

Student Handbook



Chiang Rai Christian Academy

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www.chiangraichristianacademy.com

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Welcome to Chiang Rai Christian Academy (CRCA)

CRCA Distinctives

Chiang Rai Christian Academy (CRCA) is unique in our district in that we are a Christian Academy. We are blessed to be staffed by Christian people who love children and have a passion for Christian, family-orientated education and the values that this engenders to our children.

As an A.C.E. Academy, our students largely do their work on their own, getting help and testing from staff when needed. Despite our small size, our students consistently rank high on standardized performance tests.

Our Academy's families come together in this educational endeavour because of our shared values and our desire to pass those important values on to our children. Our Academy's Board of Directors is made up of volunteer parents, giving of their own time and energy that comes from their passion for the children in our Academy.

Likewise, our staff could earn more money working elsewhere, but because of their commitment to these same values, their passion for Christian education, and their desire to educate children, not just academically, but with these same values, they choose to focus their energies within the framework of our Academy.

Due to our small size and shared values, we function more as a large family. Our children, of all ages, play together, learn together and interrelate continually all day, rather than the usual segregation by age and ability that is common in larger Academy.

The values that are important to the Board of Directors of CRCA, our staff, and the families who voluntarily choose to send their children to the Academy are reflected in our Mission Statement, Objectives and our Statement of Faith. These values are a reflection of our shared biblical world-view, which is based on the stable and unchanging Word of God.

The mission of Chiang Rai Christian Academy is to provide a quality, biblically-based education for our students.

The objective of a private Christian Academy is to teach children how to live and to equip them for success. Proverbs 22:6 admonishes adults to train up a child in the way they should go.

A Christian Academy is an extension of the Christian home in the training of young people. The Academy staff works closely with parents to train the whole child. Attendance at this Academy is a privilege and not a right.

The goal of this Academy is to train youth of every ability in the highest principles of moral character, self-discipline, individual responsibility, personal integrity and good citizenship. This Academy stands without apology for high standards of morality and wisdom.

Statement of Faith

1. The Holy Scriptures: The Holy Scriptures of the old and New Testament are the verbally and plenary inspired Word of God. The Scriptures are inerrant, infallible, and God-breathed, and, therefore, are the final authority for faith and life. The 66 books of the Old and New Testaments are the complete and divine revelation of God to man. The Scriptures shall be interpreted according to their normal grammatical-historical meaning (2 Tim. 3:16-17; 2 Pet. 1:20-21).

2. The Godhead: There is one God, the eternally existing Father, Son, and Holy Spirit; co-eternal in being, co-identical in nature, co-equal in power and glory, and having the same attributes and perfections (Deut. 6:4; Matt. 28:19; 2 Cor. 13:14; John 14:10, 26).

3. Christ and His Work:

a. The Lord Jesus Christ, the eternal Son of God, became man, without ceasing to be God, having been conceived by the Holy Spirit and born of the virgin Mary, in order that He might reveal God and redeem sinful men (Isa. 7:14; 9:6; Luke 1:35; John 1:1-2,14; 2 Cor. 5:19-21; Gal. 4:4-5; Phil. 2:5-8).

- b. The Lord Jesus Christ accomplished our redemption through his death on the cross as a representative, vicarious, substitutionary sacrifice; and our justification is made sure by His literal, physical resurrection from the dead (Acts 2:18–36; Rom. 3:24–25; 1 Pet. 2:24; Eph. 1:7; 1 Pet. 1:3–5).
- c. The Lord Jesus Christ ascended to Heaven and is now exalted at the right hand of God, where, as our High Priest, He fulfills the ministry of Representative, Intercessor, and Advocate (Acts 1:9–10; Heb. 7:25; 9:24; Rom. 8:34; 1 John 2:1–2).
- 4. The Total Depravity of Man:** Man was created in the image and likeness of God, but in Adam's sin the human race fell, man inherited a sinful nature, and became alienated from God; and man is totally depraved and by himself, utterly unable to remedy his lost condition (Gen. 1:26–27; Rom. 3:22–23; 5:12; 6:23; Eph. 2:1–3; 4:17–19).
- 5. Salvation:** The Bible teaches that there is only one way of salvation and that salvation is the gift of God brought to man by grace and received by personal faith in the Lord Jesus Christ, whose precious blood was shed on Calvary for the forgiveness of our sins (John 1: 12; Eph. 1:7; 2:8–10; 1 Pet. 1:18–19; John 14:6).
- 6. Missions:** God has given all Believers a great commission to proclaim the Gospel to all nations so that there might be a great multitude from every nation, tribe, ethnic group, and language group who believe on the Lord Jesus Christ. As ambassadors of Christ we must use all available means to go and not wait for unbelievers to come to us (Matt. 28:19–20; Mark 16:15; Luke 24:46–48; John 20:21; Acts 1:8; 2 Cor. 5:20).

