



Central

Christian Academy

ELEMENTARY

PARENT & STUDENT HANDBOOK

(Revised 4/9/24)

MISSION STATEMENT

Every student impacting the world for Christ.

VISION STATEMENT

*Partnering with families to reach,
equip, and send the next generation
of Christian leaders.*

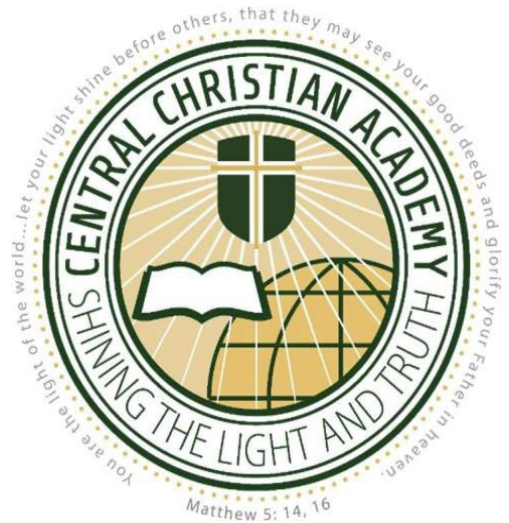


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CCA GENERAL INFORMATION

School Verse:

2 Timothy 3:16 “All Scripture is breathed out by God and profitable for teaching, for reproof, for correction, and for training in righteousness.”

School Colors:

Hunter Green & Gold

School Mascot:

Bucky

Administrative Staff:

- Dr. Ed Rose, Lead Pastor, Central Baptist Church
- Mrs. Evette Orcutt, CCA Administrator
- Mrs. Gina Whitman, Elementary Principal

School Website:

www.ccawendell.org

Main Number:

919-365-7714

INTRODUCTION TO CCA

Purpose of the Handbook:

This handbook is an informative guide for families, one that allows family members to have the CCA way at their fingertips. This handbook will serve as a beacon for all CCA's overall guidelines. Our commitment here at CCA is to build God's Kingdom. We will do this by teaching students through a Christ centered, Bible-based ministry focused lens which includes outstanding academics. CCA strives to partner with families in building up our students and their families to be true believers in Jesus Christ. We want each student to develop a personal relationship with Jesus Christ all while experiencing academic excellence and learning respect for themselves and others. This handbook will also serve as a covenant between our school and parents.

Our Kingdom Education Ministry:

“Education is the study of God and His creation through which He reveals His nature to the learner so that he can know Him and glorify Him.” (Dr. Glenn Schulz, founder of Kingdom Education). *Our focus* is to partner with each family to assist in establishing a distinctive biblical foundation in their child. *Our promise* to CCA families is to uphold God's word while educating their children and offering a continuous standard of excellence academically.

14 Essential Principles of Biblical Philosophy of Kingdom Education

1. The education of children and youth is the primary responsibility of parents.
2. The education of children and youth is a 24 hour a day, 7 days per week process that continues from birth till maturity.
3. The education of children and youth must have as its primary goals the salvation and discipleship of the next generation.
4. The education of children and youth must be based on God's word as absolute truth.
5. The education of children and youth must hold Christ as preeminent in all of life.
6. The education of children and youth must not hinder the spiritual and moral development of the next generation.
7. The education of children and youth, when delegated to others by parents, must be done so with utmost care to ensure that all teachers follow these principles.
8. The education of children and youth results in the formation of a belief system or worldview that will be patterned after the belief system of worldviews of the person's teachers.
9. The education of children and youth must lead to true wisdom by connecting all knowledge to a biblical worldview frame of reference.
10. The education of children and youth must have a view of the future that includes the eternal perspective.
11. The education of children and youth must have as its primary focus the increase on the knowledge of God.
12. The education of children and youth results in performing work in fulfillment of God's will for their lives.
13. The education of children and youth must be characterized by the pursuit of biblical excellence based on godly character resulting in competent performance.
14. The education of children and youth must equip them to fulfill God's highest purpose for man, to glorify Him and enjoy Him in life and eternity.

All above principles have been copied from author Dr. Glenn Schulz

Profile of a Central Christian Academy Graduate:

1. Knows and honors Jesus Christ, and active in a local church.
2. Displays a life of integrity, makes decisions from a biblical worldview.
3. Exhibits academic competencies needed for the next level education.
4. Respects themselves, others, and God-ordained authority.
5. Thinks creatively and critically.
6. Desires to be a life-long learner and follower of Jesus.
7. Demonstrates the character & commitment of servant leadership.

Why Christian Education?

- **Secularism: We are not mandated to be neutral in matters of religion.**
- **Relativism: We know there is absolute truth.**
- **Materialism: We will acknowledge both material and spiritual realities.**
- **Humanism: We will have a God-centered worldview.**
- **Curriculum: Faith-based; using a Beka curriculum to integrate faith with learning, teaching every subject through a biblical lens.**

School Core Values

- **Grace** – Extending and receiving forgiveness through all interactions.
- **Humility** - Approaching our work and relationships with a humble spirit, ready to learn and serve.
- **Integrity** - Acting with honesty and transparency in all we do.
- **Responsibility** - Encouraging a sense of respect and ownership of our actions and commitments.
- **Excellence** – Striving for the highest quality in all we do.
- **Confidence** - Equipping children and staff with the tools and empowerment to grow and lead.
- **Joy** – Celebrating what God is doing in and through our school.

