

STATEMENT OF ASSURANCE

By signing below, we verify that we have received a copy of the Central Christian Academy Handbook. We have read and understand the rules outlined in the handbook and agree to abide by those rules. If there are any concerns, it is your responsibility to meet with the teacher and/or principal and discuss them. We understand that student's pictures/images and/or videos may be included in newspaper articles, advertisements, other publications of school events and performances, on our website and/or facebook page or other social media sites, etc. If you wish to exclude your child from such publications, please check the appropriate box below.

Student Signature _____

Parent/Guardian Signature _____

Date: _____

Yes, my child's name, picture, or video may be included in media publications.

No, my child's name, picture, or video may *not* be included in media publications.

Please tear out this page and return to the office upon acceptance for enrollment, before the first day of school.



CENTRAL CHRISTIAN ACADEMY WARRIORS

34 School St.
Gray, KY 40734
Phone (606) 404-6511
Fax (606) 404-6514

<http://www.centralchristianky.com>

Travis Mills, Principal

travis.mills@centralchristianky.com

Introduction

This handbook is to be read and the Assurances Page must be signed by the student and parent. In order for a student to be enrolled on the first day of school, this page must be submitted to the front office. Signatures indicate that you understand and will follow the rules presented in this booklet and that you will strive to follow the “Warrior Way”.

1st Edition
Updated Fall, 2020



Statement of Non-Discrimination

Central Christian Academy does not discriminate in hiring or enrollment practices on the basis of race, color, or ethnic origin.

Dear Central Christian Community,

Welcome to Central Christian Academy! We're so glad that you have chosen to attend Central Christian Academy and that we have the opportunity to serve and minister to your family. To get started, we want to share a little bit about our history and purpose. Central Christian Academy was created out of a vision to fill the need of Christian education in our community. Our school is a collaboration between the Appalachian Restoration Project, various churches, and other Christian-based organizations in the region who want to make quality, Christian education accessible to the families in our area. CCA is a non-affiliated, non-denominational, non-profit organization.

We strive to follow the scriptural imperative of Deuteronomy 6:5-7: "And thou shalt love the Lord thy God with all thine heart, and with all thy soul, and with all thy might. And these words, which I command thee this day, shall be in thine heart: and thou shalt teach them diligently unto thy children." We understand the importance of training children to be Godly men and women. In a world filled with hate and selfishness, our goal is to show them love and compassion. Central Christian Academy does not seek to reform, but to train Christian youth of every ability in the highest principles of Christian leadership, self-discipline, individual responsibility, personal integrity, and good citizenship. CCA teaches the highest standards of morality and Christian behavior.

This handbook has been prepared by our administrative staff to provide information regarding the rights, responsibilities, and expected behavior of all staff, students, parents, and guardians, during the school year, including after school extracurricular activities. If you have any further questions or requests, you may direct them to the school principal or secretary using the contact information provided on the cover of the book. Again, we look forward to serving you and your family, and best wishes for a great school year!

Sincerely,

Travis Mills

Principal

Table of Contents

History and Purpose.....	8
Mission/Vision.....	8
Statement of Faith.....	8-10
The Warrior Way.....	11
Our Objectives.....	11
Goals of Christian Education.....	11
Staff.....	12
Admissions Policy.....	12
Application Process.....	12-13
Requirements.....	12
Process for Applying.....	12
Re-enrollment/Withdrawal.....	14
Transfers.....	14
Age Requirements.....	14
Financial Information.....	15
Financial Policy.....	15
Registration Fee.....	15
Tuition Schedule.....	15
Income-Based Tuition.....	15
Book Fee.....	16
Delinquent Accounts Procedures.....	16-17
Schedule & Procedures.....	17-18
Class Times.....	17
Drop-off/Pick-up Procedures.....	18
Attendance.....	19
Procedures for Tardies.....	20
Procedures for Excusing Absences.....	20
Excessive Absences.....	20
Inclement Weather Policies.....	20-21
Remind App for Text Notifications.....	21
Student Arrival/Dismissal.....	21
Lunch.....	22
Lunch Times.....	22
Snack Time.....	22
Concessions.....	22
Recess.....	22
Safety Policies & Procedures.....	23

Table of Contents (cont.)

Medical Guidelines.....	23-24
Medical History Report.....	23
Vaccinations.....	23
Medication Administration.....	24
Academics.....	25-28
Grading Policy.....	25
School-wide Grading Scale.....	25
Progress Reports.....	25
Honor Roll.....	26
Homework.....	26
Testing Policies.....	26
Extracurricular Activities.....	27
Promotion/Retention.....	27
Field Trips & Incentives.....	27
Permission Slips.....	28
Code of Conduct.....	28
General Rules.....	28-29
Dress Code.....	30-31
Cell Phone Policy.....	31
Discipline.....	32
Corporal Punishment.....	32
Detention.....	33
Search & Seizures.....	33
Suspensions & Expulsions.....	33-34
School Supplies & Resources.....	34
Lost & Found.....	35
Technology.....	35
Volunteers/Parental Involvement.....	35-36
Responsibilities & Expectations.....	36
Records Review Policy.....	36

History and Purpose

Central Christian Academy was founded in March of 2020 in response to the need for communal Christian education in the tri-county area. Our goal is to not only provide your children with a quality education but to train them in the ways of the Lord while equipping them with the tools necessary to live a productive and fruitful life as a servant of Jesus Christ, fulfilling their God-given purpose on this earth. The objective of our school is not to reform your child, but to be an extension of the Christian home in training young people in a Christ-centered academic environment.

