appearing to create a definitive list of bullying behaviors we have created a list below to help identify examples of bullying behaviors or actions.

Examples of Bullying Behaviors (not an exhaustive list)

(Including actions taken or words written electronically and/or on social media)

- Any internet-based taunting, ranking, degrading
- Hitting, pushing, shoving, bumping
- Humiliating
- Mind games
- Name-calling, slurs
- Passing or any dissemination of demeaning photos
- Physical assaults
- Obscene gestures
- Ostracizing (rejecting, isolating)
- Rumoring
- Scapegoating
- Stealing of personal property
- Threatening or derogatory notes/graffiti/electronic communication
- Verbal threats of harm (physical)

Courage takes a strict view on bullying in order to protect individual students and to promote a safe environment that honors Christ and nurtures the learning process.

Sexual Harassment

Sexual harassment involves any action or comment that conveys a sexual message and may intimidate, embarrass, entice, or provoke another person. Sexual Harassment is a Level 3 offense and will be treated as such. **Students and/or parents who become aware of any sexual harassment are encouraged bring it to the attention of a teacher or administrator immediately.**

Social Networking

General

Courage Christian Academy realizes that social networking sites and blogs present an opportunity for professional development and interaction as well as informal, non-school related interaction with others. However, abuses (intentional or inadvertent) can occur. Therefore, this policy applies to all internet communication by staff or students as it relates to using school hardware as well as interactions and communication during school and non-school hours. The purpose is for the protection of the ministry at Courage Christian Academy.

All of Courage Christian Academy's social networking sites must have a consistent branding that represents the school's philosophy, ideas and goals contained in our mission and vision statements.

Any Courage Christian Academy student who uses Courage's social networking sites must demonstrate respect for Courage, its parents, its students, its staff, its vendors, and other schools.

Courage Christian Academy reserves the right to temporarily or permanently suspend access to Courage Christian Academy sites for those who violate the established guidelines, threaten the integrity and/or security of the school or violate local or federal laws.

Courage Christian Academy students should not consider social networking posts, e-mails, tweets, texts or blogs to be private communications. **The expectation is that the Christian standard of integrity is maintained at all times and through all media, whether in school or out.**

Violation of this policy is subject to disciplinary measures including suspension or expulsion from enrollment. **This is not limited to social networking activity that occurs at school.**

Student Guidelines

1. Social networking within the school is prohibited except for situations directed by teachers which would allow students to engage the technology for classroom purposes.
2. Current students are not permitted to engage in social networking with teachers or staff except through e-mail for the express purpose of communication for school related issues; such as, answering questions about homework or other assignments and sending assignments to teachers through e-mail.
3. Students are prohibited from posting disparaging comments about the school on school social networking sites.
4. Students are prohibited from posting pictures of **Courage** Christian Academy staff on their private social networking sites without specific permission from the staff member.
5. Any type of intellectual property posted on social networking sites must have written permission from the author.
6. **Students are held accountable for all social networking, regardless of when or where it is posted.**

General Information

After School Program
Annual Events
Arrival
Attendance and Tardiness
Building Property and Stewardship
Change of Address, Phone, etc.
Computer Lab
Dismissal
Electronic Devices
Hall Passes
Home Communications Tools
Lost and Found
Lunch Program
Music
School Hours
School Pictures
School Supplies
Tardiness
Telephone Use Policy
Transportation
Uniform Policy
Weather Emergencies

“There is an appointed time for everything. And there is a time for every event under heaven.”
Ecclesiastes 3:1

General Information

Before and After School Program

The Before School Program begins at 7:00 a.m. and ends at 7:30 a.m. It is available on all school days except when there is a delayed opening on a given day.

The After School Program begins at 3:00 p.m. It is available on all school days except early dismissal days. We are unable to provide this service on snow days or early dismissals. Parents also need to find alternate care on holidays. Please note that we may also need to cancel the After School Program should it be snowing at or around normal dismissal time.

The After School Program is less formal and less structured than the regular school day. Its purpose is to provide some fun after a demanding school day, quiet time for doing homework, and to enrich your child with some extra-curricular activities. Aside from that, the normal schedule will include snack time (snack not provided), extended playtime, and a study time for those children who need to do homework.

After School Program Guidelines and Procedures:

1. In cases of illness (i.e., fever, vomiting) parent may be called to pick up said child. There are not have enough staff to care for a sick child. If there are symptoms of fever or signs of a communicable illness, or an intestinal illness causing vomiting or diarrhea, it is requested that the child stay home.
2. Although the After School Program is less structured, children are expected to exercise discipline and self-control during activities. The activities are a privilege and children who need to be continually corrected during an activity will not be allowed to participate. Rules during study time are especially important and a disruptive child will be isolated from the group. Causes for dismissal are the following:
 - a) Persistent willful disobedience or disrespect
 - b) Violence or abuse towards other children or staff members
 - c) Destruction of school property
3. Parents will be kept informed if there are problems with their child's behavior.
4. The front entrance door is locked at 4:00 p.m. Parents picking up students after that time should ring the door bell inside the lobby.
5. Please pick up your child by **5:30 p.m.** Parents coming for their child after this time will be charged a *\$10.00 late fee in addition to the hourly fee.*
6. Call **(619) 213 6109** to contact the After School Program monitor.
7. **Please note that students in DK through 5th grades who are not picked up within 15 minutes of dismissal will be placed in the After School Program and charged for the first hour. Any child using the After School Program more than five times during the school year must be registered.**

Attendance

Absences

Each student is expected to be in attendance during regular school hours. If your child will be absent, a parent **must call the office (or email at office@couragechristian.org) by 8:15 a.m. that day.** Feel free to leave a message on the answering machine if you are calling before the beginning of the school

day (619) 213 6109. FACTS will send electronic notification if your child is absent from school and we have not been notified by a parent by 8:15 a.m. The absence will remain unexcused until we hear from a parent.

