



# Saint-Parent Handbook

Updated: June 2018

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## 1.0 INTRODUCTION

### 1.1 History of the School

Central Baptist Church was started in 1957. Central Christian Academy began in 1967-1968 with its first kindergarten class. Each year a grade was added and academic buildings were built through the sacrifices of parents and church members who desired to have a quality Christian school. The school had its first graduating class in 1981. In 2005, the school dropped the high school and became a Christian school for preschool through eighth grade. In 2009, the seventh and eighth grades were also discontinued and the learning theories precise to an elementary level were defined and implemented throughout. The new vision drew from the story of "The Little Pot" (Stephens, 2009) and the mission of the home, church, and school working together provide the highest level of spiritual, social, and academic growth.

### 1.2 Vision, Values, and Mission of Central Christian Academy

#### Our Vision

To develop each saint into an effective Christian through the planting of God's Word in humble hearts.

To assist them at stemming integrity, fostering relationships, and sprouting knowledge.

To become transformed into fruit bearing vessels



#### Central Christian Academy's Core Values

**LOVE** God and others

Be filled with **JOY**

Let **PEACE** rule

**PATIENTLY** wait

Show **KINDNESS**

Know **GOODNESS**

Stay **FAITHFUL**

Act with **GENTLENESS**

Use **SELF-CONTROL**

#### The Mission

The mission of Central Christian Academy is to provide an education that will equip saints with the knowledge and experiences they need to have a personal relationship with Jesus Christ and grow the fruit of the Spirit within their **home, church, and school**.

*"Where, Home, Church and School Work Together"*

## HOME:



Central Christian Academy exists to serve mission appropriate families. A mission appropriate family . . .

- Knows Jesus Christ as their Savior
- Lives according to Biblical principles & seeks God's direction for their life
- Attends a local Bible believing church

## CHURCH:



Central Christian Academy is a ministry of Central Baptist Church. They support us through prayer and finances.

### Statement of Faith of Central Baptist Church

We believe the Bible, both the Old and the New Testament, is verbally inspired by God and inerrant in the original writing and is God's final word to humanity for faith and practice.

We believe in one eternal and holy God who exists as three persons -- God the Father, Jesus Christ the Son, and the Holy Spirit.

We believe in the creation of the world by God in six literal days by the word of His mouth.

We believe that man was created in the image of God. However, because man disobeyed God, all men are born with a sinful nature which alienates them from God and condemns them to eternal death.

We believe God sent His Son, Jesus Christ, to be born of a virgin, to live a sinless life, to die a cruel death as a sacrifice for the sins of all mankind, and to have victory over death, and that He now lives in Heaven interceding for believers.

We believe that all who place their trust in Christ are justified in the eyes of God by the blood of Jesus as the only payment for their sins. Acceptance of His gift of salvation is the only basis for a personal relationship with God and salvation from eternal death.

We believe God sends His Holy Spirit at salvation to live within each who accepts Christ as his Savior, to convict of sin and to guide him in accordance with His Word.

We believe in the imminent return of our Lord and Savior, Jesus Christ.

We believe in the bodily resurrection of the just and the unjust -- the just to eternal blessing with the Lord and the unjust to everlasting punishment.

## SCHOOL:



Central Christian Academy is fully accredited through AdvancED and is recognized by the Virginia Council of Private Education.

- ACOs (Academic Content Objectives) cover state and national standards from a Biblical perspective through interactive, meaningful, and developmentally appropriate applications.
- Saints analyze and problem solve through cross-curricular activities.
- Educational Therapy through NILD (*National Institute for Learning Development*) & PACS (*Personal Academic Coaching Services*) services to meet saint's needs beyond the classroom.
- We follow a "Love and Logic"© discipline approach using incentives and behavior management that cultivate spiritual, social, and academic growth.

## **2.0 ADMISSIONS POLICY**

### **2.1 Guidelines & Process**

In admitting saints, these general guidelines are followed:

- Parents are required to submit a written testimony of their personal salvation experience and must express a commitment of support to the Academy and its Statement of Faith.
- Each family is asked to have a current “Pastoral Reference” submitted. This lets us know that they their relationship with Jesus Christ is one that leads them to be an active participant in their church. If this form is not completed, they must have a meeting with the administration and commit to become involved in a Bible believing church.
- Birth Certificate - with the official seal embossed thereon. This must be verified by our staff and is returned.
- VA School Entrance Health Form and Immunization records - signed by the physician. Preschool and Kindergarten physicals must not be more than one year old.
- Transfer of Records – A request form is available with the application.

Process:

1. Each of the application forms must be fully completed and returned to the school with the application fee.
2. The parents must attend a meeting with school administrator.
3. The saint in grades Kdg-6<sup>th</sup> may require an entrance test before acceptance.
4. The administration will review the application and inform the family by letter whether the applicant has been granted acceptance.
5. The final decision on acceptance is at the discretion of the school administration.
6. If a class has reached its capacity, the applicant’s name will be placed in the accepted applicant pool. The family will be notified if a spot becomes available for the applicant.

### **2.2 Re-enrollment Policy**

Re-enrollment for saints expecting to return to Central Christian Academy will occur in the month of February. A new financial agreement and a spiritual growth survey must be turned in. Interviews with the administration may be required before a saint’s re-enrollment is accepted. Only a specific number of saints will be accepted per class. Saints re-enrolling after February will not be guaranteed a spot if the class is full. The final decision on re-enrollment is at the discretion of the school administration.

### **2.3 Withdrawals**

Withdrawals from school must be made in person by the parent through the office of the school administrator. An official withdrawal form should be completed and the \$500 withdraw fee paid. The form and payment will be processed by the office staff and the necessary signatures obtained. Records for saints withdrawing from Central Christian Academy will be released once all bills are paid and all textbooks and materials returned.

## 2.4 Statement of Cooperation

By enrolling in CCA, a family recognizes the VISION, MISSION and VALUES that Central Christian Academy has therefore agrees to:

1. Remaining a mission appropriate family at **HOME** (*Deuteronomy 4:9*)
  - A. Recognizing that the only way to receive salvation is to **Accept** they are sinners (*Romans 6:23, 3:23*), **Believe that Jesus died for their sins**, (*Romans 5:8*), and **Confess their belief**. (*Romans 10:9-13*)
  - B. Living according to on Biblical criteria. If the home environment is not in harmony with the school's doctrinal beliefs and biblical lifestyle requirements, it will be difficult for the school to cooperate with the home. This would include the school's belief that biblical marriage is limited to a covenant relationship between a man and a woman. (*Matthew 19:4-6*) See Non-Discrimination Clause below.
2. Be actively involved in a **CHURCH** (*Hebrews 10:25*)
3. Support the educational philosophy, objectives, and teaching methods of the **SCHOOL**, cooperating with the administration and teachers in unity of the Spirit. (*Ephesians 4:1-6*)

Any impediment to these principles and guidelines could result in dismissal.  
"Can two walk together, except they be agreed?" (*Amos 3:3*).

## 2.5 Non-Discrimination Clause

Central Christian Academy admits students of any race, color or national origin to all rights, privileges, programs and activities generally available to others.

Central Christian Academy is a religious institution providing an education in a distinct Christian environment, and it believes that its biblical role is to work in conjunction with the home and church to mold students to be like Christ. On those occasions in which the atmosphere or conduct within a particular home or church is counter to or in opposition to the biblical lifestyle the school teaches, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student. This includes, but is not necessarily limited to, living in, condoning, or supporting sexual immorality; homosexual acts or sexual orientation; promoting such practices; or otherwise the inability to support the moral principles of the school (*Leviticus 20:13a, Romans 1:27, Matthew 19:4-6*).

The school's restrooms are designated for one biological sex (meaning the biological condition of being male or female as determined at birth based on physical differences, or when necessary, at the chromosomal level). These restrooms may only be used by members of that biological sex. However, teachers and administration are permitted to enter any restroom for the purpose of assisting small children, managing behavior, and helping to maintain order.

## 3.0 FINANCIAL POLICY

### 3.1 General Information

All monies received will be applied to the oldest invoice. (i.e. tuition monies sent in may be applied first to past due extended care bills, school lunches, etc.)

### 3.2 Tuition

#### Enrollment Fees

A non-refundable enrollment fee of \$125 per student is charged for new students.

A non-refundable re-enrollment fee of \$100 per student is charged for current students.

No application will be processed without the appropriate fee.

Love Fruit Stand Caterpillars (Age 3 after 9/30/18) Butterflies (Age 3 by 9/30/18)	Joy Fruit Stand K4 (Age 4 by 9/30/18)	Peace Fruit Stand Kindergarten (Age 5 by 9/30/18)	Patience Fruit Stand 1 <sup>st</sup> grade	Kindness Fruit Stand 2 <sup>nd</sup> grade	Goodness Fruit Stand 3 <sup>rd</sup> grade	Faithfulness Fruit Stand 4 <sup>th</sup> grade	Gentleness Fruit Stand 5 <sup>th</sup> grade	Self-Control Fruit Stand 6 <sup>th</sup> grade	Brain Factory <small>For saints with Individual Therapy/Educational Plans</small>
5 full days: \$5,900 3 set full days: \$3,800 2 set full days: \$2,500	(5 full days) \$5,900	\$6,000/student OR an Indexed Tuition Rate						+ \$3,000	
Includes 38 weeks/175 days, <b>6:30 am to 6:00 pm</b> or as indicated on the CCA school calendar. <i>5 half days (8am-12pm) \$4,000</i>	Includes 38 weeks/175 days, <b>8:00 am to 3:00 pm</b> or as indicated on the CCA school calendar. Extended care is extra and will be open from 6:30 am to 8:00 am and from 3:00 pm until 6:00 pm at the rate of \$6.50/hour not to exceed: \$50.00/week for one child, \$65.00/week for two children, and \$70.00/week for three or more children. <i>See back for payment details.</i>								

#### INDEXED TUITION RATES (KDG-6<sup>th</sup>):

Central Christian Academy is committed to providing a quality education to families at an affordable price. Families apply and qualify for a reduced tuition level that takes into consideration additional siblings, household expenses, and the cost of the services needed. The amount is based on a calculation done through the school and ISM FAST. The school considers this calculation together with each family's special circumstances and available funds given through Central Baptist Church. Through this program, the 2018-19 tuition has been indexed from \$3,850.00 to \$8,500.00 for elementary tuition. The determined rate may or may not include Brain Factory tuition for Saints with individual Therapy/Education plans.

