

COMMUNITY CHRISTIAN ACADEMY



PARENT/STUDENT HANDBOOK 2020~2021

CHRIST EXALTING EDUCATION

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I. INTRODUCTION

A. HISTORY

After much prayer and preparation, Community Baptist Church began Community Christian School shortly after Labor Day, 1979. Mr. Merle (Rocky) Young was the First Principal. The name was changed to Community Christian Academy in 2005.

The school used the ACE curriculum until 1983 when the staff changed to A-Beka and Bob Jones University resources. Both Christian and secular resources are in place now with an integrated Biblical world view presented in the classrooms.

Preschool K3 and K4 classes were in session 1993-2016. In 2003-2004 classroom support was introduced for students with exceptional education needs. The Treasure Coast Autism Project introduced an elementary classroom in 2011, added an upper school classroom in 2012 and a K5-2nd grade in 2017.

B. STATEMENT OF FAITH

Community Baptist Church is an independent Baptist church. The leadership and members of the church believe that it is their responsibility to operate the church as God leads, and, to support the doctrines which He has established in His Word. Only Biblical doctrines, as set forth in the "Articles of Faith," will be subscribed to by Community Christian Academy and will not be subject to review by parents of students who are not members of the church. If any parent objects to the Biblical doctrines of Community Baptist Church as expressed in the "Statement of Faith," he should reconsider enrollment of his children in this school. It must be remembered that attendance at Community Christian Academy is a privilege and not a right.

COMMUNITY BAPTIST CHURCH & COMMUNITY CHRISTIAN ACADEMY **STATEMENT OF FAITH**

The Bible

We believe that the Bible is God's only written and complete revelation to man (Deuteronomy 4:2; 12:32; Proverbs 30:6; Galatians 1:6-12; 2 Peter 1:20-21; Revelation 22:18-19), given by the Holy Spirit (1 Corinthians 2:7-14), never to be superseded. We believe that the 66 books of the Bible constitute the only infallible rule, and the ultimate authority, in all matters of faith and practice. (Matthew 5:18; 24:35; John 16:12-13; 17:17; 1 Corinthians 2:13; 2 Timothy 3:15-17; Hebrews 4:12; 2 Peter 1:20-21)

We believe that the Word of God is objective revelation (1 Thessalonians 2:13; John 17:17; 1 Corinthians 2:13), verbally inspired in every word (2 Timothy 3:16), inerrant in the original documents, and infallible.

We believe that the Holy Spirit carried along the human authors through their individual personalities and writing styles so that they recorded God's Word exactly as He chose, without error in whole or in part (Matthew 5:18; 2 Timothy 3:16; 2 Peter 1:20-21).

We believe that, whereas there may be several applications of any given passage of Scripture, there is but one true meaning. That meaning is found through literal, or plain, interpretation because context, grammar, and history confine the author's intended single meaning. We believe

that the Holy Spirit illumines believers as they receive God's written Word (John 7:17; 16:12-15; 1 Corinthians 2:7-15; 1 John 2:20). Believers are responsible to seek carefully the true intent and meaning of Scripture, recognizing that proper application of the single meaning of Scripture is binding on all generations and cultures. The truth of Scripture stands in judgment of men; never do men stand in judgment of it (John 17:14, 17).

God

We believe in the one true and living God (Deuteronomy 6:4; Isaiah 45:5-6; Jeremiah 10:10; John 17:3; 1 Corinthians 8:4). He is the God of gods (Deuteronomy 10:17), the God of Israel (Psalm 68:8), the God of Abraham, the God of Isaac, and the God of Jacob (Exodus 3:6). "The LORD [YHWH] of hosts is His name, the Holy One of Israel" (Isaiah 47:4), even as He told Moses, "I AM WHO I AM" (Exodus 3:13-14).

We believe that He is altogether holy (Isaiah 6:3; Revelation 4:8), meaning He is distinct from all creation, being eternal—having no beginning and no end (Psalm 90:2), Self-existent (Exodus 3:13-14; John 8:58), and undefiled (Hebrews 7:26). He is the Creator of all creation (Genesis 1:1; Isaiah 66:1-2; John 1:3; Colossians 1:16; Romans 4:17). He is neither the author of evil nor can He approve of it (Habakkuk 1:13; Psalm 5:4; James 1:13).

We believe that He is entirely sovereign (Genesis 1; Psalm 103:19; Romans 11:36), in accordance with His own purpose and pleasure (Daniel 4:17, 35; Isaiah 45:7; 46:11; 55:11; Romans 9:11, 16; Ephesians 1:4-5, 11b; 2:10).

We believe that God's character is comprised of His many attributes (Exodus 34:6-7; Deuteronomy 32:4; Psalm 145). He is omniscient, omnipotent, and omnipresent. He is gracious and true, loving and faithful, just and merciful, compassionate and slow to anger. "God is a righteous Judge" (Psalm 7:11) and the "God of vengeance" (Psalm 94:1). He "keeps lovingkindness for thousands, who forgives iniquity, transgression and sin; yet He will by no means leave the guilty unpunished" (Exodus 34:7). He is transcendent and immanent, immutable and perfect in all His attributes.

We believe that He is spirit (John 4:24), one in essence, living eternally, distinctly, and simultaneously as three Persons—Father, Son, and Holy Spirit (Isaiah 48:16; Matthew 28:19; 2 Corinthians 13:14). Each Person is equally God, yet functions with distinct roles, and each Person equally deserves worship and obedience.

God the Father

We believe that the Father is eternally God (Deuteronomy 14:1; 32:62; Psalm 89:26; Isaiah 64:8; Jeremiah 3:19; John 17:5). He is the preeminent authority among the Persons of the Trinity: it is the Father's will (Matthew 6:10; Luke 22:42; John 4:34; 5:30; Ephesians 1:1, 5, 9, 11; Hebrews 10:7, 9-10 [Psalm 40:8]), choice (Acts 15:7; Romans 9:11; Ephesians 1:4-5, 11), intention (Ephesians 1:5, 9), purpose (Romans 9:11; Ephesians 1:9, 11), pleasure (Isaiah 53:10; John 8:29), desire (Hebrews 10:5, 8 [Psalm 40:6]), and decree (Psalm 2:7-9) which are at work.

It is to the Father that the Son is in submission (Luke 22:42; John 14:31; 1 Corinthians 15:28). It is the Father Who sent the Son into the world (Isaiah 48:16; John 5:36; 20:21; 1 John 4:10, 14). It is the Father to Whom the Son prayed (Luke 22:41-42; John 17) and directs His people to pray (Matthew 6:9). It is the Father Who disciplines His children (Deuteronomy 8:5; 2 Samuel 7:14; John 15:1-2; Hebrews 12:5-11). It is to the glory of the Father that Christ ministered on earth (John 17:4) and to the glory of the Father that sinners are saved and bear the fruit of salvation (John 15:8; Romans 15:6; 16:27; Ephesians 1:6, 12, 14; Philippians 1:11; 2:11).

God the Son

We believe that Jesus Christ the Son of God is eternally God and is eternally the Son. He is the second Person of the Trinity, under the authority of the Father yet equal to Him, "For in Him all the fullness of Deity dwells in bodily form" (Colossians 2:9). We believe that He came from heaven and was born of a virgin, and that He lived a sinless life, being well-pleasing to the Father. We believe that He died a vicarious and atoning death on the cross and was buried, that He raised Himself from the dead in bodily resurrection, that He ascended to the right hand of the Father in heaven where He now mediates as Advocate and High Priest for those who are in Him. We believe that the Lord Jesus is the only way to the Father, that He is the head of the church, and that He will personally return to earth in manifest power and glory to gather His people and to judge all who are not in Him. (Psalm 2:7; Isaiah 7:14; 53:6, 10-11; 9:6; Matthew 24:27-31; 28:19; John 5:22-30; 8:23; 10:17-18; 14:6; Acts 1:9-11; 17:31; Romans 8:34; 1 Corinthians 15:3-4; 2 Corinthians 5:21; Philippians 2:5-8; Colossians 1:18; 2:9; 2 Thessalonians 1:5-10; Hebrews 4:15; 7:25-26; 2 Peter 1:17; Revelation 20)

Expanded Version We believe that Jesus Christ the Son of God is eternally God, possessing all the divine attributes (Isaiah 9:6; Micah 5:2; John 5:23; 8:58; 10:30; 14:8-11; 17:5; 1 Peter 1:20), and is eternally the Son. He is the second Person of the Trinity (Psalm 2:7; Matthew 28:19), under the authority of the Father (Luke 22:42; John 5:30; 6:38; 8:29; 12:50) yet equal to Him (John 1:1; Philippians 2:6; Colossians 2:9). We believe that He came from heaven (John 3:31; 8:23; 17:5) and was born of a virgin (Isaiah 7:14; Matthew 1:23-25; Luke 1:26-35).

We believe that in His incarnation the Lord Jesus took on all the essential characteristics of humanity, being fully man (Luke 24:39; Romans 8:3; Philippians 2:5-8) but was without sin (Hebrews 4:15; 7:26). In His first advent Jesus waived the exercise of certain divine prerogatives but nothing of His divine nature or essence (Philippians 2:5-8; Colossians 2:9).

We believe that Lord Jesus came to earth to fulfill the Law and the Prophets (Matthew 5:17), that He performed many miracles (Matthew 11:20; Mark 6:2; Luke 19:37; John 20:30; 21:25; Acts 2:22), and that He is well-pleasing to the Father (Isaiah 42:1; Matthew 17:5; 2 Peter 1:17) both in His righteous life and in His vicarious and atoning death on the cross. We believe that the Lord Jesus accomplished redemption through the shedding of His blood and sacrificial death on the cross. His death was voluntary (John 10:17-18; Philippians 2:8), vicarious (i.e., substitutionary) (Isaiah 53:6, 11; John 10:15; Romans 5:8-9; 2 Corinthians 5:21; Galatians 3:13; 1 Peter 2:24; 3:18), propitious (i.e., the satisfaction of the Father's wrath) (Isaiah 53:10-11; Romans 3:24-25; Hebrews 2:17; 1 John 4:10), and redemptive (Romans 3:24-25; Galatians 3:13; 4:5; Titus 2:14; Hebrews 9:12-14; 1 Peter 1:17-19) according to "the predetermined plan and foreknowledge of God" (Acts 2:23; cp. 4:27-28).

We believe that the Lord Jesus was buried (Matthew 14:12; 1 Corinthians 15:3-4), that He raised Himself from the dead (John 2:19-21; 10:17-18) in bodily resurrection (Matthew 28:6; Luke 24:38-39; Acts 2:30-31; 17:31). We believe that the Lord Jesus ascended to the right hand of the Father in heaven, where He mediates as the Advocate and High Priest of those who are in Him by faith (Acts 1:9-11; Romans 8:34; Hebrews 7:25-26; 9:24; 10:12; 1 John 2:1). We believe that the Lord Jesus is the only mediator between God and men (1 Timothy 2:5), the only way to the Father (John 14:6), and the head of His body, the church (Ephesians 1:22; 5:23; Colossians 1:18).

We believe that the Lord Jesus will personally return to earth in manifest power and glory (Matthew 24:27-31, 39; Luke 17:26-27; Acts 1:11; 2 Thessalonians 1:5-10) to gather His people and to judge "those who do not know God" and "those who do not obey the gospel of our Lord Jesus" (2 Thessalonians 1:8; cf. Matthew 13:36-43; John 5:22). We believe that the Lord Jesus

will establish His millennial kingdom on earth (Revelation 20) wherein He will reign on the throne of David (Isaiah 9:6-7; Luke 1:31-33). We believe that He will conclusively judge those who are not in Him (Matthew 7:21-23; 25:14-46; Acts 17:30-31; John 5:22-30; Revelation 20:11-15), and be the cause of His bride's rejoicing at the marriage supper of the Lamb (Revelation 19:7-9; 21:9).

God the Holy Spirit

We believe that the Holy Spirit is eternally God and is the third Person of the Trinity (Isaiah 48:16; Matthew 28:19). We believe He is equally God with the Father and the Son (Matthew 28:19; Acts 5:3-4; 28:25-26; 1 Corinthians 12:4-6; 2 Corinthians 13:14; cp. Jeremiah 31:31-34 with Hebrews 10:15-17). He possesses all the divine attributes, including eternity (Genesis 1:2; Hebrews 9:14), omnipresence (Psalm 139:7-10), omniscience (Isaiah 40:13-14), omnipotence (Romans 15:13), and truthfulness (John 16:13-15). His deity is evident also in His life-giving power (John 6:63; 2 Corinthians 3:6) and power to resurrect (Romans 8:11).

We believe that the Holy Spirit, being a Person, also possesses all the attributes of personality, including intellect (1 Corinthians 2:10-13), emotions (Isaiah 63:10; Ephesians 4:30), and will (1 Corinthians 12:11).

We believe that the Holy Spirit ministered before Pentecost, empowering people for wisdom, service, and teaching (Exodus 31:1-5; 35:31-34). We believe that the Holy Spirit ministered in Christ's incarnation and earthly ministry: in the miraculous conception (Luke 1:26-35), in leading and anointing Him in power (Isaiah 11:1-2; 61:1-3; Acts 10:38; Luke 4:1, 14-21), and in glorifying Him (John 16:13-14).

We believe that the Holy Spirit ministers in many ways in this post-apostolic church age. His present ministry includes "convict[ing] the world concerning sin and righteousness and judgment" (John 16:8) and regenerating individuals (John 3:3-8; Titus 3:5), simultaneously baptizing them into the body of Christ (Acts 1:5; 1 Corinthians 12:13). Called "the Helper" (John 16:7), He presently indwells all believers (Romans 8:9; 1 Corinthians 6:19), individually sanctifying them (Romans 8:13; 2 Corinthians 3:18; Galatians 5:16; Ephesians 2:19-22; 2 Thessalonians 2:13), illumining them (1 Corinthians 2:6-16), empowering them for service (Acts 1:8; Romans 15:13), bearing His fruit in them (Galatians 5:22-23), leading them (Romans 8:14), interceding for them (Romans 8:26), and sealing them to the end (Ephesians 1:13-14).

We believe that God the Holy Spirit reveals God to man through the completed work of the inspiration of Scripture (John 15:26; 16:12-15; 2 Peter 1:21).

We believe that those born of the Spirit are commanded to be filled with (i.e., controlled by) the Spirit (Ephesians 5:18).

Man

We believe that man is created by God in His image and likeness (Genesis 1:26-28; 2:7; 5:1; 9:6; James 3:9). Every human being is made in the image and likeness of God at the moment of conception. The image of God in every person is the basis of special human dignity and uniqueness among all creation. Nothing else in all creation is made in the image and likeness of God. Central to the image of God in man is his everlasting spirit which can be in a personal relationship with God. Furthermore, because of man's special position among creation, he has been called by God to rule over every other creature and to subdue the earth (Genesis 1:26-28; 2:19-20).

We believe that man was created free of sin and with volition and moral responsibility to God. We believe that in Adam's transgression against the revealed will and Word of God (Genesis 2:16-17), sin and death entered into the world (Romans 5:12-19). Man lost his innocence and incurred the penalty of spiritual and physical death (Genesis 2:17; 3:1-19; Romans 5:12-19). All men are thus sinners by nature and by choice, and therefore guilty before God (Psalm 14:1-3; Jeremiah 17:9; Romans 3:9-19, 23; 5:12-14). Man became inherently corrupt, with neither the ability nor the desire to recover himself or to do what is acceptable to God apart from His redeeming, regenerating grace (Psalm 51:5; 53:1-3; Isaiah 64:6; Romans 3:23-24; 6:23; 1 Corinthians 2:14; Ephesians 2:1-10).

We believe that apart from this grace, man is hopelessly lost and subject to the wrath of God (John 3:36; Ephesians 2:1-3). We believe that, in God's eternal plan, He has made provision for salvation in Christ alone by grace alone on the basis of faith alone (Acts 2:23; 4:12; Ephesians 3:10-11).

We believe that God's purpose in creating man is for His Own glory (Isaiah 43:7; Colossians 1:16; Revelation 4:11). God is glorified both through the salvation of man (Ephesians 1:3-6, 12-14; 1 Peter 1:3-9; Revelation 1:6; 5:12; 16:9) and through the judgment and condemnation of man (Exodus 9:13-9; Numbers 14:20-38; Isaiah 5:13-16; 26:9; Ezekiel 28:21-23; 39:11-13; Romans 3:3-8; 9:17-23; 2 Thessalonians 1:5-10; Revelation 14:7).

