

## Welcome!

Cook Inlet Academy is a Christian, family-oriented school. We are committed to the health and well-being of your family. Our staff, faculty, and board are faithful in holding families up in prayer. We believe this to be a vital part of effective education here at Cook Inlet Academy.

For over 40 years, Cook Inlet Academy has been meeting the need for Christ-centered, Kingdom education here on the Kenai Peninsula. In a Christ-centered education, students encounter God's redemptive love for them and witness to the power of this encounter in changed lives. Our board, faculty and staff are committed to this very special and humble calling. It is our desire to join your family in experiencing this kind of education for eternity.

As you carefully read through the following pages, you will learn a great deal about our school. Many of your initial questions and concerns will be answered here. We are happy to answer any additional questions you might have. Your visits are always welcome at Cook Inlet Academy.

In His grip,

Mary Rowley  
Principal/Administrator  
Cook Inlet Academy

## **INTRODUCTION**

### A Brief History

Founded by committed peninsula families in 1972, Cook Inlet Academy first opened its doors for classes in the fall of 1973 with one teacher and 36 students in five grades. The school met that year in the basement of a church building just outside of Soldotna.

As the years went by, Cook Inlet grew to accommodate Kindergarten through 12th grade and added faculty and staff to meet the growing demands of the school. By the late 1970s, Cook Inlet Academy was meeting in four church buildings in Soldotna and Kenai and enrollment had passed the 100 mark.

In 1984, the school built a seven-classroom facility on Kalifornsky Beach Road where it is now permanently located. Additions to the original facility were made in the form of a new gymnasium, commons area and additional classrooms. Currently, we are planning more additions in the form of a science lab, commons area and still more classrooms; God is continuing to lead the school campus into the future with these and other projects.

### **School Background**

Cook Inlet Academy (CIA) is a private Christian school recognized by the Internal Revenue Service as a 501c (3) non-profit corporation. The school is accredited by the Association of Christian Schools International and the North West Accreditation Commission. CIA is recognized by the Alaska Department of Education and meets all federal and state academic requirements. Cook Inlet Academy is a member of the Association of Christian Schools International, the largest association of its kind in the world. Cook Inlet Academy does not discriminate in its admission policy on the basis of a student's sex, race, or national origin.

Cook Inlet Academy is operated through a self-perpetuating school board consisting of up to twelve members, a part of who are parents of currently enrolled students. The school operates independently of any church or

other parent organization, and has educated students from over 50 church denominations and from many families who do not attend church. Because of the school's independence, responsibility of the school ultimately rests with the school board. All decisions of the board are final and appeal is only possible back to the board.

Our full time teachers are all fully certified and have many decades of teaching experience between them. Part time teachers are also added to the staff to help round out the offerings of the school. We consider the teaching staff our greatest resource and are thankful that they are letting God use them to show students His love and life-changing power.

The school's statement of faith, mission, and purpose statement, and philosophy of education are foundational to this institution and all board members, faculty, and staff personally subscribe to these statements. Copies of the mission and purpose statement, statement of faith and philosophy of education are an integral component of this manual and can be found on page 5.

As a participating parent, you may or may not find yourself in complete agreement with these statements. However, it is important that you understand the orientation of our curriculum and methodology because by enrolling here, we assume you are willing to have these principles operate in the school life of your child.

We welcome the opportunity to serve you and your family by being an important element in the training of your child, and we depend on your participation and feedback. Rather than assuming complete responsibility for the education of your children, we desire to become partners with you in this demanding task.

## **SCHOOL PERSONNEL**

### **School Board**

Drew Baker, President  
Drew Dickson  
Kristi Dillingham  
Jennifer Henry  
Karen McGahan  
Melissa Smith

### **Elementary Teachers**

Amy Erickson -Preschool  
Debbie Bird- Pre-kindergarten  
Kym Cross- Kindergarten  
Sherry Nauta 1<sup>st</sup>/2<sup>nd</sup> Grade  
Krikkit Biswas -3<sup>rd</sup>/4<sup>th</sup> Grade  
Jennifer Scott – 5<sup>th</sup>/6<sup>th</sup> Grade  
Kristine Dohse - Music

### **Administration**

Mary Rowley – Principal

### **Office & Support Staff**

Caleb Lyons – Bookkeeper  
Kelley Cizek – Receptionist  
Jill Leiter –Part time Guidance Counselor  
Carla Baker- Volunteer Librarian

### **Secondary Teachers**

Scott Tomaso  
Steve Peterson  
Kenny Leaf  
Gary Leiter –Virtual Teacher  
Mary Rowley  
Kristine Dohse

### **MISSION STATEMENT**

**Cook Inlet Academy joins with parents in leading children to know the fullness of God's love and to experience the life change that only God can produce.**

### **THE COOK INLET ACADEMY STATEMENT OF FAITH**

The Word of God, the Holy Bible, is the only written authority for the faith and practice of this institution. The statement that follows is our interpretation of fundamental biblical principles.

1. We believe the Bible to be the only inspired, infallible, and authoritative Word of God (II Timothy 3:16).
2. We believe that there is one God, eternally existent in three persons: the Father, Son, and Holy Spirit (I John 5:4-6).
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, His sinless life, His miracles, His vicarious and atoning death, His bodily resurrection, His ascension to the right hand of the Father, and His personal return in power and glory (I Corinthians 15:3; I Peter 2:21-24).
4. We believe that for salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential (Romans 3:21-30; Galatians 4:4-7; John 3:16).
5. We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life (Galatians 5:22-25).
6. We believe in the resurrection of both the saved and the lost; the saved to the resurrection of life, and the lost to the resurrection of damnation (John 5:24, 28-29).
7. We believe in the spiritual unity of believers in our Lord Jesus Christ (John 17:21-23).

#### Non-denominational position statement

Our statement of faith is fundamental to orthodox Christianity down through the centuries and we teach and uphold these doctrines without apology. We want to inform new families, and remind our current school family and staff, that our school does not promote denominational distinctions. These areas are left to the families and their churches. The school desires to emphasize our shared beliefs and our unity in Christ and avoid those controversies that tend to bring dissension.

## **PHILOSOPHY OF CHRISTIAN EDUCATION**

An educational system is an extension of a philosophy of life. The Christian's philosophy of education centers in Jesus Christ. All the truth of religion, history, language, science, mathematics, and fine & practical arts are an expression of the One who said, "I am the Truth" (John 14:6). Hence all true education is a pursuit of Him who created all things (Ephesians 3:9, Colossians 1:16) and who holds the entire creation (Colossians 1:17) and the destiny of man (Romans 2:16) in His hands.

