

COMMUNITY CHRISTIAN ACADEMY

STATEMENT OF FAITH

We believe in and affirm the following:

The Scriptures: The Bible is the inspired Word of God, the product of Holy Men of old who spoke and wrote as they were moved by the Holy Spirit. The new covenant as recorded in the New Testament, we accept as our infallible guide in matters pertaining to conduct and doctrine. (II Timothy 3:16, I Thessalonians 2:13, II Peter 1:21)

The Godhead: Our God is one, but manifested in three persons—the Father, the Son, and the Holy Spirit. (Philippians 2:6, Matthew 3:16-17)

Man, His Fall and Redemption: Man is a created being, made in the likeness and image of God, but through Adam's transgression and fall, sin came into the world. "All have sinned and come short of the glory of God." "As it is written, there is none righteous, no not one." Jesus Christ, the Son of God, was manifest to undo the works of the devil and gave His life and shed His blood to redeem and restore man back to God. (Romans 3:23, Romans 3:9-10, I John 3:8, Galatians 3:13-14) Salvation is the gift of God to man separate from works and the law, and is made operative by grace through faith in Jesus Christ, producing works acceptable to God. (Ephesians 2:8)

Eternal Life and the New Birth: Man's first step toward salvation is godly sorrow that worketh repentance. The new birth is necessary to all men and when fulfilled it produces eternal life. (II Corinthians 7:10, I John 5:12, John 3:3-5)

Water Baptism: Baptism in water is by immersion and is a direct commandment of our Lord, and is for believers only. The ordinance is a symbol of the Christian's identification with Christ in His death, burial, and resurrection. (Matthew 28:19, Romans 6:4, Colossians 2:12, Acts 8:36-39) The following recommendation regarding the water baptismal formula is adopted, to wit: "On the confession of your faith in the Lord Jesus Christ, the Son of God and by His authority, I baptize you in the name of the Father, Son and the Holy Ghost. Amen."

Baptism In The Holy Ghost: The Baptism in the Holy Ghost and Fire is a gift from God as promised by the Lord Jesus Christ to those who are believers in this dispensation and is received subsequent to the new birth. This experience is accompanied by the initial evidence of speaking in other tongues as the Holy Spirit gives utterance. (Matthew 3:11, John 14:16-17, Acts 1:8, Acts 2:38-39, Acts 19:1-7, Acts 2:4)

Sanctification: The Bible teaches that without holiness no man can see the Lord. We believe in the doctrine of sanctification as a definite, yet progressive work of grace, commencing at the time of salvation and continuing until death. (Hebrew 12:14, I

Thessalonians 5:23, II Peter 3:18, II Corinthians 3:18, Philippians 3:12-14, I Corinthians 1:30)

Divine Healing: Healing is for the physical ills of the human body and is wrought by the power of God through the prayer of faith and by laying on of hands. It is provided for in the atonement of Christ and it is the privilege of every member of the church today. (Mark 16:18, James 5:14-20, I Peter 2:24, Matthew 8:17, Isaiah 53:4-5)

Resurrection of the Just and the Return of our Lord: The angels said, “this same Jesus shall so come in like manner.” His coming is imminent. When He comes, “The dead in Christ shall rise first; then we which are alive and remain shall be caught up together with them in the clouds, to meet the Lord in the air.” (Acts 1:11, I Thessalonians 4:16-17)

Following the tribulation, He shall return to earth, as King of Kings, and the Lord of Lords. Together with His saints, who shall be kings and priest, He shall reign a thousand years. (Revelation 20:6)

Hell and Eternal Retribution: The one who physically dies in his sins without Christ is hopelessly and eternally lost in hell and therefore has no future opportunity of hearing the Gospel or for repentance. The lake of fire is literal. The term “eternal” and “everlasting” used in describing the duration of the punishment of those in hell, carry the same thought and meaning of endless existence of the saints in the presence of God. (Hebrews 9:27, Revelation 19:20, Hebrews 6:1-2)

Communion—The Lord’s Supper: We partake of the Lord’s Supper to show the Lord’s death until He comes. (I Corinthians 11:23-31) The bread symbolizes the Lord’s broken body. (Isaiah 53:5, I Corinthians 11:24) The cup represents the new covenant in His blood that provides us forgiveness and relationship with God. (Hebrews 9, I Corinthians 11:25) We judge ourselves and realize that this is our salvation and receive it, (I Corinthians 11:28-30) for if we receive it unworthy—without giving it honor as our salvation—we are guilty of the body and blood of the Lord. (I Corinthians 11:27)

Laying on of Hands: A simple belief that power or anointing or any other necessary quality can be transmitted from one person touching another. Laying on of hands was practiced by the Levitical Priesthood. Jesus practiced it in Mark 10:13-16 as a blessing, and is our grounds for baby dedication instead of baptism. Examples of laying on hands for healing are as follows: (Mark 5:22-24, Mark 5:28-31, Acts 28:8, Acts 19:11-12); to confer office (Acts 6:2-6); to receive the Holy Ghost (Acts 8:16-18); to believe words spoken to receive anointing, and to cultivate the anointing (I Timothy 4:14); for ordination, to consecrate and receive the necessary ministry tools (I Timothy 4:14).

