

PARENT/STUDENT HANDBOOK



***Community Christian Academy admits students in 3K-12th grade without regard to race, color, nationality, or ethnic origin.**

1202 N. Hutchinson Ave. – Adel, Georgia 31620 – Phone: (229) 223-3000 – Fax: (229) 223-3028
www.ccaadel.com – Find us on [Facebook!](#)

To The Parents

Community Christian Academy welcomes you and your child(ren)! We believe that your association with us will be a happy and rewarding experience. Our staff will be glad to assist you in any way we can, so do not hesitate to ask for assistance and guidance.

This handbook will explain to you the rules and regulations of your school. We ask parents to study the handbook carefully and to accept the responsibility of instructing your children on its contents. We ask each student to abide by the stated rules and to be governed by the intended spirit of the handbook. If there are any questions concerning this publication, please feel free to ask any staff member for an answer.

We believe the commitment that you have toward Christian education represents an important step in your attempt to provide a Christ-centered education for your children.

In The Master's service,

Amy Howell
Interim Administrator

Non Discriminatory Policy:

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

School Information

Address: 1202 N. Hutchinson Ave
Adel, Georgia 31620

Phone Number: 229-223-3000

Fax Number: 229-223-3028

Accreditation: CCA is accredited as a Private School of Quality with the Georgia Accrediting Commission

Web Site: www.ccaadel.com
Also find us on Facebook at Community Christian Academy, Adel, GA

EMERGENCY INFORMATION:

In the event of school cancellations, CCA will follow the same procedures as the Cook County Public School System. For example, if Cook schools are cancelled due to bad weather, this includes CCA. The local stations will inform the county of such cancellations.

Statement of Faith

- We believe that both the Old and New Testaments are the inspired Word of God, revealing the three persons of the Godhead: Father, Son, and Holy Spirit.
- We believe in the incarnation and virgin birth of our Lord and Savior Jesus Christ as true God and true man.
- We believe that man was created in the image of God, but became separated from God by sin.
- We believe that man is redeemed by grace through faith in Christ's vicarious atonement for sin, the shedding of His blood on the cross.
- We believe that the gift of eternal life is available to all men, that those who receive Christ by faith are regenerated by the Holy Spirit and thereby become children of God.
- We believe in the bodily resurrection of Christ, His imminent return, and the resurrection of His people.

Philosophy of Christian Education

Community Christian Academy starts with the premise that the only true education is a Christian education. This premise is based on the fact that only Christian education deals with all the dimensions of life as viewed from a biblical perspective.

In order for an educational program to be academically sound and instructionally effective, it must be founded upon Christian educational principles that recognize the true nature of God, truth, knowledge, and man. Implicit in Christian education are these basic truths:

- 1) Man does possess a spiritual dimension (Genesis 1:26-27);
- 2) Education involves the total being: spiritual, intellectual, physical, and social (Proverbs 9:9);
- 3) Each person possesses unique individual potential, traits, and needs (Romans 12:3-8);
- 4) The educational experience must involve the development of Christian beliefs, attitudes, and skills toward zealous application;
- 5) An integration of Bible truth will be an inseparable and primary part of the total educational process. Christian concepts will be unified with, inseparable from, and central to the academic offerings;
- 6) Youth need a steady influence while preparing to live in a complex society. Only the Bible has the answers to man's needs and longings, and, therefore, will serve as our final authority on all questions.

Basic Educational Goals

- a) To give God the glory in all things;
- b) To provide an educational experience that is designed to point the child to God;
- c) To give the students a Christ-centered education (Colossians 1:16-18);
- d) To support the efforts of parents as they accept and fulfill their responsibility to give their children a Christian education (Psalm 78:1-7; Deuteronomy 6:7; Proverbs 6:20-23);
- e) To turn the hearts of the students to their fathers so that they will listen to them and receive their instruction. The school should strive to reinforce the child's obedience and loyalty to his parents (Malachi 4:5-6; Proverbs 20:20; Isaiah 38:19);
- f) To encourage students to put their trust in Jesus Christ for eternal life (Romans 10:13);
- g) To train students to be able to recognize godly men and women who live their lives in obedience to God (Philippians 3:17);
- h) To equip children to view and evaluate all of life, experience, and knowledge from a biblical perspective (Isaiah 55:6-9; Proverbs 16:25);
- i) To encourage students to have personal relationship with God, which manifest itself in knowing, loving, and fearing His authority (Proverbs 2:1-5; Matthew 22: 35-37; Proverbs 1:7);
- j) To develop an understanding of one's unique responsibility to God and to one another (Philippians 2:1-4; 1Corinthians 13:1-7);
- k) To help students realize their capabilities and limitations and how to make the most of them, toward growth and service (II Timothy 1:8-9; Ephesians 1:3-12);
- l) To equip each student with the ability to communicate clearly, logically, and effectively through reading, writing, speaking, and listening;
- m) To encourage creativity and curiosity;
- n) To encourage an appreciation of the arts;
- o) To teach the fundamentals of physical fitness, nutrition, and hygiene;
- p) To teach the fundamentals of Bible, Language Arts, Mathematics, Social Studies, and Science.

School Policy Statement

The policies of the Academy are determined by the controlling authority of Community Christian Academy's school board.