Biblical Principles

One of the basic reasons why parents enroll their children in a Christian Academy is to obtain an education grounded in Biblical values. CRCA uses the Biblically-based Accelerated Christian Education (ACE) curriculum. This curriculum includes Scripture memory passages and teaching about God and Jesus Christ – all designed to help students develop moral character, a sense of accountability, and wisdom in their lives. Standards of personal conduct, Academy policies, and curriculum continue to build the students sense of responsibility and integrity. As a Christian based Academy, all students are expected to complete their assigned Bible course work.

Standard of Conduct

Students are expected to refrain from engaging in cheating, profanity, sexual immorality (1 Thess.4:7) smoking, gambling, drinking alcoholic beverages, and using narcotics. Students who participate in such activities are subject to disciplinary procedures. Students are expected to act in an orderly and respectful manner, maintaining Christian standards of social courtesy, moral behaviour, acceptable language, and honesty. Students must agree to strive toward unquestionable character in dress, conduct, and attitude.

All Students age 13+ will need to agree to and sign a copy of the Standard of Conduct. Parents will need to sign on behalf of students younger than 13 years old.

Pledge of Allegiance to the National Flag

To my flag and to the country it represents, I pledge respect and loyalty; Before all a symbol of freedom and justice, God keep our glorious and free.

Pledge of Allegiance to the Christian Flag

I pledge allegiance to the Christian flag, and to the Saviour for Whose kingdom it stands, one Saviour, crucified, risen, and coming again,
with life and liberty for all who believe.

Pledge of Allegiance 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.

Admissions

CRCA admits students of any race and national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students of the Academy. It does not discriminate on the bases of race, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, athletics, and other Academy-administered programs.

It is of paramount importance that a Christian Academy be supported by a Christian home. CRCA does not replace the training of either the home or the church. All three should be complementary, which means that all three should be in biblical agreement for a truly well-rounded Christian education to be given.

We strongly recommend that all parents be sportive, Christ honouring and Biblical Teachings.

Parents must state in writing that they have read and agree with the statement of faith of the Academy and agree that the Academy has full discretion in the discipline of their children.

Parents must be willing to support the Academy in prayer and in lending practical help as required by the Academy.

Admissions Procedure

1. Parents visit Academy.
2. Parents and student read this handbook thoroughly.
3. Office will call for an interview (both parents and student) with the principal and another Board Member.
4. Parents and Student attend interview.
5. Application is submitted accompanied by registration fee
6. Parents will be notified of acceptance.
7. Medical History form is submitted (if necessary).
8. Proof of identity/citizenship (i.e. Birth Certificate) must be submitted.

Academics

Accreditation

Accreditation by a governmental agency is an administrative mechanism designed as an attempt to attain uniform education for all children in governmental Academy. It was established as a governmental means of causing local Academy districts to meet what the educational agencies determined to be minimum academic and facility standards for all Academy. Accreditation teams, therefore, investigate and approve or disapprove facilities and curriculum in education institutions according to the criteria developed by secular educational administrators who may not be Christians.

Accreditation of a private Christian Alternative Education Learning Center is not necessary for a graduate of that learning center to enroll in a college or university. Registrars of such institutions are interested in the academic merits of individual students, not in the name of their Academy of graduation. Thus, they evaluate each applicant's academic aptitude through nationally standardized tests.

Accelerated Christian Education provided Accreditation through dual enrollment in Lighthouse Christian Academy in the United States.

Trail of a PACE

Students must complete 12 PACEs each year in each main subject in order to complete their level. Following is the normal routine of a PACE:

1. **MONITOR** checks Supervisor's Progress Card for PACE needed and pulls PACE from PACE inventory. (Test is removed and placed in Student's Learning Center file.)
2. **MONITOR** enters the PACE number in the space designated # on the Supervisor's Progress Card to indicate PACE has been issued to the student. **SUPERVISOR** gives the PACE to the students.
3. **STUDENT** completes the PACE at their office, periodically taking the PACE to the score station, where they check it for accuracy. (Student uses red pen provided at the score station.) **SUPERVISOR** checks PACE and initials in green for student to proceed with Checkups & the Self Test. (**NOTE:** Some English PACEs require completion of a literature section and a Wisdom insert before the final PACE Test is given. Some Science PACEs require a lab report before final PACE Test is given.)
4. **SUPERVISOR** checks the Self Test when the student is ready to test, reviewing any problem areas with the student, and "holds" the PACE until the next day in the "TO TEST" tray.

5. After Academy hours, **MONITOR** pulls Test from file and places in "TO TEST" tray with PACE.
6. **STUDENT** is called to test table where they complete the Test. (PACE is placed in "TESTING" tray.) Completed Test is placed in "TESTED" tray with matching PACE.
7. **SUPERVISOR** scores the completed Test after Academy. Score on completed Test is not discussed with student until the following day.
8. **MONITOR** records the student's Test score on the Supervisor's Progress Card and draws new PACE from student's Learning Center file. (Test is removed and placed in student's Learning Center file.) Recently completed Test and new PACE are placed in "CONFERENCE" tray.
9. **SUPERVISOR** pulls materials from the "CONFERENCE" tray, briefly discusses Test results with student and gives a star and new PACE to the student. The **SUPERVISOR** places the Test in the "FILE" tray for filing.