To determine your exact tuition price, fill out ISM FAST form at the following link:

<https://www.ismfast.com/FastPage.php?id=f997b8c4bd4da3177a99dd22fa83b424>

(There is an additional \$43 on-line application fee payable to ISM)

#### NON-INDEXED TUITION RATES:

Preschool tuition is \$5900 per year. If a family has two preschoolers, a ten percent discount can be applied to the younger child.

For families who do not wish to fill out the FAST form, tuition pricing for Elementary tuition is \$6000 per elementary student. In this case, Brain Factory tuition for Saints with Individual Therapy/Education plans will be an additional \$3000.

#### TUITION SCHEDULE:

Tuition may be paid monthly or annually.

Please choose a payment schedule below.

2% discount of the above total is applied if paid in full with check or cash by August 1, 2018.

Changes in the payment schedule will cause late fees to be applied.

*Other payment schedules can be made for a monthly surcharge of \$20 with administration approval*



# PARENT/GUARDIAN - SCHOOL FINANCIAL CONTRACT 2018-2019

This contract made in duplicate entered into for the 2018-2019 school year by and between Central Christian Academy and the parents/guardians noted below on this contract, that for and in consideration of the tuition payments along with the appropriate fees as published by Central Christian Academy agree that Central Christian Academy will provide a center of education for children enrolled in Central Christian Academy. The school shall provide the professional and normal care and consideration given to all students enrolled. Terms of this contract are as follows:

## TUITION AND ASSOCIATED CHARGES

Registration fee must be paid with a completed application to be guaranteed placement of students in Central Christian Academy. Registration fees are non-refundable. Parents or guardians of students agree to pay tuition in advance for the year or in monthly installments. Monthly payments are due on the first day of each month. A late fee of \$25.00 will be applied by the fifth. All payments returned (checks or online) must be redeemed for the amount paid plus a returned fee of \$35.00. The tuition must be paid as if the child is present. No credit will be given for inclement weather, illness, other school holidays, and teacher workdays. See our school calendar for these specific dates. **Any changes in schedule must be approved by school administration and require a \$20.00/month surcharge. Tuition and associated charges past due after the fifteenth will receive written notification from the administrator of the school. A student shall be on financial probation during this time. No additional charges to the student account are permissible, including lunches and extended care (Kindergarten through sixth grade). Failure to bring the account current within the current billing month will result in temporary dismissal of the student. Accounts that require a student to be temporarily dismissed will result in absences of the student.** If an account is not current at the nine-week reporting period, the student(s) report card will be withheld. (Kindergarten through sixth grade lunches and extended care can be prepaid in the above situation.)

**Extended care** will be open from 6:30 am to 8:00 am and from 3:00 pm until 6:00 pm. It is included in the cost of preschool tuition. Kindergarten through 6<sup>th</sup> grades students may attend at the rate of \$6.50/hour not to exceed: \$50.00/week for one child, \$65.00/week for two children, and \$70.00/week for three or more children. Minimum charge per day is \$6.50. A late fee of \$15.00 per 15 minutes or any part thereof after 6:00 pm. Accounts are billed on the Monday following services and due Friday. A \$5.00 late fee will be assessed on all accounts not paid after Friday. Students may not use extended care if the account is not current. Delinquent accounts will result in a temporary suspension of services. *Extended care is provided only when school is in session. There is no extended care on half days or teacher workdays.* All students in extended care will be signed in/out using their ID numbers via computers in the lobby. It is imperative that you sign your child in if they arrive before 7:45 am and out properly each afternoon from extended care. Any child not signed out will be billed until 6:00 pm.

Any student withdrawing from Central Christian Academy, for any reason, must submit withdraw paperwork and pay the current amount due (at the time the withdraw paperwork is signed) plus a withdrawal fee of \$500 per student. Any student withdrawing from Central Christian Academy for any reason will **not** be refunded payments made through the current month's tuition. In the event tuition charges remain unpaid at the time of departure, parents and or guardians will be responsible for all costs of collection including attorney's fees if incurred during the collection process. Official copies of student's records granted by Central Christian Academy will be withheld until the withdraw fee and all charges are collected.

I/We understand and agree that if I choose to withdraw my child from CCA, I must submit withdraw paperwork and pay the current amount due plus a withdrawal fee of \$500 per student. **Initial:** \_\_\_\_\_

Parents/guardians of the students provided with a personal tablet device (Kindle Fire) agree to pay a \$100 fee if the device is lost, damaged, or stolen.

## ONLINE PAYMENTS

Online payments made using Headmaster Online should be initiated a week in advance of the due date to allow for the processing time of a third-party merchant. This time can vary depending on your bank or debit/credit card. Therefore, accounts will not be marked as paid until monies are deposited into your CCA account, regardless if they have left your personal account. Any online payment not received for deposit by the due date will be considered late and will incur a \$25 late fee.

## STATEMENT OF COOPERATION

*In full cooperation with the school, we will attend the required meetings, conferences, and activities. We sincerely pledge our loyalty to the aims and ideals of the school and will bring all questions and criticisms directly to the faculty and administration so that they may be properly considered by those in authority. The teacher and administration are hereby given full discretion in the spiritual, social, and academic growth of our child/children in accordance with the Parent, Saint Handbook. The school reserves the right to dismiss any student whose family does not cooperate with the educational process and is not in harmony with the following statements.*

I/We recognize the VISION, MISSION and VALUES of Central Christian Academy and therefore agree to:

1. Remaining a mission appropriate family at **HOME** (*Deuteronomy 4:9*)
  - A. Recognizing that the only way to receive salvation is to **Accept** they are sinners (*Romans 6:23, 3:23*), **Believe** that Jesus died for their sins, (*Romans 5:8*), and **Confess** their belief. (*Romans 10:9-13*)
  - B. Living according to Biblical criteria. If the home environment is not in harmony with the school's doctrinal beliefs and biblical lifestyle requirements, it will be difficult for the school to cooperate with the home. This would include the school's belief that biblical marriage is limited to a covenant relationship between a man and a woman. (*Matthew 19:4-6*) See Non-Discrimination Clause in Parent Saint Handbook 2.5
2. Be actively involved in a local Bible believing **CHURCH** (*Hebrews 10:25*)
3. Support the educational philosophy, objectives, and teaching methods of the **SCHOOL**, cooperating with the administration and teachers in unity of the Spirit. (*Ephesians 4:1-6*)

I/We are aware any impediment to these principles and guidelines could result in dismissal. **Initial:** \_\_\_\_\_

I/We agree to uphold and abide by all rules and regulations set forth by the administration as outlined in the Parent, Saint Handbook and this contract. **Initial:** \_\_\_\_\_

I/We have read this contract, understand the payments required, and agree to: the payment schedule set on the previous page, the statement of cooperation, and the provisions and policies of Central Christian Academy as set forth herein.

### **3.3 Extended Care:**

Extended care facilities will be open from 6:30 a.m. to 7:45 a.m. and from 3:00 p.m. until 6:00 p.m. This service is for Central Christian Academy students only, and all children must be picked up PROMPTLY by 6:00 p.m. each day.

Extended care will be billed at the rate of \$6.50/hour not to exceed:

\$50.00/week for one child

\$65.00/week for two children

\$70.00/week for three or more children

**Minimum charge per day is \$6.50. A late fee of \$15.00 per 15 minutes or any part thereof after 6:00 p.m.** Accounts are billed on the Monday following services and due Friday. **A \$5.00 late fee will be assessed on all accounts not paid after Friday. Students may not use extended care if the account is not current.**

**Delinquent accounts will result in a temporary suspension of services.** *Extended care is provided only when school is in session. There is **no extended care on half days or teacher workdays.*** All students in extended care will be signed in and out using their ID numbers via computers in the lobby. It is imperative that you sign your child in if they arrive before 7:45 a.m. and out properly each afternoon from extended care. **Any child not signed out will be billed until 6:00 p.m.**

### **3.4 Kindle Fire and Book Charges**

Saints do not pay a book or technology fee. The Kindle Fire and all school books must be returned at the end of the school year. Saints will be charged for lost or damaged Kindle Fires and books. Saints must return their Kindle Fire and all books before transcripts and health records can be forwarded to another school. Parents will be required to reimburse the school for any materials which the saint may lose or damage. Parents/ guardians of the students provided with a personal tablet device (Kindle Fire) agree to pay a \$100 fee if the device is lost, damaged, or stolen. Lost or damaged books will be evaluated and charged accordingly.

### **3.5 Fundraisers**

Central Christian Academy sponsors an annual fund-raiser at the beginning of the school year, an annual book fair in the spring, and a tile fundraiser at the end of the year. All families are asked to participate in these events.

### **3.6 Accounts Not Current**

All accounts owed to Central Christian Academy must be paid before transcripts or records will be released. Saints may not participate in the Academy Awards, including preschool graduation, if the account is not current.

## **4.0 SAINT ASSESSMENT SYSTEM**

For CCA's vision to be accomplished in a child's life, the home, church, and school must work together.