Mission/Vision

“It is the vision of Central Christian Academy to engage students in a quality Christ-centered education that equips and challenges them to reach their unique potential spiritually, academically and socially, while preparing them for responsible service in the kingdom of God.”

Statement of Faith

1. The Scriptures

The Holy Bible was written by men divinely inspired and is God's revelation of Himself to man. It is a perfect treasure of divine instruction. It has God for its author, salvation for its end, and truth, without any mixture of error, for its matter. Therefore, all Scripture is totally true and trustworthy. All Scripture is a testimony to Christ, who is Himself the focus of divine revelation. The Bible is the final authority for all we believe and how we are to live.

2. God

There is one and only one living and true God. The eternal triune God reveals Himself to us as Father, Son and Holy Spirit, with distinct personal attributes, but without division of nature, essence, or being. We believe that Jesus Christ is God incarnate, fully God and fully man; that He was conceived and born of a virgin, lived a sinless life, and offered Himself as a sacrifice for sinners.

By His blood shed at the cross, He obtained for us eternal redemption, the forgiveness of sins, and life everlasting. He was raised bodily on the third day and ascended to the right hand of the Father, there to make intercession for the saints forever.

3. Man

Man is the special creation of God, in His own image. He created them male and female as the crowning work of His creation. By his free choice man sinned against God and brought sin into the human race. The sacredness of human personality is evident in that God created man in His own image, and in that Christ died for man; therefore every person of every race possesses dignity and is worthy of respect and Christian love.

4. Salvation

Salvation involves the redemption of the whole man, and is offered freely to all who accept Jesus Christ as Lord and Saviour, who by His own blood obtained eternal redemption for the believer. We believe that salvation is by grace alone, through faith alone, in Christ alone. No ordinance, ritual, work, or any other activity on the part of man is required or accepted in order to be saved. This saving grace of God, through the power of the Holy Spirit, also sanctifies us by enabling us to do what is pleasing in God's sight in order that we might be progressively conformed to the image of Christ.

5. Baptism & The Lord's Supper

We believe that water baptism and the Lord's Supper are the two ordinances of the Church to be observed until the time of Christ's return. They are not a means of salvation, but are channels of God's sanctifying grace and blessing to the faithful in Christ Jesus.

6. The Church

We believe that the Church is God's primary instrument through which He is fulfilling His redemptive purposes in the earth to equip the saints for the work of ministry. God has given the Church apostles, prophets, evangelists, pastors, and teachers. We also affirm the priesthood of all believers and the importance of every Christian being joined with and actively involved in a local community of the saints.

7. Missions

We believe that God has called the Church to preach the gospel to all nations, to minister to their needs through sacrificial giving and service. This ministry is an expression of the heart of the Lord Jesus Christ and is an essential part of the kingdom of God.

8. Family

God has ordained the family as the foundational institution of human society. It is composed of persons related to one another by marriage, blood or adoption. Marriage is the uniting of one man and one woman in covenant commitment for a lifetime. A husband is to love his wife as Christ loved the church. He has the God-given responsibility to provide for, to protect, and to lead his family. A wife is to submit herself graciously to the leadership of her husband even as the church willingly submits to the headship of Christ. She has the God-given responsibility to respect her husband and to serve as his helper in managing the household and nurturing the next generation. Children, from the moment of conception, are a blessing and heritage from the Lord. Parents are to demonstrate to their children God's pattern for marriage and family.

The statement of faith does not exhaust the extent of our beliefs. The Bible itself is the inspired and infallible Word of God which speaks with the final authority concerning truth, morality, and the proper conduct of mankind. It is the sole and final source of all that we believe. For the purpose of our practices, policies, and discipline, our principal is the interpretive authority.

“The Warrior Way”

- I will respect myself and all members of the CCA community.
- I will make CCA a better place through my words and actions.
- I will strive to be a Christian example for my peers and family.

Our Objective

The primary objective and purpose of the school is to train its students in the Christian lifestyle, to provide a sound academic education, and to develop students with a Christian worldview. We seek to train our students to evaluate knowledge in the light of biblical truth. Through the power of God working in each individual, Central Christian Academy expects their students to reach their full potential in every aspect.

Goals of Christian Education

1. To present every child complete in Christ.
2. To educate the spirit, mind, and body.
3. To provide knowledge of God’s universe.
4. To present God’s perspective of man and world history.
5. To prepare students both for things temporal and eternal.
6. To train students to be pleasing servants of the Lord.
7. To train students to glorify God and enjoy him forever.

Staff

Our staff is made up of Christian men and women who are certified educators that are dedicated to the spiritual growth of your child. Every teacher at Central Christian Academy has made it their purpose to cultivate the academic, spiritual, and physical growth and development of the children at our school. You can email the school at contact@centralchristianky.com for questions about teacher certifications and screening policies.

Admissions Policy

Central Christian Academy does not discriminate in hiring, enrollment, or inclusion practices on the basis of race, color, national or ethnic origin. The following policies and procedures outline our admissions process:

1. All new students are admitted on probation for the first nine weeks.
2. Any exception to the admission policy made for one student does not necessarily mean an exception will be made for others.
3. Children who have been expelled from another school will not be admitted into Central Christian Academy.

Application Process

Parents wishing to obtain information about the school and its programs, or to enroll their children in the school, should contact the school office at (606) 404-6511 or visit our website at www.centralchristianky.com.

Student enrollment is limited based on class sizes, as determined by space and availability of resources and staff. Enrollment begins in the spring for the following school year. Admission applications and financial applications are required for admission, and are first come, first serve.

Application Process (cont.)

