

# Centers of Learning



# Student Handbook

# Centers of Learning Handbook

Welcome to Centers of Learning School and thank you for choosing Centers of Learning for your child. The following pages will give you a preview of our program and introduce you to some of our policies and important information. Please take the time to read through and become familiar with this information.

At Centers of Learning, we endeavor to provide an atmosphere of acceptance, caring and challenge that allows each of our students to flourish. A large component of this atmosphere is the communication between home and school. We encourage you to freely communicate with the classroom teachers and administrators. Our collaboration will help create a foundation of success for each child and help ensure that the school as a whole is moving forward in a positive direction. We encourage both the parents and the students to actively participate in our school program in all ways.

## History

Centers of Learning has been in existence since 1974. Originally, the school consisted of students in grades K-6 and was housed in several small buildings on the current campus grounds, as well as in an annex of The Church of the Living Word. Gradually, upper grades were added to the school, and it became necessary to expand the school site. Additional land was purchased over a number of years, plans were drawn and all sorts of fundraising projects were performed by the students, parents and staff of Centers of Learning.

In 1997-1998, the present school building was built and students were moved in. The current building is the first “phase” of the building project, and includes the administration and instructional building and bathroom building. Phase two includes a re-vamped athletic field and running track, a plaza eating area, an outdoor classroom an elementary play yard, and 7-12<sup>th</sup> grade temporary classrooms. This section was completed during the summer 2004. The next phase of construction includes a two story library building to mirror the bathroom building, along with another two story 7-12<sup>th</sup> grade instructional building which will be built directly across the courtyard from the current instructional building. The final phase of construction will be a performing arts building. Each of these future phases will require additional fund raising for its completion.

We are very proud of the long history of excellent academic preparation that Centers of Learning has provided its students, and look forward to the years to come in our growing facility.

# Mission Statement

Centers of Learning is an educational community of students, teachers, parents and spiritual overseers working together to provide an atmosphere where learning flourishes and lifelong relationships are established. Our goal together is to become men and women of integrity and character, equipped mentally, physically and spiritually to live the productive, successful lives we feel destined to live. We are a school that strives to have the Lord and His principles as our foundation, and its acceptance and love as our haven. Together, we encourage excellence, exploration, thoughtful reasoning, and creativity; believing to be those who are equipped to successfully embrace the things to come.

## Goals and Objectives

- Create a family atmosphere of mutual love, concern, respect and acceptance, where meaningful relationships with peers, teachers and other adults are developed.
- Foster critical thinking and inquiry and provide experiences where knowledge gained is also applied.
- Provide a balanced program: spiritual, academic and physical.
- Set high academic expectations in an atmosphere of acceptance for each child and help identify his/her areas of uniqueness and strength.
- Help students develop good study habits and self-discipline.
- Create an atmosphere of openness, of excitement, of discovery, of possibilities, and of a love for learning which can last a lifetime.
- Take advantage of the surrounding community's services and resources to enrich what Centers of Learning is able to provide.
- Create a balance between discipline and creative freedom.
- Teach responsibility for the family, for the church, for the school, and for the community.
- Produce young men and women who have an individual relationship with God.

# The Elementary School

The first years of schooling lay the foundational experiences of a child's education, and, as such, are perhaps the child's most important years. The elementary school program creates a firm foundation for academic, physical, spiritual and social growth. As students proceed through the elementary grades, they learn the skills and disciplines needed for Junior High School; they learn both freedom and boundaries and how to work both independently and with others. Our elementary program encourages each student to progress at his/her own pace in both reading and mathematics. Students who progress quickly can move ahead; those who are slower have the opportunity to work at a slower pace. In addition to reading and mathematics, students receive instruction in computers, art, music, physical education and library and research skills. Field trips, creative projects and research are used to extend and solidify learning, and to give students creative expression. Bible study exposes students to both the Old and New Testaments and encourages the development of each child's personal relationship with God. We work, at all grade levels, to make learning fun and life-long.

The areas emphasized in the elementary school are:

## **1<sup>st</sup> Grade:**

- Phonics and literature-based reading with an emphasis on comprehension and vocabulary development.
- Sight recognition of the Dolch 228 most frequently used words.
- Spelling and language instruction applied in beginning composition.
- Math, including use of manipulatives and games, emphasizing addition, number sense through 100, subtraction and problem solving.
- Science, including weather, animals and their habitats, plants, the earth, healthy living, safety and nutrition, scientific inquiry and experiments.
- Social studies, stressing holidays, family, self, cultures and beginning map skills.
- Bible Study, reading and discussing the stories of the Old Testament from creation through Joseph.
- Physical Education, stressing the development of large and small muscle coordination imperative for learning, sportsmanship and group games.

