

# *Christian Servant Academy*

## *Parent-Student Handbook*

*“Educating Faithful Disciples and Humble Servants”*



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## Table of Contents

Headservant’s Welcome .....	2
CSA’s Philosophy.....	3
Statement of Faith.....	3
CSA Servant Code .....	4
Background.....	5
Admissions and Enrollment.....	6
Arrival/ Dismissal .....	7
Attendance Policy.....	8
Absence Policy.....	8
Bus and Transportation Policies .....	10
Emergency Closings.....	10
Educational Curriculum .....	10
Grading System .....	11
Homework Policy .....	12
CSA School-Wide Expectations .....	12
Dress Code .....	13
Technology Policy .....	15
Health Policy .....	15
Student Activities .....	16
Lunch.....	16
Teacher-Parent Communication.....	17
Playground Expectations.....	17
School Visits.....	17
APPENDIX .....	19
Medical Information Form/Medical Authorization and Waiver.....	20
Acknowledgement of the Handbook and Policies Form and Emergency Contact Information Form.....	21
Transportation Form .....	22
Absence Request Form .....	23
Student Withdrawal Form .....	24
CSA’s Essential 44 Ways to Serve Others.....	25

## Welcome

*Dear Christian Servant Academy Community,*

*Welcome to Christian Servant Academy! Thank you for reviewing the information in the CSA Handbook, which communicates policies and procedures for students and families. We at CSA strive to provide excellence in our programs and make every effort to establish clear policies and to communicate ongoing changes and improvements. We are committed to exemplary education, and the information highlighted in this school handbook allows us to maintain an environment devoted to high standards of learning and building Christian character.*

*The staff and board of CSA are looking forward to an outstanding school year. This year will provide endless opportunities to meet, and even exceed, our ambitious goals. We know that we can do all things through Christ who gives us strength (Philippians 4:13). Please make sure to welcome all of the other families who have joined our CSA community. This year, let's redeem each day by committing ourselves wholly to the CSA Servant Code!*

*Lastly, please take time to read through this handbook as a family and return the form verifying your understanding of CSA policies and expectations. Students and families are responsible for understanding and practicing our policies and procedures. Have a wonderful and productive school year!*

*In Christ,*

*Mr. Samuel Smeal*

*Headservant, Christian Servant Academy*

# **CSA's Philosophy**

## **Mission**

The mission of the Christian Servant Academy is to develop humble disciples and God-fearing citizens by providing rigorous instruction, rooted in the Word of God, along with high standards of discipline for moral character.

## **Vision**

At Christian Servant Academy, we believe all children are created for God's glory and endowed by Him with an undeniable potential to acquire wisdom and knowledge. Our great desire is to offer outstanding education, which will equip young people to become responsible servant-leaders. We believe this goal will be accomplished through an uncompromised commitment to the Truth, along with discipline and values of the gospel of Jesus Christ, permeated with a Biblical worldview.

## **Goals**

- Teach Biblical doctrine and etiquette
- Encourage discipleship
- Create servant leaders
- Develop graduates who have the education and devotion to make a difference in the world for God
- Be a beacon in the community

## **Statement of Faith**

- We believe the Bible is God's Holy Word and is both infallible and our only rule for faith and practice. The Bible was breathed out by God, recorded through inspired men, and is profitable for salvation and training in righteousness (2 Peter 1:21, 2 Timothy 3:16).
- We believe Christianity is the true and only religion of the Bible, because Christianity is the only religion that submits fully to the authority of scripture rather than the authority of man (Mark 7:6-8).
- We believe there is one God, eternally existent in three persons: Father, Son, and Holy Spirit (1 Timothy 2:5, Matthew 3:16-17).
- We believe God the Father is the Creator of all (Genesis 1:1). God is fully sovereign, meaning that all things are under Him, and no plan of His can be stopped (Isaiah 46:9-10, Job 42:2). As Creator, God alone has the right to judge mankind according to His standards (Romans 14:10, Exodus 20:1-17). Because mankind falls short of God's holy standard (Romans 3:23), all of mankind is subject to God's holy wrath (Romans 2:5).

