

**Crestline Academy Parent Handbook
2025-2026**

Table of Contents

Our Mission	3
Core Values (In Alignment with The Classical Education Model, CLSA)	3
Academic Values	3
STATEMENT OF FAITH	4
PHILOSOPHY	5
Portrait of a Graduate:	5
ADMINISTRATION	6
EQUAL OPPORTUNITY AND NON-DISCRIMINATION POLICY	6
ADMISSIONS	6
THIRD GRADE AND UP CURSIVE REQUIREMENT	7
Tuition Policy and Payment Plans	7
ATTENDANCE	7
ACADEMIC INFORMATION AND GRADING	8
Academic Integrity Policy and AI Policy	9
AI POLICY	10
Records Requests and Transcripts	10
ACADEMIC PROBATION- Upper School (6th-12th Grade) Academic Probation Policy	10
STUDENT SUPERVISION AND EXPECTATIONS	11
Conflicts – Matthew 18 Principle	12
Discipline Policy	12
Discipline Interventions	13
Harassment	15
CLASSROOM RULES AND PROCEDURES	15
Computer and Internet	15
Confidentiality	16
Curriculum	16
Fundraisers	16
Lost and Found	16
Mealtimes	16
Music and Television in the Classroom	16
Outdoor Play/Recess	16
Off Campus Lunch Policy for Upper School	17
PARENTS	17
Parent Messages	17
Parent Relationships with Teacher and School	17
Parent Involvement	17
Parent Nights	18
Personal Property	18
Crestline Academy’s Uniform Policy	19
ADE/EFA AND SCHOLARSHIP OPPORTUNITIES	20
VOLUNTEER OPPORTUNITIES	20
STUDENT ACTIVITIES	20
Field Trips	21
Treats and Snacks	21
STUDENT EXPECTATIONS	21
Conflict Resolution	21
Smoking	21
Confidentiality and Right to Privacy	21
SCHOOL CLOSURE	21
HEALTH and MEDICATION POLICIES	22
Student Health Records	22
SECURITY, SAFETY RULES and EMERGENCY PROCEDURES	23
Accident Procedure	23
Children with Special Needs	24
VISITORS	24
Crestline’s Student Care Services	24

Our Mission

It is our mission to make a classical, Christian education available to the families within our community. We provide an academic community that brings students up in the paideia of God, with parents as the authority of their family (as outlined in Ephesians 6:4, the commission to bring children up in "the nurture and admonition of the Lord"), and in an environment that seeks to revive and preserve Western culture and traditions. We teach in accordance to the Trivium: the grammar, logic, and rhetoric stages of learning. We apply grammar, logic, and rhetoric to each subject we teach. We believe that use of traditional methods for teaching and emphasis on the seven liberal arts are the key to preparing our students spiritually, socially, intellectually, and vocationally for the world ahead of them. Crestline Academy unapologetically balances physical, intellectual, spiritual, social, and vocational education in harmony with Christian standards and Truth in order to equip future leaders with clarity, conviction, integrity and humility. Each child is a unique individual with a purpose for their life. Our motto is "Veritati Bonitati Pulchritudini," which means "for truth, for goodness, for beauty." Through developing a strong academic community steeped in classical, Christian principles, we believe our students will come to love what is true, good, and beautiful.

Core Values (In Alignment with The Classical Education Model, CLSA)

- Pursuing academic excellence
- Inspiring students to develop a love for learning and wisdom
- Teaching from a biblical worldview
- Providing an orderly and safe atmosphere
- Insisting upon graciousness in all interactions
- Embodying excellence
- Demonstrating servants' hearts and laboring in harmony
- Modeling the Christian life
- Encouraging students in their walk with the Lord

Academic Values

Classical Christian Education- CLASSICAL

In all its levels, programs, and teaching, Crestline Academy seeks to: Emphasize grammar, logic, and rhetoric in all subjects (see definitions below); Encourage every student to develop a love for learning and live up to their academic potential; Provide an orderly atmosphere conducive to the attainment of the above goals.

Grammar: The fundamental rules of each subject.

Logic: The ordered relationship of particulars in each subject.

Rhetoric: How the grammar and logic of each subject may be clearly expressed.

CHRIST-CENTERED

In all its levels, programs, and teaching, Crestline Academy seeks to: Teach all subjects as parts of an integrated whole with the Scriptures at the center (II Timothy 3:16 -17); Provide a clear model of the biblical Christian life through our staff and leadership (Matthew 22:37-

40); Encourage every student to begin and develop his relationship with God the Father through Jesus Christ (Matthew 28:18-20, Matthew 19:13-15).

What Do We Mean by Classical?

In the 1940's the British author, Dorothy Sayers, wrote an essay titled "The Lost Tools of Learning." In it she not only calls for a return to the application of the seven liberal arts of ancient education, the first three being the "Trivium" – grammar, logic, rhetoric, she also combines three stages of children's development to the Trivium. Specifically, she matches what she calls the "Poll-parrot" stage with grammar, "Pert" with logic, and "Poetic" with rhetoric (see The Lost Tools Chart). Applying the Classical methodology in a Christian setting allows for academic application through a Christian worldview. The students and the teachers can then look at their teaching and learning with a worldview that provides an analytical process that will cause both to thrive in a way that has been proven time and time again in many settings across the country.

STATEMENT OF FAITH

The statement of faith adopted by Crestline Academy is limited to primary Christian doctrine, which is considered to be central to all Christian denominations, and which sets Protestant Christianity apart from other faiths. For our purposes, a Christian is one who has heard the word of truth, Gospel (Col. 1:5), as summarized in the statement below, and who has responded to that message in genuine repentance and faith. He confesses with his mouth and believes in his heart that Jesus is Lord, that He died for his sins, and that God raised Him from the dead (Rom.10:9,10).