Learning Center Rules

General

- A student is not permitted to communicate or be out of their office without permission. They should not turn sideways or around in office, tip back in their chair, or spin in their chair.
- Activities not related to prescribed material are not to be conducted in an office unless privileges have been earned.
- The Christian flag should be raised for supervisor guidance in academic difficulties. The Thai flag should be raised for monitor assistance in nonacademic activities (checkout reference book, use rest room, use computer, etc.). Personal questions should be asked at break time.
- Gum is not allowed on Academy property.
- A leak-proof water bottle may be used at the student's office.

Student Offices

- Student workspaces are called offices. Offices are assigned and only changed by the supervisor. They must be cared for by the student.
- Approved background material for the bulletin board may be brought in by the student.
- Anything placed in office must be approved by the supervisor.
- Students are not to lean or sit on office or divider.
- Electrical outlets are for approved Academy equipment only.
- A Progress Chart is also placed on the student office bulletin board. No marks are to be made on it. (A fee is charge for duplicate.)

Goal Card	Math	English	Reading	Science	History	Art	Music	Physical Education
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								

Goal Card

- The Goal Card is to be kept up-to-date; blue pen is to be used in setting goals. Goal Card is placed on student's office bulletin board.
- The student should keep their Goal Card posted on his or her bulletin board. The student should set the exact page numbers of the work for that day.
- The student should cross off completed daily goals when they have been scored and corrected.
- Changes to goal card can be only be done by the supervisor.

Goal Card	Math	English	Reading	Science	History	Art	Music	Physical Education
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								
Saturday								
Sunday								

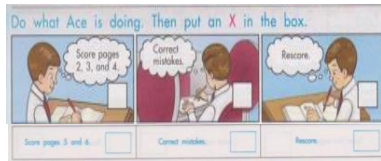
PACES:

- PACES are private property and are not to be shared among students.
- After a PACE is complete, the student waits until the following Academy morning before receiving the Test. They will wait until the subsequent Academy morning before receiving Test results and a new PACE.
 - PACE work is to be done in pencil.
 - Calculators are permitted in the Learning Center only at the supervisor's discretion, but are not allowed before Math PACE 1075.



Score Station:

– Score keys are to be handled carefully.



– Mark a red “X” beside each wrong answer. (This indicates to the supervisor that you may need help.)

– If working on a PACE that has a score strip, put a red “X” in the first box of the score strip. (Left hand side)

– Use only a red pen supplied at score table (red pens are never kept at office.)

– Score Key answers are for scoring work only.

– Correct wrong answers in pencil at office.

– If working on a PACE that has a score strip, put an “X” in pencil in the second box of the score strip.

– Rescore: circle each red “X” in red when the answer is correct.

– When scoring is complete, put a red “X” in the third box of the score strip.

– Replace pen in holder.

– Replace Score Key in proper place every time you leave the score table.

Test Table:

After the PACE is completed, scored, restudied, and turned in, the Test is issued the following Academy morning. Tests are administered at the Test Table.

Attendance

– A written excuse signed by a parent or guardian must be presented to the supervisor when a student returns to Academy after an absence. If the absence is foreseeable, a note, phone call, or email should be sent in advance.

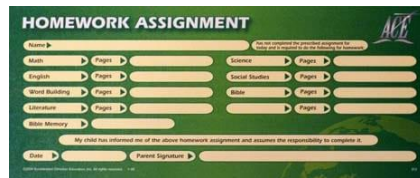
– Absence for reasons other than sickness and emergency will be excused only if arrangements are made in advance with the supervisor and the student is sufficiently advanced in their work.

– Excessive absence will inhibit the student’s progress. If, in the opinion of the administration, the absences are unnecessary, the student will be considered truant.

– A student is considered tardy if he is not in the Learning Center on time. A detention will be given. Continued tardiness will necessitate a conference with parent and principal, possibly leading to revoking of student privileges or suspension.

Homework

The responsibility for scholastic achievement is placed on the students. Most students should not need to take academic work home. The goals set by the student and reviewed by the supervisor usually are no more than the student is capable of completing during the day. Should the student not meet their goals for that day, they will be required, at the



discretion of the supervisor, to complete their work at home or after Academy in the Learning Center. Should the student have homework, a Homework Slip giving the pages to be completed will be sent home with the student. The slip is to be signed by the parent and returned the following day. No resource books may be taken home without supervisor’s permission.

If homework is not finished, the student will be given a demerit

for each incomplete goal. Should the student encounter circumstances beyond their control which make it impossible for the student to get his/her homework finished, the parent should write a brief note of explanation on the homework slip for consideration in regards to issuing demerits.

Congratulations & Completion Slips

Every time a student receives a PACE star, they are given a Congratulations Slip (or a Completion Slip for high Academy students) which they take to their parents to inform them of their achievement. Parents have an excellent opportunity to encourage the student and compliment the student at this time.



Progress Reports

The grading system of our Academy is designed to give parents a true indication of the student's progress or lack thereof. Progress Reports are given to students to present to their parents on the week following the end of the quarter. The report is to be signed by the parents and returned to the Academy promptly.