CCA saints are assessed within three areas:

- 1. Spiritual Growth:** *Planting God's Word in Humble Hearts*
- 2. Social Growth:** *Stemming Integrity and Fostering Relationships*
- 3. Academic Growth:** *Blooming Knowledge*

Assessments are used by educators, parents, and stakeholders to set fruit bearing goals for each student and the school. Assessments must be unbiased, reliable, and prove effective at improving instruction, student learning, and the conditions that support learning. Stakeholders meet on a regular basis to share the data collected, evaluate the assessment quality, validate evidences, determine the quality of learning, and substantiate that accommodations are provided when necessary.

The Assessment tools used by CCA are:

- 4.1 Fruitful Events
- 4.2 Quarterly Portfolio/Binders
- 4.3 Growth Reports (Includes a Saint's report cards & progress charts)

### **4.1 Fruitful Events**

At the end of each quarter, stakeholders have an opportunity to observe the spiritual, social, and academic growth of each saint and fruit stand. The saints contain humility as they work together planting God's Word through showing integrity and fostering relationships. Saints are assessed as they demonstrate knowledge of the Academic Content Objectives and content taught throughout the quarter. These events may include:

- Oral reading of their book or oral reports
- Songs from their lessons
- Skits and/or puppet shows of the book
- Teaching parents the things you've taught them.
- Learning Games or Center Activities
- STEM lessons

The dates of each event are prescheduled on the school calendar. Teachers will notify parents of specific times and locations that do not interfere with other fruit stands. The theme of each event will follow each fruit stand's quarterly theme.

## 4.2 Quarterly Binders/Portfolios

Quarterly binders/portfolios assess the spiritual, social, and academic growth of the saint by providing an opportunity to showcase individual achievement and application of the ACOs. It exemplifies the saint's unique abilities through various learning activities. After publication, the saint-author, is able to maintain ownership, display, and share this treasure with stakeholders.

## 4.3 Growth Reports & Diagnostic Notebooks

Central Christian Academy personnel maintain a diagnostic notebook for each saint. These notebooks contain evidences of formative and summative data to assess and evaluate a saint's growth. Required items allow for vertical alignment. Lead teachers examine the evidences quarterly to determine no significant achievement gaps exist. The data and evidences assess the following areas.

### 1. Spiritual Growth

Saints plant God's Word in a humble heart each quarter.

#### Evidences

##### Required Items

- Spiritual F.R.U.I.T. Goals
- Church attendance logs
- Bible grades on report cards
- ACO Learning Observation Checklist for Bible Section
- Bible assessment from ACSI's Terra Nova Test (End of Year)

##### Optional Items:

- Copies of completed pages in AWANA book, or award certificates
- Copies of Pastoral reference, statement of faith, spiritual growth forms
- Copy of Baptism certificate (If applicable)
- Child's written testimony, prayer journals from classroom
- Observations/ Anecdotal records applicable to spiritual growth



### 4.3.2 Social Growth Evidences

Saints stem integrity and foster Godly relationships each quarter.



#### Evidences

##### Required Items

- Social F.R.U.I.T. Goals
- Fruit bearing opportunity forms completed in the office
- Attendance records for absences and tardiness indicated on report cards

##### Optional Items:

- Behavior charts
- Speech and vision screening results
- Observations/ Anecdotal records applicable to social growth
- Behavior Intervention Plans (BIP)
- Social Studies grades on report cards and progress reports

### School Attendance

Regular school attendance is essential for learning. Parents should insist on faithful attendance by their children.

#### School Hours

Teachers arrive - 7:30 am  
Classes begin - 8:00 am  
School dismissal - 3:00 pm  
Extended Care - 6:30 - 7:45 am, 3:15 - 6:00 pm

*Saints not picked up by 3:15 pm will be placed in extended care and charged accordingly.*

In order to gain the most from school, each saint must be regular in attendance. We recognize, however, that absences may occur for the following reasons: Illness, bereavement, medical or dental appointments, and pre-excused arrangements between the school and parents.

Saints who have been absent should present from their parent or guardian a written excuse to the teacher upon returning to school. This note should include the Saint's first and last name, date of absence, and reason for absence.

#### **The saint is responsible for all worked missed during his/her absence.**

Although the state of Virginia does not specifically state that a given number of absences necessitate failure, local school authorities have the option to do so. Central Christian Academy recognizes that a saint whose absences exceed twenty (20) per year (Ten absences per semester) is at risk. If a saint exceeds these numbers, a conference with the administration will be required.

We believe that promptness is a character trait, which if developed properly, will truly benefit the saint in all areas of his life. Saints are expected to arrive at school in time to go to their lockers and be in the classroom by 8:00 am.

If a saint is late to school, he must stop by the school office and get a tardy slip for admission to class. Several infractions within a grading period may be counted as an absence to school. Excessive tardiness will require a meeting with the administration.

## **Early Dismissals and Late Arrivals**

These are defined as those rare times when a saint must be away from the school campus during school hours. If the parent or guardian provides the school with a written excuse within 24 hours of the occurrence and the saint is in attendance at least 3 hours of the school day, he/she will not be penalized with an absence on the attendance record.

If he/she has not been in the classroom at least 3 hours for the school day or the saint incurs excessive 3 hour periods within one grading period, the saint will receive a full day absence on his attendance record. This will be done at the discretion of the teacher and administration.

## **Behavior**

### **Philosophy of Discipline**

If we live as Christ, the fruit of the Spirit (Gal. 5:22-23) is shown through our actions. Students will be educated on the elements of this fruit and given opportunities to demonstrate them at our school. Each classroom is designed to be a fruit stand. The grade level determines the name of the fruit stand, and allows the saints to focus on a specific part of the fruit each year. The names for each level are as follows:

**Caterpillars/Butterflies:** The Love Fruit Stand

**K-Four:** The Joy Fruit Stand

**Kindergarten:** The Peace Fruit Stand

**First Grade:** The Patience Fruit Stand

**Second Grade:** The Kindness Fruit Stand

**Third Grade:** The Goodness Fruit Stand

**Fourth Grade:** The Faithfulness Fruit Stand

**Fifth Grade:** The Gentleness Fruit Stand

**Sixth Grade:** The Self Control Fruit Stand

To reinforce the school's vision from the Little Pot character, each fruit stand will have a "Little Pot" that hangs outside its door. This pot will hold plastic pieces of fruit to represent times when the saints in the fruit stand are fruitful. Teachers may send saints to the office to collect fruit throughout the day. They may also give pieces of their fruit to other fruit stands when they observe them bearing the fruit of the Spirit. Each week at chapel, the fruit stands will bring their pots and count the pieces grown during the week. The fruit stand with the most pieces will be rewarded with a Fruit Pot Character to display in their room. Because the saints are also working to give fruit to others, the fruit stand having the least amount will be given the Tea Pot character to display in their room. This will be further explained through the story of Tea Pot which teaches students the importance of serving and that fruit is grown for the purpose of others, not to be contained within oneself.

Solutions are carried out individually as we each develop a relationship with Christ, become filled with the Holy Spirit, and continually strive to be more Christ-like by allowing the Holy Spirit to grow fruit through us. When a problem arises, an opportunity for fruit bearing is created. The following guidelines are followed to address unfruitful behaviors.

1. Get the student alone (Matthew 18:15-20). Humbly sit at their level or even below them on the floor. Discuss **humility** and if their actions put others first. Examine your own humility and see if you are a part of the problem (James 4:6-10).
2. Allow the student to explain the problem as they see it. Explain how the situation conflicts with **God's Word**. Read scripture together.
3. Discuss ways that the scripture can stem into a life of **integrity**. The behaviors may have caused damage to the saint's integrity. Discuss ways the saint can restore his/her integrity with you and others. Focus on asking questions rather than making dogmatic statements. Avoid using "always" and "never."
4. Decide on a mutual solution that will allow them to foster stronger **relationships** (Ephesians 6:9). Determine if they have acted as a Godly friend to others and how they should deal with relationships that are not bringing the light of Christ into their life.
5. Have the saint explain the solution to you and you explain it back to them. Provide them with new **knowledge**, or a means to gain new knowledge that can help them to better understand themselves.
6. Pray with the student for the Holy Spirit to take the situation and use it to **grow His fruit**.

### Honor Code

"I pledge to do my best to show \_\_\_\_\_, not lie, cheat or steal,

Insert grade level fruit of the spirit

And make Central Christian Academy a Godly place of respect and trust."

### Recess

Children need exercise and fresh air to keep healthy and alert. All saints will be given a minimum of twenty-five minute recess time each day. These breaks provide saints with the opportunity to exercise and socialize with peers. Saints need to come to school with the proper clothing to play outside at all times, regardless of weather. Students well enough to attend school should be well enough to profit from the fresh air and exercise provided by recess. Therefore, we expect all children to go outside for recess when temperatures are above freezing. If a request is made for students to stay indoors or not participate in recess, the school should have a statement from the doctor explaining why the child is well enough to be in school, but is unable to participate in physical activity or be outside for a designated time. In general, it is much better that the children become involved in outside activities rather than to stay in the classroom the entire day.

## Saint Dress Code

At CCA, we believe each child is unique and special. We celebrate our differences and uniqueness through our educational methods. Therefore we feel it is counterproductive to require uniforms where all students would dress and look the same. We do believe, however, that dressing neatly, modestly, and in no offensive manner is biblical and honoring to Jesus Christ. The following guidelines are provided to help each saint develop grooming habits that will help them to grow spiritually, socially, and academically.

### **Shirts:**

- Shirts should have sleeves or be two inches or wider at the shoulder
- Fabric should not be see-through or contain unfruitful pictures or graphics
- Vests, sweaters, sweatshirts may be worn over shirts
- Shirts must be long enough to cover the top of skirts or pants
- Central Christian Academy T-shirts/ school colors can be worn on Fridays

### **Pants/Shorts:**

- Pants should be neat and without holes or rips. Sweatpants, work-out pants are not permitted. See dress section for requirements on leggings.
- Neat shorts (without holes or rips) may be worn and must be two inches above the knee or longer when sitting.
- All pants and shorts must be worn at the waist.