STATEMENT OF PURPOSE

The purpose of Community Christian Academy is to give a solid academic foundation of the basic fundamentals of learning for children along with Christian training. This training will include: respect for God and His Word and respect for authority.

PHILOSOPHY OF EDUCATION

We believe that God is the source of all truth and that education should have the Lord Jesus Christ as its foundation, for He said, "I am the way, the truth, and the life." We believe that traditional subject matter is best taught from a perspective that is consistent with Biblical truth. Children are most likely to reach their fullest potential in a disciplined environment nurtured by loving, dedicated, Spirit-filled Christian teachers.

We believe that the problems we face in our society today can only be overcome by the power of the Holy Spirit. The gospel will be ministered to all students and an invitation will be given to receive Christ Jesus as Savior. The laying on of hands and praying for healing, deliverance, and the infilling of the Holy Spirit are practiced at Community Christian Academy.

ACCREDITATION

Community Christian Academy has been accredited since December, 1998 by the Accrediting Commission International. The accrediting program recognizes high academic standards, teacher's performance, quality education, and financial stability of the institute.

TEACHING STAFF

Our teaching staff is comprised of dedicated Christian men and women called to Community Christian Academy with a heart for children. They share a sincere desire to see children adequately trained and prepared to live in this world but not succumb to the pressure of the world. Our teachers believe that prayer is the key to success in the classroom and they begin every day in individual and corporate prayer for the students.

COOPERATION REQUIREMENTS

We believe it is a privilege for students to attend Community Christian Academy, therefore, we reserve the right to provide or deny services as we see fit. A child's attendance at CCA should be a result of the parents' desire to have their child educated in accordance with the educational philosophy at CCA. In order for this program to be effective, parental cooperation is essential. Parents who find themselves in disagreement with the program at CCA retain the right to withdraw their child. Likewise, the administration at CCA reserves the right to dismiss anyone from the program, who in the sole judgment of the administration is considered to be uncooperative with the program.

REQUIREMENTS FOR ADMISSION

A student is admitted to Community Christian Academy on the basis of:

1. Former school records
2. Entrance test or appropriate test scores from last school attended
3. Interview with new parents and students by school principal, administrator or authorized personnel
4. Returning student records will be reviewed by the principal each year. No student will be admitted to CCA or allowed to remain whose parents do not agree and cooperate with the overall purpose and program.
5. Current immunization record for all new students (K5-5th).
6. **Kindergarten requirements:**
 - Student must be five years old by December 31st of the school year.
 - Health Assessment Report and a current copy of your child's immunization record must be completed and returned by the first day of school.
 - A copy of your child's **original** birth certificate with the **state seal**. We cannot accept the mother's copy from the hospital.
 - A copy of your child's social security card

REGISTRATION PROCEDURE

1. Completed application with a \$75 non-refundable registration deposit.
2. Attend pre-entrance interview for all new students.
3. The following documents are required: immunization record, birth certificate, social security card, achievement test scores, and school record.
4. Complete the following forms:
 - Re-enrollment Application (returning students)
 - Request for Student Records (new students)
 - Parent Agreement
 - Permission Form
 - Permission to Discipline (corporal correction)

The following tuition rates are in effect for the 2009/2010 school year.

10-period pay plan	
One student	\$330.00/per month
Two students (brother/sister)	\$630.00/per month
Three students (brother/sister)	\$930.00/per month
Fourth child add	\$280.00/per month

The family plan does not include relatives other than biological brothers and sisters. The tuition for the school year has been divided into ten equal payments. Each payment covers one tenth of the total tuition amount. The first payment is due on the first day of school.

NOTE: School tuition, lunch, and other fees may be paid with one check.

Discounts:

To apply for enrollment at CCA, an application for admission must be completed and submitted to the school office. A **\$75.00** application fee must accompany the application. An application cannot be processed unless the application fee is paid. The application fee is non-refundable and non-transferable except when a student is not accepted by the school. Application fee for K-4 students attending Community Christian Childcare Development Center is **\$50.00**. **This discount is good if paid on the day of K-5 orientation.**

Checks, Money Orders, or Credit Cards will be accepted for registration, tuition, after-school and lunch payments.

A late fee of \$25 will be charged on all accounts showing a balance of \$25 or more after the 5th of each month. When the 5th falls on a Saturday or Sunday, the tuition payment must be paid before the 5th to avoid a late fee.. **Students will not be admitted to class if payments are not paid in full on all accounts by the 10th of each month.** Students attending one or more days in any month will owe the full month's tuition.