Statement of Faith/Doctrinal Beliefs

CCA states as its statement of faith that it adheres to the doctrinal position of Central Baptist Church of Wendell, Inc. as found in the church's bylaws: Article II: Section 1: Faith 1.1 The Bible & The Baptist Faith & Message. The Church accepts the Holy Scriptures of the Old and New Testament as our rule of faith and practice (2 Timothy 3:16-17). It affirms the doctrinal positions set forth in the 2000 Baptist Faith and Message. The Church does not condone same-sex relationships and will not allow its ministers or facilities to be used either to promote those relationships or to condone any channel of sexual expression outside of one man created by God and one woman created by God in covenant marriage. It affirms the doctrinal positions set forth in *The Danvers Statement on Biblical Manhood and Womanhood* and the *Nashville Statement, A Coalition for Biblical Sexuality*. Furthermore, the Church does not grant employment to persons who are living outside of the boundaries of its faith statements. CCA affirms the Association of Christian Schools International (ACSI) Statement of Faith as a member school of ACSI.

Goals Statement

The goal at CCA is to offer a superb educational experience while building a strong, biblically sound foundation in all students so that they become eager, loving disciple makers.

CCA as a Ministry: CCA is an extension of Central Baptist Church, and therefore it is a school in which God's guidance and direction are continually sought. Our school is committed to leading children & youth to a saving faith in Jesus Christ and developing Christian character. We promote high academic standards, encourage good study habits, and strive to help our students achieve skills in creative and critical thinking. CCA promotes honor of the body as the temple of the Holy Spirit and teaches good health habits and bodily fitness. We pledge to teach the Bible as God's inerrant Word and will give our students opportunities to experience a personal saving relationship with Christ as their Lord and Savior. Basic doctrines of the Christian faith will be taught, and we will encourage each student to apply these principles in daily Christian living. We will help each student develop the whole personality, based on a proper understanding and acceptance of him/herself and on the full development of his/her capabilities in

Christ. We will encourage the wise use of time as God's stewards. The school will foster attitudes and values needed to establish God-honoring relationships and teach the use of material things for the glory of God.

Communication: Communication is vital in our ministry and requires that there be close communication between the home and the school. As in any activity children undertake, the interest and involvement of parents have a tremendously positive influence on their performance. Opportunities also exist for parents to involve themselves in school activities as needed and approved.

Admission Is a Privilege: It is important to understand that because attendance at CCA is a privilege and not a right, this privilege may be forfeited by any student (or family) who does not conform to the standards and regulations of the institution. CCA is a religious institution providing an education in a distinctly Christian environment, and it believes that its biblical role is to work in conjunction with the home and to mold students to be Christ-like. On those occasions in which the atmosphere or conduct within a particular home is counter to or in opposition to the biblical lifestyle the school teaches, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student. This includes, but is not limited to, behaviors or religious beliefs contrary to the CCA Statement of Faith.

Biblical Morality Lifestyle

Marriage, Gender, & Sexual Immorality Statement: We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Gen 1:26-27). Rejection of one's biological gender is a rejection of the image of God within that person. We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor. 6:18; 7:2-5; Heb. 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Lev 18:23; Lev 20:15- 16; Matt 15:18-20; 1 Cor 6:9-10)

Final Authority in Matters of Belief and Conduct Statement: The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe.

The Sanctity of Human Life Statement: We believe that all human life is sacred and created by God in His image.

Marriage Policy Statement: Because God has ordained marriage and defined it as the covenant relationship between a man, a woman, and Himself, CCA will only recognize marriages between a man and a woman at the chromosomal level.

Parent Statement of Support: Parents or legal guardians, who choose to enroll their children at CCA, are agreeing to support these and other basic biblical values derived from God’s Word. Parents understand and agree that CCA will teach these principles and biblical values.

Student Code of Conduct: Respect Everyone! Show proper respect to everyone, love the family of believers, fear God. (1 Peter 2:17)

Students are expected to adhere to these biblical principles:

- Respect God (I Corinthians 6:19-20; Matthew 15:8-9)
- Respect yourself (Psalm 119; I Corinthians 6:19)
- Respect everyone (Philippians 2:3; Proverbs 18:24)
- Respect property (Proverbs 3:9)
- Do your best (Colossians 3:17)
- Do what is right (Philippians 4:8)
- Treat others like you want to be treated (I Thessalonians 5:15; Matthew 7:12)

ADMISIONS

Admissions Policy

1. Apply for admission with a one-time, non-refundable, \$175 application fee.
2. Submit a copy of the student’s birth certificate.
3. Submit immunization records for verification.
4. The prospective student will go through a screening process which may include standardized achievement and/or ability tests.
5. Parents are interviewed by school personnel.
6. Academic records, disciplinary records, and teacher recommendations are received from previous school(s) if applicable.
7. School administration considers the application, reviews testing and academic information, and makes a final decision on admission.
8. The final decision of the school administration is then communicated to the applicant by phone, email, or mail.
9. Upon acceptance, the resource and capital fees are due to reserve the student’s spot.

FINANCES

Non-Refundable registration fee: \$175 due upon application. Once the application is submitted, it will be reviewed by the administration, and you will be contacted about the decision of enrollment.

Tuition An annual fee which can be paid annually (2% discount) or in monthly installments. Go to <https://www.ccawendell.org/admissions-enroll-today> and register then pay under FACTS. Tuition is scaled according to grade level. Refer to Tuition Chart.

Resource, Activity & Capital Fees: The fees are used to cover capital expenses as well as student's individual curriculum packets, campus security, technology, activity resources, instructional materials, and special activities and programs.

Incidental/Additional Fees: Students will, on occasion, need to pay for special supplies and expenses that are important for their educational experiences (sports, field trips, additional tech/lab fees etc.). If these fees occur, they will be set up in FACTS and you will be able to access when needed.

Delinquent Accounts: All delinquent accounts must be made current each year to continue education at CCA. FACTS will assess a **\$35 late fee** for delinquent accounts. FACTS will also assess a **\$35 for NSF**. Report cards and transcripts will be held if accounts are past due or until the account is paid for in full.

Sibling Discount: CCA offers a sibling discount of **2.5% off** each child's tuition enrolled in CCA Preschool or elementary grade school.