We believe that every person will endure everlastingly: "for an hour is coming, in which all who are in the tombs will hear His voice, and will come forth; those who did the good deeds to a resurrection of life, those who committed the evil deeds to a resurrection of judgment" (John 5:28-29; cp. Daniel 12:2; Matthew 25:46; Acts 24:15).

Salvation

We believe that God has made provision for man's greatest need through salvation in Christ alone by grace alone on the basis of faith alone. This is part of God's eternal mind and plan which He has been unfolding in history through His work of creation, His giving of covenants, His calling of the Hebrews, His sending of prophets; through the incarnation of the eternal Son and His accomplishment of righteousness, through His sending of apostles; and by His providence through the end of the age and into the eternal state. He is sovereign over all things (1 Kings 12:15; Psalm 115:2-3; Isaiah 45:7; Daniel 4:34-35; Revelation 17:17), including His plan, and carrying out, of redemption (Genesis 3:15; Deuteronomy 7:6-10; Luke 22:22; John 17:6; Acts 2:23; 4:27-29; Ephesians 1:4; 2 Thessalonians 2:10-12; Hebrews 4:3; 1 Peter 1:20; Revelation 13:8; 17:8).

We believe that on the basis of the perfect life (Romans 5:10) and substitutionary death of our Lord Jesus Christ (Romans 5:8-9; 2 Corinthians 5:14-15, 21; 1 Peter 3:18), everyone who believes in Him is freed from the penalty and power of sin (John 3:14-16; Romans 5:9; 6:18; 8:1; 1 Peter 2:24), and at His final revelation will be delivered from the presence of sin. Salvation cannot be merited by man, but is wholly of God's grace through the regenerating work of the Holy Spirit and the redemptive work of Jesus Christ (Ephesians 1:7; 2:8-10; Titus 3:4-7).

We believe that to be "saved" is to be saved from the wrath of God by His justifying and regenerating work. We believe that justification and regeneration are instantaneous acts of God (John 5:24; Romans 8:33; Colossians 2:13; Titus 3:4-7). Justification is the act of God by which He declares righteous those who, through faith in Christ, repent of their sins (Isaiah 55:6-7; Luke 13:3; Acts 2:38; 3:19; Romans 2:4; 2 Corinthians 7:10) and truly confess Him as Lord (Romans 10:9-10; 1 Corinthians 12:3; 2 Corinthians 4:5). This righteousness is apart from any virtue of man

(Romans 3:10, 20; 4:6). God declares the repentant sinner just because all his sins were condemned in Christ on the cross (Romans 8:3-4; Colossians 2:14; 1 Peter 2:24) and because He imputes Christ's righteousness to those who believe (Romans 4:6; 1 Corinthians 1:30; 2 Corinthians 5:21). Thus God is "just, and the justifier of the one who has faith in Jesus" (Romans 3:26).

We believe that regeneration is the act of God by which He gives spiritual life to those who were spiritually dead (John 5:24; Ephesians 2:4-5; Colossians 2:13). It is accomplished solely by the power of the Holy Spirit through the Word of God (Romans 10:14-17; Titus 3:4-7; 1 Peter 1:23), when the sinner, as enabled by the Holy Spirit (Deuteronomy 30:6; Ezekiel 37:12-14; John 3:3-8; 6:63; 14:17; 1 Corinthians 2:10-14; 2 Corinthians 3:6; cp. Matthew 11:27; John 6:44, 65; Acts 16:14), responds in faith and repentance to God's gracious provision of salvation. To be regenerated is to be born again (John 1:13; 3:3-8; Colossians 2:13; James 1:18; 1 Peter 1:3, 23; 1 John 2:29; 3:9; 4:7; 5:1, 4, 18). Those who have been born again have been given the gift of eternal life (John 3:15-16; Romans 6:23), and have been adopted into the family of God (Romans 8:15-17; Galatians 4:5-7; Ephesians 1:5).

We believe that the salvation of God comes exclusively through the provision of God: by the name of the Lord Jesus Christ alone. "There is salvation in no one else; for there is no other name under heaven that has been given among men by which we must be saved" (Acts 4:12; cp. Acts 4:10-11; John 10:7-9; 14:6; Philippians 2:10-11; 1 Timothy 2:5).

We believe that the Holy Spirit works to sanctify all who are born again. Through obedience to the Word of God and through the empowering of the Holy Spirit, every believer is able to live a life of increasing holiness, becoming progressively like our Lord Jesus Christ (John 17:17, 19; Romans 6:1-22; 1 Corinthians 6:19-20; 2 Corinthians 3:18; 1 Thessalonians 4:3-8; 5:23). No one can truthfully claim to have no sin (Jeremiah 2:35; Proverbs 28:13; Philippians 3:12; 1 John 1:8), but the Holy Spirit does empower believers to have victory over sin (Galatians 5:16-25; Ephesians 4:20-24; Colossians 3:8-10; 1 Peter 1:14-16; 1 John 3:5-9).

We believe that salvation is manifested by "fruits in keeping with repentance" (Luke 3:8) because genuine disciples of Christ bear much fruit (John 15:8, 16; Galatians 5:22-23) as demonstrated in righteous attitudes and "deeds appropriate to repentance" (Acts 26:20; cp. Ephesians 2:10; James 2:14-26). Thus, salvation produces "the obedience of faith" (Romans 1:5; 16:26; cp. Philippians 2:12-13). We believe that believers' justification is made certain and secure by Jesus Christ's physical resurrection from the dead (1 Corinthians 15:1-28), which confirmed God's acceptance of Christ's atoning work (Acts 17:31). We believe that all the redeemed are kept by God's power and are secure in Christ forever (John 5:24; 6:37-40; 10:27-30; Romans 5:9-10; 8:1, 29-39; 11:29; 1 Corinthians 1:4-8; Ephesians 1:13-14; 4:30; Hebrews 7:25; 13:5; 1 Peter 1:5; Jude 24).

We believe that believers are privileged to rejoice in the assurance of their salvation through obedience (2 Peter 1:4-10), and that they should never use freedom as a pretext for sinful living (Romans 6:15-22; 13:13-14; 1 Corinthians 8:9-13; Galatians 5:13, 25; Titus 2:11-14). We believe that out of deep gratitude for the undeserved grace of God granted to us, all believers should demonstrate our love for God and for one another so as not to bring reproach upon the name of our Lord Jesus Christ. We believe that separation from any association with religious apostasy and sinful practices is commanded of us by God, seeing that maintaining a profession of Christ while denying the imperative of holiness is hypocrisy (Romans 12:1-2; 1 Corinthians 5:9-13; 2 Corinthians 6:14 – 7:1; 1 John 2:15-17; 2 John 9-11). We believe that the Christian life is marked

by an enduring pursuit of holiness (Matthew 5:2-16; Hebrews 12:14; Titus 2:11-14; 1 John 3:1-10).

The Church

We believe that all who are born again by the Holy Spirit through faith in Jesus Christ are immediately placed by the Holy Spirit into one united spiritual body, the church (1 Corinthians 12:12-13), which is reflected in local congregations (Acts 14:23; Romans 16:4, 16; 1 Corinthians 4:17; 7:17; 14:33; 2 Corinthians 8:18; 11:28; Revelation 2:23). The church is the bride of Christ (2 Corinthians 11:2; Ephesians 5:23-32; Revelation 19:7-8), of which He is the head (Ephesians 1:22; 4:15; 5:30; Colossians 1:18).

We believe that the purpose of the church is to glorify God (Ephesians 3:21) by building itself up in the faith (Ephesians 4:12-16) through the instruction of the Word (2 Timothy 2:2, 15; 3:14 – 4:4), through the exercise of the extant spiritual gifts (1 Peter 4:10-11), through fellowship (Acts 2:42; 1 John 1:3), through the ordinances of baptism and the Lord's Supper (Matthew 28:19; Acts 2:38-42; 1 Corinthians 11:23-26), and by making disciples through the advancement and proclamation of the gospel to the entire world (Matthew 28:19-20; Acts 1:8).

We believe that two ordinances have been committed to the church: baptism and the Lord's Supper (Matthew 28:19; Acts 2:38-42; 1 Corinthians 11:23-26). Believer's baptism by immersion (Acts 8:36-39) publicly pictures a believer's union with the crucified, buried, risen, and ascended Savior. It is a sign of the believer's death to sin and resurrection to new life in Christ (Romans 6:1-11), as well as a sign of fellowship and identification with the body of Christ (Acts 2:41-42). We believe that the Lord's Supper is the commemoration and proclamation of His death until He returns, and that it should always be preceded by solemn self-examination (1 Corinthians 11:27-32). We believe that whereas the elements of communion are only representative of the flesh and blood of Christ, believing participation in the Lord's Supper is nevertheless an actual communion with the risen Christ (1 Corinthians 10:16).

We believe that two categories of spiritual gifts have been given to the church. The first is sign gifts that were given to authenticate the apostles' message in their day (Hebrews 2:3-4; 2 Corinthians 12:12). We believe that the sign gifts (e.g., revelatory, healing, and tongues) were given to the church for the apostolic era only. We believe that, because their purpose for the church has ceased, they have likewise ceased for the church as the Scripture indicates (1 Corinthians 13:8). The second category of spiritual gifts is non-revelatory speaking and serving gifts, which are given to equip and edify believers throughout the church age (Romans 12:6-8; 1 Peter 4:10-11).

We believe in a plurality of leaders (Acts 6:1-6; 14:23; 15:2, 4; 20:17, 28; 21:18; Philippians 1:1; 1 Thessalonians 5:12; 1 Timothy 5:17; Titus 1:5; Hebrews 13:17; James 5:14; cp. Proverbs 15:22) who are biblically qualified (1 Timothy 3:1-15; Titus 1:5-16). These men are elders and deacons who together lead a local body of believers in matters of membership, policy, discipline, and benevolence (Acts 15:19-31; 16:4; 20:28; 1 Peter 5:1-5).

We believe the biblical imperatives of discipleship (Matthew 28:19-20; 2 Timothy 2:2) and mutual accountability of all believers to one another (Matthew 18:1-20; Romans 12:5; 15:14; Galatians 6:1-2; Ephesians 4:25; Colossians 3:16). We believe and practice church discipline and restoration according to the standard of Scripture (Matthew 18:15-18; 1 Corinthians 5:1-13; Galatians 6:1-2; 2 Thessalonians 3:6-15; 1 Timothy 1:20; 5:19-20; Titus 1:10-11; 3:9-11).

We believe that the church, the body of Christ, was begun on the first Day of Pentecost after Jesus' ascension, and has not replaced Israel (Jeremiah 31:36-37; Romans 9 – 11; 1 Corinthians 10:32). We believe that the church is “the household of God, . . . the pillar and support of the truth” (1 Timothy 3:15) and that Jesus, the head of His church, declared, “I will build My church; and the gates of Hades will not overpower it” (Matthew 16:18).

The Family

We believe that God created and blessed the family as the foundation of society. We also believe that He ordains marriage and is active in the union of marriage. As such we define marriage as the union of one natural man and one natural woman in a lifetime commitment to each other (Genesis 2:23-24; Matthew 19:4-6).

Marriage provides for intimate companionship, pure sexual expression (Genesis 2:25; Ephesians 5:31-33), procreation, and reflects the relationship of Christ and the church (Genesis 1:28; Proverbs 5:15-19; 1 Corinthians 7:1-5). A husband is commanded to love his wife as Christ loved the church. A wife is commanded to submit to her husband as the church submits to Christ (Ephesians 5:22-33).

Children are a gift from God and are fully human from conception (Psalms 127:3; Ps 139:13-16). Parents are to train their children by modeling a godly life, teaching them the Scriptures, disciplining them in love, and providing them a resource of wisdom and counsel (Deuteronomy 6:4-7; Proverbs 1:8-9; Prv 13:24; Prv 22:6). Parents are to care for the needs of their children (2 Corinthians 12:14; Ephesians 6:4). Children are to obey their parents with respect and honor, caring for them in the time of their dependency and old age (Exodus 20:12; Leviticus 19:32; Proverbs 23:22; Ephesians 6:1-3; Colossians 3:20; 1 Timothy 5:8).

Last Things

We believe that Jesus will come to gather His church (1 Thessalonians 4:13-18) before a time of unique tribulation on the earth (Jeremiah 30:7; Zechariah 14:2; Matthew 24:21; Revelation 8:6-12; 9:13-18; 16:14-21). After this, Jesus will return to earth physically and visibly as Judge with His people to establish a 1,000-year reign on the earth (John 5:22; Acts 1:10-11; Revelation 20:1-7) wherein “He will reign as king” (Jeremiah 23:5) from the throne of David (Matthew 25:31; Luke 1:31-33; Acts 2:29-30). We believe that, after the millennial reign of Christ on earth, Satan will be temporarily released for a final rebellion before he is thrown into the lake of fire (Revelation 20:7-10). We believe that unbelievers will be condemned at the great white throne judgment (Revelation 20:11-15; cp. 2 Thessalonians 1:9). We believe in the bodily resurrection of both the saved and the unsaved—the saved unto the resurrection of everlasting life and the unsaved unto the resurrection of everlasting torment (Daniel 12:2; Matthew 25:46; Luke 16:23-26; John 5:28-29; Acts 24:15; Revelation 14:10-11; 20:5-6, 10). The saved will enter the everlasting state of glory with God, and “the heavens will pass away with a roar and the elements will be destroyed with intense heat, and the earth and its works will be burned up” (2 Peter 3:10). God will make a new heavens and a new earth wherein righteousness dwells (Isaiah 65:17; 66:22; Ephesians 5:5; 2 Peter 3:13; Revelation 20:15; 21:1; 22:15). This is the dwelling place of all believers, where they will forever enjoy perfect fellowship with God and with one another (Revelation 21 – 22).

C. FAMILY/SCHOOL COVENANT

According to the Bible, parents are responsible for the training of their children (Deut. 6:1-7; Prov. 22:6; Eph. 6:1-4). Community Christian Academy serves as a partner with parents in providing an excellent education consistent with biblical truth. Harmony between home and school provides the best environment for Godly training to take place. We seek to nurture development of the following essential character traits in the lives of our students.

1. Integrity – Maintaining a lifestyle that is above reproach. A Christian should be honest, moral, and trustworthy in all dealings. (Titus 1:8; Job 27:5; Prov. 11:3, 20:11; I Kings 9:4; Ps. 15).
2. Respect – An attitude that highly esteems those in properly placed authority. Parents, teachers, employers, governmental authority, and church leaders have been placed in our lives by God. God gave us a biblical command to honor them for our own good (Romans 13:1-7; Hebrews 13:7; I Peter 2:13-21).
3. Obedience – The outworking of the attitude of respect. We are to obey God and all those He has placed over us in our lives. Thus, when we obey, we show our love and respect for God and the authorities He has ordained. Our lives then will be long and fruitful as He has promised (John 14:21; Eph. 6:1-4; Rom. 13:1-7; Prov. 6:23).
4. Self-Discipline – The ability to control one’s thoughts and actions. The goal is to have a life under control – self-disciplined by the Spirit of God (Gal. 5:22-26; Job 5:17; Prov. 16:32, 25:28; I Tim. 4:7,8).
5. Godly Living – A lifestyle that exhibits the fruit of the Spirit and flees from the acts of our sinful nature. Our standards are found in God’s Word and our desire must be one with God and His holiness (Gal. 5:16-26; 2 Tim. 2:22; I Peter 1:13-16; 2:9-10; I Cor. 6:12-20; Prov. 23:29-35; Phil. 4:8; Rom. 8:6-8).
6. Wisdom – Understanding what is true from God’s perspective and doing what is right. Wisdom comes from God and our respect for Him. It is developed in our lives by our proper response to correction. If we do not respond to correction with a teachable spirit, the Bible calls us fools and unable to attain wisdom (Prov. 1:7, 20-33; Prov. 2:1-22; Prov. 4:7).
7. Responsibility – Being dependable and accountable in all relationships and tasks. We are accountable to each other to love, encourage, confront, comfort and forgive. Furthermore, initiative, intellectual integrity and excellence should be the marks of all tasks we attempt. (I Cor. 13; Matt. 18:15-17; Gal. 6:1-5; Eph. 5:29-32; Eccl. 9:10).
8. Thankfulness – Developing an attitude of gratefulness. We are to be thankful for everything God brings into our lives. Knowing that God’s dealings in our lives are intended for our “good” will help create an attitude of gratefulness for the things others do for us (Phil. 4:6,7; I Thess. 5:18; Col. 2:7; Eph. 5:20).
9. Service – A spirit of humility in focusing on the needs of others. Christ is our example in living a life that is not self-centered, but rather seeking ways to serve, not rule (Eph. 5:21; Phil. 2:3-11; James 4:6-10).