There will be a \$25 service charge for all returned checks. **A \$25 late fee** will also be applied if full payment of returned check is not satisfied within five days of the notice. After two returned checks, only money orders or credit cards will be accepted (this also applies to lunch money and any other special fees) during the school year. We are unable to accept postdated checks.

A returned check from a third party will be assessed a \$25 returned check fee payable by the person submitting the check.

Additional Fees:

The following is a list of individual student school fees for the year:

Consumable Fee.....	\$200.00
Re-Enrollment (returning students).....	\$100.00
Registration (new students).....	\$145.00
K-5 Graduation.....	\$35.00 (due November 1)
Music (when available).....	\$150.00 (instruments are not included. Subject to enrollment and acceptance to the CCA Orchestra)
Report Card Replacement.....	\$5.00 (card or cover)
Lost Book Fee.....	Cost of book or workbook

Consumable Fees:

Consumable fees are for materials that are not reusable. Students are charged a book rental fee for all textbooks. Consumable fee is \$200.00 per student. **This fee is due by July 30.** All fees are due by the first day of school.

Enrollment Fee/Registration

Registration fee is for newly enrolled students (students enrolling for the first time). The registration fee must be paid at the time of the parent/child interview. This reserves a spot for your child in CCA. A student does not have a reserved spot until enrollment fee is paid. The registration fee is non-refundable and non-transferable. The registration fee is \$145.00 per student

Re-Enrollment Fee

The re-enrollment fee is for returning students. The re-enrollment fee is \$100.00 per student and is due by May 15. Your re-enrollment reserves your spot for the up-coming school year. A spot is not reserved until the fee is paid.

NONDISCRIMINATION POLICY

Community Christian Academy does not discriminate on the basis of race, color, or national origin in the administration of education policies, admission policies, and other school-administered programs. However, as a Christian School, only Christianity is taught.

WITHDRAWAL / DISMISSAL

Withdrawals must be completed through the school office. **Records will not be released until all financial obligations are paid in full.** Students having attended one or more days in any month will owe the full month's tuition. In the event the account is showing a credit balance at the time of withdrawal, a refund will be given.

SCHOOL OFFICE HOURS

Office hours are from 7:30 a.m. to 4:30 p.m., Monday through Friday. All parents or visitors must obtain a pass from the office before entering the classroom or any area of the school premises.

PARENT & TEACHER CONFERENCES

School-wide Parent & Teacher Conferences will be held twice during the year. These meetings will enable the parents to follow the progress and development of their children. Additional conferences are available by appointment after the normal school hours beginning at 3:15 p.m. These conferences should be scheduled directly with your child's teacher.

LOST AND FOUND

Lost articles will be held for only 30 days. Please be sure all personal belongings are labeled with the student's name.

LUNCH AND SNACKS

Hot lunch is available for a cost of \$3.25 per day. Meal tickets are available in the school office:

- One Month (20 days) - \$65.00
- One Week (5 days) - \$16.50

A meal ticket is used only if the child eats lunch. A student may bring lunch from home. Parents and/or visitors may purchase lunch at a cost of \$4.00 per person.

Please do not send candy, soft drinks, or snacks with a high sugar or caffeine content. We suggest sending healthy snacks such as fruit, vegetable sticks, crackers, breakfast bars, etc. Snacks may also be purchased in our school cafeteria. Snacks are only available during class snack time. Snack prices are usually \$.50 per item.

CURRICULUM

The curriculum of the Academy is one of high academic standards written from a Christian perspective. The curriculum will include *A Beka Books* written by Pensacola Christian College.

TELEPHONE USE

Students are permitted to use the school phone in the case of an emergency. The teacher must first give written permission. Parents may leave messages with the office staff when necessary.

SCHOOL DAY

The school day is Monday through Friday 8 am - 3 pm. **Students can arrive as early as 7:45 am.** Arrival after 8:15 am is considered tardy.

STUDENT ARRIVAL & PICK UP

<u>Students</u>	<u>Arrival</u>	<u>Dismissal</u>
Kindergarten through Second	7:45 a.m.-8:00 a.m.	2:45 p.m.
Second through Fifth	7:45 a.m.-8:00 a.m.	2:50 p.m.
Community Christian Child Development Center	7:45 a.m.-8:00 a.m.	2:50 p.m.

1. On the first day of school parents may escort their child to the classroom, but should not remain in the classroom. When the parent remains in the classroom, it makes the adjustment period difficult for the child and the teacher.
2. Student arriving after 8:15 am should be accompanied by an adult upon entering the building. The student must stop by the office to receive a "Tardy Notice" prior to being admitted to class.
3. Students should be dropped off or picked-up in the designated area only. Please do not park in the drop-off/pick-up zone, on the grass in front of the school or in reserved parking spaces. Parents and visitors are asked to park in the designated parking spaces.
4. If parents are divorced or separated and one parent is not allowed to communicate and/or pick up the student, a certified copy of the court order of final judgment must be provided.