## **2<sup>nd</sup> Grade:**

- Phonics and literature-based reading with an emphasis on comprehension and vocabulary development.
- Sight recognition of the Dolch 400 most frequently used words.
- Spelling and language instruction applied in beginning composition, including spelling of the top 100 Dolch high frequency words.
- Math, including use of manipulatives and games to learn addition and subtraction with regrouping, place value, time and money concepts, measurement, fractions, geometric shapes, beginning multiplication and problem solving.

## **2<sup>nd</sup> Grade Continued**

- Science, including life cycles of plants and animals, the earth, healthy living, safety, nutrition, scientific inquiry and experiments.
- Social studies, stressing community and country, beginning map skills, self and social interaction.
- Bible Study, reading and discussing stories of the Old Testament from Joseph through David.
- Physical Education, stressing the development of large and small muscle coordination imperative for learning, sportsmanship and group games.

## **3<sup>rd</sup> Grade:**

- Phonics and literature-based reading with emphasis on comprehension, vocabulary, and inferential questions.
- Sight recognition of the Dolch 600 most frequently used words.
- Spelling and introduction to cursive handwriting.
- Language and English grammar through writing and editing.
- Math, including more complex addition and subtraction, problem solving, multiplication and division, logic, time and money concepts and measurement.
- Social Studies, stressing American geography, American Indians, and the Westward Expansion, and an introduction to American government.
- Science, including life, earth, and physical science. Students learn through discovery, discussion, observation, and experiments.
- Research and study skills, projects, and reports.
- Music, Art, and Computer instruction.
- Bible Study, study of the Old Testament prophets.
- Physical Education, sportsmanship and group games along with beginning team sports and the President's Challenge.

## **4<sup>th</sup> Grade**

- Literature-based reading program including novels. Increased independent reading with an emphasis on vocabulary.
- Sight recognition of the Dolch 800 most frequently used words.
- Spelling, cursive handwriting, English grammar, editing and proofreading, creative and expository writing.
- Math, complex addition and subtraction, multiplication, division, problem solving, logic, fractions, money concepts and measurement.
- Social Studies, stressing California history and geography.
- Science, including life, earth, and physical science. Students learn through discovery, reading, discussion, observation and experiments.
- Research and study skills, projects, and reports.
- Music, art, and computer instruction.
- Bible Study, the Old Testament prophets.
- Physical Education, sportsmanship and group games along with beginning team sports and the President's Challenge.

## **5<sup>th</sup> Grade**

- Literature and skills-based reading program including novels. Increased independent reading.
- Sight recognition of the Dolch 1000 most frequently used words.
- Expanded research, reports and projects. Library and internet skills.
- Computer skills, including keyboarding, word processing, PowerPoint, and the use of the Internet.
- Pre-Civil War American History and Geography.
- Creative and expository writing, spelling and English grammar, editing and proofreading.
- Science, including life, earth and physical science with experiments.
- Math, concentrating on deepening skills through the use of manipulatives, games and direct instruction. Problem solving and fractions.
- Art and music instruction, including music appreciation. Voice and piano, Harp Ensemble and Beginning Band are offered extra-curricular.
- Health instruction and life skills including personal hygiene.
- Physical Education, including the President's Challenge and team sports.
- Bible Studies of the life of Christ and an introduction to the New Testament Church.

## **6<sup>th</sup> Grade:**

- Literature and skills-based reading program including Great Books Literature and novels. Increased independent reading.
- Sight recognition of the Dolch 1000 most frequently used words.
- Expanded research, reports and projects, library and Internet research skills.
- Computer skills, including keyboarding, word processing, PowerPoint, and the use of the Internet.
- Ancient World History and Geography. Emphasis on experiencing through plays and projects.
- Creative and expository writing, spelling and English grammar, editing and proofreading.
- Science, including life, earth and physical science with experiments.
- Math, concentrating on deepening skills through the use of manipulatives, games and direct instruction. Problem solving, fractions, decimals, geometry and beginning algebraic concepts.
- Art and music instruction, including music appreciation. Voice, piano, Harp Ensemble and Beginning Band are offered extra-curricular.
- Health instruction and life skills, including personal hygiene.
- Physical Education, including the President's Challenge and team sports.
- Bible Studies reviewing the life of Christ, the New Testament Church and the Apostle Paul's journeys, ministry and teachings.

### ***Extra Curricular Activities:***

Centers of Learning offers an after school sports program for elementary students which includes basketball, swimming, Tae Kwon Do and dance. Various clubs are offered as the schedule allows.