10. Eternal Values – A focus that is upward. The key is to live each day with the realization that only what is done for eternity counts. (James 4:14; Matt. 6:33; Matt. 6:19-21).

In light of these truths, parents are asked each year to sign the following statements during the enrollment/re-enrollment process:

“We are in support of the CCA educational philosophy, objectives, Parent-Student Handbook, standards of conduct and the principles of this covenant. We will cooperate with the teachers in a spirit of partnership in the training of our child(ren). If at any time during the training of our child(ren), we can no longer work together in a spirit of unity, and all reasonable avenues of communication are exhausted, we will withdraw our child(ren) from Community Christian Academy. We understand that willful disobedience by our child(ren) to these principles and guidelines may result in dismissal from Community Christian Academy.”

Students in grades 6 –12 are also asked to sign the following statement each year:

“I desire to attend Community Christian Academy or am willing to be under the authority of my parents in submitting and deferring to their wishes concerning enrollment at Community Christian Academy. I understand that Christian teachers are in partnership with parents. I will strive to obey them also as they seek to train me according to God’s Word. I will seek to live a Godly life in and out of school in order that Jesus Christ will be glorified. I understand that willful disobedience of these covenant principles and the guidelines of the Parent-Student Handbook may result in my dismissal from Community Christian Academy.”

The faculty and staff of Community Christian Academy pledge by God’s grace to uphold the principles of this covenant and CCA guidelines as we together train your children.

C. STATEMENT OF PHILOSOPHY & PURPOSE

The mission of Community Christian Academy is to partner with parents in empowering their children for a lifetime of commitment to Christ, academic preparedness for all opportunities, and a lasting contribution to the Kingdom of God worldwide.

As a ministry of Community Baptist Church, the church is committed to providing leadership and support to Community Christian Academy.

D. STATEMENT OF NON-DISCRIMINATION

Community Christian Academy admits students of any race, color, or national and ethnic origin; however, Community Christian Academy does maintain the right as a private, Christian institution to refuse admission to anyone who fails to meet the entrance requirements, or who has been diagnosed as having an incurable communicable disease, or who professes to be living a lifestyle contrary to that defined by Scripture and in accordance with the Scriptural guidelines outlined in the governing documents of Community Baptist Church.

Community Christian Academy also maintains the right to suspend or expel any student who violates the Standards of Conduct or other rules defined by the school administration. Attendance at Community Christian Academy is a privilege, and not a right, which may be forfeited by any student who does not conform to the standards and regulations of the school. The school may withdraw any student at any time who, in the opinion of the school, does not fit into the spirit of

the institution, regardless of whether or not he conforms to the specific rules and regulations of the school.

E. AFFILIATION AND ACCREDITATION

The following statement made by the Department of Education accurately represents its position on accreditation: "By law, the Department of Education does not act as an approving or accrediting agency. The Department is allowed only to register certain non-public schools and to collect certain prescribed data. Accreditation of schools is entirely voluntary and is achieved by adopting and maintaining the academic standards prescribed by an independent association."

Community Christian Academy has been granted accreditation through Florida Association of Christian Colleges and Schools and International Association of Christian Colleges and Schools (FACCS/IACCS), and National Council of Private School Accreditation (NCPSA). Its teachers are also required to be eligible for certification by FACCS/IACCS. Certification through the State of Florida is optional but available to be pursued by CCA faculty.

F. RESOURCE INFORMATION

Community Christian Academy
777 SE Salerno Road
Stuart, Florida 34997

Phone: 772-288-7227
FAX: 772-600-2728
Email: office@ccacougars.net
Website: www.ccacougars.net

II. ADMISSIONS

A. Admissions Policy

Each year Community Christian Academy welcomes new students from many different educational backgrounds. Students may be entering from a different private school, public school, or home school. The school office will schedule a time for a campus tour, answer questions, and provide an enrollment packet.

Some students may need additional services such as remedial classes and/or small group instruction. Careful evaluation is given to these needs as evidenced through academic documentation provided and via the interview process with both family and student to insure CCA has sufficient staffing and educational background in place to insure a successful experience for the new student.

1. Home Schooling/Non-Accredited Schools

Those students entering from a non-accredited school or from a home-schooling program and unable to provide satisfactory academic documentation as to courses completed and credit status will be required to undergo testing procedures administered by CCA faculty to validate academic status and competency.

2. Student Age

Prospective students will not be considered if they are two years or more above the chronological age for the applicable grade. In general, applicants for Kindergarten must be at least five years of age on or before the first day of September in order to be enrolled at Community Christian Academy. The final decision is at the discretion of the Administrator.

3. McKay and StepUp for Students Scholarship Information

Please contact the school office for information regarding McKay, StepUp for Students, and Gardiner Scholarships.

B. Enrollment/Re-Enrollment Criteria

- a. Students in grades K5 – 5th grade will be accepted for enrollment/re-enrollment if they meet the following criteria:
 1. Teacher recommendation
 2. Maintaining grade level or above status in reading and math on the annual achievement testing
 3. Not having excessive absences or tardies
 4. Administrative approval

- b. Sixth – Twelfth Grade criteria for enrollment/re-enrollment
 1. 2.0 grade point average or above and meets promotion policy
 2. teacher recommendation
 3. not on academic probation at the end of the school year
 - 4, not on behavioral probation at the end of the school year
 5. may not have excessive absences or tardies
 6. must pass Bible class the previous year (re-enrollment only)
 7. administrative approval

C. Enrollment Procedures

1. Submit an application packet to the school administration office. The registration fee of \$150 per student must be paid and forms must be included and complete. This applies to students in K5 through 12th grade and the TCAP program. All applicable academic information should accompany these documents.
2. The Registrar will review applications and determine if additional consultation is necessary.
 - a. Application packets for students with an IEP or 504 Plan will be reviewed by the school's ARC Director who will make a recommendation regarding acceptance. TCAP applicants' paperwork will be reviewed by the lead teacher of the grade for which they are applying. Prior to enrollment a time for the student to shadow may be arranged to further ensure the success of enrollment at CCA.
 - b. Home school students must present documentation from a registered home school program showing passing grades in course work.
 - c. Home school students who are only playing sports with CCA must also provide course work information as well as physical forms and medical information

forms. This is required due to our participation in FHSA and our required adherence to their academic and health rules.

- d. Community Christian Academy will not be responsible for providing a transcript of academics for home school students who only participated in sports.

3. Interview with Administration

Once the Registrar has reviewed the student's grades and documentation is complete, a family interview with the Administrator will be scheduled. This interview is intended to:

- a. Ensure that at least one parent expresses a clear testimony of commitment to the Christian principles taught daily in the classroom and discuss church attendance.
 - b. Ensure the child, if middle or high school age, expresses a desire to attend Community Christian Academy and agrees to live in harmony with the school's standards.
 - c. Discuss the student's academic and behavior history and any changes or probationary periods that may occur if accepted to CCA.
 - d. Answer any questions the parent and/or student may have regarding CCA.
 - e. Answer questions regarding financial needs, or take them to the Business Office, if applicable.
4. Upon completion of the designated steps, parents are notified by the Registrar regarding whether or not their child has been accepted into the school. Students can be accepted with conditions; for example: the student attends summer school, receives tutoring, or repeats a grade. Once a student is accepted, the registration fee is non-refundable.
 5. The school office will request records from the student's previous school. If the student previously attended a private school, and the records are held due to an outstanding balance, the family will be notified that CCA will be unable to accept the student until the previous account balance is cleared.
 6. Completion of Admission requires submission of the following information prior to the first day of school:
 - a. State certified birth certificate
 - b. Social security number for student – The State of Florida statute (FL1008.386) allows a school to request a social security number for each student attending public or private schools. Community Christian Academy also requests that parents provide us with social security numbers since these are necessary for many scholarship programs.
 - c. CURRENT Florida Certification of Immunization Form (DH680) and the State of Florida School Entry Health Exam form (DH3040).
 1. Certain immunizations are required for entry into Kindergarten.
 2. 7th grade students are required to have a Tdap booster which provides protection against tetanus, diphtheria and pertussis.
 - d. Medical Form

- e. Emergency Contact Information Form (displays allergy, special medication requirements, as well as emergency contact information)
- f. Completed application packet if not already turned in
- g. Academic records if not already on file

D. Re-Enrollment Procedures

1. Re-enrollment dates are included on the annual calendar.
2. Each year a kick-off night is held to present families with current tuition information and to outline any major plans under review for the upcoming school year.
3. Attendance at the kick-off night may be required to qualify for any additional incentives offered to CCA families who re-enroll early. If so, notification will be given to the families.
4. Students with behavior or severe academic issues or chronically delinquent accounts may not be eligible for re-enrollment consideration for the upcoming school year. These students and their families will be met with prior to re-enrollment dates.

E. Transfer Students

Students transferring into Community Christian Academy from another private or public school must have incurred academic credits from an accredited institution. Students in the upper school must provide academic documentation such as report cards or an unofficial transcript showing all courses taken complete with course codes.

MEDICAL/PHYSICAL INFORMATION REQUIREMENTS

1. Prior to each academic school year, each child's health must be reviewed to make sure that he complies with the guidelines set forth by the Florida Department of Public Health. This should include his immunization records (DH681); fitness of eyes, ears, and speech for classroom participation; and fitness of general health for physical education (DH3040). Limitations, allergies, etc. should be reported to the school under a physician's signature. Also, at the beginning of each academic school year, the Emergency Contact Information Form must be updated.
2. If a student exhibits problems with hearing or vision during the course of the year, the parents will be notified and further hearing/vision testing by a physician of their choice will be recommended.
3. If health records (including the Emergency Data Form) are not up to date, the parents will be notified in writing. This notification requires a response within one month or the child will not be allowed to attend class.
4. In accordance with Florida State Statutes (FL232.032) and with parental notification, a scoliosis check will be performed on each 7th grader during the course of the student's 7th grade school year.

III. FINANCIAL INFORMATION

A. Tuition, Non-Tuition, Fees Information & Payment Options

CCA offers several options for paying tuition all of which are via automatic monthly bank withdrawal plans effective either the 5th or 20th of each month. They include the following:

- Option 1 – Pay in full by August 1 – 3% discount will be applied
- Option 2 – 12-month plan – June - May
- Option 3 - 11-month plan – July – May
- Option 4 – 10-month plan – August – May

Non-Tuition Accounts:

The tuition payment plan options above do not cover day-to-day school expenses such as lunch accounts, sports fees, after care fees and other miscellaneous expenses incurred during the school year. The school will maintain non-tuition accounts for each student.

1. Statements will be sent out via email on the 5th of each month and will be past-due after the 15th.
2. If payment is not received by the fifteenth (15th) day of the month, a late fee, not to exceed \$35.00, will be added on the sixteenth (16th) day

Tuition & Fees for Current Year:

<u>Grade Level</u>	<u>Tuition</u>	<u>Consolidated Fee (due by August 1)</u>
Elementary 1st – 5th	\$6,995**	\$560 (1) *
Upper School 6 th – 12 th	\$7,653**	\$590 (1) *
Graduation Fee		\$125 (2)

**Sibling discount of \$500 per child, if applicable

Registration, Fine Arts and Sports Fees:

- Registration - New applicants (1st – 12th grade) \$150 per student (no limit).
 - If new applicant is not accepted by CCA because CCA is unable to meet all academic or ESE needs, \$90 of the registration fee will be reimbursed. No portion of the registration fee will be reimbursed if withdrawn after acceptance by CCA.
- Sports Fees: See Athletic Fee Schedule provided by the Athletic Director or CCA Central.

Lunches & Other Fees:

Lunches are to be prepaid online through your info-direct account. We offer a hot lunch Tuesday through Friday. Elementary cost is \$4.50; Upper School cost is \$5.00. All hot lunches for the week must be preordered by Monday, 8AM, of that week. There will no longer be the option of a day-to-day order for hot lunches. This will help keep the cost down to you as parents and also provide efficiency for ordering.

Wing Truck is available on Mondays (CASH ONLY). \$5.00 - 6.50

Other fees that may be included on monthly statements are science lab fees, ACH fees, authorized ESE fees, and after school care fees if applicable. Statements will be **emailed** at the end of the month and are payable by cash, check or credit card (\$50 minimum).

- (1) Consolidated fee includes rental of textbooks, accreditation fees, technology fee, student insurance and testing and scoring of annual tests. This does not include book replacement due to loss or damage. ***Must be paid by August 1 to guarantee grade placement at CCA.**
- (2) Graduation Fee Includes cap, gown, diploma, camera and sound, video, guest speaker, senior reception, yearbook, and clean-up.

B. General Finance Policies

1. If a student's account is not current at the conclusion of the school year or upon withdrawal, all official records with the exception of medical records will be held until the payment is made in full.
2. A \$25.00 service charge will be assessed for all returned checks. If an account has three (3) returned checks, then the account must be paid by cash or certified check.
3. Any family receiving McKay, StepUp for Student, or Gardiner scholarship funds is responsible to keep tuition and non-tuition accounts current.
 - a. By law, we are required to notify the appropriate Scholarship Funding Office if payment arrangements are not met or attendance is out of compliance.
 - b. The Scholarship Funding Office reserves the right to rescind a scholarship if a parent is delinquent or fails to pay owed monies.
 - c. A late fee will be charged to your monthly statement if the scholarship checks are not signed within 2 weeks of notification.

Families Who Withdraw During School Year

Tuition charges continue until the student is officially withdrawn. Tuition will be pro-rated for students who withdraw for any reason. Notify the office as soon as you know the withdrawal date and complete an official Withdrawal Request form. When a student's records are requested at the time of withdrawal, the account must be paid in full; then the student's records will be mailed to the new school.

C. Delinquent Tuition Accounts

If at any time you are unable to meet your financial obligations, please contact the Business Office to see if a plan can be arranged that will enable your student to continue at CCA. In order to stop an ACH withdrawal or make a change in a tuition payment, please contact the Business Office seven (7) business days prior to the withdrawal date.

Academic reports will be withheld once an account becomes 30 days or more delinquent until the account is brought current. After your account has become 30 days delinquent and until payment has been made, a \$35 monthly late fee will be charged to your account.

If an account remains delinquent for 60 additional days beyond the initial 30 days referenced above, your student(s) will not be allowed to return to school until payment in full has been made.

1. Any family agreeing to an annual tuition payment plan and who fails to make that payment in a timely fashion will not be eligible for the appropriate discount. They will be required to make the appropriate payment when contacted by the Business Office or establish a new, approved payment plan for tuition to allow their student(s) to continue at CCA.
2. Any family agreeing to a monthly plan under the auspices of ACH withdrawal who fails to maintain sufficient funds will, after the third attempt (approximately a 30-day time period), be required to make financial arrangements with the Business Office. Failure to do so in a timely fashion will jeopardize the continued enrollment of your student(s).
3. No twelfth-grade students will be allowed to participate in the graduation ceremony unless the account is paid in full. Graduation fee of \$125 will be charged on the March statement and applied toward the following expenses: caps and gowns, tassels and sashes, diplomas and covers, speaker travel & lodging expenses (if applicable), speaker honorarium, musician honorarium (if applicable), senior reception (cake and punch), camera and sound, video, and clean-up.
4. No student will be allowed to return to classes after Christmas Break if the account is not current or an approved payment plan to bring the account current is not in place.
5. No student may begin the school year unless tuition payment plans are in place, and any outstanding balances from the past school year have been paid.

IV. GENERAL INFORMATION

A. CCA Central Hours / Contact Numbers

7:30AM – 4PM (772) 288-7227 Ext. 2201 or 2202
(772) 288 – 7227

B. CCA Central - ACCESS

For security purposes, no access to CCA Central for anyone will be via other than knocking on the CCA Central door for admittance. Person must either be known by CCA Central staff or have declared a valid reason for entry.

C. SCHOOL HOURS

Elementary (1st – 5th) 8:00AM – 2:45PM
Upper School (6th-12th) 8:00AM – 3:05PM

D. Morning Care and After School Care: K5 – 12th GRADE

Morning care supervision is available in the gym from 7 – 7:45AM for all grades at no charge. At 7:45AM, all students are dismissed to their classrooms. Students in 1st through 2nd Grade are accompanied by a teacher or Safety Patrol student to their classrooms.