God's Word, the Bible, is the central text for Christian education. It brings salvation (John 5:24), enlightens the mind (Psalm 119:130), and reveals Jesus Christ, whom to know is life eternal. The Bible states that a man's actions are an extension of his thoughts; a man is what he thinks (Proverbs 23:7). Therefore, every effort must be made to fill his mind with Truth so that his decisions and actions can result in God's blessing.

Reality is not necessarily what man determines. Reality is the viewing of all of life from God's perspective (Isaiah 55:7-9). All knowledge and wisdom derive from what God has revealed of Himself in His creation, in His word, and in Jesus Christ His Son.

Only through salvation offered by Jesus Christ can man be restored and experience a personal relationship with God. The Holy Spirit is given to indwell every believer, enabling him to understand the Truth and grow into the full maturity of Christ (John 16:13-15).

Parents are God's means of creating and nurturing children. They are the key in shaping their child's future. The awesome responsibility of training a child cannot be yielded to another. A Christian school can only join with the home to supplement and enrich the training process, which is designed to present to God a young life prepared for royal service in His eternal kingdom.

A teacher is one who communicates Truth. So first, he must personally know the Truth, so that he can honestly and persuasively represent the Truth to his students. Students emulate those who teach them (Luke 6:40), and Christ's greatest condemnation lay with those who would lead a child astray (Mark 9:42).

### School Verse

Cook Inlet Academy's school verse is Colossians 2:3 - "In Christ Jesus lie hidden all treasures of wisdom and knowledge." At Cook Inlet Academy, we are educating for eternity.

## **STATEMENT OF OBJECTIVES AND GOALS**

Basic to an accurate understanding of our educational objectives at Cook Inlet Academy is our philosophy that our primary objective as educators is to facilitate life change, as well as transfer to each student a thorough knowledge of the fullness of God's love which He brings to our school family. We maintain that such life change is only brought about through the empowering activity of the Holy Spirit, and we join with parents in seeking to lead students to that end.

With this understanding, we offer the following educational objectives:

To lead students into awareness that God is their reason for living.

To guide every student to the understanding that each is in need of a personal relationship with Jesus Christ as their Lord and Savior, and that such a relationship will be evidenced by a commitment and obedience to the teachings of Christ.

To ground students in the living and Written Word of Truth, and to help them understand and apply the principles of the Word to their daily lives.

To integrate a well-rounded academic curriculum with the Truth of God's Word; believing that "in Christ Jesus lie all treasures of wisdom and knowledge" (Col. 2:3).

To instill within students an increasing desire to reach out to their world with the message of life and hope that comes through a personal relationship with the Lord Jesus.

To exist as an extension of the home, uniting with parents in meeting the individual educational needs of their children, this with the understanding that the parent is ultimately responsible for the education of the child.

To encourage students to develop their God-given gifts and abilities in such areas as music, art, drama, etc.; believing that God is the source of all beauty and creativity in the heart of man, and that when we use these gifts to glorify the Father, His pleasure is made manifest within us.

### **Academic Goals**

1. To develop the student's potential academic abilities by promoting high academic standards
2. To develop in each student a mastery of language, math and reading skills
3. To develop in each student proper study and research skills
4. To develop independent critical thinking and logical reasoning skills
5. To promote a God-centered worldview and develop responsible citizenship
6. To encourage the adoption of God's Word as the basis of moral and value judgments
7. To foster a deep appreciation of the classical arts and our cultural heritage
8. To help students discover and develop their interests and God-given talents
9. To teach students the value of both individual and team efforts

### **Personal & Physical Goals**

1. To help each student to see themselves as a special creation of God, dearly loved, and in turn capable of responding to and sharing that love
2. To teach that our bodies are temples of God's Spirit requiring discipline and self-control
3. To teach the proper stewardship of time and possessions
4. To teach the value of wholesome relationships including the value of a Christian marriage and home
5. To teach the value of personal convictions and the process of Christian character development

### **CONFIDENTIALITY STATEMENT**

From time to time there will be a need for student counseling and/or discipline. To promote a healthy atmosphere for this ministry, parents and students must understand there are ethical and legal issues that need to be understood.

1. A student needs to know that what is shared in confidence will be held in confidence.
2. Students and families need to know that personal issues will be protected from others.

### **EXCEPTION TO THE CONFIDENTIALITY STATEMENT**

Our school is required to direct to proper authorities the following issues:

1. Suspicion of physical or sexual abuse
2. Serious evidences of suicidal tendencies
3. Serious evidences of possible harm to others
4. Instances where local, state or federal laws have been broken

### **STUDENT RECORDS**

Student records are maintained for the benefit of the student and are used for instruction, career development, guidance and educational placement.

Records include:

1. All academic and testing records including: transcripts of grades (9-12) and quarterly and annual report cards.
2. Health records
3. Psychological and Behavior records to include any evaluations which have been included with the records of incoming students. Formal administrative actions will also be on record.
4. International students will also have records of their legal documents supporting their status in America.

Release of Records

1. All records will be available for inspection by the students or their parents/guardians in the presence of a school official.
2. Student records will only be forwarded to a receiving school upon written request of that school.
3. The Administration may withhold report cards, diplomas, or other records if fees remain unpaid or student damaged property is not replaced. Enrollment in Cook Inlet Academy assumes the good faith of parents to pay all fees when due.
4. In the case of #3 above, only immunization records will be forwarded to a receiving school.

Permanent File

Records will be kept indefinitely of student's name, birth date, secondary subjects taken and grades, attendance and date of graduation or withdrawal.

### **STUDENT ATTENDANCE**

Alaska State law requires children of school age to be in attendance at school. Parents are legally responsible to insure that their children are in regular attendance. Here are some important attendance policies that must be followed in order to receive the greatest benefit from Cook Inlet Academy.

Be sure your child is dropped off and picked up on time. School begins at 8:15 a.m. for secondary and for elementary and dismisses at 3:00 p.m.(10 minutes earlier for elementary students) Elementary students who wander into school late often miss or disrupt the Bible Class, the most important lesson of the day which is usually scheduled for first hour. This is the one hour of the day that has the most life-changing potential, and to miss it is to miss the most important issue that Cook Inlet Academy has to offer. **For this reason, frequent tardiness is deemed reason for disciplinary action.** 3 tardies, regardless of when they occur, will require disciplinary action. All students late to school must check in at the office for a tardy slip. This injunction includes being on-time for every class every period of the school day.

