

FAMILY HANDBOOK

(POLICIES AND PROCEDURES)

REVISED 8/1/2016

“EDUCATING TOMORROW’S CHRISTIAN LEADERS TODAY”



FAMILY HANDBOOK

Central Christian Academy

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CENTRAL CHRISTIAN ACADEMY 2016-2017



AUGUST 2016

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

(5)

- 19 - Kindergarten Orientation
- 22, 23, 24 - Teacher In-Service
- 24 - Meet the Teacher, 2-3:00
- 25 - First Day of School

JANUARY 2017

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

(100)

- 2 - Christmas Break
- 16 - Martin Luther King Jr. Day/ Teacher In-Service
- 17 - Second Quarter Ends
- 20 - Report Cards
- 31 - 100th Day of School

SEPTEMBER 2016

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

(26)

- 5 - Labor Day
- 8 - Parent Night
- 21, 22 - School Pictures
- 26 - Mid-term Reports
- 28 - See You at the Pole

FEBRUARY 2017

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

(119)

- 10 - Talent Show/ Book Fair Kick-off
- 10 - 17 - Book Fair
- 16 - Mid-term Reports
- 20 - Presidents' Day

OCTOBER 2016

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

(45)

- 7 - Pastries for Pastors
- 21 - Force for Education
- 27, 28 - ACSI Conference
- 31 - First Quarter Ends

MARCH 2017

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

(142)

- 3 - ACSI Band Festival
- 22 - Third Quarter Ends
- 27 - Report Cards
- 29, 30 - Spring Picture Days

NOVEMBER 2016

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

(64)

- 3 - Report Cards
- 3 - Parent Conf., 5:00-8:00 PM Half Day, 11:30 Dismissal
- 4 - Parent Conf., 1:00-3:00 PM Half Day, 11:30 Dismissal
- 4 - Veterans Day Program
- 23 - Half Day, 11:30 Dismissal
- 24-28 - Thanksgiving Break

APRIL 2017

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

(158)

- 1 - CCA Auction
- 3 - 7 - Achievement Tests
- 6, 7 - Middle School Play
- 13 - 18 - Easter Break
- 27 - Mid-term Reports
- 27, 28 - Kindergarten Screening

DECEMBER 2016

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

(80)

- 5 - Mid-term Reports
- 6 - 9 - Christmas Shoppe
- 6 - All School Christmas Program - 7:00 PM
- 22 - Half Day, 11:30 Dismissal
- 23-Jan. 2 - Christmas Break

MAY 2017

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

(180)

- 1 - 5 - Teacher Appreciation Wk.
- 5 - Grandparents Day
- 8 - Field Day
- 23 - Fine Arts Night
- 25 - Kindergarten Graduation
- 25 - 8th Grade Graduation
- 30 - Half Day Students, 11:30 Dis. (PM Clerical)
- 31 - Half Day, Last Day, 11:30 Dis.

- ☐ First/Last Day
- In-service/No School
- X No School
- Half Day-11:30 Dismissal

"Educating Tomorrow's Christian Leaders Today!"



JUNE 2017

S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Possible Snow Days:

Jan. 16, Feb. 20, April 13, 17, 18

**CENTRAL CHRISTIAN ACADEMY
FAMILY HANDBOOK**

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SECTION 1

NARRATIVE HISTORY

In the spring of 1980, Rev. Ralph Volpe, Senior Pastor of Central Assembly of God, had the vision for a Christian school. After examining several Christian schools and going through much curriculum, a course of operation was established. His son, Rev. Richard Volpe, was hired to be the head administrator of Central Christian Academy.

In 1981, the Family Life Center was ready to house the new school. The school building, complete with ten classrooms, a library, offices, kitchen, and a gym, was to be home for Central Christian Academy.

In 1981, Central opened its doors to educate its first students. That first year, there were twenty-four students that attended Central Christian, and a grade configuration of K – 9. Several of the classes were combined. There were four full-time teachers. The total school budget was \$32,000.00.

The school grew, and the second year went to tenth grade, with forty-eight students. Rev. Richard Volpe continued as administrator, and after the third year, and an enrollment of 60, became the children's minister of Central Assembly of God Church.

Don O'Hare was hired as administrator in 1984. The fourth year of operation saw enrollment increase to 90, and the next year to 130. More teachers were hired, and eventually we had one teacher for each class. Two rooms above the kitchen and new office space were added. In 1994, Central Christian Academy was granted full accreditation by the International Christian Accrediting Association.

In 1997, a computer lab and a teacher's lounge were added to the school.

In 2001, the classrooms were networked together with the office. Also that year, Central Assembly of God voted to expand its facility on McGovern Road. The addition was completed in 2003.

In the fall of 2003, after nearly 20 years of service, Don O'Hare resigned as administrator, and Rev. Stephen Getchell was selected to take his place. Rev. Getchell served the school for one and one half years.

In December of 2004, Rev. Getchell was elected Senior Pastor of Central Assembly of God Church and Don O'Hare returned as interim administrator until July 2007.

Kate Fisher was hired as administrator in July 2007.

The school is currently at capacity with almost 250 students ranging from nursery through eighth grade.

God's faithfulness has been apparent in providing finances, personnel, and a facility. It is the continued purpose of Central Christian Academy to honor Jesus Christ, believing that an education in which Christ is central will influence the entire course of a student's life.

May God continue to bless Central Christian Academy, as we look to the future.

MISSION STATEMENT

The mission of Central Christian Academy is to assist the family (as defined by Genesis 2:18-25) and the local church in raising up Christian leaders. As these leaders grow intellectually and spiritually, they will be encouraged to develop to their fullest potential in Christ. These leaders will be "living stones" who will be used to rebuild the foundation of our society.

MISSION MOTTO

"Educating Tomorrow's Christian Leaders Today!"

STATEMENT OF FAITH

The following Statements of Faith are based on the sixteen tenets of faith as they appear in Article III of the by-laws of Central Assembly of God. All sixteen tenets will be taught in the Bible curriculum, even if only from a historical perspective (i.e. students will learn about Pentecost, but will not be instructed or required to speak in tongues, etc.).

1 – The Scriptures Inspired

The Bible is the inspired Word of God, a revelation from God to man, the infallible rule of faith and conduct, and is superior to conscience and reason, but not contrary to reason (II Timothy 3:15; I Peter 1:23-25; Hebrews 4:12).

2 – The One True God

The one true God has revealed Himself as the eternally self-existent, self-revealed “I AM”; and has further revealed Himself as embodying the principle of relationship and association, i.e., as Father, Son, and Holy Ghost (Deuteronomy 6:4; Mark 12:29; Isaiah 43:10, 11; Matthew 28:19).

3 – The Deity of the Lord Jesus Christ

The Lord Jesus Christ is the Eternal Son of God as the Scriptures declare:

- a. His Virgin Birth (Matthew 1:23; Luke 1:31, 35).
- b. His Sinless Life (Hebrews 7:26; I Peter 2:22).
- c. His Miracles (Acts 2:22; 10:58).
- d. His Substitutionary Work on the Cross (I Corinthians 15:3; II Corinthians 5:21).
- e. His Bodily Resurrection from the Dead (Matthew 28:6; Luke 24:39; I Corinthians 15:4).
- f. His Exaltation to the Right Hand of God (Acts 1:9, 11; Acts 2:3; Philipians 2:9-11; Hebrews 1-3).

4 – Man, His Fall and Redemption

Man was created good and upright, for God said, “Let us make man in Our image, after Our likeness.” But man, by voluntary transgression fell, and his only hope of redemption is in Jesus Christ, the Son of God (Genesis 1:26-31; 3:1-7; Romans 5:13-21).

- a. Conditions of Salvation:
The grace of God, which brings salvation, has appeared to all men, through the preaching of repentance toward God, and faith toward the Lord Jesus Christ; Man is saved by the washing of regeneration and renewing of the Holy Spirit, and being justified by grace through faith, he becomes an heir of God according to the hope of eternal life (Titus 2:11; Romans 10:13-15; Luke 24:47; Titus 3:5-7; Ephesians 2:8).
- b. The Evidence of Salvation:
The inward evidence, to the believer of his salvation, is the direct witness of the Holy Spirit (Romans 8:16). The outward evidence to all men is a life of righteousness and true holiness (Ephesians 4:24; Titus 2:12).

5 – Baptism in Water

The ordinance of baptism by a burial with Christ should be observed as commanded in the Scriptures by all who have really repented and in their hearts have truly believed on Christ as Saviour and Lord. In so doing, they declare to the world that they have died with Jesus and that they have also been raised with Him to walk in newness of life (Matthew 28:19; Acts 10:47; Romans 6:4).

6 – The Lord’s Supper

The Lord’s Supper, consisting of the elements, bread and fruit of the vine, is the symbol expressing our sharing of the divine nature of our Lord Jesus Christ; a memorial of His suffering and death; and a prophecy of His second coming; and is enjoyed by all believers “until He comes,” (John 6:48, 53-58; Luke 22:19, 20; II Peter 1:4; I Corinthians 11:26).

7 – The Promise of the Father

All believers are entitled to, and should ardently expect, and earnestly seek, the promise of the Father, the Baptism in the Holy Spirit and fire, according to the command of our Lord Jesus Christ. This was

the normal experience of all in the early Christian church. With it comes the endowment of power for life and service, the bestowment of the gifts and their uses in the work of the ministry (Luke 24:49; Acts 1:4-8; I Corinthians 12:1-31). This wonderful experience is distinct from and subsequent to the experience of the new birth (Acts 2:38; 10:44-46; Acts 15:7-9).

8 – The Evidence of the Baptism in the Holy Spirit

The full consummation of the Baptism of believers in the Holy Spirit according to the Bible experience of Acts 2:4, is evidenced by the initial physical sign of speaking with other tongues as the Holy Spirit gives utterance; and by the subsequent manifestation of spiritual power in public testimony and service (Acts 2:4; Acts 10:44-46; 19:2,6; Acts 1:8; Acts 2:42-43). We should also have evidence of the inward working of the Holy Spirit with subsequent manifestations of the Fruit of the Holy Spirit (Galatians 5:22-25).

9 – Entire Sanctification

The Scriptures teach a life of holiness, without which no man shall see the Lord. By the power of the Holy Ghost we are able to obey the command, “Be ye holy, for I am holy.” Entire sanctification is the will of God for all believers, and should be earnestly pursued by walking in obedience to God’s Word (Hebrews 12:14; I Peter 1:15, 16; I Thessalonians 5:23; I John 2:6; Romans 8:3, 4).

10 – The Church

The church is the body of Christ, the habitation of God through the Spirit, with divine appointments for the fulfillment of her great commission. Each believer, born of the Spirit, is an integral part of the General Assembly and Church of the first-born, which are written in Heaven (Ephesians 1:22; Hebrews 12:23).

11 – The Ministry and Evangelism

A divinely-called and scripturally-ordained ministry has been provided by our Lord for a two-fold purpose: 1) the evangelization of the world, and 2) the edifying of the Body of Christ (Mark 8:16, 17; Mark 16:18; John 5:14-16).

12 – Divine Healing

Deliverance from sickness is provided for in the atonement, and is the privilege of all believers (Isaiah 53:4, 5; Matthew 8:16, 17; Mark 16:18; John 5:14; James 5:14-16).

13 – The Blessed Hope

The resurrection of those who have fallen asleep in Christ and their translation, together with those who are alive and remain unto the coming of the Lord, is imminent and is the blessed hope of the church (I Thessalonians 4:16, 18; Romans 8:23; Titus 2:13; I Corinthians 15:51, 52).

14 – The Millennial Reign of Jesus

The revelation of the Lord Jesus Christ from heaven, the salvation of national Israel, and the millennial reign of Christ on earth is the scriptural promise and the world’s hope (II Thessalonians 1:7; Revelation 19:11-16; Romans 11:25, 27; Revelation 20:1-7).