After School Care will be available to K5 – 11th grade students of CCA as follows:

After School Care	1st – 5th	3:00 – 5:30PM*
	6th - 12th	3:15 - 5:30PM*

*Cost: \$4.00 per hour

1. Any elementary student (1st-5th grade) not picked up by 3:00PM will automatically go to and be billed for the After School Program.
2. Sixth – 12th grade students not picked up by 3:15PM must report to the After Care at which time billing referenced above will be incurred. Upper School students may not wait in the front parking lot to be picked up. This is a security issue and must be enforced.
3. Students released from any sports practice must report to the After Care or remain in the coach's supervision until they are picked up.
4. If a student is not picked up by 5:30PM, the late pick-up fee is \$1.00 per minute.
5. If a parent is late more than four times, the late fee is \$2.00 per minute.
6. If a parent is late more than six times, the late fee is \$5.00 per minute and they will not be allowed to use After Care.
7. If the problem becomes chronic, the school reserves the right to refuse to offer after care. Please be considerate of those who give their time to serve your needs.
8. Consideration for unexpected emergencies will be given.
9. Please provide extra snacks and drinks for your students staying in the After Care Program. The snack and soda machines are available for convenience but are not operated or maintained by the school. Therefore, monies lost in these machines will not be refunded by the school.

E. Carline

1. Carline will be set up in the back parking lot during the mornings and afternoons. **It is important to note that at no time during the school day should this back lot be used for parking.** If you are dropping off a student, his/her belongings, etc. please park in the front parking lot and report to the school office. **From 8:15AM until 2:30PM, the back parking lot will remain closed to all traffic.**
 - a. Please follow the cones all the way to the front of the Gym and small playground to drop off and pick up your students. Faculty or Safety Patrol students will be available to escort your student to and from your car.
 - b. **If walking your student into school, do not use the carline area.** Please park in the front parking lot and walk your student from that location.
 - c. Carline does not provide time nor an opportunity for a parent/teacher conference. Please schedule a set date and time for any such conversations.

F. Closed Campus

1. Campus Security & Safety

In conjunction with the Martin County Sheriff's Office (MCSO), Community Christian Academy has developed a Lockdown Procedure which remains confidential and non-published. This procedure undergoes periodic reviews by administration, faculty, staff, and members of the MCSO regarding its effectiveness. Additionally, lockdown drills are critiqued by MCSO officers on site during drills. After a drill is held, families are notified by email blast that the drill has occurred.

2. Visitors

- a. **ALL visitors including parents and CCA alumni** are required to check in and out at the school office in order to provide an accurate record of his/her presence. The school office will issue a visitor's pass to all authorized visitors.
- b. CCA alumni are allowed to visit during upper school lunch after checking in at the school office and with administration's approval. An alumni-designated nametag will be provided to wear during the time on campus.

3. Leaving / Returning to Campus – All Students

- a. NO student may leave campus without parental or administrative approval.
- b. All students who leave campus or leave and return during school hours for any reason must sign out (and sign back in if returning the same day) through the school office.
- c. Sophomores, juniors, and seniors who have written parental permission on file with the school office to sign themselves out and back in must include location and purpose on the sign-in/out sheet.
- d. Any student leaving campus without signing out will be subject to disciplinary consequences. Community Christian Academy cannot be held responsible for students who leave campus and violate this rule.
- e. If it is absolutely necessary for a student to leave early for any appointment, a notification in writing or via phone call from the parent should be given to the school office.
- f. No student will be released to anyone other than those authorized in writing by the parent.
- g. Anyone picking up a student prior to the end of the school day must come to the school office to sign the student out.

4. Senior Privileges - Off Campus Lunch

- a. Seniors who have a 3.0GPA and written approval from their parent(s) may leave campus during the lunch period if their class schedule permits sufficient time (more than the lunch period). This privilege does not extend to being late for any class they are scheduled to attend immediately after the lunch period. This GPA requirement will be enforced throughout the year.

- b. The student must sign out and back in at the school office. Failure to do so will result in privileges being revoked.
- c. The student must NOT purchase lunches to bring back to underclassmen. Failure to adhere to this rule will result in off-campus lunch privileges being taken away.
- d. Underclassmen are not allowed to accompany a senior on this off-campus privilege. This is a senior class privilege for those who qualify.

Dress Code

Seniors must abide by the CCA Dress Code. The one exception is the area of facial hair. Boys who wish to wear a beard must have it clean, trimmed, and neat at all times.

G. Illness & Medications

1. Illness

- a. Students will be sent home if they have a fever in excess of 100 degrees F., vomit, or if they have 2 episodes of diarrhea while at school. If your student is sent home due to these conditions, they may not return to school for 24 hours.
- b. Students on scholarships or receiving funding will need to present to CCA Central a **DOCTOR'S** note on each absence brought with them to school the first day they return.
- c. If a child is not feeling well, he should be kept home. If it is determined he is well enough to attend class, he may be brought to school late without incurring an unexcused tardy (please see Athletic Guidelines for further clarification). However, the student will be responsible for all work in classes.
- d. Any child with a noticeable illness will be immediately isolated from the class. A student may be permitted to lie down in the sick room for up to 1 hour. If the student still does not feel well, the parent(s) will be contacted to pick up the child so that he can receive proper care.
- e. Both parents(s) and teachers must work together to prevent illness from spreading among the school's population.
- f. The school reserves the right to make the final decision on whether a child will be allowed to attend classes.

2. Medication Distribution

- a. All medication will be dispersed to students through the CCA Central.
- b. **All medications (including Tylenol, etc.) must be clearly labeled with a student's name, the original prescription label, and/or parent's note specifying dosing instructions.**
- c. No medication will be administered without parental approval.
- d. No student may give medication to another student.
- e. Emergency medications (i.e. asthma, seizures, diabetes, allergies, etc.) may be kept in the student's possession with proper notification to the school office.

A copy of the student's current prescription for each medication and a parental note describing dosing and emergency instructions (i.e. what to look for and what

constitutes an emergency medical situation as it pertains to the particular student) must be on file.

3. First Aid / Accidents

Accidents are those which occur during school hours and require first aid attention by the teacher or the school office personnel or result in at least one-half day's absence from school. A first aid kit is available in the school office. **An Accident Report must be completed by the person witnessing the injury and filed in the student's record.**

4. Emergency Medical Services (EMS)

In case of extreme emergency, EMS will be contacted first; then the parent will be notified. A copy of the Medical Authorization and Parental Consent Form will be given to the EMS responders.

5. Communicable Diseases

- a. Community 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 an illness which arises as a result of a specific infectious agent which may be transmitted either directly or indirectly by a susceptible host or infected person or animal to other persons. These diseases include, but are not limited to the following:

Acquired Immune Deficiency Syndrome (AIDS)	Meningococcal Disease
AIDS Related Complex (ARC)	Mumps
Anthrax	Pertussis
Dengue	Plague
Diphtheria	Rabies
Ebola*	Relapsing Fever
Encephalitis	Ringworm
Giardiasis (acute)	Rubella (All)
Gonorrhea	Salmonellosis
Hansen's Disease (Leprosy)	Schistosomiasis
Hemorrhagic Fevers	Syphilis
Hepatitis	Toxoplasmosis
Human Immunodeficiency Virus (HIV)	Tuberculosis
Measles (Rubeola)	Typhus
Meningitis	COVID

- b. Any faculty or staff member who reasonably suspects that a student has a communicable disease shall immediately notify the Administrator.
- c. Any student with a communicable disease for which immunization is available and/or is required by law, shall be temporarily excluded from school while ill and during recognized periods of communicability.
- d. Students with communicable diseases for which immunization is not available will not be permitted to attend school.

- e. If the nature of the disease and circumstances warrant, Community Christian Academy may require an independent physical examination of the student to verify the diagnosis of the communicable disease.
- f. Community Christian Academy reserves the right to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school. **This may include a decision to require a longer than 24 hour period before the student may return.**
- g. *Relative to Ebola, CDC recommends that all healthy people who arrive in the United States from an Ebola-affected area should check for fever daily for 21 days, starting the day after leaving the affected area. They may continue their usual activities during this time. If they remain healthy during the 21 days, they are **not** at risk for Ebola.

H. Student Accident Insurance

Every student is covered by a school-time accident insurance plan. The school-time accident insurance plan is not a primary policy. Therefore, if a student is injured, a claim should be made with the parents' insurance company first, then the school-time insurance will pick up covered expenses in excess of the parents' company to the limit of the student plan and for the coverage designated by the policy. Contact the office for a copy of this policy.

I. Lunches

Students can bring their own lunches to school each day or purchase their lunch at school.

1. Parents should provide a balanced lunch, since good nutrition is essential for a child's best physical and mental health.
 - a. Students in 1st – 11th grades are NOT permitted to make arrangements for delivery of lunch from local restaurants. Only seniors, with appropriate permission, are permitted to go off campus for lunch. Seniors may not bring lunch for underclassmen because this holds up the lunch program.
2. Parents are encouraged to visit campus for lunch with their student during their student's regular lunch hours. These visits should be scheduled through the school office and have administrative approval. Compliance with CCA's fingerprinting policy is required. Please obtain a visitor's pass from the school office.
3. Please remember: Parents wishing to take their children off campus for lunch should sign the student out and back in through the main school office.
4. The snack and soda machines are available for convenience but are not operated or maintained by the school. Therefore, monies lost in these machines will not be refunded by the school.
5. A hot lunch program is provided through off-site vendors. A weekly lunch menu is provided, and must either be paid for in cash or through the billing system in place in the Business Office. Please contact the Business Office Assistant if you have any questions. Lunch prices are as follows:

Elementary 1st – 5th Grades: Hot Lunch* Tuesday – Friday \$4.50
Upper School 6th – 12th Grades: Hot Lunch* Tuesday – Friday \$5.00
All Grades: Monday – Wing Truck – CASH ONLY
****Hot Lunches for the week must be preordered by Monday, 8AM, of that week****

J. Student Drivers

1. CCA Central must be notified when a student begins driving to school via receipt of the original completed student driver form. A copy of the student driver form will be provided to the Upper School Administrative Assistant-Guidance whose office is located in the Woyke Building.
2. The student driver form must contain the following information:
 - a. Year/make/model
 - b. License plate #
 - c. Copy of student's driver's license
 - d. Proof of insurance
 - e. Copy of registration
 - f. Signed agreement not to transport any other students to/from school without parental permission
3. Any abuse of student driving privilege guidelines will result in disciplinary action.
4. CCA reserves the right to conduct a search of any vehicle on campus including a search by law enforcement if it is believed sufficient cause exists. CCA will not be responsible for any damages to a student's or parent's property if damage is incurred in the process of a search by either school or law enforcement personnel.

K. Cell Phones, Wireless Devices, Internet Usage Including Social Media

Community Christian Academy assumes no physical or financial responsibility for any loss of cell phones or wireless devices brought onto the campus by a student.

The possession of a cellular telephone or wireless device is not, in and of itself, a violation of the school's conduct and discipline codes. CCA allows for the possession of cellular phones; however, when the cellular phone disrupts the educational process or causes other disruptions as deemed generally inappropriate by the school's standards, then it would be in violation of the rules. For that reason, all student cell phones are to be "off" during school academic hours.

Students in grades 6 – 12 may use cellular phones in the school office or before or after school. No other locations or times are permitted for cell phone use.

Social Media

1. Under NO circumstances is a student permitted to be a "friend," "follower," or any other type of social media acquaintance with teachers or staff members of Community Christian Academy.
 - a. Classroom teachers or athletic coaches may develop a social media page for instructional or team communication purposes.

- b. These pages will only be for posting assignment information, group discussions, etc. and may not be used for the exchange of personal information.
2. When it is determined that use has occurred in violation of this policy, then the device will be confiscated and returned to the parent upon his/her request. Three instances of confiscation of a cellular phone or wireless device will result in loss of this privilege for the remainder of the semester.
3. Use of cell phones, wireless devices, or social media in violation of this policy includes the possibility of disciplinary action by the school or criminal penalties if the device is used in a criminal act.
4. The above rules are guidelines that will be enforced. However, CCA reserves the right to revoke the use electronic devices such as tablets, cell phones at any time and for any reason.

L. Lost and Found

Community Christian Academy provides a Lost and Found bin from which articles may be claimed. **PARENTS ARE ASKED TO PRINT THEIR STUDENT'S NAME ON ALL ARTICLES BROUGHT TO SCHOOL.** Lost and Found is in the gymnasium under the supervision of the Athletic Department and will be emptied on Fridays with ample prior notice.

M. Lockers

1. Lockers are assigned to all students in grades 6 – 12.
 - a. Students should not exchange lockers unless administrative approval has been granted.
 - b. Periodic locker checks may be performed without warning at the discretion of the administration.
 - c. Lockers should be locked at all times.
2. Locks must be purchased by the parent
3. The lock combination must be on file in the school office records.
4. Students may not decorate the exterior of their lockers except in conjunction with specific school activities.
5. Interior of lockers may be decorated.
 - a. Careful thought should be taken to insure that decorations do not violate Biblical principles or support an inappropriate culture.
 - b. The administration reserves the right to make final decisions on the acceptability of any such decorations.
6. Lockers that are not cleaned out at the end of the school year will be cleaned out by the school and a \$25.00 locker cleaning fee will be included in the appropriate student's billing.

N. Chapel and Assemblies

An indication of the cultural level of a school is the conduct of the student body at an assembly. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole.

1. At ALL times, the student's behavior should be refined and courteous.
2. Unacceptable conduct will result in appropriate disciplinary action.
 - a. This conduct will include, but not be limited to, such behavior as whistling, inappropriate clapping, boisterousness, and talking or sleeping during a program.
 - b. Chapel services are held in the Community Baptist Church sanctuary. Proper respect toward the sanctuary, the furniture, and the hymn books is expected. Feet are to be kept off the furniture, and no drinks or food items are to be brought into the chapel.
3. Textbooks/backpacks are to be taken into chapel and placed neatly and carefully along the back wall. Purses, wallets and Bibles are to be taken to all assemblies and chapels.

O. Field and Class Trips

1. Field Trips

The educational program of Community Christian Academy includes excursions and trips by pupils at the direction, supervision and instruction of faculty to locations of such interest; fields and woods for study which, in the opinion of the Administrator may promote the educational process.

- a. The place, purpose of the visit and the method of transportation shall be recommended by the faculty member and approved by the Administrator. The planning and accomplishment of the event shall conform to the field trip policy in place.
- b. A permission slip will be sent home for each individual field trip. This permission slip will include the destination, date of trip, time of departure, approximate time of return, method of transportation, amount of money required, if applicable, and space for parent or guardian signature. This signed permission slip must be returned and on file with the school prior to the student's departure on the field trip.
- c. Field trips requiring a late return time will not be scheduled on Wednesdays in an effort to insure that students can be available to attend mid-week youth services.
- d. Field trips will not be scheduled on chapel days without prior administrative approval.
- e. Unless otherwise notified, students are expected to wear school uniforms on field trips. Specific to Elementary, students in 1st – 5th grade wear tie-dye t-shirts and uniform shorts or pants.
- f. Siblings may not accompany students on field trips.

2. **Class Trips – See Extra-Curricular Section**

3. **Volunteers**

ALL parents and volunteers must be fingerprinted prior to volunteering on campus or accompanying their student on a field or class trip. Please contact the school office for further information on this procedure.

4. **Conduct**

The same standard of conduct required of students on campus is also required of students on off-campus school-sponsored activities.

- a. When a school vehicle is used to transport a mixed group of students to an activity, adult chaperones will be aboard in addition to the driver.
- b. Separate seating is required for boys and girls in the Upper School. Teachers may assign elementary boys and girls to sit together based on transportation method and need.

P. School Closings

CONTACT INFORMATION – IMPORTANT!

It is vital that Community Christian Academy has current contact information for parents and those also authorized to pick up your student(s).

1. This information will be necessary in the event of a school emergency, such as a fire or flooding that requires the closing of the school.
2. Please do not call the school number during a school emergency event. School officials will need the phones to make contact with Emergency Services. School officials will contact all parents with information as soon as accurate information is available.

