



## **2011-2012 Student Handbook**

**"Committed to Excellence in Education"**

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*“Train up a child in the way he should go and when he is old he will not depart” Proverbs 22:6*

2011/12

Dear Parents:

Welcome to Christian Academy of WNY!

We at The Academy are committed to assisting you in training your children by providing every child a quality academic education with a Christian worldview.

We have prepared this handbook as a guide for you to follow. There are informative procedures enclosed that will govern us as we assist you in training your child. Please familiarize yourself with the contents of this handbook. Your support of the rules as a parent is an absolute necessity for the educational process to be successful.

If problems or unresolved questions arise, please call or come in. It is always best to first discuss classroom matters directly with the teacher.

(Matthew 18:15)

We ask for your prayers, cooperation and support as we prepare your children for the place God has for them in the world.

*We thank you in advance for your cooperation throughout this school year!*

In HIS Service,

***The CAWNY Staff***

# CHRISTIAN ACADEMY OF WNY

## 2011-12 Student Policy Handbook

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# CHRISTIAN ACADEMY

## STUDENT CODE OF CONDUCT

Since its philosophy and programs are built upon God's Word, the Academy must provide an environment conducive to the spiritual growth and development of youth that are not yet mature Christians. The result will be a transformed life, consecrated to God and separated from the world.

One of the prerequisites for success in life is self-discipline. It is by self-control that we learn discipline. Christian discipline is learned by submitting to the authority of the home, school, and church. CAWNY emphasizes the development of self-discipline and submission to authority in all students and staff. In order to attain the desired character goals for all students, the following code shall apply to all students at all times and in all places, on or off campus, including all school sponsored activities unless otherwise qualified.

- ◆ The use of bad language (e.g. swearing or suggestive speech) will result in disciplinary action.
- ◆ Students who maliciously destroy property will be dismissed from school until restitution is made.
- ◆ The discussion, use, or possession of tobacco, drugs, and alcoholic beverages is prohibited and will result in disciplinary action.
- ◆ Christian standards of moral conduct are expected at all times. Talking about or engaging in cheating, gambling, questionable secular rock music, or lewd or immoral behavior is forbidden.
- ◆ All are expected to act in an orderly and respectful manner, maintaining Christian standards in courtesy, kindness, language, morality, and honesty; and striving toward unquestionable character in dress, conduct, attitudes, and respect for authority.
- ◆ Students may not bring tape players, computer games, cell phones or personal radios *to school or any school-sponsored function*.
- ◆ Public display of affection (e.g. holding hands or kissing) will not be permitted *on school grounds or at any school sponsored function*.
- ◆ Students who engage in sexual immorality, including any student who professes to be homosexual/bisexual as well as any student who condones, supports, or otherwise promotes such practices is prohibited and will result in disciplinary action. (Leviticus 20:13, Romans 1:27)

The standards mentioned above may appear arbitrary to some, but while not condemning others who see differently, CAWNY believes that the restrictions named are examples of conduct, which are detrimental to the standards established as its objective.

It is understood that attendance at Christian Academy is a privilege and not a right, which privilege may be forfeited by any student who does not conform to the standards and regulations of the institution, and that the Academy may request the withdrawal of any student at any time who, in the opinion of the Academy, does not fit into the spirit of the institution, regardless of whether or not he conforms to the specific rules and regulations of the Academy. All High School students must agree, in writing, to abide by this code.

## MISSION AND PURPOSE

The purpose of **Christian Academy** is to provide a high standard of education for each student, based upon a firm foundation in the Word of God.

A basic responsibility of Christian parents is to obey the Biblical instruction, which gives them the ultimate responsibility for the education of their children. (*Deuteronomy 6: 7, 8; Proverbs 22:6*) **CAWNY** is an extension of the Christian home, embracing the task of assisting parents in the training of their children in the knowledge of God and the Christian way of life.

**CAWNY** is dedicated to preparing its students to impact their generation for Christ, by providing a standard of excellence for educating the whole student in a Christian environment. It is our goal to inspire and facilitate the development of each child: academically, spiritually, physically, emotionally, and socially.

**CAWNY** provides a professional Christian faculty and administration, as well as programs, policies and curriculum that result in high quality, Christ-centered education and development for its students.

## STATEMENT OF FAITH

- ◆ We believe the Bible to be the inspired and only infallible authoritative Word of God. (*2 Tim. 3:16*)
- ◆ We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit. (*1 John 5:4-6*)
- ◆ We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and His personal return in power and glory. (*1 Cor. 15:3, 1 Peter 2:21-24, John 3:16, 1 Thess. 4:18, Rev. 21:20*)
- ◆ We believe in the reality of Satan and that his present control over unregenerate man does exist. (*2 Cor. 4:4*)
- ◆ We believe that for salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential. (*Rom. 3:21-30, Gal. 4:4-7*)
- ◆ We believe in the full consummation of the Baptism of believers with evidence of spiritual power in public testimony and service. (*Acts 1:8, Matt. 3:11*)
- ◆ We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation. (*John 5:24, 28-29*)
- ◆ We believe healing is provided for in the atonement and that it is a privilege for all believers. (*Isaiah 53:4, Matt. 8:16, John 5:14, 1 Peter 2:24*)
- ◆ We believe in the sanctity of life both born and unborn. (*Jeremiah 1:5, Psalm 139:13-15*)
- ◆ We believe marriage to be only a heterosexual relationship (*Gen 1:27-29, 2:22*)

## “HOW CAN I BE BORN AGAIN”?

Jesus once had a conversation with a religious leader during which Jesus told him that, “Unless a man is born again, he will not see the kingdom of God.” Do you really want to see and know God and his ways? Then you must be “born again”.

You are a sinner. You are not and cannot be good enough on your own to be accepted by God because he is absolutely and perfectly holy. Holiness and sin are like light and dark. If light shows up, there is no longer darkness – they cannot mutually exist. Sin cannot be in His presence. You are alive physically, but spiritually you are separated from God and will remain that way unless you are spiritually birthed. Here’s how:

1. You must repent or choose to turn away from ALL sin in your life. You can’t be halfway born. Sin must be dealt with in your life according to His terms, but remember, He does the cleansing, not you.
2. You must recognize and believe that Jesus died on the cross pouring out His blood for your sins, and that He was raised from the dead. He has taken your place. Part of the Holy Spirit’s job is to reveal this to your heart and someone has already prayed that God’s Spirit would do just that for you.
3. You must ask him to be the Lord or King of your life. Pray it out loud.

We sincerely hope you will open your heart today to the Spirit’s beckoning. He wants you to know His great love and mercy and to have intimate fellowship with you.

# CHRISTIAN ACADEMY OF WNY 2011-2012 CALENDAR OF EVENTS2

This is subject to change due to errors, omissions, date changes or as circumstances dictate.

## SEPTEMBER

1-3 - Staff Only Attendance Day  
6 - Labor Day - NO SCHOOL  
7- SCHOOL OPENS – **Full Day**  
20 – OPEN HOUSE 7:00pm  
15 – Constitution Day  
22-24 – HS Camp Li-Lo-Li  
29 - Picture Day

## OCTOBER

11 - Columbus Day, NO SCHOOL  
13 – PSAT gr 10-11

## NOVEMBER

– End of first Marking Period  
11 - Veterans' Day, NO SCHOOL  
  
23– Parent/teacher Conferences, no school students  
– retake day  
25 & 26 Thanksgiving Recess, NO SCHOOL

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## DECEMBER

22-31 Christmas Recess, NO SCHOOL

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## JANUARY

3 – SCHOOL RESUMES, Spiritual Enrichment Day  
17 – Martin Luther King Day, NO SCHOOL  
28 End of Second Marking Period

## FEBRUARY

21-25 – NO SCHOOL  
10– Speech Meet

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## MARCH

22 – Open House, Artists & Authors, Science Fair

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## APRIL

18-25 – Easter Recess, NO SCHOOL

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## MAY

TBA – Academic Day  
27-30 – Memorial Day, NO SCHOOL

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## JUNE

17 – High School Awards Ceremony 1:00pm  
17 – Last day for K-12  
17 – K-8 Awards Ceremony and Kindergarten Graduation 1:00pm  
20 – Senior Prayer dinner 5:00pm  
25 – HS Graduation 7:00pm

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## Directory of Academy Personnel

Mrs. Patricia Poeller      School Administrator  
Mrs. Cindy Lichtenberger      Principal

### **Elementary Teachers**

Mrs. Baldwin      Kindergarten/1<sup>st</sup> grade  
Mrs. Smith      Third Grade  
Ms. Engert      Second Grade  
Mrs. Bergman      Fourth Grade  
Mrs. Bragg      Fifth Grade  
Mrs. Goss      Music

### **Secondary Teachers**

Mrs. Clancy      HS Science  
Mrs. Delp      HS English  
Mr. Evans      HS History  
Mrs. St Cyr      MS English, History  
Mr. Cesar      MS Science, Math  
Mrs. Ljiljanich      Art  
Ms. Cirillo      Math  
Mrs. Cirillo, Mrs. Josey      Resource