If a student leaves school before 11:15 a.m., he will be considered absent for a full day. If a student leaves school after 11:15 a.m., he will be considered absent for a half-day.

Truancy

Courage Christian Academy Truancy Policies and standards are defined below:

“**Truant**” a student having three (3) or more school days of **UNEXCUSED** absences during the current school year by a child subject to the compulsory school attendance. (school aged children)

“**Habitually truant**” having six(6) or more school days of **UNEXCUSED** absences during the current school year by a child subject to the compulsory school attendance.

Excused absence is any absence recorded for illness, family emergency, extenuating circumstances approved by the school administration or an approved Attendance Policy Exception. All other absences are considered **UNEXCUSED**.

Unexcused absence is an absence not listed as illness, family emergency, or circumstances approved by the school administration; also, the case of no response from parents on the reason for an absence.

When a child that is between 8 and 17 is absent without excuse for three days (**truant**) in any one school year the school **must** issue a warning letter within 10 days of the third absence and they **may** invite the parent to a school attendance improvement conference. When the child misses a fourth day the school **must** invite the family to a conference. (The family must be invited and the school must have the conference even if the parents do not attend.)

Once a child, who is younger than 15, becomes **habitually truant** (6 or more days) the school **must** either refer the child to a school or community-based school attendance program or refer the child to Children and Youth Association. The school **may** also file a truancy citation with the District Magistrate.

Once a child, who is 15 years of age or older, becomes **habitually truant** the school **must** either refer the child to school or community-based school attendance program or file truancy citation with the District Magistrate.

Upon administrative review, if a pattern of excessive absences becomes apparent, parents will be notified that no credit will be given for work due or assigned during future unexcused absences.

1. An **Attendance Policy Exception (APE)** form must be completed **at least one week before** the absence demonstrating the reason for the request. Exceptions **will not** be granted if...
 - a. the request is during the first 2 weeks of the school year;

- b. the student is behind on work or failing a subject;
- c. the request is during finals week, during a major exam or during SAT Testing;
- d. the total of all prior absences and tardies is excessive;
- e. If an APE is granted any work assigned before the absence and due during the absence should be submitted **before** the absence or the assignment may be considered late.
- f. If an APE is not granted, absences during that time period will be considered **unexcused**. Please note that assignments that are due during an unexcused absence receive no credit unless they are submitted by the beginning of the class period in which they are due. Assignments that are given during an unexcused absence will receive no credit.

Tardiness

Any student who arrives to school late must report to the front desk to obtain a tardy pass to be admitted to class. Tardies fall into the following two categories:

- **Arrival Tardy:** This type of tardy occurs at the beginning of the day. The school day begins at 7:55 a.m. Students who arrive at the front desk at or after 7:55 a.m. will be considered late to school. **Arrival tardies are considered unexcused** unless there is an extenuating circumstance approved by the school administration. If there are continual tardies, students may be required to serve after school detentions to work in the school, as well possible suspension from extracurricular activities.
- **Class Tardy:** This type of tardy refers to class attendance, occurs due to negligence, and is considered unexcused. If the situation continues, the student will be subject to disciplinary action by the teacher. Tardiness to class as a habit is unacceptable and an accumulation of more than three (3) class tardies per quarter may result in a lunch detention.

Building and Property Stewardship

God calls each of us to manage well the things He has given for our use. Students should care for the facility in such a way as to bring glory to God. Therefore...

- lockers should be kept neat, clean, and orderly;
- bathrooms and hallways should be kept clean and free from obstructions;
- defacing or abusing property in any way is unacceptable; and
- no gum chewing.

Change of Address, Phone, etc.

Whenever there is a change in your address, telephone number, or workplace number, or email address, please email the school office and notify us of the change. All updates of such information will then appear on **FACTS** so that other families can make note of the change. We request notification of changes in doctor's and/or emergency numbers or information as well.

Dismissal

At 3:00 p.m., all students will be dismissed. All students are required to move quickly to their dismissal area and leave the building at dismissal time.

- 2:50 p.m. Car pool pick up for families that have **ONLY** DK and/or AK children at the front of the building.
- 3:00 p.m. Bus pick up is at the side of the building
1st through 5th grade non-bussed students will be dismissed from class to the front of the building. **No Parking** in the circle in front of the Library or the upper parking lot (except for handicap accessibility) during dismissal. **All children will be loaded into the car in the pick up line or parents** may park at the church and use the crosswalk to pick up children from the lines at the entrance of the library. **Please adjust your**

Parents should use the following as guidelines for pickup:

arrival time to avoid waiting in the street.

