

# *Central Fellowship Christian Academy*



**DISCIPLESHIP • SCHOLARSHIP • FELLOWSHIP**

*2023-2024  
Kindergarten/Elementary Handbook*



## **CFCA ALMA MATER**

**PROUDLY SING OUR ALMA MATER**

**BLUE AND GRAY AND WHITE.**

**WE ARE THE MIGHTY LANCERS**

**WE WILL STAND AND FIGHT.**

**GOD IS WITH US, HE WILL HELP US,**

**WE SHALL NOT FAIL.**

**WE WILL STRIVE TO BE GOD'S CHANNEL,**

**C-F-C-A ALL HAIL.**

## **CFCA FIGHT SONG**

**“GO BIG BLUE”**

**Go Big Blue stand up and cheer**

**C F C A Lancers,**

**March to victory as we go on triumphantly**

**GO FIGHT WIN!**

**L-A-N-C-E-R-S**

**Our pride will never die,**

**FIGHT-FIGHT-FIGHT with all your might!**

**Victory for Blue and White!**

## *Elementary Faculty and Staff 2023-2024*

Administrator	Mr. Josh Queen
Principal/Athletic Director	Mr. Jake Walls
K3	Mrs. Brae Johnson
K3	Mrs. Devon Willey
K4	Mrs. Michelle Gallaher
K4	Mrs. Tonya Sizemore
K5	Mrs. Shanda Sprague
K5	Mrs. Maegan Sanders
1 <sup>st</sup> Grade	Mrs. Jill Durski
1 <sup>st</sup> Grade	Mrs. Jamie Justice
2 <sup>nd</sup> Grade	Mrs. Christy Daniels
2 <sup>nd</sup> Grade	Mrs. Sonya Wright
3 <sup>rd</sup> Grade	Mrs. Stacey Daniel
3 <sup>rd</sup> Grade	Mrs. Ana Darsey
4 <sup>th</sup> Grade	Mrs. Robin Hagan
4 <sup>th</sup> Grade	Mrs. Rebecca Willard
5 <sup>th</sup> Grade	Mrs. Lauren Sapp
5 <sup>th</sup> Grade	Mrs. Teresa Snowden
Elementary Band	Mrs. Shirley Blunk
Elementary PE	Mrs. Kayla Hill
Elementary Art	Ms. Rudy King
Elementary Music	Ms. Kate Schoolcraft
Elementary Office	Mrs. Courtney Shields
Pre-K Aide	Mrs. Christy Morgan
Lunchroom	Mrs. April Lawless
Library	Mrs. Heather Sanders

## **Introduction and Welcome**

Attendance at Central Fellowship Christian Academy is a wonderful privilege. Central Fellowship is delighted to have you as part of our school family this year.

The beginning of a new school year is an exciting time, filled with the anticipation of school events, classes, studies, friends and activities. In addition, it is a time of making decisions that will have great impact on your life. It is our desire at CFCA to instill an appreciation of the importance of Godly living in the heart and life of every student.

The intent of this handbook is to establish guidelines for a consistent, God-honoring program. It is impossible to cover every situation, but basic policies and operational procedures are generally included in this manual. The discipline portion will serve as a guide, for the administration reserves every right to use their discretion as various issues arise.

### ***Welcome to Central Fellowship Christian Academy***



**DISCIPLESHIP • SCHOLARSHIP • FELLOWSHIP**

### **Mission Statement**

Central Fellowship Christian Academy equips students to impact their world for Christ.

### **Philosophy of Christian Education**

Two words summarize the philosophy of education at Central Fellowship Christian Academy: *Kingdom Education*. Christian educator and author Dr. Glen Schultz defines Kingdom Education as a life-long, Bible-based process of leading a child to Christ, building him up in Christ, and equipping him to serve Christ. Kingdom Education is for Christian families who want to educate their children with a Biblical worldview knowing that one's worldview determines one's values, character, and success in life. Kingdom Education is built upon three necessary components: the family, the church, and Christian education.

The family is the first institution ordained by God. Parents have the responsibility before God to guide their children to fully surrender to God's will for their lives. Though parents may delegate part of a child's training to the church or the school, parents are ultimately accountable to God for the result.

The church, ordained by God for the proclamation of the gospel and the building up of the saints, assists parents in the spiritual training of children. Parents are accountable to God to see that their children regularly attend a Bible-teaching church.

The final component, Christian education, seeks to prepare the children for life through academic instruction that is based on Biblical truth. CFCA's goal is to come alongside Christian parents in raising the next generation in the nurture and discipline of the Lord.

### **Central Fellowship Christian Academy** **Statement of Faith**

1. We believe in the verbal inspiration and authority of the scriptures (2 Timothy 3:16)
2. We believe that the Bible reveals God, the fall of man, the way of salvation and God's plan and purpose in the ages (Genesis 2:17; Romans 5:18-21; Isaiah 53:6; Ecclesiastes 7:29; 2 Corinthians 11:3; 1 Corinthians 15:22; Romans 5:12; Psalm 62:1-2; John 3:16; Romans 10:9)
3. We believe in God the Father, God the Son and God the Holy Spirit.
4. We believe in the deity, virgin birth and bodily resurrection of Jesus Christ (John 1:1-14; 10:33; 1 Tim. 3:16; Revelation 1:8; 1 Cor. 15:1-4; Isaiah 7:14; Matthew 1:23).
5. We believe that salvation is by grace through repentance of sin and faith in Jesus Christ (Ephesians 2:8-9; John 14:6, Rom. 10:9-10).
6. We believe that men are justified by faith alone and are accounted righteous before God only through the merit of our Lord and Savior Jesus Christ (Romans 3:28; 4:5; 5:1; 8:1; 10:3; 10:9; 11:6; John 5:24; Ephesians 2:8).
7. We believe in the visible, and personal return of Jesus Christ (1 Thess. 4:16-17; Rev. 20:1-6; 1 Corinthians 15:23-28; Daniel 7:13-14).
8. We believe in the eternal security of the believer (John 1:12-13; 3:36; 5:24; 10:28; Jude 1:24; Romans 8:16; Hebrews 7:25).
9. We believe in the everlasting conscious blessedness of the saved and the everlasting conscious punishment of the lost.
10. We believe that once an individual is regenerated by the operation of the Holy Spirit, he should live a life separated from the world and dedicated to the Lord Jesus Christ.

### **Affiliations and Accreditation**

Central Fellowship Christian Academy is accredited by the **Georgia Accrediting Commission**.

Central Fellowship Christian Academy is a member of the **Georgia Independent School Association (GISA)**.

### **Non-Discriminatory Policy**

Central Fellowship Christian Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs and athletic and other school-administered programs.

### **History**

Central Fellowship Christian Academy is a ministry of Central Fellowship Baptist Church. The school was started in 1970 as Cochran Field Christian Academy, a ministry of Cochran Field Baptist Church. At its inception, CFCA consisted of a church building (which currently houses the school library), the current elementary lunchroom building, and three buildings which house our elementary and kindergarten classes. In 1979, under the leadership of Rev. John Reynolds, Cochran Field Baptist Church and Grace Baptist Church merged to form Central Fellowship Baptist Church located on Newburg Avenue in Macon. The vacated Cochran Field Baptist Church building was then used exclusively for school chapel services. Several years later, the old sanctuary was turned into three classrooms; more recently, it has become our library. In 1995, a new church building was constructed on the school campus. Our campus is now made up of over 22 acres of land and includes an office building connected to the church, a second gymnasium, and a high school building. To God be all the glory!

### **Lifestyle Statement**

Central Fellowship Christian Academy is a religious, non-profit Christian school representing Jesus Christ by helping parents prepare their children spiritually, academically, physically, and socially to become His disciples. The Biblical and philosophical goal of CFCA is to work with parents who desire for themselves and their children to develop into mature, Christ-like individuals who will be able to exhibit a Christ-like life as mandated by Proverbs 22:6. CFCA requires its employees and students to maintain high standards of Biblical conduct at all times. In such cases, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student who is unable to support the moral principles of the school.