## **The Junior High School**

In Junior High School, students are exposed to an increasingly mature environment. Projects, field trips, research, hands-on and fun-filled activities are still a major part of the academic program, but are coupled with lecture and discussion on a more sophisticated level. Students in the junior high school find themselves with more individual responsibility. The junior high program is designed to meet the needs of the students both academically and socially, as social needs are increasingly important at this time of life. Students in the junior high school are transitioned from the classrooms of the elementary program into the departmentalized program of the junior high where students have several teachers and switch classrooms. Some subjects will be taught to the 7<sup>th</sup> and 8<sup>th</sup> grades in combination, while others will be taught to each grade individually. Each junior high student's coursework includes four academic subjects, one elective subject, physical education and Bible study. Junior high is a time of preparation for high school, of growth and of fun! The junior high program includes:

### ***7<sup>th</sup> and 8<sup>th</sup> Grade:***

- Language Arts, including literature emphasizing deepening reading comprehension and inference skills, grammar, spelling and composition.
- Pre-Algebra, Integrated Math, Algebra I (for honors students).
- Life Science with laboratory, Health, Earth Science with laboratory.
- Medieval and early modern history, American History from the Civil War through the 19<sup>th</sup> century.
- Elective courses such as Drama, Harp Ensemble, Beginning Band, Choir, Video Production, General Art, Drawing, Home Economics, Typing and Computer Science are offered each semester.
- Physical Education, emphasizing team sports, skills and physical fitness.
- Bible Studies, emphasizing the reading of the New Testament by each student with discussion and application to their daily lives.

In addition to academics, junior high school students may broaden their interests through involvement in student government and community service. Centers of Learning offers an after-school sports program as well as extra-curricular activities such as dance, Tae Kwon Do, after school sports and clubs.

### **8<sup>th</sup> Grade Promotion and Athletics:**

Junior High students must maintain a “C” average in core classes to participate in student council and school athletics. Junior High students must successfully complete their core classes with a “C” average to be accepted into Centers of Learning High School program.

## **The Senior High School**

The goal of the Senior High School is to prepare students to live fruitful lives, therefore the Senior High School concentrates on preparation for college, preparation for career, and the preparation of character. The curriculum of the upper school is designed to meet college entrance requirements of California junior colleges, California state colleges and the University of California or private universities. We also try to maintain the flexibility in our program to allow students to pursue preparation for careers in trades and other jobs that don't require a college study.

The upper school's curriculum uses the resources of Centers of Learning's staff, as well as opportunities offered in the local community. Students take classes at Centers of Learning, local junior colleges, California State University – Northridge and, depending on scheduling, are involved in independent study and internships with local businesses and tradesmen.

Students from Centers of Learning High School have attended the best schools in the nation, including the U.S. Air Force Academy, George Washington University, UCLA, USC and others. Our graduates are busy pursuing careers in business and finance, the military, politics and government, education, the ministry, scientific research, engineering, carpentry, graphic and fine art, writing, photography, film, computer programming, music and drama; all a testimony to their preparation here at Centers of Learning.

The courses of study in the upper school include:

### **English:**

English 9 and 10, American, World and English Literature, with honors sections available in each, Creative and Expository Writing, Speech, Journalism.

### **History:**

World Geography and Cultures, World History, American History, Economics, American Government and Civics.

**Mathematics:**

Algebra, Geometry and Algebra II, and Honors Algebra. Trigonometry, Pre-calculus and Calculus offered at the Junior College level.

**Science:**

Physical Science with lab, Biology with lab, and Chemistry with lab with honors sections in Biology and Chemistry. Physics is offered at the Junior College level.

**Foreign Language:**

Spanish I and II, French or German taught at the Junior College level.

**Fine and Performing Arts:**

Music Appreciation, Art, Drama, Concert Choir, Chapel Band, Harp Ensemble, Film Studies, Video Production, Broadcast Journalism, Drawing, Painting, Acting, and Art History. Study of instruments, piano, or voice, etc. are offered as elective choices and through private instruction or Junior College classes.

**Technology and Life Skills:**

Keyboarding, Computer Business Applications, Beginning Programming, Intro to the Internet, Yearbook, Home Economics, Personal Finance, Auto Mechanics and Careers Education are taught as semester-long elective choices. Business, Accounting, Secretarial Skills and Purchasing are taught through working with school departments, internships in businesses in the local community, or Junior College classes.

**Bible Studies:**

Study of both Old and New Testaments with an emphasis on Biblical History and Geography, Comparative Religions and our personal, daily walk with God and Jesus Christ.

**Electives:**

Centers of Learning electives are taught based upon the skills of the staff and the schedule openings each semester. Juniors and Seniors have the option of taking electives at local Los Angeles junior colleges, through on-line or direct T.V. offerings, or as a part of California State University – Northridge's Gifted and Talented High School Program.

**Internships:**

Seniors may intern with prospective employers or get “on the job training” in the career area of their choice as an elective class during the second semester of their senior year, as the schedule permits.

**Honors and Advanced Placement Classes:**

Honors classes are offered at Centers of Learning by creating two sections within a class – a regular Biology class, for instance, and an honors component. The honors students will have additional reading and other requirements from those of their classmates. Testing is also modified for the honors students. Students must have a “B” or better average grade in the preceding semester to be enrolled in an honors class.