FOR SAFETY REASONS, WE WILL NOT RELEASE YOUR CHILD TO ANOTHER PERSON, CARPOOL, OR BUS WITHOUT YOUR EXPRESS PERMISSION! Please call the school office with any **changes** in the dismissal transportation for your child **before** 2:00 p.m.

Early Dismissal

- A. Students are dismissed at 11:15 a.m. on Wednesdays due to various school events.
Parents should check the school calendar for early dismissal dates.
- B. Individual early dismissal- Students who need to be excused before the close of the school day, for any reason, must present a written request from their parents stating the reason for the request and the time of dismissal and return. This request shall be presented to the office no later than 8:15 a.m. on the day for which the absence is requested. Before leaving and when returning, students shall report to the front desk. Students shall also report to the front desk in case of illness during the school day, before missing a class, or leaving school.

**Parents must enter the building to pick up children for an appointment.
We will not send your children out to meet you.**

Building Security Procedures at Dismissal

Leaving the Building

During the school day, students must remain in the space that has been leased by **Courage** unless there is a staff escort or specific written permission has been given. Students may not leave the school building grounds without express permission from the principal or his/her designee.

At 3:00 p.m. students are dismissed and expected to go home.

-If there is a home sporting event or other extra-curricular activity and students want to remain at school, they must be under the **direct** supervision of a teacher, staff member or parent.

-Teachers may not allow students to reenter the school unless they are willing to escort them to where they want to go. This also applies to the gate at the gymnasium.

At 4:00 p.m. the front door is locked.

Home Communication Tools

The school staff stands ready to answer questions and assist you in any way. One tool that aids in our quest to better serve is FACTS. Please carefully read this publication. It will keep you informed as to general school issues and specific academic progress.

Goals: The Goals or Lesson Plans are a tool published on FACTS by the classroom teacher to keep parents up to date with information from the classroom. Homework and goals will be published by 8:00 a.m. on the first day of the school week. Any corrections or updates will be posted by 4:30 p.m. each day.

Lost and Found

Lost and found items are kept in designated area at the building. Once per month, those items will be donated if they are not claimed. Students can check the lost and found upon request and with permission.

Lunch Program

Students bring their own lunch to school.

Music

The school recognizes that there are widely divergent opinions among school families regarding the propriety and acceptability of music. Christian people hold differing convictions with respect to which type or performance of music is acceptable. Parents are encouraged to prayerfully consider factors such as:

- The words and message of the music
- The emotions aroused by the style of the music
- The lifestyles of the performers
- The consistency of the music with scriptural principles
- The attitudes and behavior engendered by the music

Parents should establish guidelines for their children in this area, as in all things.

Every effort will be made to select music for teaching and performance that will honor and glorify God, edify believers, and hold to the highest standards of musical achievement.

School Hours

Tardy	7:55 a.m. – students should be in class
Dismissal	2:50 p.m. – carpool pick up for families that have DK and/or AK children 3:00 p.m. – bus students
Early Dismissal	3:00 p.m. – car pool families, student drivers, walkers 11:05 a.m. – families with only DK and AK children 11:15 a.m. – all other families

School Pictures

Fall Picture Day is considered a special dress day, where parents determine what their students will wear for the picture in accordance with the special dress guidelines. Picture packages may be purchased at the time of the sitting. All students must have their picture taken for the yearbook, even if they are not buying a package. Make-up picture day, approximately two months after the original day, is for those who were absent or are displeased with their pictures. All students must wear their uniform on make-up day but may bring a different shirt to change into for the individual pictures.

Students must be in regular school uniform (no fleeces or sweaters) for the class picture taken during Spring Picture Day. Students may change into different clothing after the class picture if they have purchased an individual picture package.

School Supplies

Each year, a supply list is available on the school website in Parent Resources, Forms, Form Library. Students are expected to have all supplies on the first day of school. Students are also expected to keep their supplies current during the year. Parents are reminded to check with their students to see if any of the consumable items need replenishing as the year progresses.

Telephone Use Policy

Elementary students do not have direct access to a phone at the school. In case of an urgent matter or an emergency, the student shall request the office aide to make the necessary phone call at her earliest convenience. Elementary students may use the front desk phone or their own phone by permission only. Parents should refrain from requesting to speak with their child during class time unless there is an emergency. The office aide will gladly relay a message to a student, if desired.

Courage recognizes the value of how technology has revolutionized communication. Courage wants to be a technology-friendly environment. However, for the purpose of educational integrity and allowing the teacher to govern the classroom without unneeded interruptions, Courage requests that parents avoid sending text messages to their children during the school

day. Please rely on the school office personnel to relay a necessary message from home to the student.

Uniform Policy

Introduction People tend to behave according to the way they are dressed. Student dress and deportment must reflect a Biblical standard of modesty and excellence. At school, a student's job is learning; that is the business of school. Adhering to the dress policy is an important part of the educational process. It should be noted that Courage is not placing a value-judgment on clothing. There is nothing Christian or secular about the Courage uniform, rather, the school seeks to provide an atmosphere for learning for the students .

Purpose and Philosophy for a Dress Policy The dress policy at Courage Christian Academy establishes appropriate attire standards for the business in which our students are engaged while at school: education. Using the policy also accomplishes important objectives that allow for personal growth and development:

- Establish a distinctive identity for our school and its students
- Establish tradition and communicate a positive message about the school
- Help students learn to submit to authority (both parents and teachers, as both support the policy)
- Ensure that students can easily apply a Biblical standard of modesty
- Eliminate competition in the area of dress and avoid promoting social status
- Avoid sloppiness in dress
- Avoid drawing attention to oneself based on appearance

Goals for the Dress Policy As an educational institution, Courage can take advantage of teachable moments throughout the day.

