

# 2011–2012 Parent/Student Handbook

Family Life Academy  
Elementary School



*Where Your Child's Education Is Our First Priority*

*\*Academically  
\*Spiritually  
\*Physically  
\*Socially*



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## Introduction

Dear Parents/Guardians and Students,

Although this summer was hot and fast, I pray that everyone had a healthy and relaxing summer break. To those returning families, welcome back. To our new families, welcome to Family Life Academy. Thank you for allowing me to be your school administrator. While every year brings its specific challenges, we will strive to meet the individual needs of all our students and apply a true "Christian World Perspective" to education. That said, I pray that this year will be the best for you and your family!

We view our school as a unique opportunity to introduce children to a saving knowledge of Jesus Christ while providing a quality education in a nurturing environment. We want to teach children how to live in the world God created, and for them to be able to make a positive difference to all those around them. We eagerly invite you to participate, as much as possible, in your child's education. Visit us whenever you can, whether in the classroom, on field trips or sharing lunch.

We are going to offer a 6<sup>th</sup> grade this year in the form of a 5/6<sup>th</sup> combination class. Parents can choose to stay with us for 6<sup>th</sup> grade or move on. We're always trying to give parents choices.

I am looking forward to a very exciting and successful year at Family Life Academy.

Sincerely,

*Tim Boyd*

Administrator

### ***School Leadership Roster***

**Board of Trustees** – Mitch Basefsky (Chairman), Garrett Cunningham (Vice Chairman), Carlos Garcia, Ron Kern, Brett Inman and Rick von Albrecht

**Administrative Team** – Tim Boyd (Family Life Academy Administrator), Rick von Albrecht (Executive Pastor), Brett Inman (Pastor, Congregational Life), Carlos Garcia (Elder)

**Faculty/Staff** – Kindergarten – Melissa Leon; 1<sup>st</sup> Grade – Linda Mañas; 2<sup>nd</sup> Grade - Mike Steele and Linda Feltheim; 3<sup>rd</sup> Grade – Amanda Quinn; 4th Grade – Jeff Yeager; 5/6<sup>th</sup> Grade – Louanne Oppel; Office Manager – Jan Voci

## **Identification Section**

### ***Vision Statement***

Students will be academically prepared to succeed at the next level of their education while demonstrating a Christ-like attitude in thought, word and deed.

### ***Mission Statement***

Our mission is to provide children and families with foundational Christian truths as the basis for all learning and to do this in a nurturing environment that is founded upon Biblical values. While striving for academic excellence, we will model and instruct from a Christian world-view, with creativity and integrity.

### ***Philosophy of Education***

The philosophy of education at Family Life Academy is based on a God-centered view that all truth is God's truth and that the Bible is the inspired and only infallible, authoritative word of God containing the truth. Further that God is the creator and sustainer of all there is. We should therefore pay attention, be interested in and desire to know our role in what He has made. We understand that "to have the mind of Christ" (I Corinthians 2:16) is to be obedient to God's revelation. Therefore, we must seek to understand His revelation to the fullest.

We know that children are a gift of God to a husband and wife; however, it is a gift which includes responsibilities. Bringing up and educating a child is primarily the responsibility of parents. Family Life Academy exists, therefore, to assist in that education, without replacing the family's role.

Our responsibility to the student encompasses the spiritual, intellectual, physical, social and emotional areas. We therefore avoid the strictly compartmentalized teaching of "Bible" and weave a spiritual thread throughout the comprehensive curriculum.

### ***Expected Student Outcomes***

As students complete their experience at Family Life Academy, it is expected that graduates:

- are well prepared in all academic disciplines (reading, writing, speaking, listening, thinking, mathematics, science) and are committed to being lifelong learners.
- understand and commit to a personal relationship with Jesus Christ and apply God's Word in their daily life.
- are empowered by the Holy Spirit and pursue a life of faith, goodness, knowledge, self-control, perseverance, godliness, brotherly kindness, and love.
- have knowledge and an understanding of people, events, and movements in history (including church history) and the cultures of other people and places.
- appreciate literature and the arts and understand how they express and shape their beliefs and values.
- have a critical appreciation of languages, dispelling prejudice, promoting interethnic harmony, and encouraging Biblical hospitality for the "alien" or "stranger."
- are actively involved in a church community, serving God and others and personally respond to carrying out the Great Commission locally and around the world in a culturally sensitive manner.