- We believe God the Son, Jesus Christ, was given as a sufficient sacrifice to atone for our sins (2 Corinthians 5:21). He was born of a virgin (Isaiah 7:14), was fully God (John 8:58), fully man (Luke 24:39), and lived a sinless life (Hebrews 7:26). Jesus was crucified on our behalf, was buried, and was raised from the dead (1 Corinthians 15:3-4). In dying, Christ defeated sin and death for those who trust Him (2 Timothy 1:10). In rising, Christ offers eternal life to those who put their faith in Him (John 3:16).
- We believe God the Holy Spirit is given to all believers as a seal and guarantee of their salvation (Ephesians 1:13-14). His role is to help us obey, equip us for ministry, and teach us the ways of truth (John 14:26).
- We believe Salvation is a gift of God through Jesus Christ (Romans 6:23) which results in the believer receiving a new heart (Ezekiel 36:26), the promised Holy Spirit (Ephesians 1:13-14), and eternal life with God after death (John 3:36). The process of salvation occurs by grace and through faith, but not by works (Ephesians 2:8-9, Romans 4:4-5). Although salvation is not caused by works, it does cause us to do good works (Ephesians 2:10, James 2:26). Salvation involves both belief and confession (Romans 10:9) and results in a life of change and discontentment with sin (Galatians 5:22, 1 John 3:6). Those who experience salvation are children of God and members of His church (John 1:12).
- We believe the Church is the unified Body of Christ (1 Corinthians 12:27). While we vary in backgrounds and gifts, we are unified by the redemptive blood of Jesus and the indwelling of the Holy Spirit (1 Corinthians 12:4-5, Romans 8:9). As the church, our primary goals are to give God glory through our unity (John 13:35) and to live in faithful obedience to Christ's Great Commission (Matthew 28:19-20).
- We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between one man and one woman. We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery and pornography are sinful perversions of God's gift of sex. Additionally, we believe that since God has created people either male or female that any attempt to modify or identify differently than one's biological sex is forbidden, for it goes against God's good and proper design. (Gen. 2:24; 19:5, 13; 26:8-9, Lev. 18:1-30; Rom. 1:26-29; 7:2; 1 Cor. 5:1; 6:9; 7:1-2; 1 Thess. 4:1-8; Heb. 13:4)

## **CSA Servant Code\***

### **Statement of Purpose**

CSA's Servant Code is a statement of the values and character qualities a community considers important to its well-being. It serves as a reminder of how we should act toward others, forms a framework for the rules and policies by which we live, and gives us a visual symbol of who we have chosen to be as the CSA community. Our honor code is a declaration of who we are. At CSA, we want to show the following qualities in our behavior toward our schoolwork, our classmates, our teachers, our administrators, and all who will interact with us.

### **CSA Servants are Honest and Humble**

- We are sincere in our words and actions.
- We are willing to admit when we make mistakes.
- We won't take credit for other people's work or achievements.
- We strive to develop integrity in ourselves and others.
- We have nothing to hide because we are who we seem to be.
- We respect the rights and feelings of other students and teachers.
- We abide by the standards set for us by the Word of God and by our authorities because we know they are there to protect us.
- We resolve conflicts peacefully and respectfully.

### **CSA Servants are Responsible**

- We take responsibility for our own words and actions and accept the consequences.
- We define success as doing our best and refusing to grow weary in doing good.
- We are aware that our words and actions influence others, especially younger students and the outside world.

### **CSA Servants are Loyal**

- We are faithful to God, our families, and our community.
- We stand up for the Word of God as the only Truth.
- We will be quick to hear, slow to speak, and slow to get angry.
- We will speak the truth in love.
- We will consider others as better than ourselves and carry one another's burdens.

### **CSA Servants are Friendly and Caring**

- We welcome new people and try to make them feel at home.
- We care about and for one another.
- We think before we act or speak and treat others the way we want to be treated.
- We include others who might be left out.
- We build others up with our words instead of tearing them down.
- We make friends for the sake of friendship rather than benefits.
- We are willing to give up our time and pride for others.
- We forgive instead of holding grudges.
- We appreciate the time we share together and try not to take it for granted.

\*For ways to apply the CSA Servant Code, please refer to **CSA's Essential 44 Ways to Serve Others** (*Appendix F*)

## **Background**

### **History**

The Christian Servant Academy was founded in 2020 by a group of Christian men who saw the need for

Biblical education in the midst of social confusion and the acceptance of “truths” outside of the Word of God. What started as a vision to provide an authentic Biblical worldview in the educational system became the start of school, starting with kindergarten and first grade and adding a grade level every year. God has provided every step of the way and will continue to do so.

### **Curriculum**

CSA’s current primary curriculum is published by Abeka. Abeka curriculum meets our standards of integrating the Word of God into all academic subjects and will be supplemented by other curriculum as administration and teachers deem necessary in order to provide appropriate and rigorous instruction. CSA teaches all major subjects, as well as special subjects (P.E., Music, Art, and Library) and explicit Biblical studies.

### **Governance**

#### Board of Directors:

- Jeremy Smith, Executive Director
- Samuel Smeal, Associate Director
- Allan Shimmel, Secretary
- Jacob Scott, Treasurer
- Josh Retorick, Parent Representative

Headservant /Administrator..... Samuel Smeal

### **Administrative and Teaching Staff Qualifications**

The qualifications for administrative and full-time teachers:

- A. Hold a BA or BS degree or higher in education or a related field or have completed a successful 2- year CSA teacher training internship
- B. Agree with and abide by CSA’s Statement of Faith
- C. Receive high recommendations on the basis of character, skill, and experience
- D. Be approved by the CSA Board of Directors

The qualifications for assistant/ part-time staff:

- A. Agree with and abide by CSA’s Statement of Faith
- B. Receive high recommendations on the basis of character, skill, and experience
- C. Be approved by the CSA Board of Directors

## **Admissions and Enrollment**

### **Admissions Process**

- Complete the Student Enrollment Application (*On our website*)
- Participate in a family interview
- Receive approval from CSA board

### **Enrollment Requirements**

**Age & date of birth requirement:** Students entering a grade level must meet the age requirement on or before July 30<sup>th</sup> of the year of admission. Special exceptions for minimum age can be granted by the headservant.