Students who are not picked up on time are more prone to get into trouble or are in the way as the school empties out. Because we have a small facility, there is no place for a child to conveniently wait inside for a ride. Please do not assume that there is someone available to supervise your child outside school hours - make arrangements for someone else to drop off or pick up your child if you are going to be early or late. We do have an after-school Sequel program for preschool through 6th grade. Please contact the office for specifics. If your child is left unattended past 3:30, we will escort them to the Sequel classroom and you will be charged accordingly.

Ensure regular attendance. Attempt to arrange doctor and dental appointments so as not to interfere with classroom time. Early dismissal may mean missed assignments and creates havoc with the school's end-of-the-day cleanup program.

Make sure your student never misses a day at school without a good reason. It creates an extra burden for the student to make up past assignments and try to catch up with what the rest of the class has learned. If your child is absent, a signed and dated excuse from home must be sent with the returning student to consider that absence excused. Assignments missed must be made up and students will be responsible for asking for the missed assignments. An absence is considered excused for: illness, prearranged activities or family emergencies such as death of a family member. Family vacations fall under prearranged activities and are considered excused absences as long as the school is notified beforehand of such. Please be careful to not arrange for long absences during test week. You can check the school calendar to see when test week is scheduled. Without a note stating the above reasons, the absence will be considered unexcused. A pattern of unexcused absences will make the student subject to disciplinary review and possible action.

### **EMERGENCY PROCEDURES AND DRILLS**

#### Fire Drills

- The school will hold monthly fire drills.
- Proper exiting procedure will be explained to and followed by each student
- Attendance will be taken outside of school by each teacher & report for any absence
- Students must remain quietly outside until the "all clear" has been given

#### Earthquakes

- In the event of an earthquake students will kneel under a desk or table, and place their hands behind their heads and hold position
- Students must be clear of windows, bookcases and falling debris
- Students must remain quiet so that they can receive further instructions

#### Power Failure

- In the event of a power failure students are to remain quiet until given instructions by a staff member.

#### School Closure

If school will be closed before the beginning of classes, this information will be broadcast over KSRM Radio (920 AM). If there is an emergency that requires school to be closed after school has started, you will be contacted by phone. If there is an incident that requires the school to be evacuated, the Food Bank is our emergency meeting location and pick-up point.

**Security**

There are “lock-down” drills in the school. These are to ensure that students and teachers would know what to do in the event of an armed intruder. We are located very close to the State Troopers office and our security system is programmed to notify them immediately in case of an intruder. Certain doors will not be used for outside entrances.

**WITHDRAWAL FROM SCHOOL**

Parents need to submit a written notice to the principal or bookkeeper of a student's withdrawal 30 days prior to the date of withdraw. If notice is less than 30 days, tuition, activity fees and all balances are non-refundable in any part. (Lunch balances will be refunded) Verbal notice is not an acceptable form of notification.

If the family fails to notify the school of withdraw with a written 30 day notice, the family will be responsible for 30 days tuition.

Students will be given a form to be presented to each teacher and librarian to confirm that school property has been returned. Parents will be given an exit survey

Records will be withheld if proper withdrawal has not been completed

**TUITION AND FEES****Tuition Scale**

Tuition rates are determined annually by the school board. Tuition is determined as an annual fee and in consideration of our families broken into 10, 11, or 12 monthly payments. Tuition for the 2017-2018 school year is as follows:

**Annual Tuition****Preschool**

Two-day        \$3600/year  
 Three-day     \$4990/year  
 Five-day       \$6900/year

**Kindergarten Prep**

Five Day-Half-Day     \$4750/year  
 Five Day                 \$6900/year

**Elementary and secondary**

1 student    \$7000/year  
 2 students   \$13000/year  
 3 students   \$18500/year  
 4 or more students- \$100/Month Additional per student

**Matriculation Fee**

This fee pays for student insurance, books, educational supplies, etc.. This fee is paid by all students every year.

Preschool    \$260/year  
 All others    \$325/year

**- NOTE: ALL FEES ARE NON-REFUNDABLE -**

As a courtesy, tuition is divided into 10, 11, or 12 monthly payments for all families whose students begin on the first day of school. Families are expected to pay the entire tuition amount unless extenuating circumstances arise. Families whose students enroll after August will pay the yearly tuition rate divided by 9.

The price of tuition changes every year and is made by the school board, which considers the federal annual cost of living increase (or decrease) for Alaska, when setting the annual tuition amount.

### **Tuition Payment**

Because the efficient operation of the school depends on timely payment of all tuition and matriculation fees it is imperative that you as a family make these payments on time. The annual tuition is divided into 10, 11, or 12 monthly payments regardless of the number of school days in that particular month. (Preschool tuition may be prorated for August.) Tuition is due on the first of the month. August tuition may be paid on the first day of school or any day before. Tuition not paid by the 10th of the month will be assessed a \$30 late fee unless prior arrangements have been made with the office.

If a tuition payment is more than a month late, the child will not be allowed to attend classes until the situation is rectified or special arrangements have been made with the school. If this happens more than two times during a school year, that family will appear at a hearing before the school board to determine their future status with the school.

### **Activity Fees**

Many teachable moments occur outside the classroom setting. Field trips, sporting events, class parties and other special events are part of the fun of being a child and are part of going to school. To pay for the expenses of these outings, the school requires an activity fee from each student's family. Like matriculation, there is no discount for families who have more than one child enrolled at Cook Inlet Academy. For the school year, the annual fee is due by October 31st. The fee amount for 2017-2018 is:

Pre-school – 6th Grade	\$175
Secondary 7 <sup>th</sup> -12 <sup>th</sup> Grade	\$350

### **Where the Money Goes**

Tuition payments cover basic school operating costs and teacher salaries. Although teachers and staff are on a salary schedule, they do not receive full pay if tuition income has not been adequate. This is the school's way of ensuring that our budget is always in the black. Withholding of staff salaries can occur when many family accounts are delinquent or when enrollment is down.

Matriculation fees fund the purchase of texts, workbooks, and other curriculum-related materials as well as various one-time purchases, such as school equipment, student insurance and school memberships in various organizations. The registration fee helps cover the cost of completing new student paperwork.

The activity fee, which includes all sports programs and other extra-curricular activities, is funded separately by the annual Work-a-thon (conducted by high school and junior high students), the Bike-a-thon and Jog-a-thon (conducted by elementary students). Students are encouraged to put a wholehearted effort into obtaining sponsorship to make these events successful so that there will not be a continual demand for funding.