General Purpose

It has always been a part of God's plan that parents are ultimately responsible for the education and development of their children (Deuteronomy 6:6-9; Ephesians 6:4). The general purpose of Community Christian Academy is to assist parents with the moral and spiritual training of children and to provide technical assistance to the parent and child in mastering academic skills and concepts.

Why a Christian School?

Parents are mandated by God to educate their children. Children are gifts from God (Psalm 127: 3-5). Parents are responsible to "train up" their children in the way of the Lord and not in the ways of the world (Proverbs 22:6; Ephesians 6:4). God's people are told, "Thus saith the Lord, learn not the way of the heathen . . . For the customs of the people are vain. (Jeremiah 10:2-3). Proverbs 19:27 states, "Cease, my son, to hear the instruction that causeth to err from the words of knowledge." It is obvious that God has been very careful to instruct and warn parents as to the type of education a child is to receive.

In God's economy of things, He has ordained three basic institutions: the Family, the Church, and the State. In fulfilling parental responsibility for the education of children, the family usually seeks help and support from one of the institutions outside the home. Since there is no biblical authority for the state being involved in education, the creation of a Christian school under the direction of the church serves as an extension of the home in assisting the parents in fulfilling their Christian responsibility to "train up" their children.

School Mascot

"Eagle"

School Colors

"Blue and Silver"

Pledges

The recitation each morning of the words of the pledges given below is a consistent and continual reminder of the honor and privilege we have as American citizens and Christians. Therefore, it is essential that every student see his/her responsibility to recite these each day.

Pledge to the Bible:

I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide it's word in my heart that I might not sin against God.



Pledge to the Christian Flag:

I pledge allegiance to the Christian flag and to the Savior for whose kingdom it stands. One Savior, crucified, risen and coming again, with light and liberty for all who believe.



Pledge to the American Flag:

I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.



Admissions

3K, 4K, and Kindergarten entrance requirements:

A child entering 3K must be (3) years old on or before September 1st.

A child entering 4K must be (4) years old on or before September 1st.

A child entering kindergarten must be (5) years old on or before September 1st.

Before a child can be admitted, the following records must be on file:

An up-to-date immunization record (form #3231);

A vision and hearing test (form #3300);

A signed, completed application form;

A state certified copy of the child's birth certificate;

A copy of child's social security card

(All Pre-K students must be completely potty trained in order to be admitted.)

All other admissions in grades 1st-12th also have a copy of the most recent report cards and school transcript including achievement test results.

Each student must have a desire to attend and abide by the rules of CCA and show a desire to learn about Jesus and grow closer to Him. Each student must also be able to function successfully without special education assistance, provide at least average standardized testing data, at least a "C" average, and a satisfactory citizenship record from the former school(s). Students with any disciplinary problems will not be admitted.

Families are interviewed by the administrator at the school. The interview allows a time to get to know each other, share testimonies, answer any questions, discuss individual expectations and concerns, discuss diagnostic test results and placement, and tour the school. All students are strongly encouraged to attend initial interviews.

Pre-K also requires all students to be completely potty trained. This means the student is able to go to the bathroom on his/her own as well as being able to remove clothing, sitting on the toilet, wiping himself/herself (without using an enormous amount of toilet paper), putting clothing back on, flushing the toilet, and washing and drying his/her hands.

CCA reserves the right to accept, deny, suspend, or expel students solely at its discretion.

Enrollment Policy

The enrollment procedures include:

- 1) Carefully reading the CCA Parent/Student Handbook
- 2) Attending an initial parent orientation
- 3) Completing all necessary forms (application, information packet, etc.)
- 4) Parents making the necessary financial arrangements required by the school
- 5) Parent/student interview with administrator
- 6) Acceptance or denial notification after previous school records are observed.

Registration and Tuition Payments

Community Christian Academy does not solicit or accept government funds of any nature. It is important that fees/tuition payments be paid when due. Accounts must be paid monthly on the 1st of each month. In the event that payments are not received on the 1st of each month, a ten-day grace period will be allowed. A late charge will be added for all payments not made by the 10th. If payment is not made in accordance with the dates set forth, special permission from superintendent must be obtained for the student to remain in school. The school will withhold report cards and grades during any grading period until an account is brought up-to-date. **Transcripts and/or student records will not be released to another school while account remains open and unpaid. A student is also subject to suspension until the account is made current. All families must be current to begin school each year, current at Mid-term, and current to graduate.**

If annual, semi-annual, or monthly tuition payment has been made and the student is either expelled or withdraws, tuition monies will not be refunded.

REGISTRATION FEES – 3K & 4K

\$200.00 if registered between March 1 - May 31

\$225.00 if registered after June 1

**This fee is non-refundable.*

REGISTRATION FEES – K through 12th grade

\$300.00 if registered between March 1 - May 31

\$325.00 if registered after June 1

**Note: This fee is non-refundable.*

TUITION – 3K and 4K Preschool

1ST OPTION: **12 monthly installments** of \$345.00 due on the 1st of each month (August through July)

2nd OPTION: Annually, payment due on Aug 1
\$3933.00 (includes a 5% discount)

TUITION – Kindergarten through 5th Grade

1ST OPTION: **12 monthly installments** of \$425.00 due on the 1st of each month (August through July)

2nd OPTION: Annually, payment due on Aug 1
\$4845.00 (includes a 5% discount)

TUITION – 6th Grade through 8th Grade

1ST OPTION: **12 monthly installments** of \$450.00 due on the 1st of each month (August through July)

2nd OPTION: Annually, payment due on Aug 1
\$5130.00 (includes a 5% discount)

TUITION –9th through 12th Grade

1ST OPTION: **12 monthly installments** of \$475.00 due on the 1st of each month (August through July)

2nd OPTION: Annually, payment due on Aug 1
\$5415.00 (includes a 5% discount)

There will be a \$35.00 return check fee on all checks returned not paid.