### **Parent Statement of Support**

1. We will regularly and earnestly pray for CFCA.
2. We will fully cooperate in the educational activities of CFCA by doing our best to make Christian education effective in the lives of our children.
3. Our family will support the spiritual activities of the school (Chapel, Bible, Scripture memory, etc.).
4. We will pay all financial obligations on or before the date due. If we are ever unable to do so, we will notify the Business Office, giving a reasonable explanation for the delay and stating when payment will be made.
5. The school has full discretion in the discipline of our children, within reasonable bounds.
6. The school reserves the right to place our children at the appropriate grade level and designate the appropriate teacher(s).
7. The school reserves the right to dismiss any student when either the parents or the student do not cooperate with the policies of the school.
8. We will volunteer for duties and responsibilities as opportunities arise.
9. We will be faithful to attend all parent functions, as best we can. These include open houses, parent meetings, parent conferences, and/or information nights.
10. If we become dissatisfied with CFCA in any way we will strive to resolve the matter with the person(s) involved privately and lovingly as possible, rather than spreading criticism and negativism (Matt. 18:15-17; 5:23-24).
11. We will seek to support and advance CFCA in every area possible—spiritually, academically, physically, and financially.

### **Student Code of Conduct**

As a student of CFCA I agree:

1. To strive for excellence as a student in all that I say or do;
2. To obey the Bible in speech and conduct;
3. To respect and cooperate with those in authority at the school;
4. To abstain from alcohol, drugs, and tobacco;
5. To abstain from sexual immorality, dissension, and honor code violations;
6. To dress in accordance with the CFCA dress code;
7. To submit to the discipline policy of the school;
8. To remember that I am a student of CFCA wherever I am;
9. To avoid behavior, on or off campus, that dishonors Christ, the school, the church, my family, and myself;
10. To be accountable for any negative behavior, on or off campus, at any time during the year.

### **Admission/Financial Information**

Central Fellowship Christian Academy offers a challenging academic program designed for students with **average and above average academic ability**. Students are admitted on the basis of past academic achievement, individual counseling, and test scores to ensure that those enrolled sincerely desire a Christian education and can face the rigors of a program designed for academic excellence.

A student may be admitted to Central Fellowship Christian Academy only after the following requirements and conditions have been fulfilled:

#### **Requirements:**

1. Application for Enrollment form (including Financial Agreement section) signed and submitted with a **non- refundable** \$50 application fee.
2. Records or transcript received. Enclose a copy of student's current report card and ITBS or standardized test score with application. The CFCA Registrar will request an official transcript from prior school after student is enrolled.
3. Two Reference Letters completed (one by former teacher or school administrator and another by pastor or church leader).
4. Read the Student Handbook and return the signed Discipline Agreement form.
5. Health forms submitted:
  - a) CFCA Student Health and Emergency Information form.
  - b) Certificate of immunization (Georgia Form 3231).
  - c) Certificate of eye, ear and dental exam (Georgia Form 3300).
6. Copy of student's birth certificate and a current picture.
7. Interview with school administration or admissions committee.
8. Admissions assessment completed.
9. Parents affirm their decision to enroll the student in the school by submitting the non-refundable registration fee and any other fees that are currently due. Payment of the registration fee will secure the applicant's place on the class roster.
10. Financial obligations to CFCA paid to satisfaction prior to the start of school.

#### **Conditions:**

1. Parents must agree to submit their child to the discipline and overall program as outlined in this Student Handbook.
2. **All** students are accepted on a nine-week probationary status.
3. Central Fellowship reserves the right to deny admission to any student if, in the opinion of the administration, it is in the best interest of the school and/or the student.
4. Central Fellowship will not enroll a student who has been retained two or more years or is two grade levels behind.
5. If a new student is not in good standing with the previous school and not allowed to return there, CFCA administration reserves the right to deny enrollment.



### **Priority Enrollment and Re-Enrollment**

Priority consideration for admission to Central Fellowship Christian Academy is given in the following order:

1. **Pupils in Central Fellowship Christian Academy:** This protected enrollment expires at the end of the annually announced **re-enrollment period** for present students, usually occurring in **January and February**. Currently enrolled students have a limited time to reenroll on a priority basis.
2. **New students who are siblings in families who already have one or more students attending the school:** Siblings are able to begin the enrollment process during the priority re-enrollment period.
3. **Children with a desire to become part of Central Fellowship Christian Academy who are not currently enrolled:** Enrollment is opened to the general public beginning in March of each year.

### **Financial Information**

1. The Registration fee must be paid once a new student is approved for admission. The Reenrollment Fee **must** accompany the Re-Enrollment form for returning students. These fees are **non-refundable** and are required in order to place students on the roster.
2. When re-enrolling in January and February, the student's tuition must be current and the reenrollment fee must be paid in full for class placement.
3. Parents may elect to pay the annually contracted tuition amount, as stated in the Financial Agreement, in full in advance or, as a convenience to parents, in 12 equal monthly payments starting in June.
4. Monthly tuition payments are due on the 5<sup>th</sup> of each month, payable in accordance with a FACTS payment plan. A late fee of \$25.00 may be assessed if tuition is not paid by the assigned date each month.
5. If tuition payment becomes delinquent beyond 30 days, special permission from the Administration must be obtained for the student to remain in school. The student may be suspended until the account is made current.
6. Fines for overdue or lost library books, damage to textbooks or other school property and other financial obligations incurred by parents or students must be paid in a timely manner.
7. All records, report cards, and transcripts will be withheld until all official school fees, fines, and late stay fees are paid. If a student is transferring to another school, the school will be notified that fees and/or fines are delinquent.

### **Withdrawing from School**

When it becomes necessary for a student to withdraw from Central Fellowship Christian Academy, a parent should notify the school several days prior to the withdrawal date. The parent should request a withdrawal form, in person, from the school office. All withdrawal procedures must be initiated through the school office. The official withdrawal form will be processed and the necessary signatures obtained within two days. All school-owned textbooks and other materials must be returned at the time of withdrawal. All library fines, fees and other financial obligations must also be cleared. Failure to follow these withdrawal procedures will result in student records not being released until all terms of withdrawal have been met.

Central Fellowship Christian Academy plans, budgets, and contracts for services for the academic year in advance of student matriculation. Therefore, the enrollment contract obligates families for the tuition and fees whether or not students are dismissed, withdraw, or decide not to attend.

The following schedule determines the amount due upon withdrawal or dismissal: Once registered for the school year, all families are obligated for the full amount of the first semester's tuition should they withdraw or be dismissed any time after September 1<sup>st</sup>. Any family who chooses to withdraw or is dismissed after February 1<sup>st</sup> is obligated for any tuition still remaining for the entire school year. Families may be released from their obligation for family relocations greater than 60 miles, in the case of loss of the family's primary income, or upon extenuating circumstances as determined by the CFCA Board of Directors.

### **Academic Policies and Programs**

The academic programs of Central Fellowship Christian Academy are based upon the belief that a Bible-based, Christ-centered education is the very best education that parents can provide for their children. Therefore, the academic programs have been developed to provide high-quality academic instruction in an environment where prayer, Bible study, and Christian textbooks are the norm.

## **Curriculum**

The elementary school primarily uses the A Beka Christian Book Curriculum. Other materials that are evaluated and deemed to be the very best available are used in areas where needed. Music and P.E. are offered as well as a weekly library time and an art/activity time. Field trips, concerts and Fine Arts round out a curricular program designed to challenge students.

## **Grading and Report Cards**

Grades are reported to parents at the end of each nine weeks. Progress reports are accessible to parents via Family Portal. The purpose of the reporting system is to give parents and students an indication of academic progress or lack of progress and the general development being made by the student. Students are evaluated in two areas: Academic and Conduct. Parents are encouraged to access Family Portal to monitor daily assignments and grades.