AFTER-SCHOOL CARE

After-school Care is provided by Community Christian Childcare Development Center. All students on campus after 3:15 pm who are not participating in an activity of the school will be sent to after-school at the drop-in rate of \$20.00. An additional fee of **\$2.00 per minute** will be charged for each student remaining in after-school after 6:00 pm.

<u>Community Christian Child Development Center</u>	<u>Fee</u>	<u>Time</u>
Monthly	\$150.00	2:50 pm - 6:00 pm
Drop-In	\$20.00/day	2:50 pm – 6:00 pm

Note: Community Christian Child Development Center is normally open when Teacher Workdays are held at Community Christian Academy. Please call the daycare for more information.

ADDRESS OR PHONE NUMBER CHANGE

The school office should be notified of any change of your home or work address, telephone numbers (home, work or cell) and email addresses.

ABSENCES AND TARDIES

The faculty and staff of CCA are committed to aiding each student in experiencing the maximum spiritual, intellectual, social, and physical development. Excessive absences and tardiness greatly hinders this objective. Therefore, the following policy has been established:

1. Students absent for more than 15 days in any school year will not be promoted to the next grade or may be required to attend an Academic Summer School Program.
2. Students checking in after 11:30 am or checking out before 11:30 am will be marked absent for that day.
3. Absences are recorded as follows:
 - A. **Excused Absences**: Excused absences should be submitted in writing to the office at least two weeks in advance whenever possible. Absences resulting from illness of the student, serious illness or death in the immediate family (mother, father, siblings, or grandparents), or medical appointments are excused. These should be submitted in writing.
 - The parent or guardian should notify the school by 9 am on the first day the student is absent.
 - A written notice from the parent should be submitted upon the child's return to school. The note should include an explanation for the child's absence and will become a part of the student's file.
 - A doctor's note should be submitted if the absence is due to medical reasons.
 - The student is responsible for making up all missed assignments and tests. Make-up tests are administered at the discretion of the teacher based on the nature of the absence.
 - B. **Unexcused Absence**: Absences for any other reason than stated above, to include:
 - Suspensions and non-payment absences are unexcused.
 - Family vacation absences are unexcused.
 - CCA is not responsible for scheduling make-up tests or assignments for absences due to family vacations.
 - C. **Tardy**: Tardies are disruptive to the classroom and also have an adverse effect on your child's educational progress. Any student arriving at school after 8:15 am is considered tardy.
 - Three tardies in any grading period equals one unexcused absence. A student with 45 tardies (the equivalent of 15 days) or more will be required to attend an Academic Summer Program to make up days absent due to tardies.
 - Tardy students must report to the office and obtain a note stating the reason for tardiness before being admitted to the classroom.
 - Please try to schedule any doctor or dental appointments after school to avoid absence or tardy.
 - Upon arriving at school, a student may not leave without permission and notification to the school office from parent or guardian.

SENDING MONEY TO SCHOOL

Money should always be sent in a sealed envelope with the following information on the outside:

1. Child's name
2. Amount and purpose
3. Teacher's name

SCHOOL CLOSINGS

When school must be closed due to emergency situations, such as snow, ice or other severe weather condition, an announcement will be made on WOOW (1340 am), WNCT (channel 9) and WITN (channel 7). If no announcement is made concerning closing, we will open as usual. The academy will not necessarily close based on the public school closing schedule.

You may call Community Christian Academy's Inclement Weather Voice Mailbox number for school opening and closing information at: (252) 551-1055.

HEALTH AND IMMUNIZATION

Student Health Problems: It is an absolute necessity that the school be notified of any health problems a student has, such as epilepsy, diabetes, allergic reactions (i.e. insect sting), emphysema, heart trouble, asthma, etc. Instructions are to be given to the office staff and/or teacher to follow in case a student has problems of this nature.

Accidents and Injuries: Parents will receive notification of any injuries suffered while their child is at school on the day of the incident by written report or telephone.

Illnesses at School: For the welfare of your child and others in the school, all children who are sick must be kept at home. Students routinely receive prayer for illnesses; however, medication is **not** administered unless the parent has filled out the necessary medical form to do so. In the event that a student needs to be sent home for health reasons, parents will be contacted. If parents cannot be reached, the student will be isolated until the parent can pick up the student.

Immunizations: The Department of Health requires all students to have adequate proof of current immunizations prior to entering school. Incomplete immunization records must be updated and submitted to the school before the child will be admitted to school.