Financial Assistance:

Financial Aid is a need based tuition assistance award made available each year to eligible students, pending that scholarship monies come in. A student's needs, grades, behavior, and attitude are considered in the award process. Awards do not exceed 50% of the total tuition. Applications are available to any student at CCA. Registration is not covered by Financial Aid. **All students who are awarded financial aid will be required to participate in all fundraising events.** Any student not fulfilling their obligation towards fundraising will lose their financial assistance. If student is awarded financial assistance and does not

maintain good grades, attitude, and behavior, the financial assistance will be terminated. In such cases, the tuition will be paid by the parent/guardian of the student for the remainder of the year.

Lunch Program

CCA will offer hot lunches at school each day. Menus will be sent home and lunches may be purchased by the week and/or the month. Details will be available at Open House. Students may still bring their lunch to school. Tea, water, and lemonade will be available for purchase. No student will be allowed to leave the school for lunch unless accompanied by an authorized person. If a parent is bringing lunch to a student, it needs to be delivered by 10:50 for 3K - 2nd, 11:20 for 3rd, 11:30 for 4th, 5th & 9 - 12th and 11:55 for 6th – 8th. (No later, please!). If a student forgets their lunch, a lunch item will be purchased for the child and parents will be notified of what they owe.

Medications

Parents are asked to consider the potential danger of having students bring medicine to school. The school recognizes that medications are justified for chronic health conditions and short-term acute health conditions, but no medication will be administered without the written request of a parent or guardian. All medications will be administered in the office and will be documented. All prescription medications must be kept in the office for distribution to the student.

Parent Visitations

Parents are always welcome at Community Christian Academy and should feel free to visit the school and classrooms. Parents who come to the school during normal school hours for any reason **must go directly to the school office**, identify themselves, and receive a visitor's pass. We do, however, request that **any visitor to the classrooms make an appointment with the teacher in advance**. Parent-teacher conferences should be scheduled with the classroom teacher at a convenient hour, not during normal classroom hours. Parents are advised against sending friends and relatives to pick up your child without notification in advance. This is for your protection as well as the welfare of the student. It should be noted that **visitors are expected to adhere to the dress code**.

Sick Children

If your child is running a temperature or has virus symptoms the night before a school day, please check carefully in the morning before you bring them to school. Germs and illnesses certainly come with them, follow them and infect other children. So for safety purposes, be sure your child is well when you send him/her to school. See procedures and protocols for Covid-19 Virus.

Parties

We will have various occasions for parties throughout the year. Parents will be asked to help furnish various items for the parties. Parents are invited to attend all parties.

Field Trips

Field trips are an important and fun part of the learning process. Many trips will be planned throughout the year. Permission slips must be signed in order for your child to participate in field trips. Parents may be asked to drive if transportation is needed.

School Hours

Community Christian Academy's hours are from 7:30 am to 3:30 pm. School will begin at 8:00 am and will be dismissed from 2:30-3:00 pm. **Supervision will be provided for students thirty minutes before school starts and fifteen minutes after dismissal. This means that the school will not be responsible for students prior to or after these times.** If you require early drop off between 7:00 and 7:30 am, please set that up with your child's teacher or speak to someone in the office. Students in grades **3K – K** will be dismissed at **2:30 pm**. Students in **grades 1- 5** will be dismissed at **2:45 pm**. Students in **grades 6-12** will be dismissed at **3:00 pm**.

After School Care

Community Christian Academy offers an After School Care Program for students in grades 3K-8th. The hours are from 2:30-5:30 pm, Monday-Friday. The cost will be \$10 per day. Parents must be prompt when picking up their children. A student not picked up by 5:30 pm will lose the privilege of staying after school. The After School Care Program payment is due on Friday of each week. The After School Care Program will follow the school year calendar.

Student Injury

The staff of Community Christian Academy will attempt to exercise reasonable judgment for the care of students in the case of physical injury. In those cases where an injury appears to be serious, we retain the right to seek professional help, including ambulance, doctor, and emergency room services. Parents will be responsible to pay for services obtained on the child's behalf.

Communicable Diseases

While it is not the desire of Community Christian Academy to discriminate against any student, we are faced with the challenge of providing a safe haven for those students entrusted to our care by their loving parents. Our purpose is to protect our students from exposure to mortal illnesses.

We also recognize that Community Christian Academy is not equipped to care for the needs of very ill students or any student with a serious or chronic communicable disease.

Therefore, because we are moved with deep sympathy for both the sick child and the well child, it will be the policy of Community Christian Academy to deny admission or to require dismissal from the school for a child with a serious or chronic communicable disease. The concern is twofold: (1) that other students not be infected and (2) that the ill student not become infected with other diseases transmitted by fellow students or others within the school family.

