

# Christian Academic Support Association

## Handbook

2020-2021

*"And these words that I command you today shall be on your heart. You shall teach them diligently to your children, and shall talk of them when you sit in your house, and when you walk by the way, and when you lie down, and when you rise. You shall bind them as a sign on your hand, and they shall be as frontlets between your eyes. You shall write them on the doorposts of your house and on your gates."*

*Deuteronomy 6:6-9*

## Welcome to C.A.S.A. of Camarillo

The mission of C.A.S.A. is to help homeschool families create a God-honoring and dynamic educational experience. We believe Scripture instructs parents to be the teachers of their children and to nurture them in the Lord. A lifestyle based upon Scripture produces positive results in home education- it is to this end that we offer our support.

As a member, you are invited to actively participate in our weekly park day, annual events, tutorials, graduation and other support services. Participation in C.A.S.A. connects you and your children with an entire network of support: co-ops, field trips, resources, support services and friendships.

Our group is operated by its members: homeschool moms, dads and grandparents. Being a member means you are willing to participate on many levels: to both give and receive the support and encouragement needed in the daily life of a homeschooling family.

## **Board Members**

Joe & Cheryl Gillaspy (Founders)	Secretary
Doug & Martha Parker	Treasurer
Carl & Maria Lodico	President

## **Leadership Team**

Felice Fausto	Membership, Tutorials & Volunteers
Ashley Roerich	Events, Website & Weekly update
Amy Carter	Emails, Communications & High School
Heather Paulec	Assistant Treasurer and Secretary

## **Email**

[info@casacamarillo.com](mailto:info@casacamarillo.com)

*Please direct all communications to this email. Your inquiries will be sent to the appropriate team member for a response.*

## **Website**

<https://www.homeschool-life.com/2537/>

## **HSLDA**

Group Discount #: 299141

## C.A.S.A. Membership Agreement

As homeschooling families, we represent those around us the homeschooling community and most importantly, our Lord Jesus Christ. One of the most obvious ways for our homeschooling group to leave a good impression upon our community is by demonstrating good manners and a respectful demeanor.

Upon acceptance into the C.A.S.A. group, all parent members signed a membership agreement, which included our guidelines, statement of faith and standard of behavior- all are included in this handbook. Please take the time to review the handbook with your children and ensure their understanding and willingness to comply.

*We ask that all students participating in tutorials review the handbook with a parent, sign the attached agreement to comply and submit it on the first day of tutorials.*

All members agree:

- To keep the C.A.S.A. Membership Directory, website member support access code and HSLDA discount code confidential.
- To do their share of service in support of the C.A.S.A group.
- To follow the C.A.S.A. **Activity Guidelines** while out in the community:
  1. Be punctual as a courtesy to the other members and our hosts.
  2. Parents be responsible for your children's behavior and safety for the duration of any gathering.
  3. Learn and comply with the rules of any hosting establishment.
  4. Children are not to be dropped off unattended at C.A.S.A. events
  5. Dress modestly and appropriately for the occasion.
  6. Be respectful of both private and public property.
  7. Clean up after yourself at all events.
  8. Thank the individuals who made the event possible.
- To ensure their children adhere to the dress code, standards of behavior and if participating, follow the tutorial guidelines.

## **C.A.S.A. Dress Code**

As Christians, we desire to honor Jesus Christ in our conduct and dress. As parents and adults, it is our responsibility to set examples of behavior and modesty for our children in these areas.

We ask that all young men and women dress in a way that would not attract undue attention. We expect that these guidelines will be honoring to God and not cause fellow Christians to stumble. With this in mind, as we seek to live with each other in grace, we ask that the guidelines be followed at tutorials, events, picture day, and graduation.

**All Students:** No inappropriate slogans or graphics on clothing. No inappropriate jewelry or accessories. Shoes must be worn at all times. Undergarments should be covered at all times.

**Girls:** Shirts must have sleeves and cover the mid-section and cleavage at all times, even when arms are raised. Shorts, skirts, and dresses must be of a modest, lower thigh length. No see-through apparel. No tank tops.

**Boys:** Shirts must have sleeves, be clean and neat. No excessively baggy, low-riding pants or shorts. No tank tops.

Leadership and tutors are the final authority in deciding whether a child must call home for more appropriate clothing immediately, or is simply asked to wear something more appropriate to subsequent tutorial meetings. A repeated attitude of disrespect to the spirit of the C.A.S.A. Dress Code could result in the loss of the privilege of attending C.A.S.A. tutorials or events.

## **C.A.S.A. Tutorial**

### **Standards of Behavior and Disciplinary Steps**

*In order to ensure that our tutorials are conducted “decently and in good order” (1 Cor. 14:40), we have established the following standards of behavior:*

#### **We desire for all students to be:**

##### **Obedient**

All students shall follow all tutorial rules established by the tutor.

##### **Respectful**

All students shall be respectful to the tutors and their peers.

All students shall be respectful of church property, inside and out, before and after tutorials.

All students will not talk in tutorials unless invited to do so, and shall not disrupt the tutorial in any way.

All students shall come to class with a good attitude

All students shall leave cell phones silenced and out of sight.

All students shall leave iPods and other distractions at home. (Electronics may be taken away by tutor, if necessary)

##### **Modest**

All students shall adhere to the C.A.S.A. Dress Code.