- We believe the Bible alone to be the word of God, the ultimate and infallible authority for faith and practice.
- We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit. He is omnipotent, omniscient, and omnipresent.
- We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
- We believe that, for the salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely necessary.
- We believe that salvation is by grace through faith alone.
- We believe that faith without works is dead, but also that Christian works are an outflowing of genuine conversion.
- We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life.
- We believe in the resurrection of both the saved and the lost; they that are saved to the resurrection of life and they that are lost to the resurrection of damnation.
- We believe in the spiritual unity of all believers in our Lord Jesus Christ.

PHILOSOPHY

Crestline Academy unapologetically balances physical, intellectual, spiritual, social and vocational education in harmony with Christian Standards and Truth in order to equip future leaders with clarity, conviction, integrity and humility, through the use of classical pedagogy that previously developed, preserved, and promoted thriving Western culture and civilization for centuries.

Crestline Academy strives to present a program which reflects the following beliefs:

- The early years of a child's life are filled with quality relationships.
- It is the right of each human to be an individual and to celebrate each other's uniqueness.
- Academics, patriotism and prayer have been the foundation of our past leaders and will be the foundation of our future leaders.

Portrait of a Graduate:

Crestline Academy aims to graduate students who:

Love God First: They will seek to glorify Him in all they do. To be able to take in account the entire Word of God and use it to seek wisdom and evaluate decisions. Understanding that God is outside of creation, He is greater than anything He has created, and that God is greater than anything our minds can grasp.

Understand Reason: They will understand the limits to our own knowledge as humans, and acknowledge the mysteries of our heavenly creator. At the same time they will seek to understand the things that are unknown with an acknowledgement that there is absolute Truth. Understanding that while our minds have freedom they cannot produce effects that are contrary to God's law.

Attain Academic Achievement: They will have critical thinking skills, as well as a bank of knowledge and understanding, that help them use logic and rhetoric to formulate persuasive communication and achieve strong leadership skills in all areas of their life. They will always seek to grow in their understanding, keeping a humble heart before God.

Exhibit Virtuous Behavior: They will work to exhibit the Fruits of the Spirit. Seeking to walk humbly with integrity while serving God and their neighbor, unto the Glory of God.

Navigate their Communities as Invested Citizens: They will lead with a heart of service and navigate their future through a lens of scripture while presenting the Gospel to the lost. They will be able to use

their skills and strengths to set an example in godly leadership in their communities, homes, churches, workplaces, and businesses.

ADMINISTRATION

Crestline Academy is registered as a Limited Liability Corporation.

While we do not function under the direct supervision of a church, we value the direction and prayer of our home churches and pastors.

Crestline Academy is a private business that functions with an appointed advisory team/board. This team helps advise in cases that require deeper dives into curriculum, discipline, pastoral care, counseling, and legal issues. This team meets quarterly unless otherwise needed.

EQUAL OPPORTUNITY AND NON-DISCRIMINATION POLICY

Crestline Academy provides equal opportunity and admits students of any race, color, gender, or national origin. All rights, privileges, programs, services, facilities and student activities are made equally available to all students in the school. As a private organization, Crestline Academy reserves the right to refuse service to anyone without stated cause. However, we strive to always be accepting, honoring and inclusive regardless of background or demographics while staying true to who we are by maintaining integrity and never compromising our own values, beliefs, vision and mission.

ADMISSIONS

Upon return of a completed application, a tour and interview will be scheduled. Parents are encouraged to bring their child's current grades, test scores, and other pertinent data. At the time of the interview, a basic skills test may be assessed or scheduled at a later date. This test is mostly to ensure the proper placement of the student. After all interviews and assessments are completed your family will receive confirmation of admittance or alternate placement. At the time of admittance you will receive a registration form that delineates fees and tuition, as well as a financial contract. In order to secure your spot the indicated fees must be paid and a signed financial contract must be returned to the office. If you do not intend to accept admittance to Crestline Academy, please inform us in a timely manner so that we can move to the next student in our pool.

THIRD GRADE AND UP CURSIVE REQUIREMENT

Cursive is a key component of our work at Crestline Academy, and we introduce it beginning in first grade. By third grade, students are expected to have mastered the basics of cursive penmanship and work on improving the neatness of their cursive work. All students who transfer to Crestline Academy in third grade or up are required to purchase a New American Cursive workbook and complete it at home within the first six weeks of beginning school.

Tuition Policy and Payment Plans

- Tuition for full-year programs are calculated based on full year attendance and yearly budget. However tuition can be divided into 10 equal payments for students who are private pay.. These payments remain the same regardless of the number of days in a month as they are the equal to the total due when paid in full. Tuition is a contracted, yearly commitment, regardless of student attendance.
 - Tuition payments will be billed by the 1st of each month and are due by the 15th of each month. The first payment will be due by August 15th. If payment is not received by the close of business on the 15th of each month a late fee of 10% of your total due will post on the 16th to your account. Returned checks will be charged \$20. The final tuition payment, for those who opt to pay monthly, will be due either May 15th or June 15th, depending on whether families have opted for September-June billing or August-May billing. *Note: If you are receiving funds via the EFA program through the state of Arkansas, you will still be responsible for the entire amount of your contract. If for some reason your funds through EFA are not sufficient to cover the cost of your tuition, you will be responsible for the entirety of the outstanding balance.*
 - Accounts that are delinquent for more than a month or are consistently delinquent will be required to keep an active credit card on file for automatic billing. (Note: there may be a convenience fee associated with this payment option). Efforts will be made to collect in-house, but Crestline does contract with a collection agency. After a final notice is given, severely delinquent accounts will be sent to collections.
 - Tuition is to be paid to the school via cash, check, or Venmo.
 - Tuition does not include the one time yearly fees for registration, facility, and curriculum and materials. Please see Crestline's website for complete and current tuition and billing information.
- NOTE: All tuition payments are contracted and are non refundable as a private institutions are dependant on tuition to secure teacher contracts and materials for the school year.