Medication Policy:

1. Prescription or appropriate non-prescription medications will not be given without a written release form (Authorization for Administering of Medication) completed by the parent/guardian. Forms may be obtained from the school office and must have a parent's signature. (It should be completed for each medication whether it is a prescription or non-prescription drug).
2. Prescription medications must be in the original container labeled with the physician's name, child's name, the name of the medication, the dosage, and the time the medication is to be administered to the student.
3. If your child requires medication during school hours and we do not have a signed authorization, it will be necessary for you to stop by and personally administer the medicine to your child. Teachers and staff cannot be held responsible for carrying out these duties without prior authorization.

COMMUNICABLE DISEASES

Community Christian Academy desires to maintain a healthy school environment by instituting controls designed to prevent the spread of communicable diseases. The term “communicable disease” means an illness which arises as a result of a specific infectious agent that may be transmitted either directly or indirectly by a susceptible host or infected person or animal to other persons.

A teacher or administrative official who suspects that a student or employee has a communicable disease shall immediately notify the school principal.

COMMUNICABLE DISEASES

Acquired Immune Deficiency Syndrome (AIDS)	Human Immunodeficiency Virus (HIV)	Rocky Mountain Spotted Fever Rickettsia
Aids Related Complex (ARC)	Lice	Shigellosis
Amebiasis	Legionnaire’s Disease	Rubella including congenital
Animal Bite of Humans only by a potential rabid animal	Lymphogranuloma Venereum	Syphilis
Anthrax	Leptospirosis	Ringworm
Botulism	Malaria	Samonellosis
Brucellosis	Meningitis	Schistosomiasis
Campylobacteriosis	Meningococcal	Smallpox
Chancroid	Measles (rubella)	Tuberculosis
Chicken Pox	Mumps	Toxoplamosis (acute)
Dengue Diphtheria	Pink Eye	Typhus
Encephalitis	Paralytic Shellfish Posioning	Trichinosis
Giardiasis (acute)	Pesticide Poisoning	Typhoid Fever
Gonorrhea	Pertussis	Tularemia
Granuloma Inguinale	Poliomyelitis	Tetanus
Hansen’s Disease (Leprosy)	Recurring Fever	Vibrio Cholera
Hemorrhagic Fevers	Plague	Vibrio Infections
Hepatitis	Rabies	Yellow Fever
Histoplasmosis	Psittacosis	

Any student or employee with a communicable disease for which immunization is required by law or is available, shall be temporarily excluded from school while ill and during recognized periods of communicability. Students and employees with communicable diseases for which immunization is not available shall be excluded from school while ill. An independent physician’s examination may be required depending on the nature of the disease. Community Christian Academy reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable disease within the school.

KINDERGARTEN PROGRAM

Kindergarten students begin learning many of the basic skills necessary for the first grade. The reading program is based upon a phonics approach. The children learn numbers, handwriting, Bible stories and scripture memorization. Singing, playtime, snack time and naptime are also integral parts of our kindergarten program.

ELEMENTARY PROGRAM

The elementary program (Grades 1-5) is designed to develop the learning skills in all subject areas including daily instruction in the Bible. The reading program is based upon phonics. A Beka curriculum is used in the elementary program. Language, arithmetic, reading, spelling, science, history, penmanship, health, and Bible are taught, as well as art and music.

BIBLE CURRICULUM

All students are required to take Bible. The textbook for memory work is the King James Version. The teacher may assign other versions to be used for reading or other purposes. Bible is a required subject and will be graded according to our grading scale.

HOMEWORK

We believe that homework is an integral part of the school program and each teacher is at liberty to give homework to aid each student to advance in his/her studies. Parents are encouraged to ensure that students complete homework assignments. Each student is expected to complete homework assignments. The school policy is that homework assignments are kept to a minimal on Wednesdays in order for families to attend mid-week services at their churches. Homework is given for several purposes:

1. **For drill:** We believe that most students require solid drilling to master material essential to their educational progress.
2. **For practice:** Following classroom explanation, illustration, and drill on new work, homework is given so that the material will be mastered.
3. **For remedial activity:** As the school year progresses, various challenges in the student's grasp of subject material may become evident. Homework may be given to help overcome such difficulties.
4. **For special projects:** Book reports, compositions, special research assignments and projects are some of the activities assigned for homework.

REPORT CARDS / PROGRESS REPORTS

Report Cards are designed to give parents and students an indication of the progress or lack of progress being made. Parents should sign the report card and promptly

return it to the teacher. Report Cards will be sent out six times during the school year for first through fifth grade students. Kindergarten students will begin receiving report cards the second marking period. It will be necessary to pay a replacement fee of \$5.00 for a lost report card or cover.

Progress Reports show the student's progress or challenges during the current marking period. Parents are invited to contact a teacher for a conference if the need arises. Progress Reports will be **sent** before each six-week period **if the student is having difficulties or failing**. If the student is not having special challenges, a progress may not be sent.