In our society, there is a tendency, even an inclination, toward lower standards of behavior that can be enhanced by choices in attire. Courage sees the opportunity to use the dress policy to provide regular, teachable moments with students about an issue that matters to them: their clothes.

Working with parents, it is our goal to...

1. see students take godly pride in their appearance (Colossians 3:17);
2. instruct students in learning how to "dress for the occasion" (Ephesians 6:11-17);
3. encourage the development of internal character rather than external appearance (1 Samuel 16:7); and

4. help students understand submission to authority (Romans 13:1,2).

Parents and
the Dress
Policy

Courage partners with parents in the educational process. You, as parents, are responsible to educate your children, and you selected Courage to assist you in this process. For the partnership to succeed, both parents and school have to work together. Courage recognizes that you are the God-given authority in the lives of your children and your direction exceeds the reach of the school. When you agreed to send your child(ren) to Courage Christian Academy, you also agreed to abide by the policies and procedures put forth by the school. Therefore, you are the primary enforcers/administrators of the dress policy. Please do not let your children attend school in violation of the policy with the idea that the school will make child(ren) comply. The school should serve only to interpret the policy to parents and students, and to offer reminders, as needed.

General
Guidelines

Please use the following guidelines that apply to all students when selecting clothes for school.

Important: The following standards apply to both normal uniform days and all special dress days.

- Students who wear pants or shorts must wear a belt (see accompanying Dress Policy pages for further guidelines).
- Students can wear **COURAGE CA** hoodies only on Special Dress Days and early dismissal days.
- All clothing must be clean, neat, and in good repair; holes and frays are not permitted (including jeans).
- Students must wear clothes that fit properly; clothes may be neither too small nor too large.
- Shirts must be tucked into pants or skirts. (Exception: tapered shirts on girls)
- Clothes worn under the Dress Policy shirt must be plain, white shirts (such as turtlenecks or long-sleeved t-shirts) with no printing or pictures.
- Piercings are not permitted for boys and may not be covered by Band-Aids. Girls may have only their ears pierced. (Other visible piercings and gauges are not permitted) § Students may not display tattoos.
- Girls' skirt length may not be shorter than the top of the kneecap.
- Students must follow the Dress Policy while on school property during regular school hours.
- Students' hairstyles and color must be moderate and not distracting, reflecting a Biblical standard of modesty.
- Drastic changes from the student's normal color will not be permitted.
- If hair color is in question, the administration will make a decision concerning needed changes.
- Hair must be neat, clean, and combed so as not to obstruct the student's view

Dress Policy Violation (wrong uniform or special dress attire)

1. Teachers will address the student concerning the issue to let them know that they will be sending a uniform violation slip to the principal.

2. Parents will be notified by e-mail by the principal, which is considered the student's warning, and a dress policy violation referral will be placed in the student's file in FACTS.
3. In the event of continuing infractions, the parents will be notified by e-mail by the principal of repeated violations, a dress policy violation slip will be placed in the student's cumulative folder and the student may receive an early-morning or afterschool detention issued by the principal. Afterschool and early-morning detentions will be served 2 school days after the issuance.
4. Parent may be required to bring in proper uniform item

If there are additional infractions after the detention, the parent will be notified by phone by the principal of a repeated violation, a dress policy violation slip will be placed in the student's cumulative folder and the student may be placed on in-school suspension, by the principal. If violations continue, a school administrator may meet or conference with both the parents and the student to determine further action to be taken.

Lower School Dress Policy Violations

Lower School students are less aware of the dress policy than their Upper School counterparts. Parents take the greater responsibility in making sure that students are wearing the correct items to school. Therefore, gentle reminders to tuck in shirts, etc., will serve to instruct students in these formative years. If an elementary student is improperly dressed for school, the parent will be notified by e-mail to make the appropriate change for the next day.

Dress Policy for Girls

Please use the following tables to determine what female students may wear to school.

Notes: For additional warmth, students may wear inconspicuous articles of plain white clothing, such as a turtleneck or long-sleeved t-shirt, under their dress policy shirts; no colors, prints, or designs. Undergarments must not be visible through the uniform shirt.

Shop for uniform-style pants in the school uniform section of most department stores or through **COURAGE CA's** uniform providers. Low-rise, skinny style, form-fitting and cargo pants are not permitted, nor are pants with patch pockets.

Grade	Skirts, Pants, or Jumpers	Tops (all with logo)	Sweaters/Fleeces (all with logo)	Hosiery	Shoes
Pre-K - 5	<ul style="list-style-type: none"> ▪ Navy or khaki jumper with logo (length not shorter than the top of the knee cap) ▪ Navy or khaki uniform-style pants, capris (below the knee) or shorts 	<ul style="list-style-type: none"> ▪ White, light blue or burgundy knit polo shirt ▪ Burgundy or white mock turtleneck ▪ Burgundy or white turtleneck ▪ Light blue or white Peter Pan collar blouse 	Solid navy blue or burgundy cardigan, v-neck or crewneck vest or sweater	Tights or socks in white, navy blue, burgundy , or black.	Shoes, sneakers, or boots. No sandals, flip flops, slippers, or Heelys .