***Crestline Academy reserves the right to retain grades, test scores, and/or student files in the case of outstanding account balances at the time of transfer or disenrollment.**

****In light of the ever changing world, Crestline Academy has established an Act of God standard. This standard states – In the case of an unexpected occurrence in which the school is closed, or a government decision impacts our ability to operate, or due to a situation beyond human control, families will be released from their tuition payment obligation. This standard in no way affects the normal operation of the school or the understood contractual payment arrangement existing when school is in session under normal circumstances.**

ATTENDANCE

A direct relationship exists between success in school and attendance. To ensure that students are in regular attendance, Crestline Academy requires that all students attend daily unless they are officially excused. Good attendance is a shared responsibility of students, parents and school. Attendance expectations are as follows:

Absences

Most children will not be absent due to illness for more than 5-10 days a school year. When your child is absent due to illness, please keep them home until they have been fever-free without medication for 24 hours. For more information regarding illness or other health related issues, please refer to the Health Policy in this handbook or contact the school.

Tardy is defined as not being present in the classroom 5 minutes after the scheduled class time. A half day absence is defined as missing 1.5 hours or more in the a.m. or p.m.

Absent is defined as being absent from school due to illness or other family reasons.

Excessive Absences or Tardies

If a child has unexcused absences more than 10 days or is tardy excessively, a conference will be held to determine the cause and to develop a plan to address the issue. Unexcused absences exceeding 10 days without communication may require a release of enrollment. Release of enrollment due to excessive and uncommunicated absence will still require full payment of your financial contract.

Released Time/Extended Vacations

Crestline Academy recognizes the need to be flexible with our families in regard to absences for sports and family events. Please inform your child's teacher in such cases and arrangements will be made for progress to be maintained during such absences.

Make Up Work for Absences

Assignments and tests missed due to absences should be completed for credit. Make up work is to be completed in a length of time equal to the number of days absent. Assignments made prior to the student's absence are due as scheduled upon return. Students need to make up work after returning from an illness/vacation. We do not typically send text books on trips. Should textbooks be sent home and are lost, replacement costs will be incurred by the family.

Reporting an Absence

Call or text the school office to report a child ill or absent for the day. If you call before office hours, leave a recorded message. Information needed: Name of child, grade, and teacher name.

Late Pick up

Crestline Academy does not provide childcare services. Parents that are more than 10 minutes late to pick up their student(s) will need to pick up from the school office. If the office is unable to reach parents by phone, emergency contacts may be contacted for pick up. If a student is consistently late being picked up, a fee of \$1/min may be assessed to cover staffing after hours.

ACADEMIC INFORMATION AND GRADING

Number and Letter Grading Scale

100-97 A+

96-94 A

93-90 A-

89-87 B+

86-84 B
 83-80 B-
 79-77 C+
 76-74 C
 73-70 C-
 69- 60 D
 59-0 F

Letter Grade Key

E- Exceeds Expectations S - Satisfactory N - Needs Improvement

Homework

Homework is assigned to help reinforce classroom instruction, to increase student skill level, and to practice reading and writing skills. Completing homework well and in a timely fashion is an important discipline for personal learning and time management. Some homework may be evaluated in class through discussion, review, or Q & A, while other homework may be evaluated for a grade. Crestline Academy hopes that each parent and student will place a high value on the excellent completion of all homework arrangements.

Logic and Rhetoric (6th-12th Grade) Late Work Policy

Due dates are important, and Crestline believes even our youngest students should be taught to value timeliness. For students in logic and rhetoric level classrooms, all assigned work is expected to be turned in on time, at the exact date and time it is due. Late work loses 10% of its total grade for every day it is late. By the end of the academic week, any late work that is not turned in will remain a zero in the gradebook. Students who are absent should work with their teachers to create a plan for making up work missed in a timely fashion.

Library

Classes may have a scheduled public library time where students are invited to use the library with specific reading/research assignments and leisure reading. These times will be indicated on your child's classroom calendar. Your child may be required to hold a Public Library Card: families will be responsible for any additional fees associated with this card.

Report Cards

Report cards are distributed quarterly. The report card will show the grade for each subject. An Incomplete (I) is given only when the student has not completed all required assignments for the quarter evaluation. It is desired that incompletes be resolved as quickly as possible.

Academic Integrity Policy and AI Policy

Students are expected to exclusively use their own thoughts, words, and intellectual property unless they give direct credit to their sources. At an age appropriate level, students are taught about academic integrity, intellectual property, and plagiarism. Students who are caught cheating (examples include, but are not limited to, copying off of someone else's test, copying and pasting words from the internet onto their assignments, and not citing sources) will be further educated about plagiarism and required to redo their assignment as well as perform an act of service to the school. On second and subsequent offenses, a meeting will be called with parents, students, and administration to discuss the student's future at Crestline Academy. At

minimum, second-time offenders will be required to complete a double assignment, and may be subject to further disciplinary action.