- know how to utilize resources including technology to find, analyze, and evaluate information and have the skill to question, solve problems, and make wise decisions.
- understand the worth of every human being as created in the image of God.
- can articulate and defend their Christian worldview (apologetics) while having a basic understanding of opposing worldviews.
- treat their bodies as the temple of the Holy Spirit.
- understand, value, and engage in appropriate social (community) and civic (political) activities.
- embrace and practice justice, mercy, and peacemaking in family and society.
- value intellectual inquiry and are engaged in the marketplace of ideas (open, honest exchange of ideas).
- respect and relate appropriately with integrity to the people with whom they work, play, and live.
- have an appreciation for the natural environment and practice responsible stewardship of God's creation.
- are prepared to practice the principles of healthy, moral family living.
- are good stewards of their finances, time (including discretionary time) and all other resources.
- understand that work has dignity as an expression of the nature of God.

### ***Statement of Purpose***

Family Life Academy is established as one of the ministries of Christ Community Church, in order to conduct a Christian school for the daily instruction of children from both believer and non-believer families.

### ***Doctrinal Statement***

We believe that there is one God, the creator and the preserver of all things, omniscient and omnipotent, infinite in being and perfection. He exists eternally in three persons: the Father, the Son, and the Holy Spirit, who are of one essence and equal in power and in glory.

We believe that God has revealed Himself to man in the person of Jesus Christ, the savior foretold in the Old Testament. He is fully God and fully man, the eternal and only begotten Son of God, conceived of the Holy Spirit, born of a virgin, sinless in His life, making atonement by His death on the cross, and vindicated by God in His bodily resurrection. He ascended to His Father's right hand, and we await His visible return to the world according to His promise.

We believe that God is present in the world today in the person of the Holy Spirit who draws us to faith in Jesus Christ and who bears witness with our spirit that we are children of God. He indwells the believer, which empowers him to manifest the likeness and character of Christ. He gives spiritual gifts to the church for our mutual edification.

We believe that the sixty-six canonical books of the Bible as originally written are inspired of God, hence without error. They constitute the only infallible guide in faith and practice.

We believe that man was created by God and in His image, free as to choice and responsible to his creator. Tempted by Satan, he separated himself from God by voluntary transgression. As a

consequence, all men are born with a sinful nature and have need of reconciliation with the Holy God.

We believe that Jesus Christ provided this reconciliation by His death on the cross for our sins. That death was a substitutionary sacrifice and all who place their faith in Him are justified by His shed blood and the resurrection.

We believe that the most important event since creation was the bodily resurrection of Jesus Christ from the dead. All the teachings of Christianity derive their validity from this historical fact and without it our faith is in vain.

We believe that all who have been regenerated by the Holy Spirit belong to the one true church, the body of Christ. The church's objectives are to take the good news to all men and to provide nourishment for spiritual growth. Believers in the fellowship share in teaching the scriptures, observing the ordinances of water baptism and the Lord's Supper, and communion with one another.

We believe in the personal return of Christ to earth in sovereign power and glory to establish His righteous rule, and look for a new heaven and a new earth in which righteousness dwells.

We believe in the bodily resurrection of all men and that those who are not justified by faith in Christ are ultimately separated from God forever, which is the second death.

We believe that those who are justified by faith in Christ will be like Him and will live with God and enjoy Him forever.

### ***School Sponsorship and Affiliation***

Family Life Academy is a ministry of Christ Community Church and a member of the Association of Christian School International (ACSI).

### ***Other Identifying Information Pertinent to the School***

Family Life Academy Pre-school is a separate entity from the elementary school, however, many of our students transition directly from the pre-school into kindergarten. The pre-school also provides after-school care, which is a great asset to many of our working parents. Please contact Mimi or Amy at 296-8989 for further day-care information.

### ***Admission Philosophy, Policies, and Procedures***

Family Life Academy Elementary School is open to anyone interested in securing a Christian education, whom the school finds qualified for admission and who agrees (and whose parents agree) that he or she shall abide by Family Life Academy rules. It must always be understood that attendance at Family Life Academy is a privilege and not a right. This privilege must be forfeited by any student who does not conform to the school's standards of conduct and/or who is unwilling to adjust to our environment.

All students must be convinced they want to attend Family Life Academy and agree to honestly and wholeheartedly apply themselves to "study to show [themselves] approved unto God" (2

Timothy 2:15, KJV). They also agree to be courteous and respectful to their peers, staff, faculty, and other daily associates.

Students will be considered for admission in the order in which their applications are received, with preference given to siblings in the elementary school and/or preschool. Twenty students will constitute a full class and a waiting list will be established at that time.