- Kindergarten — age 5
- First Grade — age 6
- Second Grade – age 7
- Third Grade – age 8
- Fourth Grade –age 9

**Placement Assessments** - At the headservant’s discretion, placement assessments may be given in the following subject areas in order to place students in the appropriate grade level: reading, writing, and math.

**School Resources**— In some situations, applicants may have specific educational needs requiring specialized staff, curriculum, resources, facilities and/or training. Because CSA is a school with limited support, ***applicants may be denied admission*** if CSA feels it cannot adequately meet these needs. Cases will be evaluated individually.

### **Grade Levels & Equivalents**

Students are enrolled in school from August to June. CSA reserves the right to place students in the grade equal to that which the student just left to ensure that all standards and skills have been met before promotion to the next grade. CSA rarely accepts special requests for grade advancement; however, special requests can be submitted in writing to the headservant for review. Requests not submitted in writing will not be accepted.

### **Enrollment Process**

After receiving board approval, families will need to do the following to formally enroll in CSA:

1. Complete and return the **Registration Packet**, given to families upon board approval, along with all attached forms and requested documents.
2. Pay the **\$100 registration fee** (or make arrangements to pay in installments). This registration fee will be used to purchase school uniform polos.

***Admission to CSA will be finalized when all of the required items have been completed. All forms and documents must be completed and submitted to the CSA office a minimum of 48 hours before the student may attend class.***

### **Withdrawal Process**

At any time, if a family chooses, they may withdraw their child(ren) from CSA. In order to withdraw, the family should:

1. Complete and return the **CSA Student Withdrawal form** (Appendix E)
2. Participate in a family withdrawal interview

\*There will be no refund to registration fees, and if families wish to re-enroll, they must complete the entire enrollment process.



## Arrival & Dismissal

### Arrival

Students may enter the school building at **8:40 AM**. They are encouraged to be present and ready to start at **8:55 AM**. Students will be marked **tardy** if they arrive after the **9:00 AM** bell marking the beginning of school. **Five tardies count toward one absence.**

### Dismissal

School is dismissed at **3:30 PM**. To ensure the safety of our students, parents are required to contact the CSA office if any changes are made to their child's dismissal.

- Students may only return to classrooms after dismissal with permission from CSA staff or administration, and if accompanied by a parent.
- Should a parent require a special request in terms of arrival or dismissal, please contact the CSA office for administrative approval.

## Attendance Policy

CSA students are strongly encouraged to attend school regularly to ensure high levels of academic success. **Absence Request Forms** (*Appendix D*) must be completed for all expected absences and can be found in the CSA office or online.

### Excessive Absences

All Pennsylvania public, nonpublic, and parochial schools are required to maintain accurate records of student attendance and to report excessive absences. When a student misses 10 days or more, a conference may be requested with the parents to discuss the student's progress. After the accumulation of **10 absences within the school year**, a conference will be scheduled with the headservant to develop an attendance plan and evaluate the student's academic progress.

**If a student exceeds 15 absences, advancement to the next grade is dependent on the student's academic performance, overall progress, and administrative approval.**

## Absence Policy

Absence Type	Definition	Result
Planned Excused Absence	Absences such as conferences, family business trips or vacations, competitions, and educational trips <b>MUST</b> be made in advance & approved by administration.	Absence recorded. Make-up work accepted. Credit given. Student work due on the first day of return.
Unplanned Excused Absence	Includes absences related to illness, medical appointments, family emergencies (doctor's note may be	Absence recorded. Make-up work accepted. Credit given. Student work due

	required), legal work.	one day after the first day of return, unless arrangement with the teacher is made.
Half-Day Excused Absence	If a student is gone for more than three hours or three periods of a school day for an excused reason, the absence is marked half-day excused. Two half-day absences equal one whole day absence.	One half-day absence recorded. Make-up work accepted. Student work due on the first day of return.
Unexcused Absence	Some absences, however reasonable, will likely be considered unexcused. Examples: excessive family business trips or vacation, family celebrations, conference/trips, or participation in competitive clubs. <b>If families do not turn in an excuse for an absence, that absence will be marked as unexcused.</b> Unexcused absences do not receive credit.	Absence recorded. Work missed on that day marked incomplete. No credit is given. After three unexcused absences, the truancy officer is contacted.

### **Reporting Absences & Student Work**

It is our goal to maintain and promote a healthy learning environment for students and teachers; therefore, please ***do not send your child to school if your child has a fever, is vomiting, or is showing signs of a contagious illness.*** *Parents will be contacted to pick up their child if his/her illness is deemed too severe for school.*

1. If a student incurs an absence due to emergency or sickness, parents should **provide a written and signed excuse** including the student's first and last name, dates missed, and reasons for the absence upon the student's return to school.
2. **ONE school day** is granted for making up assignments. **Work previously assigned** is to be turned in on **the first day** the student returns to school.
3. Students missing a scheduled test will be expected to take the test on **the first day** the student returns to school.
4. Should excused absences fall near the end of a marking period, teachers will record missing grades and update reports when assignments are completed and submitted.