ENROLLMENT

New Student Enrollment: New student applications are available mid-November. However, new students in grades 1-12 will be accepted after January re-enrollment for current students.

Procedure for Enrollment: Interested parents will be asked to follow the procedures listed below to enroll their children at any grade level at Central Christian Academy.

The process is as follows:

1. Obtain an enrollment packet, create an account in FACTS where you will then pay the **NON-REFUNDABLE \$175 Application Fee per student**.
2. Attend the required Parent Information Interview/Meeting.
3. Receive notification of the acceptance of your student(s). Once accepted the students' family will go into FACTS through our [webpage](#) to begin their enrollment process.
4. Complete the children's medical report form (Prekindergarten, Kindergarten, and First grade only) and have a licensed physician complete his portion of the report.

******CCA reserves the right to interviews, testing, and selective enrollment. Attending CCA is a privilege, not a right. Acceptance is not based on a first come, first served basis. Acceptance is based upon academic needs, balancing male/female ratios, teacher recommendations, principal recommendations, etc. ******

Continuous Enrollment: Students in good standing that are attending CCA are automatically assumed to begin a new school year at the end of their previous year.

Sibling Enrollment: Current students who have siblings who desire to attend the next school year will go through the same enrollment process as new students, except they do not have to attend a Parent Information Meeting. They will have an interview with the respective principal.

Student Withdrawal: It is assumed and expected that students who enroll at CCA will attend for the entire school year. We realize that unforeseen events may occur that will necessitate a student leaving the school during the year. In such cases, students **withdrawing** from CCA should follow these steps:

1. Notify the Administrative Office regarding withdrawal.
2. Meet with the Administration to discuss withdrawal, submit your request in writing.
3. On the last day of school, a withdrawing student shall report to the school office, obtain their withdrawal form, have each classroom teacher sign the withdrawal form, turn in all textbooks to each classroom teacher, and return the withdrawal form to the school office.
4. A withdrawal student's family must pay all tuition and fees accrued through the date of withdrawal as well as a **\$500 early withdrawal fee**.

ADDITIONAL INFORMATION

Birthdays: Parents may celebrate their child's birthday by coming to have lunch with them or taking them off campus for lunch. Invitations brought to school must be for the whole class or all the same gender, leaving no one out.

Campus Visitors: A campus visitor is anyone who is not currently enrolled as a student or employed as a faculty or staff member. Parents are welcome to visit school during the school day. All visitors should check in at the front school office upon arrival and receive a visitor's pass before going to other areas on campus during normal school hours. Student visitors and alumni, due to limited seating, may not attend classes during the school day. CCA students may have visitors at lunch with written parental and administrative approval (24 hours in advance).

Contacting Teachers: Parents are always welcome to communicate with their child's teacher or administrator directly. If a teacher conference is needed, please schedule an appointment with the teacher by calling the teacher's voice mail or sending them an email. Parents should use discretion when contacting teachers outside of normal school hours. Be considerate of their time away from school.

EMERGENCIES

Emergency information is required on the student application. If an emergency occurs, you will be notified immediately. If there is a change in this information, the parent is responsible for contacting the school office in writing or online via the CCA website. An emergency contact person and number to call, if you cannot be reached, are very important. Please make sure your emergency contact has written permission to obtain medical treatment for your child in case of an emergency when you are not present.

Fire, Tornado, Lock Down drills are practiced at CCA on a regular basis.

Inclement Weather Policy/Early Dismissals: In the case of inclement weather, CCA will communicate cancellations, delayed start times and early dismissals through email, school app/website, and on WRAL TV. In the event of early dismissal or cancellations all after-school activities, including Aftercare, will be canceled.

Media Cart: All books must be checked out and returned according to media cart procedures. Fines may be charged for overdue books. Lost or damaged books must be paid in full. Students will not be given a final report card unless all media center books are returned, or fines are paid.

Non-Discriminatory Policy: CCA is operated as an educational institution and extension of Central Baptist Church for the benefit of the families in our community. CCA admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

On Campus Security: We have a full-time security team on our campus. Our number one priority is the safety of our students and staff. Students should not be on-campus after weekday school hours, holidays, or weekends unless they are engaged in an approved CCA activity, and an adult is present.

Phone Policy: Students may use the office telephone with permission from the office staff. Teachers must not issue a phone pass unless there is an emergency. Parents may leave a message with their respective teachers.

Pledge of Allegiance to The Bible Flag, The Christian Flag & The American Flag:
All three of these pledges are recited every morning at CCA.

Report Cards: All students will receive progress reports throughout the school year and a final report card at the end of the year.

School Counseling: CCA is committed to caring for each of our students and their needs. CCA recognizes that there are a wide variety of situations that may arise in the life of a student. CCA will put procedures in place for our students in need of counsel, whether that be spiritual counseling &/or suggesting families to seek the next level of health counseling. Our church staff pastors are available as needed.

Tutoring & Help Class: If you notice that your child needs additional help in any subject, please contact your teacher first so that we can be sure to get your student lined up with the assistance they need.

ATTENDANCE

To gain the most from Central Christian Academy, it is important that each student attend school faithfully. We recognize that certain absences are unavoidable, and that parents may take their children out of school when they consider it necessary. Such absences, however, do place an extra burden upon both the student and the teacher to complete missed work and may jeopardize the student's opportunity to receive credit for a given subject.

Arrival & Dismissal

- **Arrival:** Parents may walk their students (elementary grades) to the classroom during the first week of classes at 7:45AM. Students are not allowed to enter their classroom until this time. More details will be provided before the start of school.
- **Dismissal** is at 3:00PM. Students will be out front of school. Parents will have a unique car tag to display in front window and the car tag will match the student's tag. Students who are not picked up by 3:20 will be taken to after care where parents will be charged a \$15 Emergency after care fee per child through their FACTS account.
- **Early Dismissal** Students that leave school before the end of the school day must be excused by signing out at the school office/front desk.
- **Please note: A student must be present at least half of the school day to be counted present.**

When arriving after 8:10 AM, the student MUST sign in at the front desk so as not to be counted absent for the day. Parents should not take their students to the classroom. Parents should bring their child to the front desk/office. Students must receive a LATE Admission Slip from the Front Desk Attendant to be admitted to class when they are tardy to homeroom.

