



PARENT & STUDENT HANDBOOK

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I. INTRODUCTION

Dear Families,

As Orthodox Christians we believe that education – the total training and nurturing of a child - is not an option, it is a mandate from God. “And you fathers, do not provoke your children to wrath, but bring them up in the training and admonition of the Lord.” (Ephesians 6:4).

At Christ the Savior Academy, this command is not taken lightly. However, we believe it can only be accomplished when the Church, home, and school are working in concert with one another.

Father Patrick Tishel, the headmaster of St. Herman of Alaska, explained this relationship best in his article, *The Three Weight-Bearing Pillars of Education: The Church, Home and School*. Please find his article, in condensed version, below.

The purpose of this handbook is to help you better understand the school pillar – its roles and responsibilities – and the expectations that the school, parents, and students should have of one another. Please read this handbook carefully, ask questions as they arise, and sign the last page. Please also understand that this handbook may change from year to year, as we refine our policies and procedures. So please make your reading of this document a yearly practice as your student begins each new school year.

Our commitment is to work with you and the Church to build a strong foundation for your child so that he or she will have the tools necessary to succeed in higher education, future vocation, faithful living, and eternity. We look forward to undertaking this journey with you!

In Christ,

The Board of Trustees
Christ the Savior Academy

The Three Weight-Bearing Pillars of Education: The Church, Home and School

By Father Patrick Tishel, Headmaster of St. Herman of Alaska, Allston, MA

Years ago I lived in a house that was undergoing renovations. As one of the workers bounded up the stairs to the second floor, the house began to sway back and forth. It so happened that they had taken down certain walls that bore the weight of the structure. It is clear in all “construction” projects that all of the finish work must be done after that house has been furnished with strong, weight-bearing pillars.

The same must be true in a child’s formation. If the educational foundation is not in place, then all of the knowledge gained in specialized disciplines will be for naught. Often parents assume that such a foundation is simply found in school – in any school. Yet just as a literal foundation upholds and affects the entire house and not merely certain rooms, it is clear that the educational foundation must also include all areas of life. For this reason, the three weight-bearing pillars of a child’s education are primarily the Church, the Home and the School. If we begin to see these divinely ordained institutions as rich fountains of wisdom and grace, flowing with the living water of Truth, then we will expect of them unity and cooperation in the midst of their particular functions. Instead, given the secularization of curricula in schools, busy home lives and minimal church attendance, we are left with weakened relationships amongst the three and, therefore, an unstable foundation. While it is possible to presume that Church exists for Sundays, home-life is for evenings, and school is for weekdays, they actually deeply affect each other and the overall education of our children.

The Church is the most prominent and foundational of the three pillars. St. Timothy calls it the pillar and ground of the truth (I Timothy 3:15). It is upon this ground and under this umbrella that the home and school must operate. When we are baptized in Christ, we become part of His Body – the Church – and are replanted into new soil. The children (and parents) need to know the fullness of the Faith. Our life in Christ is founded upon a living faith – a revelation from God delivered to us by the Son of God Himself. The Divine Services express the ineffable wonder of living in the fearsome, awesome presence of the Living God. The prayers of the Hours and the celebration of the Feasts lead us to understand Christ’s life. When the Gospel is preached, the heart and mind are given wings to soar to the throne of God. When various church traditions are practiced (such as lighting candles and making the sign of the cross) the spiritual reality is realized more fully. We must teach and encourage the children to inhale the air of the Church – to stand boldly upon its foundation clad with the full armor of Christ.

The Home and the family are close to the heart of the Church – the Little Church. This is where the heart of a child is formed, the feeling for prayer, the zeal for the commandments, and the love of God and neighbor, all within the child’s heart. The obedience of the children to the parents is the precursor to the obedience to God and the Church. The love of God is nourished within the children while they stand before the icons during morning and evening prayers.

The bridge between the home and the church (and the servant of both) is the third pillar – the school. During the Turkish enslavement of Greece, St. Cosmas of Aitolia, an apostle and martyr from Mt. Athos, dedicated his entire life to establishing schools throughout Greece. Ignorance, he feared, was a greater yoke of enslavement than political totalitarianism. St. Cosmas claimed that schools would build the church and fill the monasteries. By his tireless efforts, he left a legacy behind that resounded throughout the centuries. Our schools should also build up the churches and monasteries.

The School is a workshop for servants of Christ to enter into human society and make a difference. They have to learn to think, to discern, and to speak intelligently and convincingly in the context of the world – in a language that non-Christians can also understand. Just as a brain surgeon’s training must be thorough in his vital work, so too our children must know their faith thoroughly and possess a right understanding of the world. We should all be concerned about our schools, not only because of Columbine-type tragedies, but also because of the more insidious precursors of this type of bloodshed – apostasy and ignorance and coldness towards God and neighbor.

We must uphold these three pillars of education – The Church, the Home and the School – in order to fulfill our Lord’s command to suffer the little children to come unto Me. This means that parents, godparents, educators and pastors need to labor to ensure that all three pillars are in order and ready to support the edifice. Sports and social events have their rightful place, but if we sacrificed as much to make it to the Feasts and vigils as we do to go to soccer games and violin recitals (even on Sundays during Divine Liturgy), the children would see in living color the hierarchy of what we valued on their behalf.

HISTORY

Since 1895, there has been an Orthodox presence in Wichita. Over the years, this community has initiated a variety of independent efforts to promote the faith, strengthen the faithful, and minister to needs in the city. His Grace Bishop BASIL, together with local clergy and laity, began to envision how these various ministries might be integrated into a holistic Orthodox presence in Wichita. At the heart of this vision was the creation of an Orthodox Classical School, which would be an essential aspect of a full Orthodox life in the community. A steering committee was established to pursue the founding of an Orthodox Classical School followed by the formation of a board to continue with the implementation of the school.

VISION

Educating mind, body, and soul to embrace the kingdom of God.

MISSION

The mission of Christ the Savior Academy is to train the mind of the student to recognize unchanging truth and form the soul in virtuous character through a classical education grounded in historic Orthodox Christianity. Our students will enjoy an exceptional preparation for higher education, future vocation, virtuous living, and eternity.

EDUCATIONAL PHILOSOPHY

The classical content of a curriculum refers to those works of literature, history, philosophy, and theology that embody perennial truths concerning both God and the whole of creation, particularly mankind. In the 1940's, the British author Dorothy Sayers wrote an essay entitled *The Lost Tools of Learning*. In it, she not only called for a return to the application of the seven liberal arts of ancient education, but she also elucidated a correspondence between the stages of a child's development and the trivium of grammar, logic, rhetoric. This essay has been a seminal influence in the classical education movement, which has developed since her time.