### **Support Personnel**

Mrs. Rzepa – Yearbook  
Ms. Bowden - Spanish  
Mr. Richter – Food Service  
Mr. Poeller– Football  
Mr. Smith - Basketball coach  
Ms. Cirillo - Volleyball Coach  
Mrs. Farrington – PE/Pre K

# Financial Schedule

## 2011-12-Tuition

1 <sup>st</sup> child Grades K-8	\$ 4,000.00
2 <sup>nd</sup> child	\$ 3,700.00
3 <sup>rd</sup> child	\$ 3,400.00
High School	\$ 4,500.00

### Fees (per student)

Registration fee:	\$65. <i>per family</i>
<i>International fee</i>	\$2000.00
Full year lunch fee	\$360.
Insurance fee:	\$10.
Graduation fee:	K-- \$5. 12 <sup>th</sup> -- \$85.
Yearbook fee:	\$27.
Camp fee (grades 9-12):	\$95.
Sports	\$75. per sport
PE Fee	\$100. per student

**PE uniforms are also required:** K-5, shirts \$5.00 shorts \$7.00; Grades 6-11, Shirts \$5.00 shorts \$10.00

**K-8 uniforms are also required:** K-5, shirts \$12.00

**Tuition Payments:** - This contract indicates your agreement to pay the above tuition. All tuition will be handled directly by the Academy Office. Payments should be brought in or mailed to the school on the first of each month (no later than the second week of each month). Non-payment could result in dismissal from the Academy. Please make checks payable to CAWNY. Under current laws, tuition is not tax deductible. Students who leave during the school year will be responsible to honor this tuition contract (with the exception of moving).

**Delinquent Accounts** - Payment are due the first of each month. Payments made after the 15th are considered delinquent and the account is charged a \$25.00 late fee. Students whose accounts become more than 60 days past due may result in dismissal of student.

If you have a special situation regarding your income, talk to the School Administrator immediately.

Please understand that any fee/tuition not paid will result in all records, report cards, and achievement test results being held until the balance is brought current. Registration fees are not refundable.

**Parents' Statement of Support** - In acknowledging my child's acceptance to CAWNY, I understand that I will be part of a parent/student/board network that pledges to support all activities of this organization. If asked, I will volunteer my help whenever possible.

## **Academic Probation**

It is the goal of the Academy to produce students who are fully equipped to serve God in whatever way He has planned for them to walk in upon graduating from high school be it 2- or 4-year college, technical/business school, Bible school, entering the 21st century workforce, as well as in marriage and a family. Students who are doing poorly in their studies are simply not fully equipped to serve; therefore, it is necessary to institute an eligibility policy concerning academic studies. Students who are determined to be on Academic Probation will not be allowed to participate in elective extracurricular activities (e.g., sports, or school plays).

### **Definition**

Any student who is failing two or more subjects determined by either their last 5-week progress or quarterly report card, whichever is most recent, is considered to be on Academic Probation.

### **Consequences**

Parents will be encouraged to make an appointment for a parent-teacher-student conference. At this conference the administrator will specify what the student must do in order to get off probation. Depending on the student and his circumstances, the administrator may require one or more of the following (the administration also reserves the right to make requirements not listed below if deemed necessary):

- ◆ The student **must** keep a daily assignment notebook, signed by each teacher at the end of each class, and presented to a parent at the end of each day verifying that all assignments have been completed.
- ◆ On the last day of each week, the student will be responsible for asking his teachers fill out a Weekly Progress Report. This report is to be taken home and given to the student's parents who must sign and return it to the Academy office the following Monday morning.
- ◆ The student must use all assigned study halls for schoolwork and nothing else (e.g., school/community service, yearbook development, etc.).
- ◆ The student must make and keep appointments with the teachers of the failed subjects for extra help at least once per week per subject. Students are required to petition the signature of the teacher, which is to be recorded in their assignment notebook, verifying that extra help was indeed received.
- ◆ The student must raise his grades sufficiently so that he is failing no more than one subject by either the next 5-week progress report or quarterly report card, whichever comes first.

*Failure to fulfill any of the daily or weekly requirements will likely result in immediate detention, and may result in another 5-weeks of Academic Probation. If, in the opinion of the faculty and administration of CAWNY, a student on Academic Probation shows no sign of taking steps to correct any academic deficiencies, the student will be asked to withdraw or face grade retention or expulsion from the Academy.*

## **Academic Standards**

It is the belief of the Academy that a quality education is the result of (1) a curriculum that integrates God's Truth into all courses and adequately prepares the student for future educational endeavors (2) teachers that are Christian in philosophy and (3) classes which enable the student to derive maximum benefit from his academic exposure.

Each student is expected to use all available school and home resources and to perform at his highest level in order to take full advantage of the educational program. His or her originality and creativity are encouraged within the organized framework of the classroom. Talking about or engaging in cheating or plagiarism is strictly forbidden.

The focal point of the Academy's instruction is the teacher. Each member of the faculty is qualified to be involved in the teaching process. An atmosphere is carefully established that will enable the student to derive maximum benefit from his academic exposure.

## **Elementary Attendance Policy**

It is the responsibility of the home to create the habit of being punctual and regular in attendance. In order for your child to gain the most in school, he must be in regular attendance.

## **Absences**

Illness, severe illness or death in the family, medical or legal appointments are considered the only legal absences. All situations not mentioned above are considered illegal absences and require make-up work. Upon returning to school after any absence or tardiness, a written note is required.

## **Course Credit and Absences**

Any high school student who is absent from a class/school for more than 20% of the class days during any one marking period will be placed on Academic Probation. Any high school student whose cumulative absences total more than 20% of the class days for any course for the year will not receive credit for the course.

## **Procedure for Absentees**

1. Parents are asked notify the school by 8:00 am when a student is going to be absent.
2. Upon returning to school after any absence or tardiness the student is to bring a note from the parents detailing the reason for the absence or tardy.

## **Tardiness**

It is important that students always be on time for school and class. By being prompt, the student is demonstrating self-discipline and responsibility as well as showing respect for the time God has given the teacher and fellow classmates. A student will be considered tardy if arriving after homeroom. Late bus service will not be considered tardy. For secondary students, there will a Class I consequence after 3 tardies during any one quarter.

## **Truancy**

Truancy is an absence without the knowledge and consent of parents and/or school staff. This includes leaving school without permission before the end of the school day, or staying out of a scheduled class or activity without permission.

## **Early Dismissal**

Parents requesting students to be dismissed early from school must submit a written request by the morning of the desired dismissal day. For your child's safety, students will not be released to any person not listed on the Emergency Procedures form, unless written permission is given.

## **Trips/Vacations**

If students will be away from school due to a vacation or an out of town trip such as a college visitation, they must meet the following requirements:

1. The school office and teacher are to be given at least one week's notice and it is the responsibility of the student or parents to contact the teacher regarding make-up work and tests.
2. Students should take schoolwork with them and complete it. It is to be turned in the day the student returns, otherwise, credit will not be given for the assigned work.
3. Furthermore, if it is decided that no work should be assigned over the time of the absence, then all work should be completed within one week of the student returning to school. Once again, it is the responsibility of the student or parents to contact the teacher regarding make-up work and tests.

## **Regular Dismissal**

All students are dismissed at 2:40 p.m. Teachers are responsible for their students until 3:00 p.m. at which time students are required to be out of the building unless under the direct supervision of one of the faculty or staff of the Academy or Center. Elementary students who are not picked up by 3:00 p.m. will be taken to the Stars Program (fee will be charged).

**BUS RIDERS-** will be dismissed by district through the parking lot doors on the Walnut Street side of the building. Students must ride their assigned bus - no exceptions. Students wishing to get off their bus at a different stop or get picked up by a parent must have a note from the parent approved by the office. ***Parents, please avoid calling in transportation changes at the end of the day; we cannot guarantee that messages will be relayed to the appropriate people.***

**WALKERS and PARENT PICK UP-** will be dismissed after the bus riders are dismissed.

# HIGH SCHOOL Attendance POLICY

## Number of Absences Required to Lose Credit in a Course

Full Year Course: 20+

Semester Course: 10+

Quarter Course: 5+

Special Courses: Prorated

## Types of Absences and 'Weight' Toward Loss of Credit:

E Excused absence 1 absence toward loss of credit

U Unexcused absence

2 absences toward loss of credit

T Tardy unexcused (arriving after the bell but less than 10 minutes into the class.) 0.25 absence toward loss of credit

L Late unexcused (arriving later than 10 minutes, but less than halfway through a class.) 0.50 absence toward loss of credit

## Codes Which Do Not Count Toward a Loss of Credit

**C** = College Visit (Note: Limit of two (2) per 11th and 12th grades. All other visits beyond this limit equal 1 absence.)