Before & After Care: CCA will provide before care and aftercare this year for students. This is a service ONLY offered to students who are enrolled in CCA and need childcare on a regular daily basis throughout the year. Fees are billed at the beginning of each month. A late fee of \$35 will be charged if payment is not received by the 5th of each month. Continued late payments may result in disenrollment. Please note the following information regarding these programs.

- Before care 7:00-7:45AM daily: Fees are \$80/month/child
- After care 3:00-6:00PM daily: Fees are \$240/month/child

Late Arrival & Tardiness

- **Late Arrival:** Students not in the classroom at 8:10AM are tardy. Parents with students arriving after 8:10AM are required to check in at the school office. The teacher will be notified that the child is on the way to class.
- **Tardiness:** Promptness is an important aspect of character and a measure of school citizenship. Students will be considered tardy to class if they are not in the classroom and prepared for class when the bell finishes ringing. Students who are tardy to homeroom should have a written explanation from a parent explaining the nature of the tardy. Consideration for excused tardies will be given to students who arrive late due to inclement weather, *unavoidable* transportation difficulties, and medical appointments. **Every three tardies (excused or unexcused) will result in one unexcused absence.**

Excused Absences

Following any absence, the parent must send a written excuse (not a text message) to the front office on the day the student returns. This will be their admittance back to each class after an absence that is considered excused. An absence is considered **excused** when it meets one of the following circumstances:

- Personal illness as indicated by doctor's note.
- Medical/dental appointments that cannot be scheduled so as not to interfere with classes as indicated by a doctor's note.
- *Serious* family emergencies or death in the family

Unexcused Absences

Absences that do not fall under the excused absences circumstances are considered unexcused. Work that is turned in late because of an unexcused absence will be considered late and could be subject to an additional academic penalty. **Homework, tests, and previously assigned projects will be due on the day the student returns without make-up privileges.** Students with an unexcused absence on the day of an exam will not be allowed to make up for that exam.

Accumulated Absences

If a student K-12 has more than 30 absences, excused or unexcused, during a school year, the student will be retained. An absence from school for a school-sanctioned activity will be excused and will not be counted toward a student's total absences. (Example: Spiritual Emphasis trips, senior trips, field trips, CCA athletic away games, etc.)

Participation in Extracurricular Activities after an Absence

Students participating in elective extracurricular activities will be expected to attend school for the full day (more than 4 hours) on which the activity occurs. If the activity is on a Saturday, the student should attend school the full day on Friday. Absences excused due to doctor appointments, emergencies, and administrative exceptions are excluded in this policy.

Make-Up Work

A student who is absent, with either an excused or unexcused absence, will be responsible to make up all work missed during the absence(s). If a student is absent one day, the student should be prepared for all tests and homework upon returning to school. Students with multiple excused absences will be given the number of days absent, plus one additional day, to make up for the missed work.

HEALTH CARE AND MEDICINE

Emergencies: If your child becomes ill at school, you will be notified immediately. Emergency information is required on the student application. If there is a change in this information, the parent is responsible for contacting the school office in writing. An emergency contact person and number to call, if you cannot be reached, are very important. Please make sure your emergency contact has written permission to obtain medical treatment for your child in case of an emergency when you are not present. CCA is aware of working family demands but needs cooperation to keep illnesses down, especially during the winter, so students and staff can be fully involved within the program.

Illness: For the well-being and health consideration of all our students and staff, parents are asked to keep students with a fever or contagious illness at home. Students may not return to campus until they have been fever-free for 24 hours without the use of fever-reducing medication (i.e., Motrin, Aspirin, Tylenol). Students may not return to campus until they are not experiencing vomiting (24 hours free), flu-like symptoms, diarrhea (24 hours free), colored nasal discharge, persistent cough, strep throat (24 hours on medication), or pinkeye (24 hours on medication).

Immunizations & Physicals: North Carolina state law requires CCA to have on file current immunization and medical records for each student. Kindergarten students must have a physical form and an up-to-date immunization record on file to enroll. The Tdap and meningococcal vaccinations are required before a student enters the 7th grade. A booster dose of the meningococcal vaccination is required before a student enters the 12th grade. Please keep your child's records up to date with the school office. Sports physicals are required for all athletes in competitive sports and must be on file before tryouts or participation. Students participating in fine arts productions and marching bands must have a physical on file.

Religious Exemption (North Carolina Department of Health and Human Services) G.S.130A-157

If the bona fide religious beliefs of an adult or the parent, guardian, or person in loco parentis of a child are contrary to the immunization requirements contained in this Part, the adult or the child shall be exempt from the requirements. Upon submission of a written statement of the bona fide religious beliefs and opposition to the immunization requirements, the person may attend the college, university, school, or facility without presenting a certificate of immunization.

There is no form for requesting religious exemptions in North Carolina. To claim a religious exemption, the parent or person requesting the exemption must write a statement of their religious objection to immunization, including the name and date of birth of the person for whom the exemption is being requested. This statement would then be provided to schools, childcare programs, camps, etc. in place of an immunization record. If a family is requesting a religious exemption for more than one child, a separate statement should be prepared for each child. Statements of religious objection to immunization do not need to be notarized, signed by a religious leader, or prepared by an attorney. They do not need to be submitted to the state for review or approval.

Infectious Diseases: Any child who is diagnosed as carrying a disease classified as “communicable” is not allowed to enroll or remain a student at CCA if the disease is present. Once the school has written verification from a physician that such a student is diagnosed as disease free, the student may be considered for enrollment or re-enrollment at CCA. CCA believes that these measures serve to minimize the further spread of diseases.