GRADING SCALE

Our grading scales is as follows:

A (93-100)	D (70-76)	S (Satisfactory)
B (85-92)	F (0-69)	U (Unsatisfactory)
C (77-84)		I (Incomplete)

DISCIPLINE CODE

BEHAVIOR CHALLENGES

One of our goals is to instill discipline in a child. Children will be taught to respect authority and to have positive interaction with other students. Guidelines and reasonable limits will be established early to ensure the child knows what is expected. Praise will be given for good behavior.

Classroom discipline is a necessary factor for an effective learning environment. In order to maintain a good learning environment, we expect students to conduct themselves appropriately. It is the teacher's responsibility to enforce appropriate classroom behavior. Community Christian Academy expects full cooperation from the student and parent in the education of the student.

All children entering Community Christian Academy will be on a six-week probationary period in regards to behavior. Extreme negative behavior will be monitored. Parents or Guardians will be called in for a conference with the principal or authorized official if the negative behavior continues. A probationary period of two weeks will be established. During this time, the child's behavior will be closely monitored and expected to improve.

When misconduct occurs, corrective measures will be used to help the student change his/her behavior and attitude. When the school feels that a student and the parent(s) cooperation is lacking, the student may be requested to transfer out. Also, if the behavior of the student indicates an uncooperative spirit, the student may be requested to transfer.

As a Church sponsored school, we do reserve the right to use corporal correction (spanking) as a form or discipline when necessary. Our discipline policy is based upon the Word of God. In the spirit of love, children need to be disciplined in a manner, which will have a positive and lasting effect. This can only be done God's way. (Proverbs 13:24, 19:18, 22:15, 23:13-14, 29:15-17) The book **DARE TO DISCIPLINE** by James Dobson is a highly recommended resource as help to parents. It is available in our church bookstore.

We believe in corporal correction as a form of discipline when other means have been unsuccessful. The Parent Agreement Form and Discipline Form must be signed prior to admittance to the program giving CCA consent to administer corporal correction if needed. Parents will not be contacted before corporal correction is administered.

When corporal correction is administered we use the following chain of command: principal, assistant principal, administrator, or other authorized personnel. A witness will be present and a discipline report will be completed. This report will be made available for parents review the same day and will be kept in the student's file.

THE FOLLOWING DISCIPLINARY PROCEDURES WILL BE ENFORCED

1. No child shall ever be disciplined for lapses in toilet training; however, the child may be reminded verbally about his/her toileting habits in a positive way.
2. No child shall be handled roughly in any way, including shaking, pushing, shoving, dragging, pinching, slapping, biting, or kicking. No verbal abuse, intimidation or fear tactics will be used.
3. Denial of food at snack or lunchtime as a punishment is prohibited. No child will be made to eat all of his/her food. The eating of healthy foods will be encouraged for snacks and lunch.
4. Discipline shall in no way be related to food, rest, or toileting.
5. Time out (the removal of a child from the activity or group for short periods of time-one minute per age) will be used for minor offenses.
6. Corporal correction may be used as a form of discipline when behavior challenges occur.

CORPROAL CORRECTON MAY BE ADMINISTERED WHEN THE FOLLOWING NEGATIVE BEHAVIOR OCCUR:

Fighting – Injuring/striking another or teacher/adult: (1) punching (2) hitting (3) kicking (4) slapping (5) scratching (6) pushing (7) elbowing (8) spitting (9) biting

1. The use of profanity, cursing, or slang

2. Disrespect (verbal and non verbal)
3. Any form of dishonesty
4. Disruptive Behavior – keeping others from learning
5. Not following class and school rules
6. Others to include but not limited to: (1) Bad attitude, pouting, murmuring (2) Excessive playing in the classroom and restroom (3) Excessive talking (4) Throwing of paper or any foreign objects (5) Playing with food and showing it in the mouth purposely (6) Running and playing in the hall (7) Name calling (8) Out of seat without permission (9) All forms of rebellion and disobedience (10) Deliberately burping and/or expelling gas.
7. These same rules apply to all field trips, outings, activities, and functions of Community Christian Academy.

The principal may extend probation one week at a time until the student shows improvement in the area of special challenge and overall behavior. However, if the undesired behavior continues, enrollment may be terminated.

SUSPENSION / TERMINATION

In the event of a serious offense or repeated offenses, a student will be suspended or terminated from Community Christian Academy until a conference is scheduled with the parents/guardian for the following, but not limited to:

1. Fighting – Injuring another (teacher, student, staff or any adult)

Includes, but is not limited to the following behaviors:

- Punching Scratching
- Hitting Pushing/elbowing
- Kicking Spitting
- Slapping Biting

2. Sexual Gestures and Overtones:

- Purposely showing body parts
- Drawing body parts with sexual suggestions
- Using inappropriate sexual language
- Physical touching of a sexual nature
- Violating the personal rights of others such as pulling up dresses or pulling down pants

3. Possession of Drugs and/or Weapon(s)

4. Cursing, Profanity or Slang

5. All forms of Dishonesty

Includes, but is not limited to the following behaviors:

- Lying
- Cheating
- Stealing
- Forgery

6. Deliberately Damaging and Destroying school and/or an individual's property. Damages must be paid for before returning to school.