Centers of Learning does not offer traditional Advanced Placement Classes and Testing. Instead, students are enrolled in junior college classes. To date, all four-year colleges that have accepted our students as freshmen, have accepted these junior college classes taken in high school as college transfer credits. We feel this is a truer test of the student’s abilities and gains them the same college credit that taking Advanced Placement coursework and testing would give. AP coursework offered by various colleges on-line can also be completed as independent study.

## Graduation Requirements:

Students graduate with a total of 220 credits. Ten credits are given for a year-long course, five credits for a semester-long class. Junior college classes earn ten high school credits for a semester-long class.

Graduation requirements are based on the state of California's minimum graduation requirements. Additional requirements are necessary for college entrance to either the California State University system, or the University of California system.

Subject Area	Centers of Learning Graduation Requirements	California State University System Entrance Requirements	University of California System Entrance Requirements
English	4 years	4 years	4 years
Mathematics	2 years, including Algebra and Geometry	3 years, including Algebra, Geometry and Intermediate Algebra	3 years, including Algebra, Geometry and Intermediate Algebra (4 years recommended)
History	3 years, including U.S. History, U.S. Government and Economics	2 years, including U.S. History and U.S. Government	2 years, including U.S. History and U.S. Government
Science	2 years, including physical and biological with lab	2 years, including physical and biological with lab	2 years, chosen from biology, chemistry and physics
Foreign Language	1 year or 1 year visual/performing arts	2 years of same language	2 years of same language (3 years recommended)
Visual/Performing Arts	1 year	1 year	1 year
Physical Education	2 years		
Health	1 semester		
Electives	To complete 220 credits	1 year approved academic or fine arts electives	1 year approved academic or fine arts electives
<b>Total</b>	<b>220</b>	<b>15 required courses</b>	<b>15 required courses</b>

## Honor Roll:

Students maintaining a 3.5 average at any grading period will earn honor roll status. Seniors must carry a five-course minimum to be eligible for honor roll.

**President's Academic Award:**

The President's Academic Award is awarded annually to students in grade 4 through 12 who have maintained a 3.5 GPA.

**Summer School:**

Students who have earned a grade of D- or F in any semester are required to repeat that semester's coursework at a local public school's summer school session.

**Academic Probation:**

Students who carry lower than a 1.7 grade point average, or who carry an "F" in any course during a semester, are placed on academic probation. Probation affects participation in athletics, extra-curricular activities, field trips, and student council activities. Students on academic probation have one semester to raise their GPA to a 1.7 or better.

# School Policies

## **School Schedule:**

School begins with flag salute at 7:55 a.m. and ends at 3:00 p.m. The school grounds are opened at 7:30 a.m. After-school supervision begins at 3:00 and lasts until 3:30 p.m. Students must be picked up by 3:30 p.m., or they will automatically be signed into our extended care program and parents will be billed accordingly.

## **Drop off and Pick up:**

Students in grades 1-12 are to be dropped off and picked up from the athletic field plaza each day. Cars entering the Haskell Avenue entrance should follow the cones around the center palm tree planter and line up along the pickup area to exit to Haskell Avenue.

Parents of students in the Early Childhood Program (Preschool-K) should enter as above, circle the center palm planter and park in the parking spaces in front of the Early Childhood Program area. Care must be taken when backing out of these parking spaces into waiting traffic.

## **Extended Care Program:**

The hours of the extended care program are 3:30 p.m. to 6:00 p.m. Students must be enrolled in the extended care program at the beginning of the school year. Because the fee is charged monthly along with the student's tuition, students may not just "drop in" on the program, or participate here and there. For billing purposes, students must be enrolled a consistent number of days per week so that billing can be done automatically through our tuition management service. Students picked up after 6:00 p.m. will be charged a late pick-up fee of \$1.00 per minute.

## **Campus Supervision:**

Centers of Learning Campus is open from 7:30 to 3:30 with staff supervision. Junior and Senior High students remaining after 3:30 must be attending a teacher-supervised study hall or enrolled in the after-school sports program or an extra-curricular activity or club. Elementary students must be enrolled in the extended care program, the after-school sports or an extra-curricular activity or club.

## **School Attendance:**

It is important that school begin on time. Students are asked to arrive on time for flag salute at 7:55 a.m. Students arriving after this time are considered tardy and should report to the school office to receive a pass to be admitted to class. Elementary students should go to the office accompanied by a parent, while junior and senior high students may go by themselves.

Tardiness is excused for legitimate reasons only, such as illness, unavoidable appointments or family obligations. Oversleeping, not leaving the house on time, etc. are not considered excuses for tardiness. The third unexcused tardy will result in after-school detention and parents will be notified. A sixth unexcused tardy will result in a Saturday detention. Each additional tardy will result in Saturday detention as tardies are accumulated throughout the year. Parents will be charged for Saturday detention.