Medications: All medications (prescription or over the counter) must be stored and administered by the school nurse or designated front office personnel. The parent must provide the medication and provide the proper school form indicating the date, dosage, and time to be administered. Medications must be in original packaging and a bottle no taller than 3 inches or in a labeled zip-lock bag with instructions.

Student Records: All student records are kept in the office. ***All records are confidential.*** Teachers use discretion in reviewing a student’s record. When a student withdraws during the year, a withdrawal form must be completed. A parent or guardian must complete a transfer of record form before records can be released. Student accounts must be current, or records and report cards will not be released. A transcript of a student’s grades will be provided upon request to the student’s parent or guardian. Transcripts given to a parent or student are unofficial copies. Records and transcripts will not be released when a student’s tuition and/or fees account are not paid in full or other school accounts are delinquent. CCA is currently working to be a fully accredited member of Cognia and the Association of Christian Schools International.

Tree Nut and Peanut Allergies: We may have students at CCA with severe allergies to tree nuts and peanuts and nut products. If these students encounter any product containing tree nut or peanut products the consequences could be most severe. Although CCA cannot guarantee a tree nut- and peanut- free environment, we take measures to ensure our student safety. Students with known allergies are required to provide their own allergen safe snacks for all classroom celebrations (i.e.: birthdays, holidays, etc.) ***Please do not send in any snack for a classroom function or party that contains tree nuts or peanuts or snacks processed in facilities that manufacture or use such products. We ask all parents to assist us in making***

CCA a safe environment for all students.

Parents can see a current list of safe snacks at this website: <https://snacksafely.com/safe-snack-guide/>

TECHNOLOGY

Internet & Public Domains A student's home and personal Internet use can have an impact on the school, staff, and other students. CCA, to serve as a lighthouse to the community, may issue students a Saturday detention, suspension, or dismissal if they are involved as a host or participant in content on the Internet that devalues or disrespects persons, institutions, or biblical values. Postings on social media websites that are in the opinion of the administration inappropriate will result in disciplinary action. If a student's personal Internet expression includes bullying, threats, violence, inappropriate or racial comments, sexting, or inappropriate pictures and/or language, students will face school discipline, and if applicable, the proper authorities will be notified. Any pornographic, profane, or morally questionable material submitted online will result in school discipline, up to and including dismissal. Sexting is the act of sending, receiving, or forwarding sexually explicit or suggestive messages, photos, or images via cell phone, computer, or another electronic device. Students engaged in such activities are subject to state laws and school discipline.

CCA considers sending, sharing, possessing, or even viewing pictures, text messages, or e-mails that contain a sexual message or image a violation that will result in school discipline, up to and including dismissal. Students are required to immediately report any such activities to a staff member.

Student Technology Responsible User Policy:

Elementary classes have access to iPads in the classroom. Technology should be used for academic purposes only. In keeping with the school's responsibility to provide a safe learning environment, all students using the school computers and school-issued iPads must abide by all CCA rules. Any student who violates the CCA rules regarding technology in an unauthorized manner is subject to school discipline. CCA websites are monitored administratively. Students should notify a staff member the day when an inappropriate website is accessed. The use of the Internet and computer equipment within CCA is a privilege. CCA reserves the right to monitor and review any material on any machine at any time for the school to determine any inappropriate use of computer/iPad resources. Computer and iPad users are responsible for the security of their files and passwords. Sharing of any usernames or passwords to anyone other than parent or legal guardian is not permissible and may result in the restriction of account privileges. Computer and iPad users will be held accountable for any activity under their account. Any security problems should be reported immediately to the school/site administrator. Internet users may encounter material that is controversial which the user or administrator may consider inappropriate or offensive. The school has taken precautions to restrict access to inappropriate materials through a filtering and monitoring system. However, it is impossible on a global internet to control access to all data that a user may discover. It is the user's responsibility not to initiate access to such material. Any site or material that is deemed controversial should be reported immediately to the appropriate administrator. CCA expressly disclaims any obligation to discover all violations of inappropriate internet access. The filtering software may not at any time be disabled when students are using the Internet if such disabling will cease to protect against access to inappropriate materials. Authorized staff may temporarily, or permanently unblock access to sites containing appropriate material if the filtering software has inappropriately blocked access to such sites. Any user violating this policy or applicable state and federal laws will receive disciplinary action and can be restricted from Internet use. Computer and iPad infractions may

result in detention, suspension, withdrawal and/or referral to legal authorities dependent on the gravity of the offense. Determination of the discipline is at the discretion of the administration. Any violation in which a user willfully abuses the Internet privilege by immoral or malicious activities will result in a suspension or withdrawal. If the student is suspended, the restriction of Internet privileges will be determined by the administration. Penalties will carry over to the next school year if applicable in the restrictions given.

Use of Computer, Laptops, iPads, Tablets E-Readers, Electronic Devices:

All students shall abide by all rules and regulations set forth by the administration regarding all electronic devices. The rules are subject to change often and students agree to obey.

CCA seeks to provide an environment free of distractions for student safety, liability, and protection of personal property.

- Elementary students may not bring cell phones, Smart watches, or other electronic devices to school.
- Students must remember that language in reference to texts, pictures, photographs, music, or recordings on phones, iPads, or any other electronic devices that is vulgar or not in harmony with the philosophy of CCA is subject to disciplinary action.

FACILITIES & SCHOOL PROPERTY

Lunch Policy

CCA does not have an onsite cafeteria and therefore all parents will be responsible for sending two healthy snacks and a healthy lunch each day with their child. Students will eat in their classrooms, or the designated areas assigned by teacher and administration.

Food & Water Bottles

Students are responsible for their own food and are allowed to bring solid colored water bottles with their name/initials on the bottle.