Dress Policy Please use the following tables to determine what your male student may wear to school.
for Boys

Note: For additional warmth, students may wear inconspicuous articles of plain white clothing, such as a turtleneck or long-sleeved t-shirt, under their dress policy shirts; no colors, prints, or designs.

Shop for uniform-style pants in the school uniform section of most department stores or through **COURAGE CA's** uniform providers. Low-rise, skinny style, form-fitting and cargo pants are not permitted, nor are pants with patch pockets.

Grade	Pants	Tops (all with logo)	Sweaters (all with logo)	Hosiery	Shoes
Pre-K - 5	Navy or khaki uniform-style pants or shorts	<ul style="list-style-type: none"> ▪ White, light blue or burgundy knit polo shirt ▪ Burgundy, white, or blue mock turtleneck ▪ Burgundy, white, or blue turtleneck 	Solid navy blue or burgundy , cardigan, v-neck or crew-neck vest or sweater	Socks in white, navy blue, brown, or black	Shoes, sneakers, or boots. No sandals, flip flops, slippers, or Heelys.

Health and Safety Program



Dental Health
Emergencies
Emergency Preparedness Plan
Epidemic and Pandemic Response
Head Lice Policy
Immunizations
Student Illnesses
Medication Policy
Physical Examinations
Screening Procedures
Student Accident Insurance
Student Safety Issues
Student Visitation
Health and Safety Program

Parents are encouraged to accept the responsibility for the health of their children and therefore are not to send a sick student to school. Parents will be contacted to transport sick or injured students from school.

Dental Health

Dental examinations are required for students in Kindergarten third and seventh grades. These grades were selected because they represent critical periods of growth and development in a child's life.

Emergencies

All parents are required to fill out the emergency information when enrolling/reenrolling their student(s). Please be sure to fill out forms completely and accurately. Forms are kept on file in the office and referred to in cases of emergency. In case of emergencies involving your child, you will be contacted so that the appropriate action may be taken. If a parent or person to be notified in case of an emergency cannot be notified, the school will take appropriate action to ensure the safety of your child.

Emergency Preparedness Plan

Courage Christian Academy is following the guidelines and procedures established by the resources for Local Educational Agencies (LEAs) related to emergency mitigation/preparedness, response and recovery associated with natural disasters and emergency situations, to be as prepared as possible in the event of a natural disaster or terrorist attack against citizens and/or structures in our area. The following guidelines and procedures will be updated or implemented as necessary.

Website: <https://www.cde.ca.gov/ls/ep/schoolemergencyres.asp>

Let us be reminded of God's Word that expressly says, "We have not been given a spirit of fear, but of power, and of love, and of a sound mind." (II Timothy 1:7)

- I. Authority
 - A. Descending order of decision making authority:
Principal
Office Manager
 - B. School decisions will be based upon direction given by LEA. Parents should check the school's website and listen to local media announcements concerning recommendations and/or directives from LEA.
- II. Communications
 - A. Public announcements specific to **Courage** Christian Academy will be made via **FACTS** (text or email) and our radio and television weather-related announcement procedure, if permitted.
 - B. Parents should NOT call the school for information so that phone lines may be kept open. Parents should check for a **FACTS** alert and listen to the Emergency Broadcast Network via local radio/television stations. The school will initiate contact if permitted, possible, and necessary.
- III. Transportation
 - A. If/when students are permitted to leave the facility, standard dismissal procedures will be followed if busing is permitted, unless directed otherwise via public announcements.
 - B. If busing is not permitted, standard early dismissal procedures will be followed, unless directed otherwise via public announcements.
 - C. Parents who are **unable** to pick up their child(ren) should make every attempt to contact the school with specific instructions as to who will pick up the child.

- D. Persons picking up a student that is not their child **MUST** provide a signed written statement indicating that they are taking responsibility for the non-custodial child(ren) in their care, if prior verbal communication from the parent is not possible before pick-up.

IV. In the event of a threatening situation while school is in session:

- A. Students and associated staff shall follow instructions giving over the PA system.
- B. The receptionist or designee should remain at post if at all possible or take cell phone and radio into the auditorium.
- C. Students and staff will remain in designated area until given the all-clear signal or other instructions.
- D. The school will maintain a supply of water that would serve the needs of the students and staff for a limited time should the public water supply be compromised.

Emergency Procedures

In order for us to be ready to evacuate all students and school personnel from the school buildings because of fire or some other emergency, the following plan guarantees complete evacuation of the school buildings in a matter of minutes. Teachers will discuss the role of the students in case of an emergency.

- The fire alarm is a continuously ringing bell.
- Upon the sounding of the bell, the class will be directed to immediately exit the building according to the mapped out route posted in each classroom.
- Students will regroup in the designated area outside the building.
- Students are to exit and re-enter the building in a silent, orderly fashion.
- Drills will be conducted periodically throughout the year.
 - Tornado drills will be announced over the PA system.
 - Fire and Hazardous Material drills will be by alarm.
 - Intruder drills will be announced over the PA system.