Family Life Academy admits students of any race, color, national and ethnic origins to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in admissions policies, scholarship and loan programs, and athletic and other school-administered programs. Family Life Academy reserves the right to select students on the basis of academic performance, religious commitment, lifestyle choices, and personal qualifications including a willingness to cooperate with Family Life Academy administration and to abide by its policies.

Admissions criteria – Children entering Kindergarten must be five years old on or before September 1 of the enrollment year. Some children who meet the age criteria might benefit from another year of maturity before entering kindergarten. You are invited to consult with us if you have a question about whether your five year old is sufficiently mature to succeed in Kindergarten this school year.

## **Procedures**

### ***Admissions***

The procedures for admission to Family Life Academy are stated in the admission materials, a few are restated here for emphasis. The enrollment/re-enrollment packet must be completely filled out and all fees paid at the time of registration. The application fee is non-refundable. Accurate and complete immunization records are vital for the school to remain in compliance with state requirements.

In addition to the above prospective students must:

- give evidence of having the ability to meet the academic requirements of the Academy.
- possess good emotional and physical health.
- be capable of understanding and adhering to the Academy's citizenship standards.

### ***Academics***

Students must demonstrate an appropriate degree of success in the classroom in order to be given opportunities to participate in other aspects of school life. Academic issues will be regulated as indicated in each area below:

#### **Academic Probation and Dismissal**

All situations will be handled on a case-by-case basis.

#### **Report Cards, Progress Reports and Parent Conferences**

Report Cards given quarterly and progress reports given as needed. Parent conferences are encouraged and planned as needed.



## **Attendance**

Regular attendance is a critical component for success in school. When students are absent from school, it is critical that proper arrangements are made for the absence and that responsibility is taken for appropriate reentry into school. School begins at 8:30 a.m. and students are dismissed at 2:30. Students will be supervised for 15 minutes prior to the start of school and 15 minutes after dismissal. If the student must arrive at school earlier than 8:15 or remain later than 2:45 other arrangements must be made. The on campus pre-school is available for an additional fee. Please call the pre-school administrator at 296-8989 if interested in pre-school admission. Absences in the following categories will be handled as indicated:

### **Excused Absences**

Regular attendance is essential for your child's academic success. Please inform the school as soon as possible if an absence is unavoidable due to medical appointments or family emergencies. Excused absences include illness of the child, medical appointments, a family special event, or a family emergency.

### **Unexcused Absences**

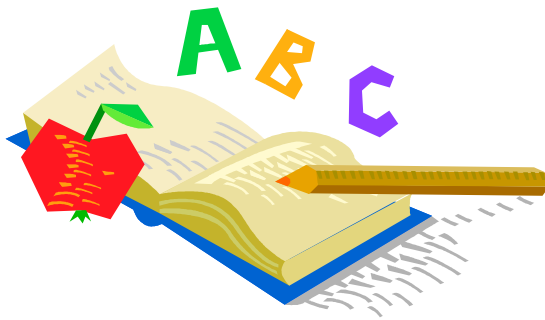
Unexcused absences include anything not listed in the excused absences section.

### **Excessive Absences**

Six or more absent days in a quarter is considered excessive. Excessive absences require a meeting with the administrator to develop a plan to reduce or eliminate absences for the following quarter.

### **Prearranged Absences**

If your child must miss school for some reason please inform the teacher and/or administrator at least a day in advance of the planned absence.



## **Student Activities**

### **Opportunities for Student Involvement**

Statistics show that overall student success in school is closely related to the student's involvement in school activities. Opportunities for students to participate in extra activities are outlined on the following page:

**Service** - Classroom job assignments

**Leadership** - Classroom responsibility assignments

**Music** - Weekly music education (4<sup>th</sup>, 5<sup>th</sup>, and 6<sup>th</sup> grades will have band instruction)

**Drama** - Classroom plays and productions

**Athletics** - Weekly physical education classes

**Fine Arts** - Weekly art classes

## ***Lifestyle Expectations***

### **Student Conduct**

Students are expected to conduct themselves in a manner that is honoring to God, themselves, their parents, and the school. This expectation applies to the time that students are in school and at school activities as well as the time they are away from school. Expectations for conduct in particular areas are as stated in each category below:

### **Student Discipline**

Students are expected to demonstrate a submissive attitude toward those in authority and respect for fellow students and property. The classroom teacher will initially deal with conduct that is disrespectful, harmful to self or others or interferes with the learning process. Parents may be asked to assist in this initial process. Continued unacceptable behavior will result in a referral to the school administrator.