Lost & Found

The school is not responsible for lost, stolen, or damaged goods belonging to students. If a student loses an item they should go to the front desk and ask there first to see if it can be located.

Textbooks & Supplies

Students are responsible for all the textbooks and supplies that are given to them, and if either or both are damaged and need to be replaced, the family is responsible for the cost of replacement.

Academics & Grading

CCA offers an outstanding academic program with a **solid biblical foundation using the aBeka curriculum**. We believe that instruction with biblical integration supports and enhances our program of academic excellence. Christian education teaches substance over style, truth over relativism, knowledge and learning as opposed to information and standardized testing. Most importantly, we teach what it means to build one's life upon Jesus Christ. Christian education is more than a right-sounding slogan; *it is a philosophy and a proven method of teaching that is designed to transfer Christian faith and culture to the next generation.*

Inclusion Education

Central Christian Academy recognizes the value of all individuals as “fearfully and wonderfully made” by God (Psalm 139:14). CCA is committed to partnering with parents in the home to develop the spiritual and academic growth of all our students. Our school is blessed in that we can accept students who have experience developmental delays and who suffer mild intellectual disabilities, as well as ADHD. Students identified with these needs will be served in the general education setting with the support of an Inclusion Teacher to best meet their spiritual, academic, and development needs. We will strive to help students maintain and thrive in the general classroom curriculum with accommodations and support.

Academic Recognition

Graduation ceremonies will take place for Kindergarteners. 1st-5th graders will have an end of the year award ceremony.

Assessment of Students Performance

All students will be assessed each quarter, and the quarterly assessment will go home to parents and parents will sign and return. All students will also receive a mid-year report card and an end of the year report card. Parents will sign and return report cards.

Homework & Tests

Homework is assigned regularly and contributes to a student's education through individual work, responsibility, comprehension, completion of projects, and the establishment of good study habits. Students are responsible for understanding what the homework assignment requires and the completion of the assignment when due. Parents are responsible to provide a suitable place, set aside adequate time, provide a proper environment necessary for good learning, and ensure the completion of each assignment.

Subjects of Focus for K-12th Grades

- **Bible:** Students are equipped to not only understand the Bible academically but to apply the Bible personally in their lives. We start preparing our students as early as 2 years old in our preschool program. When students enter CCA in Kindergarten they will study and learn from the Abeka curriculum each day and will continue to learn the Bible from Kindergarten to 12th grade. We want all our students to eventually be comfortable sharing the gospel and their faith with others.
- **Reading & Writing:** Central Christian Academy strategically focuses on grammar, spelling, vocabulary, literature, critical thinking, and writing instruction. Students are exposed to various genres of literature. Reading is essential and students have reading assignments, research projects, writing topics, and class discussions. Our goal is to build and empower well-read Christian leaders, who are effective writers and influential speakers that are motivated by a biblical worldview.

- **English & Literature:** The administration and faculty of CCA want to provide students with a solid foundation of varied literature and writings and teach them to evaluate these writings for literary excellence as well as biblical truth. By allowing students to examine various aspects of our history and culture through literature in the light of God’s truth and under the guidance of a Christian teacher, they will have the opportunity to further develop a Christian worldview.
- **Science:** Primary emphasis in life sciences will be on physiology and functions of living things, interrelationships of all organisms, and man’s place within God’s scheme of creation taught from a creationist’s viewpoint. The course of study will expose students to various theories related to the origin of life while teaching students to evaluate these theories for scientific facts as well as biblical truth.
- **Math:** Central Christian Academy will foster students and help them to develop a deep mathematical knowledge with logical reasoning. We believe this will allow students to solve real-life problems at the highest level. Our small class sizes allow for each student to be challenged at their individual level. Planning, instruction, and assessment are all implemented through the lens of a biblical worldview. We want to model after Romans 5:2-4, where students engage in problem solving “... which produces perseverance; perseverance, character; and character, hope.”
- **Social Studies & History:** CCA will provide a Christian perspective on world events, past and present, with an emphasis on the role of Christians in the future. Beginning in middle school, we will teach United States history, laying a solid foundation of the values and principles for which our nation was founded. In high school, we will teach World History, American History, Government, Politics, and Economics through the lens of a biblical worldview. The importance of positive citizenship, humility, and compassion. Our students graduate knowing the story of mankind, with a desire to serve and advance the Kingdom of God.
- **Physical Education:** This is a mandatory Kindergarten through 12th grade program. At the youngest age, students develop a foundation that teaches basic motor skills. Slowly, as students develop physically and mentally, we add challenging activities giving them the opportunity to explore and use their imagination. We promote physical activities that use creative thinking skills that help build the qualities needed for traditional and lifelong sports. At CCA we believe that a strong PE program helps students gain positive attributes which in return will build confidence to serve and lead a healthy lifelong lifestyle focused on Jesus Christ.
- **Art/Music/Sign Language:** General art, music, and occasionally sign language classes are offered where students are taught fundamentals and the basics. At least once a week CCA students’ worship in song in our Chapel. Students can take lessons through The Academy of Performing Arts on our campus.
- **Spanish:** Spanish is the central foreign language taught in all grades starting with kindergarten. Our teachers offer engaging and challenging activities so that our students gain a love of learning Spanish through listening, speaking, reading, and writing. Students learn Spanish twice a week.

DRESS CODE

Dress Code Discipline Policy: students may never be out of uniform at any time during the school day unless he or she has written permission from administration or in the event of special non-uniform days as approved and announced by administration. The administration reserves the right to send home any student if his/her dress is not within the uniform guidelines or is deemed inappropriate. Parents may also be notified to bring appropriate uniform items to school for the student to remain on campus for the school day. Uniform violations will be recorded in the FACTS Family Portal and consequences are cumulative. The *first offense* merits a verbal warning. The *second offense* merits a phone call to parents to provide appropriate uniform attire and/or students sent home to retrieve appropriate uniform attire. The *third offense* merits detention. ***All students shall be in dress code attire Monday-Friday. Clothing must be stained free and clean every day.***

Bottoms:

- Khaki shorts: (Female & Males) (the shorts may not be more than 2 inches above the knee)
- Khaki skirts/jumpers: (Females) with shorts underneath (the skirt may not be more than 2 inches above the knee)
- Khaki Pants (Female & Males)

Tops:

- Colors: Navy Blue, Hunter Green, and Fridays will be Red.
- Short or Long Sleeve button up, collared shirts tucked into bottoms.