Student Life

Academy OPERATIONS: ANNUAL CALENDAR

The Academy calendar is published on the Academy website at <http://www.chiangraichristianacademy.com>

In the event of any changes in the scheduled events, parents will be notified in student envelopes which are sent home for parents.

Academy OPERATIONS: DAILY SCHEDULE

Classes run Monday to Friday, 8:00 AM. to 4:00 PM. Please contact the office for a detailed schedule

Christian Leadership Training

Devotions/Opening session: Students participate in devotional/opening session periods of 20–25 minutes Monday through Friday. Principles of life are organized, outlined, illustrated, and discussed in these meaningful sessions.

Chapel: (Thursday) Weekly chapel sessions are held during which the student identifies with biblical principles and wisdom.

Students must bring their Bibles and Chapel Notebooks to all devotions, chapels, and special meetings.

Incentive Program

Level "A" Responsibilities

- Complete number of PACES listed on the chart on page 10.
- Maintain academic balance*.
- Accumulate no more than 45 minutes of detention on the preceding week.
- Memorize previous month's Bible selection.

Level "A" Privileges

- Additional five minutes for morning breaks.
- May read approved literature or listen to inspirational CDs/mp3 in office after daily goals are completed.
- May engage in approved extracurricular activities in office (i.e. crafts, puzzles, games, inspirational CDs, and computer) after daily goals are complete.

Level "C" Responsibilities

- Complete number of PACES listed on the chart on page 10.
- Maintain academic balance*.
- Accumulate no more than 30 minutes of detention on the preceding week.
- Memorize previous month's Bible selection.
- Present a special monthly 5–minute oral report on a topic of interest.

Level "C" Privileges

- Additional ten minutes for morning breaks.
- May read approved literature or listen to inspirational CDs in office at any time during the day except at required classes (i.e. art, music, group discussions, and P.E.)
- May engage in approved extracurricular activities in office or participate in other assignments and projects outside the Learning Center.

- May be out of seat without permission in the Learning Center.
- May serve on approved projects (i.e. errands, office aid, and student monitor).

Level “E” Responsibilities

- Complete number of PACES listed on the chart on page 10.
- Maintain academic balance.*
- Accumulate no detention on the preceding week.
- Memorize previous month’s Bible selection.
- Read and report on a literature book or a book selected from a prepared list. (May substitute a five minute oral report on a topic of interest.) The report qualifies for a 4–week period.
- Be available for participation in Academy activities (i.e. chapel/assembly and guest tours).
- Must be engaged in some community service on a regular basis (i.e. music, drama, visiting widows/widowers/shut–ins) or church–related service (i.e. bus ministry, evangelism, music, ushering, junior church, janitorial work, and greeting visitors).

Level “E” Privileges

- Additional ten minutes for morning breaks.
- May read approved literature or listen to inspirational CDs in office at any time during the day except at required classes (i.e. art, music, group discussions, and P.E.).
- May engage in approved extracurricular activities in office or participate in other assignments and projects outside the Learning Center.
- May be out of seat without permission in the Learning Center.
- May serve on approved projects (i.e. errands, office aid, and student monitor).
- May leave Learning Center at will for approved projects when not committed to other responsibilities or functions.
- May attend approved off–campus functions of a spiritual nature (i.e. biblical conference, work for a Christian political candidate, etc.).

Level “R” Responsibilities:

- Granted automatically to every student at the beginning of the year.
- Can be lost by abusing or misusing privileges.

Level “R” Privileges

- May score without permission.
- May take items to the garbage without permission.
- May sharpen pencil without permission.

* Academic Balance means having the same number of PACES completed in each curriculum subject as prescribed. Academic balance is required in order to achieve privilege status and honour roll unless a student is bringing a subject up to level.

At a minimum, 72 Academic and 6 Bible PACES should be completed per year.

Total PACES to be completed by the end of the week to earn privileges for the following week:

By the end of week...

	1	2	3	4	5	6	7	8	9	10	
A	1	2	4	6	8	10	12	14	26	18	
C, E	1	3	5	7	9	12	14	16	18	21	

Example: A student must have completed 6 PACES by the end of week 3 to qualify for privileges during week

Application for Privileges

Students who believe they have fulfilled the responsibilities for a level of privilege status and desire privilege status should assume responsibility for requesting an Application for Privileges form on the final day of the week preceding their desired week of privileges. They should complete the form and submit it that day. At opening exercises on Monday, the

principal will present the privilege status emblem for the student to display during the week.

A student may earn more and more privileges as they assume more and more responsibilities.

Remember: Privileges are incentives designed to promote learning achievement.

Annual Awards Program

Awards of different sorts highlight the annual Awards Program held each spring. Students compete during the year to attain these awards.

This is a list of awards commonly presented:

Learning Center Awards

Highest PACE Average (Jr./Sr.)

Most PACEs Completed (Jr./Sr.)

Clean Office Awards

Penmanship Certificates (Jr./Sr.)