Serious/dangerous behavior will promptly be referred to the school administrator for immediate action. The purpose of the discipline policy at Family Life Academy is to provide a safe environment for students and staff, to teach ethical and moral behavior, and to maintain the best learning environment possible. Students who are unwilling or unable to respect and respond to the rules will face logical consequences.

Teachers will inform the students of the basic rules for classroom management and let the students know in advance the consequences for misbehavior. Examples of violations would include but are not limited to, talking while the teacher is instructing, dress code violations, or not staying in your assigned seat. Consequences might include but are not limited to such things as withdrawal of privileges, time out, and some type of work assignment in the classroom or on the property (sweeping floor, picking up playground area).

If students do not respond to normal classroom discipline or become involved in more serious acting-out behavior including, but not limited to, such things as fighting, talking back, property damage or verbal abuse of others, the student will be reported to the administrator. The administrator may set up a parent conference, assign a certain amount of time in detention, assign additional physical on-campus work activities or other such consequences appropriate to the situation.

Students who do not respond to the already listed discipline methods, engage in behavior which severely endangers another's safety, cause property damage, bring weapons or illegal substances on campus or simply defy school rules or authority move to another,

more severe, level of consequence for their behavior choice. These consequences may include, but are not limited to, daily parental in-class supervision, behavior contracts, suspension or expulsion.

The school administration is the sole determiner of what the level of offense is and what level of consequence will be assigned. There is no implied requirement to give chances at each level. At every level students will be given the opportunity to explain their behavior and respond to questions. Parents will have a right to a full explanation of the situation and are then expected to support the school authorities' consequence decisions.

### **Student Dress and Grooming**

Dress at Family Life Academy must be consistent with Christian standards of modesty and good taste. Dress and appearance are a reflection of values and attitude in students and staff alike.

Dress is the primary responsibility of parents who should ensure that their child is compliant with the dress code when they leave home in the morning. The Academy, however, will be the final authority on appropriateness and reserves the right to ask any student to return home and change if clothed inappropriately.

The following code is for the 2011/2012 school year. Subsequent years may involve a change in the code as we pick school colors and logo, learn from experience, and hear input from parents.

#### **Girls:**

- Girls will wear a skirt, jumper, skorts, shorts or slacks – any solid color. *Note: When wearing a skirt or jumper, girls need to wear a pair of play shorts underneath the skirt.*
- Girls will wear a collared shirt - any solid or striped shirt, but no printed graphics or words.
- Jewelry: In addition to modesty and good taste reasons, safety and loss are frequent issues when young children wear any type of jewelry; therefore, the wearing of any jewelry is strongly discouraged for Family Life Academy students.

#### **Boys:**

- Boys will wear slacks or shorts - any solid color. No "baggin and saggin" allowed.
- Boys will wear a collared shirt - any solid or striped shirt, but no printed graphics or words.
- Jewelry: The same principles apply to both boys and girls. See statement above.

#### **General rules for both girls and boys:**

- Clothing must not have any logos, printed letters or words that cannot be covered with a quarter.
- Skirts, shorts and jumpers must be no shorter than 4" above mid-knee.
- No shirts or tops that leave exposed midriff are allowed.
- All shirts must have a collar, unless wearing FLA T-shirt.

- The only permitted footwear is a closed-toe shoe - no flip-flops.
- Hats must be removed upon entering a building.
- Backpacks may not be more than 16 inches tall and no more than 12 inches wide.

### **Casual Fridays:**

We relax the dress code on Fridays (or the last day of the week), the children are welcome to wear their casual clothes. However, modesty, no offensive messages or graphics, and closed-toed shoes are still the rule.

### **Student Relationships**

Platonic

### **Miscellaneous Lifestyle Information**

**PARENTS** – please help us maintain appropriate standards of dress by dressing appropriately yourself when coming onto campus. If you are assisting the school in any way you must adhere to the intent of the school dress code.

### ***Opportunities for Parent Involvement***

Parent involvement is critical to Family Life Academy’s overall effectiveness. Parents can get involved by...

#### **Fund-Raising**

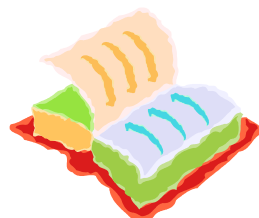
Cookie dough; Chick-Fil-A...

#### **Volunteering/Classroom Activities/Office Help**

Parental assistance is welcomed. Parents will be requested to assist with various class trips and outings. Please inform the classroom teacher if you are willing to assist in this way. We do require that you check in at the office before going to the classroom. From time to time office assistance needs will be posted with a sign-up sheet. Your help is appreciated.