Donations are an important part in developing our school. We have no other program to expand our facility to meet the ever growing need other than asking God to lay this ministry on the hearts of people who have a vision for training our youth in the wisdom of the Lord. Cook Inlet Academy tries to be very efficient in its operation. We try to use our money wisely, and God miraculously provides for the school's expenses year after year. We welcome and cherish your participation in our school's future growth.

## GRADES AND REPORT CARDS

Besides grading the regular academic subjects, all Cook Inlet Academy students also receive grades in behavior and attitude. These grades are very important because they are a reflection of what is going on in the heart of the student, where life change happens – ‘By their fruits you shall know them’ (Matt. 7:20) was the council of our Lord. In addition, when a student has good behavior and attitude grades, he or she will make rapid progress and benefit from what the school has to offer. Conversely, when behavior and attitude are poor, little progress can be made academically and the child will not benefit from the school experience. For these reasons, it is important that each parent first be concerned with grades in these areas before trying to improve academic grades.

### **Guidelines for Grading Behavior & Attitude**

One or more of the following principles may apply in the grading of behavior and attitude:

#### **Behavior Grades**

- A Self-disciplined, obeys rules, and demonstrates exemplary behavior. Outstanding.
- B Generally responsible, does not interfere with others. Above average.
- C Is an occasional problem but usually responds well to correction. Average.
- D Is often a nuisance, disruptive, demanding more than his/her share of attention. Below average and if Continued, will result in probationary status.
- F Disregards rules, unresponsive to correction. Well below average. This behavior cannot be tolerated because it degrades the quality of the school for others. For this reason prolonged poor behavior is cause for dismissal from school.

#### **Attitude Grades**

- A Eager to learn, looks for ways to help, demonstrates genuine spiritual interest, displays Christian character, demonstrates concern for others.
- B Willing to learn, responds well to discipline and correction, is friendly and cooperative.
- C Does what is necessary, is not negative or critical of school or others, and gets along acceptably with others.
- D Is reluctant to assume responsibility for self and assignments, has a tendency to complain or criticize, tends to disrespect authority, is somewhat of a negative influence and if continued will result in probationary status.
- F Arrogant and disrespectful, little or no spiritual interest, is a bad influence on classmates. Prolonged poor attitude is cause for dismissal from school.

#### **Academic Grading**

Cook Inlet Academy sets high standards for its students. Most students who transfer from another school may find that the work at Cook Inlet Academy is more rigorous, often much more so.

Testing results have shown that our students tend to score well above the national average on national standardized tests, often two or three years higher. Seniors who do well at Cook Inlet have scored very high on SAT and ACT college entrance exams, and many have been offered academic scholarships to numerous colleges.

Cook Inlet Academy uses a traditional curriculum involving materials from a wide variety of sources. Our goal is to provide the highest-quality educational materials available. Many of our texts come from Christian

sources, and all our courses are taught from a biblical perspective. This helps students integrate their faith into their entire world view.

The grading system at Cook Inlet Academy is based on the traditional letter grade system. Below is a general guideline for grading that is often used by teachers at Cook Inlet.

Grade	Score	Description
A+	100	
A	93-99	Exemplary, superior work
A-	92	
B+	91	
B	84-90	Above average work
A-	83	
C+	82	
C	71-81	Average work
C-	70	
D+	69	
D	61-68	Below average work
D-	60	
F	0-59	Not passing. No credit given

### OVERVIEW OF HOMEWORK POLICY

#### **Elementary**

There is a progression throughout the elementary grades towards more independent study. In the primary grades, guided practice is best done in the classroom with teacher supervision. In grades K-3, work not completed in school with the class will be sent home for parental follow-through. However, students will be expected to learn their Bible verse and spelling words for the week at home. Students repeatedly required to do additional homework at these grades should be carefully followed up to determine the reason. Students in grades 4-6 will become increasingly independent; however, the school recognizes the importance of family activities in the nurturing process during these developmental years. Lessons will be designed to be completed in class with work remaining incomplete to be done at home. Normally, homework will consist of special projects such as science fairs, book reports etc. At this level also, students will be expected to learn their Bible verse and spelling words for the week at home. As stated above, students regularly needing to do a lot of homework at these grades should be carefully followed up to determine the reason. Balance in a student's schedule is very important in avoiding 'burn-out' later on. If a student finds time at home for additional activities it is recommended that music, gymnastics, swimming, boys/girls club sports etc. be used to further enrich the child's experience.

#### **Junior High**

In preparation for high school, it is necessary to develop independent study skills. One hour of homework each night should be anticipated for the average student. Some students will need more time to keep up with assignments. Parents are asked to help children schedule their time. Weekly lesson plans help students anticipate time demands and the decision to do no homework one night may necessitate a doubling up the next evening. Many assignments are repeated weekly and students may work ahead to lessen the midweek

load. Stress in this area usually centers on the procrastination of an assignment which has been given plenty of lead time but was not attempted until the “last minute”.

### **High School**

The average high school student should plan on two hours of homework a night. This depends on the specific subjects taken and whether or not a study hall is taken in the class schedule. There is an ever widening range of abilities and personal goals by the time a student reaches high school.

Students who do not plan to go to college tend to choose a less rigorous schedule. (Parents are reminded that a student often changes his/her mind and later regrets missing the courses which are needed for college) There are, of course, courses with little or no homework such as PE, keyboarding, teacher’s aide etc.

College bound students, especially those taking advanced courses for college credit, must expect a rigorous study schedule. Three to four hours a night will not be uncommon. Here again, stress in this area usually centers on the procrastination of an assignment which has been given plenty of lead time but was not attempted until the “last minute”. Students on the college track should have an additional credit in advanced math and science, and foreign language credits above the normal graduation requirements. The best return for the tuition investment comes when students avail themselves of all the school has to offer.

## **CLOTHING GUIDELINES**

### **Modesty and Neatness**

As a school, we have tried to minimize rules on acceptable clothing. Since what one wears is a sign of what is happening on the inside of the person (Matt. 7:16, Rom. 12:2), we would rather see this ‘fruit’ from their lives, and work and pray to change their hearts accordingly if there is a problem. The alternative – legalistic conformity to a random, rigid standard – was severely condemned by Christ and should be avoided.

We have found, however, that letting children, especially secondary students, wear whatever they wish is usually not beneficial to themselves or their classmates. Specifically, many young ladies (unintentionally) wear clothing that are manufactured to sensually stimulate young men. Men, who are wired to be visually stimulated, may be sexually aroused when they see a women wearing tight-fitting tops, high hems, bare midriffs, low-cut blouses, exposed skin, etc. Many young ladies are unaware of their impact and effect on their male classmates and are simply trying to look cute and fashionable. Young men are not immune from the trend to be fashionable; the baggy jeans and sloppy attire popular today are the guys’ way of fitting in with their peers.