### **Planned Excused Absence**

The school calendar has been planned around holidays. Should families require vacation time outside of the general school calendar, please refer to the following policies and recommendations.

1. **Absence request forms:** **Absence Request Forms** can be obtained in this handbook (*Appendix D*) and in the office. A form must be completed, signed, and turned into the office two school days prior to any planned absence for administrative approval. It is advised to wait for administrative approval before planning any vacation, as some absences may NOT be excused.

2. Each student will be allowed up to five planned excused absences. Planned absences exceeding five days will be individually evaluated by the headservant.
3. Failure to submit an **Absence Request Form** (*Appendix D*) will result in an unexcused absence and students will not receive credit.

### **Tardies**

Students receive tardies on attendance records if they arrive after the morning bell. **An accumulation of five tardies count toward one absence and affect student attendance records.**

### **Absences Due to Discipline**

- Any student sent to the office for discipline reasons will complete all make-up work by the scheduled due date.
- **Ttruancy**- skipped school or classes- results in an **unexcused absence**, NO credit awarded for work missed, and disciplinary action. The student is not permitted to return to class until he/she has obtained administrative and teacher approval.
- Academic work missed due to severe behavior, resulting in suspension, will NOT receive credit.

### **Leaving Campus during School Hours**

Elementary students are not permitted to leave campus during the school day unless accompanied by a parent or designated guardian. If leaving campus becomes necessary, the parent/guardian must check the student out.

## **Bus & Transportation Policies**

Transportation to and from the academy is the responsibility of the parents of the students.

Please **notify us in writing** if your child is leaving school in a way that is different from what is listed on your **Transportation Form** (*Appendix C*). For example, if your child is riding home in a car with another student, we need to receive a **written permission note** allowing us to dismiss your child with another parent. If your child is riding with an approved adult who is listed on the **Transportation Form** but does not normally provide transportation, we do **not** need to receive a note. Families should keep their **Transportation Forms** up to date.

### **Emergency Closings**

CSA watches the West Branch Area School District and the Clearfield Area School District regarding cancellations, delays, or early dismissals due to inclement weather. In case of a delay, closing, or early dismissal, parents will receive a message from the school. Please watch for closings and delays whenever these decisions are suspected. Develop a plan for your child to follow when an early dismissal occurs.

## **Educational Curriculum**

Christian Servant Academy utilizes the Abeka curriculum for elementary school students. Through this curriculum, all CSA students have many opportunities to grow spiritually and academically. As students become more independent, they learn effective methods of developing content knowledge and applying their understanding to the world around them. Realizing each student is a unique learner, teachers may choose to supplement Abeka curriculum in a personal way in order to create a spiritually and academically rich environment that addresses differentiated learning styles.

## **Educational Content Standards**

Each grade has content standards to ensure students receive a quality education at CSA. The content standards define the knowledge, concepts, and skills aligned to the Pennsylvania State Standards that are required for students at each grade level.

### **Elementary**

CSA elementary classes are self-contained classrooms. The comprehensive curriculum in grades K-4 is designed to use a variety of teaching strategies to foster student learning. English Language Arts consists of grammar, reading, phonics, writing, listening, and spelling. Math, science, social studies, Biblical studies, and the CSA Servant Code make up the remaining part of the core curriculum.

In addition, physical education, music, and art classes are special courses offered to students. When available, special clubs and electives are provided to enhance the learning and development of CSA elementary students.

## **Special Support Services**

CSA is a limited support school and provides as many opportunities as possible for students with exceptionalities. Dependent upon administrative approval and student support service availability, ***CSA holds the right to accept or deny education for students with special needs.***

Students enrolled in CSA with Individualized Educational Plans (IEPs) must be capable of functioning within an inclusive classroom, and CSA may not be able to meet accommodations and modifications outlined in the student's IEP. Regular reviews of progress will determine if the student is meeting the goals and required learning benchmarks.

## **Grading System**

### **Grading Systems**

Students are regularly assessed in each content area to evaluate student progress and achievement. Assessments are content-based and clearly communicate mastery of concepts and learning. These assessments are reflected and communicated to students and parents on quarterly report cards.

**The elementary school** uses the following for academic, social, and behavioral grades:

- **Attribute grades** are standard-based grades reported for students on quarterly report

cards for grades kindergarten to first grade. Students are graded on a 4-point scale throughout the school year to demonstrate mastery of grade-level standards. Attribute grading scale is as follows:

- 4** Consistently Achieves (Excellent)
- 3** Usually Achieves (Good)
- 2** Sometimes Achieves /Needs Reteaching (Needs Improvement)
- 1** Rarely Achieves With Re-Teaching (Unsatisfactory)
- N/A** Not Assessed This Quarter

## **Homework Policy**

The purpose of homework is to review, reinforce, and practice concepts students have learned in school. Additionally, homework provides opportunities for parents to assist their children in learning and for teachers to measure student progress in order to plan better instruction. Lastly, homework is important for developing healthy work habits in children. The following time frames are general homework guidelines for the average student **per night**. Individual students require varying lengths of time to complete, review, and adequately study the same material. Responsible parents will take as much time as needed to ensure their children gain a thorough understanding of the content that has been taught.