15 – The Lake of Fire

The devil and his angels, the beast and the false prophet, and whosoever is not found written in the Book of Life shall be consigned to everlasting punishment in the lake which burns with fire and brimstone, which is the second death (Revelation 19:20; 20:10-15).

16 – The New Heavens and the New Earth

We, according to His promise, look for a new heaven and a new earth wherein will dwell righteousness (II Peter 3:13; Revelation 21:1).

OBJECTIVES

1. **INSTILL** in each student a knowledge of a commitment to Jesus Christ as Lord and Savior: (John 3:3, 36; Acts 16:31; Romans 10:9-10; Ephesians 2:8-9).
2. **RELATE** each area of study in the classroom to the Word of God: (Psalm 119:9, 11, 16, 89, 105, 140; 2 Timothy 3:16).
3. **TEACH** Christlikeness, Christian character, and courtesy through the total program – classroom instruction, social interactions, and athletic competition: (1 Timothy 1:5; 1 Corinthians 13; Ephesians 4:12-16, 23-24; Matthew 22:37-39).
4. **PROVIDE** a quality academic course of instruction that will prepare students for higher education and/or the vocation of their choice: (Proverbs 3:5-7, 13; 9:10).
5. **DEVELOP** critical Christian thinking in the minds of the students enabling them to confront the world from a Biblical perspective: (2 Peter 1:3-10).
6. **ENCOURAGE** the student to recognize that his or her vocation as a student in a Christian school is a God-provided privilege and to therefore, earnestly fulfill his or her responsibilities to the glory of God: (John 1:12; 1John 3:1-3; Psalm 19:13; Luke 12:48; 1 Corinthians 4:2).
7. **STRESS** the importance of scholarship and to instruct each student to know how to work independently as well as cooperatively: (2 Timothy 1:15).
8. **SHOW** students the importance of personal Bible study, prayer, church involvement, and fellowship with the mutual support of members of the body of Christ: (2 Timothy 2:15; James 2:17; Ephesians 3:14-21; 1 Peter 3:12; Hebrews 3:12-13; 10:25; Matthew 21:22; 2 Timothy 3:16; 1 Corinthians 12:12-21).

PHILOSOPHY OF CHRISTIAN EDUCATION

“A Christian Philosophy of Education first of all recognizes God as the creator and sustainer of all things and as the source of all truth. God has revealed Himself to mankind both through His creation in a general way, and in a special way through His inspired, infallible, inherent, authoritative Word, the Bible.

“Man, though, in his natural sinful state (the result of Adam’s original disobedience against God) is unable to comprehend these truths concerning the universe and God. Thus, man corrupted both intellectually and spiritually by sin, has historically omitted God from learning, and has developed a secular humanist basis for interpreting life and the world around him. However, God has graciously provided the means for re-establishing in the mind and spirit of man the true understanding of God and man through regeneration by faith in the saving work of Jesus Christ, God’s only begotten Son. As the transforming power of God’s Holy Spirit works in an individual, his or her mind begins to be opened to the truth of God as revealed in the Bible. This truth becomes the basis for his or her world/life view or the basis upon which life is interpreted. This saving, transforming knowledge of Jesus Christ must be the basis of Christian education, without which its goals can never be fully realized.

“This, Christian education, integrating faith and learning, is not just an academic experience, but also a sanctifying experience as the teacher and student grow more and more in their understanding of Christ as Lord of every area of life. The mandate for such an education comes from both God’s Word and from the fact that parents are primarily responsible for educating and training their children ‘in the way

that they should go.’ They must delegate a part of this responsibility to an institution which is able to carry forward their God-given task.

“The authority of the teacher in character-training and discipline is derived from the fact that the teacher stands in loco parentis. Thus, the Christian home, the Christian school, and the Christian church all become partners in this educating and sanctifying process.”

STATEMENT ON MARRIAGE, GENDER, AND SEXUALITY

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 sex 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 (I 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 (Matt. 15:18-20; I Cor. 6:9-10).

We believe that in order to preserve the function and integrity of Central Christian Academy as the local Body of Christ, and to provide a biblical role model to the Central Christian Academy members and the community, it is imperative that all persons employed by Central Christian Academy in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality (Matt. 5:16; Phil. 2:14-16; I Thess. 5:22).

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Rom. 10:9-10; I Cor. 6:9-11).

We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Central Christian Academy.

Based on the above statements, hiring will be limited to only those who agree, with proof of signature.

STATEMENT ON THE SANCTITY OF HUMAN LIFE

We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Ps. 139).

STATEMENT ON FINAL AUTHORITY FOR MATTERS OF BELIEF AND CONDUCT

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. For purposes of Central Christian Academy’s faith, doctrine, practice, policy, and discipline, our school board is Central Christian Academy’s final interpretive authority on the Bible’s meaning and application

BIBLE TRANSLATION POLICY

The King James Version (KJV), the New King James Version (NKJV), and the New International Version (NIV) are the approved texts for Scripture reading.

Whenever the school requires memorization for public speaking in a class, it has been determined that the NIV version will be used.

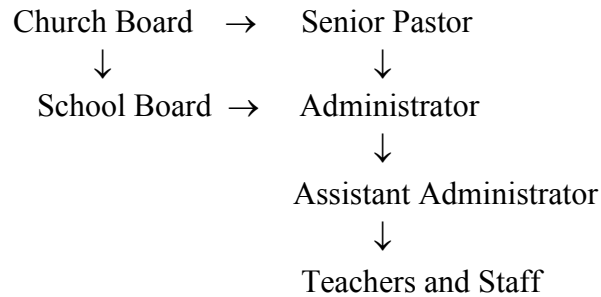
AFFILIATION & ACCREDITATION

Central Christian Academy is a ministry of Central Assembly of God and is accredited by and a member of the following associations:

1. International Christian Accrediting Association (I.C.A.A.) Accredited
2. Oral Roberts University Educational Fellowship (O.R.U.E.F.) Member
3. Association of Christian Schools International (A.C.S.I.) Member

SCHOOL BOARD

The school board is the official policy-making body for the school. Members are approved by the Central Assembly of God Elder Board and must be members in good standing of Central Assembly of God. The official administrative structure of the school is as follows:



NON-DISCRIMINATORY POLICY AS TO STUDENTS

Central Christian Academy 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. It is not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs and athletic and other school-administered programs.

SECTION 2

ADMISSION PROCEDURE

This five-step admissions process is designed to inform, clarify, and support the best possible decision regarding the choice and acceptance of students by Central Christian Academy. While the mechanism of the admissions process may lend itself to interpretation, it is Central Christian Academy's desire that each step be submitted to God in prayer by parents, students, and school personnel so that ultimately the attendance at Central Christian Academy will be the result of God's leading.

1. Parents must read the "Family Handbook" in its entirety and review enrollment information. An appointment will be scheduled with the administration to answer all questions and tour the facility.
2. Student entrance exams are required before admittance, as well as a Teacher Recommendation Form (filled out by the previous teacher). The academy is not equipped to handle children with severe special or emotional academic needs. Entrance exams will determine student placement.
3. An official application must be completed and a **\$150** Registration Fee and (**\$300** maximum per family) and **\$150** Book Fee must be paid at this time.
4. Grade transcripts and health records must be obtained from the previous school district. All required immunizations must be up to date, as well as all physical, dental exams, etc.
5. Each family will be required to have a Minister's Recommendation on file before enrollment is complete. One parent must be a professing Christian.

*All new students are on a 45-day trial basis. At the end of this period, the student will receive final placement status.

REGISTRATION POLICY

Registration is held in March of each year for current students, and then will be open to the public after April 1. There is a **\$125** registration fee for students, Gr. 1-8, and **\$75** for students, Gr. K, -- **\$250** maximum per family, **when paid by March 31**. After March 31, the registration fee will be **\$150** for students, **\$300** maximum per family, Grades 1-8. Classes will be filled on a first-come basis.

WITHDRAWAL POLICY

If at any time during the school year a parent finds it necessary to withdraw a student from school, please notify the office immediately. It will be necessary for the school office to know the last date your child will attend school so that records can be accumulated, financial records adjusted, and arrangements made with the classroom teacher.

TUITION PAYMENT POLICY

Attending Central Christian Academy is a privilege. As an extension of the home and church, we will provide adequate facilities and equipment, along with instructors committed to God to develop Christian character in your child. In pursuit of our goal, it is important that all tuition payments be made on time.

3 Payment Plan Choices:

1. Tuition may be paid in full with a 3% discount by July 5.
2. Tuition may be paid in two equal installments with a 2% discount on August 5 and on January 5.
3. Tuition may be paid for 10 consecutive months through Facts Management beginning August 1.

Tuition that is more than thirty (30) days in arrears will constitute grounds for dismissal and will be referred to the school board for further action.

No student may begin a new school year with an unpaid balance from the previous year (July 31 is the deadline to pay arrearages).

All accounts must be paid in full by June 15. Students who are graduating or leaving Central Christian Academy will not have their records transferred until their accounts are paid in full.

Late fees will be added for bills past due.

TUITION REFUND POLICY

A daily rate will be determined by dividing the total tuition by 180 school days. If a student withdraws from the academy, a tuition refund will be given for any monies above the calculated amount that is already paid. Registration and book fees are not refundable.

RETURNED CHECKS:

A **\$30** fee will be added to accounts for all returned checks.

After two returned checks, the family will need to pay with cash or money order for **all** financial dealings with the school.

BOOK USAGE FEE

Each student is assessed a book usage fee of **\$150**. This fee can be paid up front or it will be added to your total tuition invoice. All textbooks belong to Central Christian Academy. All hardback and soft back books must be covered. A book cover will extend the life span of a book two - three years. Any books that are lost will be replaced by the parent. Books defaced or destroyed by students will result in punitive action.

TECHNOLOGY FEE

Each student is assessed a tech fee of **\$50**. This fee can be paid up front or it will be added to your total tuition invoice. This fee goes towards the maintenance of CCA's computers, hardware, software, Smart Boards, projectors, and all other technology needs of the school.

SECTION 3

**REGISTRATION PACKETS ARE AVAILABLE
IN THE OFFICE UPON REQUEST.**

SECTION 4

ACADEMICS

The academic policy of the academy is intended to motivate all students to do their best, “to the glory of God.” The school sees the academic policies as positive concepts. Where unusual circumstances exist, such as learning problems, individual consideration will be given if the student is working to his/her potential.

AUXILIARY SERVICES

Speech therapy, remedial math, reading, counseling, and psychological testing are services provided by Intermediate Unit I. To receive additional information regarding any of these services, please contact the school office. Nursing and health services are provided by the Chartiers-Houston School District.

GRADING SYSTEM

KINDERGARTEN:

O = Outstanding G = Good S = Satisfactory N = Needs Improvement

GRADES 1 – 8:

A+	100	C+	77 – 79	O	Outstanding
A	93 – 99	C	73 – 76	G	Good
A-	90 – 92	C-	70 – 72	S	Satisfactory
B+	87 – 89	D+	67 – 69	NI	Needs Improvement
B	83 – 86	D	63 – 66	INC	Incomplete
B-	80 – 82	D-	60 – 62		
		F	Below 60		

PROGRESS REPORTS

Progress reports are available to parents on RenWeb in the middle of the marking period for students in grades K – 8 (check the yearly school calendar for dates). It is very possible that the child may improve their grade by the end of the quarter. This may happen by increasing parental guidance, receiving additional instruction, and by paying constant attention to classroom and homework responsibility.

REPORT CARDS

Marking periods run quarterly (every nine weeks). Report card envelopes must be signed by the parent and returned within three days. A student’s grade will be computed on the basis of his class work, both written and oral communication, tests in the various subjects and completion of short and long range assignments, where they apply. Each marking period includes evaluations for only that period.

HONOR ROLL

At the end of each grading period, recognition of academic achievement will be given to students in grades 1 – 8 using the following averages in core and elective subjects:

HIGH HONORS 93% and higher

HONORS 83 – 92%

* Any student who attains a grade that is lower than 70% in any subject or an NI in conduct will not be eligible for the honor roll.