### **Shoes:**

- All preschool saints should wear closed toed shoes (no crocs).
- Kindergarten through 6<sup>th</sup> grade saints cannot wear flip flops, crocs, or tennis shoes with rollers. The saints have daily recess and need to be able to run and play in the shoes they wear to school. Tennis shoes are required for the gym (P.E. days or for indoor recess).

### **Skirts, Dresses, or Jumpers:**

- Girls may wear modest dresses, jumpers, skirts. These must be longer than finger tips when standing with arms straight down or may not be shorter than three inches above the knee (including slits). Leggings may be worn under long tops or sweaters that adhere to this length. When wearing dresses, it is recommended that saints wear shorts underneath to allow the saint to sit on the floor and play games without worry.

No hats or hoods should be worn continually in the building except when permitted for special occasions. **Student's dress must remain neat and allow the saint to be fruitful. It should not cause a problem for other students and staff. The administration has the right to change or adjust these guidelines at any time.**



### 4.3.3. Academic Growth Evidences

Saints bloom new knowledge each quarter.



#### Evidences

##### Required Items

- Social F.R.U.I.T. Goals
- ACO Learning Observation Checklist
- Report Cards (Kdg-6<sup>th</sup> Grade)
- Standardized Test Data (End of Year)

##### Other Optional Items:

- Saint Profile: Literacy
- Saint Profile: Math
- SEARCH Scan results
- Teacher created assessments
- Anecdotal Records
- Running Records
- Writing Samples
- IXL Graphs
- Diagnostic Spelling Assessments (DSA)
- Lexile Scores
- Benchmark Tests

#### Grades

At Central, grades are a process of the learning, not the final result. Our vision is that each saint will strive to live each day more like Christ and use knowledge to produce the fruit of the Spirit. Knowledge blooms through the relationships we form and the integrity that grows when God's Word is planted in humble hearts. For that knowledge to bloom, however, learning must take place. Learning occurs when our saints are placed in challenging environments. They must be allowed to make mistakes, fail, and try again.

CCA realizes that the more pressure a saint feels to earn an "A" will result in them not wanting to be challenged. An emphasis on letter grades only produces rational saints who adapt to an environment that is not challenging. CCA strives to provide intellectual exploration where saints are not afraid of failure. Authentic assessment is much more meaningful and constructive than a percentage correct on an assignment. Therefore, a child's grades are only a small part of the Saint Assessment System. Using a numerical value to measure authentic assessments can be difficult and contradicting.

However, CCA also recognizes that letter grades provide a tangible measurement of a child's performance to other educational institutions and parents. The letter-grading system offers an organizational method that is expected by our society. Therefore, each quarter, an ACO Observation Learning Checklist indicating a saint's achievements in the core subjects and content objectives will be generated along with a traditional report card. Saints achieving above average grades (As & Bs), will be recognized, however; teachers should encourage saints to focus on the gifts and talents God has given them, not their grades. A "C" grade demonstrates an adequate level of performance for the advanced curriculum at CCA.

Do not make earning a specific letter grade a goal. Do not use grades as a threat or as motivation toward the efforts and achievements of each saint. Communicate with teachers regarding the specific skills and learning objectives that your child is developing, while remaining sensitive to the fact that grades may mean more to you than they do to your child.

Figure 5 shows the grading scale.

Figure 5

Grading Scale	
A	90-100
B	80-90
C	70-80
D	60-70
F	↓60
S	Satisfactory / Is Meeting Expectations
N	Needs Further Development

Figure 6 shows the ACO Learning Observation Checklist scale.

Grading Scale	
B	Beginning
D	Developing
M	Mastered
NA	Not Assessed at this time

Figure 6

At CCA, grades are derived from both formative and summative assessments and carry an equal weight (60% each) in determining a saint's report card grade.

### Formative Assessment

The goal of formative assessment is to *monitor student learning* to provide ongoing feedback that can be used by teachers to improve their teaching and by saints to improve their learning. More specifically, formative assessments help saints identify their strengths and weaknesses and target areas that need work while allowing teachers to recognize where saints are struggling and address problems immediately. Teachers should embed formative assessments throughout projects and learning activities. The teacher should maintain an open dialogue by creating opportunities for quick, clear feedback with the saints. Saints should journal about their learning experiences in artful and creative ways. Examples of formative assessments are:

- Exit Tickets
- Journaling
- Quizzes
- Conferencing
- Checklists
- Drafts of projects

### Summative Assessment

The goal of summative assessments is to determine if saints have met their learning objectives and *evaluate student learning* by comparing it against a standard, rubric, or benchmark. Teachers should develop an inventory of rubrics that list and define the criteria across content objectives and skills. Older saints can help create these assessments before a unit or project begins. It is important that summative assessments align with the project or activity goals. Summative assessments also allow teachers to identify gaps in knowledge and revisit content objectives or make recommendations for accommodations. Summative assessments happen less often and therefore carry a higher point value in determining the saint's letter grades.

Examples of summative assessments include:

- Product
- Test or Quiz
- Peer Evaluation
- Self-Evaluation
- Rubrics

Teachers will make formative assessments throughout each week and assign one summative grade per subject on ACO skills for weeks 1, 2, 3, 5, 6, and 7 of each quarter. These grades are factored at a weight of 10% each. A summative grade will be entered for one benchmark assessment per subject on weeks 4 and 8 of each quarter. The benchmark assessment must show application of several ACOs. This grade is factored at a weight of 15%. A summative final assessment per subject is entered on week 9 of each quarter. This assessment should cover all ACOs from the quarter. The final assessment grade is factored at a weight of 30%. Figure 7 shows the summative grading schedule.

Grading Schedule			
Week 1	ACO Skill(s) Assessment	10%	Formative
Week 2	ACO Skill(s) Assessment	10%	Formative
Week 3	ACO Skill(s) Assessment	10%	Formative
Week 4	Benchmark Assessment	15%	Summative
Week 5	ACO Skill(s) Assessment	10%	Formative
Week 6	ACO Skill(s) Assessment	10%	Formative
Week 7	ACO Skill(s) Assessment	10%	Formative
Week 8	Benchmark Assessment	15%	Summative
Week 9	Final Assessment	30%	Summative

Figure 7

### Standardized Tests

Standardized achievement tests will be administered every spring to all saints. The Terra Nova 3 Test will be used. Tests are machine scored and normed. Classroom teachers are responsible to administer the tests. Special accommodations for saints with special needs must be made through the administration.

Parents will receive a copy of their standardized tests results at the end of the school year. These results are a part of a saint's permanent records. Central Christian Academy uses these tests results to evaluate saints and our curriculum. They are not used for the purpose of promotion or retention.

## Homework

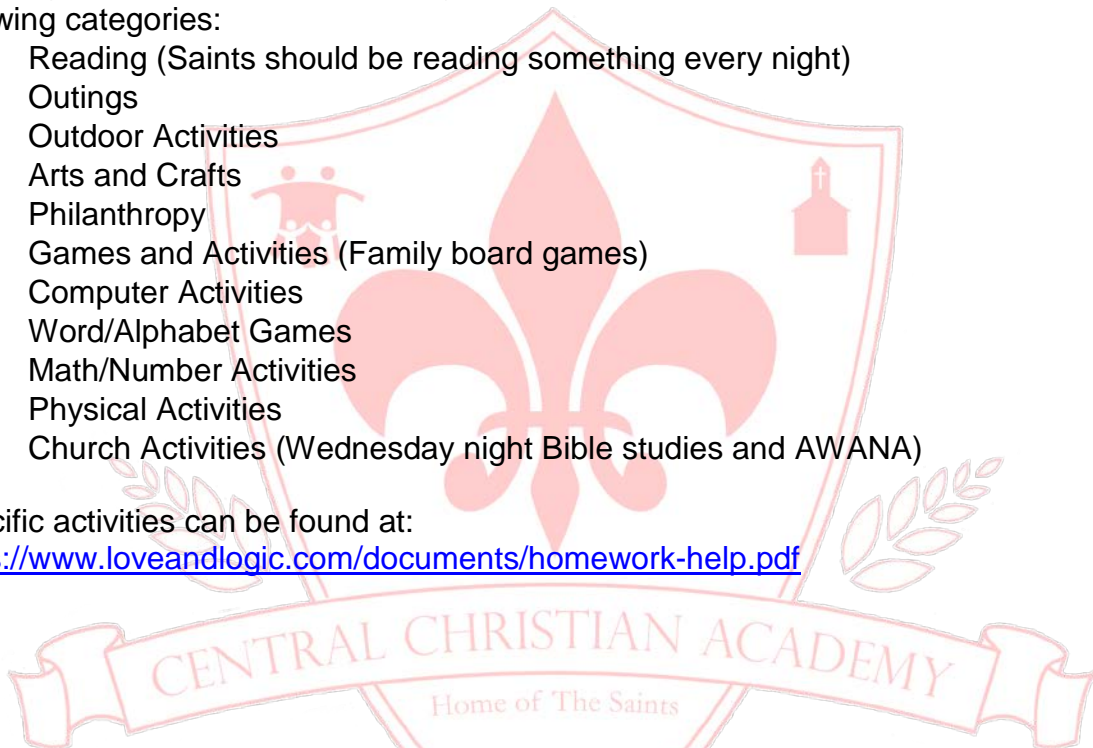
“There is absolutely no evidence of any academic benefit from assigning homework in elementary or middle school. For younger students, in fact, there isn’t even a *correlation* between whether children do homework (or how much they do) and any meaningful measure of achievement.” Kohn, A. (2007) *The homework myth: Why our kids get too much of a bad thing*. Cambridge, Mass. Da Capo Lifelong.