Absences from school should be for legitimate reasons of illnesses, family obligations or unavoidable emergencies. We ask that medical and other appointments be scheduled during after-school hours and family vacations during our school breaks. As our classes are small, the absence of one or two students makes a dramatic impact on teaching. Please communicate with the classroom teacher if your child will be absent. Students are responsible to complete the work they missed while absent and should arrange with teachers to make up any assignments, tests and quizzes. Students are given the number of days they are absent to make up missing assignments, tests and quizzes. Students absent due to musical performances or athletic activities must make prior arrangements with teachers to complete missing assignments. Upper grade students should contact classmates for assignments or consult the homework area of our website, [www.centersoflearning.com](http://www.centersoflearning.com) for that day's assignments. Students must bring a written excuse note to the school office when they return from an absence. A doctor's note is required for re-admittance after an illness of 5 or more consecutive day's absence.

Students who have more than seven (7) unexcused absences during a semester-long course or fourteen (14) during a year-long course will not qualify for credit in that class (California Education Code). They may be asked to repeat the course in summer school, or if an elementary student, to repeat the grade if they have not made sufficient progress. Any absence from school without parental consent and the administrators approval is considered truancy and will result in Saturday detention. Centers of Learning is a closed campus and students are not to leave during the school day without proper authorization. All minimum or half days, as well as scheduled field trips or performances are considered compulsory attendance days. A student must be in attendance at least 85% of class meetings to remain enrolled.

### **Sign In and Out:**

Elementary, junior and senior high school students being picked up during the school day must be signed out of the school office. Parents should go to the school office first, and the office will contact the classroom teacher to release the student from class. Students who drive or walk to school must bring a parent note authorizing the students release from campus. Students returning to school during the day should also be signed in at the office and then return to class. Preschool/Kindergarten students will be signed in and out of the Early Childhood Center directly, rather than through the school office.

Students will only be released to those individuals listed on the emergency information form completed at registration, or to those with written authorization from the parent. If

you wish to add someone to your emergency information form, please do so by notifying the school office in writing.

**Report Cards and Grading Scale:**

Report cards are issued to all students at the end of first and second semesters. Mid-semester reports are issued to students in grades 5-12 every six weeks to indicate mid-semester progress in a subject. This report notifies parents and gives students adequate time to improve poor performance.

Communication from the classroom teacher(s) also comes in the form of progress reports, notes home, phone calls, and through notes written in junior and senior high school students' daily assignment books.

The following is Centers of Learning's grading scale:

A+	100
A	93-98
A-	90-92
B+	89
B	83-88
B-	80-82
C+	79
C	73-78
C-	70-72
D+	69
D	63-68
D-	60-62
F	0-59

**Student Records:**

All student records, including cumulative files and health records are held in strictest confidence and are released only with written authorization. Family information such as phone numbers and addresses is not released by Centers of Learning to anyone without permission.

**Communication:**

Parents are encouraged to discuss any problems or concerns with the classroom teacher. Administrators are available to talk over any unresolved questions or concerns or to discuss issues that deal with the school as a whole. Communication is the key to our working effectively as a school community, so please feel free to call and arrange a time to talk.

**Conferences:**

Parent-teacher conferences are held annually each fall. Other parent-teacher conferences may be scheduled as needed. Please try to give the teachers several days' notice so that they can arrange their schedules. Teachers also hold regular weekly office hours.

**Illness and Medication:**

Students who are ill should not attend school. Parents will be notified and students with temperatures in excess of 100 degrees or with other obvious signs of illness will be sent home.

No students will be given medications during school hours except with written permission and directions from the parent. Centers of Learning will not supply or dispense aspirin, Tylenol, etc. If a student needs to take a medication during the school day, the parent should bring that medication to the nurse's office with written authorization and dispensing directions.

**Discipline and Conduct:**

Students are required to be well-behaved and respectful, both to the teachers and staff, as well as to their fellow students. Students are expected to refrain from swearing and from use of language, jokes or gestures that are inappropriate in a school atmosphere.

Centers of Learning issues discipline slips to students whose behavior is considered inappropriate. The discipline slip outlines the infraction, tells what discipline is being administered and asks the parent to also follow through with the child at home. Students in the younger grades may experience time-outs or the inability to participate in a classroom activity. Students in grades five and up will be given noontime and after-school and/or Saturday detention. Administrators take into consideration the severity of the offense, the students overall record of conduct, and the student's attitude when determining disciplinary consequences.

**Centers of Learning Discipline Policy:****After-School Detention:**

Students will be assigned after-school detention for minor infractions of Centers of Learning's discipline policy and for three unexcused tardies/absences from school or class. Failure to attend detention will result in a four hour Saturday detention.

**Saturday Detention (8-12 am)**

Saturday detention is for more serious infractions of Centers of Learning's discipline policy, or for students with six or more unexcused tardies. Students attending Saturday detention will be charged \$25 for the four hour work session.