##### **Punctual**

All students shall arrive for tutorials on time (not more than ten minutes early), and prepared for class.

All students shall be picked up promptly at the end of tutorial.

## **Discipline Steps**

In order to both ensure a good learning environment for all students, and to assure parents that they will be notified promptly if their child is not adhering to these standards of behavior, tutors may follow these progressive disciplinary steps, or jump immediately to any step, depending upon the severity of the incident (if the cell phone is a problem, the tutor will take it and the parent must retrieve it):

**First Step** – A note indicating the improper behavior will be sent home with the student. It must be signed by both parents and returned the following week. Either the parent or the tutor may initiate phone contact at their discretion to further discuss the situation. Tutors are encouraged to take this first step as soon as it is appropriate, before the situation becomes worse.

**Second Step** – A note indicating that a parent must attend the next tutorial session will be sent home with the student. The student may not return until accompanied by a parent for one tutorial session. The parent must call the tutor to confirm their attendance with their student at the next tutorial.

**Third Step** – The student will be dismissed from the tutorial session. The decision of the tutor and/or C.A.S.A. leadership is final, and there will be no refund of any fees paid.

Nothing under this disciplinary policy requires C.A.S.A. to implement discipline in a progressive manner. Depending on the severity of the incident involved, at the sole discretion of C.A.S.A. leadership, a single event may be enough to determine that a child and/or his/her family may be terminated from C.A.S.A. and thus lose all privileges and rights attendant thereto. The decision of C.A.S.A. leadership team shall be final.

## **Tutorial Guidelines For Mesa Campus**

*Failure to follow these simple guidelines will result in disciplinary measures:*

- Follow all parking, drop-off, and pick-up procedures presented at orientation and outlined below.
- Drop-off students on time, but no earlier than 10 minutes before the tutorial begins.
- Pick up students on time, which means parents must arrive 5 minutes before tutorials end.

- Parents are responsible for children as soon as a tutorial ends and they have no other tutorial to go to immediately following. In other words, if any child has a break between tutorials, the parent is responsible for that child for the duration of the break.
- Only those C.A.S.A. students registered in a tutorial may attend the tutorial. No friends or visitors are allowed, even if they are C.A.S.A. members.
- Do not ask tutors to watch your children by letting them attend a tutorial. See above rule.
- Teach your children to be very respectful of church property. We rely on our host churches' kind hospitality.

## **Parking Rules and Guidelines**

You must park in order to drop off and pick up. Always remember to drive slowly and carefully down Mesa (speed limit is 25mph).

Do NOT go down the driveway. Please park on the street or side street and walk your child(ren) down.

## **Bathroom Policy**

Please have your child use the bathroom at home before coming to tutorials. We need to limit children leaving during class time and the use of facility bathrooms.

The Mesa campus has one bathroom in the big activity room. Please knock before entering.

## **Emergency Procedures**

### **Fire and Earthquake:**

In the event of a fire, Tutors will lead the children out of the classroom to the nearest outdoor exit. All groups will gather on the curb of the driveway. Tutors will take roll.

Tutors will walk through emergency procedures on the first day. As they occur, CASA students will participate in fire drills implemented by CCC.

If an actual emergency occurs, parents can pick-up their children at the top of the driveway..

## C.A.S.A. Tutorial Off-Campus Release      2020-2021

It is C.A.S.A.'s safety policy and agreement with our host facilities that students are not to be on campus or to leave the campus without adequate adult supervision. We understand that some responsible high school students have breaks between tutorials and have parental permission to walk to another location during that time without adult supervision. In order to maintain order and security, it is imperative that C.A.S.A. be in possession of a signed release form for all such students.

By completing and signing the form below, you are agreeing that your student has permission to leave campus (Tuesday or Thursday – First Baptist Church on Temple) on the following day(s) and time(s) for the location(s) listed.

### Student Responsibilities

- *Before leaving campus, let the monitor know that you are leaving with approval.*
  - *Do not remain on campus more than ten minutes before or after your tutorial.*
  - *Remember that younger children are watching you, so be respectful, watch for traffic, and behave decently and in good order.*
  - *For your own protection, **keep a copy of this form on your person whenever you are off campus.** It will serve as explanation should you be stopped and questioned by any authority.*
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**Off Campus Release Form**

\_\_\_\_\_ (Student last name)

\_\_\_\_\_ (Student first name)

**High School Grade Level:** \_\_\_\_\_

Day	Time	Destination
	From To:	

Date \_\_\_\_\_ Parent Signature \_\_\_\_\_

Date \_\_\_\_\_ Student Signature \_\_\_\_\_

# C.A.S.A. Handbook

## Signature Page

2020-2021

I, \_\_\_\_\_ (Parent of student), have read, reviewed and ensured the understanding of this handbook to my child. We agree, as a family, to adhere to the standards and guidelines as explained in this handbook.

I, \_\_\_\_\_ (Student), have read and understood the handbook. I agree to follow the dress code, standard of behaviors and tutorial guidelines as explained in the C.A.S.A. handbook.

\_\_\_\_\_(Student)

\_\_\_\_\_Date

\_\_\_\_\_(Parent)

\_\_\_\_\_Date

**All students attending tutorials must present this signed document before entry on the first day of tutorials.**