- Kindergarten/ First Grade .....0 to 20 minutes
- Second/ Third Grade ..... 20 to 30 minutes
- Fourth Grade .....30 to 40 minutes

### **Elementary Homework**

Elementary homework policies are determined at the beginning of the school year, and most classes follow a daily turn-in procedure decided by individual elementary teachers. Teachers communicate these policies to help students and families establish consistent homework practices.

## **CSA School-Wide Expectations**

### **Citizenship and Disciplinary Philosophy**

As beacons of light in our community, we are to act as servants, with respect toward all people. CSA views citizenship as an important part of learning. Students must remember that their actions in and outside of school reflect CSA. Each student is a respected member of the CSA community and is required to act responsibly. CSA teachers and administration will collaborate with parents to ensure this positive growth in students.

### **Citizenship Expectations (See CSA’s Essential 44 Ways to Serve- Appendix F)**

Students are expected to...

- Treat everyone with respect, including themselves, peers, and all CSA staff.
- Understand CSA is a professional learning environment and should be treated as such.
- Treat school property with respect to help keep the school and grounds clean.
- Demonstrate a positive attitude and make every effort to demonstrate excellence.

- Use appropriate language and conversation.
- Follow the CSA Servant Code at all times.

### **Classroom Specific Standards**

To create a functional and purposeful learning environment, each teacher sets behavioral policies related to a research-based, professional form of classroom management approved by the headservant. Parents and students are informed of classroom expectations and policies at the beginning of each school year. Please review these policies carefully and direct questions regarding classroom policies to classroom teachers. Any unresolved issues can be brought to the headservant.

### **Discipline (Matthew 18 Model)**

At CSA, we handle discipline using the Matthew 18 model. In Matthew 18, verses 15-17, Jesus outlines actions to be taken when an offense has occurred.

1. The offended party goes directly to the offender and tells of the offense. The offender should apologize and make amends.
2. If the offender does not apologize and make amends, the offended party takes one or two peer witnesses and explains the offense again to the offender in presence of witnesses. Thus, the offender has another opportunity to repent.
3. If the offender still does not repent, the offended party goes to the authorities. The authority will give a consequence and allow yet another opportunity to make amends.
4. If the offender refuses to apologize and make amends, further disciplinary action must be taken. See **Severe Behavior Clause\***.

Depending on the severity of behavior, appropriate consequences will be authorized by the CSA Headservant/ Board.

### **\*Severe Behavior Clause**

Students severely disrupting the learning of others and unwilling to comply with classroom behavioral expectations will be removed from the classroom and parents will be notified.

The following are examples of severe behavior:

- Demonstrating severe emotional or physical disturbance
- Being involved in physical confrontation (fighting)
- Inappropriately relating to the staff or other students (i.e. Insults, physical contact, or intimidation)
- Destroying school property in any way
- Bringing the following onto school property: alcohol, tobacco, drugs, pornography, weapons of any kind

Students involved in any of the above will be sent directly to the headservant, and parents will be contacted immediately. **CSA academic setting is no place for this behavior and CSA administration retains the right to immediately suspend or expel a student based on severe behavior.** Any further actions required will be decided upon by the headservant.

### **Dress Code**

At CSA, we encourage students to strive for excellence, including personal appearances, and to dress for an educational environment which is focused on and conducive to learning. CSA requires students

to follow the below guidelines when dressing for school and school-sponsored activities.

## **Uniform Guidelines**

Students are required to wear the school uniform at all times, including field trips, except when informed otherwise. The uniforms are as follows:

### **Boys:**

**Slacks-** Tan dress slacks. No jeans, skinny pants, or cargo pants are permitted.

**Shorts\***- (Aug.- Sept. & May-June only) Tan dress shorts. No cargo shorts are permitted.

**Shirts-** School-issued polo with CSA emblem on it. **Shirts must always be tucked in and belt worn.**

**Socks-** Solid tan, navy, black, gray, or brown crew socks or dress socks. No low cut or no-show socks.

**Shoes-** Brown or black leather-like dress shoes or solid black sneakers (no colored design or logo).

### **Girls:**

**Slacks-** Tan dress slacks. No jeans, skinny pants, or cargo pants are permitted.

**Skirt/ Jumper\***- Tan dress skirt/ jumper.

**Shorts\***- (Aug.- Sept. & May-June only) Tan dress shorts. No cargo shorts are permitted.

**Shirts-** School-issued polo with CSA emblem on it. **Shirts must always be tucked in.**

**Stockings-** Solid tan, navy, black, gray, brown, or white knee-length stockings or neutral-colored tights (with skirt or jumper). If wearing pants or shorts, girls may wear neutral-colored ankle or knee socks.