The Kindergarten **K5** grading system is as follows:

- O Outstanding
- G Good
- S Satisfactory
- NI Needs Improvement
- NE Not Yet Evaluated

The Kindergarten **K4** grading system is as follows:

- S Satisfactory
- I Improving
- N Needs Improvement

The following areas use the above grading systems for evaluation:

- |                                  |   |                                  |
|----------------------------------|---|----------------------------------|
| <input type="checkbox"/> Bible   | <input type="checkbox"/> Reading                  |                                  |
| <input type="checkbox"/> Music   | <input type="checkbox"/> Personal & Social Growth | <input type="checkbox"/> Phonics |
| <input type="checkbox"/> Numbers | <input type="checkbox"/> Writing                  |                                  |

The **elementary** grading system is as follows:

A	Excellent	90 – 100
B	Very Good	80 – 89
C	Satisfactory	70 – 79
F	Unacceptable	69 and below

The following areas use **E, G, S, NI & U** for evaluation: Penmanship, Band, Conduct, Music, P.E

- E Excellent
- G Good
- S Satisfactory
- NI Needs Improvement
- U Unsatisfactory

### **Honor Roll**

An honor roll is compiled and reported each nine weeks. The following criteria are used to determine eligibility:

- “A” Honor Roll:** No grade lower than an “A” in any subject
- “A/B” Honor Roll:** No grade lower than a “B” in any subject
- “Headmaster’s” Honor Roll:** All A’s and no disciplinary notices.

### **Textbooks**

The school furnishes the textbooks, which are the property of the school, to all registered students. Textbooks should be cared for properly. Proper care of textbooks are an important part of character training and the stewardship responsibility of students. It is a requirement that **all textbooks be covered** throughout the school year for the purpose of protection for reuse.

Textbooks must be returned at the end of the year, or at the time of withdrawal, with evidence of only reasonable wear due to normal use. When textbooks are lost or damaged excessively, a replacement fee will be assessed to the student. Records will be held until such charges are paid.

### **Homework**

The faculty attempts to keep all homework assignments reasonable. The amount of time a student needs to do homework varies from day to day and from student to student.

In order to promote corporate worship in the local church, homework will not be assigned Wednesday nights.

Homework is assigned as practice, drill, remedial activity, enrichment, and special projects. Homework serves two purposes: it allows students to master the standards being taught while also allowing for enrichment. Failure to do homework assignments will result in a zero grade for the assignment even though the student may still be required to complete the assignment.

### **Promotion/Retention**

A 1<sup>st</sup> or 2<sup>nd</sup> grade student who fails to pass Math, Reading or Phonics will be retained at the current grade level. A student in grades 3<sup>rd</sup> through 5<sup>th</sup> who fails to pass Math, Reading, Language or any two other subjects will be retained at the current grade level. Failure to pass the above-required subjects will result in the student being required to attend summer tutoring, with an approved private tutor, in order to be promoted. The private tutor must be approved by the school administration. The tutoring must be documented thoroughly by the institution or individual where the tutoring was received. In addition, a test will be administered to assess the student’s skill level after tutoring has been received. Promotion will be based on decisions made by the Administrator.

### **Grade Placement**

The faculty and staff in consultation with the parents will determine grade and class placement. Placement will be based upon academic progress, testing results, maturity of the student, teacher recommendation, peer relationships, student conduct, and age of the student and any special needs of the student.

### ***Skipping Grades***

A sincere and conscientious effort is made at the time of admission to place students at the proper grade level. On occasion, because of a student's good academic performance, parents will request that a student be advanced a grade level beyond his normal promotion. The nature of our curriculum is such that a student will usually miss critical concepts and skills by skipping a grade. The school administrator must also consider other factors such as those that relate to maturation, social development and student success in comparison to other bright and intelligent students. **Skipping a grade is not considered to be a beneficial practice and will rarely be suggested or approved by the school.**

### ***Testing Programs***

The *Iowa Test of Basic Skills (ITBS)* will be given to students in grades 1<sup>st</sup> thru 5<sup>th</sup> in the spring of each year. Students are notified well in advance as to the nature of the test, scheduled time and length of testing. These tests provide data that aids in determining student growth and progress. Results will also be sent to parents at the end of the school year.

### ***Tutoring***

**After-school tutoring** is available for students who are failing to pass required subjects. **Summer tutoring** is required for students who fail to pass the required subjects, and is recommended for students who pass but are lacking in the fundamentals of Math or Reading. Summer tutoring will have additional tutoring fees.

### ***Help Classes***

Teachers will provide Help Classes for students who need extra attention. It is the responsibility of the parent and student to request the teacher to provide extra help, if it appears that the student will respond in a positive manner to the classes. Help Classes are utilized for the reinforcements of new concepts taught weekly in class. Students needing help in the basic fundamentals of Math or Reading should contact their Teacher. Help Classes will be conducted by the regular class teacher after school hours, usually beginning at 3:05 pm. The scheduling of these classes is determined by the teacher's schedule.

### ***Music/Band Program***

Music is an important part of child development. Music helps language, literacy, math, and a host of other cognitive abilities. It develops fine motor skills, inspires a creative spirit, building confidence, and improves I.Q. Central Fellowship Christian Academy's music program includes choral, instrumental music (band offered to 5<sup>th</sup> grade students), recorder class for 3<sup>rd</sup>-4<sup>th</sup> grades, and classroom music instruction. **Private music instruction** is also available during the school day for an **extra fee**.

## **Physical Education Program**

The philosophical position of Central Fellowship Christian Academy is that every child preparing for adulthood should be provided with opportunities to grow spiritually, mentally, emotionally and physically. We believe that our physical education program provides an excellent step in achieving this goal. All elementary students are expected to participate in the P.E. classes taught once a week for K5-5<sup>th</sup>. A child may be excused from P.E. for two consecutive days with a parent's note. Being excused for more than two consecutive days will require a physician's statement.

## **Attendance**

Regular school attendance is required by law and is necessary for good scholarship. Regular and **punctual** attendance at Central Fellowship Christian Academy is expected and required. Frequent absenteeism is a major cause of poor academic progress. Continual tardiness is disruptive to the teacher and other students in the class. **Excessive tardiness will not be acceptable.** **Attendance and tardiness rules are governed by the State of Georgia.** Every effort should be made by parents to have their children in regular attendance at the appointed time.

## **Absences**

1. In general, the following reasons for absences are excused:
  - a) Verified illness of the student or medical appointments.
  - b) Bereavements.
  - c) Previously arranged trips. However, the student will be marked absent and will not be eligible for the Perfect Attendance award.
2. Unexcused absences include, but are not limited to: truancy, suspension, missing school ride, shopping, alarm failure, gainful employment, and traffic, entertaining friends or relatives, and trips not approved in advance with administration.
3. A student who has been absent from school should present a note on the day of his return to his classroom teacher containing the following information:
  - a) Date or dates of absence.
  - b) Reason for absence.
  - c) Parent/guardian signature.

**An unexcused absence will be issued if the student returns to class without this note from parents. If the note is not returned within 3 days of the absence, the absence will be documented as a permanent unexcused absence.**

4. A reasonable amount of time will be given to make up work for a student with an excused absence. **It is the responsibility of the student and/or parents to find out from the teacher what assignments have been missed and how they are to be made up.** Quizzes, homework or daily work must also be made up if the absence is unexcused, and may result in a reduced or a zero grade. (See **Make-Up Work** for details.)
5. In order to be counted present at school for the day, students must be present at 8:00 a.m. and remain at school until 12:00 noon or arrive by 11:00 a.m. and stay for the remainder of the school day.
6. Students who miss more than **20 days of school may not pass** the grade for the year or may be asked to withdraw from school, pending a review by the Academic Review Board.