Epidemic and Pandemic Response

A pandemic is a global outbreak of disease that occurs when a new virus appears or “emerges” in the human population, causes serious illness, and then spreads easily from person to person worldwide. Pandemics are different from seasonal outbreaks or “epidemics” of influenza. Seasonal outbreaks are caused by subtypes of influenza viruses that already circulate among people, whereas pandemic outbreaks are caused by new subtypes, by subtypes that have never circulated among people, or by subtypes that have not circulated among people for a long time. Past pandemics have led to high levels of illness, death, social disruption, and economic loss.

Epidemic: A disease occurring suddenly in a community, region or country in numbers clearly in excess of normal.

Pandemic: The worldwide outbreak of a disease in numbers clearly in excess of normal.

In dealing with an epidemic or pandemic the school’s response can only be to assist in disseminating health information, planning for staff and student absences, and maintaining a learning environment. To those ends the following procedures will be followed.

Dissemination of Health Information

Department of Agriculture:

Department of Agriculture (PDA) is the lead on the impact on Avian Influenza on flock/bird populations. To contact the Department of Agriculture about Avian Influenza, call 717-783-3577.

Department of Health

The Department of Health is the lead on the human impact of any outbreak of Avian Influenza. To contact the Department of Health about influenza and pandemic preparedness, call (916) 558-1784

Symptoms of Avian Influenza in Humans

The reported symptoms of avian influenza in humans have ranged from typical influenza-like symptoms (e.g., fever, cough, sore throat, and muscle aches) to eye infections (conjunctivitis), pneumonia, acute respiratory distress, viral pneumonia, and other severe and life-threatening complications.

Force Majeure: The School's duties and obligations under this Contract shall be suspended immediately without notice during all periods that the School is closed or must deliver instruction remotely because of one or more force majeure events including, but not limited to: any fire, act of God, hurricane, war, governmental action, act of terrorism, epidemic, pandemic, or any other event beyond the School's control. If such an event occurs, the School's duties and obligations in this contract will be postponed until such time

Planning for Staff and Student Absences

School, in its sole discretion, may safely reopen. In the event that the School is closed due to an event under this clause, the School is under no obligation to refund any portion of the tuition paid.

Whether you are a parent, student, teacher, or administrator, you can help prepare your school for an influenza pandemic. Preparing will take the effort of schools and communities planning together for a large number of absent students, staff shortages and emergency closings.

Most importantly, it will take the common sense advice your mother taught you – washing your hands, covering your nose and mouth when you cough or sneeze, and staying home when you're sick – to keep the school safe and healthy.

Maintaining a Learning Environment

Notification of Parents

We will choose to use the same methods (radio, television) that are used to notify staff and parents about school closings that occur because of emergencies. 1. An epidemic or pandemic must first be identified by state and/or local government officials.

2. Absenteeism will be monitored daily to note if there are increases related to flu-like symptoms.

For more information

On the internet at www.pandemicflu.gov

Call 1-916-558-1784

Call the CDC hotline at 1-800-CDC-INFO

Head Lice

If there is an incidence of head lice at the school, the school will inform parents of children requiring attention.

Immunizations

It is required of the California Department of Public health that all children enrolled in public and private school, including preschool, be immunized against certain diseases.

Please go to website below to see the list of required immunizations.

<https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/School/tk-12-immunizations.aspx>

***Please Note:** All students entering Developmental Kindergarten and Academic Kindergarten are required to have three (3) properly spaced doses of Hepatitis B vaccine. The third dose of the Hepatitis B vaccine must be given by April 1st of the current school year. Parents desiring moral/ religious exemption should present a letter to the school office.

CALIFORNIA IMMUNIZATION REQUIREMENTS FOR

K – 12TH GRADE (including transitional kindergarten)



GRADE	NUMBER OF DOSES REQUIRED OF EACH IMMUNIZATION ^{1, 2, 3}				
K-12 Admission	4 Polio⁴	5 DTaP⁵	3 Hep B⁶	2 MMR⁷	2 Varicella
(7th-12th)⁸	1 Tdap				
7th Grade Advancement^{9,10}	1 Tdap⁸				2 Varicella¹⁰

Student Illnesses

In the case of a student becoming ill while at school, (i.e., fever, vomiting) a parent may be called to pick up said child. If there are symptoms of fever or signs of a communicable illness, or an intestinal illness causing vomiting or diarrhea, it is requested that the child stay home from school. A child should be fever free for at least 12 hours (without medication) before returning to school.

Medication Policy

It is the policy of **Courage** Christian Academy to administer medications during school hours only when absolutely necessary. Administration of medications falls under two categories. Parents are required to read and follow school guidelines for the appropriate category. Please note that all medications (prescription or over the counter) should be brought to school by a parent or legal guardian, in the original container clearly marked with the student's name. Some school districts have strict policies against students carrying any medications onto the school bus.

Category 1. Prescription Medications

1. Medications will not be administered by the school until the Physician Statement of Need form is completed and filed in the office. This must be done at the beginning of each school year even if medications are the same as the prior year.

Note: *A separate form must be filled out for each different kind of medication to be administered.* A separate form must also be completed whenever changes are made in the medication, dosage, or child's reaction.

2. All medications must be sent to school in the original container with the prescription labeled by the pharmacist or physician. Do not send unlabeled bottles or medication in any container other than the original. All medications must be administered through the school office. Students are not permitted to keep medications in their book bags. Students doing so are subject to disciplinary action as a Level 2 Offense.