**Y** = School Activity

**S** = Suspension

## EXPLANATION OF High School ATTENDANCE POLICY

### A Statement of Belief

It is our belief that there is a clear and positive correlation between student learning and consistent and prompt attendance in class. Much of what is presented in courses is sequential. Therefore, learning requires a continuity of attendance and effort. We also strongly believe that what occurs in class is vital to student learning. The richness of class discussions, the exchange of ideas with peers and teachers, the opportunity to defend one's ideas, the viewing of films and videos, mean that even if students make up the missed work, they have forever lost an opportunity for increased learning and skill development. In addition, a great deal of work in class is done cooperatively and a lack of attendance makes it difficult, if not impossible, for peers to successfully complete the work required. Lack of consistent attendance means that students will not get the full benefit of the courses offered and thus attendance should be and will be a significant factor in the determination of a student's grade as determined by the individual teacher.

### PURPOSE OF THE ATTENDANCE POLICY

The purpose of the Attendance Policy reflects our desire to have each student attend all classes and arrive on time. Students and parents should familiarize themselves with the provisions and procedures of the policy. It is expected that parents will support the intent of the policy and encourage their children to have good attendance. The Attendance Policy is a reflection of the New York State Board of Regents regulations.

### THE ATTENDANCE POLICY

The number of absences permitted for each course before credit is lost is listed below:

- Full-year course: 20 absences      Semester course: 10 absences
- Quarter course: 5 absences      Special courses (other than above): Prorate absences

Absences beyond this number will result in loss of credit for the course or courses in which the student has been absent. For seniors, loss of credit in a course may result in failure to meet graduation requirements.

- A LOSS OF CREDIT MAY OCCUR THROUGH THE ACCUMULATION OF ABSENCES FROM ANY ONE OF THE FOUR TYPES OF ABSENCES LISTED BELOW, OR THROUGH ANY COMBINATION OF THE FOUR TYPES OF ABSENCES.
- EACH TYPE OF ABSENCE IS SLIGHTLY DIFFERENT IN ITS CONTRIBUTION TOWARD REACHING THE MAXIMUM ALLOWABLE ABSENCES IN A COURSE.

(1) **Excused Absences: (equals ONE absence per occasion)**

- Student illness
- Death or critical illness in the family
- Response to a legal process
- Medical appointment (which cannot be scheduled outside of the school day)
- College visit beyond two (juniors and seniors only)
- Early dismissal or late arrival for other than school related activities
- An absence deemed “excused” by the administrator responsible for the student for seniors only
- A verified visit to the Guidance Office to meet with a college representative. Juniors missing class to meet with a college rep will be charged with an unexcused absence.

(2) **Unexcused Absences: (equals TWO absences per occasion)**

- All absences not identified above are considered **UNEXCUSED**
- Absences that are not explained by a Pre-Planned Absence form, a note and/or a telephone call from a parent **within 48 hours** after the student’s return to school from an absence, are considered **UNEXCUSED**
- An absence deemed “unexcused” by the administrator responsible for the student

(3) **Unexcused Tardies: (equals .25 absence per occasion)**

- Occurs when a student arrives up to 10 minutes late for class without authorization

(4) **Unexcused Late: (equals .50 absence per occasion)**

- Occurs when a student arrives to a class later than 10 minutes without authorization, but less than half way through the class.
- Students arriving more than halfway through the class without authorization will be considered absent.

Absences which do not count towards the loss of credit include, but may not be limited to, the following:

- School related activities
- Suspensions: in-school or out-of-school
- Homebound instruction
- “Special” absences
  - Class meetings
  - Field trips
  - Sports or other school approved extracurricular activities
  - Scheduled office and guidance appointments - Normally, scheduled office and guidance appointments should occur during non-class time.
- For Juniors and Seniors **ONLY**: 2 days for college visits. Students must fill out a Preplanned Absence form available in the Assistant Principals’ Office prior to going on a college visit. Failure to do so will result in the visit being **counted** as an absence.

#### Communications from Parents

- It is the responsibility of parents to communicate to the school the reason for all absences.
- Parent notes or telephone calls to excuse an absence must be received no later than 48 hours following the student's return to school, or the absence will be classified as unexcused.

#### All students, please call the Office

- Parent notes to request an early dismissal must be presented to the office before the student is dismissed in order for dismissal to be considered excused.
- Provide medical documentation for long-term absences, to include the nature of the illness, any limitations on the student, inclusive dates of medical condition, specific dates of absence covered.

#### Content of Parent Notes

All parent notes for any reason must include the following:

- (1) the student's name,
- (2) the date(s) of the absence(s),
- (3) the specific reason for the absence, lateness or dismissal,
- (4) the signature of the parent
- (5) a daytime phone number where a parent can be reached to verify the note.

"Blanket" notes covering unspecified dates of absences, tardies, etc. are not acceptable. (for example: "Please excuse my child from all absences in the months of April and May due to illness.")

#### Communications To Student and Parents

Students and parents will be notified concerning absences by mail utilizing the following letters:

- **Excessive Absence Notification Letter:** generated when one-half of the number of permitted absences has been accumulated in a class. The purpose of this notification will be to inform the parent and the student of the possibility of loss of credit if the student's attendance does not improve.
- **Loss of Credit Letter:** generated when a student loses credit in any course.

#### Anticipated Absences

Any anticipated absence, such as college visitations, family vacations, etc., which conflict with the school calendar, must be arranged in advance by a phone call or a **Pre-Planned Absence letter** or the absence will be considered unexcused and make-up privileges will be forfeited.

#### Dismissal During The School Day

Once students have reported to school, they are expected to remain in school and attend classes all day. Under the following conditions, a student may have an excused dismissal:

- 1. Under rare or emergency circumstances, a written request from a parent must be presented or a phone call must be received by the Assistant Principals' Office prior to dismissal. A parent may come to the attendance office and personally request dismissal.**
2. The student must sign-out in the office. If the student returns to school, the student must sign-in at the office to verify the time of his/her return.
3. Students returning from recurring appointments: doctor, tutor, etc., must present a note to the Attendance Office upon return from the appointment.

Failure to meet the above two conditions will cause any class absences to be considered unexcused. Such absences will be counted towards loss of credit and make-up privileges will be forfeited.

#### Illness In School

- In case of illness while in school, the student must report to the health office.
- The nurse, with parental permission, will make the decision to dismiss the student from school.
- Once the nurse has obtained permission to dismiss the student, the student will be issued a dismissal pass.

- Students who become ill in school and report to areas other than the nurse's office (cafeteria, restrooms, off campus) will be considered "unexcused" and may face disciplinary action.

#### Monitor the Number Of Absences In Each Class

- Throughout the school year, it is the responsibility of the student and parent(s) to monitor closely the number of absences, which have been accumulated in each course.
- When a student anticipates an absence from school or from a particular class for any reason, it is very important that the student and the parent consider carefully the necessity of the absence, taking into consideration the current number of accumulated absences and their potential impact on loss of credit in the course.

#### Certification of Chronic Illness

During an appeal for reinstatement of credit, the Appeals Board may request confirmation from a doctor to explain specific and frequent absences, which occurred due to medical reasons. Students and parents are advised to monitor the number of absences, which have accumulated because of medical reasons.

When absences for medical reasons are frequent, it may be advisable to seek documentation from a doctor that a chronic illness exists.

Presentation of verified information regarding chronic illness and specific dates of absence will strengthen a student's case in an appeal for reinstatement of credit.

Just as with parent notes, doctor's notes need to specifically address dates of absences, and may not be "blanket excuses" for all absences which have occurred over a period a time. ***Such information must be presented on going and not at the end of a course.***

#### Loss of HS Credit

A student will lose credit in a course when the number of accumulated absences exceeds the number of permitted absences.

When a student has lost credit, the administrator responsible for the student's attendance will review the record with the student and the parent. The student and the parent will receive a written copy of the appeals procedure.

The student will be instructed to attend class, and the procedure to appeal the loss of credit will be explained.

When credit is lost, the student is expected to attend the class. In addition, consistent attendance following loss of credit strengthens a student's appeals case.

**A letter grade will appear on the transcript even though credit is lost. All courses require a passing grade for the student to move to the next level.**

#### Excessive "Class Cutting" Following Loss Of Credit

Students, who flagrantly disregard the intent of the Attendance Policy and continue to cut a class/s after loss of credit, may be removed from that class with a final grade of **Withdrawn Failure (WF)**. The administrator responsible for the student, after consultation with the teacher, will determine under what circumstances this action will be taken.

#### Right Of Appeal

The Attendance Policy is not designed to deny credit to students who, through no fault of their own, were unable to attend school or a class due to a legitimate illness or other condition beyond the student's/parents' control. In January and June, students who have lost credit will have an opportunity to appeal to have credit reinstated. A student's decision to appeal must take into consideration the student's total attendance record. **Any absences, other than excused absences will weaken the student's appeal. Absences which remain unexcused and undocumented as well as chronic absences will also weaken the student's appeal.** Students wishing to appeal must follow the appeals procedure. If students do not have valid reasons for appealing loss of credit, they should contact their counselor to identify what options are available.

#### The Appeals Board

- Composed of three teachers and the administrator responsible for the student.
- Hears the student's case and makes a decision on whether to reinstate credit.
- An Appeals Board decision is final.