### **Arrival and Dismissal**

1. Elementary students who arrive prior to 8:00 a.m. must report to the Elementary lunchroom for early stay supervision.
2. Pre-K students who arrive prior to 8:00am should report to the Kindergarten building for early stay.
3. No students are to arrive prior to 7:15 a.m.
4. Students are required to leave the school buildings and the school grounds, or go to late stay, immediately after dismissal in the afternoons.
5. Students who are involved in school-sponsored extra-curricular activities must report to the teacher or coach responsible for the activity immediately after school is dismissed.
6. Under no circumstances will students be permitted to remain in the facilities or on the school grounds unless supervised by a teacher or coach or are in the Late Stay program.
7. Parents are asked to pick up their children promptly at the Elementary dismissal time (Regular days at 3:00 p.m. Half days at 12:00 noon).
8. Kindergarten is dismissed at 3:00 p.m. on regular days and 12:00 p.m. on half days.
9. Students who routinely remain at school after 3:00 p.m. **must report to Late Stay** if not involved in a supervised extra-curricular activity. The CFCA Business Office handles charges for late stay.  
3:00-5:30 p.m. – \$5.00 per day per student. After 5:30 - \$3.00 will be charged every 5 minutes per student.
10. Students are not permitted to leave the school campus during the day without permission from the administration and a written note from the parents.
11. All parents coming during the school day to pick up students for an early dismissal must report to the Elementary office and **NOT** to the students' classroom.
12. Students leaving early without parents accompanying them must bring a written note signed by parent/guardian stating the reason and time for early dismissal. The school office must approve the note.
13. Late arrivals and early dismissals must be recorded in the sign in/out book located in the Elementary office.
14. Elementary students should not wait with older siblings at other places on campus except at Elementary Late-Stay.

### **Medical Appointments**

Academic problems often develop when students must continually leave school for medical reasons. Parents should make every effort to schedule medical appointments before or after regular school hours. This will eliminate many of the problems associated with absenteeism and the need to do make-up work. If a child must be taken out of school during the day, parents should come to the office to sign-out the child properly.

### **Tardiness**

Students are expected to be on time to all classes, chapels and school functions. Being late to class is very disruptive to classroom procedure. Parents must ensure that students are in the right place at the right time. All tardiness is to be avoided. Excessive tardiness usually results in poor academic progress.

1. Elementary students who are tardy (after 8:00 a.m.) should report to the Elementary office **with their parent**.
2. If a student should accumulate **four unexcused tardiness** in any semester, each set of 4 tardiness will result in **one unexcused absence**.
3. Excessive tardiness will result in the loss of perfect attendance and a parent conference with the Elementary Supervisor. All work missed due to tardiness must be made up. (See **Make-Up Work** for details.)

## **Make-Up Work**

Make-up work is defined as any assignment or test, which was assigned when a student was not present in class due to an excused absence or dismissal. Students and parents should remember that much of the instruction a student misses when absent (lecture notes, class discussion and teacher explanation) cannot easily be made up. Students attending games or scheduled field trip must remember that it is their responsibility to secure their assignments and submit them by the deadline set by the teacher. The following guidelines will be used for make-up work:

1. It is the student's responsibility to request make-up work on the day he/she returns to school (provided the absence is excused).
2. Advanced notice of absences (e.g. medical reasons, death in the family, legal, etc.) require the student to request make-up work before the absence occurs and return to school with the work completed
3. Previously scheduled assignments/tests are due to be completed/taken upon the student's return or on the due date.
4. Teachers have the option of scheduling make-up work at certain times on certain dates. Students are responsible for attending.
5. **Students are given three (3) days to complete make-up assignments or tests for an excused absence. However, during the three allowed days, if a student is absent another day, that does not extend the number of days allowed to make up work for the first absence. Special notice: if the student was present when the assessment was scheduled, but absent on the day of the assessment, the student must make up the assessment upon return: no extra days will be given.**
6. Failure to follow correct guidelines for make-up work will result in a grade of "zero".
7. Any student who has an unexcused absence will not be allowed to make up missed work and will receive a "zero" for all missed assignments.
8. If a student schedules a make-up assignment before or after school and fails to keep the appointment or fails to notify the teacher that he/she could not attend the make-up session, he/she is subject to forfeiting his/her right to do the work and receives a grade of "zero".
9. Teachers are asked to work with students who have had an extended absence due to illness.

## **Extra Work Requests**

Students will often ask for extra work assignments when grades are low in order to improve their grades. Such requests are generally not approved. If the student is not doing well with the regular class assignments, it is even more difficult to take on extra work. A teacher may allow a student to repeat a regular assignment, do an assignment in a different format or otherwise individualize a previous assignment in order to replace a low grade. This practice will not be permitted as a last minute, desperate effort to raise a grade, nor will the action be abused. The teacher will retain the right to decide if and when this option is warranted.

## **Parent Grade, Attendance, Discipline and Financial Viewer**

A parent/guardian may access his/her student's current grades and attendance record via Family Portal on the <http://www.cfcancers.org> website. An email will be sent out at the beginning of the school containing login information. If at any time you have lost/forgotten your sign in or password, please call the Elementary school office.



## **Hospital/Homebound Policy**

### **The Program**

The hospital/homebound program is designed to help any student enrolled at CFCA who has a medically diagnosed physical condition that, by physician's certification, restricts the student's ability to physically attend school for a well-defined period of time (at least 10 consecutive school days). The program is designed to help qualified students keep up with the content of curriculum at domicile by completing the work assignments independently.

### **Guidelines for Initiating Service**

The parent/guardian must obtain a medical referral form from the Elementary School office that shall be signed by the parent/guardian and also by the physician treating the student, certifying the condition. The physician must specifically certify that the student cannot physically be present at school and needs to be confined to the home environment for a minimum of 10 consecutive school days. The physician must also specify an anticipated date when the student could return to the school environment.

All documentation relating to the condition shall be maintained on file at the school.

A parent requesting hospital homebound services shall complete the following steps: contact the Administration office to secure an application, have the application completed and signed by the physician, and have all forms and documentations returned to the Registrar's office for approval prior to initiating homebound services.

The parent/guardian will acknowledge that they are responsible for securing tutoring and any help that the student needs. The parent/guardian will also acknowledge that they will abide by all deadlines as set by the classroom teachers issuing the work.

Once approved for the hospital homebound program, a meeting will be held with teachers to inform them of the student's needs and to make sure they make the work available to the student in a timely fashion. The parent/guardian is responsible for coordinating between the parent or guardian and the Elementary School office.

### **Hospital Homebound Eligibility Requirements**

- Enrolled at Central Fellowship Christian Academy
- Anticipated absence for 10 days or more
- Chronically ill children may qualify to be served with intermittent services and/or attend school on a part-time basis; additional medical documentation will be needed to qualify for these services
- All required paperwork and certification must be submitted

### **Students will not be approved**

- ...if medical information does not substantiate the need
- ...if all required paperwork is not submitted with the appropriate doctor certification

**Parent/Guardian Responsibilities**

- To obtain a referral form from the upper school office
- To complete and submit all referral forms for homebound service consideration to the Elementary School office
- To obtain the required doctor certification requesting homebound services
- To secure the recommendation, referral, and certification of the physician who is currently treating the student
- To promptly notify the Elementary school office of any cancellation or necessary changes in scheduled time for test-taking or instruction
- To pick up all lesson plans from the upper school or online (when available)
- If a student does not return to school as originally projected, a medical extension is required in order for continuance of services to be considered
- All work must be completed by the student and submitted to the school by the due date set by the classroom teacher

**Grades**

- Graded work completed while homebound will be the basis for the classroom grade
- All work must be completed by the deadline assigned by the classroom teacher
- Late work will receive a grade deduction as determined by the classroom teacher
- A grade of zero will be entered when work is a week past deadline

A parent/guardian may access his/her student's current grades and attendance record via Family Portal on the <http://www.cfcancers.org> website.

## **Discipline**

The Bible teaches that a Christian should be set apart from the world in appearance and action (I Thessalonians 5:22 and II Corinthians 6:17). The purpose of godly discipline is to: demonstrate the work of the Holy Spirit, bring about change in behavior, teach submission to authority, curb unrighteousness, build character, encourage self-discipline and enhance learning. Central Fellowship Christian Academy expects full cooperation from both students and parents. The Bible admonishes, “Train up a child in the way he should go; and when he is old, he will not depart from it” (Proverbs 22:6).

### **Expectations For Students and Parents**

All students at Central Fellowship Christian Academy are expected to follow the rules and standards of the school. Central Fellowship Christian Academy expects a student to be above reproach in showing respect to God, country, family, faculty, staff, and fellow students.