Note: The school reserves the right to decline the administration of drugs that are beyond the ability of unqualified school personnel. (e.g., injections)

3. Any medication that can be administered at home **must** be administered at home. (e.g., Many antibiotics require three doses per day. One dose should be given in the morning before school, one dose at home when the child gets home, and one dose before bedtime.)

Category 2. Non-prescription, Over-the-Counter Medications

1. Parents must complete a parental Request for Medication Administration form and file it with the office before any medication can be administered.
2. Students are not permitted to carry non-prescription medications with them. All medications must be kept in the office. (This does not include cough drops.) Violation of this rule is a Level 2 Offense.
3. As many of these medications require a judgment as to the student's need, parents must indicate the following on the Request for Medication Administration form:
 - Permission for student to self-administer non-prescription medication independently, deciding on the dosage as long as it is within the limit specified on the label.
 - Needs for which medication may be administered

The school ensures the following in relation to the administration of medications:

1. Medications will be kept in a safe location that is inaccessible to students.
2. A Medication Administration Log will be kept, recording each administration of medication by the person handing out the medication.

Physical Examinations

The School Health Law requires medical examinations for children in grades Kindergarten, 6, and 11. Students who wish to participate in sports must be sure to get a special sports physical form from the athletic director. The physical for the upcoming year may not be performed before June 15. A sports

physical is required once per year. The school will offer one over the summer at no cost to the students. The physical for subsequent sports may not be performed more than 6 weeks before the first practice day of that sport.

Please Note: Upon school entrance, all previously home schooled children are required to have a recent physical report on file. Please submit to the school office by the first day of school.

Student Accident Insurance

Courage Christian Academy provides school accident coverage for injuries that occur at school or during school activities.

School time Coverage

Provides protection for students for covered injuries which occur...

- in or on the school grounds or premises during a period of regular attendance when school is in session;
- while traveling to or from a school activity, with a school sponsored group, or in transportation arranged by the school; and
- while participating in or attending activities directly sponsored by the school and continuously supervised by a school designated official or employee.

Blanket Sports Coverage

Provides protection for students, managers and coaches for covered injuries which occur...

- while practicing or playing interscholastic sports; and
- while traveling to or from the game.

Note: The benefits shall be payable only for that portion of such expenses which are not recoverable under any other insurance policy or service contract. Eligible medical expenses payable under other coverage will be used to satisfy or reduce the medical deductible.

Parents should note that there might be some out-of-pocket expenses. Also, there are some exclusions and limitations stated in the policy. If you wish to review the policy please contact the business office.

Student Visitation Policy

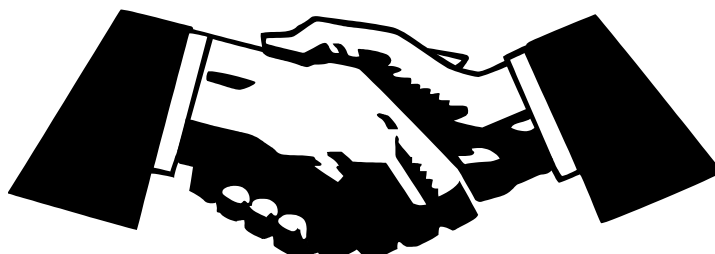
Non-Courage students* may visit under the following conditions:

- a. Prior permission is obtained from the principal.**
- b. The visiting student has not been expelled from Courage CA and was a student in good standing while at Courage CA.
- c. The visitation takes place during lunchtime, unless other permission is arranged.

*A non-Courage student is considered any student not currently enrolled.

**Student visitors considering future enrollment must go through the admissions office.

Parental Involvement



Basic Responsibilities

Fundraising Activities

Parent Teacher Guild Committee (PTG)/Parent Information Network

Teacher Partners

Parent Involvement

In his book, *Learning from the Best: Growing Greatness in the Christian School*, Dr. Gene Frost highlighted the importance of strong parent organization in building greatness into any school: “Perhaps the greatest accelerator of all, however, is a healthy, positive parent involvement. This flies in the face of what some perceive as the public school mentality: Keep the parents out of the schools and leave the teaching to the professionals.... Because the administration has demonstrated confidence in the parents, the parents have stepped up and are able to promote many of the successful programs of the school....Every campus I visited had enthusiastic, involved parents telling success stories about their school. This parent involvement not only helps with the work of the school but also elicits scores of enthusiastic boosters for the school in the larger community” (Pp. 53-54).

Basic Responsibilities of all Courage CA Families

By joining the **Courage** Christian Academy family, each parent accepts certain responsibilities. Without parental involvement in the following basic ways, Courage CA would not be able to uphold its commitment to provide a quality learning environment:

7. Attend the Welcome Back Family Orientation.
8. Attend the Meet the Teacher Night (AK-fifth graders).
9. Attend the fall Parent-Teacher Conference.
10. Participate actively in the all-school fundraisers (e.g., sub sales, Serve for Education).

Fundraising Activities

School-wide

In keeping with the spirit of the covenant that exists between the parent and the school, all families are expected to participate with school fundraisers. This can include, but is not limited to, your gifts of **time, talent, and/or materials**.