Requirements:

1. Completed Application - All corresponding enrollment documents
2. Immunizations - Kentucky state law requires that parents or guardians of all minor children in grades K-12 for all public, parochial, or private schools, present a certified copy of required immunizations upon school enrollment.
3. Birth Certificate - A copy of the student's birth certificate must be submitted with the admissions application. Those enrolling in kindergarten must be five years old on or before October 1st.
4. Report Card - School record of progress from previous school, if applicable.
5. Social Security Card - A copy of student social security card
6. \$50 Registration Fee

Process for applying:

1. Obtain a student enrollment packet, which includes a financial application, from the office.
2. Submit the student enrollment packet and the financial application to the office, a signed Statement of Assurance found at the front of this handbook, along with a copy of the parents/guardians' IDs, the student's social security card, and an immunization certificate from your physician.
3. The office staff will call for an interview of parents and students, if necessary.
4. Parents will be notified of acceptance by phone or by mail.

If accepted:

1. Parents will submit a \$50 registration fee per student and the first month's tuition within 7 days of acceptance, and no later than the Friday before school starts. You will be required to sign the financial contract and provide payment information at this time as well for the monthly payment program, unless you want to pay a full semester or full year's tuition up front.
2. Parents will also receive a pick-up pass with the student's name and student ID on it. Remember, anyone given permission to pick your student(s) up from school must be listed on the emergency info sheet and must bring this pass with them to pick up your student(s).

Re-enrollment/Withdrawal

During the month of April, re-enrollment for the fall term for current students is accepted on a first come, first serve basis. Students for whom a re-enrollment application is not submitted by the end of the current school term are not guaranteed their spot in the fall. All applications for re-enrollment must be approved each year, at the sole discretion of the academy. Parents wishing to withdraw their student(s) from the academy may do so upon making written notification. A personal letter or school supplied form may be used. **Monthly tuition is required if a student attends one or more days in that month and will not be refunded in the event that a student withdraws in the middle of the month.**

Transfers

Transfer students will be accepted under the condition that the grade is not already capped. Central Christian Academy is not an alternative school and will not accept students who have been suspended or expelled from another school. All transfer applications are probationary agreements and subject to administrator approval.

Age Requirements for Admission into Grade Level

Preschool: Preschool is not required in the state of Kentucky. Students must turn 3 on or before August 1st to be admitted into preschool, however preference is given to students turning 4 on or before August 1 of the school year for which he/she is being enrolled. Any student wishing to enroll in Preschool **MUST** be potty trained before admission. Preschool is a full-day program from 7:45 AM-4:00 PM.

Kindergarten: Students are required, by law, to begin school the school year immediately following their 5th birthday. If your child turns 5 before August 1st of the upcoming school year, he/she will be admitted into Kindergarten and must meet all attendance requirements as other students.

Grades 1-6: All other students are required to be enrolled before August 1st, preferably at least one week prior to the beginning of the upcoming school year, in order to ensure all necessary registration is complete and he/she is prepared with resources and information for a successful start to the school year.

Financial Information

Financial Policy

Central Christian Academy strives to make quality Christian education affordable to every family. Therefore, it is essential that all tuition fees be paid promptly. This is why parents are required to provide credit/debit card authorization for monthly tuition charges at the time of enrollment. Students attending one day or more of any monthly period will owe the full month's tuition.

Registration Fees

There is a one-time, non-refundable, non-transferable, \$50 registration fee per student to process your application and provide you with forms, documents, and other registration materials. This is not included in the tuition fees. With each registration fee, each student will receive a student handbook and all other necessary forms and materials for registration.

Tuition Schedule

# of Children	Annual Fees	Monthly Payment
First Child	\$2,000	\$200/month
Second Child	\$1,500	\$150/month
Third Child	\$1,000	\$100/month
Additional Children	\$0.00	\$0.00/month

**If you choose to pay the full year's tuition fees upfront, you will receive a 15% discount.*

**If you choose to pay a full semester's tuition fees upfront, you will receive a 10% discount.*

Income-Based Tuition

We offer an income-based tuition plan that is determined by the AGI and number of dependents in each household. Applications are available for families who meet low-income requirements. You may obtain this application from the office.

Book Fee/Curriculum Fee

Each scholastic year, there is a one-time, \$200, book fee for each student enrolling. The book fee is non-refundable and needs to be paid on or before July 15th of the upcoming fall term or, preferably, by the end of the previous school year, when re-enrollment forms are being submitted.

Disclaimer

Central Christian Academy strives to maintain the lowest possible cost to our families. It is essential, therefore, that all tuition and curriculum fees be paid promptly. Students attending one day or more of any monthly period will owe the full month's tuition. Any exception to the financial policy and fees made for one student does not necessarily mean an exception will be made for others.

Delinquent Accounts Procedures

Accounts should be kept current or paid in full. Central Christian Academy depends on the revenue generated by tuition to cover the operating expenses of the school. Delinquent accounts cause a funding imbalance that jeopardizes the work of the school.

Tuition is due by the 1st of each month. Monthly payments not made by this date are considered delinquent. It is not our desire to turn anyone away due to unforeseen emergencies but we must remain financially solvent and cannot accomplish that without the funds provided by tuition payments.

If your account is delinquent, you must make an appointment with the school administrators by the 10th of the month to develop a plan for payment, in order to keep the student enrolled in school. At the meeting, a plan will be developed and signed by the parent/guardian and the school administrator. Failure to comply with the terms outlined in the plan will result in the student being withdrawn from the school. If no appointment is scheduled and no plan for remittance is made with administrators by the 15th of the month, the student will automatically be withdrawn from the school.

Delinquent Accounts Procedures (cont.)

In the event a student leaves the school with a delinquent account, no grades, credits, progress reports, records or transcripts will be released until the balance on the account has been paid.