### **In-School Suspension:**

In-school suspension consists of a one day in-house suspension at Centers of Learning. The student studies and/or works separately from his/her fellow students in a structured program. Completion of all missed class work is mandatory.

### **Suspension Form School:**

A student who is suspended from school is withdrawn from school and is under parental home supervision. Completion of missed class work is mandatory. Suspended students are not allowed to attend school functions during suspension. Repeated offenses may lead to expulsion.

### **Expulsion:**

Student is permanently removed from Centers of Learning.

### **Actions Threatening the School Safety:**

These actions are those with the potential to cause another physical or mental harm, or which are illegal.

- Possession of weapons, alcohol, drugs, explosives, tobacco
- Theft
- Assault, battery, fighting of any type
- Intimidation/extortion/threats (H.S level)
- Gross disrespect (name calling/cursing)
- Defiance that contributes to an unsafe environment
- Sexual harassment
- Arson
- Destruction or defacement of school or personal property

Consequences: Depending on severity of action

- School suspension (3-5 days)
- Long-term suspension (rest of month/quarter/semester)
- Expulsion from the school year
- Expulsion from the school
- Notification of Policy

### **Actions Affecting School Environment:**

These offenses are not intended to cause harm, or are not illegal, but negatively affect the school learning environment.

- Disruptive behaviors in the hallways, at school activities, before and after school

- Intimidation (elementary school)
- Skipping/tardiness/truancy
- Cheating on homework or exams
- Plagiarism
- Skipping class
- Inappropriate use of motor vehicle
- Inappropriate display of affection
- Inappropriate literature/language
- Dress code violations

Consequences: Depending on severity of action and prior instances

- Principal-teacher-parent conference
- Require restitution payment for destruction of property
- Detention
- In-school suspension (1-3 days)
- Suspension from school-related activities
- Out-of-school suspension (1-3 days)
- Fail test and/or project (cheating or plagiarism)
- Removal of privileges

**Actions affecting the classroom learning environment and which interfere with our other student's ability to learn**

- Failing to follow the teacher's request
- Talking out of turn
- Horse play
- Disturbing fellow students
- Leaving seat without permission
- Disrespect/Defiance
- Improper use of equipment
- Using cell phone without permission
- Improper use of computers or other technology

Consequences range from less severe to more severe based on the circumstances, frequency and prior instances of inappropriate behavior.

- Teacher-parent conference
- Principal-parent-teacher conference
- Detention
- In-school suspension (1-3 days)
- Drop from class

**Action affecting the student's learning:**

- Not having appropriate equipment
- Off task
- Failing to turn in homework or complete assignments

- Failing to dress for P.E
- Negativity
- Tardy to class or to school

### Consequences

- Verbal response
- Teacher-parent conference
- Grade is affected or receives no grade

Parents will be informed of misbehavior which warrant detention, suspension or expulsion by phone as soon as possible. After-school detention has to be served for one hour after school on Friday of that same week. We ask that parents work with the staff to enforce this policy. Out-of-school suspension and expulsion will begin as soon after the infraction as possible. Parents will be asked to meet with administrators and to take the student home directly from the conference if suspended or expelled.

### **Dress Code:**

Students at Centers of Learning are not required to wear uniforms, but we do ask that appropriate school dress be worn. We do ask that students be dressed modestly and in clothing that allows them to participate in all school day activities. Students who are dressed inappropriately will be asked to change into P.E. clothing or will be sent home to change. We ask that parents work with us at home to make sure students are appropriately dressed for school. We ask that students follow the following dress code:

#### Shirts:

- No exposed midriffs. Shirts must be long enough to tuck in or cover the midriff.
- No spaghetti straps or exposed bra straps. All tank tops must have straps thick enough to hide bra straps.
- No low-cut shirts.
- No dark or black bras (girls) or undershirts (guys) under white or light shirts.
- No muscle shirts or undershirts (guys).
- No shirts with suggestive or inappropriate insignia, writing, or artwork.

#### Shorts, Pants, Skirts:

- Shorts, skirts, etc. must extend beyond the fingertip length for girls and not longer than knee length for guys.
- All shorts or skirts should allow the student to move and bend without embarrassment.
- Pants should be without splits or fraying or tears and should be hemmed at least 1 inch above the ground.
- No oversized pants. Belts must be worn with loose pants.
- Pants or shorts must be able to remain above the waist if the belt is removed.
- No pajamas or sweat pants. Sweat pants only at P.E.

### Hats, Belts, Shoes:

- Baseball caps only are allowed during P.E. only. No hats indoors.
- No bandanas, chains, spiked jewelry or piercing, other than ears.
- Belts are not to be oversized, hanging down or with belt buckles with inappropriate initials or insignias.
- Safe shoes – no steel-toed shoes.

