

**COMMUNITY CHRISTIAN ACADEMY
PARENT/STUDENT MANUAL
2016 – 2017**

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.

In 1993 the Preschool K3 and K4 classes were added. Those classes were discontinued in 2016 by CCA School Board action. The Treasure Coast Autism Project introduced an elementary classroom in 2011 and added an upper school classroom in 2012.

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 "Articles 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 – ARTICLES OF FAITH

I. OF THE SCRIPTURES

We believe that the Holy Bible was written by men supernaturally inspired; that it has truth without any admixture of error for its matter, and therefore is, and shall remain to the end of the age, the only complete and final revelation of the will of God to man; the true center of Christian union and the supreme standard by which all human conduct, creeds and opinions should be tried.

1. By "The Holy Bible" we mean that collection of 66 books, from Genesis to Revelation, which, as originally written does not only contain and convey the Word of God, but is the very Word of God.
2. By "inspiration" we mean that the books of the Bible were written by holy men of old, as they were moved by the Holy Spirit, in such a definite way that their writings were supernaturally and verbally inspired and free from error, as no other writings have ever been or ever will be inspired.

II Timothy 3:16-17; II Peter 1:19-21; Acts 1:16, 28:25; Psalms 19:7-11; 119:89; 119:105;119:130;119:160; Luke 16:31; 24:25-27, 44-45; John 5:39, 45-47; 12:48; 17:17; Proverbs 30:5-6; Romans 3:4; 15:4; I Peter 1:2,3; Revelations 22:19; Ephesians 6:17; Isaiah 8:20.

II. OF THE TRUE GOD

We believe that there is one, and only one, living and true God, an infinite, intelligent Spirit, the maker and supreme ruler of heaven and earth; inexpressibly glorious in holiness, and worthy of all possible honor, confidence and love; that in the unity of the God-head there are three persons, the Father, the Son and the Holy Ghost, equal in every divine perfection, and executing distinct harmonious offices in the great work of redemption.

Exodus 15:11; 20:2,3; Genesis 17:1; I Corinthians 2:10, 11; 8:6; 12:4-6; Ephesians 2:18; 4:6; John 4:24; 10:30; 15:26; 17:5; Psalms 83:18; 90:2; Jeremiah 10:10; Revelations 4:11; I Timothy 1:17; Romans 11:33; Mark 12:30; Matthew 28: 19; I John 5:7; Acts 5:3,4; Philipians 2:5,6; II Corinthians 13:14.

III. OF THE HOLY SPIRIT

We believe that the Holy Spirit is a divine person; equal with God the Father and God the Son and of the same nature; that He was active in the creation; that in His relation to the unbelieving world He restrains the Evil one until God's purpose is fulfilled; that He convicts the sin, of Gospel in preaching and testimony; that He is the agent in the New Birth; that He seals, endues, guides, teaches, witnesses, sanctifies and helps the believer.

John 1:33; 3:5,6; 14:16,17,26; 15:26; 16:8,11,13; Matthew 3:11; 28:19; Hebrews 9:14; Luke 1:35; 3:16; 24:49; Genesis 1:1-3; II Thessalonians 2:7, 13; Acts 5:30,32; 11:16;Ephesians1:13,14;Romans8:14,16,26,27:1 Peter 1:2.

IV. OF THE DEVIL, OR SATAN

We believe that Satan was once holy, and enjoyed heavenly honors; but through pride and ambition to be as the Almighty, fell and drew after him a host of angels; that he is now the malignant prince of the power of the air, and the unholy god of this world. We hold him to be man's great tempter, the enemy of God and His Christ, the accuser of the saints, the author of all false religions, the chief power back of the present apostasy; the lord of the anti-Christ, and the author of all the powers of darkness---destined, however, to be finally defeated at the hands of God's Son, and to the judgment of an eternal justice in Hell, a place prepared for him and his angels.

Isaiah 14:12-15; Ezekiel 28:14-17; Revelations 12:7-10; 13:13,14; 19:11; 20:1-3; Jude6; II Peter 2:4; Ephesians 2:2; John 14:30; I Thessalonians 3:5; Matthew 4:1-3; 13:25; 25:41; 37:39; I Peter 5:8; Zechariah 1:3; I John 3:8; 2:22; 4:3; Luke 22:3,4; II Corinthians 11:13-15; Mark 13:21-22; II John 1:7; II Thessalonians 2:8-11.