AI POLICY

Certain assignments in this course will permit or even encourage the use of generative artificial intelligence (AI) tools, such as ChatGPT. When AI use is permissible, it will be clearly stated in the assignment prompt posted in Canvas. Otherwise, the default is that use of generative AI is disallowed. In assignments where generative AI tools are allowed, their use must be appropriately acknowledged and cited. For instance, if you generated the whole document through ChatGPT and edited it for accuracy, your submitted work would need to include a note such as “I generated this work through Chat GPT and edited the content for accuracy.” Paraphrasing or quoting smaller samples of AI generated content must be appropriately acknowledged and cited, following the guidelines established by [the APA Style Guide](#). It is each student’s responsibility to assess the validity and applicability of any AI output that is submitted. You may not earn full credit if inaccurate or invalid information is found in your work. Deviations from the guidelines above will be considered violations of Crestline Academy’s academic integrity policy. Note that expectations for “plagiarism, cheating, and acceptable assistance” on student work may vary across your courses and instructors. During some class sessions, we may leverage generative AI tools to support your learning, provide you with an opportunity to explore how they can be used, and/or better understand their benefits and limitations. Learning how to use AI is an emerging skill, and we will work through the implications of these evolving systems together, during class sessions. However, use of generative AI will be limited to exercises during class sessions. I will always indicate when and where use of AI tools during class sessions is appropriate (and not). Examples of use during ungraded classroom exercises might include:

- brainstorming new ideas,
- developing example outlines or approaches to your work, and/or
- generating different ways to talk about a problem.

Please note that generative AI tools rely on predictive models to generate content that may appear correct, but has been shown to sometimes be incomplete, inaccurate, taken without attribution from other sources, and/or biased. Consequently, an AI tool should not be considered a substitute for traditional approaches to research. You are ultimately responsible for the content of the information you submit and may not attempt to pass off any work generated by an AI program as your own.

**AI policy is adapted from the Heinz College at Carnegie Mellon University and Harvard University AI policies.*

Records Requests and Transcripts

When Crestline Academy receives records requests, it is our goal to honor those in a timely fashion, as long as the tuition account for the student is in good standing. Transcripts and other student records will not be available to be sent out until **after** the end of a semester.

ACADEMIC PROBATION- Upper School (6th-12th Grade) Academic Probation Policy

This policy's aim is to provide motivation, encouragement, and accountability for students to live up to their full academic capability. If implementation of this policy would be counterproductive to this end, administration reserves the right to make the decision not to place a student on academic probation. A written record explaining the decision to place a student on academic probation will be signed by the administrator, homeroom teacher, parent, and student and placed in the student's permanent file.

Upper school students at Crestline Academy are required to maintain a 2.0 grade average during any two consecutive quarters (i.e. 1st and 2nd quarter, 2nd and 3rd). Exceptions will be made, on a case by case basis, for students with a 2.0 average and have not failed any classes.

- A. If a student's GPA is below 2.0 (a "C" average) and administration determines this as the best course of action, then that student will be placed on academic probation during the following quarter. A conference between administration and parents will be arranged.
- B. Students on academic probation will not be permitted to leave campus (especially for open campus lunch) during the school day and will not be allowed to participate in any Crestline clubs or extracurriculars (i.e. leading roles in the annual school-wide Christmas play, chess club, newspaper club).
- C. If, at the end of next quarter, the student's GPA has not risen to at least a 2.0 (or the student fails any classes in that quarter), that student may either be required to receive additional tutoring at the family's expense or be expelled. Students expelled for academic reasons will not be released from their tuition contracts for the year.
- D. Students who receive any administration-mandated discipline during their probationary quarter, requiring either in-school or out-of-school suspension, will be automatically expelled.

STUDENT SUPERVISION AND EXPECTATIONS

School Authority: Students are considered under the school's authority while on school grounds and when in attendance at a school activity regardless of location. In addition, students whose behavior is in direct conflict with school standards are subject to disciplinary action by the school regardless of the location where the behavior occurred.

Parental Authority: It is expected that every student enrolled in Crestline Academy shall submit to the direct authority of their parent/guardian. Students who choose to remove themselves from their parental authority will forfeit the privilege of attending Crestline Academy.

Arrival

Students who arrive via parent drop off must be escorted to their classroom. Students who arrive via bus or public transportation will be greeted at the door by a teacher.

Students who drive themselves to school must park in designated areas of the parking lot and must follow the traffic rules around the building.

Departure

All students must remain inside while waiting for their ride unless prior arrangements have been made with the teacher/administration. Students departing via public transportation must have a written/signed note on file with permission to ride. These students will be escorted to the front door of the building to await public transport with a staff member of Crestline Academy. For security reasons, students picked up late will be taken to the school office and must be signed out by a parent. If student's parent will not be picking up the student on a given day, a note must be submitted in writing by the parent prior to the student's pick up. Any person picking up a student may be asked to show a photo ID at any time to assure student security.

Students who drive themselves home must leave the school premises at the designated time.

Conflicts – Matthew 18 Principle

This Biblical principle encourages us to go directly to the one with whom we have conflict. If conflict is experienced, it should be resolved through a direct, private conversation only with the person or persons involved. If this technique is not effective in resolving conflict, the next person in authority should be contacted to assist in the resolution process. Please do not take your conflict to people who are not directly involved (e.g. community, other teachers, others parents, etc). It is expected that all Crestline Academy staff, parents and students follow this Biblical principle.

Discipline Policy

Crestline Academy will provide a safe and orderly learning environment for all students and personnel. Crestline Academy staff will strive to model appropriate Christ-like behavior as an example for students. Students are expected to likewise grow into self-disciplined young people who exemplify Christ in their behavior and lives. The behavioral expectations listed below are intended to define behavior that is both Christ like and which will foster a safe and orderly learning environment for all students and personnel.

Students are expected to:

- Be in school on time unless excused by parent and administration.
- Come prepared for class each day with the necessary materials.
- Behave in a manner that allows and supports instruction and learning, and adhere to all classroom rules at all times.
- Behave and dress in a decent and modest manner.
- Speak and behave truthfully and honestly.
- Obey and show respectful behavior to all people and property.

Students are prohibited from:

- Bringing or possessing at school, objects that have no educational purpose and may distract from class instructions. This would include: weapons, lighters, or matches, iPods, phones, cameras, AirPods, and other electronic devices during the school day without permission from school administration (students who bring phones to school must turn them into the office upon arrival at school for the day).