Orthodox classical education, drawing from this wider movement, aims to combine the study of the great ideas and values of, primarily, Western civilization with the intellectual achievements, spiritual principles, and historic Christian teachings of the Orthodox Church. It seeks to inspire a contemplation of created things, and then to go beyond them to the Creator, for the sake of bringing the student to a knowledge of God. The aim is to offer all knowledge back to God in thanksgiving for His goodness and love toward us unto eternity. An Orthodox classical education seeks to impart knowledge and the best tools of human learning while teaching the student to grow in the life of God. In short, it seeks to educate the mind, body, and soul.

ENDS POLICIES

The goal of Christ the Savior Academy is to provide its students with an education based upon the liberal arts, utilizing the classical paradigm of instruction and guided by the teachings of the Orthodox Christian tradition. Pursuing a holistic approach to learning, it seeks to cultivate the mind, soul, and the body of the student, with the intent of helping the student establish a well-ordered life, lay a foundation for further studies, as well as deepen his or her relationship with God. The following outline explains how CSA hopes to fulfill its educational goals:

- 1) The curriculum will be designed for Junior Kindergarten through the Fifth Grade.
- 2) The curriculum will be based upon introducing the student to the True, the Good, and the Beautiful, inculcating a love for these.
- 3) The curriculum will accomplish this by concentrating on three aspects of education: moral and spiritual formation, initiation into our cultural tradition, and the development of the intellectual life, in particular thought and knowledge.

- 4) The formation of character will teach the student how to live well and how to discern right from wrong, through instruction in virtue and a presentation of moral types. At this level, it will primarily make use of stories drawn from the Bible, the lives of the saints, and other sources that contain lessons in virtue, such as Aesop's Fables.
- 5) The student will be introduced to our cultural inheritance and will learn to appreciate the great achievements of man. Instruction in this area will be concerned primarily with literature, history, art, music, and science.
- 6) Words are the basis of thought, and, thus, also of learning. Intellectual development will be concerned first and foremost with literacy and the love of the word - both spoken and written.
- 7) The student will begin mastering the forms of language by studying both his or her own native language and the classical languages of Greek and Latin.
- 8) The curriculum will also make the student fluent in numeracy, mathematics, and natural science, and will prepare the student to excel in these subjects in future studies.
- 9) The student will be introduced to the beauty and wonder of the natural world through the exploration and experience of nature, both inside the classroom and outdoors.
- 10) The student's academic life will be shaped by the liturgical cycle of the Church - her feasts and fasts - and will be informed by prayer according to the Orthodox Christian spiritual tradition.
- 11) The student will learn the teachings of the Orthodox Church, and religious education will be conducted according to the faith of the Church, as defined by the Bible, the Nicene Creed, the dogmatic definitions of the Seven Ecumenical Councils, and the writings of the Church's great teachers and spiritual masters.
- 12) The school will not, however, engage in proselytism, nor will it show preference to any student on the basis of his or her religious faith.

STRUCTURE AND GOVERNANCE

Christ the Savior Academy is governed by a Board of Trustees. The primary goal of the Board is to uphold the mission of CSA and to provide each student with an education of the highest quality. The Board is ultimately responsible for the operations of the school. The duties of the Board include, but are not limited to, policy development and administration, fundraising and budget allocation, marketing and development, employment matters, and curriculum oversight. The administration and staff of CSA are responsible to the Board of Trustees.

Although we are an Orthodox classical school and adhere to the teachings of the Orthodox Christian Church, we are incorporated in the state of Kansas and, therefore, are a separate entity from all Orthodox churches and jurisdictions. CSA leases building space from St. George Orthodox Christian Cathedral.

NON-DISCRIMINATION POLICY

Christ the Savior Academy admits students without regard to race, gender, color, ethnic or national origin to all the rights, privileges, programs and activities generally accorded or made available to students of the school. CSA does not discriminate on the basis of race, gender, color, ethnic or national origin in the administration of its personnel, admission, financial assistance and education policies or any other school-administered program.

II. ADMINISTRATIVE INFORMATION

ADMISSION AND ENROLLMENT

Entrance Ages

Junior Kindergarten
Kindergarten

Must be 4 years old by August 31 of the upcoming school year
Must be 5 years old by August 31 of the upcoming school year

Enrollment Priorities

Students presently enrolled at Christ the Savior Academy will be given priority for re-enrollment for the following school year, provided they re-enroll before the deadline. After the deadline, however, students will be accepted on a first-come, first-served basis. A signed tuition agreement will secure a student a place in the following year.

In the case of a waiting list, the following are enrollment priorities for new students:

1. Siblings of students already attending CSA
2. Orthodox children
3. Non-Orthodox children

Admissions Process for New Applicants

1. Applicant should obtain an admission packet (available on-line or in the CSA office), complete the application, and submit it with the non-refundable application fee.
2. Applicants will be contacted to schedule a placement testing time and a family interview.
3. Applicants must submit the academic records release form to the student's current school.
4. Upon acceptance, a confirmation letter and tuition agreement form will be mailed to the parents.
5. Accepted applicants will return the tuition agreement form and be charged the enrollment fee.
6. To complete the admissions process, families must register online with FACTS, the CSA tuition payment plan provider.

Re-Enrollment for Current Students

1. Tuition agreements will be mailed to current students shortly after the Christmas break.
2. Parents return the tuition agreement and agree to be charged the applicable fee (*via* FACTS) by the re-enrollment deadline in order to secure a place for the following school year.

Provisional Admission

All students enrolled for the first time at Christ the Savior Academy are accepted on a provisional basis for the first semester in order to assess the academic readiness and behavior of the student. The provision is evaluated at the midpoint of the first semester and again at the end of the first semester. If a student's academic readiness and/or behavior will interfere with his/her success, alternative plans will be addressed, including, but not limited to, the dismissal of the student from CSA. Any special conditions for admission will be explained to parents in writing. We desire all students admitted into CSA to have the maximum opportunity for success.

Christ the Savior Academy offers enrollment to each student one school year at a time. Acceptance of any student for an academic year does not guarantee readmission the following year. CSA reserves the sole right and discretion to offer or deny enrollment for any subsequent school year. CSA reserves the sole right and discretion to terminate a student's enrollment during the school year for any violation of the policies and provisions in the Parent-Student Handbook or on any basis which it deems appropriate at the time.

TUITION AND FEES

Christ the Savior Academy has partnered with FACTS Management Company to manage the tuition payment program. We believe that this program will offer greater efficiency and financial stability for the Academy while providing convenience to families.

Tuition and fees will be determined each year by the Board of Trustees. Families will be notified of both tuition and fees early in the spring semester for the following year. All students will be assessed an enrollment fee. New students will also pay an application fee. Other fees such as student activities fees or book fees may be assessed as deemed necessary by the Board.