* The honor roll will be compiled, and grades 6 – 8 will be submitted to the Observer- Reporter.

GRADES 6 – 8 CORE SUBJECTS:

Bible
Math
English
History
Science
Reading/Literature

MINOR SUBJECTS:

Health
Physical Education
Computer
Foreign Language
Music Appreciation
Study Skills
Art

The average of core subjects will count as 2/3 of the overall grade average. They will not be rounded off; actual percents will be used when combined with the average of the elective subjects.

The average of elective subjects will count as 1/3 of the overall grade average. They will not be rounded off; actual percents will be used when combined with the average of the elective subjects.

The following method of calculation will be used for averaging grades:

1. Add up all core subjects 2. Add up all elective subjects

$$\begin{array}{r} \text{Total} = \text{_____} \\ + \text{_____} \\ \hline \end{array}$$

3. Divide each total by the number of subjects included in total to get the average of each (core and elective).
4. Once divided, add the new core subject total 2 times to the elective subject total (the core subjects will make up 2/3 of the computation while the elective subjects will make up 1/3 of the total).
5. Take the total of the 3 averages and divide by 3. Round and use average to determine honor roll.

Example:	English	92	Foreign Language	92
	History	90	Computer	95
	Bible	95	Literature	85
	Science	92	Phys. Ed.	95
	Math	95	Music	91
	<u>Reading</u>	<u>91</u>	<u>Art</u>	<u>91</u>
	Total	555	Total	594
	$555 / 6 = 92.50\%$		$594 / 6 = 99.00\%$	
	$92.50 + 92.50 + 99.00 = 284\%$			
	$284 / 3 = 94.67\%$			
	Round 94.67 to 95%			
	95% = High Honors			

ACHIEVEMENT TESTS

The Terra Nova achievement test will be administered to students each year, usually in the spring. This test enables us to compare academic achievement with children throughout the United States. Each homeroom teacher will be responsible to administer the test under the administration’s supervision.

PROMOTION

Several areas of performance will be considered when determining if a student is promoted to the next grade level. It would be beneficial if the parents, teacher, and administration were in agreement when dealing with promotion. In the event that there is not like-mindedness in a situation, the administration will have the final authority to determine whether a child will be promoted or retained.

SECTION 5

HOMEWORK AND MAKEUP POLICIES

HOMEWORK

Homework is assigned to the students for review, practice, and development of skills presented during class time. Homework also teaches a child responsibility and allows the family an opportunity to participate in certain learning experiences. The intent is to equip each student with habits of self-governed study and personal responsibility for review of topics in the classroom. In addition, it is a way of personalizing the instructional program by providing quality assignments determined by the student's needs, interests, and abilities.

PURPOSE

Homework is a way of giving students the opportunity to show mastery of a skill or understanding of a concept. Homework should help foster the love of learning and should never be used for disciplinary reasons. Homework assignments should be made for specific purposes.

1. To help in the determination of students' needs, interests, and abilities.
2. To provide drill or exercise as needed in a particular skill area (i.e., multiplication, spelling, memory verses).
3. To give students the opportunity to demonstrate mastery of a skill or understanding of a concept (i.e., writing assignments, problem solving).
4. To provide remediation for student weaknesses in a subject area.
5. To enrich or extend knowledge (i.e., supplemental reading assignments, writing assignments on a research topic).
6. To help, encourage, and develop individual talents or interests through personalized assignments or projects.
7. To establish that learning can and does occur outside of the classroom.
8. To prepare students to assume responsibility in proportion to the increase in responsibility that comes with maturity.

TEACHER RESPONSIBILITY FOR HOMEWORK

1. All homework should be introduced within the classroom so that any questions may be raised and answered.
2. All homework and assignments must be recorded by the students in their agendas.
3. The teacher must check the student agendas for properly recorded assignments, notes from parents, and parent's initials.
4. No homework is to be assigned unless it will be reviewed, discussed, or graded within three days after completion. The absence of a response negates the importance of homework and discourages further efforts.
5. Teachers may have a student copy homework over if it is written poorly, or in ink or pencil when the other was required.
6. Teachers should keep a systematic record of assignments turned in.
7. For students who consistently fail to complete assigned work, teachers may:
 - a. Detain the student at recess.
 - b. Call the parents to inform them of this problem.
 - c. Have a parent check and sign work daily.

STUDENT RESPONSIBILITY FOR HOMEWORK

1. Students are responsible for correctly recording their homework assignments in their agendas, and getting their agenda signed by their parents.
2. Students are responsible for the completion of assigned work in the time and manner specified by the teacher.
3. Students are responsible for asking questions to clarify any difficulty they have about an

assignment, before completed work is due. Unanswered questions should not serve as an excuse for incomplete work.

All assignments must be completed according to instruction. If the work is not done according to the guidelines set forth by the teacher, an incomplete mark may be recorded. The teacher has the option to require an assignment to be done over if neatness is lacking.

GRADES K – 3

The student will be responsible to bring home the student agenda for parents to sign. Homework is mandatory and will be checked. Unfinished homework will result in the student missing recess until work is completed. Repeated failure to complete homework assignments will result in a lower grade. Homework missed for a legitimate reason must be explained with a signed note from the parents. No homework will be assigned on Wednesdays (tests are excluded from this rule).

GRADES 4 – 8

The student will be responsible to bring home the student agenda for parents to sign. No homework will be assigned on Wednesdays (tests are excluded from this rule). All homework **MUST** have a heading and be done in cursive unless otherwise directed. Each teacher will maintain a record of homework that is assigned but not completed. Gr. 4-8 will abide by the homework policy letter.

VIOLATION	CONSEQUENCE
1 st No Homework	Verbal warning and grade lowered
2 nd No Homework	Letter of parental notification sent, grade lowered
3 rd No Homework	Call home, after school detention, grade lowered
4 th No Homework	Call home, half day in-school detention, grade lowered
5 th No Homework	Call home, full day in-school detention, student considered in poor standing, grade lowered

PARENT RESPONSIBILITY FOR HOMEWORK

Parents should review their child's homework for accuracy and completion. Parents should then sign the student agenda **daily**, indicating completion of child's homework.

HOMEWORK MAKE-UP POLICY

Teachers will work with students who have been absent, giving adequate time to turn in work or prepare for tests. Students are responsible for work missed during their absence. A test will not be given on the first day returning from an illness. As a rule, the student will be given two days for every day missed to complete work.

WRITING STANDARDS

All teachers will implement the 6 + 1 Traits writing standards. In addition, they are still responsible for meeting the 6 + 1 Traits writing standards given by administration. Grades 1 – 6 have writing standards included in their Houghton, Mifflin and Harcourt curriculum. Grade K, 7 and 8 have been given a copy of their specific writing standards.

REQUIRED READING

Students in grades 1-8 will be given a required reading list. A quota of books per quarter will be required to be read by the student. Failure to meet the requirement will mean a deduction of one letter grade in reading or literature.

SECTION 6

ATTENDANCE AND ABSENTEE INFORMATION

Absence from school, according to Pennsylvania Compulsory Attendance is permissible only for the following reasons:

- Illness
- Emergencies (deemed appropriate by administration)
- Medical or dental appointments
- Permitted absences scheduled in advance such as family trips. All family trips must be approved by the administration, along with a written statement explaining when and how long the student will be out of school (in your student's best interest, please do not schedule family vacations during the school year). Students are required to contact their teacher before and after the trip to make up assignments missed due to their absence (**Educational Trip Form to be completed by parent**).

An absence will be excused if there is a valid explanation as listed above. A written explanation is required from the parent to be given to the teacher explaining the child's absence. If the excuse is not valid, an unexcused absence will be issued. Parents have two days in which to get the excuse to the teacher. If two days pass without an excuse, the absence is unexcused.

In the event a child appears ill or feverish, parents are asked not to bring them to school. If the illness is prolonged, parents may email their child's homeroom teacher **by 9:00 AM** to request their child's work. They may stop by the office **after 3:00 PM** to pick up the assignments the child has missed, or have them sent home with another student. When the student returns to school, they must contact the teacher to make up all missed assignments.

Twice the amount of time missed will be given to make up the work missed (for every one day missed, the student will have two days to turn in their work).

A student should be in attendance at least 90% of the time to receive the minimum adequate hours of instruction. This equates to 160 days of attendance or 20 days of absence before repeating a grade.

- After 7 days of absence in any one nine-week period, a teacher/administrator/parent conference will be required.
- After 10 absences, a letter will be sent home to parents reminding them of the 20 day rule (see below).
- After 15 absences, a parent/administrator meeting will be scheduled to discuss the nature of the student's absences. This could be a telephone conference.
- After 20 absences, whether excused **or** unexcused, all absences must be accompanied by a doctor's excuse. The student will be excluded from all extra-curricular activities.
- After 25 absences, whether excused **or** unexcused, the administration and school board will decide if the student should repeat the grade.

If a student misses 10 or more of the same class due to absence in one nine-week period, the student will receive a failing grade in that class for the nine weeks (pending administration's review).

MIDDLE SCHOOL: Students will be barred from all extra-curricular activities until the school board rules on the situation. If a student misses 10 or more classes in a quarter, they may receive a failing grade for that quarter.

****Truancy laws state that contact with the school is required by the parents when absenteeism exceeds three days.**

UNEXCUSED ABSENCE

An absence that is not accompanied by a valid excuse is unexcused. This includes trips that have not been approved in advance by the administration. Penalties for unexcused absences will result in:

1. Deduction of grades
2. Parent meeting
3. Detention
4. In-school suspension (half day)
5. Full day in-school suspension

TARDINESS

Tardiness occurs when a student fails to be in the appointed place at the 8:15 AM bell. Tardy students **MUST report to the office for a late slip**. The student must then report to the homeroom teacher and give the teacher the late slip. For the tardy to be considered excused, it must be accompanied by a valid written excuse (as per the same guidelines for excused absences).

Students arriving:

- after 8:15 AM = Tardy to school
- after 11:00 AM = Half Day Absent (AM)
- after 1:00 PM = Full Day Absent

Students leaving:

- after 11:00 AM = Half Day Absent (PM)

Students missing part of a school day:

- arrives after 8:15 AM but before 11:00 AM = Tardy
- arrives after 11:00 AM but before 1:00 PM = 1/2 Day Absent
- leaves at 1:00 PM or later = Counted as Early Dismissal
- leaves before 1:00 PM but after 11:00 AM = 1/2 Day Absent
- leaves before 11:00 AM = Counted as Full Day Absent

TARDY VIOLATIONS

K - 3:

1. After the fourth tardy, a warning letter will be sent home.
2. Upon the fifth tardy, a phone conference will be held between the administration and the parent.
3. Upon the sixth tardy, a conference will be scheduled between the parent and the administration, and a possible loss of special activities.

4 - 8:

1. After the fourth tardy, the student will be given a verbal warning and a letter will be sent home.
2. Upon the fifth tardy, a phone conference will be held between the administration and the parent.
3. Upon the sixth tardy, the student will serve an after-school detention, continuing to do so for every tardy thereafter in the same nine-week grading period.

****Continual tardies will be subject to additional disciplinary action.**

EARLY DISMISSALS

Students who leave early must bring a written excuse from the parent and give it to the homeroom teacher during attendance. The parent must come into the building and sign the student out in the office. The student will then be paged from the class.

If a student is leaving school due to illness, the parent must come and sign the student out in the office.