### **Dating:**

Students involved in a dating relationship while attending Centers of Learning are asked to conduct themselves modestly while on campus and to refrain from any physical contact.

### **Sexual Harassment:**

Centers of Learning has a strict anti-harassment policy which includes all forms of student to student sexual harassment as well as harassment based on medical conditions, race, religions creed, color , national ancestry, medical condition, or any other basis protected by law.

### **Items Not Allowed At School:**

We ask that Walkman players, disc players, radios, iPods, etc. and expensive toys not be brought to school unless the student has special permission. Laptop computers are allowed for school use only. These items are expensive and may be lost or damaged. They are also a distraction to students during the school day. Pagers and cell phones are NOT TO BE used during school hours. All Junior and Senior high school receive a copy of this policy at orientation.

### **Cell phones:**

Cell phones are for emergencies only and may not be used at Centers of Learning without permission. Cell phones used during the day will be confiscated. Parents should communicate with their child through the school office.

### **Homework:**

Homework is an expected part of the curriculum at Centers of Learning. We try to make homework an extension of what has been learned during the school day, additional practice for the student, or longer-term assignments or projects. All care is taken to make sure that homework is meaningful and not just busy work.

Elementary students will find that homework takes from 20-60 minutes depending on the grade level. Junior high students can expect approximately 60 minutes per night. High school students should expect 90-120 minutes per night, longer depending upon the course work they're taking and specific assignments. Junior and Senior High homework policy requires that homework be turned in on time or receive a zero.

We want students to involve themselves in extra-curricular activities such as music, art, sports and community volunteer activities, so it is important to us that homework be an extension of the school day that allows these activities. Each student works at a different pace; therefore, it is important to contact the classroom teacher directly regarding any homework concerns.

Parents can help us by following these guidelines for homework:

- Provide a consistent designated homework time each day.
- Provide an adequate place in which to study – for younger students this should be a supervised area.
- Provide **limited** instruction – it does not help the classroom teacher to know the child’s needs if parents help too much at home.
- Help the child develop a plan for long-term assignments.
- Help the child learn self-responsibility for his/her assignments.
- Show your support by arranging family schedules to support a consistent homework atmosphere.

### **Textbooks:**

Textbooks are issued to students at the beginning of the school year. Students are responsible for the care of their textbooks and should transport them in a backpack to and from school. Damage outside of the normal wear and tear will be assessed at the end of the semester or year. Parents will be billed a portion of the textbook replacement cost for excessive damage. Students enrolled in junior college or college classes will be responsible for the purchase of their own textbooks.

### **Book Lockers:**

Book lockers are issued to students during student orientation. Students are responsible for the condition of the locker and its contents. Any damage to lockers should be reported to the school office. Lockers are to be kept neat and clean at all times and are subject to periodic locker checks. No books, backpacks or other possessions are to be stored on top of the lockers. Combinations should not be shared with others. Centers of Learning is not responsible for lost or stolen items.

### **Testing:**

Students are tested annually using the Iowa Test of Basic Skills. This test is given across the United States and measures the students’ progress in terms of grade equivalents and national percentiles. Students are asked to be present during the full week of testing which can be found on the annual school schedule. Makeup ITBS tests are not given for illness or other absences. Results are generally received before the end of the school year and are sent home to parents.

High school students are asked to participate in the PACT and PSAT (Pre-ACT and Pre-SAT) college entrance exams. Information concerning test dates will be available

annually. These tests are effective practice tests for college entrance exams taken by juniors and seniors.

### **Chapel Time and Bible Curriculum:**

Centers of Learning's Bible curriculum is designed to build from one grade level to the next. We believe in exposing the students to the scriptures, not only during their classroom Bible studies and our whole school Chapel times, but in the daily activities of school as well. During Bible study and chapel time students relate events and life lessons of the Bible to their daily lives and may pray for family members, schoolmates and our nation.

As a part of our Bible curriculum, Centers of Learning studies and celebrates the Feast times of the Old Testament. Each year, the whole school has special activities surrounding the Feasts of Tabernacles, Passover, Pentecost and Purim. We have found these to be very special family times where older and younger students get to spend time together and the older students get to teach the younger ones. The celebrations also help make the events of the Old and New Testament more alive to the students.

Each week we have whole school Chapel where students worship, have group discussions and study the Word together. Chapel is led by one of the faculty members.

Community service is another important component of our Bible curriculum. Students from 1<sup>st</sup> grade through high school are involved each year in activities that allow them to give back to their community.

Students attending Centers of Learning come from all faiths and cultures. We love the diversity of God's family and make every attempt to make our Bible Studies and Chapel times applicable to all students' lives, no matter what their faith backgrounds. We hope to provide an atmosphere and opportunity for each child to find his/her own relationship with God. We encourage each family to take the opportunity to discuss, teach and impart its faith to their children, as the home is where this instruction really begins.