- The decision will only be reviewed by the Principal as a result of the introduction of additional information, which was NOT presented to the Appeals Board.
- A request for review must state the intention of the review, and any new evidence in a written statement by the student and the parent(s).
- Students wishing to appeal to the Principal must do so within two (2) school days following the receipt of the decision of the Appeals Board.
- A student must appear in person before the Appeals Board. Failure to do so will be an automatic denial of restoration of credit.

### **Classroom Ethics**

The ethics of the classroom are simply an extension of Biblical principles of honesty and courtesy to the classroom situation. Most of the following offenses are punishable by academic penalties and/or disciplinary action.

**Dishonesty/Cheating** – These violations may be considered Class I offenses according to our Discipline Policy and, as such, may face the associated consequences. Violations include but are not limited to the following:

- Examinations and quizzes.
  - Copying from another student's paper or giving your answers to another student.
  - Use of crib notes.
  - Unauthorized use of class notes or books.
  - Receiving credit for answers changed or submitted during or *after* grading.
- Papers and written assignments: Copying: submitting all or part of someone else's paper as one's own.
- Unauthorized submission of an old paper or a paper written for another teacher in lieu of a present assignment.
- Plagiarism: the intentional or unintentional use *to any degree* of the ideas or words of one's source material without the proper acknowledgment of indebtedness (i.e., footnote or reference in the text in the case of ideas; quotation marks also in the case of words).
- Reports: giving false information about the performance or requirements.

### **Breaches of Etiquette**

These violations may be considered Class III offenses according to our Discipline Policy and, as such, may face the associated consequences. Violations include but are not limited to the following:

- Conspicuous inattention in class: conversation with other students, reading or studying other material, sleeping, chewing gum or eating in class.
- Verbal interruption of teacher without acknowledgment.
- Leaving or preparing to leave before being dismissed.
- Insolence or obstinate defensiveness about work.
- Failing to contact teacher about assignments/tests missed when absent.
- Note writing will result in immediate in school suspension

### **Curriculum and Textbooks**

The philosophy of the school must be carried out in its educational program. Textbooks and curriculum are important factors within this framework and must be carefully chosen and formulated.

At the Academy textbooks are provided without additional charge to the students. Textbook cost is included in the tuition. Children are responsible for their texts and should damage or loss occur, they or their parents are accountable.

It is generally hoped that non-consumable texts will have a usefulness of five to ten years after which they will be replaced by a new edition.

## **Cumulative Records**

The school shall keep records, which will provide for the registration and attendance of pupils, and shall maintain an up-to-date permanent cumulative record of individual pupils showing personal data and progress through school, including academic achievement, health information and test results. They shall be available in the main office to the staff. Parents may request an appointment to review their child's cumulative records with an administrator. Subjective information (such as discipline) shall be removed from the cumulative file each year.

**Awards:** One of our annual highlights at the end of each year is the Awards Assembly given to honor the various achievements of its student body. Below is a list of some of the awards given out each year at this assembly.

### **Christian Character Award**

This award is given to the student who displays Christian character in their attitude towards others. One student is selected by their teacher(s) at each grade level.

### **Excellent Attendance**

This award is given to the student who is absent from school 2 or less days through the course of the year.

### **Honor Awards**

This award is given in each course (Math, English, Bible, etc.) to each student whose final course average is 90% or higher. This is done in recognition of the fact that God has created each of us as unique individuals with varying gifts and talents.

**Mary L. Caldwell Scholarship:** This \$250.00 will be awarded to a CAWNY student who exemplifies by his/her actions a spirit of faithfulness to their belief in God during hard times. The scholarship must be applied toward a CAWNY tuition. Students will be nominated by CAWNY staff and recipients will be selected by the Grinnell family. (scholarship founders)

### **Mary Lentini Scholarships:** *CAWNY Junior*

This \$1,000.00 will be awarded to a senior who exemplifies by his/her actions a spirit of humility, giving, religious conviction, caring and kindness toward others. The scholarship must be applied toward CAWNY senior year. Selection made by Dr. & Mrs. Matlach.

### *High school, middle school, and elementary student*

This \$500.00 tuition scholarship will be awarded to a Christian Academy HS, MS, and elementary student who exemplify by his/her actions a spirit of humility, giving, religious conviction, caring and kindness toward others. The scholarship will be applied toward Academy Tuition. Selection made by Dr. & Mrs. Matlach, (scholarship founders) from teacher recommendations.

### **New York State Merit Scholarship for Academic Excellence**

Each registered high school in the State is awarded a scholarship of \$1,500 to *one* graduating senior. The scholarship is based on class rank at the end of the junior year.

activities and academic average. The student must plan to attend a NY State-accredited College, University, Trade school or Community College.

### **CASE Award**

This award is presented to the elementary school student who has demonstrated a record of volunteer service.

### **Stephen E. Tripi Scholarship**

In honor of Stephen E. Tripi Dr. and Mrs. Charles Matlock give this scholarship to the eighth grade student who is a diligent and dedicated worker. Like Mr. Tripi, this student must be self-motivated and willing to go the extra mile, putting others needs before their own. It is credited towards the next year's tuition.

### **Timothy Award**

This award is given to one student per grade who, in the opinion of their fellow classmates, has consistently shown a genuine interest in others, putting other's needs before their own.

### **Total Person Award**

A \$100 scholarship towards tuition is given to a high school student and to a Junior high student who: Has an overall average of 90% or better, Displays evidence of the fruit of the Spirit in their life, and, in

addition, Demonstrates an attitude of tolerance, generosity, loyalty, obedience responsibility, initiative, and diligence. The teachers and staff of the Academy make these selections.

**Paul A. Wisniewski Scholarship:**

This \$250.00 will be awarded to a CAWNY student who exemplifies by his/her actions a spirit of humility, and honesty. The scholarship must be applied toward a CAWNY tuition. Scholarship selection is made by the Wisniewski family (scholarship founders), from student applications.

## **Discipline**

*"My son, despise not the chastening of the Lord; neither be weary of his correction: For whom the Lord loveth he correcteth; even as a father the son in whom he delighteth." Proverbs 3:11-12*

The responsibility and authority to discipline comes from God. It is the parents' responsibility to train the child in the way he should go. CAWNY is an extension of the parents' commission, therefore, the teachers and administration stand in the parents' stead and have a similar God-given authority. It is essential that the home and school **work together** to produce a child who knows how to obey God. *"Can two walk together, except they be agreed?" Amos 3:3*

***All discipline at CAWNY will be done in the spirit of restoration.***

Our goal is to develop the following characteristics in each student:

- ◆ Love and respect for God and his Word.
- ◆ To use God's Word as a guide for life.
- ◆ Cheerful obedience to all in authority, in school and out of school.
- ◆ Responsibility in doing all assigned or expected tasks on time and to the best of his ability.
- ◆ Courtesy and respect for other students.
- ◆ Demonstration of acceptable manners, such as listening in class, raising his hand to speak, walking in the building, and proper table etiquette.
- ◆ Truthfulness and honesty in work, in school and out of school.
- ◆ Respect for property of the school and other people.
- ◆ Morally good conduct in respect to recreation, social relationship and language.

## **Corporal Punishment**

CAWNY feels corporal punishment is the Biblically mandated form of correction for certain behavior, as stated in Proverbs 29:15. The ultimate responsibility for the formation of the child's behavior rests with the parent. Therefore, the Academy believes that this form of correction is best handled in the home setting, by the parents. Corporal punishment will not be administered by any faculty or staff of the Academy.

## **Discipline Definitions and Consequences**

Misconduct has been classified and divided into 3 classifications, depending on the severity of the violation.

Classification I Violation of U.S., State or City laws. Activities that seriously threaten the safety of the student or classmates. Activities that show gross lack of respect for authority or property. Activities that violate Biblical moral codes or conduct. Frequent and repeated violation of Classification II rules.

*Consequences:* Offenses will result in suspension followed by a Board Hearing and may result in or expulsion/withdrawal.

Classification II Activities and attitudes that show a lack of respect for authority or property. Frequent and repeated violation of Classification III rules.

*Consequences:* Offenses will result in student-administrative conference, parent-administrative conference, in-school suspension, or Classification I consequences for recurrent offenses.

Classification III Any other minor disturbances that prevent school/classroom order and instruction. Such actions may include, but are not necessarily limited to:

- ◆ Conspicuous inattention in class: conversation with other students, reading or studying other material, writing letters, sleeping, gum chewing, eating in class, not taking notes when required.
- ◆ Continuous or disrespectful interruption of or rudeness toward the teacher or class by inappropriate actions or words.
- ◆ Insolence or obstinate defensiveness about work.

- ◆ Coming to class unprepared.  
*Consequences:* Offenses will result in: verbal reprimand by teacher or staff, academic detention, note home, student-administrative conference, or Classification II consequences for recurrent offenses.