SECTION 7

**CENTRAL CHRISTIAN ACADEMY
GRADES K-8
GIRLS' DRESS CODE**

ITEM	STYLES	COLORS	GUIDELINES
EARRINGS			Age-appropriate studs and small hoops are acceptable on girls' ears only. Tattoos are not permitted. No feathers.
SHIRTS & BLOUSES	Polo with collar, cotton blouse, turtleneck, oxford.	Polo - white, navy, red or light blue. Oxford - light blue or white.	Solid colors only. No emblems. No form-fitting styles. Clothing under shirts must be white, navy, red or light blue.
SWEATERS	V-neck, crew-neck, vest or cardigan.	White, navy, red, or light blue. Solid colors only.	Shirts that follow code must be worn under sweaters.
SWEATSHIRTS	Official C.C.A. sweatshirt only.	White, navy, red.	Official C.C.A. logo must be on sweatshirts. (Not oversized). NOTE: A polo with collar, or a turtleneck, must be worn under it. No hooded sweatshirts can be worn other than on special logo days, i.e. every Monday and the first Wednesday of the month.
PANTS	Straight-leg, pleated, plain, cotton twill, chino, capris.	Navy, Khaki.	Must be in good repair, worn at the waist, have finished hems, not oversized, not tight-fitting, <u>no cargo pockets.</u> Capris must not be tight-fitting. No skinny jeans, jeggings, yoga pants, or sweatpants.
WALKING SHORTS	Pleated, plain, cotton twill, chino.	Navy, Khaki.	No shorter than two inches above the top of the kneecap. <u>no cargo pockets.</u>
JUMPERS	Pleated or straight above the knee length.	Navy, Khaki and CCA Plaid.*	No shorter than two inches above the top of the kneecap.
SKIRTS	Pleated or straight, above the knee or longer. Cotton twill.	Navy, Khaki and CCA Plaid.*	No shorter than two-inches above the top of the kneecap.
SKORTS	Cotton twill.	Navy, Khaki.	No shorter than two-inches above the top of the kneecap.
SHOES	Athletic shoes or dress.		Must be clean, neat and tied. No platform (2" limit), no flip-flops or plastic shoes. No open-toed shoes. No backless shoes.
SOCKS, TIGHTS, or STOCKINGS		Must be uniform colors or argyle.	Must be worn at all times.

Central Christian Academy screen-printed logo wear may be ordered throughout the school year through the office. Embroidered logo wear may be purchased through Land's End. (When ordering uniforms through Land's End, please use our School Code, #9001-1403-4).

Uniform clothing must be plain without any words, emblems or pictures other than the official CCA Logo.

Aerosol hair spray and electric curling irons are not permitted at CCA. No extreme hairstyles are acceptable.

*Plaid denotes Land's End Hunter/Classic Navy Plaid, JC Penney previous Green Plaid, French Toast Green Plaid.

The administration has final say on school dress.

**CENTRAL CHRISTIAN ACADEMY
GRADES K-8
BOYS' DRESS CODE**

ITEM	STYLES	COLORS	GUIDELINES
EARRINGS			Earrings and tattoos are not permitted.
SHIRTS (Long or short sleeve)	Polo with collar, turtleneck, oxford.	Polo - white, navy, red or light blue. Oxford - light blue or white.	Solid colors only. No emblems. Proper sizes must be worn. T-shirts worn under uniforms must be uniform color.
SWEATERS	V-neck, crew-neck, vest or cardigan.	White, navy, red or light blue. Solid colors only.	Shirts that follow code must be worn under sweaters.
SWEATSHIRTS	Official C.C.A. sweatshirt only.	White, navy, red.	Official C.C.A. logo must be on sweatshirts. (Not oversized). NOTE: A polo with collar, or a turtleneck, must be worn under it. No hooded sweatshirts can be worn other than on special logo days, i.e. every Monday and the first Wednesday of the month.
PANTS	Straight-leg, pleated, plain, cotton twill, chino.	Navy, Khaki.	Must be in good repair, worn at the waist, have finished hems, not over-sized, tight-fitting, <u>no cargo pockets.</u> No skinny jeans or sweatpants.
WALKING SHORTS	Pleated, plain, cotton twill, chino.	Navy, Khaki. Solid colors only.	No shorter than two-inches above the top of the kneecap, <u>no cargo pockets.</u>
SHOES	Athletic or dress.		Must be clean, neat and tied.
SOCKS		Must be uniform colors.	Must be worn at all times.

Central Christian Academy screen-printed logo wear may be ordered throughout the school year through the office. Embroidered logo wear may be purchased through Land's End. (When ordering uniforms through Land's End, please use our School Code, #9001-1403-4).

Uniform clothing must be plain without any words, emblems or pictures other than the official CCA Logo.

No extreme hairstyles are acceptable: i.e. Mohawk, etc.

The administration has final say on school dress.

**CENTRAL CHRISTIAN ACADEMY
GRADES K-8
VIOLATIONS OF THE DRESS CODE**

VIOLATIONS OF THE DRESS CODE:

Apparent violations of the CCA Dress Code will be reported to the administration for disciplinary action.

ELEMENTARY SCHOOL:

A first offense requires the teacher to notify the students' parent. This is usually done by letter or email.

A repeated offense requires the administration to ban the offender from class until the issue is resolved with the parent.

Repeated offenses will involve disciplinary action.

MIDDLE SCHOOL:

1st Violation – Warning letter sent home.

2nd Violation – Phone call home and detention (violation for same offense or article of clothing).

3rd Violation – Conference with administration and three days of after-school detention.

***Repeated violations – Submitted to school board and possible expulsion.**

**SPECIAL UNIFORM DAYS
GRADES K-8**

- **EVERY MONDAY, ALL GRADES**
Students are permitted to wear CCA logo t-shirts with **uniform** pants.
- **FIRST WEDNESDAY OF EVERY MONTH, ALL GRADES**
If students bring in their Labels for Education and Box Tops, they are permitted to wear jeans (no sweatpants or yoga pants) with a CCA logo t-shirt.
- **LAST TUESDAY OF EVERY MONTH, BOOK-IT, GRADES K-5**
Students are permitted to wear jeans (no sweatpants or yoga pants) and their CCA logo t-shirts.
- **BOX TOPS COUPONS, STUDENTS WHO BRING IN 25 BOX TOPS, ALL GRADES**
Students **must submit** their Jeans/Dress Day Pass to their teacher on the day **they choose** to wear jeans/dress clothes. On that day they may wear jeans and a shirt of their choice, or dress clothes. (We expect modest attire **or** this privilege will be taken away. If inappropriate attire is worn, the student will be given uniform clothes from the closet).

LIMIT ONE COUPON PER MONTH.

SECTION 8

DISCIPLINE CODE

As a private Christian school, the academy must provide an environment for spiritual growth and prepare Christian personalities for lives of vocation and service. To accomplish these objectives, students who attend the academy must comply with the rules and policies adopted by the school. The academy will make every effort to work with students and families regarding student behavior. Final discretion on suspension or expulsion will rest with the school board.

CHRISTIAN CODE OF CONDUCT AND AUTHORITY

The administration and faculty of Central Christian Academy believe that school students should be capable of conducting themselves according to Christian standards of behavior and attitude. In submitting ourselves to God through Jesus Christ, we are to recognize and yield to the authority that God has established in the institution of the school, church, and home. Thus, students should bring their conduct and attitude into harmony with those principles found in God's Word.

Problems arising from lack of conformity to Biblical principles of behavior as evidenced by disregard for school rules, poor attitudes, etc., will be dealt with by the teacher and/or administration through consultation and parental cooperation. Punitive measures for repeated offenses will be taken as the teacher and/or administration deem necessary. Parents will be notified.

The faculty and staff of Central Christian Academy should be given the proper respect due their position. We strongly recommend that our students be aware of Paul's statement in Hebrews 13:7, "Obey your rulers and recognize their authority. They are like men standing guard over your spiritual good, and they have a great responsibility. Try to make their work a pleasure and not a burden. By doing so you will help not only them but yourselves."

The following principles comprise a code of conduct for the Central Christian Academy student body. Each student will be required to understand, and most importantly demonstrate, that these qualities are being applied to their lives.

Submissive to Authority - (i.e., obedient) James 1:22; Colossians 3:20; Hebrews 13:17; Ephesians 5:6-7, 6:1-4; 2 Corinthians 10:5; Romans 1:5, 6:16; 1 Peter 2:13

Honest - 2 Corinthians 13:7; Ephesians 4:28

Respectful - Romans 13:7; Hebrews 13:17; 1 Peter 2:17

Diligent or hard-working - 2 Peter 3:14; Colossians 3:23

Truthful - 1 Timothy 2:4; Ephesians 4:25; James 5:12

Content - Philippians 4:11; 1 Timothy 6:8

An example - 1 Thessalonians 1:7

Good steward - 1 Corinthians 4:2; Luke 16:1-13

Free of sexual sin - 1 Corinthians 6:18; 1 Thessalonians 4:3

Peaceful - James 1:19

Of decent speech - Proverbs 12:8, 13:2-3; Ephesians 4:29; James 1:26, 3:8-10; Matthew 12:34-37

Properly dressed - see the Dress Code

Self-controlled - James 1:20; Galatians 5:24-25

Law-abiding - 1 Peter 2:13-21

Drugs, alcohol and tobacco free - (i.e., illegally possessed or administered) – 1 Cor. 6:19

SCHOOL-WIDE STUDENT DISCIPLINARY POLICIES

Each classroom will contain a Classroom Management Plan and an Incentive Plan approved by the administration. The Bullying Policy and pledges need to be posted in the classroom. Discipline rules should also be posted in each classroom, and should contain the following:

1. Raise your hand to speak (no talking otherwise)
2. Stay in your seat
3. Keep your hands to yourself

INFRACTION	MAY RESULT IN:
<p>Level 1: Disrupting class, dress code violation, no hall pass, gum chewing, failure to follow classroom rules, being uncooperative or disrespectful of peers</p>	<ul style="list-style-type: none"> • Phone call to parents and/or detention • Phone call to parents and after school detention • Phone call to parents and half day in-school detention • Phone call to parents, full day in-school detention, and parent/teacher conference
<p>Level 2: Profanity (taking the Lord's name in vain), foul language, skipping class, cheating, stealing, fighting, disrespect for authority, defacing school property, harassment/bullying, obscene gestures, conducting physical displays of affection towards other students</p>	<ul style="list-style-type: none"> • Phone call to parents and full day in-school detention • Full day in-school detention and/or social probation • School board notified and possible suspension <p style="text-align: center;">On the second Level 2 Infraction, the school board will be notified</p>
<p>Level 3: Vandalism; computer tampering; acts of violence; possession of illegal drugs or alcohol; smoking or possession of matches, lighters, or cigarettes; possession of pornographic material; possession of guns or facsimiles, bullets, knives or any type of weapons including shock or stun pens; possession of fireworks; failure to report to detention; excessive disruption to the good order and discipline of the school; occult materials or terrorist threats toward staff or peers</p>	<ul style="list-style-type: none"> • Suspension • Possible expulsion

****Continual conflict, strife, and disregard for authority and school policies, will result in expulsion.**

DETENTION

IN SCHOOL & AFTER SCHOOL, GRADES 4 – 8

In-school detention will be held in the office immediately following homeroom and until 2:45 PM. After-school detention will be held in the office from 3:00 PM – 4:00 PM. The following procedures will be followed:

1. Detentions will be issued only after specific warnings have been given to the student.
2. The student will verbally be warned that a detention is forthcoming.
3. A detention form will be sent home with the student to be signed by the parent.
4. The parent will be called the same day the detention is ordered – the detention form should be returned the next day.
5. Detention will be given as close to the next scheduled detention day as possible. These arrangements will be made by the teacher.

SCRIPTURAL AND PHILOSOPHICAL FOUNDATIONS FOR DISCIPLINE

The Christian school must have a philosophy of discipline that is based on the Scriptures. Some guidelines as we press on toward this goal are:

1. Discipline has moral content since all sin is against God (Romans 3:23). The foundation is our amenability to God and the revelation of His standard of righteous conduct.
2. Christian love is at the heart of all discipline (Proverbs 3:11, 12). God has set down guidelines that give us understanding and liberty in applying discipline. We must realize that correction without love is abuse, but also, that love without correction is just as great an abuse (Proverbs 13:24).
3. The responsibility and authority to discipline comes from God. We as educators stand in loco parentis, that is, in the parent's stead. We have the same God-given authority as they have as they designate this authority to us.
4. All discipline is designed to show the child his sinful nature and lead him to submit himself to God's will and to develop self-discipline under the guidance of the Holy Spirit (Proverbs 22:15 and Proverbs 29:15). It includes both direction and restriction.
5. Christian discipline respects the image of God in each child (Genesis 1:27).