At Cook Inlet Academy, we have sought to formulate modesty and neatness guidelines that are reasonable, respectable and most importantly, biblical and honoring to our Lord Jesus Christ. Scripture does not mandate hem length or tucked-in shirts. In these areas where we have put in specific guidelines, we have done so to train up youngsters as to what is appropriate dress in certain situations so they can respect themselves and their peers. This is true during the entire school day (from walking in the door to leaving at the end of the day) as well as all school related events, including athletic practices and games.

### **Guidelines**

Students are to dress in modest, well-maintained and clean apparel. No tank tops are allowed (shirts must have sleeves). Shirts and blouses should be loose-fitting and have a high-neckline. No cleavage should be

showing at all. Skirts and shorts must reach down to the kneecap. Pants must be worn at the waist. Bare midriffs nor undergarments should not be showing at any time. Hats, hoods, and sunglasses are not allowed to be worn in the classroom except for special days that will be announced in advance. Parents are encouraged to use discretion concerning objectionable T-shirt slogans and different styles of clothing (gangster, gothic, etc.) that reflect a rebellious attitude. The school reserves the right to make judgments in all these matters.

Wednesday is Chapel Day and all students are asked to dress up on this day. All girls must wear dress slacks, capris, or *dresses/skirts that are no shorter than the kneecap, even if wearing leggings*, and should wear an appropriate blouse instead of a T-shirt. All boys must wear slacks (no denim jeans!) and a collared shirt or dress sweaters--but no sweatshirts. These chapel rules apply for the entire day; students may not change out of these clothes except for physical education classes. Elementary girls may bring tights or other pants to pull on under their dresses for recess, and elementary boys may bring jeans so that nice pants are not ruined during recess activity.

In recognition of Christ's call to modesty and humility, the school's position is that students must avoid the 'avant-garde fads' that are typical of any society. Hairstyles, ornaments, decorations, body piercing, and clothing which the administration considers to be distracting or startlingly unconventional will not be allowed. If in doubt, please consult with the administration **before** trying something that may fall into this category.

### **A Final Word**

The goal of these guidelines is not to humiliate or embarrass any student. Rather, we want to promote and encourage neat and modest attire. We realize, however, that modesty begins at home. We are asking all families to please work with us to insist that these guidelines be followed. While it may not be an area that you as a parent place a high priority upon, it is something that we take seriously. Modesty and neatness never go out of style and reflect values – purity and holiness –that are worthy of emulating and maintaining.

## **STUDENT REGULATIONS**

There are certain behavioral standards that the school expects all students to follow, and we have included some of these here. In addition, each teacher may have other rules that are needed for classroom management; students are expected to follow those rules as if they were included in the handbook.

### **Respect for school property**

Property that belongs to the school and other students is expected to be treated with utmost respect. These items include books, materials, lockers, tables, desks, bathrooms, and other parts of the building. Others will use these facilities in the future, and it is important to leave behind as good a facility as possible. Lockers will be inspected at the close of the school year. Fines will be issued for undue wear on textbooks and other school property.

### **Unnecessary items**

iPods, iPhones, MP3 players, CD players, radios, tape recorders, magazines and other personal items from home which do not benefit the educational process should not be brought to school. These kinds of items tend to serve as distractions to both the owner and others during the school day. Cell phones are to be turned in to the office during school hours. Students may use their cell phones after school hours as needed. Books brought from home for reading at school must be approved by the teacher.

Cell phones have become an integral part of today's society and, when used correctly, offer a tremendous tool. However, they are a huge distraction in the classroom. They present an interference and an unregulated

source of information, as well as breeding an atmosphere of deceit. Students will be expected to check them into the front office at the beginning of the day and check them out at the end of the day. Students will be reminded of this at the front door as they enter and during the morning pledges. If a student is found with a cell phone, disciplinary action will be taken in accordance with the parent contract. Students will be allowed to call their parents from the school office as needed.

### **Behavior away from school**

Even away from school or attending a school event that is not part of the normal school day (sporting events, etc.), it must be remembered that all students represent the school they attend, and Cook Inlet Academy students also represent Jesus Christ to the community. For these reasons, behavior of students should always reflect the same wholesome, disciplined lifestyle which is expected at school and which brings honor to Christ.

### **Student vehicles**

It must be understood that driving is not a right, but a privilege and responsibility which can be permanently or temporarily revoked by the school if sufficient cause is given.

Vehicles used by students for transportation to and from school may not be used for any other purpose during the day unless the school office has received written permission from home granting such use beforehand.

Due to the proximity of dangerous intersections, children and other foot traffic, the speed limit of the parking lot is 5 mph. Vehicles may not be used as a place for student visiting, resting or studying.

### **School visitors**

Permission to have visitors must be granted by the school before bringing visitors to school. Visitors to the school are required to check in at the school office at the beginning of the day. Students may not host visitors at school on a regular basis, and are responsible for the behavior of their guests while at school. For the safety of all, visitors may be asked to wear a visitor's badge.

### **Time management**

Students are encouraged to plan their days wisely so an unreasonable amount of schoolwork is not done at home, thus disrupting the family schedule. Students who make wise use of class time and do not wait until the last minute to complete assignments typically score very well and are not overwhelmed by their schedules. It is very hard to make up incomplete work and also try to keep up with the current class load. The best way to avoid this vicious cycle is to do work right the first time, avoiding incompletes.

### **Boy-Girl relationships**

Romance is a wonderful part of life, but boyfriends and girlfriends, for their own personal morality and for academic focus, must conduct their relationship to meet the highest moral standards. At school and school-related functions, this means that no physical contact is allowed.

### **Prohibited items**

No tobacco, alcohol, illegal drugs, knives, or firearms are permitted on the school campus. Discovery of such items will result in immediate suspension until investigation into the matter is completed. Any student who brings a firearm or destructive device to school or to any school sponsored event shall be expelled for no less than one year unless a modification is warranted. When student conduct violates State or Federal law the appropriate authorities will be called to exercise their jurisdiction.

### **School Lockers**

Assigned lockers are to be kept clean and free from any permanent stickers. Lockers are the property of the school and are for the convenience of the student. They may be searched (without prior notice) at any time at

the discretion of the administration. Any items found which are stolen or prohibited (a partial list is in the section above this) will be held by the administration and parents will be notified.