At CCA, we believe a child’s spiritual, social and academic growth is the responsibility of the home, church, and school. Therefore, by working together, learning activities may at times extend into the three entities. Teachers, saints, and parents may choose to complete activities at home in support of the learning happening during the school day. In such cases, the activities should be individualized, of the saint’s choosing, and relative to the learning. Ideas for these activities can fall into the following categories:

- Reading (Saints should be reading something every night)
- Outings
- Outdoor Activities
- Arts and Crafts
- Philanthropy
- Games and Activities (Family board games)
- Computer Activities
- Word/Alphabet Games
- Math/Number Activities
- Physical Activities
- Church Activities (Wednesday night Bible studies and AWANA)

Specific activities can be found at:

<https://www.loveandlogic.com/documents/homework-help.pdf>



## Permanent Records

Permanent records are kept in fireproof safes. Please keep the office informed so your child’s records may be accurate as to any change of address, telephone number, place of employment of mother or father, and the current phone numbers, and the name and address of the person(s) to be called in case of emergency.

Data from each saint’s permanent record is sent from school to school. If records are needed, the parent must sign a “Records Release” form. If saints have any outstanding bills, the records will not be released until all accounts are paid in full.

### 4.3.4. Achieve Fruit Bearing Goals

Throughout the year, FRUIT goals are created by saints and stakeholders. These goals should be established for all three growth areas above.



The goals must be:

- F**ixed – Set the goal with fixed criteria
- R**elevant - Make the goal relevant to the specific data collected
- U**nderstandable – Make the goal understandable by the saint
- I**ndividualized – Make the goal address the individual needs of the saint
- T**imed – Set a time frame to achieve the goal.

Saint action plans contain steps necessary to achieve FRUIT goals. The plan includes support from home, church, and school. Active plans should be housed in the saint's agenda and can be posted in the fruit stands. Upon completion, a fruit sticker is affixed, and the plan is attached as evidence within the Diagnostic Notebook. New goals should be continually established. Saints should always have at least one current FRUIT goal in place.

Name: \_\_\_\_\_ Fruit Stand: \_\_\_\_\_

God's Word: \_\_\_\_\_ Write any knowledge/action steps you will bloom in the flower petals.

Step 1: \_\_\_\_\_ Step 2: \_\_\_\_\_ Step 3: \_\_\_\_\_

Step 4: \_\_\_\_\_

**My Goal:**  
I will \_\_\_\_\_  
by \_\_\_\_\_ (date)

The person in my home who will help me is \_\_\_\_\_  
The person in my school who will help me is \_\_\_\_\_

Each quarter goals are set by the saint and stakeholders. Achieving them requires the parts of our vision:  
1. Cultivating Humility  
2. Planting God's Word  
3. Stewarding Integrity  
4. Loving Relationships  
5. Storing Knowledge  
These steps ensure improvement in student growth and allow God to produce the best of the Spirit through our school.

I humbly need to set this goal because \_\_\_\_\_

#### 4.4 Meeting Saint's Needs

Staff members monitor and compile data from multiple sources including observations, parental concerns, psychological testing, and/or academic records. If the spiritual, social, or academic growth of the saint falls below expectations, stakeholders discuss and share concerns with the administrator and schedule an accommodation meeting.

The stakeholders involved with the saint meet to complete an *Accommodation Form*. This form will allow specific, targeted accommodations for home, church, and school to be sought out and put into place. Accommodations are provided for spiritual & emotional, social & physical, or academic needs.

On-site resources available beyond the regular classroom setting include:



##### **Spiritual & Emotional Needs:**

Regular counseling sessions with Children's Pastor or ministry leaders of CBC



##### **Social & Physical Needs:**

BIP (*Behavior Intervention Plan*), the administration will provide a template.

Speech Therapy (Available through private speech therapist or PPS)

Coping Cat Therapy Sessions (Psychological testing with an Individual Education Therapy Plan are required for this therapy)



##### **Academic Need:**

PACS, Personal Academic Coaching Services -\$50/week

SEARCH & TEACH® (For saints ages 5-7) -\$75/week

NILD Educational Therapy® (Psychological and/or educational testing with an Individual Education Therapy Plan are required for this therapy) -\$100/week

Follow-up accommodation meetings are regularly scheduled to evaluate and measure the effectiveness of the current accommodations on saint success. **Saints receiving the above services must have a current accommodation form in place at all times!** All stakeholders involved in assisting the saint are encouraged to attend. Adjustments to the accommodations are continually deliberated to ensure weighted achievements of the saint's spiritual & emotional, social & physical, or academic needs. This information is included in the Diagnostic Folder and reviewed frequently by administrator and teacher. The effectiveness of the programs are measured and regularly evaluated by the data within the *Saint Assessment System*.

If the programs through Central Christian Academy are not effective and is therefore, no longer deemed as the least restrictive environment for the saint, the parents would then be given the opportunity to remove the saint from the school and place them in another institution more capable.

#### 4.5 The Gift of Time

Indicators in physical, spiritual, social, and academic growth may indicate that a child would benefit from the gift of another year at the same grade level. If a child in K4-6<sup>th</sup> is struggling, and the parent, teacher, or administrator feel another year would benefit the saint, information will be shared at an accommodation meeting. If a saint in Kdg-6<sup>th</sup> grade is a candidate, their report card grades should reflect the decision. The final report card will contain a notation as to whether the saint has been promoted or not.

#### 4.6 Academy Awards

This event will be held each year on the last day of school and serves as a time to celebrate all that God has done at CCA during the year. The event allows us to honor the supporters of CCA through our tile wall and recognize saints for their spiritual, social, and academic growth. Our preschool saints are also recognized for completing their year and /or graduating from preschool.

These awards will be given to kindergarten through sixth grade saints that meet the following requirements:

##### **Spiritual Growth Award:**

- Met a spiritual goal each quarter
- Attended church at least 8 weeks each quarter (Church Attendance Log)
- Earned all As & Bs in Bible on their report card all year

##### **Social Growth Award:**

- Met a social goal each quarter
- Met the attendance requirements each quarter (Fewer than 2 absences and 6 tardies). *A saint is allowed 1 absence and 5 tardies./quarter.*
- Satisfactory conduct each quarter (S in conduct all year and no office referral)

##### **Academic Growth Award:**

- Met an academic goal each quarter
- Earned all As & Bs in Language, Math, Social Studies, & Science on their report card all year
- Satisfied the requirements (earned an S all year) for PE, Art and Music

Because we want saints to be a part of giving awards, instead of receiving them, the saints review the vision and vote for a member of their fruit stand to receive a **Little Pot Oscar**. One Oscar is given for each fruit stand. The three saints with the most votes serve as the nominees and the winner is revealed at the ACADEMY AWARD ceremony.

A **Teacher of the Year** is also selected by the CBC and CCA staff each year. This award will also be presented at the ACADEMY AWARDS.

## **5.0 ARRIVALS AND DEPARTURES**

### **5.1 Times**

School office hours are from 7:30am to 3:30pm. School phones are business phones and are not to be used casually by the saints. They may be used in emergencies. Arrangements for rides and activities other than the ordinary should be made with the family before leaving home.

Saints are not permitted in the office without reason. Please try to request messages or changes in transportation for saints before 2:00pm. Drop off time is between 7:45am and 8:00am. Saints arriving to school before 7:45am must be placed in Extended Care. Pick up time is 3:00pm–3:15pm. Saints who cannot be picked up by 3:15 must go to Extended Care.

### **5.2 Traffic Patterns / Saint Drop Off & Pick Up**

Central Christian Academy does not offer bus service to and from school. Parents who drop off saints each morning (kindergarten-sixth grade) should enter through the back gate, drop children off at the end of the sidewalk by the benches, and continue around to exit where they entered. Please wait your turn to drop off your child and do not pull around the car in front of you unless instructed to do so.

Parents are asked to **not** walk kindergarten through sixth grade children into the building except for extended care hours between 6:30-7:45am and 3:15-6:00pm.

Preschool parents must park to walk their children in each morning and should park in the lot by the flag pole. **Parking is not allowed at the sidewalk by the front door.** The back parking lot is for kindergarten-sixth grade drop off and drive-through traffic only at this time. THIS IS OF THE UTMOST IMPORTANCE FOR THE SAFETY OF ALL OUR SAINTS.

School will be dismissed at 3:00pm. Saints attending extended care will be sent to the cafeteria just prior to dismissal.

**AT ALL TIMES, THE PARENTS SHOULD PROCEED WITH CAUTION WHEN PICKING UP CHILDREN. PROCEED IN THE SAME DIRECTION DESCRIBED ABOVE. SPEED SHOULD NEVER EXCEED 5 M.P.H. WHILE IN THE PARKING LOTS.**

**Under no circumstances should traffic in the school parking lot be moving at more than 5 miles per hour.**

Only persons on a child's Pick-Up List may pick them up from school. If a child is to be picked up by someone other than his parents, a note must be sent to the office prior to the dismissal time. Verification will be made that the person is on the Pick-Up List. The school regards the safekeeping of your children as an important responsibility and asks your cooperation in this procedure.



### 5.3 Visitors/Parents at School

All visitors/parents must first report to the school office. If a parent comes to the room during the school day, he/she must have a visitor's badge. Visitors/parents are welcome to visit the classrooms at any time. However, we ask that you please schedule these visits with the administration and classroom teacher before coming.

If a parent needs to leave something for a saint, please do so through the school office so as not to interrupt instruction and learning.