## **Disciplinary Procedures**

- A. Students will not be disciplined for something they could not, by age, be accountable for. This type of inappropriate action will be dealt with by instruction. Whenever possible, in-class discipline will be used. If a student is severely or continuously in trouble so that the class as a whole is disturbed from learning, the student will either be instructed to stand in the hall for the remainder of the period (and immediately be given Academic detention) or, if the disruption is acute, be sent to the office.
- B. Anytime a student is sent to the office, the parents will be contacted in writing. This must be signed and returned the next day; failure to do so will result in detention. This is intended to further cooperation of efforts and prayer. A copy of the report will be given to the parents, to the teacher, and one will remain on file in the school office. A student who refuses to cooperate after the above measures have been taken will be given a 3-day suspension from school. Physical disputes, use of alcohol, tobacco, non-medicinal drugs or weapons will be grounds for, at the minimum, immediate suspension.
- C. Discipline is intended to discourage inappropriate actions and attitudes. Breaking rules shows a lack of respect for authority. We must not overlook problems and thereby encourage rebellion in our students.

## **Explanation of Consequences**

Academic Detention The student is required to make up the class after school on the *same day* as the offense occurred. This type is generally given only when the classroom teacher finds it necessary to remove a student from class for the period, but may also be given for other reasons (see Class III offenses above).

Detention The students may be assigned work to do around the school building, but more likely will be required to sit through a study hall-like session where they will not be allowed to talk, but will be required to work on school work or read.

Expulsion Expulsion is obviously a last resort and will only be recommended if it becomes apparent the school will not be able to meet the needs of a student, or that student's behavior is preventing classroom instruction. Expulsion may also be recommended for violation of Classification I rules, unresolved academic or disciplinary probation or failure to correct the deficiencies specified in probationary admissions.

Recommendations for expulsion will require the approval of the Board. When expulsion is recommended, a date of withdrawal from school will be set and the withdrawal procedure followed. The expulsion date will likely, at the discretion of the Board, be immediate. Should there be a change of heart and attitude of a student who has been expelled, he may re-enroll after a minimum of one year's time, although his re-admittance is, by no means, automatic.

*Also, according to the Academy's Financial Policy, any student who is expelled must still honor their financial commitment as stated on their tuition contract.*

In-school Suspension Removal of a student from the classroom and isolated from the rest of the student body. Class assignments must be done and handed in to the teacher. Students must complete "The Plan" before being allowed to return to classes.

School-to-Home Report A report of misconduct to be signed by a parent and returned the following day.

Suspension A student may be suspended from school, only after a parent-principal disciplinary conference. Very specific changes in attitudes and actions will be expected prior to re-admission. A re-admission parent-principal conference may be necessary for the student to return to school. Work missed during any suspension will be treated as an unexcused absence, and must be completed. Disciplinary probation is invoked when a student is suspended from school. Students must complete "The Plan" before being allowed to return to classes.

## **Dress Code**

In a day of slovenly and careless dress, it is beneficial to our Christian testimony that CAWNY maintain certain standards of refinement. As stated in the Code of Conduct, CAWNY emphasizes the development of self-discipline and submission to authority as well as the assertion that attendance is a privilege and not a right. Students are expected to abide by the spirit of the law as well as the letter of the law.

*The Academy reserves the right to make all final judgments in the interpretation of the dress code.*

Elementary, Middle School, and High School dress codes are available at the office

Physical Education Dress: Only Academy issue PE clothes. Purchase in the school office:

Elementary: K-5, gray shirts \$5.00, gray shorts \$7.00  
 Grades 7-12: green Shirts \$5.00, green shorts \$10.00

## Grading Standards

The following chart lists the grading standard to be used in the MS and HS school program:

Letter Gr.	Range/ Meaning	Explanation
A	90-100	Excellent
B	80-89	Above Average
C	70-79	Average
D	65-69	Below Average
F	Below 65	Unsatisfactory or Failing
INC	Incomplete	Missing or incomplete work must be completed within timeframe set by the teacher.
*W	Withdrawal	Class withdrawal** <b>within</b> first 2 weeks of class with no penalty against GPA. Will not show on permanent records.
*DP	Dropped Passing	Class dropped** by a student with a passing average <b>after</b> first 2 weeks of class with no penalty against GPA. Will show on permanent records.
*DF	Dropped Failing	Class dropped** by a student with a failing average <b>after</b> first 2 weeks of class with a 55% averaged into GPA. Will show on permanent records.
P	Pass	Work was satisfactory and credit was received.
ME	Medical Excuse	Excused from participation by order of a medical doctor.
NA	Not Applicable	

Final Exam counts as one-fifth of the final grade in a course.

Final Average represents the average of the four terms/quarters and the final exam.

GPA (Grade Point Average) is a weighted average of grade(s) received.

\* *Applies to grades 9-12 only*

\*\* *No student may drop any course without a parent-administrative conference*

## Graduation Requirements

High School academic requirements have been modified over the years. For a thorough breakdown of the requirements for your class, inquire at the Academy office. In general, our standards are designed to equal or exceed the standards established by the State of New York.

## Homework Policy

The Academy recognizes the educational value and importance of homework for students. We believe that meaningful home study is a necessary part of each pupil's educational program and that it should be related to the educational philosophy and goals of the school. Homework should be a purposeful extension of the school day, which provides the student with additional opportunities for the development, and reinforcement of the school's instructional objectives.

Each elementary student is expected to carry home an assignment notebook daily. The notebook must be signed by the parent and returned to class the next day.

It is the responsibility of the student to complete assigned homework. In order to accomplish this task, the student must learn to plan and budget the necessary study time. It is the student's responsibility to seek additional clarification and assistance from the teacher as soon as the need for such assistance is realized. The assignment of homework helps students understand that learning is not just a classroom activity.

Parents should feel free to consult with the teacher about any question relating to the homework assignment. Parents should recognize the important role of homework to the total instructional program of their child by:

1. Making themselves aware of the assignments and expectations of the school and the individual teacher.
2. Providing a suitable place and environment in the home for the completion of homework assignments.
3. Helping their child plan and budget the appropriate amount of study time for the completion of the homework assignment.

The assignment of homework will be regular and reasonable, and is encouraged when it contributes to the child's education through individual work, responsibility, completion of projects, and the establishment of good study habits. The completion of homework assignments will be recorded by the instructor and included in the evaluation of the student's progress. Christ like character qualities of responsibility, initiative, orderliness and thoroughness are developed as a result of homework. Care will be taken though, not to take away from the family unit by too much homework. Family communication and togetherness must be priority.

Pupils who are having difficulty and who require more individual help than the teacher can give may be referred to the resource room for study and possible placement in one of the different programs available.

### **Honors Classes**

High school students have the option of taking some courses at the Honors level. To do so requires:

- Teacher's approval
- Parental approval
- The student will do additional projects and/or coursework
- The student must maintain a minimum grade as specified by the classroom teacher.

Students who choose this option and succeed will not receive additional credit, but will have an honors designation next to the course on their transcript.

### **Lunches**

The lunch period should be a pleasant and relaxing time for all. Children are encouraged to visit with each other in a low conversational tone at the tables. Hot lunches are available to purchase for \$2.10 each. Free and reduced-price lunches are also available for qualifying families – see the office for details and an application.

No student is allowed to leave the school during lunch without administrative permission.

*There is no refrigeration, oven, or microwave available for student use.*

The Academy believes that a way we can help our children perform better in their classrooms is to provide them with the nutrition necessary for the healthy growth of their minds and bodies, so we invite all children to participate.

### **Free/Reduced Lunches**

Children from households that meet the Federal income guidelines (outlined below) are eligible for free meals or reduced price meals. To apply for free or reduced price meals, complete the enclosed application, sign it and return it to the school as soon as possible. Please refer to the guidelines contained in this letter when completing the application.

#### *How to apply*

To get free or reduced price meals for your children you must submit a **Direct Certification letter received from the Department of Social services, or carefully complete the application** and return it to the school. If you now receive food stamps, AFDC, or ADC or TNAF for any children, or participate in the FDIPR, the application must include the children's names, the household food stamp AFDC, ADC or FDPIR number and the signature of an adult household member. All children with the same case number may be listed on the same application. Separate applications are

required for children with different case numbers. If you do not list a food stamp/AFDC/ADC or FDPIR number for all the children for whom you are applying, the application must include the names of everyone in the household, the amount of income each household member got last month and where it comes from, and the signature of an adult household member and that adult's social security number or the word "none" if the adult does not have a social security number. An application that is not complete cannot be approved.

The following chart lists income levels according to household size and income levels received either yearly, monthly or weekly. If your total household income is the same or less than the amounts on the income chart, your children can get free meals or reduced price meals.

#### *Verification*

The school may ask you at any time during the school year to verify your eligibility. You will be notified in writing if you have been scheduled for verification.

#### *Income Exclusions*

The value of any child care provided or arranged, or any amount received as payment for such child care or reimbursement for costs incurred for such care under the Child Care and Development Block Grant and Aid to Families with Dependent Children (AFDC) At Risk Child Care Programs should not be considered as income for this program.

#### *Foster Child*

Your foster child may be eligible for meal benefits. An application for a foster child must have the child's name, the child's personal use income and an adult signature.