All accounts must be paid in full by the end of the school year.

There will be a \$25.00 service fee applied to all returned checks. The check amount plus the \$25.00 is to be paid by cash or money order at the school office. Uncollected checks will be turned over to the county attorney's office.

A student is not considered withdrawn until the school business office receives an official school withdrawal form. This form can be obtained in the school office. All school books, materials, equipment, and other school-related business, including tuition, must be finalized and turned in before the withdrawal can be completed. If a student withdraws at the beginning of the month, the parents are still responsible for the full month's tuition. All obligations, including financial, must be cleared before final withdrawal.

Schedule & Procedures

School Day 7:45 AM to 4:00 PM

Class Times

1. Students may enter the school building no earlier than 7:00 AM, and all students must exit the school no later than 5:00 PM.
2. If there is an emergency, parents should contact the office no later than 3:30 PM to let us know you will be later picking your child up.
3. Extracurricular activities are supervised by the teacher in charge of the activity and information on days and times for these will be communicated to students and parents by that teacher.

Schedule & Procedures (cont.)

Morning Drop-off

1. Enter the drop-off loop on the west side of the building and exit onto Jones St.
2. For safety sake, remind all passengers to exit the vehicle on the curb side.
3. Never pass a car that is unloading in the drop-off circle
4. Do not park your car in the drop-off loop. If you need to enter the building, park your car in the visitor parking lot and enter the building through the main entrance. The doors are open 7:00 AM-7:45 AM every morning.
5. Please encourage the passengers to exit the vehicle quickly so that others behind you can do the same.
6. Students are tardy if they are not in the classroom/gymnasium by 7:50 AM.

Afternoon Pick-up

1. Students in PreK will exit the building first at 3:45 PM. They will exit the building through the front door, walk down the west sidewalk, and load in the student pick-up line on the west side of the building. PreK students must be signed out by a parent/guardian.
2. Students in grades K-2nd will exit the building first at 4:00 PM. These grades will exit through the front door, walk down the west sidewalk, and load in the student pick-up line on the west side of the building.
3. Students will load with their parent/guardian that has a student pick-up pass.
4. Students in grades 3rd-6th will exit the building from the back hallway at 4:05 PM. These grades will load from the back hallway exit door.
5. Do not move your vehicles until directed to do so by one of the staff members.
6. Do not park in a handicap designated area without a permit or unless directed to do so by a staff member.

**SAFETY IS THE TOP PRIORITY DURING DROP-OFF
AND PICK-UP**

Attendance

Students are required by law to attend a minimum of 1,062 hours of school in a given school year.

1. **Tardies:** The school day is from 7:45 AM to 4:00 PM. Students who arrive after 7:50 AM are considered tardy. Students who leave before 3:30 PM are also considered to have a tardy.
2. **Absences:** Students who are absent from the school will be required to submit a parent or doctor's excuse for the absence to be permitted to complete assignments for that day.
3. **Early Dismissal/Half Days:** Students who check out before 12:30 PM are considered half-day absent (2 half-days equals an absence). Check out after 12:30 PM is counted as a tardy. A parent is required to sign a student out when leaving early.
4. **Perfect Attendance:** Perfect attendance is defined as no absences (excused or unexcused) and no unexcused tardies.
5. **Attendance Records:** Attendance reports are sent home with progress reports each academic quarter, and parents and students should make sure all absences are excused on this report.
6. **Doctor's Excuses:** There is no technical limit on doctor's excuses, however if a student requires more than 10 days of doctor's excuses, a form must be completed by the doctor describing the student's reason for excessive absences.
7. **Parent Excuses:** A maximum of 8 parent excuses may be submitted for one school year. After that, a doctor's excuse is required to excuse an absence.
8. **Unexcused Absences:** School attendance is required by law, and excessive absences are cause for dismissal from extracurricular activities for the duration of the school year. Continued tardiness will necessitate a conference with parent and principal, possibly leading to suspension.
9. **Make-up Work:** Students with excused absences will have the same number of days to complete the work as were missed. If a student missed work due to an unexcused absence, no makeup work is permitted. The student will be allowed to take missed tests or quizzes. Any student suspended from school for disciplinary reasons (in house or not) will make up work but receive no credit. The principal and teachers reserve the right to make exceptions to this rule on a case-by-case basis.

Procedures for Tardies

If a student receives four tardies in one semester, disciplinary action will be taken. Parents will be notified at that point. This will be monitored by the office. According to Kentucky State Law, a student who receives three or more unexcused absences or is tardy three or more days in a year without a valid excuse is truant. If tardiness is not corrected, a student may be dismissed from CCA or reported to county juvenile authorities for truancy.

Procedures for Excusing Absences

Upon returning to school after an absence, a student has 3 days to turn in a written note from their parent or guardian stating the reason for the absence, dates of absence(s), and signature of the parent/guardian. If notification is not received within 3 days of return, the absence will remain unexcused. In the case of an absence requiring a physician's attention, students must furnish the office with a medical excuse from the attending physician, again within 3 days.

Excessive Absences

Excessive absences will inhibit a student's progress. When a student has been absent from school without a valid excuse for more than five days, a conference will be scheduled with the principal to discuss the excessive absences. After the student has accumulated a total of ten unexcused absences another conference will be scheduled. Following the fifteenth unexcused absence, the parents and the student will be scheduled to meet with the principal for consideration of expulsion. If expulsion does not follow, a plan devised by the principal will be followed regarding any further unexcused absences.