In an effort to protect the budget of the school, a signed tuition agreement is a commitment to pay the full tuition amount, even if the student leaves school before the completion of the year. Requests for an exception to this policy must be submitted in writing to the Board and will be evaluated on a case-by-case basis.

STUDENT HEALTH

Health Forms

It is recommended by the State Board of Health that all children have a physical exam each year before entering school in the fall. The Health Assessment form must be filled out by your health care provider and is required for all new students entering Christ the Savior Academy.

The state of Kansas mandates that all students in a school must have an up-to-date Kansas Certificate of Immunization (KCI) form on file in the school office or an exemption statement according to Kansas laws.

Injuries and Illness

School personnel will attend to students with minor scrapes and bumps. If a student becomes sick while at school or if an injury that is more serious occurs, the school will notify the parent to inform them of the circumstances. **For this reason, it is essential that the office have an up-to-date Emergency Contact Form for each student. If this information changes, please inform the office immediately.**

It is the desire of the school to protect all students from exposure to disease or from possible complications of a disease already present. Any student who appears to be ill or is suspected of having an infection or contagious disease will be excluded from attendance. Any child with a fever above 100 degrees, with vomiting or diarrhea, or who has been diagnosed with an infection, should remain at home.

Infectious or Contagious Diseases

Under Kansas law, no person afflicted with an infectious or contagious disease dangerous to the public health may be admitted into any school or child care facility. As such, any student or staff member afflicted with an infectious disease with a high risk of spreading should will not be permitted at school until either treatment or change in conditions render the risk of contagion significantly less likely. The standards for determining this will accord with the current standards among local community health providers and with state and federal laws. "Infectious or contagious disease" is defined under Kansas law to include, but not be limited to, the following: whooping cough, typhoid fever, diphtheria, meningitis, tuberculosis, chicken pox, and rubella.

It is the duty of the parent or guardian, as well as the principal, to exclude from the school any child or staff member, or any other person, afflicted with a disease that is suspected of being infectious or contagious. This exclusion should last until the expiration of the prescribed period of isolation or quarantine for the particular disease. For specific diseases such as influenza, pertussis, lice, strep throat, etc., it is conceivable that standards and recommendations may vary and change according to information disseminated by the Center for Disease Control (CDC) and the American Academy of Pediatrics (AAP). CSA will defer to the current recommendations of the medical community at large. Documentation will need to be provided by a licensed medical provider to enable a child or staff member to return when particularly contagious infections are contracted.

Immunizations

In accordance with Kansas law, Christ the Savior Academy requires students to submit annually a current Kansas Certificate of Immunizations (KCI) prior to the first day of school for each academic year. If, after 14 calendar days from the first day of school, the KCI is not submitted, the student will be excluded from school. In the case of students enrolled after July 31, or admitted during the course of the school year, 14 calendar days following the date of admission will be given to submit the document.

Students who have not completed the required inoculations may enroll or remain enrolled while completing the required inoculations if a physician certifies that the student has received the most recent appropriate inoculations in all required series. Failure to timely complete all required series, however, may result in exclusion.

Exemptions

Non-immunized students shall not be permitted to attend school unless they submit a medical or religious exemption, as allowed by Kansas law. Students not in compliance will be excluded from school attendance until the proper documentation is submitted. In such a case, the parent(s) or legal guardian(s) shall be given a written notice, including the reason for exclusion, and afforded a hearing upon their request.

Any student not immunized due to a medical or religious exemption, or a student who is not fully immunized against a particular disease, may be excluded temporarily from school attendance during an outbreak of the disease for which they are not fully immunized.

Administration of Medication

All medications, both prescription and over-the-counter, brought to school by or for a student must be turned into the school office, where they will be kept in a secure location and administered by a staff member.

Prescription Medication

For the safety of your child, Kansas law forbids the school to dispense prescription medication without a signed parental consent form on file in the school office. Prescription medication sent from home must be in a container/package dispensed by a pharmacist with the following information clearly stated on the label:

- 1) Name of student
- 2) Name of medication
- 3) Dosage
- 4) Route of administration
- 5) Reason the medication is prescribed
- 6) Time(s) to be administered
- 7) Duration of administration, i.e., entire year, 5 days, 1 month, etc.

Over-the-Counter Medication

The school will not dispense over-the-counter medication to a student without written authorization from the student's parent or legal guardian. Over-the-counter medications that are brought to school must be in the original manufacturer's container/package with all labels intact. Written instructions must accompany the medication. It is **recommended** that written authorization from a primary care provider or specialist accompany these medications. CSA reserves the right to request a primary care provider's written authorization for any over-the-counter medication as it deems necessary.

SCHOOL HOURS

The academic school day at Christ the Savior Academy begins at 8:15 a.m. and concludes at 3:00 p.m. The CSA office is open from 8:00 a.m. until 3:30 p.m.

Drop-off and Pick-up Procedures

School begins at 8:15 a.m. Students should arrive no earlier than 8:05 a.m. in order for them to be supervised by school staff. If there is a need for early drop-off, be in contact with the Headmaster; there are options available based on need. Please enter the school parking lot from Broadmoor Avenue on the east side of the building. The school entrance is at the south end of the parking lot.

Students are to be picked up at 3:00 pm. Teachers will take the students out to meet their parents at the curb. Please enter the parking lot from Broadmoor Avenue. Cars will line up next to the curb with the line beginning in front of the school entrance. We ask you to please make a large I.D. card with your student's last name. Use a piece of cardboard or cardstock and write the name in large, bold letters. Place it on the dash on the passenger side of the vehicle. Staff will assist your student safely to the car. Please exit the parking lot along 13th Street.

Please do not park in the drop-off/pick-up line or leave your vehicle unattended. If you wish to meet with teachers or administrative personnel, please make an appointment ahead of time.

The office must have a signed parental consent form on file, specifying who is authorized to pick up your student from school. Students will not be released to anyone who has not been given prior authorization by the parent through written consent. In the event of an emergency, the parent may call the office and give verbal authorization for someone other than a parent to pick up the student from school.

If parents wish for their student to walk home or ride their bike home from school, the office must have a signed consent form on file.

If by 3:15 p.m. children have not been picked up, they will be enrolled into the after-school program and will be charged the current daily rate.

AFTER-SCHOOL CARE AND ENRICHMENT PROGRAM

Christ the Savior Academy understands the need for some families to have after-school care for their student. Our after-school program will run from 3:00 pm – 5:30 pm, and will include recess, snack, and an opportunity to participate in physical activities and games or finish homework. It may also include a number of special enrichment activities, including in art, music, science, drama, math, etc.