Attendance Policy

It is the responsibility of the student and parent to create the habit of being punctual and regular in attendance. The school feels that faithful attendance is necessary in order to obtain the maximum benefits. All students are expected to attend school 180 days per year.

Legitimate Absences:

- Personal illness, injury, or doctor appointments that cannot be scheduled after school hours;
- Illness in the immediate family that requires the student's presence;
- Death in the family;
- Absences with prior approval from the office and/or teacher.

Attendance Policy for Grades 3K-8:

A student should not miss more than 15 days in one school year. A student must be present $\frac{1}{2}$ or more of the school day (3 $\frac{1}{2}$ hours) to be counted present for that day.

Early Dismissal:

Checking out of school is strongly discouraged. Parents should try to schedule all medical appointments after school hours. However, if it is necessary for a child to be taken from school before dismissal, a request must be made in writing to the teacher. **Parents must go to the office to pick up their child.** No student will have permission to leave unless accompanied by his parent or guardian.

Attendance Policy for Grades 9-12:

Attendance will be recorded in each class. If a student is absent for more than 15 minutes, they will be counted absent for that class.

Tardiness:

It is important that students always be on time to school and to class. By being prompt, the student is demonstrating self-discipline and responsibility. Self-discipline in this area is not only important for proper academic achievements, it is essential for the development of personal habits that are characteristic of success and good citizenship in every walk of life. Each student is expected to be in the classroom when the period begins. Students not in their assigned classroom at 8:05 are considered late to class and will be marked tardy. **Five or more unexcused tardies in an eight weeks period will constitute a conference with the parent, teacher and administrator.** If a student should be tardy, the parent must come inside and sign him/her present at the front desk. The student must then obtain an "admit to class" slip from the front desk to present to the teacher.

Make-Up Work for Excused Absences:

Make-up work due to an excused absence is the student's responsibility and must be completed within 3 days of returning to school. Teachers are not required to give make-up work (including prescheduled quizzes and tests) after the allotted 3 day time period. Students who are suspended from school or skip school do not have the opportunity to make up work. No more than three days will be allowed for make-up work.

Retention:

If a student does not receive passing grades in BOTH reading and math, they are ineligible for promotion. If a student is failing any two academic classes, they are

ineligible for promotion. If a student is in jeopardy during the last eight weeks, the parents will be notified with a conference scheduled.

Check In-Check Out Policy:

Checking out of school is strongly discouraged. However, if it is necessary for a student to be taken from school before dismissal, a request in writing must be made to the teacher. **Parents must go to the office to pick up their child.** No student will have permission to leave unless accompanied by his/her parent or guardian.

Student-Parent-Teacher Conferences:

Conferences involving the student, parents, and the teacher are encouraged and may be initiated by the teacher or the parent/guardian. Parents may call the school office to set up an appointment. Impromptu visits for conferences are not allowed.

Dress Code

The purpose of Community Christian Academy's dress and appearance expectations is to enable the student to be a discerning leader by making appropriate dress and appearance choices which reflect scriptural values.

The dress code has two primary goals: modesty and neatness. Both of these qualities contribute to order and structure in the classroom and are necessary to achieve proper academic results by the student body as a whole. Our standards for dress and grooming are in keeping with the high Christian ideals that we seek to establish in those who attend the school. Dress requirements are designed to encourage a strong sense of pride in personal appearance and in the school community and are not intended to be punitive. In addition, visitors to the CCA campus should be favorably impressed by our students' neatness and pride in their dress. The following is meant to provide a general description of the parameters of school dress. However, **discretion lies within the faculty and administration concerning the appropriateness of a particular student's dress.**

Clothing should always be neat and attractive in appearance. Clothing that is torn or ripped above the knee is not acceptable. Clothing should fit and not be overly tight or baggy. Pants should be worn at the natural waist and pant legs should not drag the floor.

Hairstyles should be clean and neatly trimmed. For boys, hair should not reach the bottom of the ear or below the collar. Hairstyles should not hang in the eyes. Attention drawing hairstyles (such as Mohawk, punk, spiked, tails, etc.) will not be accepted.

Tattoos are not acceptable, whether permanent or temporary, on boys or girls. Hats are not to be worn in the school building except on specified "hat days."

A student who violates the dress code will be sent to the office. Parents will be called to bring appropriate clothes for the student. The student will wait in the office for the parent to arrive. A student may return to class after changing clothes. Any repeated dress code violations will result in office referral and will be written up.

Every Friday is CCA Eagle Spirit Day. Students are encouraged to wear an official CCA t-shirt. CCA shirts are also to be worn on all field trips.

DRESS CODE FOR 3K THROUGH 3rd GRADE:

Younger students do not have a defined dress code but should begin to work toward the upper grades dress code. We want all of our students to look nice and to be comfortable at the same time. This is especially important for 4th and 5th graders as they are growing into young adults and should dress appropriately for their age.

DRESS CODE FOR 4TH THROUGH 12TH GRADE:

Boys:

Acceptable clothing includes collared shirt, pants or jeans in good repair, or walking shorts. T-shirts with manufacturer's logo, CCA logo, Christian logo, or college/university logo are permissible. Shirts must either be tucked in or must not hang below mid-thigh.