Therefore, Central Fellowship Christian Academy reserves the right to request withdrawal, suspend or expel any student, regardless of the situation or disciplinary status, if in the opinion of the administration, the attitude or actions of the student and/or parent/guardian do not conform to the spirit and standards of the school.

### **Lines of Authority**

1. **Classroom Teacher:** The teacher is the first line of discipline in any classroom setting. Extension of classroom discipline may range from parental contact to after-school stay
2. **Elementary Supervisor:** The Elementary Supervisor is the next line of discipline. He/she has the authority to utilize parental conferences, work assignments, detention, corporal discipline, suspension and other appropriate measures of discipline.
3. **Principal:** The Principal is the next line of discipline. He/she has the authority to utilize parental conferences, work assignments, detention, corporal discipline, suspension and other appropriate measures of discipline.
4. **Administrator:** The Administrator should be contacted after all other lines of authority have been exhausted.

**Parents and students are expected to follow these lines of authority in all discipline situations.**

## **Conduct**

### **Classroom Conduct**

- **Be Punctual**: All students must be in class ready to receive instruction by 8:00 a.m. and be punctual to classes during the day.
- **Be Prepared**: Students are expected to come to class prepared each day with required material.
- **Participate**: Students are expected to take notes, involve themselves in discussion and respond when called upon in class activities.

### **Hallway/Sidewalk Conduct**

- **Walking in Line**: All students should walk in a line together as a class when going to lunch, chapel and various specialty classes.

### **Lunchroom Courtesy**

- Students must clean up their own food area.
- Students must obtain permission to leave the lunchroom area during the lunch period.

### **Chapel Conduct**

- Chapel is a time set for worship and praise. Students help set the tone for genuine worship by observing the following: bringing their Bibles to Chapel, and paying full attention to the program; no interruptions with talking or other distracting behavior.

## **General Discipline Policies**

The purpose of the policy handbook is to establish guidelines for student discipline at CFCA.

This discipline policy section lists the offenses, who handles them, and the action required.

**It is required by CFCA that all parents, guardians, and students support the policies set forth in this manual in both attitude and action.**

If a student engages in compromising activities on or off campus, or via any electronic media (i.e. Internet, etc.), reconsideration of his or her affiliation with CFCA will be necessary. Because student lifestyles reflect upon the reputation of the school, as well as the home, the school will not hesitate to assert disciplinary measures in areas where a student practices a lifestyle or engages in activities antagonistic to the policies, goals and character of the school. Standards of conduct and character extend beyond the school day, to all school activities and events.

To clarify any problems that might occur, this policy handbook is in effect during the following times and at the following places:

- On school grounds before, during or after school hours
- On school grounds at any other time when the school is being used by a school group
- Off the school grounds at a school activity, function, or event
- On a school bus or other school vehicle
- At any time or in any place where student conduct will have a direct effect on the school's ability to maintain an orderly and safe learning environment

The teachers and administrators of Central Fellowship Christian Academy will use a variety of disciplinary methods to maintain a positive and safe school environment. Each incident of misconduct will be considered on an individual basis.

Any student that is expelled or asked to leave CFCA by the administration will be required to stay out of CFCA for one full academic year before the student can apply for readmission to the school. The administration reserves the right to review any case as deemed necessary.

**Kindergarten – 5<sup>th</sup> Grade Discipline will be handled by each classroom teacher and parents with help from the Elementary Supervisor, Principal, and Administrator when needed.**

### **Mutual Respect**

1. **Respect for teachers** – As a direct authority, a teacher is to be shown respect. Any form of disrespect will result in disciplinary action. **Substitute teachers and school staff** – All school office staff, custodians, paraprofessionals and lunchroom personnel are to be accorded the same respect required for our teachers.
2. **Faculty Respect for Students** – As a staff, we also accept our responsibility in treating students with the utmost respect and fairness.
3. **Student Respect for Fellow Students** – Verbal abuse or harassment of another student is unacceptable. “Treat others as you would have them treat you.” Therefore, ***“bullying” of any type will not be tolerated.***

### **Anti-Bullying Policy**

The administration of Central Fellowship Christian Academy believes that all students have a right to a safe and healthy school environment. CFCA and the community have an obligation to promote mutual respect and acceptance.

The administration of Central Fellowship Christian Academy will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate, harass, or bully another student through words or actions whether in person or on-line. Such behavior includes: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation, manipulation, or any type of cyber-bullying.

The administration of Central Fellowship Christian Academy expects students and/or staff to immediately report incidents of bullying to a teacher, section leader, Principal, dean of students, any office personnel, or the Administrator. Faculty and staff who witness such acts must take immediate steps to intervene. Each complaint of bullying should be promptly investigated. This policy applies at anytime while the student is enrolled at CFCA.

In an effort to prevent bullying among the CFCA family, the administration of Central Fellowship Christian Academy will cultivate Christ-like character, understanding, common courtesy and mutual respect in all students and staff to build the school's capacity to maintain a safe and healthy learning environment.

Teachers should discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.

- Students are expected to immediately report incidents of bullying to a teacher, the Elementary Supervisor, the Dean of students, Principal, any office personnel or the Administrator.
- Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.
- If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact the Administrator. CFCA prohibits retaliatory behavior against any complainant or any participant in the complaint process.

The procedures for intervening in bullying behavior include, but are not limited, to the following:

- The school will make reasonable efforts to keep a report of bullying and the results of investigation confidential.
- A staff who witnesses an act of bullying shall take immediate steps to intervene. People witnessing or experiencing bullying are strongly encouraged to report the incident; such reporting will not reflect on the target or witnesses in any way.

### **Providing a Safe Environment on Campus**

**For security reasons there are surveillance cameras located in several places on campus, including the front and back of the Upper School building, the Upper School hallways, and in the gyms. Parents understand that the school has the right to place cameras in any classroom at any time the administration deems it necessary. (This is your parent notification.)**

**Fighting** – CFCA holds a zero tolerance for fighting on school grounds or during a school-sponsored activity. Fighting will result in a suspension.

**Weapons Policy** – It is unlawful for any person to carry, possess or have under control any weapon at a school function, on school property, or on a bus or other transportation furnished by the school. Punishment may include a fine of not more than \$10,000, imprisonment for not less than two years and not more than 10 years, or both (O.C.G.A. 16- 11-127.1). Violators will be prosecuted, and student violators will be expelled. Persons, vehicles, and personal belongings (lockers, purses, book bags, etc.) on school property are subject to search by school officials.

Students may not bring any look-a-like toy weapon or gun including but not limited to air-soft guns, paint ball guns, replica weapons, and display show pieces. If any such items are necessary for a drama performance or classroom project, they are subject to approval by the administration and will be stored in the office until needed. They will be under the direct supervision of the teacher in charge of the activity.

Students are not allowed to have any knife on campus regardless of its size

### **Immediate Expulsion**

The following offenses will result in immediate expulsion from Central Fellowship Christian Academy:

1. Buying, selling or use of illegal drugs, alcohol or possession of such on or away from school premises.
2. An arrest as a result of involvement in a felony. Parents are to contact the administration in the event that their student is arrested.
3. Sexual immorality or lewd conduct.
4. Bringing weapons to school.
5. Repeated “bullying” of any type. In accordance with Georgia law, bullying is defined as: (1) any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so, or (2) any intentional display of force as would give the victim reason to fear or expect immediate bodily harm, or (3) any intentional act which a reasonable person would perceive as being intended to threaten, harass or intimidate.