CORPORAL PUNISHMENT

Under **NO CIRCUMSTANCES** will any staff person use corporal punishment on a student.

POLICY ON BULLYING

PURPOSE

The Christian way of life presented at Central Christian Academy is summarized in the dual commandments to love God and to love neighbor as self. CCA is committed to our role in assisting parents in training our students in this Biblical manner with love and compassion at the center of this policy. Central Christian Academy recognizes that bullying of students has a negative effect on the educational environment. Students who are bullied, intimidated or fearful of other students may not be able to take full advantage of the educational opportunities offered by CCA. Bullying can also escalate into more serious violence. Therefore, CCA strives to offer all students an educational environment free from bullying.

DEFINITION

Bullying means an intentional electronic, written, verbal, or physical act or series of acts directed at another student or students, which occurs in a school setting, repeatedly or over a period of time that is severe, persistent or pervasive. It happens when someone keeps hurting, frightening, threatening, or leaving someone out on purpose and has the effect of the following:

1. Physically harming a student.
2. Damaging, extorting, or taking a student's personal property.
3. Placing a student in reasonable fear of physical harm.

4. Creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities.
5. Spreading rumors about someone.
6. Leaving someone out on purpose or trying to get other kids not to play with someone.

Bullying, as defined in this policy, includes cyber-bullying.

School setting means in the school, on school grounds, in school vehicles, at any activity sponsored, supervised or sanctioned by the school.

AUTHORITY

CCA's School Board prohibits all forms of bullying by students.

The school board encourages students who have been bullied to promptly report such incidents to the teachers and administration.

The school board directs that complaints of bullying shall be investigated promptly, and corrective action shall be taken when allegations are verified.

DELEGATION OF AUTHORITY

CCA's School Board expects employees who observe or become aware of an act of bullying or extortion to take immediate, appropriate steps to intervene. If an employee believes that his/her intervention has not resolved the matter, or if the bullying or extortion persists, they should report the bullying or extortion to the administration for further investigation.

Each student shall be responsible to respect the rights of others and to ensure an atmosphere free from bullying.

GUIDELINES

Student, Parent, and Employee Reporting

The school board strongly encourages all students and parents who become aware of any act of bullying to immediately report that conduct. Students may report acts of bullying to their teacher, administration, or other school employees supervising school-sponsored activities. Parents may contact the administration to report acts of bullying.

If teachers cannot reasonably remediate acts of bullying through their own intervention, they shall report the bullying to the administration.

Investigation Procedures

The administration is authorized to investigate reports of bullying brought to their attention by students, parents or school employees. Any investigation of a report may include meetings with students, parents, or employees, a review of student records, and other reasonable efforts to better understand the facts surrounding a reported incident.

CONSEQUENCES/DISCIPLINE

A student who violates this policy shall be subject to appropriate disciplinary action consistent with the discipline code, which may include:

1. Verbal behavior reminder/parental call
2. Loss of school privileges
3. Counseling
4. Exclusion from school-sponsored activities
5. Parent conference
6. Detention
7. Suspension
8. Expulsion
9. Referral to law enforcement officials, if appropriate

SECTION 9

PARENT INVOLVEMENT

WHAT PARENTS SHOULD EXPECT OF CCA TEACHERS

1. The love that Central Christian Academy teachers show for their students is a reflection of their love for the Lord Jesus Christ. The ideal definition of love recorded in 1 Corinthians 13 is the kind of unconditional love that will contribute to the success of the teacher and student.
2. Integrity and character can only be taught and required of Central Christian Academy students if their teachers display those same qualities. Teachers are themselves a living curriculum. They can communicate a powerfully contagious love for the Bible and demonstrate obedience to it. Teachers must be doers of the Word, not hearers and readers only.
3. Teachers will deal with each student as a valuable person, made in the image of God. Each child is a living being whose eternal significance must be treated with care.
4. Appropriate discipline, also a form of teaching, will be administered when necessary. Even when chastening is in order, it must be exercised with dignity. Correction, reconciliation, and restoration are the true goals of any disciplinary action.
5. Piety and spiritual cliché are never an adequate substitute for solid preparation and sound presentation. Teachers at Central Christian must be good at what they do, constantly studying and growing in their knowledge of the Word of God, as well as in their respective fields.

WHAT TEACHERS SHOULD EXPECT OF THEIR STUDENTS' PARENTS

1. Parents should demonstrate an active interest in the school and its programs. This is greatly valued by the school and by your child as well.
2. God has endowed each member in the body of Christ with particular skills and talents. We will evaluate each student's abilities and capabilities with care. Expecting the impossible of a child is cruel, but stimulating a child's interest in learning will often result in discovering untapped potential.
3. Parents can reinforce our goals for developing a well-rounded child by fostering a positive self-image in their child.
4. An environment in the home which is conducive to relaxation and rest is as important as a designated place for studying. This will encourage discipline and strong academic performance.
5. Open lines of communication between student, parent, and school personnel are essential. Enforcement of rules and regulations must be carried out as equitably and consistently as possible.
6. The cooperation of home and school will maximize the level of success that teachers have with their students. However, teachers often face some of the same personal challenges that all adults do who must competently handle the variety of demands on their time. With the cooperation of parents, we believe that temperate behavior will be demonstrated consistently by each student.

COMMUNICATION

If parents and teachers are partners in the education and training process, communication is a must. The following are ways that we strive to communicate with the home:

1. **RenWeb – (parent's web)** – available 24/7 from work, home, school or on the road. Parents can stay connected with CCA and be informed of their children's progress.
2. **Student agendas** encourage daily correspondence between teachers and parents.
3. **Partners with Parents** is our weekly school newsletter that is distributed to all parents via RenWeb.

4. **Parent-teacher conferences** are held after the first nine weeks of school. Parent participation is strongly encouraged.
5. **A teacher may call or e-mail** when an improper attitude, behavior problem or academic problem is displayed.
6. **Mid-term reports** are published on RenWeb midway into the nine-week grading period.
7. **Report cards** are issued every nine weeks.
8. **Parents are encouraged** to make periodic phone calls, visits, and conferences to discuss pupil progress. Please call and schedule an appointment with the teacher.
9. **Friday Folder** - grades K - 5 will use the "Friday Folder." This folder will be sent home each Friday with papers, tests and important papers. The folder is to be signed and returned Monday. Lost folders must be replaced. Folders may be purchased at the office for **\$1.00**.
10. **Central Christian Academy Website:** CCA handbook, yearly and monthly calendars, lunch menu, Partners with Parents, dress code, various school forms, athletic schedules, teacher information, and other important school information can be obtained here: www.ccaschool.com.

PARENT-TEACHER CONFERENCES

Central Christian Academy encourages parent-teacher conferences as they are needed. This is an excellent way to exchange information that will aid the child to learn effectively. Conferences may be initiated by parents, teachers, or the administration when special attention or communication is needed, and should be scheduled at a mutually convenient time for the parent and teacher.

Scheduled parent-teacher conferences are held after the first quarter, during which time parents may confer with teachers. Discussion of this kind is exceedingly important for vital cooperation between home and school to provide optimum growth for each child.

MOMS IN PRAYER GROUP

"Be careful for nothing, but in everything by prayer and supplication let your requests be known to God." Phil. 4:6
Moms in Prayer is a group of moms that meet weekly to pray for our children and school. You may turn in prayer requests to the office if you are unable to attend.

OPEN HOUSE

Each family is required to have a parent or representative present at the annual parent meeting, which is held within the first two weeks of school. In the case of unforeseen circumstances a family is not able to be represented at the meeting, a parent night packet will be sent home, but the parent is responsible to obtain any information that might have been missed from their child's homeroom teacher.

COMPLAINT OR PROBLEM RESOLUTION

When circumstances arise which require resolution of a conflict, it is our desire to address matters promptly and directly with the persons involved. As we are mindful to find scriptural solutions, we can stay on target with the goals set for each school year. Observing the following guidelines will facilitate achieving a peaceable solution for all involved (Matthew 18:15).

1. Every problem, complaint, offense, or question must first be brought to the person(s) involved in private (ex: if you have a concern with a teacher, you need to contact that teacher).
2. If the matter cannot be resolved, a conference should be scheduled with the administration.
3. If a verbal discussion does not prove satisfactory, the matter should be put in writing, signed by the concerned party, delivered to the administration, and the administration will present it to the school board. The school board will address the matter at their discretion and make a final decision to be adhered to by all.

If the decision of the school board is unsatisfactory to those making the complaint, that family/families may be required to withdraw from the school.

VISITORS

Security is a high priority at Central Christian Academy. Parents visiting during the school day are asked to **report directly to the school office to sign in and get a visitor badge. They are not to go directly to the classroom. Messages, forgotten lunches, books or homework are to be delivered through the school office.** By the parent reporting directly to the office, it provides the communication the school needs when, for any reason, students are picked up during school hours. Also, this procedure offers a measure of protection from unauthorized people entering the school building. **For this reason, we ask that you allow the school office to buzz in those looking to gain access.**

CHANGE OF ADDRESS

Please notify the school office and the bookkeeper anytime there is a change of address, phone number, or email address so that our database and all emergency information will be up-to-date. **This information can also be submitted through RenWeb by the parent, but the office will still need notified of the changes.**

VOLUNTEER SERVICE HOURS

Each family is encouraged to volunteer ten hours of service for the school-year. A representative or any adult may represent a particular family.

Below are some possible areas for volunteer service hours. These are only possibilities and more opportunities may be added in the future.

Art room- Fine Arts Night	Concession stand/admissions	Library Helper
Auction	Christmas Gift Shop	Lunch monitor
Book fair	Field Day	Moms in Prayer
Box Tops	Fundraisers	Office help
Chaperone for field trips	Force for Education	Talent Show
Class parties	Homeroom mom	Time keeper/scorekeeper
Coaching	Labels for Education	Uniform closet

PARENT-TEACHER LEAGUE/HOMEROOM MOMS

Objectives: The objectives of this association shall be to promote the welfare of all of our students, and bring closer relationships between home and the school, that parents and faculty may cooperate in the training of the students to the glory of God.

It is the desire of the administration and faculty members that each parent actively participates in the Parent-Teacher League/Homeroom Moms. Each parent is encouraged to share their suggestions and ideas with the administration in order to strengthen our school. The purpose of this organization is not to change school policy, but is to support Central Christian Academy in practical ways such as:

1. Attending all pre-announced meetings.
2. Assisting the teachers in practical ways, such as volunteering their time for classroom help, becoming a classroom parent, chaperoning class trips, donating food items for special events, etc.
3. Taking an active part in fund-raising events to help provide necessary equipment for our school facility. Your presence, ideas, and support will make a great difference in the quality of our school for your children.
4. Joining the Parent-Teacher League/Homeroom Moms and participating in Parent-Teacher League/Homeroom Mom events.

PARENTAL DRESS

We would ask each parent who enters the school or comes on the school grounds to wear modest apparel that conforms to the student dress code.

SECTION 10

EMERGENCY INFORMATION PROCEDURES

FIRE/EMERGENCY DRILLS

Fire drills will be held several times during the year. Fire drill procedures have been planned for maximum control and safety in case of a fire or similar emergency. Therefore, knowing and following these procedures are vitally important. When the signal is sounded, all class activities must stop; doors must be closed as students walk quietly and quickly in single file to the nearest exit. Students will not be allowed to put coats on once the fire alarm has sounded, since this would be a safety hazard in the event of a real fire. When all classes are outside and accounted for, administration will instruct faculty to return to class.