Shoes:

- All students should wear black, white, or brown closed-toe shoes.

Dress Code on Field Trips: SAME AS ABOVE; ADMINISTRATION WILL ANNOUNCE IF THERE ARE TO BE ANY CHANGES IN DRESS CODE FOR NON-SCHOOL DAY EVENTS.

DISCIPLINE POLICY

DISCIPLESHIP, BEHAVIORAL EXPECTATIONS AND DISCIPLINE PLAN:

CCA stands on the principles of discipleship. Christ commanded us in Matthew 28:19-20 to "...go and make disciples..." We live by this principle in all areas of Christian education. CCA is a Kingdom Education school. Dr. Glen Schultz defines Kingdom Education, "as a life-long, Bible based, Christ-centered process of leading a child to Christ, building a child up in Christ, and equipping a child to serve Christ." ***Kingdom education is built on the spiritual strength of the church, the home, and the school. These institutions, working together, can help lead our children to a long and abiding life in which the child follows the will of the Lord.***

We also love the direction given in Deuteronomy 6: 4-8. The Lord our God is one LORD: and you shall love the Lord your God with all your heart, and with all your soul, and with all your might. You shall teach them diligently unto 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.

At CCA we intentionally focus on discipleship in our Kingdom education model. Teachers pour themselves into the lives of their students. Because our teachers are disciple-makers, they replicate themselves in the lives of their students. This is lifestyle learning, done daily in class and outside of class. A biblical worldview is taught in each content area. CCA students are taught to think biblically in all academic disciplines.

At CCA, God's Word is the key component. It is the foundation of all truth. Because we are a relational school, our faculty and staff spend time getting to know the students. The relationships that are built assist the teachers in getting to know their students, both academically and spiritually. Communication is another key in building trust between the teacher and the students. The goal is that our students become disciple makers. We believe discipline is an important part of discipleship. With biblical discipleship comes encouragement and sometimes involves correction. Each day brings choices for students. Sometimes students make good choices that will be celebrated. Other times students make choices that require correction in our school setting. In either circumstance, students hopefully will learn from their good and poor choices as they live life together. Because we want to instill discipleship effectively, biblically, and prayerfully, it is our goal to be consistent and equitable in our discipline practices. The principles that govern our policy of moral education and discipline are summarized into four core points:

1. It is vital that there be a positive, orderly, and safe environment in all school activities.
2. It is essential that the teacher or a staff member is always respected and in leadership command.
3. Discipline may be progressive depending on the age of the student and the severity of the offense and/or the number of offenses.
4. Discipline should work to build within students a value system and self-control based upon the Word of God.

Discipline is the process of teaching and training students in expected behaviors. CCA operates under a school-wide discipline plan. Under this plan, teachers and administrators diligently, consistently, and lovingly train students in the expected behaviors and then hold them accountable. No student has the right to behave in a manner that disrupts or interferes with the teacher's right to teach or another student's right to learn. *Parents are expected to support the school's discipline plan.* These behavioral expectations are in place in all class situations. Minor breaches of conduct are handled by the classroom teachers. These include talking, not being engaged in class discussion, etc. Serious breaches of conduct include but are not limited to the following: fighting, threats of physical harm, extortion, profanity or verbal abuse of others; racial slurs or derogatory comments or actions; harassment including sexual harassment; dishonesty such as stealing or lying; vandalizing or destroying property; arson, immorality; unauthorized absence from school or assigned class; possession and/or use of controlled or illegal items or substances, such as weapons, look-alike weapons, drugs, marijuana, alcohol, tobacco, fireworks, pornography, and gambling, on campus or at school activities. Students are not allowed to possess, record, or transmit images, video, audio messages, and/or text messages deemed inappropriate by the school administration, which includes inappropriate pictures, images, video, audio, or text which mentions or refers to Central Christian Academy, CCA personnel, and/or students on any publicly accessible locations or social networks.

Statement on Bullying: Bullying is defined as repeated negative behavior toward another individual; exerting power over another individual for the purposes of intimidation; repeated verbal, emotional, or physical intimidation of another individual, either in person or using technology and WILL NEVER BE TOLERATED. Students who repeatedly engage in harassment and/or bullying can be assigned serious consequences, up to and including expulsion. Administrators engage in conflict resolution with the highest priority on protecting the offended student(s) in every way possible and will protect anonymity only when possible. Students engaging in retaliatory action may be subject to serious consequences, up to and including expulsion.

Sexual Harassment Policy: CCA is committed to providing all students with an environment that is free of sexual harassment and strictly prohibits all forms of sexual harassment. Sexual harassment includes but is not limited to: unwanted sexual advances; making or threatening reprisals after a negative response to sexual advances; visual conduct: leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons, or posters; verbal conduct: making or using derogatory comments, epithets, slurs, and jokes; verbal sexual advances or propositions; verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes, or invitation; and physical conduct: touching, assault, impeding, or blocking movement. Any form of harassment, including sexual harassment, is absolutely prohibited. Any incident of possible harassment should be brought immediately to the attention of the teachers or administration, who will thoroughly investigate the matter in confidence. After reviewing all the facts, CCA will decide concerning whether reasonable grounds exist to believe that harassment has occurred. Disciplinary action, up to and including expulsion, will be taken against any student who is found to have engaged in harassment. Retaliation against an individual who reports or makes a complaint will not be tolerated. The school will impose appropriate corrective action against any individual found to have engaged in acts or threats of retaliation. CCA reserves the right to set discipline at whatever level is deemed proportionate to the offense including, but not limited to, admonition, counseling, probation, suspension, and expulsion.