3. **Inclement Weather**

- a. In the event that inclement weather or another emergency requires that CCA be closed **before the school day begins**, such notification will be issued by 7AM if possible.
 - a. In general, school will be dismissed in the case of hurricane or major flooding. However, the Administrator will be the one to determine if a change is required in the school schedule due to inclement weather. If Martin County public schools are closed, we will follow suit. **However, it is possible there may be occasions when CCA will be closed when Martin County schools are not closed.**

- b. You may call the school number, check the Internet Site (www.ccacougars.net), or listen to WSTU 1450AM, WPSL 1590, WAY 88.1, WPBF, WPTV, and WPEC. We will attempt to use other radio and local TV outlets, as well, for such notification.
- c. In the event of inclement weather occurring **after the start of school**, parents will be notified that school is closing; and you will be asked to arrange for transportation to get your student(s) home safely.
- d. If school is dismissed for inclement weather, make-up days may be added as required to maintain the minimum number of class hours per year.
- e. **Inclement Weather Dress Code Provision:** If the morning temperature is 65 degrees or lower at 8AM, jackets or sweaters and long pants may be worn to school and may be worn in the classroom. Any writing or emblems on these must be in compliance with school uniform guidelines.

Q. CCA Inclement Weather Plan

Elementary: All 1st through 5th Grade:

In case of heavy rain before school is officially over: Parents will pull all the way down to the gym, come to the office and sign out their student. The office will notify the teacher that the parent is here to get their student and will be proceeding to the classroom where the teacher will have the student available at the classroom door for pickup.

In case of heavy rain during normal carline time: All Elementary students will be taken to the hallway in the "A" building. Parents must pull down to the M Building. Staff will be available along the walkway to communicate to the "A" building that the parent has arrived and the student will be taken to their car.

In case of lightning and thunder: Students will be kept in the "A" building until the lightning ceases or until the parent comes to the "A" building and assumes responsibility for taking their student to their car. Teachers are to unplug computer systems and other electrical equipment until the storm passes.

For TCAP students: During inclement weather, please proceed as usual through the front carline. Should the weather deteriorate, we will use the church portico to dismiss. Teachers are not to take students to the gym.

TCAP – Please Note: If weather conditions are sufficient to cause undue stress for the TCAP students, the TCAP carline will do student pick-up under the portico of the church. Patience and care will be needed. Staff will be available to direct traffic if there is no lightning.

Upper School: Grades 6 through 12:

In case of heavy rain before school is officially over: Parents will pull all the way down to the gym, come to the office and sign out their student. The office will notify teachers that the parent is here to get their student and will be proceeding to the classroom where the teacher will have the student available at the classroom door for pickup.

In case of heavy rain during normal carline time: Cars will pull all the way down to the gym so as many cars as possible can get into the line. Give students permission

to text their parents or designated person picking them up as to which building to go when they arrive. Depending on the location of their afternoon classes, students will be housed in either the Woyke (Upper School Building), the Gym, the “E” building or the “M” building.

In case of lightning or thunder: Keep all Upper School students in their classrooms until the lightning ceases or until the parent comes to their classroom/building and assumes responsibility for taking their student to their car. Teachers are to unplug computer systems and other electrical equipment until the storm passes.

TCAP – Please Note: If weather conditions are sufficient to cause undue stress for the TCAP students, the TCAP carline will do student pick-up under the portico of the church. Patience and care will be needed. Staff will be available to direct traffic if there is no lightning.

Q. Boy-Girl Relationships

Community Christian Academy is a co-ed institution and realizes the importance of developing wholesome relationships. We feel that Scripture is very clear in this matter and stand on God’s Word for our guidelines.

Boy/girl relationships are not to include physical contact.

1. CCA will teach students the importance of dating standards and marriage using the Bible as our guideline.
2. Students are not to have any physical contact such as holding hands, arms around one another, or kissing.
3. Couples should not be together un-chaperoned at any place on the school grounds before, during or after school.
4. Violations of the above standards will result in disciplinary action.
5. Students involved in sexual or immoral behavior will be subject to expulsion.

R. Off Campus Conduct – All Levels

Community Christian Academy students are expected to abstain from behavior or conduct that would reflect poorly upon our Lord or CCA. Attendance and/or participation in an event involving bullying, sexual behavior, alcohol and/or drug activity may lead to dismissal from school.

S. Trespassing

Since the Community Christian Academy property is bordered by private property, it is imperative for individual students, classes and athletic teams to respect the property rights of our neighbors. Under no circumstances should CCA students cross our property boundaries and, in effect, trespass on our neighbors’ property to retrieve a ball, kite, etc., or to fulfill a class assignment such as art sketches, leaf/insect collection, etc. On rare occasions, the adult leader of the student group may secure permission from our neighbors to retrieve a ball.

T. School Property

Community Christian Academy is God's property, having been provided by Christian people to provide Christian education. Respect, therefore, for the appearance and care of the buildings and grounds is expected of all students as a part of their Christian testimony.

1. Students are expected not only to avoid littering and defacing the campus but also to actively help by picking up the trash that someone else has dropped and to seek to prevent other people's defacing the property.
2. Any student who disfigures property, breaks windows, does other damage to the buildings or equipment, or is part of a group that does, will be required to pay for damages or replace the item. If the damage is willful, discipline will also result.

U. Personal Property

Students are to respect the property of staff, teachers, parents, and students.

1. No student should enter another student's desk or locker.
2. Students are urged to put their names on items that they bring to school, especially in the younger grades.
3. Students should not participate in any activity such as "toilet papering, egging, 'decorating' cars or other possessions with shaving cream, soap, food condiments, etc." Although this is often intended to be harmless, it causes hurt feelings and unnecessary hardship and is inconsistent with God's philosophy of "Loving our Neighbor."

V. Prohibited Items

1. Items that are not permitted in school, such as skateboards, laser pens, comic books, etc., will be collected by the teacher and may not necessarily be returned.
2. Skateboards, roller blades, go-carts and mini-bikes should not be used on school property at any time due to the high risk of injury and liability for the school.
3. Elementary school students should not bring toys to school except on designated days.

W. Proper Attitude

All students, at all levels, are expected to practice and manifest a wholesome positive attitude, one which shows Christian love and consideration for fellow students.

"Let your moderation be known unto all men." Philippians 4:5

X. Off Limits

Students are not permitted in teachers' workrooms or offices without adult supervision.

Students are not to disturb classes in session by looking in or waving in front of classroom windows or doors.

Y. Gum and Food

1. Students are not to chew gum on the Community campus.
2. No opened drinks other than water are to be taken into the classroom or hallways except for class meetings or approved parties.
3. No drinks (including water) or food items are to be consumed in the proximity of a CCA electronic device.
4. No food or drink should be consumed in the Sanctuary.
5. Students' accounts will be billed a five dollar fine (\$5.00) for each food/gum offense.

V. DRESS CODE

A. Standards of Dress

Community Christian Academy, as a private institution, reserves the right of establishing and maintaining its own standards for student dress. Applicants and parent(s) must agree with the standards of dress established by the School Board. Appearance is important to everyone. A neat and clean appearance results from standards established in the home and at school. The following rules have been established for the students at Community Christian Academy. The school uniform must be worn each day unless otherwise stated.

Student Dress Code Policy Grades K5 - 12th

The Community Christian Academy dress code is designed to serve as a guide to parents and students on the proper attire for our students. Knowing how to present oneself properly within the school community prepares students for future professional environments. Our desire is to partner with families to instill this important life skill. The biblical principles of Christlikeness, modesty, purity, obedience and respect are the standards applied. As Christians, our goal is to glorify God in everything and to be an example to those around us.

Student Dress code:

Tops	A CCA navy, Carolina blue, grey or white logo polo shirt will be worn at all times. The top button may be unbuttoned, all others must be buttoned. Shirts must be tucked in at all times.
Bottoms	Khaki, navy or grey pant, short or skirt must be worn at the natural waist. Solid khaki, brown, black or navy belts must be worn if the bottoms have loops. Shorts/ Skirts must be at least 3" from the top of the knee. No Cargo pants, joggers, leggings/tights, sweats, or jeans are permitted.
P.E.	Elementary: On days students are scheduled P.E. they have the option to wear the CCA logo P.E. shirt to school. Upper School: A CCA logo P.E. shirt and CCA logo navy blue P.E. shorts are required for P.E. class. Athletic shoes must be worn.
Shoes	Shoes must be flat, closed toe with a back and may not have wheels. Athletic shoes are required for P.E. class.
Sweaters & Cardigans	Solid navy or grey cardigan or CCA sweaters may be worn.
Outerwear	Solid navy or grey jackets may be worn during cool weather.
Hair	Hair must be clean and neat and out of the eyes and face. Only natural hair colors are allowed. No unusual or radical hair styles that may be distracting. Hats, bandanas, and scarves are prohibited.
Jewelry	Body/facial piercings and gauges are not permitted. Boys will not be permitted to wear earrings. Earrings are to be of modest size and styles. Smart watches are not permitted to be worn during school.
Other	No visible tattoos are permitted. Makeup must look natural, no lipstick. No eccentric nails polish permitted.

School uniforms can be purchased at Day Dreams Uniforms, 2780 SE Federal Hwy, Stuart.

Clothing should be neat, modest, and appropriate. Clothing should be appropriately sized – not too small and not too large. A student should not be dressed in such a way as to draw attention to his/ her body, but to respect and honor God, themselves and others.

Supervising teachers may designate a specific dress code for field trips or special events with administration approval. Otherwise students are expected to be in school dress code, including exam days and while on campus before and after school.

Parents and students have the primary responsibility to understand and adhere to the dress code. In all circumstances Community Christian Academy retains the final authority to determine, in its discretion, whether a student is in compliance with the dress code. If a dress code infraction pertains to modesty, the student will be required to change their attire or have a parent bring appropriate clothing to school. Students will remain in the office until dressed appropriately and any absences from class during this time will be considered unexcused absences. **Each infraction will be handled as a disciplinary matter and formally documented in Renweb. Repeated infractions will be considered as defiance; therefore, three documented infractions will result in administrative detention.** Cross-gender dressing will not be allowed under any circumstances. The administration reserves the right to amend the dress code as needed to address new fads and styles.

Spirit day dress code:

In general, students may wear uniform bottoms, blue jeans, t-shirts, and athletic shoes. Adhering to the following expectations can make these days fun and enjoyable for students and faculty.

- CCA standards for modesty always apply.
- Clothing must be neat and clean.
- Colored t-shirts with or without logos, etc., are acceptable.
- Yoga pants are not acceptable for school attire at any time.
- Tank tops, off-the-shoulder tops, and white undershirts are not acceptable.
- Clothing, which is ill fitting, tight, baggy, saggy, patched, faded, tattered, frayed or torn is inappropriate. Inappropriately tight clothing is defined as that which is body-form revealing.
- Logos, icons and messages on clothing which are contrary to biblical or CCA standards are not acceptable.
- For CCA spirit days only: Hats, temporary spray coloring of hair (not dyeing) or temporary face painting is acceptable for the day (i.e. blue, grey and white for a CCA spirit day). These days are announced in advance on the school calendar.

These guidelines may not address every style that might show up on Dress Down Days. It is our desire at CCA to teach discernment and responsibility to our students. To do so, we allow students to make choices within a framework such as this, trusting that they will choose wisely. However, should a style not be acceptable, the student will be asked to correct it.
day.

VI. CLASSROOM ATTENDANCE

A. Attendance

Florida State Law is the basis for Community Christian Academy's attendance policy. In order to obtain the maximum benefit from our academic program, students should be in class every day. The following rules are designed to help the student maintain good attendance, help parents fulfill their responsibility, and have their children receive all the educational benefits to which they are entitled.

Florida attendance statutes are specific about the number of days a student may be absent:

In accordance with state and county policies, students having 9 days of unexcused absences in a semester course, or 18 days unexcused absences in a yearlong course, are subject to failing the course.

1. In order to be considered present for the day, an elementary or middle school student must be in class a minimum of four (4) hours.
2. High school attendance is determined by the individual class period.

B. Excused and Unexcused Absences

1. All absences are considered unexcused unless a note, phone call or email is received from the parent.
2. Ninth – twelfth grade students who are more than 15 minutes late to school should report to CCA Central and will remain there until second hour begins. All students K5-8th grade should report to CCA Central to get a pass to go to class when tardy to school.
3. Habitual, intentional or unexcused absences will usually result in disciplinary action and/or an academic penalty.
4. **Any student with 9 or more unexcused absences in a semester may not pass the grade or course. ***
5. **If a student in grades 1st-5th misses more than 18 days per year (excused or unexcused), it may affect the student's promotion. ***
6. Parents may be required to supply additional information regarding unexcused absences. *
7. The Administrator can waive this policy in extreme cases. *
 - a. *** Florida School Law states: "Each parent of a child within the compulsory attendance age will be responsible for such child's attendance as required by law." Further, "When a child of compulsory attendance age is absent without permission of the person in charge of the school, the parent of the child shall, as soon as practical after learning of the absence report, explain the cause of such absence to the teacher or principal of the school."**
8. Absences will be excused for the following reasons when accompanied by a note from the parents:
 - a. Illness or injury more than 3 days must have a doctor's note
 - b. Illness or death of a member of the student's immediate family
 - c. Medical or dental appointments
 - d. Court appearance
 - e. Unforeseen traffic or weather delays
 - f. Annual calendar time change
9. Absences will not be excused for the following reasons:
 - a. Any of the above without a parental note
 - b. Illness or injury for more than 3 days without a doctor's note
 - c. Oversleeping

- d. Vacations during the school year without prior approval from the Administrator
- e. Missing school for any other reason than those listed above

Procedure for making up homework, tests, and quizzes

It is the student's responsibility to set up a time with the teacher. The responsibilities and procedures in effect for homework will be the same for tests and quizzes.

C. Attendance Requirements – SCHOLARSHIP STUDENTS

Students enrolled on a McKay, StepUp, or PLSA scholarship missing 18 days or more per school year, excused or unexcused, may jeopardize their scholarship status.

D. Cutting School

1. Deliberate absence without the parent's knowledge and permission will result in a grade deduction of up to two points per absence from the student's 9 week grade average and/or a detention/suspension.
2. A student who is continually truant will be referred to the juvenile authorities who handle truancy problems.

E. After Care

1. Students are not allowed to be on campus without adult supervision. If a student is on campus after school without supervision, they are required to report to After Care (at a charge).
2. Students who fail to report to After Care will receive an office referral and be subject to appropriate discipline as handled by the school administration. It is not the job of the After Care staff, or the teachers, to round up students who are lingering around campus after school and athletic events. These situations result in a lack of accountability for our students and their safety and will not be tolerated.

F. Tardy to School

Any student who is not in his first hour class or in the case of Upper School, not in homeroom by 8:00AM, will be marked absent.

1. All students who are tardy will need to get a pass from CCA Central for entrance into class and proceed immediately to their classroom.
2. In order for a tardy to be excused, a phone call, note or email must be received by the school office.
3. Any student, at all grade levels, who accumulates three (3) late arrivals to school, except for documented professional (i.e. medical/dental) appointments or other authorized reasons that constitute an excused absence, shall be deemed absent from one school day which will count toward the limit of 9 days missed per semester, or 18 days missed per school year.

G. Tardy to Class (Upper School – 6th – 12th)

1. On the third unexcused tardy to a specific class during each academic quarter, students will be assigned 1 hour of after school detention. The student will be charged a \$10.00 detention fee that must be paid at the time of the detention.
2. On the third (3rd) tardy to a specific class the student will receive an unexcused absence for that class that will count towards the limit of 9 unexcused absences per semester. If a student accumulates more than 9 unexcused absences in any one class they will not pass the course for that semester.
3. Any faculty or school office employee causing a student to be tardy to the next class for any reason (Make-up work, tests, counseling, etc.) must first seek prior permission from that next class' teacher. Such tardies will be considered EXCUSED. Those without prior permission granted will be UNEXCUSED.

VII. ACADEMICS

A. Faculty

All of our teachers are born again and active within a local church. All full-time teaching staff will be required to have a degree from a 4-year college or be working toward a higher degree in the field they are teaching. All of our full-time teachers will be required to attain certification through CCA's accrediting agency, Florida Association of Christian Colleges and Schools.

B. Faculty Contact

You may contact faculty through email via your RenWeb account or through CCA Central.

C. Curriculum - General

The course of study has been established to provide a well-rounded diversity of subjects designed to develop the ability to think and reason in a manner pleasing to God. The primary objective is to teach the student to view all of life and living in its true God-related perspective.

1. Children are responsible for their textbooks and should damage or loss occur, they or their parents are accountable. Faculty is responsible to make sure all textbooks are covered the first week of school. Textbooks should be written in for class purposes only at the specific direction of the instructor.
 - a. Hardcover textbooks remain the property of the school. If these textbooks are damaged, a fee equal to the replacement cost of the text may be required.
 - b. Readers (Grades 1 – 5) are reused each year.
 - c. Paperback textbooks will be collected each year for re-use the following year; re-use not to exceed two years.
 - d. If a book is lost, a new book will be issued and billed to the student's account.