*****False alarms will result in an automatic suspension and a fine.***

SEVERE WEATHER DRILL/EVACUATION PROCESS

Severe weather drills will be held several times during the year. When an announcement is made that severe weather is occurring, staff and students will evacuate. Once all individuals have reached their designated evacuation positions, they must sit on the floor facing a wall, place their head between their knees, and their hands around their heads. Everyone needs to remain in this position until the “all-clear” has been given by administration.

LOCKDOWN/INTRUDER DRILLS

Lockdown/Intruder drills will be held several times during the year. When there is an indication that the safety of the students and staff has been jeopardized by an intruder, an announcement will be made to the entire school signifying the specific threat by name. At this time, all doors will be shut and secured. **Once the threat has been determined, the staff and students will implement the “ALICE” program as trained.**

SCHOOL DELAYS AND CLOSINGS

Central Christian Academy utilizes the “School Announcement” automated telephone call system to notify parents regarding CCA delays, closings and emergencies. When inclement weather is expected, parents should listen to radio stations WJPA 1450 or KDKA 1020 AM, or watch WPXI-TV, KDKA-TV, or WTAE-TV concerning **Central Christian Academy, Houston PA**, being delayed or closed.

Each family should listen to their particular home district for delays or cancellations. Parents who drive their children to school **should also follow their home public school district**. If the students’ public system is closed and we are open, parents should do their best to get their children to school. **However, it will be counted as an excused absence if they are not in school.**

TWO-HOUR DELAY SCHEDULE

- All teachers are to report at 9:30 AM.
- Students will be permitted in the gym at 9:45 AM when teacher responsibilities go into effect.
- Students will be escorted by teachers to their classrooms by 10:00 AM.
- Classes begin at 10:15 AM.
- AM kindergarten will run from 10:15 AM – 12:15 PM.
- PM kindergarten will run from 1:00 PM – 3:00 PM.
- No chapel if on a Friday (Grades 1-4).

LUNCH:

Grades K-4 - 12:15 – 12:45 PM (No recess)

Grades 5-8 - 12:45 - 1:15 PM (No recess)

SECTION 11

GENERAL SCHOOL POLICIES

LUNCH

Students will have 45 minutes for lunch and recess. They may bring their lunch, or purchase a hot lunch at the school cafeteria. The students may purchase milk each day. When a child forgets their lunch, a parent may bring it to the school office before lunchtime. The school has microwave ovens that can be used to **re-heat** soup, pizza, sandwiches, etc. – **these are not for cooking whole meals.**

8 oz. milk - 50¢

Hot lunch – \$2.25

All students in grades 1-8 will be required to wipe off tables and pick up papers on a rotating basis.

The academy is enrolled in the National School Lunch Program. Your child may qualify for free or reduced fee lunches. Forms are passed out at the beginning of the school year. No snack and soda machines are available for student use at lunchtime. **No energy drinks or soft drinks are permitted at lunchtime.** The below information is from the National Food Program. Additional information may be obtained at the National Food Program website: www.fns.usda.gov/nslp/national-school-lunch-program-nslp.

The U.S. Department of Agriculture prohibits discrimination against its customers, employees, and applicants for employment on the basis of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil rights program complaint of discrimination, complete the USDA Program Discrimination complaint form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866)632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C., 20250-9410, by fax (202)690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800)877-8339 or (800)845-6136 (Spanish).

Persons with disabilities, who wish to file a program complaint, please see information above on how to contact us by mail directly or by email. If you require alternative means of communication for program information (e.g., Braille, large print, audiotape, etc.) please contact USDA's TARGET Center at (202) 720-2600 (voice and TDD).

USDA is an equal opportunity provider and employer.

Lunch Time Manners

Commonly accepted manners and courtesy should be shown in the cafeteria at all times, such as:

- Talking in a low, conversational voice tone
- Eating politely
- Keeping paper and food on the table
- Staying at the table until finished eating or given permission to leave
- Clearing off table, wiping it down, picking up trash around the table
- Following any additional rules established to enhance a comfortable lunch time environment

Failure to act in an acceptable manner in the cafeteria will result in missing recess.

Lunch Times:	Grade K	11:20 AM – 11:50 AM
	Grades 1 – 2	11:35 AM – 12:05 PM
	Grades 6 – 8	11:55 AM – 12:25 PM
	Grades 3 – 5	12:10 PM – 12:40 PM

PERSONAL PROPERTY

All items should be labeled with the child's name (especially clothing), including lunch bags or containers. Toys should not be brought to school except to be enjoyed during recess time. They should be kept with the child's belongings until then. All toys brought to the school must promote good moral values. We want to promote toys and play that encourage a loving and peaceful Christian environment. Toys or figures that depict violent behavior are not allowed in school. All toys are subject to approval of the teacher and administration.

PHOTOGRAPHS

Individual and class photos are taken every year, during the fall; individual photos (optional) are taken in the spring. Details will be sent home regarding the packages available for purchase. Throughout the school year, faculty and staff will take photographs of the various students attending Central Christian Academy, using the photos to promote various activities at the school. They may be placed on bulletin boards, in photo albums, the yearbook, and in the local newspapers. If parents have a quality picture of a school event they would like to give the school to submit, they may bring the picture to the school office. The photos will not be returned.

If you **do not** want your child's picture taken, **it is your responsibility to fill out a Photo & Audio/Video Use Authorization Form** that is included in the Family Packet sent out before school starts.

YEARBOOK

Central Christian Academy provides students, parents, friends, and staff with a record of the year's events and activities. The yearbook is completed through pictures submitted by parents, friends, and staff. Several pictures will be taken routinely by the yearbook coordinator. The book will be available for purchase at the end of the school year.

CHAPEL

Chapel services will be held for all students on a weekly basis. This time is given so that staff and students can worship together and share from the word of God. Parents are welcome to visit during chapel. Guest speakers and presentations are a part of the chapel services. All students must bring a bible. Any student who is disrespectful or misbehaves will be suspended from chapel for several weeks.

Sr. Chapel: Grades 5 – 8 8:25 AM - 9:05 AM

Jr. Chapel: Grades 1 – 4 9:20 AM - 10:00 AM

PRAYER

Prayer is an integral part of the school's life and important to the progress of the students ("The effectual, fervent prayer of a righteous man avails much." James 5:16). All families are requested to pray daily for the ministry of the school.

HEALTH STATION/STUDENT ILLNESS

The main objective of the health station is to provide first aid in the event of injury/sudden illness. Students are to report immediately **to the teacher (the students are not permitted to call directly home when sick)**. If the teacher determines that the child needs to go to the health station, they will then notify the office, via intercom, that the child will be coming to the office. At the health station the school designee will determine the care for that child and whether the child should be released to go home. The homeroom teacher will be notified if the child leaves.

- Any student who is vomiting or has a temperature of 100° Fahrenheit or higher, will be sent home. The student should **not** return to school until the vomiting has stopped **for 24 hours**, and if fevered, that it has subsided **for 24 hours without fever-reducing medication**.
- A student may also be sent home if it is determined by the school's designee that they are too ill to participate in class.

- If the fever or vomiting started at home, the student should not come to school **until the vomiting has stopped for 24 hours**, and not **until the fever has subsided for 24 hours without fever-reducing medication**.
- If a doctor determines that a child has an infection (bacterial or viral; i.e. chicken pox, impetigo, etc.), the child will remain at home **until the required incubation period has expired, or 24 hours after beginning an antibiotic**.

MEDICATIONS (Prescription and Over the Counter [OTC])

In general, the administration of medication to students while they are in school is to be avoided. **Treatment schedules that allow doses to be given at home are preferred.** However, when it is necessary (per doctor's orders) that medication be given during school hours for the student's best interest, such medication will be administered.

Prescription Medication Administration Procedure:

The following procedure will be followed when it becomes necessary for a student to take medication at school:

- The prescribed medication must be in its original container. The label on the container should have the doctor's name, name of medication, student's name, and dosage to be given.
- The parent will fill out the Administration of Prescription Medication Form.
- The completed Administration of Prescription Medication Form shall be maintained at the health station for the school year. At the conclusion of the school year, the completed form will be destroyed.
- It will be the responsibility of the parent to communicate with the school's designee on an ongoing basis if a child is medicated for an entire school year.
- The school designee will secure medication in a locked cabinet at the health station. The student will take their medication in the presence of the school designee.
- At no time should a student be in possession of prescribed medication, with an exception to inhalers and epi-pens. A student may carry these if the parent signs the bottom of the Administration of Prescription Medication Form designating that the student is able to self-administer the inhaler/epi-pen.
- All medication will be discarded at the end of the school year by the school's designee if not retrieved by the parent within two weeks after school is out.

Over the Counter [OTC] Medication Administration Procedure:

- Must be provided in the original container with the label on the container stating the name of medication, student's name, and dosage to be given.
- The parent will fill out the Administration of Prescription Medication Form.
***No medication will be administered without a written permission form.**
- The completed Administration of Prescription Medication Form shall be maintained at the health station for one school year. At the conclusion of the school year, the completed form will be destroyed.
- It will be the responsibility of the parent to communicate with the school's designee on an ongoing basis if a child is medicated for an entire school year.
- **At no time should a student be in possession of medication. *They are to bring the medication to the school office as soon as arriving at school for the day.**
- The school designee will secure medication in a locked cabinet at the health station. The student will take their medication in the presence of the school designee.
- All medication will be discarded at the end of the school year by the school's designee if not retrieved by the parent within two weeks after school is out.

****Failure to adhere to said medication policy could be sufficient cause for administrative action.**

ACCIDENTS AND INSURANCE

Teachers or supervisors are required to report all accidents to the school office immediately. If the injured student is in need of immediate medical attention, the Chartiers-Houston school nurse or designated staff person, who is certified in first aid, will provide assistance.

Central Christian Academy staff will not treat any student beyond necessary immediate attention without the permission of a parent.

The school requires that all children enrolled at Central Christian Academy be covered by a medical insurance policy. The academy does not carry individual student insurance. Children who participate in athletics **must** provide proof of insurance.

The academy is not responsible for broken or lost glasses or any other personal property that is lost or destroyed.

ADVERTISING AND SOLICITING

Solicitation or promotion of any kind is strictly forbidden at Central Christian Academy with the exception of special projects or programs initiated by the Parent-Teacher League and approved by the administration. The administration may initiate projects as deemed necessary.

Students are only permitted to sell items at school which are directly related to school-sponsored activities. Sales associated with other community or personal activities are not permitted without the permission of the administration.

No literature may be passed out to students, and no advertising of church, youth, community, etc. functions will be permitted, without the consent of the administration.

FUNDRAISING POLICY

Because we are able to offer a very conservative tuition rate, participation by each CCA family is needed in our fundraising campaigns. Unlike other area private schools, we do not charge a “cost-based” tuition rate for each student that attends CCA. Therefore, we have to fundraise each year to raise additional funds for much-needed supplies and school improvements. According to the Commonwealth Foundation (2015), on average, it costs \$14,071 to educate one student in the public school setting; according to Private School Review (2015), it costs \$7,146, on average, for private school tuition for an elementary student in the state of Pennsylvania.

Therefore, for each fundraiser, CCA families may choose the option to participate in the Magazine Sale, Force for Education, Sarris Christmas Candy Sale, and the auction, or choose a “buy-out” at a cost of \$100 **per** fundraiser, **per** family. The Sarris Easter Candy sale is the only exception. CCA does not benefit from this sale - each family that participates receives their individual sales profit that is applied toward their registration fee for the following school year, or for eighth-graders, their eighth grade trip.

CELL PHONE/IPOD/SMARTWATCHES/OTHER TEXTING DEVICE USAGE

Cell phones, Ipods, Smartwatches, and other texting devices **are not permitted** for use:

- between 7:50 AM AND 3:00 PM,
- during away sporting events,
- during field trips, or
- during any school-sponsored events or activities.