**Hair Accessories-** Must be plain, have no attachments, and coordinate with uniform colors.

**Shoes-** Brown or black leather-like dress shoes or solid black sneakers (no colored design or logo). No sandals are permitted.

**\*In order to maintain complete modesty in our appearance, shorts, skirts, and jumpers must be at least knee-length.**

**Winter-** In the cooler months, boots may be worn to school and changed upon arrival. *Students are permitted to wear cardigans over uniforms or long-sleeved shirts underneath. They should be solid colors. Neutral or school colors are acceptable: white, black, gray, tan, navy blue, red, or gold.*

**Hair-** All hair, boys and girls, must be neat and clean. No part of the head may be shaved. Hair may not be dyed an unusual color. Boys' hair must not exceed the neckline, hang over the shirt collar, or over the eyes. Please encourage your child to maintain conservative haircuts.

\*The administration reserves the right to establish other dress code standards as the need may arise. Any clothing item that causes a disruption or is offensive to the CSA school climate is prohibited.

Students in violation of dress code will be issued a warning, asked to change into appropriate attire, and/or asked to call home to correct the violation. Ongoing offenses will result in disciplinary action. If a student refuses to cooperate in correcting the dress code violation, the student will be sent home until a conference is held with the headservant.

## **Technology Policy**

Schools are a place for learning, and in today's model, there are many electronic devices that can be used to enhance or distract from learning. A general electronics policy is intended to guard the learning environment from distractions and ensure student safety. The school reserves the right to decide when and where these devices can be used. All students and parents should read, understand, and adhere to the policy.

### 1. Cell phones:

Cell phone use will be strictly prohibited. ***Students who bring cellphones to school must silence them and keep them in their backpacks during school hours.*** Failure to do so may result in the phone being confiscated and turned in to the headservant. Parents will need to come to the school to retrieve confiscated items.

### 2. Small devices & gaming systems:

Students should refrain from bringing small electronics for gaming to school, as they could get stolen or lost. These systems will be confiscated and turned in to the headservant. Parents will need to come to the school to retrieve confiscated items.

### 3. Computers & Laptops:

Personal computers can be used as academic tools with the approval of the headservant; however, unless you receive a written request for a student to bring these items to school, please leave them at home.

**CSA is not responsible for any electronic device that is lost, stolen, or broken.** Please leave all personal items at home unless given specific permission to bring them in.

## **Health Policy**

### **Food Policy**

Students who bring food to school are to keep it stored in a locker/cubby until scheduled snack or lunch times. Students should not be eating in class unless it is approved by the classroom teacher. If there are special dietary needs, i.e. low blood sugar, allergies, etc., then please note this on the **Medical Information Form** (*Appendix A*).

Elementary students are NOT allowed to share food with others at lunch time, except for special classroom occasions and with teacher permission, due to the growing number of food-related allergies.



## **Illness & Injury**

Before the school day begins, if your child has a temperature above 100 F, is vomiting, and/or has an extreme case of diarrhea, *do not send him/her to school*. This is to protect not only your child, but also the other students, teachers, and CSA staff.

In the case of illness or an accident at school, the child will be brought to the office. When necessary, first aid will be administered. If the injury/illness is serious, parents will be contacted as soon as possible.

If the situation warrants, the parent will be asked to pick up the child. In the event of an emergency, and if the parent cannot be reached, the school will take appropriate action to ensure the child's well-being. *It is vitally important that the school have the parents' current phone numbers and emergency phone numbers*. Students with a communicable disease, such as Chicken Pox, Measles, etc., are to remain at home until the disease is no longer contagious.

## **Medications & Allergies**

Providing medication to any student must be requested and authorized in writing by a parent or legal guardian. Parents will be required to complete a **Medical Authorization and Waiver Form** (*Appendix A*) to allow school personnel (headservant, volunteer staff, teachers) to administer medications. Medications will be kept in the office and specific, written instructions for administration must be included with the medication.

## **Head Lice**

Head lice will spread very quickly if it is not handled immediately and aggressively. Children with head lice will be sent home immediately. The student will be allowed to re-enter the classroom when it is confirmed that the student is lice-free. In an effort to minimize student embarrassment, CSA staff will handle head lice situations with sensitivity.

## **Safety Drills**

School safety will be taught to all students. Fire and other safety drills will be conducted periodically so that the classroom teachers and students will know proper responses in the case of an emergency.

Specific procedures are posted in the classrooms and are highly visible for all to see and follow.

## **Student Activities**

Class trips may be planned throughout the year for our students to have extensions to their classroom learning. These trips are designed to enhance and promote their regular curriculum and/or to celebrate our students' achievements.

Extracurricular activities, musical/art activities and festivals, or auditions/drama productions will be announced when there is an upcoming opportunity or event.

## Lunch

Students are required to bring lunches from home. Parents should support the healthy habits that students learn about at school by providing them with a nutritious lunch.