Communication with School Personnel: When a disagreement occurs at CCA, as believers, we are instructed to resolve our differences according to the principles set forth in God's Word. We look to Matthew 18:15-17 and Matthew 5:24 for our guidelines. These passages were not written with a school in mind, but they do set forth a principle that we can follow. This principle instructs the concerned party to go first to the other party. In our school setting, here at CCA a parent is expected to speak first with the individual teacher if there is an issue. Our prayer is that resolution will take place at this time. If a satisfactory agreement or resolution cannot be made, then the appropriate administrator should be contacted. If disagreement occurs between parents at CCA, the same guidelines listed above should be followed. It is not acceptable for a parent to approach a CCA student, who is not his/her child, in anger or for disciplinary purposes. While we understand that in our culture the desire of parents may be to begin "at the top," comments or concerns should be presented to the appropriate faculty or staff in the order listed. Our students will be better served if everyone complies with the principles set forth in scripture and by following this system. Email is the most effective way to communicate with all faculty and staff. Emails and phone calls will be returned within 24 hours during the school week. Be reminded that faculty and staff may not respond to emails or phone calls in the evening, at night, or over weekends when they

are with their families. The goal is to respond as quickly as possible as communicating with parents is a priority.

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Drugs, Alcohol, Guns, Weapons: These will never be tolerated on the campus of CCA. All violators will be escorted off the campus by law enforcement officers and unenrolled from CCA.

Search and Seizure: The CCA security team and administration always retains the right to search and seize any object(s) belonging to students that violate this handbook. Upon obtaining the seized item, parents will be notified immediately.

STUDENT OPPORTUNITIES

Chapel Services: All grade levels will attend Chapel each week.

Fellowship of Christian Athletes: Middle and High School students will have the opportunity to join FCA when playing a sport at CCA.

Field Trips: All parents complete a blanket permission form when submitting online enrollment forms for the school year. Each teacher will communicate the details of a field trip prior to the event. This ensures that parents are adequately informed in advance of any anticipated field trip or excursion. All field trips are billed through FACTS.

PARENT ORGANIZATIONS

Advisory Committee: This committee meets quarterly. Committee members serve for 1 year.

Parent Volunteer Association (PVA): The association will consist of active, involved parent volunteers who will coordinate and organize fundraisers, staff & teacher appreciation days and annual off campus educational field trips.

Parent-Teacher Conferences: Please contact your child's teacher directly and the school administration if you need to schedule a conference.

CENTRAL CHRISTIAN ACADEMY PARENT COVENANT

(Review & Sign on Separate Document)

1. We have read and understand the school's philosophy of Christian education and the statement of Faith and agree with the purpose and philosophy of Central Christian Academy.
2. We agree for our child to be taught in accordance with the CCA Statement of Faith and recognize that many CCA policies flow from the school's sincerely held beliefs.
3. We accept the challenge to "train up a child in the way he should go" (Proverbs 22:6); this training will be carried out in the home, and we trust CCA to extend that training more completely.
4. We have made a thorough investigation of the school's program, discipline, dress code, financial policies, etc. and we agree to make them our full-hearted choice for the coming school year.
5. We understand our obligation to be actively involved in the education of our children. We agree to uphold and support the high academic standards of this school by providing a place at home for study purposes and will give encouragement in the completion of homework assignments.
6. We will faithfully support the school through our prayers and a positive attitude; in keeping with Matthew 18:15, we are committed to giving a good report by sharing any complaints and negative comments only with the people involved. Unresolved issues will be taken care of by using the school's chain of command.
7. We understand the standards of CCA do not tolerate profanity, obscenity in word or action, dishonor to the Trinity and the Word of God, disrespect to the personnel of the school or continued disobedience to the established policies of the school.
8. We believe discipline is necessary for the benefit of each student as well as for the entire school. We give permission to the teachers and administration to make and enforce school regulations in a manner consistent with Christian principles and discipline as set forth in the Scriptures. We further agree that we will cooperate and discipline our child in the home as needed.
9. We pledge, if for any reason, our child does not respond favorably to the school, we will do everything in our power to cooperate with the school to help our child make the necessary adjustments. If these adjustments cannot be made, then we agree to quietly withdraw our child.

10. We understand that assessments will be made to cover damage to the school, including breakage of windows, book damage and the abuse of other personal property.
11. We will support the school by involvement in parent-teacher conferences, open houses, parent-teacher gatherings, volunteer activities, and other school-sponsored meetings and activities.
12. We give permission for our child to take part in all school activities. We understand the school does not provide students with medical/accident insurance and it is our responsibility to provide our own.
13. We understand and will fulfill our financial obligation to pay for the educational services the school provides for our child as outlined in the Parent/Student Handbook.
14. We understand that the school reserves the right to change a policy at any time without notice.
15. There must be communication between the two concerning educational objectives, methods of achieving those objectives, obligations of each party, and the need for unity and harmony between home and school. Therefore, when parents and students seek admission to CCA, it will be assumed that they are in complete accord with the objectives, methods, and obligations which accompany such admission. Because of the importance of harmony and open communication between the home and the school, parents are expected to bring problems or areas of confusion or misunderstanding to the attention of CCA personnel immediately and privately.
16. We sincerely give our pledge to the above items. We understand that failure of the parents or child to comply with the established regulations and discipline, parental commitment, or failure to meet financial obligations will forfeit the student's privilege of attending Central Christian Academy.

THIS IS FOR YOU TO REVIEW; YOU WILL SIGN ANOTHER COPY UPON ENROLLMENT.

SHINING THE LIGHT AND TRUTH!