Students that need to call home need to come to the office. At no time is a student permitted to use their phone for text messaging or other communications during school hours. At no time should a cell phone be out and/or visible during the school day. Those who do not adhere to the policy will have their cell phone confiscated. It will be held with administration until a parent picks it up. Under no circumstances will a cell phone be returned to a student.

RECESS RULES

OUTSIDE:

1. Students may go outside for recess if the temperature is 35° or higher, with no wind or precipitation.
2. Students should stay in the playground.
3. Students will be supervised by their teachers at all times.
4. Hard baseballs are not permitted.
5. No rough play will be permitted.

INSIDE:

Classroom:

1. Students will be supervised by their teachers at all times.
2. Students will be expected to play quietly (board games, etc.).

Gym:

1. Students will be supervised by their teachers at all times.
2. No rough play will be permitted.
3. No students will be permitted on stage.
4. Students will be expected to stay away from tables and bleachers.

SCHOOL HOURS AND PROCEDURES

Office hours – 8:00 AM – 4:00 PM

School hours – 8:15 AM – 3:00 PM

A.M. kindergarten – 8:15 AM – 11:15 PM

P.M. kindergarten – 12:00 PM – 3:00 PM

(Kindergarten parents may wait for their child in the foyer entrance until the session is over).

- No student may be in the building before 7:50 AM. There is no supervision before 7:50 AM.
- All students should arrive **before** 8:15 AM. Students will go directly to the gym for the official school day opening. ***Any student arriving after 8:15 must report to the school office to obtain a Tardy Slip.**
- The students will then proceed to their homerooms where attendance will be taken. Once the door is closed, students may not enter their homeroom without a tardy slip.
- Students may remain after school only if participating in extra-curricular activities or tutoring.
- Young siblings are not to stay after school if an older sibling has to stay after school. Any other reason must be cleared through the office.

DISMISSAL PROCEDURES

Elementary School: At **2:51**, all students in grades 1-5 will line up in the hall. The bus students will be dismissed at **2:53** and exit through the back entrance. Students being picked up by parents will be dismissed at **2:58** through the same back entrance.

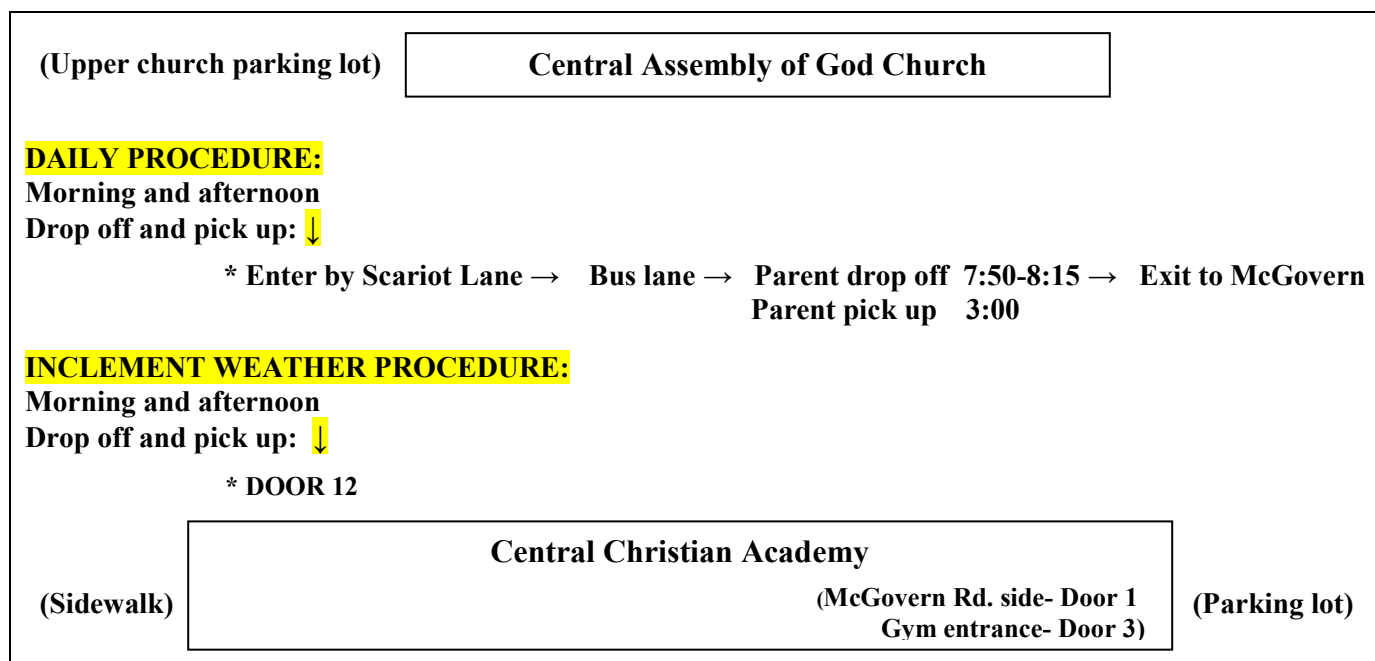
Middle School: At **2:45**, a tone will sound for the end of classes. Grades 6-8 will go to lockers and return to homeroom for prayer and announcements by **2:51**. At the **2:54** tone, Grades 6-8 bus students will be dismissed out of the church side door. At **2:58**, students being picked up by parents will follow the bus students out of the same exit.

All students are to be picked up no later than 3:15.

Parents picking up children at dismissal **should line up in the upper church parking lot** accessed by Scariot Lane. If a parent is not there by dismissal, the child will be escorted to the school office. The parent will have to come into the office to get the student.

For our children's safety, please:

1. Do not block the bus lane.
2. Pick students up after the buses leave. Form a single line behind the bus lane.
3. Children are not permitted to run to their parent's car.
4. Please be patient and **do not pass cars that are in front of you.**



TRAFFIC FLOW POLICY

Drop Off:

For the safety of our students, and for the purpose of causing the least amount of confusion for our traffic flow, parents who drive their students to school must enter from Scariot Lane, proceed to the "drop off" zone (corner of school on McGovern Road side), then exit onto McGovern Road.

Visitors/Early Dismissal Pick-Up:

Parents visiting or picking up their child from school for an early dismissal may park in the lot on the McGovern Road side. Please exit onto McGovern Road when leaving.

AM Kindergarten Pick-Up/PM Kindergarten Drop-Off:

Parents picking up their child from kindergarten may park in the lot on the McGovern Road side. Please exit onto McGovern Road when leaving.

TRANSPORTATION

Eleven area school districts provide transportation for CCA students: Avella, Bentworth, Canon McMillan, Chartiers-Houston, Fort Cherry, McGuffey, Peters Township, Ringgold, South Fayette, Trinity, and Washington.

The academy students are under the authority of the administration even though they are riding public vehicles. The bus driver is responsible to maintain a safe environment by assuring that students conform to bus rules and regulations.

All bus drivers have been issued misconduct slips to be turned in to the administration when needed.

The following policy will be adhered to:

- 1st misconduct- warning - parents notified
- 2nd misconduct- suspension of service for two days - parents notified
- 3rd misconduct- suspension of service for five days - parents notified
- 4th misconduct- suspension of service for ten days - mandatory parent meeting
- 5th misconduct- indefinite suspension of service as determined by the school board.
Possible permanent suspension of service.

PHYSICAL EDUCATION PHILOSOPHY AND GOALS

Gym Attire

Grades 1-5 - boys and girls have the option to change into appropriate gym clothing (i.e. solid color t-shirts, modest shorts, or solid-color sweatsuits).

Grade 6-8 - students must wear the official CCA gym uniform. If uniforms are lost or worn out, they may purchase a new uniform at the school office (shirts **\$10.00**, shorts **\$10.00**). Each student must place their name on the uniform.

Physical education is required for all students at the academy. A valid, written excuse from home should be given to the phys. ed. teacher if the student is not able to participate. Dirty or unlaundered gym clothes are not a valid excuse.

Each student in grades 6-8 will be issued a gym locker and lock. The student will be responsible for the issued lock, and will be assessed **\$5.00** if it is lost.

Students in grades 1-5 will be evaluated with marks of S, I, or NI. Students in grades 6-8 will be issued a letter grade. Each student will be tested twice each year. All students must participate in the physical best testing unless a written and valid excuse is given.

ALL EXTRA-CURRICULAR ACTIVITIES - POLICY

GRADES 2-5

Students must meet a minimum of 67% in a graded subject to remain eligible for all extra-curricular activities. Grades are checked at the mid-term and at the quarter. Students failing to maintain eligibility will be suspended for a two-week period. At the end of the two weeks, the student will be given "good" status if they can bring the grade up to a 67% level.

MIDDLE SCHOOL

Any student falling below a D+ or 67% level in a core subject, will be placed on academic probation for a period of two weeks. After that time, their grades will be reviewed and upon improving to a 67% or higher grade, they will be reinstated to the team or activity. Core classes will be checked every four weeks. (If the student is participating in athletics, during the two-week period, there will be no participation in practices or games. Students will be responsible for complying with the policies as listed in the Athletic Policy Manual).

CCA ATHLETIC PROGRAMS

FALL/SPRING SPORTS

SOCCER (COED, GRADES 6-8):

1. Coed soccer is offered in the fall (Sept. – Oct.) to grades 6-8. The team participates in the Greater Pittsburgh Christian Athletic League.
2. Practices are held after school from 3:00 – 5:00 PM.
3. Home games run from 4:00 PM to about 5:30 PM. Away games start at 4:00 PM, with a return time of around 7:00-7:30 PM, depending on travel and meal time.
4. Requirements: rubber spikes, shin guards, and knee-high socks to cover shin guards (uniforms are provided by CCA).

VOLLEYBALL (BOYS AND GIRLS, GRADES 6-8):

1. Volleyball is offered in fall (Sept. – Oct.) for girls in grades 6-8; in spring (April-May) for boys in grades 6-8. Teams participate in the Greater Pittsburgh Christian Athletic League.
2. Practices are held after school from 3:00 – 5:00 PM.
3. Home games run from 4:00 PM to about 5:30 PM. Away games start at 4:00 PM, with a return time of around 7:00-7:30 PM, depending on travel and meal time.
4. Uniforms are provided by CCA.

WINTER SPORTS

BASKETBALL (BOYS AND GIRLS, GRADES 2 - 3 TEAMS, GRADE 4 - 5 TEAMS):

1. Boy's season runs from December through February. Girl's season runs from February through April.
2. Teams participate in the Brownson House League in Washington. Practice is held after school, and most games are played on Saturdays, with a few weekday games.
3. There is an entry fee of \$50 for each player, of which the Brownson House charges around \$45 (varies each year) for participation in this league.
4. Uniforms are provided by CCA.

BASKETBALL (BOYS AND GIRLS, GRADES 6 - 8):

1. The season runs from November through February.
2. The team participates in the Greater Pittsburgh Christian Athletic League.
3. Practice is held after school and/or on Saturdays.
4. Home games are 3:30 PM for the girls, with the boys immediately following, about 4:45 PM. Away games also start at 3:30 PM and 4:45 PM, with a return time of around 7:00-7:30 PM, depending on travel and meal time.
5. Uniforms are provided by CCA.

SPORTS ACTIVITY FEE/INSURANCE (ALL GRADES):

1. An Activity Fee of \$50 **per** sport is due for all students participating in soccer, volleyball, or basketball.
2. Student athletes **must** provide proof of insurance to participate in **any** sport.

Sports schedules can be easily accessed from the CCA website: www.ccaschool.com.
Click on the "Athletics" link, then "Schedule."