Scripture Memorization

Perfect Attendance

Honour Roll

Literature Certificates

Art (Jr./Sr.)

Music (Jr./Sr.)

Most Improved (Jr./Sr.)

Academy Spirit Award

Golden Apple Award

Golden Lamb Award

Golden Harp Award

Christian Soldier Award

Christian Worker Award

Christian Character Trait Certificate

Athletics (Jr./Sr.)*

*Athletic awards are given on the basis of physical ability and moral character.

Literature Certificate

Students who want an additional challenge are encouraged to strive for the Literature Certificate. During the Academy year, students must read and report on at least 20 character-building books at or above their English curriculum level. Books must be approved by the supervisor prior to reading. No more than ten books may be associated with English PACEs.

Description of Memorization Awards

Students must memorize and recite to the supervisor. It may be said a chapter at a time. Psalm 119 may be divided.

Golden Apple Award (Proverbs)

Golden Lamb Award (John)

Golden Harp Award (Psalm)

Christian Soldier Award (Romans, Galatians, Ephesians, Philippians) Christian Worker Award (Colossians 1&2 Thessalonians 1&2 Timothy, Titus, Philemon, Hebrews, James, 1&2 Peter, 1, 2, 3 John)

Field Trips

- These educational excursions are held to provide regular incentive learning for the students.
- Although such off-campus trips are of real enjoyment for the students, they are designed primarily to enrich learning. Supervisors may ask the students to take notes and complete tests upon returning to the Academy.
- A natural benefit of such trips, which are conducted under the supervision of adults on every occasion, is that students are disciplined in the art of self-control and gracious behaviour in various social conditions.

Honour Roll Trip

- On a designated day, students whose average for the previous quarter is 88–93 percent (Supervisor’s Honour Roll) or 94 percent or above (Principal’s Honour Roll) are taken on a special outing.
- Students who have met Honour Roll requirements during the previous quarter (monthly Scripture memorized and 18 PACEs in academic subs, plus Bible PACEs, Art PACEs, and Music PACEs, with at least an 88% average) are eligible for the Honour Roll Trip.

Junior Regional Student Convention, Senior Regional and International Student Conventions

A most exciting and rewarding event for students are the A.C.E. Student Conventions. A.C.E. Student Convention Guidelines are available to assist students in preparing for competition. Preparation begins in the fall under supervisor control.

Junior Regional Student Convention

This is a competition in a wide array of events, including academics, athletics, music, drama, arts/crafts, and science exhibits, held districtally each spring. Students who attain their seventh birthday by December 31 of the current Academy year and who have not attained their thirteenth birthday by the same date are encouraged to participate.

Senior Regional Student Convention

Similar to the Junior Convention, students who attain their thirteenth birthday by December 31 and who have not attained their nineteenth birthday by the same date are encouraged to prepare for this competition. Some out-of-province travel may be involved. Winners are eligible for the International Student Convention held each spring.

Senior International Student Convention

Students who have attended and achieved placement at a Senior districtal Convention may attend this much larger event. This event involves travel to the USA, where students compete with hundreds of others from around the world. It is a highlight of the Academy year for those who choose to attend.

Discipline

- CRCA is not a corrective institution; consequently, we ask that a child not be enrolled with the idea that he will be reformed. We are here to work with the home, not to take the place of the parents who are experiencing difficulty with their children.
- All students are admitted on probation for the first nine weeks.
- The student must at all times conduct themselves in a manner becoming of a Christian gentleman or lady. Gripping, complaining, and arguing with Academy staff are not tolerated! If your child does come home complaining about a policy of discipline, please follow this procedure:
 1. Give the staff the benefit of the doubt.
 2. Realize that the child’s reporting is emotionally biased and may not include all the information.
 3. Realize that the Academy has reasons for all rules and they are enforced without partiality.
 4. Support the administration and call the Academy for the facts.
- When a child’s attitude is not in accord with the Academy policies or principles, the child will be placed on probation and parents will be called for a conference. If the administration feels the situation has not changed within a designated time, parents will be asked to withdraw the child.
- High Academy students in particular—because of their influence on younger children—are trained to adhere to the Academy’s philosophy and Christ-centered program. Such adherence includes abstinence from smoking, use of alcoholic beverages, use of narcotics, swearing, viewing or discussing pornographic items, sexual immorality and other questionable practices.
- This Academy is dedicated to the training of children in a program of study, activity, and living that is Christ-centered. We believe that “all things should be done decently and in order” and that our students should be taught to accept the responsibility to “walk honourably before all men.”
- Here, a discipline is maintained which is firm, consistent, fair, and tempered with love. Our staff maintains standards of behaviour in the Learning Center through kindness, love, and a genuine regard for the student. However, when

disciplinary action becomes necessary, it is firmly carried out, tempered by good judgment and understanding.