### **Discipline Methods**

Central Fellowship Christian Academy will employ several methods of discipline in order to change the course of behavior and lead to building Christian character in every student. The following discipline methods and others, as deemed appropriate by the teacher, Elementary Supervisor or Administrator may be used:

- **Extra Work Assignments:** The teacher may assign the student additional work or written assignments during the student's free time.
- **Loss of Privileges:** The student may lose the right to participate in an activity or may lose part of the recess time. Loss of recess time should not be excessive for any one student.
- **After-School Stay with Teacher:** The teacher may inform the student and parent that the student is required to stay after school with the teacher the following day from 3:00 – 3:30 p.m.
- **Detention (K5 – 5<sup>th</sup>):** Detention may be assigned by the Administrator, Principal or Elementary Supervisor for matters regarding misbehavior in the classroom and/or at school activities.
- **Parental Shadowing:** Parents or guardians may be required to attend classes with the student for a day as assigned by the administration.
- **In-School Suspension:** A student may need to be isolated from the general school population, need a cooling-off time or may require suspension as the next level of discipline. A parent conference will be required before the student is allowed to return to class. If deemed necessary, a student in Kindergarten-5<sup>th</sup> grade would serve ½ day in ISS, with a fine of \$30. The student will complete all work and the student will receive credit for work completed.
- **Corporal Punishment:** Corporal punishment is a means of discipline available to the administration, only. This means of discipline is an option that proves effective with certain students.
- **Expulsion:** Expulsion from school will be instituted when there is a history of repeated conduct violations and when it has been determined that a student's behavior will not change. A student may be expelled for any of the major policy violations outlined herein.

**Note:** The Administration reserves the right to review any case as deemed necessary for the safety and well being of all students and faculty. Central Fellowship Christian Academy and the administration may consider extenuating circumstances in administering any of the defined disciplinary measures and/or substitutions thereof at any time and not in any ascending order or degree of violation.

### **Discipline Reporting**

A written **Discipline Notice** will be sent home with the student for every discipline occurrence. This notice will show the nature of the infraction and the disciplinary action taken. **Parents** should **sign the form** and **return it with the student the following day**. Failure to return the signed notice could result in further disciplinary action.



## **Dress Code**

It is Central Fellowship Christian Academy's belief that developing Christian character includes being disciplined in the area of personal appearance and dress. We believe that the dress of a student has a direct influence on, and relationship to, his or her attitude and conduct. While CFCA does have specific limitations and expectations for student attire, three main principles dominate our philosophical position. First, we desire *modesty*; second, *neatness*; and third, a *Christ-like spirit*.

**Central Fellowship Christian Academy places the responsibility for the daily appearance of each child on the parents. Students wearing inappropriate dress will not be allowed to enter class and parents will be asked to bring clothes to the student. Final discretion of inappropriate dress will be left up to the administration.**

**At Extra-Curricular Activities:** Dress code for extracurricular activities should follow the school standards of modesty and neatness and should display a Christ-like spirit. Students may be asked to leave these activities if they are not in compliance with this dress code.

**Cold Weather:** Sweaters, jackets and coats are acceptable. A collared shirt must be worn underneath the outerwear. Hoodies, jackets, sweaters and sweatshirts may not have any design or advertisement for any other elementary, middle school, high school or private school. They may have small logos of sports teams or non-offensive company names. Hoodies and sweatshirts purchased through CFCA are acceptable.

**Chapel:** Chapel attire will consist of a chapel shirt and khaki pants/shorts.

**Kindergarten Students:** A complete change of clothes should be sent to remain in the classroom for the school year. Please include long pants (no shorts), shirt, underwear and socks.

**Tattoos:** Tattoos do not align with the spirit of proper school dress at CFCA.

### **Boys:**

#### **Pants:**

- Boys may wear *khaki*, *navy* or *black* slacks or knee length shorts of cotton-blend fabric.
- Cargo shorts may be worn, however **cargo pants are not allowed**. Pants may not be tight or form fitting or have frayed or cut hems on the bottom and pants must be worn at the natural waistline.
- Belts must be worn at all times.
- No blue jeans except on approved jean days (**jean days will be each Friday**). No bell-bottoms, low rise, button fly jeans may be worn. Jeans cannot have any holes or be too tight or too baggy.

#### **Shirts:**

- Shirts must be loose fitting polo-style "golf" shirts or button-down Oxford style shirts with collars. Shirts can be short or long-sleeved of any color or any design with no inappropriate logos and/or design and colorscheme that is non-offensive. Shirts must be 100% cotton or cotton blend.
- Shirts must be long enough to **stay tucked in** for the duration of a school day.
- All buttons except the top button of the shirt must be buttoned. **No snaps** are allowed.
- No V-neck or zippered shirts are allowed and the "layered look" is not permitted.
- Shirts must be loose fitting.
- Long underwear may be worn as long as it remains covered (not exposed).

**Shoes:**

- Shoes must be conservative in style and color. Students should not wear “faddish” shoes such as crocs, platform, plastic, military or hunting boots. Dress or casual boots are acceptable with slacks.
- For safety reasons while on the playground and while going to and from other activities, only closed-toe and closed-heel shoes should be worn. Flip-flops, sandals or clogs are not allowed. Socks must be worn with the shoes. Athletic shoes are appropriate and recommended.
- Athletic shoes (tennis shoes) are required for P.E.
- Heelies are not allowed at any time.

**Hair:**

- Boys’ haircuts are to be neat and well-kept and may not touch the shoulders or eyebrows. Haircuts cannot cover the ear canal. Colors besides the student’s natural color are not allowed. Dramatic styles (e.g. mohawks, mullets) or styles involving shaved designs are not permitted.

**Jewelry:**

- Boys are not allowed to wear jewelry.

**Girls:****Pants and skirts:**

- Girls may wear *khaki*, *navy* or *black* slacks, skirts, skorts or shorts of cotton-blend fabric. Shorts, skorts and skirts must be a modest length.
- ***Cargo pants are not allowed.***
- Pants may not be tight or form fitting or have frayed or cut hems on the bottom and pants must be worn at the natural waistline.
- Slits may not come higher than the knee. Girls may wear shorts under their skirts for modesty and warmth on the playground.
- Belts must be worn at all times.
- No blue jeans except on approved jean days (**jean days will be each Friday**). No bell-bottoms, low rise, button fly jeans may be worn. Jeans cannot have any holes or be too tight or too baggy.

**Shirts:**

- Shirts must be loose fitting polo-style, with ***no short tight-fitting cap sleeves***. Shirts can be short or long-sleeved of any color. Shirts must be 100% cotton or cotton blend. ***Shirts with spandex or Lycra are not allowed.***
- All buttons except the top button of the shirt must be buttoned. ***No snaps*** are allowed.
  - No V-neck or zippered shirts or smocks are allowed and the “layered look” is not permitted.
  - **Girls are not allowed to wear tight fitting or form fitting shirts, and, if wearing such, will not be allowed to enter class. Parents will be asked to bring appropriate clothes to the student.**
- Shirts must be long enough to **stay tucked in** for the duration of a school day.
- Long underwear may be worn as long as it remains covered (not exposed)

**Shoes:**

- Shoes must be conservative in style and color. Students should not wear “faddish” shoes such as Crocs, platform, plastic, military or hunting boots. Dress or casual boots are acceptable with slacks.
- For safety reasons while on the playground and while going to and from other activities, only closed-toe and closed-heel shoes should be worn. Flip-flops, sandals or clogs are not allowed. Socks or hosiery must be worn with the shoes. Athletic shoes are appropriate and recommended.
- Athletic shoes (tennis shoes) are required for P.E.
- Heelies are not allowed at any time.

**Hair:**

- Girls are not to bleach or dye their hair any unnatural color or have any extreme, non-traditional hairstyle.
- Hair should not obstruct vision or hinder classroom learning.

**Jewelry and Makeup:**

- Girls may wear jewelry in good taste.
- Elementary girls should not wear makeup.
- Girls cannot have tattoos or any body piercing, other than appropriate earrings.

## ***General Policies***

### **Articles Prohibited on Campus**

Cigarettes, alcoholic beverages, narcotics, any medicines not prescribed by a doctor for that particular student, firearms, explosives of any kind, knives, pornography, books and magazines not directly related to class work, and any other items that in the opinion of the administration are inappropriate to the atmosphere and safety of a Christian school.

The above items are subject to confiscation by the administration and may be disposed of as seen necessary by the school.

### **Chewing Gum**

Custodial and maintenance crews work diligently to keep the facilities clean and in constant repair. Gum tends to clog plumbing, mar carpets, damage clothing and generally produce an unattractive appearance. For these and other reasons, chewing gum is not allowed in any portion of the school or church. Teachers will not permit chewing gum as a privilege or reward.