All children are welcome to use the program, whether on an as-needed or regularly scheduled basis. The subscription or drop-in charges will be charged and paid through FACTS. Please consult the After-School Program registration form for current fees.

If there will be a change in your student's plans to attend for the day, please contact the School Office at (316) 201-4810.

THE SPIRITUAL LIFE OF THE SCHOOL

Prayer before lessons will begin in the chapel after Homeroom and will be led by a member of our clergy or staff. The whole school will gather together to recite a small rule of prayer that will include the hearing of the prescribed daily reading of the Gospel and, ideally, a small word from our presiding priest. Prayers after lessons will also be held as a complete student body, but before the icons in the music room rather than in the chapel.

A Divine Liturgy will be held once a quarter or so from approximately 8:15am to 9:30am to celebrate either a major feast of the Church or a beloved saint that will have been introduced that month. Parents are welcome to attend these services. Students will be practicing the hymns of the Liturgy in their music class and will be studying the saints, icons, hymns, and liturgical ritual in their Christian Studies class, as well as in any other class where it may be applicable.

In hopes to adhere to St. Paul's admonition to remember God always, our teachers may start each class with prayer. The form is left to the discretion of each teacher and may take the shape of the Lord's Prayer, a psalm the students have memorized, a prayer to the Mother of God or a patron saint, or even a simple moment of silence.

LUNCH

At Christ the Savior Academy, our lunch is a time of rest that is dedicated to remaining mindful of God and our neighbor. On some days it will be an opportunity for simple, friendly, and well-mannered communion with fellow classmates. On Wednesdays and Fridays in particular, lives of saints as well as other illustrious historical figures may be read as a means to feed the soul in addition to the body.

Lunch will be held on most days in the Fellowship Hall of St. George Cathedral. Students are asked to bring a sack lunch daily, which will be kept in their lockers or classroom cubbies. Keep in mind that students will not have access to a refrigerator or microwave, so please plan accordingly.

In the spirit of bringing our students into the traditions and life of the Church, observing Wednesdays and Fridays as fasting days, as well as each of the Church's prescribed fasting seasons, is encouraged. Though this practice of the Church is not enforced by the Academy, it is an important part of the life of Orthodox Christians, and observing this as a norm among peers is an important lesson in itself. As a general rule of thumb, a fasting day implies no meat or dairy. The Academy will happily provide calendars to help keep track of these special days, and also has many recommendations for protein-filled lunches without meat and dairy.

Christ the Savior Academy recognizes that the spiritual formation of a child regarding fasting varies according to age, maturity, health issues, and individual family practices. It is as much of a learning experience for children who are fasting to learn why some children do not or cannot fast. For this reason, we also give our support to families that are unable to follow the prescribed fasts and will see that no child is isolated or excluded from the norm of the lunch hall.

We ask that, because of possible dietary and allergy restrictions on the part of some students, any sweets provided by parents to children not their own be handed out at the end of day and not brought to lunch. In the case of birthday or other class celebrations, it is possible to bring treats to the classroom, but this should always be arranged with the classroom teacher in advance.

RECESS

Christ the Savior Academy understands that recess provides an important break in studies that allows the students to rest their minds and exercise their bodies. This is best done out of doors, and so this is always our preference for recess. In the event of inclement weather, however, the children will have recess inside the gym at St. George Cathedral.

SCHOOL CLOSURE INFORMATION

The CSA administration will report any school cancellations or schedule changes due to inclement weather or other emergencies via email and text message, and will also post the announcement on the school's Facebook page and website: www.christthesavioracademy.org. Please make sure that the school office has your current email address and phone number. CSA will typically close for inclement weather whenever USD 259 does.

SAFETY

To help ensure the safety of all of our students and staff, the doors to Christ the Savior Academy are locked during the school day, with the exception of pick-up and drop-off times and recess. All visitors to the school must arrive through the front doors (southernmost entrance) and sign in at the school office. Each visitor should also sign out upon leaving.

Emergency fire, lock-down, and tornado drills are held at the beginning of the school year and periodically thereafter. In the event of an evacuation drill, the students are to follow their teacher and exit the building in an orderly manner through the nearest exit. Students are to remain together and continue under the authority of their classroom teacher or staff member in charge. In the event of a tornado drill, the students will go to the designated area, as directed by the faculty members, where they will sit on the floor and remain quiet until further instructions are given. In the event of a safety lock-down drill, students are to quickly follow the teacher's instructions and are not allowed outside the classroom until clearance has been given.

Christ the Savior Academy reserves the right to address and contain destructive and/or dangerous behavior on a case-by-case basis to prevent students from harming themselves, other students, the staff, and/or school/staff property.

FIELD TRIPS

To enrich the learning that takes place in the classroom, field trips will sometimes be scheduled. They are considered part of the learning program and students are expected to participate in these activities. The school will send home information prior to the trip explaining the destination, date, time, cost and transportation information.

Parents may be asked to drive on field trips. Those driving will be asked to sign a form indicating that they are licensed and adequately covered with the proper insurance, that the vehicle is in good repair, and that driving laws will be followed. Parents will bring an appropriate child passenger restraining system such as a booster seat that meets federal guidelines for all children under the age of 8 who either weigh less than 80 pounds or are shorter than 4'9" in height.

LOST AND FOUND

In order to minimize the number of lost clothing and other articles, it is important that parents label their child's items with a permanent marker. This will assist the school in locating the owners of lost articles. Items not claimed at the end of the school year will be donated to charity.

OPPORTUNITIES FOR PARENT INVOLVEMENT

Christ the Savior Academy desires to work in partnership with the Church and the family to build a strong foundation for each student. To that end, CSA will offer informational meetings – or Parent Evenings – on topics relating to your child's success at the school. Topics may include such things as: How to help your child build strong study habits, or how classical education differs from other modern educational practices, or How to understand the spiritual dimension of education, etc. It is essential that parents and teachers have a common vision of education and common strategies for achieving its ends. For this reason, **parents are strongly encouraged to attend all of the Parent Evenings each year.**

CSA also encourages parents to volunteer as opportunities become available throughout the school year. Parent help is especially important during the daily lunch and lunch recess periods and during PTA events.

COMMUNICATION

Building a strong foundation for students begins with having three strong pillars in their lives – the Church, the School, and the Home (see page 4). Those pillars must work in concert with each other, and this is done through open communication. The school will communicate through written letter or email with all families. In addition, classroom teachers may send correspondence to share what is happening in the classroom. This is an opportunity for you as parents to reinforce what your child is learning at school through the environment that you create at home. Conversely, if you are dealing with certain issues with your child at home (behavior or otherwise), please do not hesitate to contact your child’s teacher to inform him/her about this so that he/she can consistently deal with it at school.