– Students are reminded that God expects us to be disciplined in all areas of life:

“Children, obey your parents in all things, for this is well pleasing unto the Lord.” Colossians 3:20

“Let every soul be subject unto the higher powers...” Romans 13:1

“Obey them that have the rule over you, and submit yourselves...” Hebrews 13:17

“For the commandment is a lamp, and the law is light; and the reproofs of instruction are the way of life.” Proverbs 6:23

“He is in the way of life that keepeth instruction; but he that refuseth reproof erreth.” Proverbs 10:17

“Chasten thy son while there is hope, and let not thy soul spare for his crying.” Proverbs 19:18

“Foolishness is bound in the heart of a child; but the rod of correction shall drive it far from him.” Proverbs 22:15

Detention

The paramount rule is “Do right; do not disturb.” Demerit marks are given for disturbances or broken rules. Three or more demerits in one day result in detention time as follows:

3 demerits = 20 minutes detention

4 demerits = 30 minutes detention

5 demerits = 45 minutes detention

6 or more demerits = 60 minutes detention

When a student receives a detention, a “Corrective Action Notice” is sent home with the student and is to be signed by the parents. The next Academy day the slip must be returned and detention time is served that day. Delinquent or unsigned “correction slips” will tabulate an extra 10 minutes of detention time per day of tardiness. When a student has accumulated two hours of detention in a week, they are automatically placed on probation.

Demerits are an indication that a student may need direction in the development of principles of character in their life. Conferences with the supervisor, principal, and parents are sometimes necessary to assure this growth.

Suspension

While rare, it is sometimes necessary for students to be temporarily suspended from Academy for extreme or recurring misbehavior. During a suspension, Academy work is not permitted to be taken home, and the student will be expected to complete missed work upon return to the Academy. A suspension may require a student and parents to meet with representatives of the Academy (Principal and members of the Board of Directors) prior to returning to Academy. A public apology to other affected students may also be required.

Notice: Continued choices and behaviour that led to the suspension will result in further disciplinary action, including suspension and/or expulsion from the Academy.

Expulsion

If continued attempts by Academy staff to address a student’s behaviour (including detentions and suspensions) have not resulted in a change of behaviour, expulsion may be deemed necessary. This is considered an extreme step, only to be

taken if no other avenue seems open to Academy staff to address unacceptable behaviour. If expulsion is required, the student will still be viewed as being under the Academy’s auspices, however, is not allowed to physically attend the Academy. The student may take any necessary Academy books home in order to complete the academic Academy year. A fee of \$4,500 is required, refunded when textbooks are returned in good shape.

CORRECTIVE ACTION NOTICE	
Date: _____	(Backed) For Corrective Action:
In order to help your child demonstrate more Godly character, _____ will be required to stay:	<input type="checkbox"/> talking without permission
<input type="checkbox"/> after academic hours on _____ for _____ minutes.	<input type="checkbox"/> out of seat without permission
<input type="checkbox"/> one-half of lunch break.	<input type="checkbox"/> late
Parent Signature: _____	<input type="checkbox"/> dress code
	<input type="checkbox"/> disturbance in _____
	<input type="checkbox"/> scoring violation
	<input type="checkbox"/> goals (incomplete)
	<input type="checkbox"/> other _____

Computers and Personal Electronics

Computers are a way of life; therefore, all students are given the opportunity to learn how to use computers starting as early as grade one. Every graduate is expected to be computer literate. Sr./Jr. High students are required to provide their own computer storage device for academic work (i.e., USB memory stick, flash drive).

We strive to provide a learning environment with a minimum of distractions. Therefore, personal electronic devices such as laptops, cell phones, iPods, and tablets are to be kept out of the Learning Center and may not be used any time during Academy hours. If you require your student to have a cell phone, it must be kept either in their Academy bag or the Principal's office.

Computer Use

A computer schedule is posted so each student has an allotted time, allowing for both free and skilled learning computer time.

- Students with "A" or "C" privileges may use any free computers during their extra break, but must get off immediately when the bell for break rings.
- Students with "A" or "C" privileges may use the computer as time permits in the afternoon if their goals are completed and checked.
- If you are on the computer when it is not your turn, or if you remain on the computer after break has ended, you will lose computer privileges for the following week.
- If you do not get your homework done twice in one week, or if you acquire 60 minutes of detention in one week, you will lose your computer privileges for the following week.
- When Academy is out for the day, computers may be used after 4:00 p.m.—no earlier!

Clothing Regulations & Personal Appearance

Principles

The task of a Christian is to draw attention to Christ and not ourselves. We must never lose sight of our goals as a Christian Academy: that every student will experience a changed heart and a renewed life, with a continued growth in the life of the Spirit. There is nevertheless a lifestyle that is consistent with this Christian conduct and behaviour. Along with this lifestyle is a standard of dressing which, as a general rule, portrays an attitude toward those in authority. It is therefore our firm belief that a standard for student dress and appearance must be established to reflect the desired tone of our Academy.

The students will be expected to dress in accordance with this goal. We are not interested in dictating what a student should look like, but we are keenly interested in what his or her inner desire should focus on, which will in turn shape the outward appearance. Although students will be given flexibility and personal choice, these must be exercised within standards that reflect modesty, neatness, and cleanliness. A student who is dressed unacceptably will not be allowed to remain in the learning center. If the student is not able to correct the problem, they will phone their parents to bring acceptable clothing or pick them up.