Fundraisers are necessary for the maintenance and well-being of the school. There are several big fundraisers that you are expected to become involved with during the year to help keep tuition costs and other related expenses to a minimum.

Individual and Class

Fundraising by an individual student (or **Courage** family) on school premises must be approved by the Development Office and is restricted to the bulletin board located in the school lobby. Fundraising by an entire class for a class project or trip must be submitted to the development office and receive approval no later than 60 days before the fundraising event.

Parent-Teacher Guild Committee / Parent Information Network

Description/Philosophy

The **Courage** Parent Teacher Guild (PTG) Committee is what many schools would call the PTO or PTA. Noah Webster defines *guild* as a society, fraternity or company of people associated for some purpose or like interest. The PTG is called a guild because of a “like interest” in the equipping of students. While similar to a PTO or PTA, the PTG Committee focuses on actively engaging all **Courage CA** families in the life of the school. This is done through the Parent Information Network which can be found in the **Courage** Website and through various announcements created by the PTG Committee. The goal of the PTG Committee is to engage **Courage CA** families during the school year through a variety of activities (see below).

Mission

The mission of the **Courage CA** PTG Committee is to be a liaison between the board, administration, faculty and parents in a manner that promotes open, constructive and honest dialogue that supports the vision of **Courage CA** and glorifies God for the benefit of our children.

Vision

The vision for the partnering process at **Courage** CA is to facilitate fun and creative ways to link school needs with parent gifts. By communicating and sharing the work among all families a sense of community and of service to the school will naturally develop. This partnering process will be an opportunity for the students to see Christian servant hood in practice from those who have authority over them so that they will want to model this virtue also.

Activities Coordinated by the PTG Committee

- Enlists parent partner support for the school
- Provides peer encouragement and accountability in partnering with the school
- Facilitates healthy forums of dialogue between parents and school personnel
- Provides continuing education opportunities for parents
- Hosts key meetings throughout the year (as needed)
- Oversees a coordinated parent prayer effort for the school

Involvement

Courage depends on the generous gifts of time, talents and treasure given by friends and families. There are many ways to be involved in making **Courage** Christian Academy the best school it can be.

Individual families, as members of the larger **CourageCA** family, are responsible to fulfill these basic requirements:

- Participate in at least two fundraising events each school year.
- Attend the *Back-to-School Orientation* at the start of school each year.
- Attend parent-teacher conference in the fall (and others as needed) each year.

Remember, we are **Courage!**

Miscellaneous Information



Alma Mater

Pledges

FACTS

Miscellaneous Information

Alma Mater

Let's Keep Our Eyes On Him

From the founding of the nation,
We have put our trust in God.
And He gave this land protection,
Through the wars and battles fought.
God has blessed this country's people; We've
become a strong free land.
But this freedom that we live by,
Only comes from God's own hand.

Let's keep our eyes on Him,
Let's put our trust in Him.
It's only God who makes us strong. Let's
keep our eyes on Him.

So let's take a stand for Jesus,
And we'll never back away;

We'll keep God as our foundation,
As we come to Him each day.
For in faith our country started,
And in faith we've been made strong;
So let's keep our eyes on Jesus, And
in faith we will go on!

Let's keep our eyes on Him,
Let's put our trust in Him.
It's only God who makes us strong.
Let's keep our eyes on Him.
Let's keep our eyes on Him!

Words and music by Peter and Hanneke Jacobs

Pledges

To the Bible

I pledge allegiance to the Bible,
God's Holy Word. I will make it a
lamp unto my feet, And a light
unto my path.
I will hide its words in my heart,
That I might not sin against God.

To the Christian Flag

I pledge allegiance to the Christian flag,
And to the Savior for whose kingdom it stands.
One Savior,
Crucified, risen and coming again,
With life and liberty to all who believe.

To the American Flag

I pledge allegiance to the flag,
Of the United States of America.
And to the republic for which it stands,
One nation under God,
Indivisible, with liberty and justice for all.

FACTS: Parent's Web Site

FACTS is a tool used by **Courage** to help keep you up-to-the-minute with your students. On this Internet-based program, you can see homework assignments, grades, and lesson plan overviews. You can also access the family and staff directories.

Complete the steps in the following table to setup your **FACTS** access:

Step	Action
1	Open your Internet browser, such as Firefox, Chrome, or Internet Explorer.
2	Go to couragechristian.com and scroll to Quick Links. Click ParentsWeb Access.
3	Click Create New ParentsWeb Account.
4	In the Email field, type in the e-mail address that you provided to the school, then click the Create Account button.
5	FACTS will e-mail a password to you (this may take a few minutes).
6	Go to the FACTS ParentsWeb Login screen that you accessed from Step 2. Log into FACTS using your e-mail address and password combination.
7	Search FACTS for grades, lesson plans, and more!

Please call the office (619) 213 6109 if you have any problems or questions, or send an e-mail to office@couragechristian.org.

Viewing Reports Cards through **FACTS**

Complete the steps in the following table to view your child's report card or progress report in **FACTS**:

Step	Action
1	Sign into FACTS .
2	Click Student Information, located in the left column.
3	Click Report Card from the drop-down list. FACTS displays the report card on the right side of the screen. Important: Print your child's report card to retain a permanent copy.

If you have any questions about...

- your child's grade, contact his or her teacher;
- issues with **FACTS**, contact the office@couragechristian.org.