Unacceptable dress for boys:

- Clothes with immodest pictures, advertising, or writing
- Tank-tops/sleeveless shirts
- Sweat pants
- Intentionally sloppy or baggy styles
- Body piercings or earrings
- No torn or ripped clothing above the knee
- Hats/Hoods (except on designated days)

Girls:

Acceptable clothing includes jewel neck shirts, collared shirts, blouses, sweaters, dresses, skirts, slacks, capris, or jeans in good repair, and walking shorts. T-shirts with manufacturer's logo, CCA logo, Christian logo, or college/university logo are permissible. Clothing should cover the midriff at all times and may not reveal undergarments. Attire that is too tight, too short or too revealing is inappropriate. Length of skirts and dress should be modest as deemed appropriate by the administration but no shorter than four inches above the knee.

Unacceptable dress for girls:

- Clothes with immodest pictures, advertising, or writing
- Tight fitting clothes
- Low necklines
- Cut off, halter tops, or short shirts exposing midriff
- Spaghetti strap tops or tank tops
- Short shorts or skirts (For students in grades 4-12, shorts and skirts must be no shorter than 4 inches above the knee)
- Any intentionally sloppy or baggy styles
- Body piercing other than earrings (limit two earrings per ear)
- Clothing that is torn or ripped above the knee.
- Hats/Hoods (except on designated days)

Dress code for Physical Education:

Appropriate PE attire and tennis shoes are required. Gym and/or work out shorts must extend to the length of the middle finger when arm is straight down by one's side. *Sliders are required under running and/or gym shorts.*

Student Conduct and Discipline

A lifestyle that reflects Christian principles stands out in today's crowd. At Community Christian Academy we have standards of conduct and dress that we feel should be a part of the students' mode of living. Most of the standards are simply for the protection of our students and for the orderly operation of our school.

Boy/Girl Relations: Community Christian Academy provides opportunities for boys and girls to cultivate friendships with the opposite sex. In some instances, these associations will deepen into more than passing friendships. This is both natural and expected. However, all such friendships must be handled in a responsible manner. **Public displays of affection, such as holding hands and other physical intimacies, will be considered in poor taste and will be discouraged. Appropriate behavior is expected at all times e.g. in school, on field trips, and at other extracurricular activities. Inappropriate behavior will be called to the attention of the students and if not corrected will result in disciplinary action.**

Same sex associations or affections will not be tolerated. This type of behavior will result in disciplinary action.

Chapel or Assemblies: Chapel and assemblies will be an important part of the spiritual educational program at Community Christian Academy. Each school day will begin with a devotional period consisting of prayer and pledges. In addition to daily morning devotionals, a chapel service will be held each Friday. Parents are invited to attend and may sit with their child. The following guidelines will be used:

- 1) Attendance is required of all students
- 2) Each student will demonstrate proper courtesy and respect to the speaker or group leader
- 3) There will be no unnecessary talking, distracting others, or disturbances
- 4) Students will not be allowed to study during the chapel service or assembly
- 5) Students need to bring their Bibles to chapel

DISCIPLINE:

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Teachers will generally be responsible for the conduct of their students throughout the school day. Students should expect to be corrected by a teacher whenever they are guilty of one of the thoughtless acts that are not in the best interest of the school. In the case of minor infractions, parents will generally not be contacted unless the teacher's corrective action has proven unsuccessful, in which case parents will be informed and involved. The school administrator will generally be responsible for handling the more serious offenses. Parents will be notified of the nature of the offense and also the disciplinary action taken.

<p>Elementary Academy Conduct Grades 3K through 5th</p>
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The Bible teaches that a Christian should be set apart from the world in appearance and action (I Thessalonians 5:22 and II Corinthians 6:17). Various forms of discipline will be administered, depending upon the nature of the offense and the frequency it is committed. All students at Community Christian Academy are expected to follow the rules and standards of the school. We expect a student to be above reproach in showing respect to God, country, family, faculty, and fellow students.

Procedures used to bring about self-discipline include, but are not necessarily limited to: warning(s), detention, parent/teacher conferences, time out, loss of privileges (such as recess, parties, special treats, field trips, assemblies, etc.), probation, suspension, and expulsion. It may be necessary to use a combination of the above in a given situation.

Community Christian Academy reserves the right to suspend or expel any student, regardless of the detention status, if the student's attitude and actions do not conform to the spirit and standards of the school. Negative behavior that results in repeated detentions and/or suspensions will become part of the student's permanent record.

Infractions (This is strictly a guide and may not cover all infractions):

Minor Infractions:

- a) Disrespect
- b) Frequent tardiness
- c) Talking/Misbehaving/Inattentiveness
- d) No show for detention
- e) Unable to follow classroom rules
- f) Failure to return signed progress report, daily or weekly discipline notice, and/or note from teacher
- g) Negative comments
- h) Inappropriate behavior during group or physical activities (includes pushing, shoving, taunting, arguing, or other aggressive behaviors)

Major Infractions:

- a) Constant repeat of minor infractions
- b) Use of profane, vulgar, or obscene words or indecent exposure
- c) Lying/Cheating/Stealing
- d) Possession of prohibited articles
- e) Insubordination/Threatening teacher, staff, or other students
- f) Severe classroom disruptions
- g) Bullying or harassing another student
- h) Others (as deemed appropriate by the administrator)

Suspensions or Expulsions:

- a) Defacing school property
- b) Cheating/stealing/criminal activity
- c) Fighting or striking others; or menacing, threatening, instigative or assaultive behavior
- d) Multiple detentions
- e) Vandalism
- f) Leaving campus without permission
- g) Pornography in any form
- h) Any serious act of misconduct
- i) Threats to health, safety, or property of others or school
- j) Possession of alcohol, Juuls, vapes, and tobacco in any form, and/or other drugs, & lighters, on school property or at school events or activities
- k) Continued, willful failure to attend scheduled classes or detention hall
- l) Possession of a weapon in school, on school property, or at school events or activities. Weapons include, but are not limited to, any object that is or

may be used to inflict bodily injury or to place another in fear of personal safety or well-being. The following may be defined as a weapon: any gun, knife, razor, razor blade, any sharp edge or pointed object, etc.