***Parents should never approach a teacher during regular school hours for conferences or discussion without a scheduled appointment.***

### 5.4 Field Trips

Transportation for field trips requires a school approved vehicle and a school approved driver with the proper license. Field trips are a regular part of the curriculum. All saints are expected to participate. Those unable to attend may miss graded assignments. A MAT trained individual will attend all field trips.

Permission forms must be signed by parents prior to the scheduled trip. No saint will be allowed to go on a field trip without a permission slip signed by a parent or guardian. A charge per saint and/or a chaperone to attend a designated field trip may occur.

Saints and parent chaperones will be expected to ride the vehicle provided. Only a designated number of parent chaperones will be able to attend each field trip. The amount of chaperones taken is determined by the class, the room on the bus, and the destination. All chaperones **must** be approved by the administration in advance. **This means no additional parents may drive separately and attend school assigned field trips.**

Saints are to wear their red CCA shirt unless a variation in the dress code is authorized by the administration.

**A saint not attending a field trip with his/her class for any reason must be kept at home. We do not provide care for saints that do not go on field trips.**

## **6.0 EMERGENCIES / ILLNESS**

### **6.1 Emergency Preparedness**

Central Christian Academy has an extensive emergency preparedness plan. This plan is approved by law officials and practiced throughout the year. Parents wishing to view the plan may do so by contacting the administration.

### **6.2 School Dismissals**

Snow Days - In cases of snow or other inclement weather conditions, please tune to the local TV station, WAVY TV 10, or WTKR Channel 3. You may also check the following websites: [www.facebook.com/CentralChristianAcademy](http://www.facebook.com/CentralChristianAcademy), [www.twitter.com/CCA\\_saints](http://www.twitter.com/CCA_saints), [www.wavy.com](http://www.wavy.com), or [www.wtkr.com](http://www.wtkr.com)

Early dismissal will be rare due to difficulties in transportation. If early dismissal is required, parents will be called, emailed, and the TV station WAVY will be notified.

**Please be aware that during mass communication situations, email and facebook will be our main means of communication with parents.**

### **6.3 Saint Illness or Accident**

All Teachers are CPR/First Aid qualified. Several are also MAT trained.

#### **Illness**

Saints who are feeling sick are brought to the office. If a child's temperature is above 100 degrees, a parent will be notified to pick them up. If a saint is vomiting, has diarrhea, or has a contagious illness he/she will be sent home. If parents are called to pick up child, they are expected to arrive as soon as possible within 1 hour. Saints are not allowed to return to class until they are fever free without medication.

#### **Accidents**

Accidents will require a report filled out by attending teacher, and signed by the teacher, administrator, and the parent. A copy will be sent home with the parent and one kept on file in the office.

In the event of an extreme emergency, parents and or 9-1-1 will be notified in the proper order dictated by the American Red Cross.

#### **Contagious Conditions**

If head lice are detected the entire class will be checked and parents will be notified immediately. The saint may not return to class until they are "nit" free. If a saint has ring worm, pink eye, or scabies, he/she will be sent home and must give verification of a DOCTOR prescribed medication to return to the classroom.

#### 6.4 Medication

Prescription and over the counter medications (including topical ointments for chapped lips and skin, and cough drops) can be administered at school provided you supply the school with a properly filled out Medication Consent Form and the medicine meets the State of Virginia requirements listed on the next page.

All over-the-counter medications must be in the original packaging and have the saint's name CLEARLY marked on the package. All inserts must remain in the packaging. **All prescription medications must be in the original prescription bottle.**

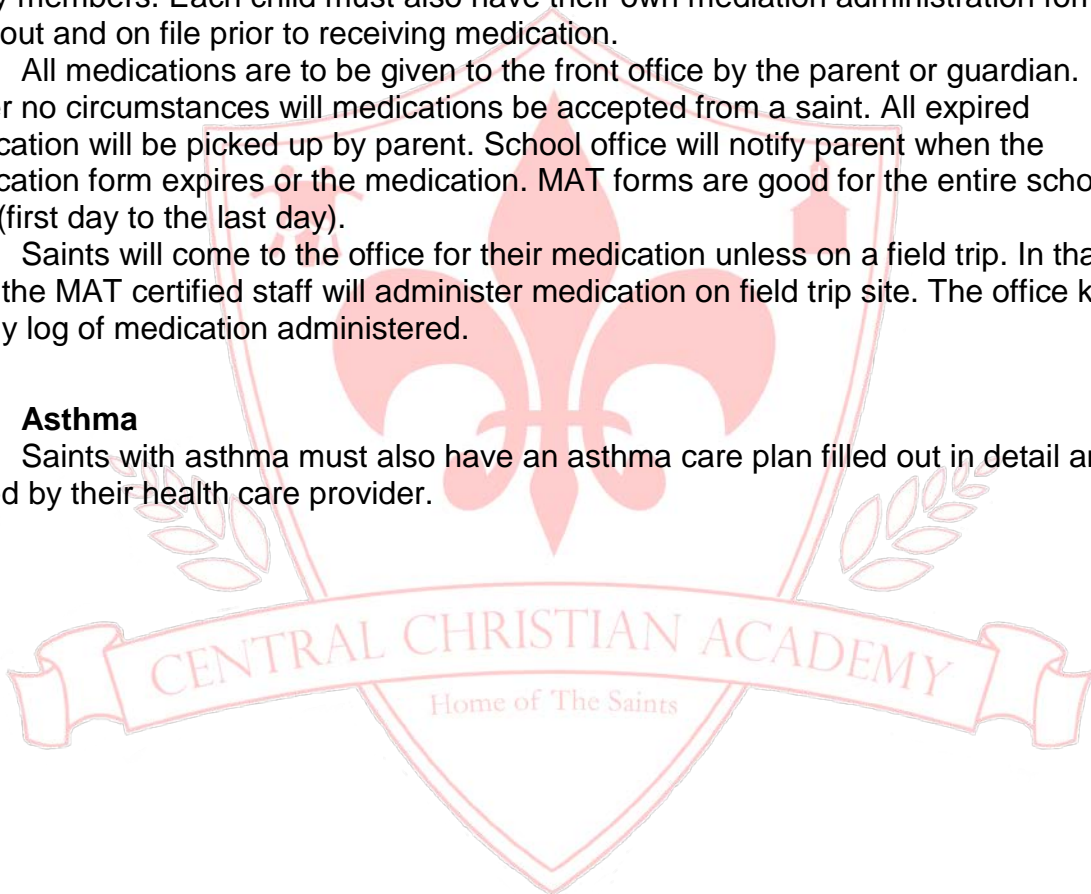
There is no sharing of medications between children including siblings and other family members. Each child must also have their own medication administration form filled out and on file prior to receiving medication.

All medications are to be given to the front office by the parent or guardian. Under no circumstances will medications be accepted from a saint. All expired medication will be picked up by parent. School office will notify parent when the medication form expires or the medication. MAT forms are good for the entire school year (first day to the last day).

Saints will come to the office for their medication unless on a field trip. In that case the MAT certified staff will administer medication on field trip site. The office keeps a daily log of medication administered.

#### **Asthma**

Saints with asthma must also have an asthma care plan filled out in detail and signed by their health care provider.



<i>Medication given to your child for <b>less than 10 days</b></i>			
<i>Medication Type</i>	<i>Medication Route</i>	<i>Type of Permission Needed</i>	
		<b>Parent Provider</b>	<b>Health Care</b>
<b>Over-the-counter</b>	<i>Topical</i>	<i>Written</i>	<i>None Needed*</i>
	<i>Oral</i>	<i>Written</i>	<i>None Needed*</i>
	<i>Inhaled/Nasal</i>	<i>Written</i>	<i>None Needed*</i>
	<i>Patches</i>	<i>Written</i>	<i>None Needed*</i>
	<i>Eye</i>	<i>Written</i>	<i>None Needed*</i>
	<i>Ear</i>	<i>Written</i>	<i>None Needed*</i>
<i>Prescription</i>	<i>Topical</i>	<i>Written</i>	<i>None Needed*</i>
	<i>Oral</i>	<i>Written</i>	<i>None Needed*</i>
	<i>Inhaled/Nasal</i>	<i>Written</i>	<i>None Needed*</i>
	<i>Patches</i>	<i>Written</i>	<i>None Needed*</i>
	<i>Eye</i>	<i>Written</i>	<i>None Needed*</i>
	<i>Ear</i>	<i>Written</i>	<i>None Needed*</i>
	<i>Nebulizer</i>	<i>Written</i>	<i>Written</i>
	<b><i>Epi-Pen Injection</i></b>	<i>Written</i>	<i>Written</i>
<i>Medication given to your child for <b>longer than 10 days</b></i>			
<i>Over-the-counter</i>	<i>Topical</i>	<i>Written</i>	<i>None Needed*</i>
	<i>Oral</i>	<i>Written</i>	<i>Written</i>
	<i>Inhaled/Nasal</i>	<i>Written</i>	<i>Written</i>
	<i>Patches</i>	<i>Written</i>	<i>Written</i>
	<i>Eye</i>	<i>Written</i>	<i>Written</i>
	<i>Ear</i>	<i>Written</i>	<i>Written</i>
<i>Prescription</i>	<i>Topical</i>	<i>Written</i>	<i>Written</i>
	<i>Oral</i>	<i>Written</i>	<i>Written</i>
	<i>Inhaled/Nasal</i>	<i>Written</i>	<i>Written</i>
	<i>Patches</i>	<i>Written</i>	<i>Written</i>
	<i>Eye</i>	<i>Written</i>	<i>Written</i>
	<i>Ear</i>	<i>Written</i>	<i>Written</i>
	<i>Nebulizer</i>	<i>Written</i>	<i>Written</i>
	<b><i>Epi-Pen Injection</i></b>	<i>Written</i>	<i>Written</i>

- \* Parent instructions for OTC meds have to be consistent with any directions for use on the medicine box. If instructions are not consistent written instructions from child's health care provider are needed.
- Long term permission must be updated every 6 months.
- Medical Consent Forms can be obtained from the school office

## 6.5 Immunization Records

A record of immunizations signed by a physician is required upon enrollment. The appropriate form (MCH 213 F) is available from the school office. According to Virginia State Law the following immunizations are required:

**Diphtheria, Tetanus, & Pertussis (DTaP, DTP, or Tdap)**. A minimum of 4 doses. A child must have at least one dose of DTaP or DTP vaccine on or after *the fourth birthday*. *DT (Diphtheria, Tetanus) vaccine is required for children who are medically exempt from the pertussis containing vaccine (DTaP or DTP)*. Adult Td is required for children 7 years of age and older who do not meet the minimum requirements for tetanus and diphtheria.