## Teacher – Parent Communication

CSA believes in the importance of frequent teacher-parent communication. Parents are encouraged to be actively involved in their child's education. Brief communication may take place at student pick-up/drop-off times, but for extended communications, please utilize another method. Other options for teacher-parent communication include use of a communication notebook, emails, and phone calls or texts. Teachers will be required to check their email daily; however, because teachers must attend to classroom responsibilities and limit distractions, they may not be able to respond immediately. For emergencies or situations requiring immediate action, please call the headservant.

Student work will be sent home on an ongoing basis. Progress reports will be issued each marking period, but we encourage teachers to frequently communicate with parents about student progress. Parents should also take an active interest in their child's progress. Formal parent-teacher conferences will be held twice a year, with additional conferences available upon request of parents or teachers.

In September, parents complete an **Emergency Contact Information Form** (*Appendix B*), which includes phone numbers of additional emergency contacts if parents cannot be reached. It is imperative that the information is kept accurate and up to date. When information, particularly cell phone numbers, change, please contact the school immediately.

## Playground Expectations

1. Teacher or parent supervision is required for any child playing on the playground.
2. Students must follow school rules and CSA Servant Code.
3. Students will always follow teachers' and parents' directions.
4. When teachers signal, students must stop immediately and listen for directions.
5. Standing on the top of the equipment is never permitted.
6. Sports balls thrown or kicked outside of the designated area may not be returned.
7. Safety is always first. If a student is not playing or acting safely, the student will be asked to sit out and will not be allowed to participate. Playing rough will result in loss of privileges. If someone is hurt due to non-compliance of rules, the parents will be contacted and disciplinary actions taken.
8. Playground and recess procedures will be set and established by CSA administration at the beginning of the school year.

## School Visits

Parents are encouraged to be involved in their child's education and are welcome to visit the school. Parents who desire to come into the school should contact their child's teacher and/or the headservant beforehand. Instructional time should not be disrupted. Parents and other visitors must check in at the front office in order to meet with a teacher before, during, or after school. This policy allows for you and your child to have our utmost attention when we meet and allows your child's academic progress to be a priority.

## **Appendix**

*Appendix A: Medical Information Form/ Medical Authorization and Waiver Form*

**Medical Information Form**

Please use this form to record immunizations, allergies, and any other medical conditions that your child has. If conditions change, please update this information as soon as possible.

**Immunizations:** Please **attach** a copy of your child’s vaccinations and immunizations record. If you opt out, attach a copy of your opt-out form.

In order to enter school for the first time, at the Kindergarten or First Grade level, in any public, private or parochial school, your child must have the following immunizations:

- 4 doses of tetanus, diphtheria and acellular pertussis (1 dose on or after the 4<sup>th</sup> birthday) (Usually given as DTP or DTaP, or if medically advisable, DT or Td)
- 4 doses of polio (4<sup>th</sup> dose not necessary if the 3<sup>rd</sup> dose administered at age 4 years or older and at least 6 months after the previous dose)
- 2 doses of measles, mumps and rubella (Usually given as MMR)
- 3 doses of hepatitis B
- 2 doses of varicella (chickenpox) or evidence of immunity

These requirements allow for medical and religious/philosophical exemptions. If your child is exempt from immunizations, s/he may be removed from school during an outbreak.

**Allergies:**

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**Other medical conditions** (including medications):

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**Medical Authorization and Waiver**

If your child takes medicine and may need to have medicine administered at school, please read and check the boxes. Then sign. **The staff at CSA giving medication may not be formally trained.** It is important to share any concerns that you have before signing this form and giving your child’s medication to CSA staff to administer.

- I authorize staff of CSA to administer my child’s medication, and I have included specific directions for how it must be administered.

- I understand that reactions to medications may occur, and that the staff of CSA are not medical professionals. I understand that by signing this form **I will not hold CSA or its staff liable** if a negative reaction or result happens during or after the administration of my child's medicine.

\_\_\_\_\_  
Signature of parent/ guardian  
*Appendix B: Acknowledgement of the Handbook and Policies and Emergency Contact Information Forms*

\_\_\_\_\_  
Date

### **Acknowledgement of the Handbook and Policies Form**

I acknowledge that I have received and read a student handbook, and I have an understanding of the policies of CSA.

\_\_\_\_\_  
Signature of parent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of student

\_\_\_\_\_  
Date

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### **Emergency Contact Information Form**

Student Name: \_\_\_\_\_

Emergency Contact #1: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Emergency Contact #2: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Emergency Contact #3: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Transportation Form

Please keep the following information up to date for CSA's records:

My child will primarily come to school by:

- Riding with family
- Other: \_\_\_\_\_

My child can be picked up by the following people\*:

**Name:**

**Relationship to student:**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

\*If your child rides home with someone who is not on this list, they must have a signed permission slip stating the name of the person with whom they will ride and the date. An exception for a phone authorization may be made in emergencies.

\_\_\_\_\_

Signature of parent/ guardian

\_\_\_\_\_

Date

**Absence Request Form**

I request the absence of my child from school on the following dates and for the following reasons. I understand that my child’s attendance is recorded, and excessive absences must be reported to the state by law.