D. Scope of Instruction

With the Bible as the foundation and core of our course of study, we strive to integrate God's truth in all of the following areas. An integral part of the Bible curriculum is the weekly chapel service.

1. **Kindergarten:** Phonics, Reading, Penmanship, Bible, Math, Science, Art, Music, Social Studies, Spanish, Creative Writing, Computers, and PE/Recess
2. **Grades 1-5:** Language Arts, Bible, Math, Science, Social Studies, Phonics (1-3), Spelling (Grades 1-5), Reading (Grades 1-5), Art, Music, P.E., Spanish (Grades 1-5), Creative Writing (Grades 1-5), Computers (Grades 1-5), Penmanship (Grades 1-4)
3. **Grades 6-8:** English, Language Arts, Bible, Math, Science, Social Studies, Fine Arts, Computers, P.E., Spanish, Sign Language
4. **Grades 9-12:** Language Arts, Bible, Math, Science, Social Studies, A/P classes; Foreign Language, Fine Arts, P.E. with a Health component, Electives, Teacher Aide (Administrative approval required)

E. Promotion Policies

1st-5th Grade: Students will be promoted upon completion of the prescribed course of study and subjective evaluation by the classroom teacher and principal.

6th – 8th Grades: Students must pass English, math, science and social studies. A middle school student who fails more than one core academic subject will not be promoted.

9th – 12th Grades: A student will be considered a sophomore (10th grade) when 6 high school credits have been earned including English I. A student will be considered a junior (11th grade) when 13 high school credits have been earned including English II. A student will be considered a senior (12th grade) when 20 high school credits have been earned including English III.

F. Report Card Schedule based on CCA's 2020-21 calendar:

<u>ITEM</u>	<u>ISSUED</u>
1 st Interim	Sept. 9
1st Report Card	Oct. 14
2 nd Interim	Nov. 12
2nd Report Card	Jan. 6
3 rd Interim	Feb. 10
3rd Report Card	March 24
4 th Interim	April 28
Final Report Card	MAILED

G. Technology and Student Usage Policy and Liability

Students in some classes will use a laptop as directed by the teacher and are expected to care for and be responsible for the appropriate use of laptop technologies as a study tool and support tool when in use in the classroom environment. Teachers must practice due diligence in the enforcement of appropriate use and protection of these resources. **Each device will remain on campus at all times during the academic year.** No laptop should ever go home with a student. All student work will be saved to the "cloud" and made available to the student off campus through an additional five (5) Micro Soft licenses made available by CCA. **Further, students must never lend their issued laptop to another student nor should they entrust their laptop to the care of another student.**

H. Upper School Graduation Requirements

Graduation from Community Christian Academy requires the completion of the following credit hours of instruction with a 2.0 Grade Point Average in Grades 9 – 12 in the following areas:

Please note: Course offerings are subject to change

English	4 credits
Bible*	4 credits*1 credit per each year enrolled at CCA
Math	4 credits
Science	3 credits (2 of which must have a laboratory component)
Social Studies	3 credits (World History-1; American History-1; American Govt.- .5; Economics -.5)
Fine Arts	1 credit (Performing/Practicing Arts: Speech & Debate, Visual Arts, and Painting)
Foreign Language	2 credits (Spanish or American Sign Language)
Physical Education	1 credit
Personnal Finance	.5 credit
Electives	3.5 credits (Driver Ed(FLVS).; Band; Journalism/Yearbook; Teacher Aide; Choir/Drama I and II)
Total Credits	26

Grade Point Average (GPA) – Cumulative GPA of 2.0 on a 4.0 scale

1. In certain situations, transfer students may be allowed to graduate without meeting all of the requirements listed above. At this time Community Christian will not offer a diploma to students seeking to graduate with only 18 credits **per FLDOE pertaining to ACCEL only.**
2. Students may be exempt from a Physical Education class with a written doctor's confirmation of the medical reason why the student's health status does not permit participation in a class requiring on-going physical activity. In lieu of this PE credit for a high school student, the student will be required to earn 1 credit in an alternative health/hygiene class over the four-year high school period. This will be so noted on his permanent school records and on his high school transcript.

3. If a student's medical status changes and written documentation is provided that this prohibitive medical condition no longer exists, the student will be expected to participate in the Physical Education classes offered.
4. Students who plan to apply for Bright Futures scholarships should plan to earn 100 hours community service points during their 9th-12th grade years.

I. Criteria for Valedictorian

1. Possess and display high level of moral character
2. Highest cumulative GPA of 3.90 or better with no more than 12 credit hours off campus.
3. Must have attended CCA during their junior and senior years
4. Students entering CCA after the first semester of their junior year are not eligible.
5. For purposes of determining this student, calculations will be made at the early to mid-May time of the fourth marking period of the senior year.

J. Criteria for Salutatorian

1. Possess and display high level of moral character
2. Second highest cumulative GPA of 3.70 or better with no more than 12 credit hours off campus
3. Must have attended CCA during their junior and senior years.
4. Students entering CCA after the first semester of their junior year are not eligible.
5. For purposes of determining this student, calculations will be made at the early to mid-May time of the fourth marking period of the senior year.

K. Outstanding Academic Performance Award

If a student has not attended CCA for their entire junior and senior year; however, they would otherwise qualify for Valedictorian or Salutatorian, they may at the Administrator's discretion, receive an award for Outstanding Academic Performance.

L. Summer School

Elementary: Summer school may be required for promotion or to strengthen math and language skills.

6th – 8th grades: Summer school may be required for students who fail English, math, science or social studies.

9th – 12th grades: Summer school may be required for students who need to earn credits in courses that they failed. It may also be required of incoming students who need to strengthen their academic skills or who need to complete missing credits. Community Christian Academy may offer summer school programs for students requiring credit recovery classes in classes earning high school credits. The Administrative Assistant-Guidance will send home notices with students who are in

need of these classes and the options available to you. If you have any questions, please contact the Administrative Assistant-Guidance through the school office.

M. Transfer of Summer School Credit

Currently enrolled students must secure written permission from the administration before enrolling in high school summer courses at another school.

Summer courses should be taken to make up Community Christian Academy credits failed, to earn additional elective credits, or for grade forgiveness in a subject taken previously.

N. Tutorial Help

Students will sometimes need additional help in a subject. The first place to turn for help is the teacher of the course. Teachers at the school are willing to give extra time to students who are conscientiously trying to improve. This time can be before school, after school, or during a planning period. Students may also be paired with peers who understand the material and can help. For students with severe problems, an outside tutor may be needed. The school faculty, resource office, and guidance office may be able to provide names of qualified tutors. Any outside tutor should confer with the teacher of the class in order to coordinate objectives and methods. It is imperative that the administration be aware of all students receiving outside tutorial help.

O. Process of Evaluation

Evaluation is the process of determining how well we have achieved our goals. The responsibility of the Christian educator (parent or teacher) is to be faithful in his example and proclamation of the truth and to evaluate and encourage student deportment in achieving his goals.

1. The assessment of a student's academic performance can be accomplished through the evaluation of classroom participation, homework, exams, and standardized tests. We must realize, however, that there are some goals which cannot be measured by behavior, and attitudes. If learning is to result in change, then change observed in the life of a student is also an indication of effective communication from the parent or teacher to the child.

2. Grading Scale – Basic - All grades

A = 90 – 100

B = 80 – 89

C = 70 – 79

D = 60 - 69

F = 0 – 59

O = Outstanding **S** = Satisfactory **N** = Needs Improvement

3. **“A” Honor Roll (ELEMENTARY)**

K-5 – 2nd Grades

- 1) All “A’s” in major subjects: Bible, Language, Math, Phonics, Reading, Spelling
- 2) No “N” in enrichment classes: History, Science, PE, Music, Art, Computers, Penmanship, Spanish **“N” = a C or below and will prevent a student from being on the A or A/B Honor Roll**

3rd – 5th Grades

- 1) All “A’s” in major subjects (Bible, Language, Math, History, Science, Reading, Spelling)
- 2) No “N” in enrichment classes (P.E. Music, Art, Penmanship, Computers, Spanish) **“N” = a C or below and will prevent a student from being on the A or A/B Honor Roll**

4. **“A/B” Honor Roll (ELEMENTARY)**

K5 – 2nd Grades

- 1) All “A/B’s” in major subjects (Bible, Language, Math, Phonics, Reading, Spelling)
- 2) No “N” in enrichment classes (History, Science, penmanship, P.E., Music, Art, Creative Writing Computers, and Spanish) **“N” = a C or below and will prevent a student from being on the A or A/B Honor Roll**

3rd – 5th Grades

- 1) All “A/B’s” in major subjects (Bible, Language, Math, History, Science, , Reading, Spelling)
- 2) No “N” in enrichment classes (P.E. Music, Art, Creative Writing, Computers, Penmanship and Spanish) **“N” = a C or below and will prevent a student from being on the A or A/B Honor Roll**

5. **“A” Honor Roll (UPPER SCHOOL – 6 – 12th)**

1. All “A’s” in all subjects (Bible, Language, Math, History, Science, electives)

6. **“A/B” Honor Roll (UPPER SCHOOL – 6 – 12th)**

1. All “A/B’s” in all subjects (Bible, Language, Math, History, Science, electives)

7. Autism Classes

Elementary – K5 - 5th / Upper School – 6th – 10th

Within Community Christian Academy, there are classes of students with autism. The following procedure is in place for those students exhibiting an interest in transitioning to the mainstream classes:

Request to Mainstream:

Student must:

- Be within one grade level for Math and/or Language Arts.
- Be within two grade levels for Science / History.
- Must be able to independently function in a mainstream class (i.e. copying homework down, taking notes, interacting in class, managing materials, turning in assignments, etc.).

Parent must:

- Contact homeroom teacher to request a meeting to discuss mainstream potential.

Homeroom teacher will:

- Inform the Autism Director and Administrator of request to mainstream.
- Contact Principal to check enrollment of the mainstream class.
- Meet with the mainstream teacher(s) to set up accommodations (such as read aloud testing, separate testing, extra time, etc.) These must be approved in advance through the Autism Director.
- Meet with mainstream teacher(s) to make transition plans (including: curriculum may not be modified, accommodations, etc.).
- Inform Autism Director and Administrator of decision regarding mainstreaming.

***Every student that is approved by the administrator to mainstream in a core subject class. Will also mainstream into the Bible class of their correlating grade.**

8. Grading Scale – Honors Classes (Upper School 6th - 12th)

A = 4.5

B = 3.5

C = 2.5

D = 1.0

F = No Credit

Honors classes are available in all core subjects (English, math, science, history) based on the ability of student and the recommended placement by the teacher.

9. Grading Scale – Advanced Placement Classes

A = 5.0
B = 4.0
C = 3.0
D = NO CREDIT
F = NO CREDIT

Advanced Placement classes will be offered to sophomores, juniors and seniors at CCA in core subjects (English, math, science, history). The schedule and availability of these classes will be revised each year based on interest and need.

a. Academic Criteria for Acceptance and Retention:

1. Only students with a cumulative 3.0 GPA or higher will be considered for acceptance into an AP class.

10. Grading Scale – Dual Enrollment Classes (11th & 12th Grades)

A = 5.0
B = 4.0
C = 3.0
D = NO CREDIT
F = NO CREDIT

Dual Enrollment Criteria

Community Christian Academy students in the Upper School grades 11 and 12 with a 3.0 GPA or higher are eligible to participate in dual enrollment. A dual enrollment class may not be taken in place of a CCA course offered on the class schedule. An exception may be made when the CCA class schedule does not meet the needs of the student and will require approval by the Administrator. In certain cases students may also dual enroll in vocational/tech courses not offered at CCA and with approval of the Administrator.

1. A CCA student attending dual enrollment classes will be responsible to maintain eligibility in accordance with CCA guidelines in order to participate in CCA functions like any other full-time CCA student (class functions, senior class trips, athletics, cheerleading, etc.)
2. Attendance at CCA in daily Bible class and at Chapel will be required and must be considered when planning dual enrollment classes and schedules.
3. Students will be required to sign in and out at the school office when leaving for and returning from dual enrollment classes providing a letter is on file from the parents authorizing this class and method of transportation to the class.
4. Participation in this program is designed to provide the student with advanced college credits in basic college-level required classes as well as provide an exposure to college-level course requirements.

5. Grades earned in college-level courses will be weighted the same as Advanced Placement classes.
6. A student who is not on schedule and receiving satisfactory grades in a FLVS course may be deemed ineligible for dual enrollment classes. This will be an administrative decision.
7. The Community Christian Academy registration and tuition fees will be charged in full to each CCA student participating in dual enrollment.
8. Administrative approval must be given for all dual enrollment programs. The Administrator reserves the right to limit the number of courses accepted as credit at Community Christian Academy.
9. In all dual enrollment programs, the CCA schedule must take precedence over the dual enrollment schedule. Please understand that in some cases this will mean a student may not dual enroll in a chosen class.
10. Parents or Guardian of the student are responsible for the dual enrollment fees charged by the college.

11. Florida Virtual School

Satisfactory completion of at least one FLVS course will be a requirement for graduation effective with the 2017 graduating class.

If satisfactory completion of an FLVS course on a timely basis is not accomplished by a senior, it may impact their participation in the annual senior class trip.

Enrollment in more than the one (1) required-for-graduation FLVS course should be used only when CCA cannot meet the curricular needs of a student and such enrollment must be approved by the Administrator.

Enrollment in FLVS can cause reduction in McKay and StepUp Scholarships. Contact the Business Office for information regarding this.

12. Drop/Add Upper School Courses

A non-required subject may be dropped within three (3) days of the beginning of each semester without penalty. Courses will not be dropped after 3 days. Exceptions to these guidelines can be approved by administration. Dropping a course requires the approval of the parents and the administration.

13. College Scholarships

Bright Futures scholarships are available to any high school student in the State of Florida, public or private, that academically qualifies (3.0 GPA or higher) for financial assistance. 100 hours of community service are required for Bright Futures applicants: 3.0 unweighted for Medallion. For further information contact www.flstudentfinancialaid.org or speak with Guidance in the Upper School office. Information about additional scholarships is available at www.collegeboard.com.

14. How to Obtain an Official Transcript

Upon receipt of a signed transcript request from the parent, an official transcript will be released by the Administrator.

In his absence, the Guidance Dept. will prepare the transcript, review the information with the Administrative Assistant/Registrar who will then sign the transcript after confirmation that the family's financial obligations are current.

- a. Please allow 2-3 business days from the time the request is received.
- b. The student is responsible for supplying the correct mailing address of the location to which the transcript is being sent.
- c. Transcripts are free of charge before graduation. After graduation, a fee of \$10 per transcript is applicable.
- d. Unofficial transcripts may be obtained through the Administrative Assistant-Guidance's office in the Upper School.

15. Academic Probation – All Levels

Definition and Purpose: This is a period of time (usually a 9 week marking period) in which the administration closely monitors the academic progress of a student. The purpose is to determine whether or not the student requires remedial help and, if so, in what form. A student on academic probation may be asked to withdraw from the school if, in the opinion of the administration:

1. The school is unable to meet the unusual academic needs of the student, or
2. The student is not sufficiently self-motivated to achieve even minimal academic standards.

Process: Any current student whose GPA is 2.0 or lower will be placed on academic probation for the following quarter. An incoming student would be placed on academic probation as a result of an administrative review of his or her academic record and entrance tests.

At the end of the probationary quarter, a student profile report will be made to the administration by the student's teachers.

1. If sufficient progress has been made, the student will be taken off of academic probation.
2. If insufficient progress has been made, the student will be maintained on academic probation or withdrawn by the school.

15. Yearly Testing

- a. Each spring, standardized achievement tests are given to all students in Grades K5 through 11th. The Otis Lennon School Ability Test may also be administered to pre-determined grade levels in conjunction with the achievement test.
- b. In the fall of the year, 10th and 11th graders take the PSAT on the CCA campus.
- c. All juniors/seniors are encouraged to take the SAT (Scholastic Achievement Test) and/or ACT (American College Testing) at least once during the 11th and 12th grade years. In many cases students will take these

tests multiple times. For more information about test dates and strategies please contact the school office.

- d. The ASVAB test is also administered to sophomores.

16. Homework Policy

Community Christian Academy recognizes the educational value and importance of homework for students. We believe that meaningful home study is a necessary part of each pupil's educational program and that it should be related to the educational philosophy and goals of the school. Homework should be a purposeful extension of the school day which provides the student with additional opportunities for the development and reinforcement of the school's instructional objectives.

Homework is a method for both teacher and parents to evaluate the student's understanding of the material being taught.