- Stealing or intentionally damaging the school or others' property
- Using, possessing, or being affected by tobacco, alcohol, or illegal drugs.
- Possessing or using explosives, destructive devices, knives, or firearms.
- Engaging in unlawful activity on or off school grounds.

Discipline Interventions

The following levels of intervention are utilized by teachers, administrators and other school personnel as disciplinary measures to teach and encourage appropriate student behavior and to curb misbehavior. We believe in distinguishing between “youthful misbehavior” and “willful defiance.” The former requires instruction, training and appropriate deterrents, whereas, the latter requires a change of heart and will. We will address inappropriate student behavior in a manner that is progressive in nature: moving from lesser to more serious consequences as misbehavior is repeated and/or becomes more serious. The following is our general progression in addressing inappropriate behavior:

Level 1- Lower School: Teacher/Classroom Intervention

Goal of Level 1 is for quiet correction with minimal classroom distraction

- Prompts for behavior modification
- Name written on board
- Check mark next to name if behavior continues
- Student sent to office to meet with Head of School
- See Level 2: Office Visit

Level 1- Upper School: Teacher/Classroom Intervention

Goal of Level 1 is for quiet correction with minimal classroom distraction

- Prompts for behavior modification or conference with student in hall
- Pink slip given to student to visit the office
- See Level 2: Office Visit

Level 2: Office Visit

- Conference with student and Head of School
- Upper School- Pink slip signed and sent with student back to class. Parent signature on pink slip may be required.
- Communication with parents if deemed necessary

At Discretion of Administration:

- Detention: Detaining student before or after school or during lunch
- In-School-Suspension (removal from classroom for up to a day or more). Students who receive ISS receive doubled workload for all assignments given during their suspension period.
- Restrict activity: Denial of participation in school or extracurricular activities.
- School/community service: Assignment of student to perform school/community service
- Restitution: Student assigned to make appropriate restitution for loss or damage

- Probation agreement
- Other consequences as deemed appropriate by the school principal

Level 3: Out-of School Suspension (1-10 Days)

Out-of School Suspension is the removal of a student from school from one day up to ten days. During this period of suspension the student is expected to complete all academic assignments, but may not attend or participate in any school activities without the specific permission of the principal. Students placed on any suspension are required to complete double the work assigned to the rest of the class during their suspension period. Parents are expected to assure appropriate supervision and work in partnership with the principal to both restore the student's relationship(s) at school and establish behavioral expectations for the student's return to school.

Out-of School Suspension Procedures

When the administration determines that a student should be suspended, the student's parent(s) will be contacted immediately. The student is afforded the following due process:

- A meeting will be held prior to the suspension and the student will receive:
 - A written or oral statement of the student's misconduct;
 - i.) if the student denies the conduct, a summary of the evidence against the student will be presented; and,
 - ii.) the student will be given an opportunity to explain his or her conduct.
 - The meeting will precede the student's suspension except when the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.

Level 4: Expulsion

Expulsion is the removal of a student from school for the remainder of a semester or school year. Expulsion can occur without prior steps of this discipline policy for offences to which we have zero tolerance. These offences include (but may not be limited to) Extreme violent behavior, possession of a firearm at school, stalking, encouraging others to self harm, extreme insubordination.

Expulsion Procedures

When the principal requests the expulsion of a student, the student's parent(s) will be contacted immediately. The student is afforded the following due process:

- The principal will meet with all parties to consider the expulsion and the student's/parent's input.
- Following such a meeting, the principal will make a written determination ranging from the return of the student to school up to and including permanent expulsion.
- Every effort will be made to make a final determination within 10 school days of the student's alleged misconduct. The student will be suspended from school attendance during this period of time.
- Tuition is due through the end of the month in which the expulsion takes place. The student may seek re-enrollment following expulsion through the interview process with the principal and other significant staff members.

Harassment

Bullying: Bullying of or by parents and/or students will be taken seriously. Parents or students should report acts of bullying to the classroom teacher or the school principal immediately. All reports will be investigated. Harassment and bullying includes but is not limited to intentional intimidation, ridicule, humiliation, slander, any written or verbal expression or physical act or gesture or a repeated hurtful behavior pattern directed toward another person. This behavior may include physical, verbal, written, technology based and/or emotional abuse intended to be harmful to another person. Counseling and corrective discipline will be used to change the behavior of the bullying student. All complaints will be investigated.

CLASSROOM RULES AND PROCEDURES

Classroom Materials and Equipment

Crestline Academy faculty and staff place a priority on maintaining a clean, well organized environment and are a role model, aspiring to teach the children to do the same. Expectations in school include:

- Ask your teacher how to remove a book for reading and review and then put it back properly. It is not acceptable to take items from other classrooms.
- Crestline Academy has limited financial resources to purchase new materials and equipment. Please be respectful of your environments in the classroom and outdoors.
- Leave all areas BETTER than the way you found them. Take the time to care for the environment.

Computer and Internet

Internet access is available to students for educational purposes at set times during the school day. Students have access to rich educational opportunities through internet use while ensuring that they are protected from negative influences (Children's Internet Protection Act.) Any and all internet activity can and will be monitored by classroom teachers and administration. If a student is using a personal device at school, those devices are subject to the same oversight and check as a school owned device.

While on the Internet students MAY:

Search for appropriate research material with: Internet search, engines, Directory searches, print a document (reasonable length of 1-8 pages).

While on the Internet students MAY NOT:

Access personal Email, News groups, chat rooms, listservs, social sites, password protected areas, install programs, alter browser or operating system, delete files, give out personal information of any kind, attempt to spread viruses or cause system problems locally or on the internet.

*Please refer to the Academic integrity policy for specific information on how internet search and AI can and cannot be implemented for classroom purposes.