#### *Non-discrimination*

Children who receive free or reduced price meal benefits are treated the same as children who pay for meals. IN THE OPERATION OF CHILD FEEDING PROGRAMS, NO CHILD WILL BE DISCRIMINATED AGAINST BECAUSE OF RACE, GENDER, COLOR, NATIONAL ORIGIN, AGE, OR HANDICAP. IF YOU BELIEVE YOU HAVE BEEN DISCRIMINATED AGAINST, WRITE IMMEDIATELY TO THE SECRETARY OF AGRICULTURE, WASH., D.C.20250.

#### *Fair Hearing*

If you do not agree with the school's decision on your application or the result of verification, you may wish to discuss it with the school. You also have the right to a fair hearing. This can be done by calling or writing the following official:

P Poeller 433-1652

#### *Meal Service to Children with Disabilities*

Federal regulations require schools and institutions to serve meals at no extra charge to children with a disability, which may restrict their diet. A student with a disability is defined in 7CFR Part 15b.3 of federal regulations, as one who has "...a physical or mental impairment, which substantially limits one or more major life activities.." Major life activities are defined to include functions such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. You must request the special meals from the school and provide the school with medical certification from a medical doctor. If you believe your child needs substitutions because of a disability, please get in touch with us for further information, as there is specific information that the medical certification must contain.

#### *Confidentiality*

The United States Department of Agriculture has approved the release of students' names, addresses and eligibility status to school officials collecting data to be used for the Title 1 and the National Assessment of Educational Progress (NAEP) programs. Title 1 and NAEP are United States Dept. of EDU programs used to determine areas such as the allocation of funds to school, to evaluate socioeconomic status of the school's attendance area, and to assess educational progress.

**Schools may not release the names and the eligibility status of students for any purpose other than Title 1 and NAEP without the consent of the child's parents or guardian.**

#### **Immunization Policy**

The New York State law requires the compulsory immunization of elementary and high school students against Poliomyelitis, Diphtheria, Whooping Cough, Tetanus, Rubella (3-day measles), Rubella (10-day measles) and mumps. The law provides that pupils be immunized or vaccinated or be in the process of receiving this protection at the time of opening of school in September. A record of these immunizations must be presented at the school office.

The immunization program must be completed and dates on file in the office no later than the 15th day of school or the child will be excluded from school until the program is completed.

## **Make-Up Work**

Students with excused absences will be allowed to make-up work within a reasonable length of time. A reasonable length of time will be from one to five class days, depending on circumstances. Students should not expect teachers to delay tests or allow them extra time simply because they missed a day of school just before the test. Consideration will be given to students missing several days in a row or those obviously too ill to prepare for school. For normal two to three day illnesses, all work must be made up within five class days after returning to school. If the student receives an incomplete on Progress Report card, the work must be completed within 5 class days after returning to school.

Teachers will assist students in making up work. However, it is the student's responsibility to determine what work has been missed and see that it is made up. When a student has obviously delayed or put off work, the teacher is no longer obligated to assist the student in making up the work and a grade of 0 will be given. Students are not permitted to miss regularly scheduled classes in order to make-up work.

## **Mandated abuse reports**

In accord with state law and school policy, school staff are obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, sexual abuse, or child neglect. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to authorities, which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interest of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

## **Medical Emergency Procedure**

At the beginning of each school year all students are asked to fill in the information on an "Emergency Procedure Form" which includes the name and phone number of the doctor to be notified, as well as the name, address, and phone number of the parents and an alternate person to be notified if the need should arise. It is the responsibility of the student to see that this information is on file. In case of serious illness or injury this information may be used before consultation with the family if this is felt necessary.

In case of minor illness, CAWNY is equipped with a nurse to which students may be sent and where they may be cared for. A school nurse is on duty five days per week.

In case of more serious illness the family will be contacted by phone, and the parents will be requested to come to the school to pick up the ill child. Transportation will be furnished in such cases only under very unusual conditions. In no case will the student be allowed to return home unless there is proof, by phoning, that there is an adult present in the home at the time.

## **Medication in School Policy**

The State Education Department has specific regulations regarding the administration of medication in school.

Prescription medications are to be brought to the school nurse in a prescription container from the pharmacy. It must be clearly labeled with the name of the student, the medication, strength, instructions for administration and the physician's name.

Over the counter medications must be brought to the school nurse in the original container.

It is the responsibility of the parent/guardian to provide the school with a written order for the prescription medications and the over the counter medications from the physicians. A written request from the parent is also required.

The doctor's written order for the prescription medications and the over the counter medications must include the following:

1. name of medication
2. dosage, frequency, time and route of administration
3. duration of treatment
4. side effects and adverse reactions

if you are unable to obtain the above, or do not wish to do so, the student's parent/guardian may come into the school and administer the medication.

## **Re-enrollment**

Each year, following the first year, students shall pay a re-enrollment fee according to the following schedule:

Early re-enrollment: Feb - March	\$25 per family
Late re-enrollment: April and beyond	\$65 per family

The school will not accept re-enrollment forms from students who are behind in tuition payments.

## **Retention**

We believe that in certain cases retention is a necessary and appropriate tool in the educational strategies that are used for the development of children. The prayer of our school would be that through the retention experience the student would meet with success in the classroom and develop age-appropriate social and emotional behaviors.

### **Procedures for Retention**

1. If, after careful observation during the first semester, a teacher feels retention is a possibility, he/she will consult with the administrator. The teacher will then schedule a parent conference to discuss the child's academic and developmental progress. At this conference the possibility of retention will be suggested as well as specific plans for remediation.
2. Depending on the child's progress, a recommendation for retention will be made to the parents by the classroom teacher with the administrator's approval. This conference will be scheduled at the earliest time possible during the second semester.
3. When a teacher has recommended retention, the administrator may appoint a child study team. This child study team will be composed of the particular teacher involved, or other appointed teachers. The child study team will identify particular areas that need to be addressed and design an individual educational plan, which will suggest appropriate intervention methods for normal growth to take place.
4. Once an Individualized Educational Plan has been designed, the classroom teacher will implement the IEP and establish periodic communication with the parents.
5. In some cases, in spite of appropriate intervention, retention will still be necessary. The administrator will make this final recommendation. If the parents do not agree with this recommendation, a conference will be scheduled with the parents, classroom teacher and the administrator. The desired result of this conference is to have parental consent for retention. However, the school reserves the right to retain a student.

## **National Honor Society**

Christian Academy hosts a chapter of the National Honor Society as another means to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in our students. Membership in this society is both an honor and a responsibility. Students selected for membership are expected to continue to demonstrate the qualities by which they were selected.

### **Criteria:**

Any student in grades 10 through 12 in a school with both an official charter of the National Honor Society and an affiliation with the NASSP Department of Student Activities is eligible for consideration for membership in the National Honor Society. NHS is more than just academic recognition. The NHS chapter establishes rules for membership that are based upon a student's outstanding performance in the areas of scholarship, service, leadership, and character. These four criteria for selection form the foundation upon which the organization and its activities are built.

### **Scholarship**

"Students who have a cumulative grade point average of 85 percent, B, 3.0 (on a 4.0 scale) or equivalent standard of excellence, or a higher cumulative average set by the local school's faculty council meet the scholarship requirement for membership. These students are then eligible for consideration on the basis of service, leadership, and character."

### **Service**

This quality is defined through the voluntary contributions made by a student to the school or community, done without compensation and with a positive, courteous, and enthusiastic spirit.

### **Leadership**

Student leaders are those who are resourceful, good problem solvers, promoters of school activities, idea-contributors, dependable, and persons who exemplify positive attitudes about life. Leadership experiences can be drawn from school or community activity while working with or for others.

### **Character**

The student of good character upholds principles of morality and ethics, is cooperative, demonstrates high standards of honesty and reliability, shows courtesy, concern and respect for others and generally maintains a good and clean lifestyle

## **Nondiscrimancy Policy**

The Christian Academy of WNY admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded and made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, scholarship and assistance programs, and athletic and other school-administered programs.

## **Pregnancy**

Student pregnancy except in the case of rape violates the Biblical moral code that prohibits pre-marital sex, thereby, becoming a Class I offense (see Discipline Policy). Yet just as Jesus abhorred the sin but loved the sinner (John 8:1-11) we take the same stance towards anyone who places himself or herself in this life-changing position.

Therefore, the Academy holds the following position:

- ◆ Students who engage in premarital sex while enrolled at CAWNY will face the consequences as defined in the Discipline Policy for Class I offenses [*Pfeiffer v. Marion Area School District (3<sup>rd</sup> Cir. 1990)*]
- ◆ Every attempt will be made to encourage the girl to give birth to the child.
- ◆ A program of home study instruction monitored by the administration *may* be established to assist the student to complete her/his high school education and receive a diploma from Christian Academy of WNY.
- ◆ Counseling will be offered to both individuals and to their families.

## **School Closing**

The Academy will be closed whenever most schools are closed due to weather conditions. Please listen for weather related closings on WGR, or WBEN. If you live in another district and your schools are closed due to the weather, you may legally keep your children home.