Please submit all changes of address, telephone numbers, e-mail addresses, and emergency contact information immediately to the school office to ensure that the school is able to maintain necessary and appropriate contact with your family.

III. ACADEMIC INFORMATION

HOMEWORK PHILOSOPHY AND GUIDELINES

The purpose of homework is to develop good study habits, review the lessons learned throughout the day, and provide an opportunity to promote creativity and spark curiosity. Homework also develops rapport between the parent and child and keeps the parents informed of the pace and expectations for the class, as well as makes them aware of what the child is learning.

Having a regular after-school homework routine is important; for this reason, Christ the Savior Academy has a suggested amount of time for each grade to be spent on homework. These suggestions are not enforced and teachers are urged to avoid assigning “busy-work” to fill them. Instead, the recommendation is to promote a routine and includes time to be spent reading. Though actual assigned homework may vary from day to day, our suggested average time to be spent on a homework routine is as follows:

- Junior Kindergarten and Kindergarten: Between 15-20 minutes – this includes time being read to
- First and Second Grade: Between 20-30 minutes
- Third and Fourth Grade: Between 30-60 minutes
- Fifth Grade: 60 minutes

Some students may be asked to sign homework contracts with their teachers as a means of holding the child accountable to deadlines and due dates.

Reading should be a part of the daily routine of every student. It is an activity that we hope will be nurtured at home as much as we hope to nurture it here in our school. If the child is not yet able to read, then it is equally important that they be read to and exposed to good literature and beautiful stories. We have suggested reading-lists available and ask that every reading student always have a secondary book to read outside of school assignments. This way, if there is a day with little or no homework, the students may still keep up their routine with good and enjoyable reading.

With the exception of reading or long-term projects, homework will not normally be assigned on weekends. Christ the Savior Academy recognizes the central role family plays in the life of every child. In fact, we recognize this to be the primary source of a child’s education. The weekend should be dedicated to the family and to divine services at church, and we want to do what we can to make sure our students are able to be fully involved in both.

The following suggestions may assist in establishing sound study and homework skills:

- 1) Select a place that is well-equipped for studying and free from distractions.
- 2) Schedule a consistent time for homework each day.
- 3) Review with the child what is assigned and when it is due, as laid out in the planner.
- 4) When assignments are finished, encourage the student to review information to reinforce understanding.
- 5) Have the student work independently. Parents are a good source of quick information, but are not always aware of the teacher’s instructions. Students will experience greater success if they learn to depend on their own ability and intelligence.
- 6) Parents of younger children may play a role in overseeing the completion of homework, but students should work toward achieving independence in their work.

In addition, as mentioned above, students may be asked to sign a homework contract with their teacher.

Homework planners will be provided to the student at the start of the year. Students will copy their assignments (including study time for tests) into the planner at the start of each week. Parents should develop a habit of looking over their child’s planner every Monday evening and signing it. This keeps the parent informed of what is expected for the week and provides an opportunity for them to help the student plan out the scheduled work.

STAGES OF MASTERY: GRADING

Because we believe the most valuable assessment of a student is one that is detailed and personal, and because our desire is to cultivate mastery of material in our students, Christ the Savior Academy prefers to use Mastery Stages to report the progress of each child. This provides, we feel, for an authentic assessment with a more meaningful, personal, and constructive evaluation of a student's progress. This type of 'grading' concentrates on the concrete progression of the student towards mastering individual concepts according to grade level, marked by milestones.

In the younger grades, all assessments are made according to the Mastery Stages (see below). In the older grades (3rd through 5th), however, we make use of the traditional letter grades for core subjects, so as to facilitate the eventual transfer to middle school. All Specials classes, however, continue to be graded according to the Mastery Stages.

Since the focus of CSA is on developing the whole child – mind, body, and soul – students will be evaluated on their progress in each of their subjects, both their academic progress for the stages of mastery outlined in each grade and their character development, which includes obedience, diligence, truthfulness, self-control, etc. Teachers meet with parents at least twice a year to discuss the student's progress. The following are definitions to help explain the mastery levels:

Definitions of Mastery

Milestone: A milestone is a child's progress along the path to mastery. *For example, learning the multiplication table to 5 is a milestone on the path to mastering the table to 20.*

Mastery: Mastery is a child's full command or understanding of a subject, as measured by grade level.

Mastery Stages

(N) Nearing: Has met some milestones but needs to make more progress.

(P) Proficient: Meets all milestones and has acquired mastery.

(E) Exemplary: Meets all milestones, has acquired mastery of the material and strives for greater challenges and deeper knowledge.

Since CSA views the academic progress of your child as a joint partnership between the school and the home, we welcome any questions or concerns you may have about how your child is developing. Please do not hesitate to make an appointment with the teacher if you have any questions about your child's progress, performance, or behavior.

CONFERENCES

Parent-teacher conferences are scheduled twice a year: October and February. Conferences will include the parent and the teacher, and at times, the student. Because we believe in direct and personal assessment, parents are required to attend conferences to view their child's progress report.

During the conference, the teacher will present an assessment of the child using milestones and stages of mastery. The assessment may be presented in one or all of the following ways:

- 1) Lists of Milestones and Mastery Stages reached
- 2) Narratives
- 3) Portfolios
- 4) Exhibits
- 5) Student-led information

Conference times are designed to provide an opportunity for the parent and teacher to consider ways to best encourage growth and to partner together for success throughout the school year. Additional conferences may be scheduled on an “as-needed” basis throughout the school year by making an appointment with the teacher.

READINESS AND PROMOTION TO THE NEXT GRADE

Students new to the school will take a placement test to determine the best grade level for them at CSA. Additional materials such as grade cards from other public or private institutions or homeschools may also be considered in determining the appropriate grade level. Requirements for the individual grades are as follows:

Junior Kindergarten:

Behavioral maturity and readiness for Junior Kindergarten. Children will be tested prior to the start of school.

Junior Kindergarten to Kindergarten:

For acceptance into Kindergarten, the child must have behavioral maturity, reading readiness for Kindergarten, and must have passed at least 70% of the required milestones for each subject in Junior Kindergarten.

Kindergarten to First Grade:

For acceptance into First Grade, the student must have behavioral maturity, reading readiness for First Grade, and must have passed at least 70% of the required milestones for each subject in Kindergarten.

First Grade to Second Grade:

For acceptance into Second Grade, the student must have passed at least 70% of the required milestones for each subject in First Grade, including reading silently and orally while using phonetic skills correctly, writing complete sentences with neat lettering, and adding and subtracting single digit numbers.