When a parent or student is in doubt as to whether or not certain items of apparel are acceptable, they should proceed as follows:

- Take the higher standard.
- Call the Supervisor to discuss the issue.
- Remember that Chapel dress code is applicable for all award functions. * We encourage/ask that as a student of CRCA all students strive to dress in a modest and discreet manner on and off campus.

Learning Center & P.E. Attire:

Each student's appearance must be such that Christ would be pleased and honoured. It is vital that each student and parent wholeheartedly support the dress standards.

Boys Dress Code

Boys must have a standard, conservative haircut. The hair is to be tapered and is to be off the collar and ears, with sideburns no longer than the middle of the ears. Boys must be clean shaven (no stubble or facial hair). Shoes should be neat & practical; runners may only be worn for P.E.

Boys Chapel and public events uniform consists of:

- Light blue oxford shirt with navy tie

- Navy dress pants, black or tan
- Black dress shoes or brown
- Black, Navy socks or tan

Boy's regular class uniform consists of:

(May not be worn on chapel day)

- Approved Academy shirt with Academy's Logo
- Navy slacks, black or tan
- Black dress shoes or brown
- Black, navy or tan socks

Boys REQUIRED P.E. Uniform consists of:

- White or navy T- shirt
- Navy sweat pants or knee-length shorts
- Socks
- Runners
- Navy Hoodie sweatshirt or other approved P.E. clothes

Girls Dress Code

– Each young lady is to be discreet and modest in appearance. All ladies must wear dresses or skirts which reach below the knee. Necklines must be no lower than 1.5 inches below the collarbone. T-shirts, form-fitting clothing, see-through blouses, and dresses or skirts with slits above the knee are not allowed.

– Makeup and jewelry should be conservative and minimal. Shoes should be neat & practical; runners may only be worn for P.E.

Girls Chapel and public events uniform consists of:

(Must be purchased from Halpern's Uniform Company)

- White shirt (long or short sleeves) approved Academy shirt with Academy's Logo
- Gray skirt or short (Level 4–12)
- White or Navy knee socks or tights (if wearing socks, black or navy shorts are to be worn under tunic or kilt)
- Black Dress shoes

Girl's regular class uniform consists of:

(Optional and may not be worn on chapel day)

- Approved shirt with Academy's Logo
- Navy slacks, black or gray
- Gray or blazer/sweater
- Black Dress shoes
- Navy, white or gray socks

Girls REQUIRED P.E. Uniform consists of:

- Navy/White t-shirt or gray shirt
- Navy sweat pants or culottes
- Socks
- Runners
- Navy Hoodie or gray

Academy Supplies

- Personal Bible (KJV)
- Blue pen
- Pencils
- Pencil crayons
- Pencil Sharpener
- One 2 subject notebook for devotions and Word Building
- Small binder for Enrichment Lessons
- Eraser

- Ruler
- Scissors
- Glue stick
- Tape
- PACE carrier
- Kleenex
- Pencil case or box

Level 7 and up

- USB memory stick
- Geometry Set
- Scientific Calculator

Level 10

- Texas Graphing Instrument 83 plus

Safe and Caring Environment

– The CRCA board is committed to a safe, caring, respectful, inclusive, equitable, and welcoming learning and teaching environment for all students. In realizing that all human beings are created by God and bear His image (Genesis 1:27), this environment shall be one that recognizes and respects student diversity, equity of learning opportunity for all students, respect for human rights, and that fosters a sense of belonging of all students within a respectful Christian Academy community.

– This policy recognizes the biblical principles that all students have the right to learn and work in an environment free of discrimination, prejudice, and harassment (James 2:1, 8–9, Leviticus 19:15, Acts 10:34, Galatians 3:28, Exodus 20:16). This right is also guaranteed by human laws.

– The CRCA Board will promote a welcoming, caring and respectful safe learning environment that respects diversity and fosters a sense of belonging that unifies us in Christ (Colossians 3:13–15, Psalms 133:1, Ephesians 4:2–3).

– When a student request for assistance, support and/or an accommodation is received, the Academy, through the principal, will respond in a caring, respectful and timely manner (Proverbs 15:1–4).

– All student organizations (Student Council) and activities approved by the Academy will support the mission, vision and core values of the Academy and will seek to strengthen every aspect of the Academy’s faith perspective. Staff facilitators of student organizations will integrate prayer, Scripture, and faith/value-based teaching into discussions and activities as appropriate. All student organizations and activities will be permeated in a manner consistent with the vision, mission, and programming of the Academy.

– The CRCA Board supports the ongoing growth of inclusive Christian communities by involving our parents, staff, students and Academy community in a wide range of opportunities to learn about, support and be part of the diversity that reflects our Christian Academy society and its commitment to God’s Word. In this way, the Academy can focus on building true inclusion and support for its students, while always maintaining the authority of Scripture.