1. Parents should expect that their child will be required to do homework on any given evening with the exception of Wednesdays. This exception is done in an effort to promote attendance at mid-week evening church and youth group services. In those rare instances when homework is assigned on a Wednesday, students will be provided time in class to complete all or most of the assignment.
2. Good effort on homework by the student insures that he is prepared to do his best in class the next day. Homework should be brought to school, written or if computerized, printed at home, and prepared for submission in class.
3. It is the responsibility of the student to complete assigned homework and to seek additional assistance from the teacher when the need is realized.
4. Parents should make themselves aware of assignments and the expectations of the school and the teacher through the use of the RenWeb system and the Homework Planner used by elementary and middle school students. They should feel free to consult with teachers regarding questions relating to homework assignments.
5. If a middle or high school student misses 3 homework assignments or 5 homework assignments in the same class in one quarter, the student will be issued an Office Referral (Upper School only). The student will be subject to appropriate discipline.
6. It is the student's responsibility to determine when work has been missed and see that it is made up, but the teachers will assist when necessary. When five days or fewer are missed, the student will have the same number of days he missed to make up the work.
 - a. For example, if three days are missed, the student would have three school days to complete all make-up work. This work is the responsibility of the student, not the teacher. The make-up work will receive full credit unless it is turned in past the deadline stated above. Any deviation from this will require the approval of the Administrator.
7. When more than five days are missed for non-disciplinary issue, the teacher, student and parent(s) will work out a schedule that will give the necessary time needed to make up the work.
8. After a teacher has made the student aware of missing work, and the student has obviously put off doing the work, the teacher is no longer obligated to assist in making up the work and a grade of zero will be given.

9. Students are generally not permitted to miss regularly scheduled classes in order to make up work.
10. The approximate amount of homework for the upper school students should be no more than 30 minutes for each of the four required subjects on a typical evening. Homework may be required for each class on Monday, Tuesday, Thursday and Friday.
11. A/P Class requirements will differ from these guidelines: greater time may be needed for assignments and there may be weekend homework or projects assigned.
12. Teachers should insist on a neat legible handwriting on all papers. If a paper is submitted that does not meet this requirement, the student will be assigned to rewrite the work. Rewriting is to be assigned for the following:
 - a. improper heading
 - b. sloppy writing
 - c. careless formation of letters or numbers
 - d. crowded work
 - e. scratching over mistakes (unless neatly erased)
 - f. using improper paper, pen, or pencil
 - g. more than two misspelled words
 - h. general carelessness
13. A/P Class teachers may require that assignments be typed. Grammar and formatting requirements outlined above will apply.

Q. Exams

Tests should provide an aid for improving instruction; that is, they should reveal whether a student is merely going to class or learning, and they should be a guide for future classes. Tests can motivate the student to do better. Education at its highest level involves individual discovery; therefore, it is good for both the student and the teacher to evaluate or at least review the results of the exam.

1. All students will be required to take semester exams in grades 6 - 12 with the exception of seniors during second semester.
2. Seniors are exempt from individual exams in classes in which they have an "A" average during second semester.
3. All final exams will be in testing format and projects assigned will not suffice as a final exam method. Any projects assigned should be done with a due date effective prior to the date of the final exam.
4. A/P class final exams are those scheduled by the A/P Board in early or mid-May. No other final exam is scheduled for students in an A/P class.
5. With the exception of seniors who are exempt from specific exams, all other students should be on campus for final exam days.

R. Procedure for Taking Make-up Tests/Quizzes

It is the student's responsibility to set up a time with the teacher. The responsibilities and procedures in effect for homework will be the same for tests and quizzes.

S. Upper School Organizations (6th – 12th Grades)

Student Government Association

1. The Student Councils will be made up of the elected Presidents, Vice Presidents, Secretary-Treasurers and Chaplains of each class. A faculty member will be appointed by the Administration to serve as Advisor. The duties of the Student Council are as follows:
 - a. help in planning fund-raising and service activities
 - b. help in planning class social events
 - c. serve as the class' voice to the Student Council
 - d. promote school spirit and Christian attitudes in the student body
2. Participation in Student Council will only be available to students who: have been a student at CCA for at least one semester
 - a. possessed a 2.5 or better GPA at end of previous school year
 - b. exhibit a Christian testimony; and
 - c. maintain an exemplary behavior record
 - d. failure to maintain these standards during the course of the school year will result in removal from the Student Council
3. Elementary National Honor Society, National Junior Honor Society, National Honor Society: National Honor Society members are expected to spend time in service through community projects or other activities assigned by the Advisor as a method of satisfying National Honor Society membership requirements. Failure to participate in these required assignments will result in faculty council review as to continued membership in the National Honor Society.
 - a. Membership is available for students in grades four through six, seven through nine, and ten through twelve.
 - b. To be considered for eligibility, candidates must be in attendance at Community Christian Academy the equivalent of one semester and have a cumulative grade point average of at least 3.25.
 - c. Candidates shall then be evaluated by a faculty council on the basis of Christian character, service, and leadership.
 - d. Any student transferring in from another school as a member of National Honor Society will in most cases immediately become a member of the CCA National Honor Society. They will then be responsible to maintain the same high standards as any other CCA National Honor Society member.

VII. DISCIPLINE

Statement of Enrollment

Attendance at Community Christian Academy is a privilege and not a right, which privilege may be forfeited by any student who does not conform to the standards and regulations of the school. The school may withdraw any student at any time, who, in the opinion of the school demonstrates an attitude that is detrimental to the spirit of the institution, regardless of whether or not he conforms to the specific rules and regulations.

Student Standard of Conduct Agreement

Each year all students in grades six through twelve must sign a Standard of Conduct Agreement. **This conduct agreement pledges that the student will not become involved in the use or possession of tobacco products, alcoholic beverages, weapons, drugs, narcotics or “look-alikes”; or the abuse of legal substances; and in the practice of any form of immorality.** Failure of the student to sign this statement will result in the student being withdrawn from the school at the request of the school.

Biblical Philosophy of Discipline

In Christian education, all things must be done in an orderly fashion thus manifesting the character of God Himself (I Cor. 14:33), God Himself is the example as to how one is to discipline. True biblical discipline involves a proper balance of instruction (II Tim. 3:16), nurturing (Eph. 6:4), and chastening (Heb. 12:6)

The purpose of discipline at Community Christian Academy is to teach each student to achieve obedience, respect, and responsibility and to create an atmosphere where each student finds personal security, true happiness, and an absence of excessive temptations to do wrong. Where there is this type of atmosphere, students can achieve academic excellence. It is Community Christian Academy’s desire to help each student develop his God-given abilities to be used for His glory.

Student Discipline Policy – All Grades

At Community Christian Academy we believe that students are afforded the right to receive an education and have the right to be treated with respect and dignity. Students have the responsibility to treat others with respect and dignity. Student misconduct which jeopardizes the health, safety or welfare of other people or which disrupts the educational environment will not be tolerated.

Cheating

Spiritual background: Exodus 20:15 – You shall not steal.

This concern is applicable to all grade levels and, as such, is defined as follows:

1. Copying someone else’s homework answers. Students may occasionally be given permission to “work together” either in school or outside the classroom. Even then, students should only help each other, not simply give/receive answers. If there is any doubt about the appropriateness of working together, the teacher should be consulted in advance to determine the policy.
2. Having another student’s homework, test, quiz or workbook without permission from the teacher of that subject.
3. Altering or filling in answers during the grading process to make an item correct. This is cheating whether it is done on his own paper or on someone else’s.
4. Obtaining test or quiz questions and/or answers in advance through unauthorized means. The person who provides access to these is also guilty of cheating. Giving answers during a quiz or test, either orally or by intentionally allowing another student to copy them.

5. Receiving answers during a quiz or test in any way, e.g. orally, copying from another student, or looking at any source containing answers. Looking on another student's paper or at any other source of information for that subject during a testing time is considered cheating whether the student changes answers or not.
6. **Plagiarism – submitting as yours, a work that in actuality was either fully or partially produced by another source including individuals, internet, books or any other verbal or printed word. When a student uses the works of others in writing, he should carefully follow the *Modern Language Association (MLA)* guidelines.**

ELEMENTARY DISCIPLINE POLICIES

1st – 5th Grade

Community Christian Academy has established clear expectations and rules for behavior within the school environment in order to support the learning community. Safety, respect, responsibility, and Biblical applications are addressed and reinforced. Adherence to these expectations contributes to a positive and effective school community in which children are able to succeed and grow.

1. Each classroom teacher will provide rules and expectations for their respective classrooms. These behaviors are reviewed and discussed in each classroom at the beginning of every school year. Each teacher will have a plan and method of recording and monitoring classroom behavior and consequences for disobeying them. It will vary with grade levels first - 5th as it is expected that a kindergartener will have different behavioral issues than a 5th grade student.
 - a. Verbal Warning - restating the expectation
 - b. Teacher Consequence - the teacher will determine an appropriate consequence to be given that day (i.e. lose 5-10 minutes of recess, run laps during recess, write sentences)
 - c. Email Reminder - the teacher will send an email (from RenWeb) to the parents explaining in detail the misconduct and the desired behavior. This will provide an opportunity for the parent to address the misconduct with their child and provide the redirection needed.
 - d. Parent Contact/Written/Email - the teacher will call the student's parents to discuss the misconduct and the changes that need to be made. If phone contact is not achieved, a written letter will be sent home along with another email via RenWeb.
2. If misconduct continues after Parent Contact and the teacher has decided that inappropriate behavior has become disruptive to the rest of the class, the following steps will be implemented:
 - a. First Infraction (Disciplinary Teacher Intervention)
 - i. Student is sent to Elementary Discipline Coordinator
 - ii. Behavior Reflection Form completed
 - iii. Documentation sent home for Parent Signature
 - iv. Recess Detention / duration of detention to be determined by Discipline Coordinator

- b. Second Infraction (Parent Meeting with Elementary Discipline Coordinator/After School Detention: Cost \$10)
 - i. Student is sent to Elementary Discipline Coordinator
 - ii. Behavior Reflection Form completed
 - iii. Documentation sent home for Parent Signature advising of after school detention and cost
 - iv. After School Detention will be served the following day. If the infraction occurs on a Friday, the student will be expected to serve the detention on Monday.
- c. Third Infraction (After School Detention: Cost \$10)
 - i. Student may be removed from classroom and sent to CCA Central
 - ii. Appointment for Parent Meeting will be scheduled with parents, Elementary Lead Teacher, Elementary Discipline Coordinator (Mr. Walzak), and Classroom Teacher
 - iii. Behavior Plan may be implemented
 - iv. After School Detention will be served the following day. If the infraction occurs on a Friday, the student will be expected to serve the detention on Monday.
- d. Fourth Infraction (Administrative Intervention)
 - i. Appointment for Parent Meeting will be scheduled with parents and Administrator
 - ii. Administrative decision may result in removal or withdrawal of student

Upper School Discipline

UPPER SCHOOL DISCIPLINE POLICIES **(GRADES 6 – 12)**

A Positive Behavior

Community Christian Academy faculty and staff seek to identify and encourage positive behaviors and attitudes in our students. The purpose of a discipline program is to disciple good behavior traits into being the norm. Recognizing this may not be accomplished at the same time in every student, a comprehensive student discipline program has been implemented.

1. Disciplinary Infractions – Introduction

Recognizing the disciplinary issues in the Upper School can be significantly different from those in Elementary, this section seeks to identify various disciplinary infractions and possible responses. Although every effort is made to address more foreseeable occurrences, the fact that a particular type of misconduct is not specifically described will not preclude disciplinary action if a

reasonable person should know that the conduct is outside the bounds of acceptable student behavior.

2. Zero Tolerance – Specific

In accordance with the requirements of F.S. 1006.13 and State Board of Education Rule 6A-1.0404, Community Christian Academy has adopted a policy of zero tolerance with regard to school violence, substance abuse, possession or use of weapons and other crime(s) as part of a comprehensive approach to reducing school violence and crime. In accordance with that policy recommendations for expulsion is mandatory for the following offenses committed at any time this code applies:

- A. Homicide (murder, manslaughter)
- B. Sexual Battery
- C. Armed Robbery
- D. Aggravated Battery
- E. Battery or aggravated battery on a teacher or other school personnel
- F. Kidnapping or Abduction
- G. Arson
- H. Brandishment, Possession, Use or Sale of any Firearm on school campus, at other functions, or while not in the supervision of parents for hunting or recreational purposes
- I. Possession, Use, Placement or Sale of any Explosive Device
- J. Possession of a knife, weapon, or an item which can be used as a weapon by any student while the student is on school property or in attendance at a school function is grounds for disciplinary action and may also result in criminal penalties being imposed.

3. Minor Infractions

Teachers are the first point of contact for most discipline issues. For minor discipline fractions, the teachers will follow a five-step discipline procedure before referring a student to the office. In the event that major violation or habitual minor violations occur, the Discipline Coordinator and/or the Administrator will assign appropriate consequences. This system is designed to increase parent communication and involvement in the loving correction of inappropriate behavior.

Violations Value and Consequences

Demerits will be documented through Renweb and parent contact will be made accordingly.

Level I Offenses (1 Demerit)

- Dress code violation
- Late to class
- Misuse of hall pass or privilege
- Inappropriate public displays of affection
- Forgery
- Inappropriate conduct/horseplay
- In unauthorized area
- Horseplay in common areas or classroom
- Unprepared for class
- Malicious remarks
- Misrepresenting facts
- Vulgar literature / Drawings / Items
- Profanity / Vulgarity / Obscene gestures
- Arguing / Rudeness
- Class disruption (talking out, etc...)
- Other minor offenses
- Failure to report to office when requested

Level II Offenses (3 Demerits)

- Cutting assemblies or lunch
- Leaving class without permission
- Misuse of school technology (inappropriate searches, password sharing, pornography)
- Vandalism/Minor damages to school property/misuse of school equipment and supplies
- Disrespect for authority
- Truancy (Cutting class)

Level III Offenses (5 Demerits)

- Leaving school building or property without permission
- Violation of Tobacco Use Policy
- Refusing to leave area when instructed to do so
- Reckless Horseplay
- Open defiance and contempt for authority
- Disruptive behavior which causes an interruption or disruption to the school or the education environment
- Peer harassment (verbal)

- Truancy (whole day cut)

Level IV Offenses (8 Demerits)

- Peer harassment (physical)
- Intentional entrance without consent from the principal into restricted non-educational area(s) such as electrical rooms/maintenance rooms, ceiling, roof, and storage areas
- Fighting – two (2) or more individuals engaged in harmful and/or offensive contact
- Willful destruction of school property (extreme cases may lead directly to expulsion)

Level V Offenses – Will be considered for IMMEDIATE Expulsion

- Intimidation or Deliberate physical attack on school personnel
- Violation of Weapons Policy
- Violent criminal offenses

➤ **Demerit Totals And Consequences**

Demerit Totals	Consequence	Fee
3 Demerits	Tuesday or Thursday after school Detention (1 Hour \$10.00 fee), Parental Email notification	\$ 10
5 Demerits	Saturday School Detention (4 Hours), Parental Email notification	\$ 30
8 Demerits	In School Suspension (ISS) or Out of School Suspension (OSS), and a Parental Phone Call notification	-

Demerits will be calculated on a weekly basis, and the total will reflect demerits that have been earned from Monday - Friday. On the following Monday or the next day that school is in session, a report will be run totaling the previous week's demerits for each student. If a student has earned throughout the previous week one of the consequences listed above, an email will be sent or phone call made from the Dean of Discipline to the student's parent or guardian. Parents are encouraged to monitor their student's behavior record on RenWeb throughout the week.

Late Assignment (Grades 6th– 12th)*

*(Grades 5th - 12th second semester)

Homework, daily work, and projects received one day late will receive 50% reduction off regularly-graded assignment.

Assignments received two days late will receive a zero. The assignment still should be completed to ensure the student is prepared for quizzes, tests, and classroom discussions.

Skipping

Any deliberate absence or tardy from school will result in a grade of zero for the work due and missed during each class period not attended; the student will be subject to disciplinary action by the administration.

Truancy - State Law

Florida School Law states: "Each parent of a child within the compulsory attendance age will be responsible for such child's attendance as required by law." The law further states, "When a child of compulsory school attendance age is absent without permission of the person in charge of the school, the parent of the child shall, as soon as practical after learning of the absence report, explain the cause of such absence to the teacher or principal of the school."