***All students will be expected to follow each classroom teacher's discipline plan and all classroom rules.**

***Any student who is referred to the office three times during the year will be automatically expelled for the remainder of the school year. Readmission to CCA will be based upon board approval.**

***If a student is suspended or expelled for any reason, there will be no refund of monies paid.**

Secondary Academy Conduct Grades 6th-12th

The conduct of Community Christian Academy students should always reflect self-respect and respect for others. CCA acts on the assumption that its students enter with a seriousness of purpose and that their own conscience and good sense are sufficient guides to behavior. The purpose of the faculty and administration is to lead students to cultivate a deep sense of personal responsibility for their own conduct and achievement and for the well-being of the larger community of which they are a part. These expectations apply at all school events.

The consequence for most minor rule infractions is morning detention. School personnel may assign morning detention for any rule infraction. Morning detention will take place every morning from 7:30-8:00.

Classroom Rules:

- 1) Always conduct yourself in a dignified manner
- 2) Come prepared to learn every day
- 3) Show respect toward others in the room at all times
- 4) Actively participate in your education
- 5) Be attentive and participate in an orderly manner
- 6) Have necessary books and supplies available
- 7) Be punctual
- 8) Exercise responsible care and use of school property, personal property, and property belonging to others

Minor Infractions:

- a) Not being where assigned during the school day
- b) Excessive noise or disruptive behavior
- c) Unexcused tardiness to school after third instance
- d) Failure to follow teacher orders

- e) Inappropriate behavior during group or physical activities (includes pushing, shoving, taunting, arguing, or other aggressive behaviors)
- f) Excessive horseplay toward others
- g) Inappropriate behavior during pledges, prayer, or chapel
- h) Comments that are meant to humiliate, degrade, or insult others
- i) Failure to return to class in a timely and orderly fashion
- j) Inappropriate communication (talking) during exams and tests
- k) Visible possession of a cell phone
- l) Negative comments
- m) Other offences deemed appropriate by administrator or teachers

Consequences for Minor Infractions:

1st offense: 1 day morning or afternoon detention

2nd offense: 1 to 3 days morning detention

3rd offense: Office referral, which could result in 1 to 5 days suspension;
Parents will be notified

Failure to attend morning detention may result in a further action, which may include additional detention or suspension.

Major Infractions:

- a) Disrespect to school official or visitor
- b) Use of obscene or vulgar language (cursing)
- c) Forging or altering notes or office forms
- d) Stealing, defacing, damaging, or destroying school property or property of others.
- e) Leaving the school building without prior authorization of school officials
- f) Continued and willful failure to carry out reasonable orders and directions from teachers/administrators
- g) Smoking, chewing, or visibly possessing tobacco (includes Juuls and vapes) on school property or at school events
- h) Possession of matches or lighters
- i) Abusive, crude or vulgar language/gestures directed at another person
- j) Bullying or harassing another student
- k) Fighting
- l) Cheating or plagiarism on assignments/exams
- m) Severe classroom disruptions
- n) Sexual harassment or inappropriate sexual behavior toward or directed at another person
- o) Possession of alcohol and/or drugs on school property or at school events
- p) Threats to health, safety, or property of others or school
- q) Possession of a weapon in school, on school property, or at school activities or events (please note the definition of a weapon in the Elementary Academy Conduct section)
- r) Continued, willful failure to attend scheduled classes or morning detention
- s) Pornography in any form
- t) Possession of materials that contain vulgar language or that fail to

- promote Christian values (music, magazines, books, clothing, etc.)
- u) Any serious act of misconduct
- v) Multiple detentions
- w) Cheating on exams or tests (this includes providing answers to others)
- x) Completing assignments using other students' work
- y) Inappropriate computer use (email, chat rooms, social media sites, or sites not approved by teacher)
- z) Sharing or using another person's computer password
- aa) Working on a computer using another student's identity
- bb) Vandalism and defacing school property (including furniture, books, walls, and computers)
- cc) Repeated dress code violations
- dd) Repeated cell phone/electronic device use
- ee) Other offenses deemed appropriate by the administrator or teachers

Consequences for Major Infractions:

- 1st offense: 1 to 5 days suspension
- 2nd offense: 1 to 5 days suspension and possible expulsion
- 3rd offense: Expulsion

*****Note: Any student who is referred to the office three times in one school year with 3 major infraction violations will be automatically expelled for the remainder of the school year. Parents/Guardians will be responsible for any remaining tuition for the remainder of the year. Readmission to CCA will be based upon board approval.**

It will be up to the discretion of administration and/or discipline committee to expel a student at any time due to the severity of the misbehavior. Automatic dismissal offenses may include any one of the major infractions listed.