Second to Third Grade:

For acceptance into Third Grade, the student must have passed at least 70% of the required milestones for each subject in Second Grade, including cumulative mastery of the above requirements, plus reading fluently and independently using books of a second grade level, writing neatly and correctly, identifying basic parts of a sentence, spelling correctly, and adding and subtracting two digit numbers.

Third to Fourth Grade:

For acceptance into Fourth Grade, the student must have passed at least 70% of the required milestones for each subject in Third Grade, including cumulative mastery of above requirements, and must have demonstrable proficiency in necessary composition skills.

Fourth to Fifth Grade:

For acceptance into Fifth Grade, the student must have passed at least 70% of the required milestones for each subject in Fourth Grade, including cumulative mastery of the above requirements, and must have demonstrable proficiency in necessary composition skills.

CURRICULUM GOALS AND DESCRIPTION

Aristotle once said, “You are what you do *repeatedly* – excellence is not an act, but instead a habit.” Christ the Savior Academy’s curriculum goals reflect this insight of Aristotle, and are organized according to the grammar stage methodology of a classical education. Reading, writing, spelling, and arithmetic are the foundation upon which the ‘tower’ of learning is built and are given the highest priority in Junior Kindergarten through Fifth Grade. The formation of a child’s basic skills, work habits, and character are of crucial importance in these early years and so these too are incorporated into our curriculum. The following Goals lay out what it is that we seek to achieve during a student’s stay at Christ the Savior Academy:

Phonics, Reading, Composition, Spelling and Printing

Children are taught phonics, the system of letter-sound association, for the purposes of learning to read and spell. Phonics is most effective when taught systematically, thoroughly, intensely, and in a logical and time-tested sequence. Students are encouraged to read with fluency, accuracy, and comprehension, and to develop a life-long love of learning through classic and noble literature.

We seek to equip every student with the skills necessary for good composition, including correct grammar. Students identify and decode the parts of speech and learn to use correct punctuation and capitalization rules. Students also learn to spell accurately by making a systematic study of phonics, word families, and spelling rules, as well as by continuously seeing, reading, and writing words correctly. An important step in developing good penmanship, punctuation, and spelling is copy work. This is an exercise consisting of copying sayings, maxims, Scripture, and poetry in the student's best handwriting. Every teacher in every grade level requires good penmanship.

Student's memory work includes poems, great literature, and Bible verses. Literature for teacher read-alouds includes Fairy Tales, Aesop's Fables, Bible stories, and other children's classics.

Arithmetic & Numeracy

Children learn number formation, shapes, counting, time and clocks, calendar, measurement, and money, and aim for a mastery of addition and subtraction facts and multiplication and division facts. Students learn number sense by skip counting, games, and drills. The primary goal in Kindergarten through 2nd Grade is immediate recall and understanding of math facts. As our students progress through 5th Grade, we aim to draw attention to patterns and spatial relationships that prepare them for encountering greater, traditional mathematical ideas and concepts in middle school and high school.

History and Geography

History lessons begin in 1st Grade with a survey of ancient history, and progress through 2nd Grade with a study of the ancient Greeks and their mythology, 3rd Grade with a study of ancient Rome, 4th Grade with a study of the Middle Ages, and end in study of early American history in 5th Grade. An emphasis is given to the history of the Church and to the lives of the saints of the various periods. Learning about the classical and medieval ages gives the students a foundation for reading the Greek, Roman, and English classics, and for better understanding our own period in the light of history.

Greek and Latin

The study of Latin is a core element of a classical education. Our Latin studies are designed not only to teach the language, but also to complement our students' learning of Grammar more widely and to aid in the recognition of Latin roots in English. Our classical heritage has come down to us from the ancient world through the Latin language, but much of that inheritance is Greek in origin. Therefore we seek also to familiarize our students with Greek, which is the language also of the Septuagint Old Testament and of the New Testament, as well as the ancient hymns and prayers of the Orthodox Church. Students begin learning the Greek alphabet in 1st Grade and commence their Latin studies in 2nd Grade.

Science

The emphasis of science in the grammar stage of a classical education emphasizes first-hand involvement with the natural world for the sake of mastering observation. Using nature studies, students learn about plants, animals, and seasons, and they take nature walks to collect leaves, flowers, bugs, and more for examination. Life studies (zoology, entomology, and botany) eventually progress toward astronomy and physical science, laying a foundation for more in-depth and experimental work in middle school.

Christian Studies

Through reading aloud, narration, and memorization, students learn Bible Stories, Psalms, prayers, the Ten Commandments, and more. In Icon Studies, the children are exposed to the iconography of the Church and discuss its meaning. Children are also introduced to the Church's cycle of feasts and fasts and to the lives of our Lord and of the great saints.

Music and Art

Children should be trained to discern and love the true, the good, and the beautiful in all subjects, not least in music and art. Children learn the basic elements of music through music theory, movement, folk song applications, and music appreciation. Their studies will also include the music of the Church. In 2nd Grade, children begin with keyboarding; they

continue from the 3rd Grade on with strings studies on the violin. Students will learn the fundamentals of art – including drawing – by learning the five elements of contour shape and by using visual perception to create realistic drawings. They will also study classic artists and their work.

Physical Education

P.E. provides exercise for the student as well as an opportunity to play healthy competitive games. Students will work to develop basic motor and motion skills such as running, skipping, moving backwards, and flexibility, as well as sportsmanship and team play.

LEARNING DIFFERENCES & ENRICHMENT

Christ the Savior Academy is not able to provide a separate classroom, program, or staff for students whose learning needs require such.

Our small class sizes, however, do allow for a certain measure of individual attention for students who need limited intervention. If a student is assessed with a learning disability, it is the responsibility of the parents to make this known to the school and to meet with the teacher (and other staff members, where appropriate) to develop a plan to address the disability. If the school concludes that it is not capable of adequately addressing the student's needs, it is the school's responsibility to be candid and make this known to the parents. Where possible, Christ the Savior Academy may be able to suggest other programs for the parents' consideration.

Because the curriculum is inherently rigorous and is, in many areas, advanced for its respective grade levels, Christ the Savior Academy does not, as a rule, offer any enrichment program. This means students will not be advanced to higher grade level work and will not be allowed to join other, higher classes for any subject. It is possible, at the discretion of the parent, teacher, and head of school, to arrange for some additional work for students who excel in their studies. In any such case, there will be a fundamental preference for additional work to be language-based, i.e., reading and writing.

When students are diligent and learn and work well, the best consequence may not always be to give them more work. Rather, the best enrichment is to help students learn how to use their leisure time well. This means, first and foremost, finding ways to help a child make use of what has already been learned. The responsibility for this lies with the parents, but they are very welcome to consult the teacher for suggestions. Extra-curricular activities, such as sports, clubs, competitions, and organizations (such as, for instance, Boy and Girl Scouts), should also be considered. A list of suggestions can be provided by the school.