Dates requesting absence:

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Reasons for absence:

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Signature of parent/ guardian

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Date



*Appendix E: CSA Student Withdrawal Form*

**Student Withdrawal Form**

I wish to withdraw my child from Christian Servant Academy. I understand that by doing so, I will be responsible for the Pennsylvania State educational requirements. Christian Servant Academy will keep student academic and registration paperwork on file.

Upon being withdrawn from Christian Servant Academy, I understand that if I would like my child to enroll again, I must complete the entire registration process- including paying the registration fee. I also understand that there may not be spots available, and I may have to be put on a waiting list.

**Student name:** \_\_\_\_\_

\_\_\_\_\_  
signature

\_\_\_\_\_  
date

## CSA's Essential 44

### *Ways to Serve Others*



1. We must act as humble servants at all times, thinking of others as “better than ourselves” (Philippians 2:3)
2. When responding to adults, show respect by using their names. (Example: *Yes, Mr. Smeal, or No, Mrs. Scott*)
3. Make eye contact. When someone is speaking to you, keep your eyes on him or her at all times.
4. If someone wins or does something well, congratulate them sincerely.
5. If you win or do well on something, don’t brag. If you lose or do poorly, don’t pout. Instead, seek ways to improve.
6. During discussions, show respect for other students’ comments, opinions, and ideas. All truth is from God, and we can find that truth by understanding His Word by the power of His Holy Spirit. We must always speak the truth in love.
7. If someone asks you a question about yourself, show politeness by asking about them, too.
8. When you cough or sneeze, turn your head away from others and sneeze into your elbow.
9. When someone sneezes, say, “Bless you.” When they say, “Thank you,” say, “You’re welcome.” When someone says, “Bless you” to you, say “Thank you.”
10. Always follow oral and written directions accurately. If you don’t understand the directions ask for clarity.

11. Never smack your lips, tsk, roll your eyes, or shrug your shoulders.
12. Always say a sincere thank you when you are given something.
13. Never insult a gift-giver by making negative comments about the gift.
14. Surprise others by performing random acts of kindness. Try to do as many as you can for different people.
15. When we read together in class, you must know where we are and begin to read immediately. Paying attention when others read shows them respect.
16. Answer all oral and written questions in a complete sentence. Sometimes it helps to use the question as part of your response. (Turn the question around)
17. If you ever ask for a reward, it will not be given to you. Let another praise you and not your own mouth. (Proverbs 27:2)
18. Homework, completed neatly and accurately, will be turned in when it is due.
19. When we transition, the change will be swift, quiet, and orderly.
20. Make every effort to be as neat and organized as possible.
21. When you are with a substitute or specials teacher, you must show the same respect and obey all of the same rules that you follow when you are with your regular teacher.
22. Do not speak during instruction unless you raise your hand and a teacher calls on you, or unless the teacher asks the entire class to respond.
23. Know the names of the other adults you encounter every day and greet them by saying, "Good morning, Mrs. Murray," or "Goodbye, Mrs. Scott."
24. Do not save seats for others. If someone wants to sit beside you, let them. We are a family and must treat each other with respect and kindness.
25. When you have completed your lunch, ask to be excused. When you have been excused, clean up your spot at the table and the floor before you play.
26. Always wait for your adult before going outside. Be careful of moving cars.
27. If someone drops something, pick it up and hand it back to them.
28. If someone is behind you, hold the door for them.
29. If someone bumps into you, even if it is not your fault, say, "Excuse me."

30. When possible, instead of squeezing past somebody or walking between two people having a conversation, use another route.
31. If you must squeeze past somebody or walk between two people in a conversation, say, "Excuse me, please."
32. When we have a guest speaker, you must not talk unless the speaker asks you to.
33. During an assembly, don't talk or try to get the attention of other students. You must stay alert and focused on the speaker or activity.
34. When we are in line, walk single file, giving at least a foot to the person in front of you. Always face forward when walking from place to place.
35. Never cut in line. If someone cuts in front of you, let it happen without saying anything. Later, politely ask them not to do it again.
36. If anyone in school is bothering you, you must ask them politely to please stop. If they continue, tell them why you don't like what they are doing. If they still don't stop, tell an adult. Remember, the adults are here to keep everyone safe and respected.
37. Accept that you will make mistakes. Learn from them and move on.
38. No matter what happens, be honest, even if you think you will get in trouble. Your teachers will appreciate that you were honest, and they will trust you.
39. Never be afraid to share your feelings. We are a family, and we care for each other.
40. Always put your best effort into all you do. Always ask yourself, "Is this my best effort?" Remember to do all you do for God.
41. Don't make excuses.
42. Minimize negative words: *no, can't, won't, never, maybe, if*. You CAN do it. Your teachers and parents believe in you, but more importantly, God believes in you!
43. Use positive words: *Yes, I can, I will*. Give all glory to God when you have succeeded.
44. Enjoy your time at school. Give smiles, high fives, and encouraging words. They will make someone's day.