### **Cheating**

Copying answers or plagiarizing will not be tolerated. This rule applies to daily exercises as well as tests. Students are encouraged to be independent workers, utilizing others for inspiration and not answers. For the first offense students will receive a failing grade in the subject for the week and a failing grade in behavior and attitude. Parents will be notified. For a second offense a student will be suspended.

## **DISCIPLINE**

Because Cook Inlet Academy seeks to involve the parent as much as possible in the education process, school faculty are available for conferences with parents at any time during the year when questions or problems arise with their student. The school has plans and procedures for discipline because we are for your child (Rev. 3:19). The first goal of school discipline is to help the student develop a Biblical world and life view and to make choices consistent with God's Word. Our second goal is to create a climate that facilitates the maximum learning for each student. Our third goal is to help each student to learn to move from external control to self-control and Spirit-control. Regular parent-teacher conferences are scheduled for all parents at the end of the first and third quarters as a way for both parties to monitor the life and progress of your child.

It is expected that students will:

- Behave appropriately and accept responsibility for their behavior
- Respect others and obey those in authority including substitute teachers

### **Steps of classroom discipline are as follows:**

1. Teacher/student conference identifying offending behavior and parents may be notified
2. Student will be given work detention and parents notified
3. Student will be given suspension and parents notified

Without resolution the matter will be referred to the administration for appropriate action.

## **PROBATION**

Students are placed on ***academic probation*** by failing to complete their weekly assignments for three consecutive weeks or by receiving failing grades for three consecutive weeks. If a student is not removed from probationary status at the end of three weeks, he/she may be suspended until all incomplete work is completed.

Students are placed on ***behavioral probation*** by receiving a D or F in behavior or attitude for three weeks in a row, or by extreme misbehavior at any given time, as determined by the student's teacher and the school administration.

The continued enrollment of probationary students is brought under consideration by the school board until the situation is rectified. An extended period of probation is grounds for dismissal from the school.

To get off academic probation, a student must make up all incomplete assignments or have three consecutive weeks of complete work. To get off behavioral probation, a student must receive a grade of C or higher in both behavior and attitude for three consecutive weeks.

## **SUSPENSION**

Students may be placed on suspension at any time for severe misbehavior, as judged by the faculty and administration. Length of suspension will usually be from one day to one week, depending on the severity of the problem. All suspensions will be accompanied by a conference with the parents of the suspended student.

Typical behaviors that would result in suspension are cheating, fighting, severe class disruption, cutting class, excessive unexcused tardiness, extreme lack of respect for staff and/or faculty, rebellion, leaving the campus without permission, stealing, lying, swearing or using obscenities, willful abuse or destruction of school property, sexual immorality, drinking, smoking, or use of drugs. This is by no means intended to be an exhaustive list. It is simply placed in this manual as a list of examples of what may cause a student to be suspended or expelled from Cook Inlet Academy.

## **EXPULSION**

Students may be expelled from school when problems that have previously caused probation or suspension are not resolved. A student may also be expelled for any behavior that causes the school administration to believe that continued enrollment at Cook Inlet Academy will have little benefit to the student, or will cause great damage to the quality of education or to the student body.

## **BULLY POLICY**

Much damage can be done to sensitive children by school bullies and CIA desires our school to be a safe and nurturing environment for all our students. Parents and teachers are urged to instruct their children to take positive action EVERY TIME a bullying incident occurs. The student is to say loudly, "Stop it!" and immediately get the help of an adult. Every **confirmed** violation of this "no bullying" policy will be recorded and parents of those students involved will be contacted. Students who are identified practicing bullying may be put on an action plan to correct their behavior. The school has a policy of three strikes and you're out. Bullies will be expelled from school after the third strike. Bullying includes name calling, humiliating put-downs, deliberate expressions of rejection, teasing, and offensive gestures. Action to be taken will be as follows:

- 1st offense – parents notified – talk with principal –write an essay stating lessons learned. Strike 1
- 2nd offense - parents notified – talk with principal – suspension and/or community service. Strike 2
- 3rd offense – parents notified and student expelled. Strike 3

The school also depends on the students to recognize the necessity for everybody to insist on and report any and all violations. Most of the problems occur on the playground or in the halls or locker rooms. Using student council as a responsible student entity, the administration depends heavily on student intervention to effectively implement this policy.

## ATHLETICS

The mission and purpose statement of Cook Inlet Academy says that we as a school are committed to cultivating children physically as well as mentally and spiritually. That's because a child is more than a brain, and it follows that a complete educational program must include more than mental development. For this reason, physical education is a part of the regular curriculum at Cook Inlet Academy, and extra-curricular sports programs are offered as well.

Sports programs vary from year to year. For Junior High, CIA offers basketball, volleyball, and track & field. For High School students, CIA offers coed soccer, basketball, volleyball (for girls), and track & field.

Athletics are truly an education in themselves! Besides the enormous benefit of physical conditioning, students have the added advantage of learning about teamwork, anxiety, pain, frustration, anger, revenge, pride, failure, and sportsmanship. Discovering and practicing the Christian response to these challenges may be one of the greatest lessons a person will ever learn. For this reason, the school encourages all students to be involved in athletics.

Cook Inlet Academy is a member of the Alaska School Activities Association, and competes with other Alaska schools on the Region II level. In order to be eligible to participate in Region II sports, students must attend school on a full-time basis (5 classes), must not be on academic/behavior probation or suspension, must maintain a 2.0 GPA, must not have any F's on their weekly report cards, must have a current physical examination, and must wait 18 weeks before participating if they have transferred to the school without a change in residence.

All equipment and uniforms checked out to students must be returned to the school or paid for at replacement cost. A deposit on the equipment may be required. ***Parents of athletes must be aware of the added cost and transportation burdens these programs require.***

## TIPS FOR PARENTS

Experience has shown that you as parents are the key to your child's progress in school. Since this is your school and the future of your children is involved, it stands to reason that you will do everything you can to ensure success. Failure to make a real investment of yourself will diminish the returns of your educational investment. Remember, we are only your partners in education. No one can completely assume the responsibility for your child's education other than you. Without your confidence, co-operation and input, our task would be impossible. Here are some tips for being an effective partner with us in this tremendous and exciting journey we are taking together.

### **Attend all Parent-Teacher Fellowship (PTF) meetings**

Each one is designed with you in mind. The programs are varied and you will greatly benefit from each one. We will keep you abreast of school issues, inform you of important school events, special responsibilities or requirements, and give you parenting tips you might find useful. You will have opportunities to meet your student's teachers and visit their classrooms as well.

### **Review your child's weekly report cards**

As mentioned earlier, these are a tool for you to use in monitoring and, if necessary, correcting your child's progress. Take advantage of them!