V. OF THE CREATION

We believe in the Genesis account of creation, and that it is to be accepted literally, and not allegorically or figuratively; that man was created directly in God's own image and after His own likeness; that man's creation was not a matter of evolution or evolutionary change of species, or development through interminable periods

of time from lower to higher forms; that all animals and vegetable life was made directly, and God's established law was - they should bring forth only "after their kind" .

Genesis 1; Genesis 2:21-23; Nehemiah 9:6; Exodus 20:11; Acts 4:24; 17:23-26; Colossians 1:16,17; Hebrews 11:3; John 1:3; Revelations 10:6, Romans 1:20; Jeremiah 10:12.

VI. OF THE FALL OF MAN

We believe that man was created in innocence under the law of his Maker, but by voluntary transgression fell from his sinless and happy state, in consequence of which, all mankind are now sinners, not by constraint, but by choice; and therefore under just condemnation without defense or excuse.

Genesis 3:1-6,24; Romans 1:18, 20, 28, 32; 3:10-19; 5:12,19; Ephesians 2:1,3; Ezekiel 18:19,20; Galatians 3:22.

VII. OF THE VIRGIN BIRTH

We believe that Jesus Christ was begotten of the Holy Ghost in a miraculous manner; born of Mary, a virgin, as no other man was ever born or can ever be born of woman, and that He is born the Son of God, and God the Son.

Genesis 3:15; Isaiah 7:14; Matthew 1:18-25; Luke 1:35; Mark 1:1; John 1:14; Psalms 2:7; Galatians 4:4; I John 5:20; I Corinthians 15:47.

VIII. OF THE ATONEMENT FOR SIN

We believe that the salvation of sinners is wholly of grace; through the mediatorial offices of the Son of God, who by the appointment of the Father, freely took upon Him our nature, yet without sin, honored the divine law by His personal obedience, and by His death made a full and vicarious atonement for our sins; that His atonement consisted not in setting us an example by His death as a martyr, but was the voluntary substitution of himself in the sinner's place, the Just dying for the unjust; Christ, the Lord, bearing our sins in His own body on the tree; that, having risen from the dead He is now enthroned in heaven and uniting in His wonderful person the tenderest sympathies with divine perfection. He is every way qualified to be a suitable, a compassionate and an all-sufficient Savior.

Ephesians 2:8; Acts 15:11; Romans 3:24,25; John 3:16; 10:18; Matthew 18:11; Philippians 2:7,8; Hebrews 2:14; 7:25; 9:12-15; 12:2; Isaiah 53:4-7,12; I John 2:2; 4:10; I Corinthians 15:3,20; II Corinthians 5:21; Galatians 1:4; I Peter 2:24; 3:18.

IX. OF GRACE IN THE NEW CREATION

We believe that in order to be saved, sinners must be born again; that the new birth is a new creation in Christ Jesus; that it is instantaneous and not a process; that in the new birth the one dead in trespasses and in sins is made a partaker of the divine nature and receives eternal life, the free gift of God: that the new creation is brought about in a manner above our comprehension, not by culture, not by character, nor by the will of man, but wholly and solely by the power of the Holy Spirit in the gospel; that its proper evidence appears in the holy fruits of repentance and faith and newness of life.

John 3:3, 6, 7; II Corinthians 5:17; Luke 5:27; I John 5:1; Acts 2:41; 16:30-33; II Peter 1:4; Romans 6:23; Ephesians 2:1.

X. OF THE FREENESS OF SALVATION

We believe in God's electing grace; that the blessings of salvation are made free to all by the gospel; that it is the immediate duty of all to accept them by a cordial, penitent and obedient faith; and that nothing prevents the salvation of the greatest sinner on earth but their own inherent depravity and voluntary rejection of the gospel' which rejection involves him in the aggravated condemnation.