### **Kindergarten/Elementary Electronics Policy**

Cell phones, smartwatches, and other electronic devices (hereinafter called "electronics") are not to be used during school hours. Electronics are not to be turned on in any manner (on normal, silent, vibrate, etc. modes). Electronics should be left in student's book bag. Violation of this policy will result in the loss of the electronic(s) and a \$25.00 fine per device. Electronics will not be returned until after school hours and only to the students' respective parents.

### **Chaperones**

Throughout the school year, parents/grandparents may be asked to serve as chaperones at school-sponsored activities. Only parents, grandparents will be allowed to participate in field trips. Parents will be asked to observe the school's dress code while serving as a chaperone. Chaperones may be asked to have a background check performed by the local authorities.

### **Closed Campus**

Central Fellowship Christian Academy operates a closed campus. Students, parents and visitors are not free to come and go as they please.

1. Students arriving late and leaving early requires signed notes from parents approved by school administration.
2. All visitors and parents on the school campus during the school day must register at the school office upon arrival and wear a visitor's badge at all times.
3. Former students of CFCA and students from other schools are not permitted in the classrooms or lunchrooms without obtaining written permission from the school office.
4. Prospective students and their parents are invited to visit the school during school hours, but prior arrangements and approval must be made through the school office.
5. All guests and visitors must adhere to all CFCA school rules. Guests and visitors should dress appropriately.

### **Field Trips**

Field trips are taken at various times during the school year to places of educational interest. These trips will be well planned and will be closely supervised and adequately chaperoned by teachers and parent chaperones, the number of chaperones being based on the grade level and number of students. Parents will always be provided information concerning field trips. Parents will also be asked to assist on a voluntary basis. Parent chaperones will be asked to follow the same standards of dress as the students and faculty. Please remember, if you are attending a class field trip as a parent, we ask that you consider yourself, foremost, a chaperone to the whole group, not just one child.

Only those students involved in the particular class planning the field trip may attend the trip. Brothers and sisters of students are not allowed to go along on field trips.

In order to participate in a field trip, a student must have on file a signed permission slip from the parents/guardians and must earn the right to go. To earn this right, the student must demonstrate that he has the discipline to obey the rules and regulations that are necessary to have a safe and successful trip. Any faculty member, with the consent of the principal, may choose not to take any student who has demonstrated a lack of self-control and who may be a potentially disruptive influence on the trip.

### **Lunch**

Students may bring their own lunches with them to school in a lunchbox with an ice pack. Foods to be heated should be in a microwaveable container, labeled with the student's name and homeroom and should take only 2 minutes to heat. There will be no "heat ups" on Fridays. Drink and snack machine are available to purchase items in the school lunchroom. Other catered food, such as sandwiches and pizza, will be available and advertised weekly. Monthly order forms will go home with students on and must be returned by the designated date, with an attached check for the monthly total.

Parents who would like to eat lunch at school with their child are asked to inform the teacher with a note when the child arrives in the morning. Parents must sign-in at the office and pick up a visitor badge. The visiting parent and the student being visited should sit at a separate table in order to carry on a quiet conversation.

### **Lunch for Kindergarten**

Students must bring their own lunches to school. Milk will be provided for all K3 and K4 students. K5 students should also bring a drink. Parents, please try to pack nutritious lunches for your child. The state requires that each kindergarten lunch include the following: two vegetables or fruit, meat or meat alternate, bread (whole grain or equivalent) and an additional food (optional). A more complete nutrition guideline will be given to K3 and K4 parents at Parent Orientation. Nutritionists and educators recommend a good breakfast every morning in order for children to function at their best throughout the day. Adequate rest and sleep are essential.

### **Parties**

Each class has three parties during the year: Christmas, Valentine's Day and End-of-School. These parties will be planned by the room mothers working with the teacher and will adhere to the guidelines established by the administration. These guidelines include but are not limited to:

1. Invitation to parties that are not school related may not be distributed unless **everyone** in the class receives an invitation.
2. Any gifts that are to be exchanged at school parties must comply with the Christian character of our school. Consult with the teacher as to what is an appropriate toy for a gift. Please limit gift exchange to those occasions established by the teacher and administration.

### **Public Relations Releases**

Central Fellowship Christian Academy requests immediate notification when any local media organization solicits information regarding the school or school functions. All requests for such information should be referred to the administration.

### **Solicitations**

Solicitation is not allowed on campus without permission from the administration. This policy includes the sale of tickets, candy, etc., the distribution of political or religious materials and the circulation of petitions.

### **Immunization Requirements**

It is **mandatory** that children be properly immunized **before** the first day of school. Students will not be allowed to enter without verification of the following requirements:

Requirement	Required or # required		
	K-3	K-4	K-5
Copy of Birth Certificate	Yes	Yes	Yes
Eye, Ear & Dental Exam Form 3300	Yes	Yes	Yes
Immunization Form 3231	Yes	Yes	Yes
DTP/DTAP	4	4 or 5	4 or 5
HIB	1*	4	4
Hep B	3	3	3
MMR	1	1 or 2	2
Varicella vaccination **	1	1	1
Polio (OPV/IPV)	3	4	4

### **Health and Safety**

School personnel work diligently to maintain a safe and healthful environment for all students. Parental cooperation with school health and safety policies is necessary in order to avoid accidents and properly care for students. Safety rules for students are posted in the classroom. These rules are discussed with students for the health and safety of all concerned.

### **Health Service**

1. Central Fellowship Christian Academy does not provide any kind of internal medicine to students (includes aspirin, Tylenol, etc.) without a prescription or without the expressed consent of the parents.
2. Due to the fact that school does not employ a nurse on staff, ALL medications are administered through the Elementary and Upper School offices. The personnel in these two offices must administer the dispensing of all medications.
3. Students are prohibited from having any type of medication on their persons or in their book bag or purse at any time while on school grounds. All medication, including Tylenol, Ibuprofen, and prescription, must be left at the Elementary or Upper School office.
4. Students taking prescription medication should leave the medication at the Elementary or Upper School office during the school day along with parental written permission for the medication to be administered.
5. Prescription medications must be in a properly labeled container. Under no circumstances will medication be given in a different way than that written on the authorized form or label.
6. All students must have a written pass from their teacher or from the school office before going to the office for medication.
7. **Students with a temperature of 100 degrees or above will not be allowed to remain in school. Students must be fever-free for 24 hours without medication prior to returning to school.**

### **Communicable Diseases**

Central Fellowship Christian Academy desires to maintain a healthy school environment by instituting controls designed to prevent the spread of communicable diseases. The term “communicable disease” shall mean any illness which arises as a result of a specific infectious agent which may be transmitted, whether directly or indirectly, by a susceptible host, infected person or animal or to other persons. CFCA shall make every effort to protect the general welfare of all students and staff, and to promote the physical, mental and emotional health of students and employees. Students' parent(s)/guardian(s), adult students and employees are responsible for reporting suspected or confirmed diagnoses of communicable diseases. Reports shall be made to the principal or administrator. Each student or employee reported as having been diagnosed with a communicable disease shall be evaluated on an individual case-by-case basis. Students or staff members may be excluded from school and/or school-related activities if they are suspected of or diagnosed as having a communicable disease that poses a significant health risk to others or that renders them unable to adequately perform their jobs or pursue their studies

Any student or employee with a communicable disease for which immunization is required by law or is available, shall be temporarily excluded from school while ill. If the nature of the disease and circumstances warrant, the school may require an independent physician's examination of the student or employee to verify the diagnosis of the communicable disease. While it is not the desire of Central Fellowship Christian Academy to discriminate against any student, we are faced with the challenge of providing a safe haven for all students entrusted to our care by their loving parents.

We recognize also that Central Fellowship Christian Academy, with its limited finances, is not equipped to physically care for the needs of very ill students and any student with serious continuing or chronic communicable disease.

In adopting this policy, Central Fellowship Christian Academy recognizes that the state of medical knowledge about serious communicable diseases is rapidly changing. Therefore, the school will update the policy statement in light of any significant new medical information on such diseases.