ATTENDANCE AND TARDIES

Attending classes, and attending them on time, are responsibilities Christ the Savior Academy expects from its students and their parents. Extended absences without a doctor's notice or prior arrangement, as well as excessive absences in general, have a direct impact on the student's ability to learn, as well as the teacher's ability to maintain his/her teaching schedule. When a student is absent for sickness or an emergency, he/she is encouraged to complete missed work in a timely manner. Parents are asked to pick up homework daily during a child's absence. Special accommodations can be made for prolonged absences. To ensure the safety of your child and all our students, parents are asked to telephone the school office before 8:15 a.m. and inform the school if their child will not be in attendance. The school will telephone the home of absent students for whom no phone call has been received to ensure that all students who left home have arrived at school safely.

Students who arrive after 8:15 a.m. are tardy, and should be signed in on the office tardy sheet by the one dropping them off. An arrival later than 11:30am will be recorded as an absence. Without prior arrangement, excessive tardies and excessive absences may lead to review by the administration and the possibility of academic probation and disqualification from being promoted to the next grade.

IV. STUDENT INFORMATION

Honor Code, Etiquette and Discipline Policy

At Christ the Savior Academy, our goal is to educate the whole child – mind, body, and soul. Our goal is not compliance with a long list of rules, but rather with self-governance, which, ultimately, is brought about by the cultivation of wisdom and virtue. The Apostle Paul counsels, “And you fathers, do not provoke your children to wrath, but bring them up in the training and admonition of the Lord,” (Ephesians 6:4). Much of our training will be done through narrative, just as our Lord and Savior taught through parables. This narrative will be a part of the Christian instruction your child receives daily.

Our classrooms adhere to an honor code comprised of six basic biblical principles:

Christ the Savior Academy Honor Code

- | | |
|--------------------|---------------------|
| 1) Respect | 4) Diligence |
| 2) Order | 5) Service |
| 3) Kindness | 6) Honesty |

Etiquette

Christ the Savior Academy sees etiquette as a traditional means of showing that care and respect to others which is a fundamental component to the Christian ethos we wish to promote at our school. As Edmund Burke astutely observed:

Manners are of more importance than laws. Upon them, in great measure, the laws depend. Manners are what vex or smooth, corrupt or purify, exalt or debase, barbarize or refine us According to their quality, they aid morals, or they destroy them.

The following outline is not meant as a set of rules, but rather as an ideal guideline. Unless an infraction is accompanied by a violation of school policy, consequences to breaking these guidelines should be no more than a loving reminder of what we as Christians are here in this world to do: *To love the Lord our God with all our heart... and to love our neighbor as ourselves.*

General etiquette:

- At all times on school grounds and at all school events students should appear in full uniform.
- Students should address adults formally and should interact with each other at all times in a loving and respectful manner.
- Students should always greet adults and any visitors with cheerfulness and an eagerness to help.
- Students should not run in school.
- Students should follow their homeroom teacher in a quiet and orderly manner to and from prayers, and should be attentive to the instructions of any teacher in school.

Classroom etiquette:

- Students should quietly and promptly stand when any adult enters a classroom and remain standing until instructed to sit.
- Students should speak clearly and politely to the teacher, other adults, and each other.
- Students should speak only when called upon and should raise their hand if they wish to speak.
- Students and teachers should keep classrooms tidy at all times during lessons. Students should insure their materials are either on their desk or directly beneath it.
- Students should not rise, close their books or make any preparations to depart until dismissed by the teacher (irrespective of any bells); and when dismissed from class, students should leave the room quietly and in an orderly manner.

When lining up or moving about the school:

- Boys should hold doors for girls.
- Boys should let girls get in line first.
- Girls should be gracious for the kindness shown them by the boys, and vice versa.
- Lines should be straight and quiet.
- In corridors or doorways, students should stand aside and let adults pass first.
- Students should not block doorways or corridors.
- Students should not push to get ahead; as Christians, students should show love for their neighbors by letting their friends go first.

Lunch room etiquette:

- Students should enter the lunchroom quietly, stand at their assigned table, and wait for the blessing of food.
- Students should eat politely and not get out of their seat without permission.
- If there is no reading, students should calmly and quietly talk together during the meal and show kindness towards one another.
- Students should remain in their seats until they are excused.
- Students should push in their chairs and clear their places in an orderly way.

We have framed five specific rules to help the students learn to behave properly and to promote an environment conducive to learning. The students are asked to recite these rules regularly at school:

The Five Rules

1. I will let teachers teach and students learn.
2. I will always be kind to my fellow students.
3. I will keep my hands to myself.
4. I will not speak until called upon.
5. I will stay quiet and still while in line.

When a rule is not observed, the teacher will discipline the student in a loving manner meant to elicit a desire in the student to make amends and to act properly in the future. When one student has committed an offence or unkindness against another student or a teacher, that student will be encouraged to apologize and ask forgiveness of the one offended, and the one offended will be encouraged to grant it freely with a generous heart.

When behavior cannot be corrected in this way, the student will face disciplinary consequences. These may include time out of the classroom, time out at recess, a visit to the office of the Head of School, a call to the parents, and/or a meeting arranged with the Head of School, the teacher and the parents (and possibly the student). We believe that all correction should be done in love and mercy, as the Apostle Paul has instructed. We also believe that the school and parents are partners and must work together to guide the children toward acceptable behavior.

Behavior that is deemed physically or emotionally harmful to self or others, or behavior deemed destructive of property or of the school culture, will not be tolerated at any time. These include:

- Aggressive physical contact
- Vulgar, tasteless, or degrading comments
- Foul and/or offensive language
- Cheating

Suspension and Termination

If a child's behavior is physically and/or emotionally dangerous to himself/herself or others, and the child fails to modify the behavior, the child may be asked to leave the school either temporarily (suspension) or permanently (termination).

After making every effort to avoid termination, CSA will initiate termination proceedings if the staff is unable to safely meet the needs of the child with the challenging behavior. Decisions by CSA to terminate will be at the sole discretion of the Head of School and the Board of Trustees.

Harassment and Bullying

Bullying is defined as purposeful behavior that intends to cause harm or distress to another, whether this is done face-to-face or when the victim is absent, or even by means of social media and through the internet (cyber-bullying). It is usually repeated over time and occurs in a relationship where there is an imbalance of power.