“Finally, brethren, whatever is true, whatever is honorable, whatever is right, whatever is pure, whatever is lovely, whatever is of good repute, if there is any excellence and if anything worthy of praise, dwell on these things.”

*Philippians 4:8*



## ***Health Issues***

Parents are required to provide emergency information for their child at the beginning of each school year. If changes in information occur during the school year, parents must notify the school immediately. Children with the following symptoms will be sent home until they no longer have the symptoms: temperature over 100 degrees, head lice, draining sores, undiagnosed rash, vomiting, diarrhea, pink eye, serious injury.

Parents are required to notify the school of any unique medical problems their child may have. The school must be informed of food allergies, however, it is expected that the student will be responsible for not selecting or eating prohibited items.

## ***Important State Regulations/Information***

### **Laws Regulating Medication**

If students need to take prescription medication while at school or at a school-related activity, they must provide the school with a signed parental consent requesting the administration of the medication. The consent must include the student's name, name of medication, dosage, method of administration, time of day to be given, reason for medication, and prescription number.

All prescription medication must be in its original pharmacy container and be labeled by the pharmacy with the student's name, physician's name, date of prescription and the prescription number.

The school must be informed in writing of any medication allergies a child may have.

### **Laws Regulating Child Services**

School teachers and administrators are "mandated reporters" of suspected child abuse. This means we have no choice but to report any observation of suspected abuse to the Arizona Department of Child Protective Services.

## ***Important Federal Regulations/Information***

### **FERPA Regulations**

The Family Educational Rights and Privacy Act (FERPA) requires that at the beginning of each school year parents be informed of their right to review their child's Cumulative record. This handbook statement serves as that notification. Please speak to the school administrator if you have any questions.

## **General and Miscellaneous Information**

### ***Campus Hours***

The school office is open from 7:30 am to 3:30 pm.

### **Campus Visitors**

All visitors to the school grounds must follow proper check-in procedures. Please make arrangements for a visitor to come on campus at least a day prior to the visit by informing the teacher of who is coming, the purpose of the visit and how long the person will be here.

### **Change of Address**

When families move during the course of a school year, it is critical that they notify the school office of this change in writing so the school can maintain necessary and appropriate contact with the family.

### **Delivery and Pickup of Students**

Students can be dropped off no earlier than 8:15 am. Students are to be picked up between 2:30 and 2:45. If the student is here after 2:45 he/she will be moved to the after school supervision program at the parent's expense.

### **Lost and Found Items**

Items that are lost or found can be turned in or looked for at your child's schoolroom or the main school office.

### **Who to Call**

The following list tells who to call for assistance in the areas indicated. If you need assistance in an area that is not listed, call the main school office and ask to be directed to the appropriate person.

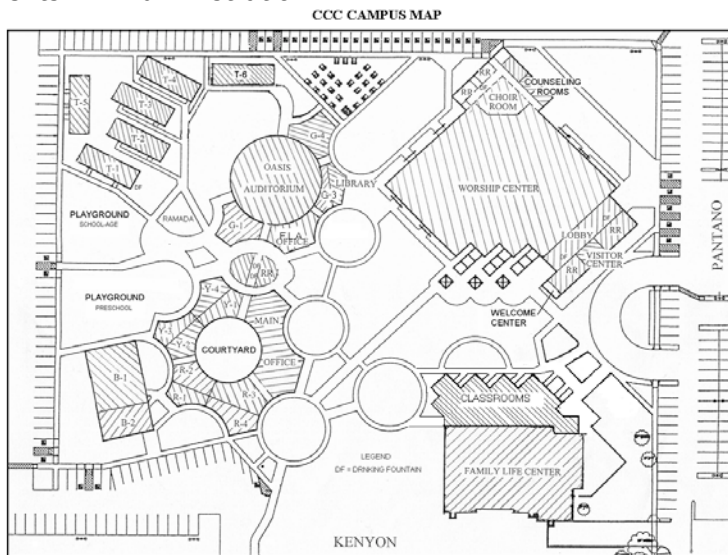
#### **Question:**

Attendance issues  
Homework concern  
Calendar question  
Graduation requirements

#### **Call:**

school office  
Student's teacher  
School office  
Administration

### **Campus Map**



Family Life Academy, a ministry of Christ Community Church 7801 E. Kenyon Drive, Tucson, AZ 85710

296-8989

fax: 298-8916

website: [familylifeacademy.com](http://familylifeacademy.com) or [ccctucson.org](http://ccctucson.org)

Or