## **School/community Service Projects**

### **Description**

High school students must earn 1.0 credit towards their graduation requirements through School/Community Service projects. Students may earn  $\frac{1}{4}$  credit or a  $\frac{1}{2}$  credit in each of their four HS years, with no more than 2.00 academic credits counting towards graduation requirements.

### **Purpose**

In keeping with the mission of the Academy to educate the whole student – academically, spiritually, physically, emotionally and socially – we believe that it is in the best interest of students that they learn to regularly and purposefully serve others. Service experiences can:

- Impart/reinforce Christian values such as bearing one another's burdens (Galatians 5:13 & 6:2), the concept of individual believers being members of the Body of Christ with vital roles to play (I Corinthians 12), and being doers of the Word and not hearers only (James 1:22).
- Yield opportunities for career exploration.
- Build student confidence through risk-taking opportunities.
- Motivate by nurturing nonacademic strengths.

### **Requirements**

1. Time:  $\frac{1}{4}$  credit – 1,620 minutes [405 minutes per quarter or approximately 45 minutes per week]  
 $\frac{1}{2}$  credit – 3,240 minutes [810 minutes per quarter or approximately 90 minutes per week]
2. Should be completed during the school year (September to June).
3. May be done in the school, church, or community.
4. Must be scheduled and pre-approved. (Random acts of kindness and one-time service events are commendable and encouraged, but do not qualify for this service credit.)
5. Students must complete the proposal form and obtain written approval before beginning their project.
6. Students must keep a log/journal with required signatures to verify fulfillment of their project.
7. Before final credit is given, students must write a one-page report of how they and others benefited from this project. This report must be: typed, double-spaced, free from grammatical and spelling errors, 10-12 point font size, with 1" margins.
8. Students may not receive financial compensation for their service project.

### **Project Ideas**

- Housekeeping in the school or their home church
- Assisting a church ministry such as ushering, nursery care, Sunday school instruction, etc.
- Hearts for the Homeless volunteer
- Nursing home volunteer or Hospital volunteer
- Animal shelter/hospital volunteer

## **Spiritual Probation**

Every quarter, the Academy faculty evaluates students in the areas of spirituality and discipline. We firmly believe that a student who is a severe discipline problem is manifesting a spiritual need. Many times, however, the ones most detrimental to the school and other students never receive detention or Disciplinary Referrals.

First John 5 tells us that the Holy Spirit bears witness to those who are His; subsequently, teachers are asked to prayerfully consider *each* student and have a definite leading of the Holy Spirit before submitting a student's name for probation. Generally, only those students whose names appear on more than one teacher's Prayerful Consideration Form are even considered for probation.

### **Purpose**

Spiritual probation serves three purposes:

- ◆ An emphatic note to the student that we recognize that a problem exists.
- ◆ An opportunity to “focus in” on the problem from both our ministry with the student and the student's opportunity to deal with the problem.
- ◆ A first step in removing a student and his influence from the Academy if changes are not evident.

### **Consequences of Spiritual Probation**

We believe that most students placed on probation will indeed change, and that, of course, is the true goal – a changed heart and a renewed mind (Romans 12:2). However, once a student is placed on probation and no positive change has occurred during that term, he will be asked to withdraw. “How can two walk together except they be agreed?” (Amos 3:3)

## **Skipping A Grade**

A sincere and conscientious effort is made at the time of admission to place students at the proper grade/age level. On occasion, because of a student's outstanding academic performance, parents will request that a student be advanced a grade level beyond the normal promotion. Skipping a grade is not considered to be a beneficial practice and will rarely be considered or allowed by the school. The nature of the curriculum is such that a student will usually miss critical concepts and skills by skipping a grade. The school administrators must also consider other factors such as those that relate to maturation, social development, and student success in comparison to other very bright and intelligent students.

At CAWNY it is the view that students should move through the planned curriculum in a step-by-step fashion in a way that allows for steady academic and social development. There is no feeling of urgency on the part of the school administration to accelerate a student through the grades.

## **Sports**

Sports are said by some to create character in an individual, but according to Coach John Wooden, “Sports do not build character, *they reveal it.*” We believe it's a combination of the two views. We at CA believe that athletics is more than just “fun and games”. God uses everything in our lives for His purpose, including athletics, and we are commanded to “do everything as unto the Lord”, (Col. 3:23). Jesus Christ is to be the center of all our attention, both on and off the field or court. We are to have His attitudes, actions, and mental set.

Each player's relationship with the Lord is of primary concern and we believe each player's academic status is of greater importance than his participation in sports.

CAWNY coaches believe in playing those athletes who are giving their best (2 Samuel 24:24) and who are honoring their Lord and their school (1 Corinthians 10:13). Teams should strive to reach their fullest potential in all areas of competition. Students participating in athletics as well as their coaches are expected to demonstrate a Christian respect for all coaches and referees, and opposing teams and their fans are to be treated as honored guests.

## **Sports Presently Available**

- Girls' Volleyball 6-12
- Boys' flag Football 6-12
- Boys' Basketball 6-12
- Girls' Basketball 6-12                      Basketball Cheerleading
- Coed Tennis and cross country 6-12
- Soccer (possibility for 09/10 school year)

## **Qualifying Requirements for Participation**

- ◆ Students must agree in writing to abide by the Constitution for Athletes of CAWNY.
- ◆ Try-outs for a sport may be held with positions being filled at the discretion of the coaches and according to the ability and attitude of each individual.
- ◆ A consistent Christian life style must be lived both on and off the field.
- ◆ Student athletes cannot be on Academic Probation at the start of the season.
- ◆ Student athletes will be responsible for providing their own equipment and uniform charges.

## **Practice & Competition Requirements**

- ◆ Any player missing practice the week of a game may be removed from a starting role at the coach's discretion.
- ◆ Academically eligible.
- ◆ No student may participate in a scheduled game unless he/she has submitted a physical exam form from his physician. A student has one week from the orientation of the sport to submit this form.
- ◆ No player may attend practices or games if they have an unserved detentions or suspensions.
- ◆ It is the responsibility of the student (and their parents) to get to practice **and** to be on time. Coaches will do all they can to help get students to practices held after school, however, it remains the student's responsibility.

## **Dismissal from Team**

Once on a team, the student-athlete's position is not considered permanent. A student may be dismissed from any team sport by a coach or an administrator for any one of the following reasons:

- ◆ Academic or Spiritual Probation. (If, during the course of a sport season, a student-athlete is determined to be on academic or spiritual probation, he will be, at the minimum, suspended from the team until meeting the requirements noted by an administrator or, more likely, he will be permanently removed from the team for the remainder of the season.)
- ◆ Unsportsmanlike conduct or attitude and/or un-Christlike behavior
- ◆ Excessive absence from school or practice (20% or more in last 5 weeks)
- ◆ Health reasons
- ◆ School suspension

## **Student Councils**

The purpose of the Junior and Senior High Student Councils is to promote the cause of student participation in the school community; to perform services for the student body, school, and community; and to promote a Christian spirit of cooperation and understanding between the students and faculty, administration, and community at large.

## **Sponsorship and Supervision**

- The Junior and Senior High Student Councils are under the sponsorship and supervision of the CAWNY Administration.
- Each Council shall have one or two teachers acting as advisers, one of who must be present at every meeting. If this (these) appointed adviser(s) cannot attend, another faculty member must be present.

- This (these) adviser(s) shall be nominated by the student council in Spring of each year and approved by the administration.

## **Membership Appointments**

### Middle School

The Student Council shall consist of a maximum or ratio of students consisting of at least three students from each grade.

#### *Procedure for Student Council membership*

- Be a committed Christian and have a call to leadership on your life
- Complete and submit an application
- Have a grade point average of 70% or above
- Present two written recommendations from adults showing leadership qualities
- Interview with staff and student (President) team

#### *Officer Elections*

- Nominations for offices by student council members
- Voting by secret ballot by council members and staff

### High School

The Student Council shall consist of a maximum or ratio of students consisting of at least one girl and one boy from each grade; unless there are insufficient candidates from a particular grade in which case all girls or all boys will be permissible.

#### *Procedure for Student Council membership*

- Be a committed Christian and have a call to leadership on your life
- Complete and submit an application to teacher advisor
- Have a grade point average of 2.0 or above
- Have candidacy approved by the advisers, High School faculty, and principal
- Present two written recommendations from adults showing leadership qualities
- Interview with staff and student (President) team

#### *Officer Elections*

- Nominations for offices by student council members
- Voting by secret ballot by council members and HS staff

## **Transportation**

Families must re-apply each year by **April 1st** to their local Board of Education. The districts are not obligated to provide transportation to applicants after that date unless you are new in the district. CAWNY must be within 15 miles of your home for you to qualify for district provided transportation. Kindergarten through fifth grade students must live more than one mile from the school and sixth through eighth grade students one and a half miles in order to qualify.

### **Bus Rules**

1. Students must remain seated at all times and wear seatbelts if provided.
2. Students are **not** allowed to ride a different district bus to a friend's home.
3. Parents must send two written notes: one for the school and one for the bus driver if they want their child to get off their bus at a different stop.
4. When riding the bus, students must show proper respect and cooperation with the bus driver. While on the bus the student is a representative of CAWNY and should behave in an exemplary Christian manner.
5. Anyone disobeying these rules or causing a disturbance on the bus will receive a warning from the driver. Anyone who receives a warning will face possible suspension of bus riding privileges.