**Haemophilus Influenzae Type b (hib) Vaccine**- This vaccine is required ONLY for children up to 60 months of age.

**Hepatitis B Vaccine**- A complete series of 3 doses is required for ALL children.

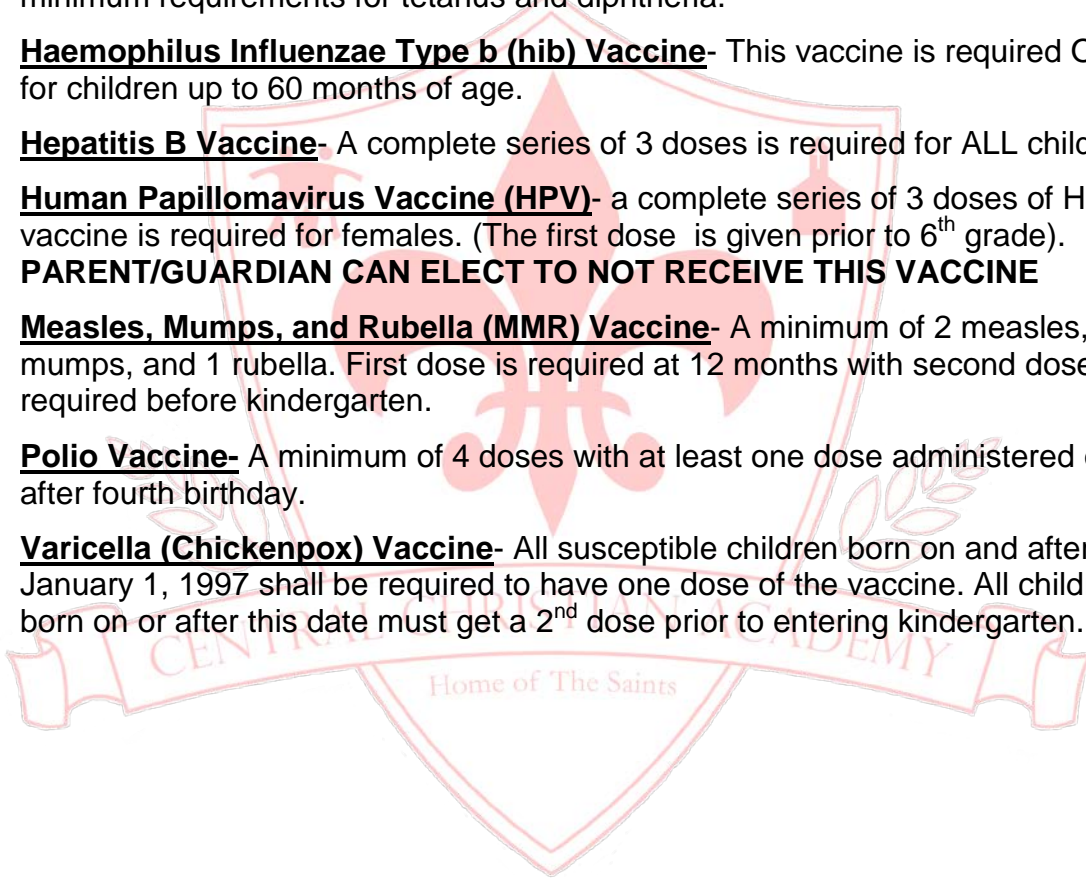
**Human Papillomavirus Vaccine (HPV)**- a complete series of 3 doses of HPV vaccine is required for females. (The first dose is given prior to 6<sup>th</sup> grade).

**PARENT/GUARDIAN CAN ELECT TO NOT RECEIVE THIS VACCINE**

**Measles, Mumps, and Rubella (MMR) Vaccine**- A minimum of 2 measles, 2 mumps, and 1 rubella. First dose is required at 12 months with second dose required before kindergarten.

**Polio Vaccine**- A minimum of 4 doses with at least one dose administered on or after fourth birthday.

**Varicella (Chickenpox) Vaccine**- All susceptible children born on and after January 1, 1997 shall be required to have one dose of the vaccine. All children born on or after this date must get a 2<sup>nd</sup> dose prior to entering kindergarten.



## **7.0 PARENT-SCHOOL COMMUNICATIONS**

### **7.1 Social Media**

Central Christian Academy uses social media (Blogs, Facebook, Pinterest, Twitter, etc.) as a means to inform our families and community of events and happenings. Saints and their school work are sometimes included in photographs and videos. Names of saints are not posted. If you wish for your child to not be included in these pictures, you must notify the administration in writing. Otherwise, your signature to the Saint-Parent Handbook gives CCA permission to use photographs of your child online, on social media sites, and for advertising purposes. Parents are encouraged to stay engaged via the internet and share positive comments to these sites at any time. These pages are monitored continually by our staff and administration. We do not allow persons to voice concerns on these pages. If you have specific questions or comments you may call or email them directly to the school.

### **7.2 Headmaster**

Teachers post grades into headmaster weekly. Parents can view these grades through their on line account. Payments to your child's account can also be made.

### **7.3 Email and Phone**

Texting/messaging teacher's personal phone, facebook accounts, or email is not permitted regarding school issues. Please correspond with them through school email and the school phone. Parents must be able to send and receive emails from the following:

<a href="mailto:ccareception@discovercentral.org">ccareception@discovercentral.org</a>	<a href="mailto:afield@discovercentral.org">afield@discovercentral.org</a>
<a href="mailto:ccapincipal@discovercentral.org">ccapincipal@discovercentral.org</a>	<a href="mailto:nild@discovercentral.org">nild@discovercentral.org</a>
<a href="mailto:K2@discovercentral.org">K2@discovercentral.org</a>	<a href="mailto:K3@discovercentral.org">K3@discovercentral.org</a>
<a href="mailto:K4@discovercentral.org">K4@discovercentral.org</a>	<a href="mailto:Kindergarten@discovercentral.org">Kindergarten@discovercentral.org</a>
<a href="mailto:1stgrade@discovercentral.org">1stgrade@discovercentral.org</a>	<a href="mailto:2ndgrade@discovercentral.org">2ndgrade@discovercentral.org</a>
<a href="mailto:3rdgrade@discovercentral.org">3rdgrade@discovercentral.org</a>	<a href="mailto:4thgrade@discovercentral.org">4thgrade@discovercentral.org</a>
<a href="mailto:5thgrade@discovercentral.org">5thgrade@discovercentral.org</a>	<a href="mailto:6thgrade@discovercentral.org">6thgrade@discovercentral.org</a>
<a href="mailto:library@discovercentral.org">library@discovercentral.org</a>	<a href="mailto:extendedcare@discovercentral.org">extendedcare@discovercentral.org</a>

### **7.4 Communication/Agenda Notebook**

Every saint is given a CCA Communication/Agenda Notebook. They are to carry it back and forth to school every day. It serves as a daily communication tool between the teacher and parent. Each teacher will give further instructions to how the notebook will be used in their class.

### **7.5 Parent/Teacher Conferences**

An initial Parent/Teacher Conference time is scheduled during the first grading period. Additional conferences are scheduled by both the teacher and parent.

## **8.0 MISCELLANEOUS POLICIES**

### **8.1 Lost, Found, Stolen items**

Items lost by saints, if found, will be turned in to the school office. Items found will be maintained there for a short period of time. Saints seeking lost items should inquire at the school office for the item.

The saint is responsible for items that are lost. The school is not responsible for items lost or stolen.

### **8.2 Lunch and Snack Policies**

Snacks are provided for preschool saints. Saints in kindergarten through sixth grade may have a designated snack time in their classrooms if the teacher chooses. If so, please provide a healthy snack that does not include soda.

Saints may bring their lunch or order a hot lunch. A microwave is not available for saint use. Milk, juice, ice cream may be purchased separately. Saints may only charge lunches in emergency situations, ***when a family is called and unable to bring the saint a lunch.*** Charge payments are due the next school day. Continual lunch charges are not permitted.

All saints will eat lunch in the cafeteria of the school. Lunch menus are emailed and posted on line. If your child is allergic to an item on the menu, please provide a packed lunch on the specific day the item is served.

### **8.3 Classroom Parties and Celebrations**

We value every moment of the educational day. Classes will also be allowed to have a short time of celebration for Christmas, Valentines, and Easter. If you would like to send in treats for your child's birthday, you may do so and they will be distributed at lunchtime. *If you wish to leave birthday invitations with your child's teacher, an invitation must go to all children in the class.*

### **8.4 Activities**

All activities to take place on the premises of Central Christian Academy must be scheduled and paid for through the church office. Persons desiring to schedule an activity must complete and submit an activity request form. This regulation applies to parents seeking to use the school or church facility.

### **8.5 Solicitations**

At no time will approval be given for outsiders to solicit funds on the property of Central Christian Academy. Advertising for events outside the CBC/CCA ministry is not permitted.

### **8.6 Guest Speakers, Musicians**

Persons seeking to bring special speakers or musicians to Central Christian Academy for any reason must first seek approval from the administration.