– This policy does not define one set of human needs as greater than another. This Academy policy supports and respects the individuality of all students and aims to create a positive and supportive environment focused on providing the best possible learning opportunity for each student. When we live in accordance with God’s commands, the natural outcome is love, care and respect for our fellow humans, with a desire for their well being.

The CRCA Board believes that, in light of God’s Word, all students have the right to: • be treated fairly, equitably, and with dignity and respect;

- have matters of confidentiality dealt with in a respectful and careful manner;
- freedom of conscience, expression and association;
- be welcomed in a positive and respectful manner by all Academy personnel;
- have access to appropriate supports, services and protections
- have avenues of recourse (without fear of reprisal) available to them when they are victims of harassment, intimidation, bullying and/or violence.

General Comments for Parents & Students

Parental Involvement

CRCA has the rare distinction of being a parent run Academy. Therefore, parental involvement is essential to the success of the Academy and our students.

Parent orientation, meetings, and conferences promote a good understanding between parents or guardians and the faculty/administration of this Academy. Every parent is encouraged to participate in these informative and helpful programs.

Parent/staff forums are scheduled throughout the Academy year. Individual parent conferences with the supervisor are scheduled following each academic quarter.

A brown envelope is sent home with communications from the Academy to the home. The oldest student in each family is responsible to bring this home, make sure the parents sign it and bring it back to the Academy the following morning.

Parents may be asked to volunteer time for classroom monitoring, Academy maintenance, and are encouraged and at times required to help with fundraising.

As a parent run Academy, parents are encouraged to at least attend the Annual General Meeting of the Board of Directors for the Academy, during which new members of the Board may be nominated for positions on the Board.

Parents will be asked to sign a form similar to the student's Standard of Conduct indicating their commitment to supporting the Academy, staff and our objectives. This can include giving staff the benefit of the doubt when their students express concerns about the Academy, and seeking to communicate directly with staff for a fuller explanation. Parents are also expected to be supportive of any disciplinary actions that the Academy or Board of Directors feel necessary.

Finances

Tuition is charged, which means the Academy is depending on Payment. It is encouraged that each family pays monthly to the Academy an amount that is reasonable for the family's budget.

Medical Guidelines

No staff member will be allowed to administer any medicines without parent authorization in writing. All medicines must be kept and administered at the Academy office.

Fire Drills

Practice fire drills will be held during the Academy year. At the sound of a fire alarm, students are to stand and file out of the building in an orderly manner to a designated place. When instructed, they may return to the Learning Center in the same orderly manner. Students must walk in line. They are expected to refrain from talking, pushing, or running. Each supervisor will be with their group.

Property

Proper respect must be given to the Academy facility, the property, and to belongings of others. We are each stewards of what has been entrusted to us by God.

Marked on, defaced, or broken property is to be replaced at offending student's expense.

Guns, matches, lighters, knives, multi-tools, radios, and unapproved music are not permitted on campus.

Language

Use only words which glorify the Lord and edify others in English.

Let no corrupt communication proceed out of your mouth, but that which is good to the use of edifying, that it may minister grace unto the hearers. (Eph. 4:29)

Let your speech be always with grace, seasoned with salt, that ye may know how ye ought to answer every man. (Col. 4:6)
Let no man despise thy youth; but be thou an example of the believers, in word, in conversation, in charity, in spirit, in faith, in purity. (1 Tim 4:12)

“Six-Inch” Rule

All students should keep their “hands off other students”—otherwise known as the “six-inch rule.” This refers to the distance that students should keep between each other during regular Academy activities. This is especially important to students of the opposite sex. Wrestling, shoving, rough play, etc. will not be tolerated.

Therefore all things whatsoever ye would that men should do to you, do ye even so to them. (Matthew 7:12)

P.E. Education:

It is our policy that no student is excused from the required physical education course without the doctor’s written excuse.

When a student checks out physical education equipment, they are responsible to return it or pay for it.

Lunch Procedures:

- Eat only at assigned area.
- Put trash into wastebaskets.
- Clean off table.
- There is a fridge and microwave for student use. Each student is required to clean up after themselves.

Off Limits

- Other students’ offices, lockers, and other personal property. • Principal’s Office
- Storage Room
- Computer & related equipment and materials
- Learning Center when staff is not in attendance
- Vehicles & parking area
- Closed campus policy: students may not leave the Academy grounds during Academy hours without permission.

Music

Only that which has been approved by staff if permitted. Instruments are to be played only in supervised music classes.

Books/Magazines

Must be approved by supervisor upon student’s arrival at Academy.

Student Bulletin Boards

Only positive, approved items.

Parties

Parties are not Academy-sponsored unless parents receive a notification letter from the principal.

Visitors

All visitors must report to the office.

Transportation

Cars & bikes should be locked. All students must stay out of and off vehicles from arrival time until departure. Only licensed drivers are permitted to drive automobiles to and from the Academy.

Telephone Use

The Academy phone is reserved for official Academy business and emergencies. Students desiring to place calls must have their supervisor's permission and supervision.

Student Concerns

Students are encouraged to communicate any concerns they may have regarding staff or students to their parents, other staff, or board members. All concerns will be investigated.