PERMANENT STUDENT RECORDS

Each child will have a permanent record of academic and health information kept on file. These records are open to parents to view by filling out a Records Review Form, and submitting it to the office. However, it has been established in a court of law that records are the property of the school, and copies of these records can be impounded due to non-payment of tuition. It is the policy of Central Christian Academy that copies of school records be released directly to a legal guardian. Usual procedure when transferring to another school is as follows:

- The parent enrolls the child in their new school and signs a “Request of Records Form.”
- The records are then sent to the new school, via the post office or fax, based on their request.
- Records may be released by the school directly to a legal guardian if put in writing.
- The school will process records within a 48-hour period when a request is given.

FIELD TRIPS

Teachers are encouraged to take their class on field trips when appropriate. Students must realize that they are representatives of the academy and Christ when they are out in public.

Rules for field trips are:

1. Permission slips **must** be signed and returned to the teacher.
2. Students **must** wear uniform dress unless directed by their teacher.
3. All adults, guides, drivers, etc. are authority figures and will be respected.
4. There will not be any loud talking or singing on the bus. Horseplay is not permitted.
5. Parents who chaperone **are not** permitted to bring younger siblings.
6. Students in other grades **are not** permitted to attend sibling’s field trips.

Parents who chaperone are encouraged to not take siblings in other classes out of school early.

BIRTHDAYS AND SPECIAL PARTIES

If you desire to have a birthday celebration for your child at school, healthy snacks may be brought in and served at snack time to their class. Please provide napkins and plates if necessary. Gifts will not be permitted. If a party is planned outside of school, invitations may not be distributed in school unless all students in the child’s room are invited, in order to respect the feelings of all classmates.

Special holiday parties are scheduled during the school year. Special times of celebration are scriptural. However, we do not desire to conform to the world. Instead we plan to provide Christian alternatives for special days. Therefore, the following party schedule for students in grade K - 5 will be in effect:

- **Harvest Party**
- **Celebrate the birth of Jesus (grab bags are not permitted)**
- **Valentine’s Party**
- **Easter Party**

All parties, except birthday, must be approved by the office at least two weeks in advance. Time allowed is 90 minutes. Teachers will receive assistance from homeroom moms in planning and supervising activities.

INTERNET USAGE POLICY

The purpose of Central Christian Academy’s network is to advance and promote education, as well as to help students gain access to vast amounts of current research being conducted locally, nationally, and worldwide. Access to the internet must be in support of education and research. The use of the Internet Access Network is a privilege, not a right. Everyone is responsible for what he/she says and does on the network.

Student Responsibilities:

Students may use the internet only with permission from a teacher. That teacher or another staff member must be present in the classroom or computer lab during the time in which a student is using the internet. Students will not use the internet for commercial (buying or selling) purposes or political promotions. Students will not download or install a file of any sort (document, software, game, music, etc.) without permission from a teacher.

Students will not give out personal information such as their full name, home address, telephone number, school name, or location without a teacher's permission. Students should also avoid giving out the personal information of friends and family.

Students may not use chat rooms or instant messaging. No email is allowed on a school computer from a student. Students will not use the internet for harmful or illegal activities.

When using resources from the internet, students will be expected to follow copyright and software piracy laws. Plagiarism and the reproduction of copyrighted materials that do not follow the fair use doctrine of the copyright law are not acceptable.

Students should not attempt to discover passwords or change any security settings that the academy uses to control access to the computers or the internet. If the student accidentally discovers a password or changes a setting, they should tell the computer teacher as soon as possible.

Students will not attempt to deliberately disrupt the computer system performance through the intentional spreading of a computer virus. Students will treat the computers as public property, and will not attempt to alter or delete the files of other users unless specifically instructed to do so by the teacher.

INTERNET AND COMPUTER POLICY

Abbreviated Guidelines:

1. No student may access the internet without teacher permission **and** supervision.
2. Students **may not** send or receive email messages unless they are given permission by the teacher and are using it for a class assignment.
3. Any materials to be printed **must** be approved by the teacher.
4. Students **must** be supervised at all times when using the computer (whether in the computer lab or in the classroom).

Please note that additional rules and regulations may be added in the future if necessary.

SECTION 12

SUPPLY LISTS - 2016-2017

Kindergarten

- (1) large eraser
- (3) 24-pack only, crayons
- (2) glue sticks
- Scissors
- 2-pack Clorox Wipes
- (1) ream copy paper
- (2) boxes kleenex

Grade 3

- Bible (NIV)
- No. 2 pencils – (3) ten packs
(no mechanical – standard yellow only)
- Pencil box or bag
- Large eraser (ex. Pink Pearl)
- 24-pack crayons (24-pack only)
- 3-ring binder for Spanish
- (2) packages loose leaf notebook paper
- (3) glue sticks
- Scissors
- Ruler w/inches & centimeters
- (1) 1 ½” 3-ring sturdy hard cover binder
- (3) heavy duty plastic pocket folders -
solid colors only: 1 red, 1 blue & 1 yellow
- 3-hole punched pocket folder - solid color
- Composition notebook for journals
- (1) book cover
- (1) container Clorox Wipes
- (1) ream copy paper
- (1) box kleenex
- **Optional:** markers, 12-pack colored pencils

NOTE: No rolling backpacks, please

Grade 1

- Bible (NIV)
- Pencil box
- No. 2 pencils (no mechanical)
- (1) large eraser
- (2) 24-pack crayons
- (3) white glue sticks
- Scissors
- Ruler w/inches & centimeters
- (1) ream copy paper
- (1) box kleenex

Grade 4

- Bible (NIV)
- **Zipstyle** pencil pouch (soft only)
- (24) No. 2 pencils (no mechanical)
- (1) large eraser (ex. Pink Pearl)
- 1 set of each: colored pencils,
washable markers
- (1) red pen
- (1) dry erase marker
- (1) highlighter
- (1) glue stick (no runny glue)
- (3) spiral notebooks for taking notes
& journaling
- (3) 3-ring hard back 1” binders for
Spanish, Reading/Writing, Science/History
- (3) large book covers
- Scissors
- (2) packs loose leaf notebook paper
- (1) pair earbuds/earphones
- (1) ream copy paper - for Math
- (1) box kleenex

Grade 2

- Bible (NIV)
- No. 2 pencils w/erasers(no mechanical)
- Pencil box or bag
- 24-pack crayons (**24 packs ONLY**)
- Glue stick
- Glue bottle
- Ruler w/inches & centimeters
(no flexibles)
- Addition & Subtraction flashcards, up to 12
- Multiplication & Division flashcards,
facts up to 5
- (1) two-pocket folder
- Scissors
- Composition notebook for journals
- (1) container Clorox Wipes
- (1) ream copy paper
- (1) box kleenex

Grade 5

- Bible (NIV)
- Package No.2 pencils
- 2 large erasers
- (2) 3-ring binders w/dividers
- 1 notebook
- (2) composition books
- Scissors
- (4) book covers
- 1 roll Scotch tape
- Clip board
- (2) glue sticks
- (2) pkgs. college ruled paper
- 1 pkg. post it notes
- (3) folders (blue, red, yellow)
- (1) lrg. container Clorox wipes
- (1) ream copy paper
- (1) box kleenex
- **Optional:** crayons, markers,
pencil case/box, pens

SUPPLY LISTS - 2016-2017 (Cont.)

NOTE: No rolling backpacks, please

Grades 6, 7, 8 - Homeroom

- (1) ream copy paper
- (1) box kleenex

Grades 8 - Homeroom

- (1) Clorox wipes

Gr. 6 Bible

- Bible (NIV)

Grade 7 & 8 Bible

- Pencils
- Colored pencils
- Highlighter
- (1) 1" 3-ring binder
- Notebook paper
- Bible (NIV)

Grades 6, 7, 8 – Phys. Ed.

- Gym Uniforms – Top and Shorts

Grade 6 History/Math 6

- Pencils
- Colored pencils
- Highlighter
- (1) 1" 3-ring binder
- 5-tab dividers
- Notebook paper
- Hole reinforcements

Grade 7 History/Pre-Algebra

- Pencils
- Colored pencils
- Highlighter
- 1" 3-ring binder
- 5-tab dividers
- Notebook paper
- Hole reinforcements
- (1) pack of 3x5 index cards

Grade 8 History/Algebra

- Pencils
- Colored pencils
- Highlighter
- 1" 3-ring binder
- 5-tab dividers
- Notebook paper
- Hole reinforcements
- (1) pack of 3x5 index cards

Grades 6, 7, 8 Reading/English/Literature

- (1) 3-ring notebook for English
- (1) 3-ring notebook for girl's health class
- Notebook paper
- Pencils
- Black or blue pens
- Book covers
- Composition book for journals
- Colored pencils or crayons
- Pencil case

Gr. 6, 7, & 8 Science

- (1) 1" 3-ring binder
- Colored pencils
- Erasers
- Highlighters
- Notebook paper

*Physician/Parent Request for
Authorization to Administer Medications/Treatments*

- Medication should be given at home in every instance unless the physician states it must be administered during school hours.
- **Prescription medicine sent to school must be in a pharmacy-labeled container. The label must show the student's name, medication, dose and time to be administered.** Parents may request that the pharmacist dispense two bottles of medication, one for home and one to keep at school.
- Over-the-counter medication will not be given unless accompanied by a parent's written directive that it be administered during school hours. **Over-the-counter medication must be provided by the parent in the original container with the child's name on it. This includes items such as tums, tylenol, advil, etc.** None of these items may be carried by the student. They must be dispensed by the health station designee. **Teachers do not dispense medication in the classroom.**
- When starting a new medication, the first dose should always be given at home in case any adverse or allergic reaction would occur.

To be completed by physician:

Student _____ Date of birth _____

Medication _____ Dose and time _____

Diagnosis for which medicine is given _____

Side effects/restriction _____

Date of request _____ Date of termination _____

STUDENTS WITH INHALERS:

Student has demonstrated the ability to recognize when an inhaler is needed, is capable of self-administration, and may carry their own inhaler: YES NO

STUDENTS WITH EPI-PENS:

Student has demonstrated the ability to recognize when an epi-pen is needed, is capable of self-administration, and may carry their own epi-pen: YES NO

Physician's Name (Printed) _____ Date

Physician's Signature

To be signed by parent/guardian:

I acknowledge that in complying with the Request for Authorization for Administration of Medication, and in accordance with the current physician's order, I release and indemnify Central Christian Academy, its officers, agents, and employees from liability resulting from administration of the medication or the supervision of self-administered medication.

Parent's Name (Printed) _____ Date

Parent's Signature

CENTRAL CHRISTIAN ACADEMY

145 McGovern Road, Houston, PA 15342

www.ccaschool.com - cca@ccaschool.com

PH: 724-746-4902 - FAX: 724-746-5053

EDUCATIONAL TRIP FORM

Student's name: _____ Grade: _____ Teacher: _____

Date of trip: _____

Location of trip: _____

Educational objectives of trip:

Your child is responsible for all homework and classroom assignments that they miss during the trip. Upon returning, your child is to get all missed assignments from their teacher. If you would like your child to take their work on the trip, please submit this form five (5) school days before you leave.

Please check one:

_____ My child will complete all work when they return.

_____ I am requesting to pick up my child's work before the trip. I am allowing the teacher five (5) school days to gather the work.

Parent Signature

Administrator's Signature

_____ **Trip approved**

_____ **Trip not approved**

Copy to parent _____

Copy to the teacher _____

Copy to student's file _____

STUDENT EXCUSE FORM – ABSENT OR TARDY

Dear _____,

My child, _____, was absent _____, tardy _____ from school on _____ because _____.

All schoolwork that was missed will be completed.

Thank you,

Parent Signature

Date

STUDENT EXCUSE FORM – ABSENT OR TARDY

Dear _____,

My child, _____, was absent _____, tardy _____ from school on _____ because _____.

All schoolwork that was missed will be completed.

Thank you,

Parent Signature

Date

STUDENT EXCUSE FORM – ABSENT OR TARDY

Dear _____,

My child, _____, was absent _____, tardy _____ from school on _____ because _____.

All schoolwork that was missed will be completed.

Thank you,

Parent Signature

Date