## **8.7 Lockers**

Lockers are provided for saints in grades kindergarten through sixth grade. Lockers shall be kept neat and clean at all times. Locks are **NOT** permitted. No saint shall tamper with another saint's locker or belongings. Locker doors shall not be forced shut or slammed. No tape or stickers are to be on locker walls. Pictures may be hung in lockers with magnets only and may not convey attitudes or standards contrary to those of the school.

Central Christian Academy retains the complete control of its facilities and equipment. This includes lockers which are provided as a service to saints to store their belongings during the school day. The school permits the storing of saint's personal belongings in lockers at the saint's own risk.

Central Christian Academy reserves the right to inspect lockers unannounced at any time it deems appropriate. This means assigned school personnel will open lockers for the purpose of enforcing the school code, to inspect a locker and its contents for any contraband that may be there when there is reasonable suspicion such contraband may be present. This inspection of contents may include the following representative items but is not restricted by this list: jacket pockets, purses, wallets, bags, boxes or books.

## **8.8 Toy Weapons Policy**

No toy guns or knives of any kind will be allowed on the premises or on field trips without prior permission from the administration. This includes water guns, squirt guns, dart guns, cap guns, or laser pointers.

## **8.9 Summer Enrollment**

A separate summer program is provided for saints in the summer. Saints must be re-enrolled for this program.

## **8.10 Staff Qualifications**

Our staff is trained, experienced, and dedicated to minister to your child academically, physically, emotionally, and spiritually. Each staff member is also required to undergo a criminal check and sworn disclosure statements. Each staff member of the preschool receives a yearly statement from a physician certifying that the staff member is free from any disabilities which would prevent her from supervising your child with the utmost care.



### **8.11 Animals at CCA**

The need for students to understand and become familiar with animals is important to both education and the development of an appreciation of God's creation. Live animals may at times be a part of CCA's school-approved educational programs and brought in classrooms as a part of various science projects or learning experiences. In some circumstances, students may be encouraged to touch, handle, or care for these animals as a part of the educational experience. While dangerous animals are not permitted in the classroom, any animal may at times bite, scratch, or otherwise react to human contact. After handling, the student's hands are washed with soap and water to prevent the possibility of illness. While reasonable efforts will be made to prevent any injury or illness which could result from interacting with such animals, the possibility of an incident may still exist. Some children and adults may be sensitive to certain types of animals. This may not be evident until the first time a child handles an animal to which they had not previously been exposed. If a child is known to have a sensitivity to a specific animal, it is important to let the school know as soon as possible so steps can be taken to minimize the interaction between the child and that specific animal. A signature to the Saint-Parent Handbook gives the saint permission to participate in hands-on learning activities which may involve handling pets or live animals which are kept in the classroom as a part of a class project or other educational process and not hold Central Christian Academy, the individual members thereof, and all staff, agents, employees and volunteers harmless from any claim of loss or liability for personal injury, damage to property, or any other loss, claim of any kind or nature, arising out of participation in educational activities involving classroom animals.

## **9.0 ADDITIONAL PRESCHOOL ITEMS**

### **9.1 Code of Compliance Statement**

The preschool center at CCA falls under the religious exempt status for licensure. We file annually with the state of Virginia for this exempt status.

### **9.2 Change of Clothes**

Preschool children need to keep an extra change of clothing in a large ziplock bag at school (including socks and shoes). Each item in the bag as well as the bag itself should be labeled with the child's name. The clothing needs to be checked for **seasonal changes**.

If the saint soils his/her clothes, he/she will be changed in the clothes provided by the parents. If the saint does not have any extra clothing at school, the parents will be called and must come to the school.

### **9.3 Personal Belongings for Preschool**

Please label any articles of clothing, such as sweaters, coats, raincoats, hats, gloves, etc., with your child's name. **Do not allow your child to bring toys to school other than a small stuffed animal for nap time or an item for Show and Tell.** CCA is not responsible for broken or lost toys or personal items.

### **9.4 Preschool Nap Time**

Preschool saints will have a nap time during the afternoon. Children are required to bring in a rest mat, small pillow, and blanket. Saints who have a difficult time sleeping must remain on their mats and are allowed to hold a small toy or book. They must remain silent and cannot disturb other's sleep.

### **9.5 Preschool Sign In/Out**

Each child must be signed in and out daily on the school computer by the parent or authorized adult.

### **9.6 Preschool Hours**

The preschool is open from 6:30 a.m. to 6:00 p.m. Monday through Friday. If a child is dropped off after 8:20am or picked up prior to 3pm, a staff person will escort or retrieve them to/from their class. This is to avoid other preschoolers from seeing parents and avoid class interruptions. All saints must be picked up by 6:00pm. **A late fee of \$15.00 per 15 minutes or any part thereof after 6:00 p.m.**

### **9.9 Public Liability Insurance**

The preschool is covered by public liability insurance for the protection and safety of your children.

## **10.0 ACCEPTABLE USE POLICY FOR TECHNOLOGY**

Central Christian Academy shall encourage staff and saints to use the computer and the Internet as an educational tool. Use of the electronic information resources in CCA shall be used to improve and support the educational process by providing access to global information and improving communication between saints, employees, parents, and church members.

### **10.1 Internet Use**

The use of the electronic information resources is intended for educational purposes only and will be closely supervised by school personnel. School personnel shall provide annual Internet Safety Training to saints. Email accounts shall not be given to elementary saints (with the exception of saints receiving school Kindle devices). The Internet is filtered to block pornography, hate sites, violence, and profanity. Saints who abuse acceptable computer use, which includes, but is not limited to, copyrighted or threatening or obscene material, pornography, gambling, inappropriate language, etc., shall be subject to disciplinary action. With this learning tool, saints must understand that it is a privilege to have tablet / computer access and they must always practice proper and ethical use. No warranties are implied as to loss of data, delays of service, and interruptions or accuracy of information received on the Internet.

### **Vandalism, harassment, and cyber bullying are prohibited.**

- A. Vandalism is defined as any malicious attempt to harm, modify, or destroy data, hardware, software or networks. This includes, but is not limited to, the uploading or creating of computer viruses.
- B. Harassment is defined as the persistent annoyance of another user, or the interference of another user's work. This includes, but is not limited to, the sending of unwanted email, cyber-bullying, posting of harmful information or pictures on websites, etc.
- C. Cyber bullying is defined as using the Internet or another device to send or post text video, or an image with the intent of knowledge, or with reckless disregard, that the text, video, or image will hurt, embarrass, or threaten an individual, regardless of whether the individual directed, consented to, or acquiesced the conduct, or voluntarily accessed the electronic communication.

Acceptable use training will occur that involves procedures, ethics and security.

**Signing this handbook means that you sign agree.**

## **10.2 Acceptable Uses**

To qualify for electronic information resource services, students must be willing to abide by the rules of acceptable use. Please work with us in helping your elementary school age child understand and abide by these simple but important rules of appropriate use.

### **Be Polite and Show Respect:**

1. When using the computer to write information, always use appropriate school language and behavior.
2. Show respect for others, self and for property.

### **Be Honest and Obey the Rules:**

1. When using the computer resources follow all posted rules and instructions given by your teacher.
2. Do not attempt any activity that would violate any District or State Law.
3. Do not attempt to bypass State, District, or school security, or attempt to access information other than your own.
4. Only go to sites that have been approved by your instructor. Aimlessly surfing is not allowed.

### **Keep Personal things Private:**

Do not share your password with anyone.

## **10.3 Monitoring**

CCA reserves the right to monitor and review any material on any computer at any time in order for the school to determine any inappropriate use of network services. All Internet use will be closely monitored. Any violation of these rules may result in losing computer and Internet privileges. The extent of privileges lost is determined by the violation. Internet use will be allowed only with instructor guidance and monitoring.

## **10.4 Security**

Central Christian Academy and Central Baptist Church will implement security procedures on Internet access to protect against unacceptable use.

### **10.5 Encounter of Controversial Material**

Internet users may encounter material that is controversial which the user or administrator may consider inappropriate or offensive. CCA has taken precautions to restrict access to inappropriate materials through a filtering and monitoring system. However, it is impossible on a global Internet, to control access to all data that a user may discover. It is the user's responsibility not to initiate access to such material. Any site or material that is deemed controversial should be reported immediately to the administrator. The school expressly disclaims any obligation to discover all violations of inappropriate Internet access.

### **10.6 Terms of Use**

1. Only registered saints of CCA qualify for Internet access under this Policy.
2. Only authorized users who have signed the User Agreement shall have computer access. Users are ultimately responsible for all activity while using the Internet.
3. The school principal, and/or responsible teacher may suspend or terminate any computer user's access for any reason whatsoever.
4. All Internet or computer equipment access of a saint is automatically terminated at the moment of withdrawal of the saint from CCA.
5. All saint Internet use must have teacher/staff supervision.

### **10.7 Penalties for Improper Use**

Any user violating this Policy or applicable State and Federal Laws may be restricted from Internet use or use of any or all computers and other disciplinary measures deemed necessary by the administration and/or legal authorities.

## **11.0 HOME-SCHOOL HAPPENINGS**

Central Christian Academy partners with home-school families. Home-school families (parents and saints) should be aware of the information in this handbook. Their consideration and cooperation of the requirements set forth for all saints will provide for an optimal learning atmosphere and make the partnership more effective.



## Saint-Parent Handbook

It is the responsibility of the saint and parents/guardians to read the **Saint-Parent Handbook**. By signing this document, you acknowledge that you have read, understand and agree to fully comply with all of the policies within. If you have any questions about any of the policies contained in the handbook, you should direct them to the principal BEFORE signing this form.

**Please return this form to the school office.**

Printed Name of PARENT: \_\_\_\_\_

Printed Name of SAINT: \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Parent/Guardian Signature

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Saint