Inclement Weather Policies

Central Christian Academy does not cancel classes with the public school system. There are times we will have school when the public schools do not. If possible, decisions about cancellation will be made the night before. Morning decisions about school cancellations will be made by 5:45 AM and broadcasted on WYMT, LEX18, WKYT, our Remind App, and our school Facebook page. If you do not see or hear our cancellation notices, assume that school is in session. To sign up for our school-wide texting app (Remind) using the instructions below.

Remind App for Text Notifications

Parents and students can download the Remind app and enroll in our “classroom” for announcements and cancellations. Search for our school using the credentials below:

Classroom: Central Christian Academy

Code: ccaw2020

Student Arrival/Dismissal

- Students must enter/exit through the front door of the school to ensure the safety of all students and staff.
- Student drop-off will begin at 7:00 AM.
- Student dismissal/pick-up will begin at 4:00 PM. (3:45 PM for PreK)
- After school programs will run until 5:00 PM.
- During parent pick-up, you will be required to show your student pick-up pass, given to you at time of enrollment. Only parents/guardians of a student will be permitted to pick up a child, and only if he/she has the student pick-up card with them, with the correct student’s name on the card.
- If you need someone else to pick up your child, they must be listed on the child’s emergency information sheet and they must bring the student pick-up card for the student to be permitted to leave with them, as well as a photo ID.
- At no point after arriving on school grounds is a student to leave the school before the end of the day dismissal without signing out through the front office.
- Students skipping school or class face serious disciplinary action including suspension or expulsion.
- Parents who come to pick up students early are required to sign them out in the school office.

Lunch

The school does not provide a breakfast/lunch program. Students should eat breakfast before school and pack their lunch each day. Parents should make every effort to provide easily accessible lunches for their students that do not require refrigeration or heating, because lunch time and resources for such are limited. Students are seated in our lunchroom by class and have a set time each day for lunch.

Lunch Times

Pre-K - 1st Grade:	10:30 AM - 11:00 AM
2nd - 4th Grade:	11:00 AM - 11:30 AM
5th - 6th Grade:	11:30 AM - 12:00 PM

Snack Time

Snack time is between 2:00 PM and 3:00 PM for all students, depending on their recess time. Parents, please send snacks or money to buy snacks with your child each day. The school will have snacks to provide in the case that a student does not have snacks for the day.

Concessions

Thursdays will be concession days. This is a school-wide fundraiser which provides the funds for a field trip for each class per semester. Snacks and drinks range from \$1 to \$2 each. We encourage you to send money each Thursday with your student(s) to purchase snacks. Again, if a child is without snacks for the day, the school will provide one.

***Please let us know if your child has allergies to peanuts or other foods, that could affect what the school allows or provides to students school-wide.**

Recess

Students will have recess outside or the in gym, weather-permitting, at the following times each day:

Pre-K - 1st Grade:	11:00 AM - 11:30 AM
2nd - 4th Grade:	11:30 AM - 12:00 PM
5th - 6th Grade:	12:00 PM - 12:30 PM

Safety Policies & Procedures

Safety of students and staff is our top priority! To ensure the safety of all, we have set in place multiple safety procedures, which are practiced with students and staff at the beginning of each school year, and at least once each semester.

The following procedures are included:

Fire & Safety Drills

Tornado Drills

Earthquake Drills

Violent Threat Drills

*Student-Specific Drills for classrooms with students prone to seizures, diabetic emergencies, etc.

**These will be addressed on a case-by-case basis, as such situations are documented in a student's medical report.*

We have fire evacuation plans posted throughout the school and these are introduced to all students and staff at the beginning of the school year and are used as reminders throughout the year.

If you have any questions regarding school safety, please feel free to contact the office at any time.

Additionally, each volunteer, substitute teacher, and faculty member has been through an FBI background check and drug screening process.

Medical Guidelines

Medical History Report

- Students with medical issues that need attention during the school day must fill out a medical history report during enrollment.

Vaccinations

- Students are required to be up to date on vaccinations and must provide a current certificate of vaccinations from the physician's office. If your child is filing for exemption from certain immunizations, a written notification must be on file of those exemptions.

Medical Guidelines (cont.)

Over the Counter Medication Administration

- No staff member will be allowed to administer any medicines, including Tylenol, Ibuprofen, sick stomach medicine, cough medicine, or any other over-the-counter medication without written permission from the parent.
- There is a medical information section in the student enrollment packet where parents may give permission for their student to receive over-the-counter medications at school by authorized office staff.
- All medications must be kept in a locked cabinet in the office and will be administered in the office by authorized staff only.
- A medication log will be kept for each student authorized to receive medicines at school, which will include specific medications allowed, dosage information, allergy information, and a running log of the dates/times along with administering staff member's initials each time a medication is given.

Prescription Medication Administration

- Prescription medications that need to be administered during school hours must be included on the parent authorization section of the medical information form in the student enrollment packet.
- Prescription medications require a copy of the physician's orders/prescription, which must be in a student's file as well as in the cabinet with the medication.
- A prescription medication log will be kept for each student who must receive prescription medication at school. This log will include the same information as the over-the-counter medication log.
- All faculty and staff will receive a medical administration training annually.
- When any student has a physical challenge that limits activity or prohibits a particular activity, the school requires a note from the family medical doctor indicating the reason for the limitation and the period of time for which limitation is valid.

Academics

It is our goal to provide every student at Central Christian Academy with a high-quality education in a Christian environment. In order to do so, we utilize the Abeka curriculum, which is a rigorous, Christ-centered educational curriculum for all grade levels and subjects. For more information on our curriculum, you may visit our website, or you may visit the Abeka website, at <http://www.abeka.com>. Students in 3rd-6th grades will also receive supplemental instruction from Saxon Homeschool and Rod and Staff Publishers.