**Student Drivers** - Students driving to school must abide by the following:

- Complete the Student Driver Form

- Students are not permitted to transport other students in their car without written permission from their parents (both the driver's and rider's parents). Forms are available in the office.
- Drivers will carry no passengers to and from any school sponsored functions.
- Do not return to your car without permission until school is dismissed.

### **Teacher/Parent Conferences**

The Academy believes it is vitally important that school and home to work together. In order to promote effective communication and understanding, parents are asked to cooperate with the following guidelines:

1. Parents will receive a Progress Report after the first five-week period of each quarter.
2. Teachers will also use letters, phone calls, and regular progress reports as needed to communicate with the parents.
3. It is important that each parent schedules a conference with a teacher whenever a need or concern is evident. Parents should not feel limited to the personal conference. Many needs can be met through a simple conference between parent and teacher. Concerns need to be shared first between the parent and teacher. Because of the administration's interest in all areas concerning students, they will be available for parent-teacher conferences, following the initial parent-teacher contact.

### **Telephone and cell phone**

Students will NOT be permitted to use the phones in the School Office except in the case of an emergency. Students who have pagers, cell phones, or Ipods (or similar items) must keep them turned off (not vibrate or silent) during school hours, including during breaks and lunch, and must keep them in a purse, pocket or backpack. Students will be allowed to use their cell phone in the school office. Any such item found in use by a student, or which rings, during the school day shall be confiscated immediately and without warning.

For the first offense, the item will be confiscated and held for five school days. Parents may redeem the item from the office before that time by paying a fine of \$15 per item. For safety reasons all cell phone numbers will be submitted to the school office.

For the second offense, the item will be confiscated and held until the end of the semester

### **Visitors**

Parents are always welcome at the Academy. However, in order to insure order and decorum in the classroom, and to ensure the safety of our students, visitors are asked to notify the office at least one day in advance and, upon arrival, must report to the school office before going to a classroom even if that classroom is expecting your arrival.

Prospective students may make arrangements for a planned visit. They will be allowed to attend one day and must abide by Academy rules as well as the dress code and proof of immunization.

Under no circumstances will students from other schools or friends, relatives, or other visitors be allowed in our school building during school time without administrative permission.

### **Weapons/Threats**

CAWNY has a no tolerance policy involving threats or perceived threats of violence by students. Parents should understand that the school's first responsibility is the protection of all of its students. The school takes this responsibility very seriously. The possession of a weapon in school or at any school-sponsored function by any student is considered a Class I violation ("activities that seriously threaten the safety of the student or classmate") according to our Discipline Policy. Such instances will result in suspension or expulsion/withdrawal, and may be referred to local police if it is determined that any U.S., State or City laws have been violated. Possession includes, but is not necessarily limited to, having a weapon in a locker, bookbag, purse, or vehicle.

A weapon is defined as "an instrument of offensive or defensive combat" which includes, but is not necessarily limited to, such items as guns/firearms, knives, laser pointers, and various martial arts paraphernalia. A firearm is defined as "a hand weapon from which a shot is discharged".

Threats: If the school determines that a threat of violence is credible and specific (directed toward particular students or staff), the administration will report the threat to the student and/or staff member threatened. The school will also report the threat to appropriate authorities. Students making such threats will be expelled. For purposes of this policy, credible means a reasonable belief or suspicion, determined at the sole discretion of school administration, that the threat was or might be genuine, or that the student was or might be capable of carrying out the threat. The student's permanent record will reflect the expulsion for making a threat of violence.

In those circumstances in which the school determines that the threat is likely not credible, the school will suspend the student pending a parent meeting. These include all cases in which the student was "just joking." If circumstances warrant, the school may conduct further investigation. The school will require students in this circumstance to obtain counseling, at family expense, from a Christian counselor or other professional agreeable to the school. No student will be permitted to continue enrollment in the school until the counselor advises the school that the student, in the counselor's opinion, does not present a threat of danger.

## **Sexual Harassment Policy**

This school is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation and harassment, including sexual harassment. This school is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion.

**“Sexual harassment”** means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

- ◆ Submission to the conduct is explicitly or implicitly made a term or condition of an individual’s academic status, or progress.
- ◆ Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.
- ◆ The conduct has the purpose or effect of having a negative impact upon the individual’s academic performance, or of creating and intimidating, hostile, or offensive educational environment.
- ◆ Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through this school.

### **Examples of sexual harassment include:**

- ◆ Unwelcome sexual conduct of this type can include a wide range of verbal, visual or physical conduct of a sexual nature. Among the types of conduct that would violate this policy are the following:
  - ◆ Unwanted sexual advances or propositions;
  - ◆ Offering academic benefits in exchange for sexual favors;
  - ◆ Making or threatening reprisals after a negative response to sexual advances;
  - ◆ Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons or posters;
  - ◆ Verbal conduct such as making or using derogatory comments, epithets, slurs and jokes;
  - ◆ Verbal abuse of a sexual nature, graphic verbal commentaries about an individual’s body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations; and
  - ◆ Physical conduct such as touching, assaulting, impeding or blocking movements.

### **What to do if you experience or observe sexual harassment:**

- ◆ Students who feel that they have been subjected to conduct of a harassing nature are encouraged to promptly report to one of the designated school officials.
- ◆ Students who observe conduct of a sexually harassing nature are also encouraged to report the matter to one of the designated schools officials. All complaints will be promptly investigated.

### **Where to report sexual harassment:**

The following individuals are specifically authorized to receive complaints and to respond to questions regarding sexual harassment:

Mrs. C. Lichtenberger 433- 1652

## **Nutrition Education Goals**

The primary goal of nutrition education is to influence students' eating behaviors. Building nutrition knowledge and skills helps children make healthy eating and physical activity choices.

- Students in grades pre-K-12 receive nutrition education that is interactive and teaches the skills they need to adopt healthy eating behaviors.
- Nutrition education is offered in the school dining room as well as in the classroom, with coordination between the foodservice staff and teachers.
- Students receive consistent nutrition messages throughout schools, classrooms, cafeterias, homes, community and media
- Nutrition is integrated into the health education or core curricula (e.g., math, science, language arts).

## **Physical Activity Goals**

The primary goals for schools' physical activity components are: to provide opportunities for every student to develop the knowledge and skills for specific physical activities, to maintain students' physical fitness, to ensure students' regular participation in physical activity, and to teach students the short- and long-term benefits of a physically active and healthful lifestyle.

- Students are given opportunities for physical activity during the school day through physical education (PE) classes, daily recess periods for elementary school students, and the integration of physical activity into the academic curriculum.
- Students are given opportunities for physical activity through a range of before- and/or after-school programs including, but not limited to, intramurals, interscholastic athletics, and physical activity clubs.
- Schools encourage parents and guardians to support their children's participation in physical activity, to be physically active role models, and to include physical activity in family events.

## **Activities Designed to Promote Student Wellness**

The goal is to create a total school environment that is conducive to healthy eating and being physically active.

- **Dining Environment**
- The school provides a clean, safe, enjoyable meal environment for students.
- The school provides enough space and serving areas to ensure all students have access to school meals with minimum wait time.
- The school makes drinking fountain available, so that students can get water at meals and throughout the day.
- The school encourages all students participate in school meals program and protect the identity of students who eat free and reduced price meals.
- The school will ensure an adequate time for students to enjoy eating healthy foods with friends in schools.
- The school will schedule lunch time as near the middle of the school day as possible.
- The school will discourage the use of food as a reward in school.

## **Pesticide Notification Policy**

New York State Education Law Section 409-h of the Education Law, effective July 1, 2001, requires all schools to provide written notification to all persons in parental relation, faculty and staff regarding the potential use of pesticides throughout the school year.

The following pesticide applications are not subject to prior notification requirements:

- A school remains unoccupied for a continuous 72-hours following a application;
- Anti-microbial products;
- Nonvolatile rodenticides in tamper resistant bait stations in areas inaccessible to children;
- Nonvolatile insecticidal baits in tamper resistant bait stations in areas inaccessible to children;
- Silica gels and other nonvolatile ready-to-use pastes, foams or gels in areas inaccessible to children;
- Boric acid and disodium octaborate tetrahydrate;
- The application of EPA designated biopesticides;
- The application of EPA designated exempt materials under 40CFR152.25;
- The use of aerosol products with a directed spray containers of 18 fluid ounces or less when used to protect individuals from an imminent threat from stinging and biting insects including venomous spiders, bees, wasps and hornets

Please complete the following if you would like to receive 48-hour prior notification of pesticide applications at the Academy. *It should be noted that the Academy has never used a pesticide that is not on the above list.*

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**Christian Academy**  
**Request for Pesticide Application Notification**  
(please print)

Name \_\_\_\_\_

Address \_\_\_\_\_

Day Phone \_\_\_\_\_

Evening Phone \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Please feel free to contact the office 433-1652 for further information of these requirements