Harassment and bullying is a violation of the principles in the Honor Code (See Honor Code on page 18) and will not be tolerated at Christ the Savior Academy. We believe that a bully seeks to put him/herself in a position of power or authority over another, a position that has not been granted by God. Bullying can come in physical form (harm to someone's body or property), emotional form (harm to someone's self-esteem or feeling of safety) or social form (harm to someone's group acceptance). At CSA, each case of suspected bullying will be evaluated by school officials and monitored by the classroom teacher. The teacher and Head of School will discuss the behavior with the student and his/her parents. If you feel that your child is being bullied, please set up an appointment with your teacher to discuss the behavior.

DRESS CODE AND UNIFORMS

Everything that is worn, and the manner in which it is worn, should complement the overall appearance of the uniform, not compete with or detract from it. In cases where a question arises, decisions will be left to the discretion of the Christ the Savior Academy administration.

Parents will be given one notification if their child arrives to school without uniform, and two if not in complete uniform, before being requested to pick-up and bring their child home for the day. Extenuating circumstances may certainly be discussed with the administration.

Parker School Uniforms is the official supplier of the uniform for Christ the Savior Academy. All items are available at:

Parker School Uniforms
650 N. Carriage Parkway, Suite #85
Wichita, KS 67208
(316) 687-4634
(800) 500-4634
www.parkersu.com

- ✓ If items are purchased elsewhere, they must be indistinguishable from the ones sold at Parker. The monogrammed items must be purchased at Parker.
- ✓ Uniforms should be clean, properly sized, and in good repair.
- ✓ All students must be in proper uniform during school hours.
- ✓ Shirts must be tucked in. Dress shirt sleeves should be buttoned and not rolled up.
- ✓ Jumpers must be no shorter than the middle of the knee. Girls are required to wear either shorts or leggings under the jumper. Pants are not allowed under the jumper.
- ✓ If undershirts are worn, they must be plain white without writings or designs.
- ✓ Socks are either to be white or navy blue in color. Bobby socks are permitted for girls; normal-length socks are required for boys.
- ✓ Hair should be neat and kept out of the eyes.

- ✓ Jewelry is to be limited to: hairbands, hairclips, stud earrings, and a necklace to bear one's cross. Hair accessories must compliment the uniform. Any extra accessories will be requested to be removed.
- ✓ Hats, caps, and sunglasses may not be worn during school hours (other than winter hats worn for warmth outside) without permission from CSA.
- ✓ Outerwear, including coats, non-uniform sweaters, jackets, and sweatshirts may not be worn during school hours (unless worn for warmth outside).

Boys Daily Uniform

- White monogrammed jersey knit shirt (short or long-sleeved)
 - or*
 - White monogrammed long-sleeved oxford shirt
- Navy blue pleated pants
- Tennis shoes (black or navy blue)
- Solid white ankle or crew-length socks
- Solid black belt
- *Optional:* Navy monogrammed cardigan sweater, Navy monogrammed sleeveless sweater vest, Navy monogrammed long-sleeved sweater vest, Navy monogrammed 1/4 zip sweatshirt

Boys Dress Uniform

- Daily uniform with the following required:
 - Monogrammed long-sleeved oxford shirt
 - Tie (bow-tie for JK-1st, long-tie for 2nd-5th)
 - Dress shoes
 - *Optional:* Navy monogrammed cardigan sweater, Navy monogrammed sleeveless or long-sleeved sweater vest

Girls Daily Uniform

- White monogrammed blouse with Peter Pan collar (short or long-sleeved)
- Parker plaid jumper
- Tennis shoes (black or navy blue)
- Solid white bobby or knee-length socks or solid white tights
- Either navy bike short or navy legging under jumper
- *Optional:* Navy monogrammed cardigan sweater, Navy monogrammed sleeveless sweater vest, Navy monogrammed long-sleeved sweater vest, Navy monogrammed 1/4 zip sweatshirt

Girls Dress Uniform

- Daily uniform with the following required:
 - White long-sleeved blouse with Peter Pan collar
 - Solid black or navy Mary Jane style shoes

Optional: Navy monogrammed cardigan sweater, Navy monogrammed sleeveless or long-sleeved sweater vest

Fifth Grade Uniform

Fifth Grade students have the following options:

- Boys: khaki pants and blue polo shirt on non-dress days
- Girls: plaid skirt and white collared shirt (long-sleeved on dress days)

RESOLVING CONFLICT

We ask each member of the Christ the Savior Academy community to promote positive communication by following the biblical principles found in Matthew 18 (see verses 15-17) when expressing a disagreement or resolving a problem. This includes students, parents, staff, volunteers, administration, and board members. A chain-of-command approach should be utilized. For example, if a student/parent has a concern about a teacher or classroom situation, he or she should first speak with that teacher. If the issue is not resolved, he or she would then go to the Head of School. If the issue is still not resolved, the issue should then be submitted in writing to a member of the Board of Trustees.

ELECTRONIC DEVICE POLICY

Electronic devices (defined below) can be distracting to the educational environment. Therefore, students are prohibited from bringing electronic devices to the Christ the Savior Academy campus or to school-sponsored activities. However, if a student mistakenly brings an electronic device to the campus (for instance, if the student forgets that a cell phone is in his/her backpack), the student must turn the electronic device in to the school office. If school staff discover that a student possesses or is using his/her electronic device during school hours or at a school-sponsored activity, the device will be confiscated. Electronic devices that are turned in to the school office by a student or confiscated by school staff are available for pickup by the student's parent or legal guardian at the end of the school day or, if applicable, the end of the school-sponsored activity. CSA and its representatives are not responsible for the loss, theft, or breakage of electronic devices. For purposes of this policy, an electronic device is defined as any mechanical or electrical device that is capable of playing, recording, storing, or transmitting sounds, images, or data. This includes, but is not limited to: cell phones, MP3 players, handheld games, CD players, radios, media players, PDA's, and computers.

There may be times when an electronic device may be brought to the school and used by a student for a specific purpose; but the administration will grant permission for such only in exceptional circumstances and on a case-by-case basis.

WEAPONS AND PROHIBITED SUBSTANCES

No weapons, explosives, alcohol, tobacco (including items such as e-cigarettes), or narcotics may be possessed by any student on the school campus at any time. This policy is without exceptions.

Family Last Name: _____

Christ the Savior Academy Parent & Student Handbook Agreement Form

We have read the Christ the Savior Academy Parent & Student Handbook and agree to the policies, procedures, and regulations obtained therein. We will support and cooperate with these policies.

Parent/Guardian Signature

Parent/Guardian Signature

Student Signature (if able)

Student Signature (if able)

Date

Please sign the above agreement and return this page to the school office within two weeks of the first day of instruction.

Christ the Savior Academy reserves the right to amend policies, procedures, and regulations in this Handbook. Parents will be given prompt notification if changes are made.