### **Check our Sycamore website daily**

Logging onto the Sycamore page will keep you updated to daily activities. Log onto [www.sycamoreeducation.com](http://www.sycamoreeducation.com)

### **Discipline your child according to Scripture**

The Bible is a great manual on child rearing. It states that children are a heritage of the Lord. Children are both a blessing and responsibility. We operate on the principle that for the pre-adolescent child, the response to discipline is the parents' responsibility. In other words, it's your job to insure the proper response to the discipline you have employed. For the post-adolescent child the response is their responsibility. Somewhere between those two stages we make that difficult transition from "trainer" to "coach".

### **Beware of television/ video games**

Television viewing and video games can spell certain doom for a child's development. Not only does it take time away from homework and family life, but the messages brought into our homes by our televisions are so often violent, overtly sexual, anti-Christian and anti-God. Don't let it negatively influence your family life! Most television programming and video games are a direct attack on your family values.

### **Practice good health**

All students entering a Kenai Peninsula school for the first time need a physical examination and the school must also have the child's immunization records on file. See your doctor or a public health nurse if you do not have these records up to date. In addition, all athletes are required to have a sports physical every year.

One of our greatest helps at school, is for our students to come well rested. Having students turn off all electrical devices, including cell phones, well before bedtime can facilitate a restful, undisturbed sleep.

As you know, a child who eats, sleeps and exercises well is far more likely to do well at school and elsewhere. And it is important that a sick child be kept home until fully recovered. If your child is running a fever, please keep them home.

### **Prescriptive medications**

Students who require prescriptive medications while at school will need to bring a letter from the doctor with instructions for administration and listing any possible side effects. Prescription medications must be in their pharmacy container with the full pharmacy label affixed. All medications – both prescription and non-prescription – must be turned in to the office for secure distribution during needed times. Our efforts to maintain a "drug-free" campus compel us to require that students DO NOT medicate themselves! If students 'need' medicine during the school day, we will make every effort to contact you or another responsible person to authorize dispensing the medicine.

## **SPECIAL SCHOOL PROGRAMS**

A wholesome, well-rounded education goes beyond core curriculum and expands a student's experience and knowledge mentally, physically, socially and spiritually. For this reason, Cook Inlet Academy operates enrichment programs that bring variety to the educational process. Here are some of these programs.

### **Student Government**

In the interests of teaching students' responsibility, basic governing skills and leadership ability, Cook Inlet Academy sponsors a five-member student council that helps run student programs and makes many decisions regarding the student body.

To qualify for membership on the Student Council, students a) must have completed at least one semester at CIA; b) must be in high school; and c) must be a student in good standing.

### **Spiritual Emphasis and Missions Outreach**

Outreach teams have conducted missions work in Russia, China, Europe, Central & South America and Mexico and have performed in church services throughout south central Alaska. There is an annual Spiritual Emphasis Week and Missions Emphasis Week each year.

Cook Inlet Academy is committed to reaching out into our community and spreading the message of God's love and forgiveness. Teens are taught that they have a responsibility for their friends, and the outreach program is one way they can communicate with others their age.

It is also important to share the message of the value of Christian education with friends and neighbors who appreciate hearing and knowing how this ministry would benefit them.

### **Calendar of Special School Events**

The school calendar is full of special events that bring fun, variety and challenge to school life at Cook Inlet Academy. We have included a sampling of these events that our school families should be aware of.

### **Parent Orientation**

Just before school begins, we set aside one evening to orient our parents to Cook Inlet Academy. Our school is different in many ways, and it is very beneficial for both new and returning parents to attend this important event to brush up on the school before the year begins.

### **Fall Retreat**

Early in the school year, all the high school students take Wednesday, Thursday and Friday off from school for a Fall Retreat. This event is designed to give the students a chance to get to know each other and deepen friendships in a setting away from school. These retreats have been tremendously successful in bringing unity to the student body and starting the school year out on a positive note.

It is tempting, especially for new students, to at first shy away from the idea of a weekend retreat with other students they don't know very well. They often make excuses for not attending and try to avoid the event. We understand these feelings and we agree that it isn't the easiest thing to do. We have, however, also seen the results of these retreats and we recognize how much it benefits the school and the student. For this reason, we require all of our high school students to participate. Uncomfortable feelings soon melt away as friends are made and the fun and excitement of the weekend take over.

### **National Honor Society**

Cook Inlet Academy is a chartered member of the National Honor Society and distinguished students are inducted into the society at the Academia Night each spring. Qualifications for membership are available from the school counselor.

### **Fall Banquet**

Usually in the fall of the school year, we kick off the season with a semi-formal fall banquet. The sit-down, three-course meal is fully catered and the evening entertainment is always top-notch. Past banquet speakers have included Lt. Governor Jack Coghill, Alaska State Senator (now Lt. Governor) Loren Lemman and our own CIA Band, Choir and Drama Team, which performed a variety of songs, plays and skits.

The annual banquet is a high-quality program in which we share the ministry of our school and invite financial participation in the school's development program. Make plans to join us every year for this banquet. All our school families are invited, and you will surely enjoy the evening. Invite your pastor or other friends who would like to know more about our school.

### **Spring Carnival**

One of our largest fundraisers of the year, takes place in early spring. This event is a school wide endeavor and requires the participation of all of our families. The first way our families participate is to sell books of raffle tickets. All families are required to sell at least one book, but we have fun contests with prizes for our students who sell more. Our families are also needed in many other areas including, planning, preparing, setting up, and tearing down of this school wide event. It is also open to our entire community and we encourage everyone to bring a friend to this fun night.

### **Work-a-thon, Bike-a-thon and Jog-a-thon**

These are the three most important fundraisers of the year. They fund the entire athletic budget of the school and pay for other extra-curricular items that tuition cannot cover. Parents NEED to realize the importance of this fundraiser for the enrichment of our school curriculum.

The Work-a-thon, conducted by our junior high and high school students, is a day set aside for volunteer work performed for local non-profit organizations. The Work-a-thon typically serves the Kenai and Soldotna Senior Citizens Centers, Heritage Place, Central Peninsula General Hospital, Salvation Army, Solid Rock Bible Camp, Love Inc., Crisis Pregnancy Center, and other agencies.

Before the event, students get sponsors to donate per hour worked to the school. In this way, the school performs a valuable community service, enhances its image in the community and raises a sizable amount of money all in one project.