Grading Policy

Grades are determined by homework and assessments. Specific grading policies of each teacher/classroom are outlined in a class syllabus, given to all students at the beginning of each school year. If you have questions regarding your student's grades or their teacher's grading policies, you may contact the teacher using the communication methods provided by them in the syllabus.

School-wide Grading Scale

90-100%	A	Excellent achievement
80-89%	B	Above average achievement
70-79%	C	Satisfactory achievement
60-69%	D	Passing, below satisfactory achievement
59% or below	F	Failing-insufficient achievement to pass

Progress Reports/Report Cards

Report cards are sent out at the end of each quarter (9-weeks). These will be sent home with students and it is required for parents to sign and return these to the front office to ensure that parents have seen and understand their student's progress. We will also have an open house where parents can meet teachers and discuss their students behavior and academic progress once per semester. Progress reports will be sent home every 4.5 weeks to notify parents of student progress.

Honor Roll

Honor Roll will be recognized every 9 weeks. Honor Roll will be determined as 3.5-4.0 GPA with no grade lower than a B. Names and grades of students may be posted or published by the school or local newspaper. Please review this policy in the statement of assurances page about student pictures and information being used by the school.

Homework

Homework does count for part of the student's grade, and the exact percentage is outlined in the teacher's syllabus for each grade level, which is given to students at the beginning of the school year.

Homework is designed to enhance student learning, and allows for practice of the standards taught in class. It is our policy that homework is not "busy work". The amount of homework given for each subject is at the discretion of the teacher. All teachers work within our policy to limit homework to no more than 30 minutes to one-hour per day for the average student, and less, if possible. Daily focus will be on reading and math, as these subjects are critical to the success of students in all other subject areas, but other subjects are included as well.

Testing Policies

Tests make up the majority of a student's grade in a particular subject. This is because our focus is on each student mastery of the curriculum. For this reason, our teachers make every effort to provide individualized learning opportunities, and each of them are skilled at doing so. Our curriculum is rigorous, but there is also ample opportunity for practice, re-teaching, and real-life application of the standards taught, to give all students opportunity for success and growth in every subject. Testing policies are at the discretion of individual teachers, and are included in the class syllabus, given out at the beginning of the school year. Typically, no more than one test per week will occur in each subject. Students will also participate in bi-annual diagnostic exams through the MAP program that will assess student growth and whether the student is performing below, at, or above grade level.

Extracurricular Activities

Participation in extracurricular activities at Central Christian Academy is a privilege, not a right. Uniforms must comply with school dress code. PE uniforms are appropriate for practice. A cumulative grade point average of a C is required to participate in extracurricular activities. This means, when the cumulative grade from all subjects are averaged, a student's percentage must be a 70% or greater, **AND** the student must have no failing grades (59% average or below) in any subject. If a student is put on probation from an activity for their grades, they must bring this grade up to meet GPA requirements before they will be allowed to participate in extracurricular activities again. Students must be present ½ day on game day to participate in extracurricular activities. 12:30 PM will be considered midday. The student-athletes must maintain an excellent disciplinary record at CCA. Student-athletes may be suspended or dismissed from the team as a result of disciplinary actions taken within the school. Teams will assemble on the field/court for prayer immediately before the games.

Promotion/Retention

PreK & Kindergarten: The decision to promote will be made by the teacher with parental input through conferences.

Grades 1-6: Failure of one Core Class (Math, Science, Reading, English, Spelling, History) will require summer school or retention. Failure of two or more classes in any subject will result in retention.

Field Trips & Incentives

Incentives are given to students who excel in the classroom and in their behavior and character. These are at the discretion of the principal and teachers, but the basic rules for earning school-wide incentives, such as field trips, special snack days, or other activities include:

- Students must maintain an average of 80% for all subjects to be considered for school-wide academic incentives.
- Students must have no grades below a C average (70%).
- Students must have no more than one discipline referral for a given quarter.
- Students must have no more than one unexcused absence for the semester.
- Students must have no more than 3 tardies for the semester.

Permission Slips

In order to participate in field trips or extracurricular activities of any kind, a student must have a permission slip signed by a parent/guardian, and these must be specific for each trip/activity they intend to participate in.

Code of Conduct

We believe that discipline is necessary for the welfare of the student as well as the entire school. Each teacher is required to make and enforce classroom regulations in accordance with Christian principles, administrative directives, and discipline as set forth in the Scriptures. Central Christian Academy expects full cooperation from both the student and parents in its educational efforts. If, at any time, the school feels this cooperation is lacking, the student may be requested to withdraw. Also, if a student's behavior indicates an uncooperative attitude, the student may be dismissed. Biblical principles used by Central Christian Academy for guiding children to predetermined discipline goals include: (1) Instruction (2) Correction (3) Exhortation (4) Rebuke and (5) Chastisement (rod of correction). Items 1-3 will occur as rules are established in the classroom and handbooks are reviewed. Items 4-5 occur when students ignore items 1, 2, or 3. Our goal is to assist you in developing a disciplined character in your child. Discipline and learning work hand-in-hand in a successful Christian school environment. It is expected that students at CCA will put forth a quality effort to listen and obey the voice of their "inner man" and to exemplify Christ-like character.

General Rules

1. All students are expected to do their best to obey those that have authority over them.
2. All students are expected to arrive at and leave assemblies, chapels, and classes on time and in an orderly fashion.
3. Students may not use, write, distribute, or wear articles of clothing with profane, indecent, or obscene language or gestures or drug paraphernalia.
4. Smoking is not permitted by staff, students, or parents on any area of our campus at any time.
5. No running, loud noise, or horseplay is permitted in the hallways during school hours. This is a disruption to other classes.

General Rules (cont.)