Confidentiality

All records pertaining to your child(ren) are kept confidential and stored in a locking file cabinet when not in use.

Curriculum

Lessons plans are reviewed and approved. Teachers will have them available upon request.

Fundraisers

All parents and students are strongly encouraged to participate in fundraisers.

Fundraisers may be used to establish scholarship funds, create capital campaigns, help organizations in our community and/or abroad with needs, etc.

Lost and Found

Lost and Found items are placed in the office. Unclaimed articles are donated monthly to a worthy cause. Please label all personal items. Items found that are labeled will be returned to their owners.

Mealtimes

Faculty, staff and children should wash hands before and after all meal times.

Mealtimes will start with prayer. Students will sit down to eat at clean and sanitized tables.

Music and Television in the Classroom

Crestline Academy does not allow the regular use of television or movies. With prior permission, use is limited to supporting educational lessons or special occasions. Less than two hours per month is allowed.

Soft, instrumental and classical music are the preferred background music choices.

Outdoor Play/Recess

Outdoor time is a priority for Crestline Academy. Weather permitting, full day students will always take time to spend time on the playground. Morning Jr. K and other morning specific classes will go outside at various times, weather permitting. They will have gross motor learning outcomes as a central part of the day.

Visual supervision for safe and appropriate play is required at all times. A child will never be sent inside or outside without a faculty or staff escort.

If a student must stay inside due to health issues, the teacher needs a note from the parent and the student must be supervised by a teacher.

Off Campus Lunch Policy for Upper School

High school students (9th-12th grade) may leave campus for lunch. However, it is expected that even when off campus that students conduct themselves in a manner that is consistent with the policies, procedures, and statement of faith of Crestline Academy. Open campus lunch for high school students is a privilege. Administration reserves the right to temporarily or permanently move to a closed campus high school lunch for any reason, for both individual students and the whole high school class. These suspensions and/or cancellations may apply differently depending on the circumstances. High school students who leave campus for lunch are expected to arrive back in their classroom ready to learn BEFORE the beginning of their next class period. Students who fail to return on time may lose their privilege to leave campus.

PARENTS

Parent Messages

A message from a parent may be left at the school office to be given to students at a convenient time. Messages to teachers are best left via email at crestline.office@gmail.com with the teachers name on the subject line. Emergency or time-sensitive messages should always be communicated through the school office.

Parent Relationships with Teacher and School

We ask that our parents cultivate a sense of responsibility for Crestline Academy. We desire them to grow with the school, involved in and excited about the journey.

Parent Involvement

- We continually seek ways to actively involve the parents in the programs of the school.
- Assist in the classroom, regularly or infrequently. (Arrangements should be made with the classroom teacher.)
- Act as a chaperone on field trips and/or library visits.
- Serve as a story-reader, song-leader, guest artist or offer your special talents.
- With permission and arrangements with the teacher, present your vocation to the class.
- Volunteer your help in the preparations for the many tasks related to fundraisers.

- Help host class parties.
- Closely monitor and praise your child's progress by reading all teacher notes and student papers sent home.

Parent-Teacher conferences are held 2 times per year. It is expected that you build positive relationships with your teachers. Share your child's feedback with them. Ongoing communication between parents and teachers is encouraged and supported through email and telephone. Teachers or parents may initiate additional conferences.

Parent Nights

Back to school night is held on an evening in August just before school begins. At least one parent for each child should plan to attend. Check the school calendar for the exact date and time.

Personal Property

Electronic Equipment from Home: iPods, video games, cell phones, laptops, AirPods, etc are not allowed to be used at school during school hours. If these items are needed for an after school use, they are to be turned into the basket at the front office and turned off for the entirety of the day. At the end of the day, when devices are returned, they are not to be used until the student is off campus, unless other arrangements have been made with administration. If at any time a teacher sees a student on a phone during the school day it will be confiscated and returned to the parent. Crestline Academy is not responsible for lost or stolen property.

UNIFORM POLICY/APPEARANCE CODE

Our appearance code is guided by modesty and appropriateness. (Please see school website for specific class information as well as a link to our dress code.)

Modesty/Appropriateness

Presenting oneself in a manner that does not distract from the educational process or draw attention to oneself.

School Uniforms

Crestline Academy believes in the value of the school uniform. It is expected that at minimum all students arrive at school in an approved polo as well as approved uniform pants. Students will need to purchase at least one white polo with the embroidered logo on it for special events, field trips and special pictures. Additional uniform items are not required but are available through our vendor, French Toast.

School spirit shirts will be available for purchase the first weeks of school and can be worn on the third Thursdays (Spirit Day) and all Fridays along with jeans.

For special events, students may be required to dress in a specific shirt.

Crestline Academy's Uniform Policy

- All required uniforms can be found on our supplier's website. Uniforms must be approved style and color.
- <https://www.landsend.com/co/account/school-uniforms?launchSearch=true> Preferred School Number 900204405
- Uniforms can be purchased from any store, BUT they must be the same style and color as the uniforms listed on our supplier's website. Please visit the website and get familiar with our uniforms before purchasing at another store.
- At a minimum, all students should be dressed in a polo shirt and khaki pants/skirt/shorts.
- **A short-sleeved, white polo with Crestline's embroidered (full color) logo is required; it can be worn any day but may be required for certain events or activities.**
- **One pair of black pants for boys and one pair of black pants or a black skirt for girls is required for ALL grades. (Only to be worn on specific dress uniform days)**
- **All students need to have either a navy or gray sweater vest (boys) or a navy or gray cardigan (girls) with the approved embroidered logo on it.**
- **All students must have at least one button up white dress shirt**
- **Boys need to have a plaid or gray tie that is specific to our supplier**
- Half-zip sweatshirts and button-up sweaters in approved colors can be worn to school as part of students' daily uniforms. Polos or white button-ups are required under every sweatshirt or sweater.
- Hoodies and other Crestline branded t shirts/spirit wear are only allowed on designated school spirit days or specified activity days.. These hoodies and t-shirts will be made available throughout the year) Note: Hoodies may not be worn under polos.
- Shoes must be sensible for the activity at hand. Black dress shoes are required with dress uniform, Shoes may not have wheels or lights.
- A note on skirts and dresses. Young students (PreK-5th grade) are encouraged to wear shorts under their skirts. They may also wear tights or leggings under daily uniforms but must be plain and either white or blue.(Leggings may only be worn under a skirt and cannot be worn as uniform pants.) Students 6th grade and older may wear nude or beige nylons under skirts. White knee socks are permitted for all girls for daily wear, but are not permitted for 6th-12th grade dress uniforms.
- NOTE: ***The approved shade of gray is called "coal/charcoal heather" by Land's End***