The State of Florida School Statues law defines a "truant" as a child between the ages of five and 16 who is enrolled in a public or private school and has four unexcused school absences in a month or 10 in any school year (CGS § 10-198a(a)). A "habitual truant" is a child who has 15 unexcused absences from school within 90 calendar days with or without the knowledge or consent of the student's parent..." "All students over age 16 are required to comply with all school rules and all rules and regulations established by the School Board." (FL Statue 1003.21(8))

Tardy

Upper School –Any student receiving three or more tardies will receive disciplinary action ranging from an after school detention to Saturday school detention to suspension. Students are considered absent after 25 minutes of missed class time. For every 3 tardy in a individual class the student will receive 1 unexcused absence for the class and serve one (1) hour of after school detention (\$10.). Absences are cumulative, count toward the limit of 9 unexcused absences per semester, and carry over from the first to the second semester. Parents may view their child's attendance records on RenWeb.

Consequences of unexcused tardy are as follows for each semester:

- 3 = Warning, email home and 1 hour detention (\$10.)
- 6 = After school Detention (\$10 fee)
- 9 = 2 hour Saturday Detention (\$30 fee)
- 12 = 4 hour Sat School (\$30 fee) and parent conference
- 15 and above = subject to suspension

Philosophy of Discipline

Discipline is the discipleship of obedience; it is something that is done for a child, not to him. Therefore, by its definition, discipline is a teaching tool so that students can learn and maintain self-control.

In order for the school to operate in a manner which provides an environment that is both safe and conducive to quality education and Christian ideals, disciplinary policies and procedures must be adhered to and maintained.

It has been proven when students know what is expected of them and consequences of their behavior, the results are more positive.

Disciplinary methods and techniques are highly subjective and all parents are encouraged to support the school in its decisions. If disagreements arise, parents are encouraged to discuss the overall circumstances with the teachers involved or the administration, rather than with other parents and students.

Response to Discipline /Appealing a Referral

Please follow this chain of command when appealing the decision of an Discipline.

Teacher →Upper School Lead →Administrator

Plagiarism

As a Christian school that seeks to honor God in all aspects of our lives, Community Christian Academy holds academic integrity as a natural standard for all students. Plagiarism is defined as the intentional or unintentional use of someone else's words or ideas, whether from a print source or from the internet (including research and opinion) without acknowledgment. Proper acknowledgement includes in-text citations as well as a works cited page that gives credit to the intended source.

Plagiarism is a form of cheating/stealing which is a serious type of academic misconduct that carries severe consequences. Academic consequences and disciplinary actions are in place for those who commit this infraction.

Consequences include

- Receiving a zero for the assignment/test grade
- Saturday detention, and/or in-school suspension

Cheating

As a Christian institution, we cannot tolerate the stealing of other students' work, whether in or out of class. Cheating often involves two people. In those situations both students will be considered in the discipline process. This includes homework as well as quizzes, tests, and projects. Plagiarism is a form of cheating and will be handled accordingly. All cheating incidents will be referred to the Dean's Office through a Discipline Referral Form.

A grade of zero will be assigned to the work.

- The first offense will result in a Saturday detention.
- A second cheating offense will result in the student serving a one-day suspension.

After School Detentions

Students must report to assigned room for detention. After school detentions are scheduled for Tuesday or Thursday afternoons from 3:30 to 4:30 PM. Students assigned an after school detention must be on time, in their seats and bring school assignments, be in dress code and remain until the end of the detention. Detention will be managed as a quiet study hall and classroom rules will apply. A fee of \$10 will be paid to the person supervising the after school detention. After school detention takes precedence over extracurricular practices.

Saturday Detentions

Saturday detention periods are 8:00AM – 12:00 PM. All detentions will be on dates scheduled by the school. Students are required to meet all the requirements of school dress code, unless previously approved by the administration. A \$30.00 fee will be assessed for the four hour detention. Fees will be assessed to the students school tuition account. Students arriving late for detention, out of uniform, or misbehaving during the detention period will be sent home and automatically rescheduled (\$10 fee) for the next Saturday detention date. Parents must pick up their student within fifteen minutes of the end of the detention, or a \$5 per fifteen minute increment will be assessed.

Saturday Detention Rescheduling Policy

Upon the issuing of a Saturday detention, parents are allowed one rescheduling to accommodate a family hardship without penalty. A family hardship is considered a death in the family, medical emergency or any other situation deemed an emergency by school administration. It is left to the discretion of the administration to determine a family hardship that constitutes forfeit of a rescheduling fee. A note requesting a family hardship rescheduling is required prior to the date of the detention to be served. If a student misses a Saturday detention without a family hardship being established, then a \$10 rescheduling fee will be assessed.

If a student misses two consecutive scheduled Saturday detentions where a family hardship has not been established, then he/she will receive a one day in-school suspension the next school day and will be assessed the appropriate detention fee.

Out of School Suspension (OSS)

Students assigned an out-of school suspension will not be allowed to attend class for the duration of the period of suspension and may receive partial credit (60% of the earned grade for all daily/quiz work assigned during the suspension in each subject. All work must still be completed to ensure that the student is up to date with their academic progress. The student may make up missed tests and major projects for full credit. It is the parents' and student's responsibility to schedule any make-up tests with the teacher. While on suspension, the student must not attend any school function or activity.

In School Suspension (ISS)

A student assigned an in school suspension is required to serve the suspension separated from the student body. They are required to complete their entire day of class work and will receive credit for work that is graded. While on suspension, the student must not attend any school function or activity.

Disciplinary Probation

If a student receives more than two In-School or Out of School Suspension days, has a disciplinary record that the school's administration would deem unacceptable, or commits a level IV or higher Offense, he/she will be considered to be placed on disciplinary probation for the present and following semester. Subsequent disciplinary actions that derive from the student not keeping the CCA standards of conduct both on and off campus during that probation period may result in an expulsion at the discretion of the school administration.

X. EXTRA-CURRICULAR ACTIVITIES – GENERAL

A. Student Eligibility Requirements for Extra-Curricular Events

1. Students must
2. maintain a “2.0” GPA (70% average)
3. not have any failing grades each nine-week period
 - a. A/P Classes and Dual Enrollment Classes: a “D” grade is not granted credit and will be considered a failing grade
4. not have an active Behavior Contract in effect

B. Christian Philosophy of Athletics

The Christian philosophy of athletics must stem directly from the school’s Christian philosophy of education. The ultimate goal must be “to be conformed to the image of Jesus Christ” (Rom. 8:29), and to develop the spiritual part of the athlete so that the Holy Spirit is in control of and directing his mind and body (I Thess. 5:23).

1. It is the goal that athletes develop positive Christ-like character qualities and express them through the medium of athletics. Athletics is a microcosm of life. Athletes are confronted with all types of life situations, perfect learning situations for teaching biblical principles. It is a coach’s job to properly direct athletes in these situations to build character.
2. Athletes should help foster vital relationships among team members as a result of a team concept and direct leadership of the Christian coach. There should be a commitment to excellence in each particular sport. “Do it heartily as unto the Lord.”
3. Athletics is a means to an end, not an end in itself, in that athletics represents one aspect of the educational program, not its main focus. It is a goal that the student becomes a well-rounded individual, striving toward his God-given potential.
4. The athletic program provides well-balanced interscholastic activities for as many participants as possible, consistent with available facilities, personnel, and financial support. The athletic program is planned so as to present a minimal amount of interference with the academic program. The athletic program provides an opportunity for the loyalty of the parents, and friends of the school to be renewed, strengthened, and united.
5. A coach will play as many players as possible, but not necessarily all in any one game. Throughout the course of a season, the coach will make every effort to schedule games that will present opportunities to students not usually on the starting team.

C. Sportsmanship Code

Sportsmanship is an important part of Christian character training. We expect our coaches, our players, and our students to represent CCA in a manner that is respectful of others on and off the field of play. We also encourage and endorse the enthusiastic support of constituents and friends. In the process, we expect all such constituents and friends to

uphold the same high standards that we expect of our students. Opposing teams and their fans are to be treated as honored guests.

1. We consider all athletic opponents as friends and wish to treat them with all the courtesy due friends and guests.
2. We accept all decisions of officials without question.
3. We consider it unacceptable to, hiss or utter abusive remarks.
4. We applaud opponents who make good plays or show good sportsmanship.
5. We seek to win by fair and appropriate means, according to the rules.
6. We ask every player and fan to do their best throughout the game to cooperate with us in adhering to this code: May our Lord and Savior Jesus Christ be honored by all that is said and done this day.
7. The Administration is directed to implement these policies at all levels of competition.

D. Extra-Curricular Participation Fees - General

Students participating in extra-curricular events and activities are required to pay the Sport/Event Participation Fee no later than two weeks prior to the first home game of the sport in which they are participating. This fee helps to defray the cost of uniforms, equipment, traveling expenses, and referees. For pricing, please see the Student- Athlete Handbook- page 7.

E. Student Physical Requirements for Athletics

No student may participate in a practice or scheduled game or event unless he/she has submitted signed parental consent form and physical exam form from his/her physician. (Student- Athlete Handbook, page 5)

F. Student Academic & Behavioral Requirements for Extra-Curricular Eligibility - Sports

1. Students must abide by the following in order to participate in any extra-curricular sport:
 - a. maintain a "2.0" GPA (70% average) per semester.
 - b. not have any failing grades each nine week period.
 - c. not have a Behavior Contract in effect. CCA believes that the behavior of athletes is as important as our academic requirements. Please see guidelines under Discipline and Classroom Attendance for specific requirements. Failure to adhere to these rules and guidelines may result in a Behavior Contract for a specified time.
 - d. This will apply to Elementary and Upper School students who compete on any team.
2. A student found to be academically deficient is expected to continue to practice, but not play in games.

3. Students who are declared ineligible according to CCA standards may have their eligibility reinstated if they meet the general academic eligibility standard at the time of the next 9-week grade reports.

G. After-School Athletic Practices

1. Practice schedules will be announced weekly. Evening practices for JV and Varsity programs may be scheduled based upon staff and facility availability.
2. Students are not to be in the gym without supervision.
3. Every student participating should be sure that arrangements have been made for transportation home immediately after dismissal from the activity. The office phone is not available except in an emergency.
4. On days when games or practices are scheduled the athletic activity fee does not cover After Care fees that may occur.

H. Daily Attendance Requirements for Participation in Extra-Curricular Activities (including but not limited to athletic activities)

1. In order for a student to participate in extracurricular activities, he must be in school by 8:30AM or 15 minutes after the first regularly scheduled class for that student on a given day.
2. Exceptions may be granted by the administration for doctor's appointments, pre-arranged absences, or justifiable emergencies.
3. If a student oversleeps and arrives after 8:30AM, they will be ineligible to participate in any extracurricular activities that day. The school office is responsible for informing the Athletic Director of this late arrival. If a student is too ill to be in school by 8:30AM then a student is too ill to participate in any extracurricular activity that day unless a doctor authorizes in writing that the student is able to participate.
4. If a student is suspended from school for any reason, he will be ineligible for any game on that calendar day.

I. Class Trips / Senior Class Trip

End-of-year class trip requests will be submitted by the class sponsor to the administrator for approval using the same guidelines as those in the Field Trip policy. It is expected that there will be an educational focus. The class sponsor and other faculty will be required to attend such approved trips based on size of class and distance involved.

1. The annual Senior Trip is usually a week in duration off campus and requires submission by class sponsor(s) and approval by administration as to date, location and planned activities. This review and approval must be done in sufficient time to inform parents and confirm class finances are in place to support the trip and activities. Other trips may be scheduled by the Administration for selected classes based upon educational and cultural objectives. Each Middle and Upper School class (6-11) may request one year-end trip with the guidance of the designated faculty advisor and in coordination with events already listed on the school calendar. All trips will require final approval of Administration.
2. Unless otherwise notified, students are expected to wear school uniforms on class trips.

J. Social Events

All school-sponsored social events are to be approved by the Administration. These events are to be planned under the guidance of faculty or other advisors approved by Administration.

XI. HOME / SCHOOL COMMUNICATIONS

Teacher/Student

Parent/Teacher

Parent/Church

A. Orientation Meetings

1. Orientation meetings are held at the beginning of each school year for each level: Elementary and Upper School.
2. A parent meeting is held at the mid-point of the current school regarding re-enrollment. These meetings are on the school calendar, usually scheduled in January, and are also announced via e-mail blasts from the school office.

B. Parent Organizations

1. Cougar P.A.W.S. – PARENTS ALWAYS WILLING TO SERVE

The purpose of Cougar P.A.W.S. is to provide every parent with a student in grades 1st – 12th grade the opportunity to serve at Community Christian Academy. CCA will make every effort to inform parents where their assistance is needed and ask for their assistance, either through the classroom, office, volunteer coordinators, Cougar Gram or e-mails.

In order for a parent to participate in the Cougar P.A.W.S. program, the family's school finances must be current, and their student(s) must be in good standing in the area of academics and behavior.

ALL volunteers working with or supervising students must be fingerprinted through the VECHS system at the Martin County Sheriff's Department. Contact the School Office for information regarding procedure and cost.

2. Donations

Capital improvements, the purchase of needed equipment, the increasing cost of supplies, unexpected maintenance expenses, and other costs multiply quickly during a busy school year. If, after prayerful consideration, the Lord leads you to help with these costs, we would appreciate hearing from you. Remember that this is an investment in the lives of young people whom we seek to train for His service. All gifts are tax-deductible. Giving should be structured in such a way as to encourage anonymity (Matt. 6:2-4).

From time to time CCA will be involved in specific development campaigns. Examples of such campaigns include the Wish Lists (Classroom Needs), Annual Fundraiser

(Yearly campaign for General Budget and Special Projects), and Faculty Christmas Bonus Projects, etc.

Individual organizations within the school body may be involved in administratively approved fund-raising. Examples of acceptable fundraising may include, but is not limited to, sale of items on campus or to family members and friends (food, coupon books, etc.), car washes, yard work, babysitting, tutoring, or other similar activities. No high-pressure tactics, including the assignment of quotas may be used. Students are not permitted to go door-to-door soliciting. The funds should be designated for a specific use related to the function of the organization or group. Solicitation of gifts by a small group of individuals with a particular interest in a particular need will be permissible (yearbook ads, booster clubs, etc.).

The above guidelines are consistent with Biblical principles concerning giving and working. Careful adherence to the spirit of these guidelines will teach our students valuable practical lessons in these areas and will be a testimony to the community at large.

C. Teacher / Student Relationship

The relationship between teachers and students must be conducive to learning and include the following elements:

1. **Discipline** will be fair, firm, and consistent
2. **Self-discipline** will be emphasized.
3. **Authority to conduct the school** will be entrusted to the faculty in accordance with accepted rules set forth by the Community Christian Academy School Board and the Administration. They will try to project accessibility and a sense of being involved together in the adventure and delight of learning.
4. **A student's personal affairs** may be discussed by Administration and faculty in accordance with professional ethics and only as necessary to aid a student's progress.
5. Faculty and staff will seek at all times to **maintain a professional relationship** with the students while at the same time conveying an attitude of concern for the student's spiritual, personal and academic well-being.
6. Faculty and staff should **never engage with students within the sphere of social media**. Violation of this policy may lead to termination of employment. Per the discretion of the Administrator, exception to this rule may be offered in circumstances that are ministry specific and controlled.

D. Parent / Teacher Communication and Conferences

Community Christian Academy believes it is very important for school and home to partner together. In order to promote effective communication and understanding, parents are asked to cooperate with the following guidelines:

1. Parents will have the privilege of meeting their child's teacher at the beginning of the school year.
2. Teachers will also use electronic, written and verbal means as needed to communicate with parents. Parents will be able to access student's grades and

homework assignments through Info-Direct on the school website. Parents should obtain their log-in information from the school office at the beginning of the school year.

3. At the mid-point of each grading period, teachers will provide interim grades for each student.
4. Parent/Teacher Conferences are scheduled by appointment through the School Office. Specific dates for conferences are published each year on the school calendar. Parents and students are encouraged to attend.
5. It is important for each parent to schedule a conference with a teacher whenever a need or concern is evident. Parents interested in arranging a conference with a teacher should contact the teacher by phone or e-mail. The parents should communicate with the teacher before contacting the Administration. The Administration is available for parent-teacher conferences following the initial parent-teacher contact.
6. Classroom visits are permissible upon request and by prior arrangement with the Administration.

E. Parent / Church Relations

Our role at CCA is to assist the home and the Church in the task of training young people. We feel it is of utmost importance for all of our students, with their families, to be in regular attendance at their church. We do not believe that we are working in harmony with the home if the family is not active in a church.