If a student is suspended or expelled for any reason, there will be no refund of monies paid. Parents/Guardians will remain responsible for tuition payments for the remainder of the year. Also, former CCA students who have been expelled or dismissed due to legitimate reasons will not be allowed to participate in any school function.

Telephones and Messages

Office telephones are for official school business only. Students may not use the phone in the front office without approval from a school official. Students with emergencies will be sent to the front office to see an official who will make contact with a parent/guardian. Messages for students will be given at the end of the school day. Parents are asked not to call students during the school day unless there is an emergency.

Electronic Communication Devices and Music Players

Cell phones will be permitted for security purposes only. **Cell phones must remain off and out of sight during the hours of 7:30 am until 3:00 pm daily.** If cell phone is visible during any part of the school day, anywhere on campus, it will be confiscated by any faculty member. For the first offense, parents will be notified and must come inside to pick up the phone. Second offense, the phone will be held in the office for two days and released to the parent at that time. Further offense will result in student discipline referral to office.

Students are not permitted to carry any electronic device including (but not limited to): an iWatch, iPod, MP3 player, tablets, iPads, hand held games, radio, CD player, pocket pager, walkie talkies, or video players on school property or at school sponsored events.

Cheating

Cheating is prohibited. Students who are caught cheating will receive a zero on the test/assignment and the classroom teacher will contact parents. Plagiarism is a form of academic dishonesty. It is the use of another's words or interpretations without giving credit. Plagiarism occurs when writers fail to use quotation marks to indicate exact words from a source, when they fail to paraphrase a passage completely, or when they fail to cite the source (including Internet sources) of any quotation, idea, or paraphrase. Any student found guilty of plagiarism will receive an automatic zero on the assignment.

Student Peer Sexual Harassment

Student reports of sexual harassment by other students will be taken seriously and dealt with in a firm and sensitive manner. Such incidents will not be tolerated since they lead to the existence of a hostile and uncomfortable school environment. Student reports of sexual harassment by peers should be referred to school administrators for disciplinary action. Based on the circumstances, administrators will determine the course of action and consequences, including the possibility of making reports to appropriate legal authorities.

Early Dismissal from School

If parents want students to leave school for an appointment or other preplanned commitment, a parent or guardian must report to the office to sign the student out.

Upon return from the appointment, the student must report to the office to let the school officials know that he/she has safely returned to school and sign back in. Students must never leave school without prior administrative permission for early dismissal. This offense will result in suspension.

Dual Enrollment

CCA offers dual enrollment opportunities through Wiregrass Technical College, ABAC, VSU, and other surrounding institutions to high school students in 10th-12th grades. Tenth graders will be limited to one elective class per semester approved by the high school administrator/counselor. This class must be taken online with CCA teacher supervision. Juniors (11th) and Seniors (12th) may take core courses and courses related to their field of study. All classes must be approved by the high school administrator/counselor. If a Junior or Senior leaves campus after CCA classes, but before normal dismissal, a parent must sign a consent form with the administrator.

Work-Based Program

CCA offers the Work-based learning program to high school Juniors and Seniors. They must be 16 years of age and have a designated career path. Approval for the work-based learning program must come from the administrator and students must meet the necessary requirements.

MUSIC, ART, PHYSICAL EDUCATION & COMPUTER TECHNOLOGY

Community Christian Academy will provide Spanish, art, physical education and computer technology classes for grades 3K through 12th. These subjects will be required for all grades. Students will receive grades in these subject areas. These classes will be offered for Middle and High School students for credit when the schedule allows. 9th and 10th graders must meet the state Physical Education requirement.

ACADEMIC GRADING PERIODS - AWARDS

The academic year consists of 2 semesters of 16 weeks each. Each semester is divided into two eight-week grading periods. The purpose of the reporting system is to give parents and students an indication of progress being made by the student. Progress Reports Mid-term, Progress Report/Report Cards are issued at the end of each eight-weeks grading period. They are to be signed by the parent or guardian and returned the next school day.

Awards: Top Eagle (All A's) and Eagle Honor Roll (All A's & B's) certificates will be awarded each eight weeks. CCA will have Honors Night at the end of the school year. Various academic awards will be given at this time.

Prohibited Articles/Weapons

The following list is not all-conclusive, but these items are not permitted at school: tobacco in any form (includes Juuls and Vapes), alcoholic beverages, illegal drugs, knives, spiked jewelry and/or belts, guns, explosives of any kind (including fire crackers), lighters, skateboards, water guns, radios, tape players, electronic audio/video players, beepers, electronic games, pornography of any type, and magazines and books not related to class work. These items are subject to confiscation by the administrator and/or teacher and may be disposed of as seen necessary by the school.

Curriculum

3K Curriculum:

Community Christian Academy will use ABEKA Book curriculum for the 3 year old program. This program sets a strong foundation for phonics, reading, math, and Bible concepts and stories. Learning centers will be a fun experience each day. Students also learn colors, shapes, numbers, how to follow directions, and develop eye-hand coordination.