Approved school colors:

- For polos: white, burgundy, navy (long sleeve permitted on cooler days)
- For button up shirts: white only for all grades
- For daily bottoms: khaki, navy, supplier approved and specific plaid (for skirts).
- For dresses/jumpers: khaki, navy, supplier specific plaid.
- For zip-up sweatshirts, sweaters, sweater vests, and hoodies: navy or gray
- For ties: for boys-gray or plaid (From supplier only) for girls-(crossover plaid (from supplier only)

Daily Dress:

Boys: Polo with khaki or navy pants/shorts. (Please see note above regarding approved sweaters)

Girls: Polo with khaki or navy pants/shorts. OR skirt/dress matching the approved colors above. (Please see note above regarding approved sweaters and dress shirts)

Dress Uniform:

Casual dress:

White polo with embroidered logo and black pants(boys) or skirt (girls)

Formal dress:

Boys: White dress shirt, black pants, tie and sweater vest for certain events. Also, black dress shoes.

Girls: White button up dress shirt, black skirt, girls cross over tie, and cardigan for certain events. Also black dress shoes. Girls 5th grade and under may wear knee socks or tights under their skirts. Girls 6th grade and up are required to wear a nude or beige nylons under their skirts.

ADE/EFA AND SCHOLARSHIP OPPORTUNITIES

Crestline is an approved school through ADE to receive EFA funds. All parents will be responsible for the entire contracted tuition, but may use their EFA funds to pay tuition. The school must be notified of your intent to use EFA funds so that it can be added to your yearly payment contract. Additionally, limited funds may be available for student scholarship. It is the heart of Crestline Academy to provide a quality private education at affordable rates. However, we understand that sometimes events occur that are out of the control of a family. If you find yourself in need of assistance you will be asked to give financial information to our contracted financial aid vendor who will determine the extent to which you qualify. At that time Crestline Academy will take into consideration the resulting report in designating funds.

VOLUNTEER OPPORTUNITIES

Crestline Academy encourages parents to volunteer in our school. Some opportunities include: administrative assistance / classroom helpers, seasonal presentations, decorations, maintenance etc.

Any parent or adult volunteers that may be left alone with students will be subject to a background check.

Volunteer Requirements for Scholarship Recipients

Families that receive scholarship assistance will be required to volunteer for the school. Each family's requirement will be determined based on the amount of scholarship money awarded and family circumstances. If you have a particular trade or skill, please let us know!

STUDENT ACTIVITIES

We believe that all Crestline Academy student activities, including athletics, student organizations and clubs, are central to our educational instruction. We offer them for the express purpose of developing character: respect, responsibility, integrity, servant leadership and sportsmanship. Under the leadership of our coaches, and/or sponsors, participation affords our students an excellent opportunity to develop the life skills of hard work, self-discipline and team focus – skills that will aid in equipping our students in and outside of school.

All Crestline Academy school-related student activities must meet the following requirements in order to be sanctioned as an official student activity of Crestline Academy.

- There must be a coach, sponsor, or adult advisor assigned/approved by administration that has passed full background clearance screening.
- The coach/sponsor/advisor is responsible for all meetings and activities of the activity.
- The club must establish a vision/mission statement with set goals that are approved by administration.

Field Trips

Students are not allowed to leave faculty or staff supervision FOR ANY REASON during a field trip. All Crestline Academy volunteers outside of faculty and staff are subject to a background check.

Treats and Snacks

A student may wish to bring a treat on their birthday. Please provide enough to serve the entire class and check with your child's teacher as to any food allergies that may be a danger. Every class has a snack break in the morning and one in the afternoon each day. Snacks should be healthy and low in sugar (vegetables, fruits, meats, cheeses, yogurts, etc.)

STUDENT EXPECTATIONS

Conflict Resolution

If you have a conflict within your parent/teacher relationship, approach the person with whom you have conflict, explain your position, listen to their explanation and find resolve to the conflict. If you are unable to reach a resolution, bring the conflict to the Administrator for assistance in resolution.

Smoking

Smoking is not permitted on campus.

Confidentiality and Right to Privacy

Your child's records will be kept confidential, in a locked file cabinet.

SCHOOL CLOSURE

Closed Days and Holidays

Please review the calendar to familiarize yourself with those specific dates.

Snow Days and Emergency Closures

Inclement weather is inevitable each school year. It is always our goal to be in school whenever possible. However we recognize that there are days where traveling to school may be dangerous. As a rule Crestline will often follow the lead of the public school district when determining the safety of the road for traveling to and from school. This includes but is not limited to weather events that cause snow and ice. However, Crestline reserves the right to cancel school when the public schools are in session or be in session when the public school is cancelled. Crestline will make every effort to notify all parents via email and social media when necessary. In case of an emergency after the school day has begun, and there is need

for dismissal, efforts will be made to contact the student's primary contact, but we may also utilize secondary contacts in order to have students collected as soon as possible.