6. Cell phones, iPods, or other technological devices are not permitted to be out during school hours, unless specifically allowed by a teacher on a given day for educational purposes only. For more information on our cell phone/electronics policy, see the section below.
7. Students must follow the dress code, or they will be asked to call parents for a change of clothes or suspended from school for the remainder of that day. Failure to comply with dress code on a regular basis will result in expulsion from school.
8. Students will wear only prescribed glasses inside (no sunglasses).
9. Students on lunch break must remain in the lunch area with their class. Bathroom breaks are given at teacher's discretion and will be supervised. Students at recess are to remain in the designated recess area with their class. Again, bathroom breaks are given at the teacher's discretion and will be supervised.
10. Any student who threatens to harm or physically assaults another student or staff member will be disciplined immediately, which can include detention, suspension, or expulsion depending on the severity of the threat/act of violence or harm. Bullying will not be tolerated in any form.
11. Students at Central Christian Academy are expected to reflect the highest standard of Christian morals and principles. It is therefore expected of each student to refrain from the public display of affection (such as kissing, embracing, etc.) while on campus at school or at school sponsored activities including sporting events, academic meets, etc. away or at home. Any involvement in sexual immorality will result in detention, suspension, or expulsion. This same standard of conduct is expected outside of school too.
12. No gambling on school property.
13. **Any grievances with decisions made about violations of the code of conduct or dress code can be directed to the school principal for conference or review. Failure to comply could result in a request for withdrawal.**

Dress Code

There is a close relationship between performance and appearance. It is our belief that students will achieve and develop their potential in proportion to how they view themselves. A dress code is another form of discipline that will aid the student in forming a self-disciplined, Christ-like character.

- School uniforms are not required.
- All clothing must be knee length or longer. Dresses, shorts, or pants that hit at the knee or below for students above 1st grade, and appropriate length of shorts or dress for younger grades must meet fingertips.
- Clothing should not be too tight or too baggy, but should be appropriate, decent, and form-fitting.
- Clothing must not advertise inappropriate or provocative language, gestures, or other paraphernalia. Clothing with lewd messages or inappropriate symbols are prohibited.
- Sleeveless shirts are not allowed.
- Low-cut shirts, short skirts, dresses, shorts, or otherwise revealing clothing is not permitted.
- Students may wear open or close-toed shoes.
- Hats and sunglasses are not permitted inside the school building, unless hats are worn for the purpose of extreme weather conditions, and they must be removed upon entry into the building.
- Thermal shirts may be worn under long sleeve shirts only.
- During extracurricular activities, dress code still applies, unless you have a specific uniform that does not comply with dress code rules.
- Hair should be neat, clean, and of natural or near-natural/appropriate color.
- Excessive jewelry is not permitted.
- Any clothing warranting safety concerns, such as trench coats and loose or baggy pants or shirts, are prohibited.
- See through clothing, base midriffs and any clothing with holes or tears that exposes skin is prohibited. No skin or undergarment, regardless of size of tear, should be shown above the knee.

Dress Code (cont.)

- All clothing must be properly buttoned, snapped, or otherwise fastened.
- Shirts that are strapless are prohibited.
- Shirts, blouses, or tops that are not long enough to be tucked in are prohibited.
- Tank tops and muscle shirts are prohibited.
- Distracting clothing, hair, or accessories are prohibited.
- No piercings or tattoos are allowed, except for ear piercings for females only.
- Leggings and tights are not permitted as an outer garment but may be worn under knee-length clothing.
- If an article of clothing is “questionable”, do not wear it. The principal is the final arbiter. All decisions of the principal are final.

Cell Phone Policy

1. Cell phones, unless used for instructional purposes, should remain put away throughout the course of the day.
2. Cell phones may only be used in the classroom with the teacher’s permission.
3. If a cell phone contains an i-Pod, video or still camera, or other recording device, that device cannot be used during the school day without the teacher’s permission.
4. Headphones and bluetooth devices are prohibited at school.
5. Cell phones must be powered off during instructional time.
6. Cell phones and cameras cannot be used in the restrooms, locker rooms, or for any other illicit or immoral activity. This is a zero tolerance violation and may constitute sexual harassment.
7. If a cell phone is out without permission of a staff member, it will be confiscated and kept in the office until the end of the day. If this happens more than once, the cell phone will not be allowed at school. If a student who has lost the privilege of bringing a cell phone to school is found with a cell phone, this phone will be confiscated and kept locked in the office until the end of the quarter. It is the parent’s responsibility to ensure a student who has lost cell phone privileges, does not bring the cell phone back to school.

Discipline

If a student breaks any of the rules outlined in this handbook, he/she will be punished using the following guidelines:

1. First offense of any of the rules will result in a warning.
2. Second offense of any of the rules will result in a parent-call and in-school or after-school detention.
3. Third offense may result in suspension, depending on the severity of the infraction. This is at the discretion of the principal.
4. If an unallowed behavior is of violent nature or is found to be habitual, this may result in expulsion. This will be at the discretion of the principal.
5. Teachers may choose to utilize a more specific code of conduct in their classrooms, and these rules, expectations, and methods of in-class discipline will be outlined in the classroom syllabus, handed out at the beginning of the year. This is signed by students and parents and returned to the teacher at the beginning of the year.

Corporal Punishment

Corporal punishment will only be used at Central Christian Academy as a last resort for extreme discipline issues. Corporal punishment will NOT be used without parental consent. The corporal punishment rules are as follows:

1. Discuss the discipline issue with the student, teacher, and all involved parties.
2. Attempt to resolve the discipline issue with other disciplinary actions.
3. Pray with the student before administering corporal punishment
4. Notify the parents, by phone call, that the punishment will be administered.
5. Make sure a witness is present.
6. Do not administer more than 5 strokes.
7. Pray with the student after.
8. Discuss the desired behavior with the student.