Pre-K and Kindergarten Curriculum:

Community Christian Academy will use the ABEKA Book curriculum in the 4K & 5K class. This program is a phonetically-based word recognition and early reading program. ABEKA provides a lively academic program for four and five year olds which gives the children an enjoyable educational foundation and a desire to learn more. Students learn to identify the name and sounds of each letter through picture association with an alphabet story. The creative and colorful approach makes learning language fun. Basic concepts are taught through brightly illustrated readers that emphasize comprehension and language skills. Subjects include the alphabet and letters sounds, consonants and vowels, blended sounds, reading, spelling, rhyming, sequence, nouns, verbs, pronouns, and contractions. Review of previous concepts helps students achieve mastery in skills and is ideal for the reading-ready student. The phonics-based reading readiness pages are full of carefully sequenced activities in recognition, sound, and formation of vowels (long and short), consonants, consonant-vowel blends, and one-syllable words with one or two vowels.

The math program lays a foundation for order and exactness. The daily practice in the student book reaches the recognition and printing of the numerals 0 to 100. Simple addition and subtraction from 0 to 10 are taught. Principles of place value, measurement, calendar use, telling time, graphing, comparisons, and money concepts are also introduced. Each morning will begin with Prayer and

Bible lessons.

Grades 1-2 Curriculum:

Community Christian Academy will use the ABEKA Book curriculum. This program is supported by a wide range of phonics-based language arts materials that increase reading comprehension and refine thinking skills. With this intensive phonics approach, even lower ability students can learn to read successfully. This program also includes spelling, vocabulary, penmanship, telling time, fractions, graphs, estimation, measurement, addition and subtraction, decimals, multiplication, metric system, geometry, map reading, etc. In addition to math and language arts, the Bible will be taught. Each and every morning will begin with prayer and Bible lessons. This fosters students' moral and ethical values by combining in-depth study of the Old and New Testaments with practical application of spiritual principles and truths in daily life. The social sciences, Enjoying God's World and Exploring God's World will also be thoroughly covered. Health, safety, and manners will be taught as well.

Grades 3-12 Curriculum:

Community Christian Academy will use the ABEKA Book curriculum in grades 3-12. Consistent penmanship practice, creative writing, spelling improvement, novel readings, research skills, public-speaking opportunities, listening skills, and much more awaits you at CCA. Mathematics, will involve an abundant practice of new concepts and review recently covered concepts and facts. It will also include daily word problems. Problem solving strategies are scattered throughout the text to help students gain the skills necessary to be expert problem solvers. Emphasis is placed on whole numbers, fractions, decimals, measurement and algebraic equations, basic geometric problems, and much more. Old World History and New World History will be incorporated during the day. Understanding God's World, Investigating God's World, and Observing God's World will be the Science titles covered. Each and every day will begin with Prayer and Bible lessons.

High School students will take those classes required to meet graduation requirements in the state of Georgia.

Standardized Testing

Each spring, students in kindergarten through 11th grade are required to take the Stanford Achievement test series. The test evaluates each student's skills of word studies, science, social science, mathematics, language, vocabulary, spelling, reading/comprehension, and listening. **The cost of the test is \$40 per student.**

Computer Network – Acceptable Use Policy

The primary purpose of the CCA Computer Network is educational. Users are responsible for ensuring that their activities adhere to generally accepted educational standards. The computer network is intended to enhance the established school curriculum. The network serves as a resource for improving and enriching teaching and learning at Community Christian Academy.

Deliberate, inappropriate utilization can result in cancellation or restriction of access privileges, as well as disciplinary or legal action. Intentional unacceptable behaviors include, but are not limited to, the following:

- involvement in any activity prohibited by law;
- the storage or transferring of unnecessarily large files;
- attempting to establish commercial ventures on the network;
- storing or transferring obscene materials;
- transferring “chain” type letters;
- sharing passwords;
- copying protected software;
- involvement with on-line games;
- visiting on line sites not pertaining to classroom assignments;
- visiting chat rooms.

The school maintains and manages the computer network in such a way as to ensure availability and reliability in performing its educational mission. This requires the ability and authority to inspect any and all materials transferred and stored within the network by any and all users. Therefore, accounts of users are not private and may be accessed by system administrators or their designee(s) for any reason at any time without prior notice to the account holder.

All students who wish to access the computer Network must sign an “Acceptable Use Network Contract” before gaining privileges. This gives students access to the World Wide Web, the Internet, and electronic mail (e-mail). Parents must co-sign the contract.

Student Name _____ Date _____

Student Signature _____

Parent Name _____ Date _____

Parent Signature _____

Student Handbook Agreement

I have received, read and understand the Community Christian Academy Student Handbook and agree to follow and adhere to the guidelines, rules, and policies that are stated on behalf of the students, faculty, administration, and board members.

Student Name: _____

Date: _____ Grade Level: _____

Student Signature: _____

Parent/Guardian Signature: _____

Please sign both sides and return to your teacher. Thank you!

Faculty and Staff of CCA

Community Christian Academy takes great pride in its staff. All CCA teachers in Kindergarten through 12th grade possess college degrees in teaching and/or educational fields.

Our 3K, 4K, and 5K classes with 12 or more students will have paraprofessionals as well as classroom teachers. Classroom numbers and the age of the students dictate the placement of paraprofessionals.

Community volunteers will be used for our chapel program each week.

CCA School Board:

Dr. Mike McCartney, Chairman

Teresa Moore

Tim Fuller

Clint Bush

Matt Carter

Beau Daniel Sinclair

John Whitaker