HEALTH and MEDICATION POLICIES

Guidelines for Keeping Sick Children Home

Colds: Please keep your child at home if child has a fever over 100 degrees or is experiencing discomfort that would interfere with his or her ability to perform in school. (i.e. uncontrollable coughing, severe lack of energy etc.)

Conjunctivitis (pink-eye): Seek medical attention and follow your doctor's advice for returning to school. For chronic conjunctivitis it may be required for your student to have a doctor's note readmitting them to school. Students with discharge from the eyes may be asked to stay home until the discharge has resolved or until they are cleared by their doctor to return to class.

Diarrhea/Vomiting: A child with diarrhea and/or vomiting should stay at home and return to school only after being symptom-free for 24hours.

Fever: The child should remain at home with a fever greater than 100 degrees. The child can return to school after he or she has been fever free for 24hrs (without fever-reducing medication such as Tylenol or Motrin).

Head Lice: Students found to have cases of lice are not to be admitted to school and/or school functions until they have been treated for head lice. Prior to readmission, students will be inspected and found to be lice/egg free. If an excessive amount of nits are found, the student will return home. Students readmitted to school may be discretely inspected on a daily basis for the first week and twice a week the following two weeks. The school reserves the right to respectfully inspect all students when cases of lice occur.

Student Health Records

Immunizations: Documentation of immunizations occurs by submitting a photocopy of the student's current immunization records. Arkansas law provides exemption to immunization by Religious Objections, Medical Objections or Personal Objection. A parent or guardian must sign the exemption forms yearly and submit them to the State.

Medications: Written permission of parents and/or physician is required for all medication in order to administer medications.

Prescription medications must be in the original container. The label will meet the requirement for physician's signature; however, the parent must either complete and sign the Student Medication Permit or send in a permission note with signature to the office.

Deliver medication to the office and only the amount of medication needed for one to five days at a time for the student. (An exception to this would be a student on medication daily

for a chronic disease. That student may bring a four week's supply [20 tabs] in a bottle with the prescription label.) Name of medication must be on the bottle.

The permission/instruction form may be obtained in the school office.

The permission/instruction forms will be kept with the medication.

If for some reason your child is on more than one medication, each medication requires a form.

Dosage changes require written re-instruction not verbal notification from the student.

For those students on daily medication throughout the school year, the permission form is good for that school year.

MEDICATIONS SHOULD BE GIVEN AT HOME WHENEVER POSSIBLE! Medications given during school hours should be only those necessary to provide the student access to his/her education program.

The intent of these guidelines is to reduce the number of medications given at school, yet assume safe, effective administration of medication for those students who require them.

All medications are kept in a locked area or in a secure refrigerator in the school office. Parents should hand all medication to the teacher or school administrator and NOT send medication with students.

SECURITY, SAFETY RULES and EMERGENCY PROCEDURES

Monthly fire drills are required to practice proper and safe exit from the building. Also, two emergency lockdown drills will occur throughout the year.

Accident Procedure

Any time a child experiences an accident or injury, it will be documented with an injury report before day end. A copy will be sent to the parent. Data from the report will also be entered into Praxi school as part of the student's permanent record.

If there is a visible or significant injury, a picture will be taken and reported to the office immediately after providing first aid.

An incident report will be completed and the Administration informed before day end when there is harm or threat to self, another person or property.

Crestline Academy faculty and staff are required to maintain a current Pediatric first aid and CPR certification. A current copy of certifications cards are kept on file in the office.

Child Abuse and Neglect

Crestline Academy administration is required to adhere to the state and local child protection requirements of reporting to local officials should it come to our attention that a student may be experiencing neglect or abuse. Crestline Academy administration will make efforts to communicate to parents within legal parameters.

Children with Special Needs

Children with diagnosed special health needs must have a current Care Plan signed by a health care provider *and* parent or guardian. The Care Plan must be updated yearly.

Emergency medication and/or equipment specified in the Care Plan must be available at all times and when the child is taken off site during child care hours. Check out emergency equipment from office for all distance learning trips.

Emergency

In case of a medical emergency Crestline Academy faculty, staff, or administration will dial 911.

In the event a child has an injury emergency or a medical emergency, it will be treated according to the scope of certified training earned by the faculty or staff member in attendance. An incident report will be filled out, with a copy given to the office manager and with an “Injury Report” sent home to the parent. This will be completed on the same day the accident occurred.

In the event of serious injury or if immediate notification to a parent is necessary, a Crestline Academy Administrator will contact the parent.

VISITORS

Parent Visitors

Parents of current Crestline Academy students are welcomed and are encouraged to visit their child’s classroom during the school day. Visits should be pre-arranged. Please note that teachers are not available for conferences during such visitations unless previously scheduled with the teacher.

Student Visitors

Non-Crestline Academy students are only allowed to visit during the school day with Crestline Academy administrative pre-approval. Prospective students may visit classrooms and shadow a current Crestline Academy student upon pre-approval by Crestline Academy administration.

Crestline’s Student Care Services

What is Student Care Services?

Crestline values the role of pastors and Christian counselors in the lives of our students. At times we may call upon a local pastor to speak to our students. We also may utilize the services

of local Christian Counselors through the Association of Certified Biblical Counselors (ACBC) to help students in the time of major/community need.

Crestline wholly believes in the authority of the parent as given to them by God. We are honored that we get to be a part of your child's upbringing. We will always support whole and restored people and families. If there is ever need for counseling and or pastoral services that go beyond day to day programs, this will be considered with the consent of the parents.

Crestline and all of its staff and associates are mandated reporters. If at any time issues of abuse or neglect are made known to the school, it is required by law that these issues are reported to the state.