### **Emergency School Closings**

Central Fellowship Christian Academy will follow the decision taken by the Bibb County Public Schools regarding closing of school due to inclement weather. Announcements of school closings will be made on the following:

WMAZ TV 13

CFCA Facebook page

CFCA website: [www.cfcancelancers.org](http://www.cfcancelancers.org)



### **Crisis Intervention, Fire Drills and Disaster Drills**

Fire, tornado and other emergency drills will be conducted throughout the year in accordance with city, county and state regulations. Emergency codes and specific instructions for reacting to the codes, fire alarms or natural disaster alarms are posted in each classroom.

**Fire Drills:** Exit the classroom in an orderly quiet manner. Line up outside at the designated area for the teacher to check attendance.

**Tornado Drills:** Do not leave the room. No talking. Students are to sit along an inside wall with heads in laps. Do this as soon as possible after the warning is given. This activity is to be done in a serious, orderly and quiet manner.

**Other Emergency Drills:** Students will go to the back corner of the classroom that is not visible by looking through the door window. Students will do this in an orderly and quiet manner. The teacher will keep door locked throughout the day, until an “all clear” is given.

### **Insurance**

School-time accident insurance coverage is provided for all students who attend Central Fellowship Christian Academy. It is required for every student and has been included in the matriculation fee. It is “**secondary**” coverage.

### **Loading and Unloading of Students**

It is imperative that students be dropped off and picked up at the **specified times** in order to provide the highest level of safety. Students **must** not be dropped off at school prior to 7:15 a.m. or in the absence of designated adult supervision. The school cannot and will not assume responsibility for the safety of students prior to this set time. Students remaining on campus after 3:10 will be escorted to the supervision of the Late Stay staff. (Please see Late Stay Program information.)

## **Parental Communication and Support**

Your child's education is vitally important. If both home and school do not consistently cooperate to reinforce the principles of the other, your child's learning will not be as effective as it could be. It is our desire to foster a positive relationship between school and home in order to provide the best possible learning environment for your child.

### **Parental Responsibilities**

In order that Central Fellowship Christian Academy might achieve its goals and objectives for students, there must be cooperation between the school and the home. Therefore, although this handbook applies primarily to students, parents and/or guardians need to recognize their responsibilities to their children and to the school and community. As parents, please help assure proper attitudes toward the environment at Central Fellowship Christian Academy by:

1. Demonstrating a **positive attitude** toward your child's education by showing interest in your child's work.
2. Getting to know your child's school, its staff, curriculum, programs and activities, and by attending parent/teacher conferences and school/parent functions.
3. Informing your CFCA of your current home phone number, home address, work telephone and emergency contact numbers. Please keep these updated in the school office when changes occur.

**Custodial parents of children in divorce situations should provide a copy of custodial papers and guidelines to the school officials for safety reasons.**

4. Understanding and supporting what is in this handbook and discussing it with your child.
5. Teaching your child to dress neatly, to be clean and well-groomed, and to wear clothing that is proper for school.
6. Keeping your child at home when you know your child is ill or has a contagious disease, and having your child immunized consistent with Georgia statutes and school policies.
7. **Making sure your child arrives at school on time every day.**
8. Advising the school administration immediately of anything that may affect your child's ability to learn, to attend school regularly, or to take part in school activities, and to update this information as soon as possible if there is any change.
9. Teaching your child to have respect for the law, authority in the school, and the rights and property of others.
10. Working with school personnel to resolve disciplinary or academic problems that may arise.

### **Open House/Parent Orientation**

Prior to the first day of school, an Open House/Parent Orientation will be held for the purpose of acquainting the parents with the teacher, subjects, and requirements for each grade. **At least one parent should attend the required Parent Orientation.** We feel that it is very important to the students that their parents show a genuine interest and share in their school experience.

## **Home/School Communication**

At various times throughout the school year, students will bring home notices about grades or school activities. Disciplinary notes about behavior and/or attitude are also sent home. Delivery of information to the home is a responsibility shared by the school personnel and students; not all information is sent electronically via email or Family Portal. The school will be responsible for making reasonable efforts in this process; however, school personnel cannot be held responsible for problems that develop from refusal or “forgetfulness” of students to transmit such information. Parents are requested to give priority attention to any such item. The school utilizes a variety of methods to communicate with parents concerning student progress. Methods of communication include:

1. Progress reports issued during grading periods at regular intervals; progress reports are also available to be viewed at anytime through Family Portal.
2. Discipline Notices.
3. Telephone conferences; parents are urged to contact the teacher, in compliance with the Parent-Teacher Conferences guidelines below, if they have any questions or concerns regarding their child’s academic progress.
4. Personal conferences initiated by either the home or the school.
5. E-mail communication and CFCA website ([cfcancers.org](http://cfcancers.org)).
6. Special mail-outs and newsletters.
7. Weekly quiz and test papers sent home each Monday.
8. **Family Portal allows parents access to their students’ grades, homework, and discipline reports. This service is provided by CFCA to all parents. An email will be sent out at the beginning of the school containing login information. If at any time you have lost/forgotten your sign in or password, please call the upper school office.**

## **Parent-Teacher Conferences**

All parents are welcome in the school. However, when a visit is necessary, the parent must check in at the office first. No parent is to go directly to the classroom. If a parent desires to talk with his child’s teacher, he should arrange for a private conference with that teacher through the school office. Teachers are happy to arrange for such conferences at scheduled times. However, teachers should not be detained before, during, or after school unless an interview has been scheduled for that time. Out of respect for our teachers’ private lives and other ministries, teacher’s home phone numbers cannot be given out without their permission.

### **Complaint or Problem Resolution Procedure**

Occasionally during the course of the year, misunderstandings can arise between teacher and student, teacher and parent, parent and office staff, etc. Problems are often the result of a lack of communication between those involved. School personnel at every level are committed to resolving problems one-on-one in a spirit of Christian love and respect.

1. All questions, problems or complaints regarding a teacher or other school personnel should be discussed in private with the individual, in compliance with the Parent-Teacher Conference guidelines above, before anyone else is involved (Matt. 5:23-24, Matt. 18:15-16).
2. If the situation is not resolved through direct contact, it should then be brought to the Elementary supervisor.
3. If the problem is not resolved at this level, it should be presented in writing to an Administrator.

### **Spiritual Emphasis**

Central Fellowship Christian Academy provides a strong Spiritual emphasis that permeates the entire school program. The purpose of our spiritual emphasis is to maintain a God-consciousness in all matters of study, play and school interaction. Specific areas of emphasis include:

1. *Morning Prayer and devotional reading.*
2. *Chapel services:* Central Fellowship Christian Academy has well-planned chapel programs that are Biblically sound, while morally and spiritually edifying.
3. *Bible Study:* Daily Bible classes are a part of the curriculum. Daily home Bible study is also encouraged for every student at Central Fellowship Christian Academy. Students are taught to seek, find and submit to God's will for their lives through daily Bible study.
4. *Christian textbooks:* Christian textbooks usually contain scripture references and present subject matter in a way that is consistent with a Biblical worldview.
5. *Teacher commitment:* CFCA is staffed with Christians who are dedicated to the Lord Jesus Christ. All teachers and the staff are expected to emphasize the spiritual components of life—ultimately, the importance of a saving relationship with Jesus Christ.

**Central Fellowship Christian Academy**  
**8460 Hawkinsville Road**  
**Macon, GA 31216**  
**(478) 788-6909**



**POLICY / DISCIPLINE AGREEMENT FORM**

I HAVE READ AND AM IN AGREEMENT WITH THE POLICIES, STANDARDS AND DISCIPLINE OUTLINED IN THE STUDENT HANDBOOK AND HAVE EXPLAINED THEM TO MY CHILD. I PROMISE TO UPHOLD THE POLICIES, STANDARDS AND DISCIPLINE GUIDELINES IN THE STUDENT HANDBOOK.

Name\_\_\_\_\_ Signature\_\_\_\_\_  
Father/Guardian

Name\_\_\_\_\_ Signature\_\_\_\_\_  
Mother/Guardian

Name\_\_\_\_\_ Signature\_\_\_\_\_  
Student

**Note: Parents and students must sign and return this page to the student's teacher.**