Detention

1. Detention will be served in a designated room in the building from 4:05-5:00 PM.
2. If you are late to detention, an additional detention will be assigned.
3. You must have homework, reading, or materials to study while in detention.
4. There is no communication with other students while serving detention.
5. Cell phones are to be turned off during detention.
6. Students are not allowed to sleep during detention.
7. A problem in detention will result in another detention being assigned. Chronic detention issues will lead to suspension.

Search & Seizure

Central Christian Academy supports all staff in the maintenance of law, order, discipline, and decorum in its school and during authorized school functions which take place off school property.

The academy therefore prohibits the possession, on school property or at authorized school functions, of substances or objects which may threaten good order, discipline, decorum, or public safety. Such materials and objects include but are not limited to: alcoholic beverages, illicit drugs, stolen property, weapons, and questionable literature and music.

The academy therefore also reserves the right on the basis of reasonable grounds to believe that a student or visitor is in possession of a prohibited substance or object to conduct searches and, where necessary, to seize prohibited substances or objects.

Suspensions & Expulsions

Students may be suspended or expelled for excessive earned detentions, fighting, maliciously lying, stealing, disrespect, obscene language, cheating, vandalism, or other social misconduct. Although this list of infractions is not exhaustive, it represents behavior that is not acceptable. Keeping the standards of conduct is necessary to remain a student at Central Christian Academy. The principal will make decisions on an individual basis regarding suspensions and expulsions.

Suspensions & Expulsions (cont.)

During a suspension from school, students are not permitted on school grounds or at school functions, on or off campus. Non-compliance may lead to additional suspensions or expulsion. Suspension may result in loss of extracurricular activities for the semester or year.

Full cooperation is expected from both the student and parents/guardians in the education and spiritual growth of the student. If at any time the administration feels that this cooperation is lacking, the student may be requested to withdraw.

For the most egregious of offenses, students will be expelled. A student who is expelled shall be immediately dismissed from the school. Expulsion shall be for the balance of the current semester. Students who are expelled cannot be re-enrolled in Central Christian Academy unless otherwise determined by the school administrator.

The school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student if the atmosphere or conduct within a particular home or the activities of the student are counter to or are in opposition to the biblical lifestyle the school teaches. This includes, but is not limited to, participating in, supporting, or condoning homosexuality, lesbianism, bisexuality, transgenderism, incest, fornication, polygamy, pornography, or any sexual expression apart from the marriage union, or being otherwise unable to support the moral principles of the school. Central Christian Academy has a zero tolerance policy for students and faculty involved in drug possession, usage, or trafficking (including marijuana, chemicals, huffing, vaping, etc.) or possessing illegal firearms or other weapons on campus. Students who engage in such activity will be immediately suspended or expelled from the school.

School Supplies & Resources

Teachers will supply a list of necessary school supplies for each grade/subject and we will post this list on our website and facebook page prior to the start of school so your student(s) will be prepared.

Lost & Found

The school is not responsible for lost or stolen items. Parents and students should be aware that any items brought to school have the potential of being lost or stolen. Lost items will be placed in the lost and found in our main office. If your student has lost an item while at school, please call or come by the office to see if the item is in there. All students and staff will be made aware of the procedures for turning lost items into the office to the lost and found.

Technology

Generally, behavior including, but not limited to, is not permitted:

1. Sending, displaying, or receiving obscene language and/or offensive language or pictures
2. Sending chain mail
3. Harassing, insulting or attacking others
4. Damaging computer systems or computer networks
5. Violating copyright laws
6. Using another's password
7. Trespassing in another users' files, folders, or work
8. Intentionally wasting limited resources
9. Using the network for commercial purposes
10. Students are not permitted to use the internet at school without adult supervision
11. Students are not to enter "chat rooms" or post messages on other websites from CCA computers

Violation of these rules and regulations may result in loss of access/usage of technology as well as other disciplinary and legal action.

Volunteers/Parental Involvement

Parents are encouraged to volunteer for concessions or after school programs. For a list of after school clubs and other extracurricular activities you can get involved with, check out our website or our facebook page for highlights. When we need volunteers we will send out letters ahead of time to parents and we will also post these on the school facebook page and website. Make sure you follow our page to get notifications of upcoming events.

Volunteers/Parental Involvement (cont.)

Any parent who wishes to have a conference with either a teacher or the administrator can call the school and schedule a conference. Parents should not try to show up to the school unannounced and expect a teacher conference. The school will also schedule open houses periodically throughout the year for parents to conference with the teachers.

Parents are not allowed anywhere in the school, except for the front office, without prior consent from the principal. Safety is our first priority at CCA and this is another step in providing a safe environment for everyone.

Responsibilities & Expectations

Parents and other volunteers at the school must abide by our conduct and moral character policies and will be required to undergo a criminal background check and be willing to submit to random drug screening before being permitted to volunteer. This will be at no cost to the volunteer.

Central Christian Academy Records Review Policy

Central Christian Academy maintains current year and cumulative record files for each student. The current year files are stored in our front office file room.

Cumulative records will be stored in the Records Room in the front office as well. There is a cumulative record folder for each student enrolled at the school. Student folders for those students currently enrolled are stored in the active student file. Folders for students who have withdrawn are stored in the withdrawn student files. Access to cumulative record folders is restricted to the parent and student. To review your cumulative record folder or your child's, please call the office at 606-404-6511 and make an appointment for the review. The folder will be pulled and a conference room made available for you to review the contents.