### **Computers and the Internet:**

Each classroom has its own classroom computer that is a part of the school computer network. Each classroom has Internet access for research and study, as well as other educational software programs. Centers of Learning's computer laboratory is equipped with Internet access for large group computer instruction and research. All Internet access is filtered and monitored by the staff. Students and parents are required to sign a technology use policy annually to ensure the proper use of this equipment.

**Lunches and Snacks:**

As Centers of Learning does not have a cafeteria in this phase of construction, students may bring their own lunches and snacks or participate in our catered hot lunch program. Hot lunch menus are issued monthly and parents may select and pay for the lunches they like. We teach nutrition as a part of the health curriculum, and encourage healthy meals, including fresh fruits and vegetables.

Centers of Learning has snack and soda machines that students may use. Older students have access to these machines at snack and lunch times and after school. Younger students are not allowed access during the school day, but may purchase treats from the machines with parents after school. As a part of our health curriculum, these machines center on healthy choices, although some treats are included. No food or drink is allowed in the main building hallways or in the classrooms. Snacks may be eaten in either the main building courtyard or the plaza area.

**Classroom Parties:**

Birthday parties and other classroom parties should be arranged with the classroom teacher to ensure that dates and times are convenient and to receive any teacher's instructions.

**Classroom Visitation:**

Occasionally parents, family and potential students wish to visit Centers of Learning. We ask that classroom visits be scheduled in advance through the school office. An administrator or teacher will accompany the parent or family member to the classroom and will be available for any questions. Visits are limited to 30 minutes so that the classroom routine is disturbed as little as possible.

**Parent Volunteers:**

Centers of Learning encourages parent involvement and volunteering in the classroom and other areas of the school. Please be sure to fill out the questionnaire included in your registration materials indicating your availability and how you would like to help. We love parent participation!

**Parent Involvement:**

Centers of Learning's Parent-Teacher Organization meets the first Tuesday of each month. Parents participate in every aspect of Centers of Learning life, helping to organize and run our annual book-fair, Thanksgiving lunch, holiday community service projects and annual Walkathon. Parents assist teachers as room parents, publishing classroom wish lists, helping with classroom communication and participating in classroom projects and field trips. Parent input is solicited and focus groups are formed for specific projects. We are always open and appreciative of the new ideas and input that make Centers of Learning a better school community.

### **Field Trips and Year-End Class Trips:**

Field trips are an important component of the curriculum at Centers of Learning. Field trips allow hands-on, practical experiences with the subject matter being taught. Trips are taken several times each semester by the individual classes. Sometimes, the whole school will take a field trip together for a fun day or for a special event. Parent volunteers are always welcome and needed to help chaperone and to provide transportation.

Yearly, each elementary class and the 8<sup>th</sup> and 12<sup>th</sup> grades take week-long field trips which correspond to their studies. These trips range from trips to attractions close by, to ten-day long trips through California and the West Coast for elementary students. Older students may take trips to the Grand Canyon, Washington, D.C., New York City, Canada or other locations.

Students fundraise for a portion of these year-end trips throughout the school year by selling candy bars, doing bake sales, car washes, flower sales, yard sales etc., while the larger portions is collected from the students family. Information, including cost, is available at the beginning of the year, so that families may budget their contributions.

### **Off-Campus Lunch:**

Junior and Seniors are allowed off-campus lunch privileges one day per week; the day to be decided at the beginning of the school year. Students must return to their 6<sup>th</sup> period class on time. Violation will result in the loss of off-campus lunch privileges for the remainder of the semester.

### **Phone Calls:**

Phone calls from parents go first to the school office where a message is taken for a student or staff member. We feel that instruction time is invaluable; therefore, classrooms will not be disturbed except for emergencies. Phone messages will be given to faculty and staff during lunchtime or after school, and calls will be returned at that time. Students will be given any phone messages between classes.

### **Student Driving Privileges:**

Off-street parking is available for all student vehicles, at student's own risk. Students must obtain permission to park in the school parking lot and are to do so only when adequate parking space is available. Student parking space is assigned by the administration. Students must observe parking lot speed limits and must drive responsibly on school grounds ,or driving privileges will be revoked.

### **Skateboards and roller blades:**

Skateboards and rollerblades are not allowed on campus. Students riding skateboards to school are asked to discontinue riding upon entering the grounds and to store skateboards in their book lockers during the school day.

**Emergency Preparation and/or School Closure:**

Centers of Learning has adequate reserves of food, water and medical emergency supplies for all of its students and staff for three days. Should an emergency occur, students will be held with faculty at Centers of Learning until parents are able to pick them up. If parents are unable to arrange pick up, students will be transferred to pre-arranged satellite homes. Parents receive satellite home contact information at the beginning of each school year. Parents may tune into KFWB AM radio 980 for any emergency or school closure announcements from Centers of Learning.

**Non-Discrimination Policy:**

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