7. Disrespect in any form (verbal, physical, attitude, etc.)

Note: The number of days a student is suspended depends upon the nature, severity and frequency of current and previous incidents for which the student is being and has been disciplined and is at the discretion of the administration.

CARE OF PROPERTY

Community Christian Academy is considered to be God's property. Sitting on desks, carving and defacing desks or furniture, littering, misuse of school property and equipment, etc. are not permitted. Any school damage will not be tolerated and must be paid for by the parent.

UNIFORM

1. In the event of a minor hair or dress code or uniform discrepancy, the student will be issued a dress code/uniform discrepancy report and admitted to class. In the case of a major hair or dress code or uniform violation, or for repeated minor violations, the student will not be admitted to class. Parents will be notified to bring a change of clothes and dress the student in compliance with the established dress code.
2. We believe that a dress code and school uniforms give children a neat appearance, provides a sense of unity and assists in creating a disciplined and orderly environment.
3. Wearing dress code/uniform reduces clothing cost and eliminates dress competition often seen in the world.

DRESS CODE

Proper dress promotes a healthy self-esteem and shows respect to the Lord. The school's dress policy is in effect at all CCA activities. It is mandatory that students attending CCA wear modest and appropriate apparel. The hair and jewelry code will be in effect at all CCA events.

Note: Please label all of your child's clothing.

KINDERGARTEN AND ELEMENTARY GIRLS	
UNIFORM WILL CONSIST OF:	
Jumpers/Skirts	Navy, black, khaki, or navy plaid
Pants/Shorts Jumpers, skirts, and shorts no more than 2 inches above knee	Navy, black, khaki
Material/Fabric	Dress Corduroy or Durable Fabric (No Denim of any color)
Blouses	White, light blue or navy (with collar)
Turtlenecks/Polo	White, light blue navy,
Shoes Sneakers	Black, brown, white, navy Black, white (only)
Socks/tights/stockings	Black, white, navy
Sweaters/vests	Black, white, navy
Chapel Dress	Uniform: White blouse with blue/red cross tie, blue/red plaid skirt, navy blazer
Belts (Must be wore if loops on dress or pants)	Black, brown, or navy
KINDERGARTEN AND ELEMENTARY BOYS	
UNIFORM WILL CONSIST OF:	
Pants/Shorts (Shorts no more than 2 inches above the knee)	Navy, black, khaki
Material/Fabric	Dress Corduroy or Durable Fabric (No Denim of any color)
Shirts	White, light blue or navy (with collar) Oxford/polo with long or short sleeves
Turtlenecks	White, light blue, navy
Shoes Sneakers	Black, brown, navy Black, white (only)
Socks (No ankle socks allowed)	Black, brown, navy or white
Sweaters/vests	Black, white, navy
Ties	Black or navy (Plain or dress design)
Chapel Dress (No boots allowed as a part of Chapel attire)	Uniform: White shirt with blue/red tie, khaki slacks, navy blazer
Belts (Must be worn)	Black, brown, or navy (plain buckle)

Kindergarten and Elementary Boys Uniform Continued.....

Not Permitted:

Mocked Turtlenecks - Collar does not fold down

Tee Shirts – With or without pockets

Henley Shirts – No collar at all

Hiking Boots – Timberland, Brogans, Construction Work Boots

A copy of the school's dress and grooming code is available.

HAIR AND JEWELRY CODE

We maintain a conservative hair code for boys and girls. If we feel there is something inappropriate to length or style, we will notify you. Excessive jewelry will not be allowed. Hair accessories must be in line with uniform colors.

- Boys are **not allowed** to wear earrings in the ear or any other parts of the body.
- Girls are allowed to wear earrings in the ear only; no other parts of the body.
- No visible tattoos are allowed.
- No body piercing is allowed.

PERSONAL GROOMING AND HYGIENE

Dress Code/Uniforms: Though worn daily, uniforms are expected to be clean and pressed. Dirty, torn and/or wrinkled pants, shirts, blouses, jumpers, or socks are unacceptable and are a violation of the dress code. Children must begin each school day with clean uniforms (no exceptions). Parents will be asked to pick up students immediately to correct any discrepancies.

Make-up: No lipstick, colored lip-gloss, colored chapstick, rouge (blush) or eye make-up (includes eye shadow, eye liner or mascara) is allowed. Colored fingernail polish is not allowed, however, a light pink or clear coat of polish is permissible.