The Bike-a-thon and Jog-a-thon is conducted by the elementary students, who solicit sponsors who pay per lap run. Each student is expected to raise the minimum amount needed to underwrite the activity program. All funds over the minimum will be available for elementary teachers to use for classroom enrichment. Students not meeting classroom goals will be assessed for each activity. We strongly encourage students and parents to take these events seriously, especially in the obtaining of sponsors, because if all the students invest time getting sponsors, this fund raiser alone will easily meet all the financial needs of the activity program. Historically, this has been a great success.

### **Prayer**

Prayer is without question the most important and effective tool that every Christian possesses. We see over and over again God working through the prayers of His people. We have seen countless answers to prayer here at Cook Inlet Academy and we know God will answer many more. But no matter how much we study and learn about prayer, nothing can substitute just doing it. Teachers meet daily for devotions and prayer. Please let us know how we can pray for you and your family.

### **Parent-Teacher Conferences**

Every October and February, a Thursday afternoon and evening and Friday morning are reserved for parent-teacher conferences. At these conferences, you will receive your child's quarterly report card, making the conferences an opportune time to communicate any concerns you have with your child's teachers.

Appointments are scheduled for all of our parents to come in and meet with their student's teachers, and the schedule of all the appointments is published in the previous week's newspaper. If for some reason you cannot keep your appointment, try to work out a different time with the school office.

This is an important opportunity for you to talk about your child with his or her teacher, ask any questions you might have about the class, and work through any problems you may be having. Take advantage of these special days set aside for open communication between parents and teachers.

### **School Programs**

Several programs are scheduled throughout the school year. These give the students an opportunity to share their talents with you in the audience.

### **Academia Night**

This is a ceremonial night set aside to recognize achievements in our Junior High and High School classes. New inductees to NHS/NJHS are recognized on this night. This is also the formal introduction of our graduating class; awards and scholarships won will be presented to our graduates. All families are invited and encouraged to come, to help celebrate and acknowledge the hard work of our kids.

### **Graduation**

Seniors need to be aware of the requirements for graduation. The graduation fee covers the cost of the graduation speaker's honorarium (if any), unlimited requests for transcripts and diploma costs. Graduation is that special day when our seniors march down the aisle as students and leave as high school graduates, beginning a new and exciting chapter of their lives. Graduation is usually held in the school gymnasium, and Cook Inlet Academy encourages the entire school family to attend the event in honor and support of the newest graduating class.

### **End of the Year Chapel**

Always held on the last day of school, awards chapel is the day that awards are given out to outstanding students in the areas of academics, behavior, character, attendance and more. This chapel is usually the largest of the year, as friends and families come together for the last time to end the school year with this important occasion.

## APPENDICES

### **The principle of "Good Reports"**

Jesus taught that each of us is worth far more than the sparrows that never escape His notice (Luke 12:6,7). Each child needs to realize his priceless worth before God, as expressed in I Peter 1:18,19, and must constantly be reminded of his royal heritage by the loving and consistent training he receives at home and at school. All training and correction needs to be supportive and uplifting. Hence, our school has a policy of giving "Good Reports".

Good reports focus on the positive and good things that God is doing in our lives, rather than focusing on failure. Colossians 2:14 tells us that God has blotted out the record of our sins and they are not remembered against us anymore. Philippians 4:8 reminds us that good reports are virtuous and worthy of praise.

Cook Inlet Academy will therefore handle all reprimanding face to face with the student where opportunity for response and reconciliation are possible. The student's permanent written record (including quarterly report cards), however, will reveal only the positive things that God is doing in the student's life and will be a source of encouragement as we document that student's growth and maturity.

This policy of good reports applies not only to student records, but covers all relationships between students, parents, teachers, and board members. Each person must ensure that he neither gives nor receives a bad report about another person. Conflicts and misunderstandings need to be handled face to face (according to Matthew 18:15-17) where edification and restoration can take place, rather than allowing them to degenerate into gossip.

We believe God will greatly bless our school as we take our complaints to those directly involved rather than spreading bad reports. Watch your children blossom as parents and teachers commit themselves to giving only good reports about them. Incidentally, watch your spouse, teacher, pastor, neighbors and friends also respond to that special kind of treatment. You will see a change in them, and you will be freeing yourself from the binding chains of criticism and bitterness.

### **The Matthew Principle**

Matthew 18:15-17

Issues do arise. Conflict is a part of life. How we deal with the conflict can set us apart as Christians. As Christians we need to set this example for our children. In Matthew, Christ counsels us how to deal with conflict. We are to first speak to the person with whom we are at odds. If this does not settle the issue, we are to then speak to that person in the presence of witnesses. In the case of school issues, the principal or vice principal would fulfill this role. The next step would be to go to the school board to resolve the problem. When these steps are followed most conflicts are settled quickly and with minimal hurt feelings. Please follow this principle in your dealings here at CIA.

## Student/Parent Contract in Regards to Cell Phone/Electronics Policy at CIA

I, We, the undersigned, understand the cell phone/electronics policy at CIA as follows:

*Cell phones, smart phones, IPods, iPhones, laptops, IPads, Nooks, Kindles and other electronic items from home should not be brought to school. If brought, items are to be turned in to the office during school hours. Students may use their cell phones and electronics after school hours as needed. **Students will be expected to check them into the front office at the beginning of the day and check them out at the end of the day.***

***Phones are NOT to be kept in student's cars or in their lockers. If electronics are brought on campus they must be turned in to the office.***

*Students will be reminded of this at the front door as they enter and during morning pledges. If a student is found with an electronic device during school, disciplinary action will be taken in accordance with the parent contract. Students will be allowed to call their parents from the school office as needed.*

-CIA School Manual

*Electronics have become an integral part of today's society and, when used correctly offer a tremendous tool. However, they are a huge distraction in the classroom. They present interference and an unregulated source of information. For the safety and security of all of our students at CIA we ask that parents and students choose to follow this policy. Our desire is that students will choose to drop their phones off in the office as a part of practicing integrity and honesty.*

The first time a student is caught with an electronic device (other than a school issued laptop) during school time, the device will be brought to the office and a parent will be notified with a phone call. After that, if the student is not in compliance, the item will be held at the office and the parent and student will be asked to come in to pick up the device and talk to administration. Disciplinary measures from there may include suspension or work detention as determined by the administration.

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Student Name-please print

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Student's cell phone #-required

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Student's Signature

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Parent Signature

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Date



## **Acknowledgment of School Manual**

*Please remove this page from the manual and submit it with your enrollment paperwork.*

I, We \_\_\_\_\_ have read the Cook Inlet Academy School Manual. We understand fully the principles and rules stated in this manual and agree to abide by them while our student(s) are enrolled at CIA.

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Parent Signature

Date