Hygiene: Children must bathe or shower before coming to school. All children are encouraged to use deodorant. If a hygiene problem is detected, the student will be addressed privately and if necessary, sent home to correct the problem. Proper measures are to be taken to prevent future occurrences.

PROHIBITED ITEMS AND ACTIVITIES

1. Please refrain from purchasing cassette tapes, books, book bags, lunch boxes, bags, raincoats, umbrellas, or magazines, with symbols, emblems and designs that are not appropriate for a Christian environment. Such items are prohibited on the campus of CCA. Any materials of this nature will be confiscated. We consider many of the modern cartoon characters (i.e. "Mighty Morphin Power Rangers", "Pokemon" or Pocket Monster, Disney characters, Looney Toons, Barbie) to be inappropriate items to bring to school.
2. Cell phones, electronic devices, games, ipods are not allowed. This applies to all field trips, outings, activities and functions of CCA.
3. Inappropriate communication, particularly between students of different genders, will not be allowed. We do not condone boyfriend and girlfriend relationships at CCA.
4. All jackets, caps, shirts, etc. associated with sports teams are prohibited on the campus of CCA.

PROCEDURES FOR PARENT VISITATIONS

Conferences: Please call the school office to set up a conference with a teacher or you may send a letter to the teacher to communicate this. **Please do not drop by for a conference if a prior appointment has not been made. The teacher must give her undivided attention to the students during the school day.**

Observations: If you are visiting the school to observe your child's class (observations are set for one class period only), please make an appointment through the office in order for seating arrangements to be made. The secretary will escort you to the student's class. Please sign in at arrival and sign out upon departure.

Food, Clothing, Money, etc.: If you are visiting the school to drop off clothing, money, etc., you may leave those items at the office and the secretary will deliver it to the student. If you need to visit a student in the class, cafeteria or playground, you will be asked to sign in at the office for a visitors pass.

GRIEVANCE PROCEDURE

- Step 1:** Schedule a conference with the teacher
- Step 2:** Attend a conference with the administrator
- Step 3:** Schedule a meeting with the school board
- Step 4:** The board renders a binding decision

BIRTHDAY PARTIES

Birthday parties will not be allowed at CCA. All birthday parties should be given apart from the school. Please do not bring or send any snacks or drinks to be served during lunch or snack time as an alternative to a birthday party.

Invitations for private birthday parties are not allowed to be given out on the campus during the school day. The CCA teachers or staff members are not responsible for providing student rosters, addresses or phone numbers for this purpose. Teachers and/or staff are not allowed to distribute invitations to students.

GIFT DELIVERY FOR SPECIAL OCCASIONS

Please refrain from having gifts and flowers delivered to students at school for special occasions such as birthdays, Valentine's Day, etc. They are major distractions and interruptions to the class schedule.

PARENT COMMUNICATION

We encourage communication between the parents, staff, students and administration. We pray that you will get to know your child's teacher so that you will feel comfortable asking them questions and working as partners in your child's growth. We will request a parent teacher conference concerning your child at least two times a year. It is important that at least one parent come to these Parent/Teacher Conferences. If additional conferences are needed, we will be more than happy to schedule them for you. We urge you to schedule an appointment with the teacher at a convenient after school hour.

Occasionally, memos will be sent home. These memos are usually concerning upcoming events or classroom activities and trips. The academy teachers and staff welcome parent involvement and participation.

Please provide up-to-date telephone numbers, e-mail and home addresses that we may keep our records current.

CONCLUSION

We trust that this handbook has been helpful to you concerning the program, practices and philosophy of CCA. We are looking forward to a rewarding year! Community Christian Church subsidizes the school. **All donations are tax deductible.**

COMMUNITY CHRISTIAN ACADEMY

PARENT AGREEMENT

I _____, have read and understand the purpose, goals, objectives, operational policies and procedures of Community Christian Academy.

I further understand the guidelines regarding behavior challenges and methods of discipline. I fully give my consent allowing CCA to use corporal correction (spanking) as a form of discipline when necessary for my child.

My signature on this form indicates that I fully agree to abide by all the guidelines outlined in the Parent/Student Handbook.

Signatures _____
Parent(s)/Guardian Date

Cooperation Requirements

I _____, have read and understand the cooperation requirements of Community Christian Academy.

We believe it is a privilege for students to attend Community Christian Academy, therefore, we reserve the right to provide or deny service as we see fit. A child's attendance at CCA should be a result of the parents' desire to have their child educated in accordance with the educational philosophy at CCA. In order for this program to be effective, parental cooperation is essential. Parents who find themselves in disagreement with the program at CCA retain the right to withdraw their child. Likewise, the administration at CCA retains the right to dismiss anyone from the program, who in the sole judgment of the administration is considered to be uncooperative with the program.

Signature _____
Parent(s) Date

My signature on this form indicates that I fully agree to abide by all the guidelines outlined in the parent/Student Handbook.