1 Thessalonians 1:4; Colossians 3:12; I Peter 1:2, Titus 1:1; Romans 8:29,30; 10:13; Matthew 11:28; Isaiah 55:1,6,7; Revelation 22:17; John 3:15,16,18,36; 5:40; 6:37; Acts 2:38; 1 Timothy 1:15; 1 Corinthians 15:10; Ephesians 2:4,5.

XI. OF JUSTIFICATION

We believe that the greatest gospel blessing which Christ secures to such as believe in Him is Justification; that Justification includes the pardon of sin, and the gift of eternal life on principles of righteousness; that it is bestowed not in consideration of any works of righteousness which we have done; but solely through faith in the Redeemer's blood. His righteousness is imputed unto us.

Acts 13:39; Isaiah 53:11; Zechariah 13:1; Romans 1:17; 4:1-8; 5:1,9; 8:1; Titus 3:5-7; Habakkuk 2:4; Galatians 3:11; Hebrews 10:38.

XII. OF REPENTANCE AND FAITH

We believe that Repentance and Faith are solemn obligations, and also inseparable graces, wrought in our souls by the quickening Spirit of God; thereby, being deeply convicted of our guilt, danger and helplessness, and of the way salvation by Christ, we turn to God with unfeigned contrition, confession and supplication for mercy; at the same time heartily receiving the Lord Jesus Christ and openly confessing Him as our only and all-sufficient Savior.

Acts 2:37,38;20:21; Mark 1:15; Luke 12:8; 18:13; Romans 10:9-11,13; Psalms 51:1-4,7; Luke 12:8; Isaiah 55:6,7.

XIII. OF THE CHURCH

We believe that a church of Christ is a congregation of baptized believers associated by a covenant of faith and fellowship of the gospel; observing the ordinances of Christ; governed by His laws; and exercising the gifts, rights and privileges invested in them by His Word; that its qualifications, claims and duties are clearly defined in the Scriptures. We believe the true mission of the church is found in the Great Commission; First, to make individual disciples: Second, to build up the Church: Third, to teach and instruct, as He has commanded. We do not believe in the reversal of this order; we hold that the local church has the absolute right of self-government, free from the interference of any hierarchy of individuals or organizations; and the Holy Spirit; that it is scriptural for true church to co-operate with each other in contending for the faith and for the furtherance of the gospel; that every church is the sole and only judge of the measure and method of its co-operation; on all matters of membership, of policy, of government, of discipline, of benevolence, the will of the local church is final.

Acts 2:41,42; 6:5,6; 14:23; 15:23; 20:17-28; I Corinthians 5:11-13; 6:1-2; 11:2; 12:4,8-11;16:1,2; Ephesians 1:22,23; 4:11; 5:23,24; I Timothy 3:1-13, Matthew 28:19,20;Colossians1:18;IPeter5:1-4; Jude 3,4: II Corinthians 8:23,24: Malachi 3:10; Leviticus 27:32.

XIV. OF BAPTISM AND THE LORD'S SUPPER

We believe that Christian baptism is the immersion in water of a believer; in the name of the Father, the Son, and the Holy Ghost; with the authority of the local church to show forth in a solemn and beautiful emblem of our faith in the crucified, buried and risen Savior, symbolic of our death to sin and resurrection to a new life; that is pre-requisite to the privileges of a church relation and to the Lord's Supper; in which the members of the Church, by the sacred use of bread of fruit of the vine are to commemorate together the dying love of Christ; recede always by solemn self-examination.

Acts 8:36-39; Acts 2:41, 42; Matthew 3:6, 16; John 3:23; Romans 6:3-5; Colossians2:12; I Corinthians 11:23-28.

XV. OF THE PERSEVERANCE OF THE SAINTS

We believe that all who repent of their sins and trust Christ for salvation have eternal life, never to perish, never to come into condemnation, but are passed from death unto life; that the sinner receives eternal life when he is born again, and that eternal life lasts forever; that special providence watches over their welfare, and through spiritual interests may diminish, they never extinguish; that God never ceases to deal with His children concerning holy matters.

John 5:24; 6:37; 8:31, 32; 10:28, 29; Romans 8:23, 28-39; Philippians 1:6; I Peter 1:5;Matthew 6:30; Psalms 34:19; 121:3; Hebrews 1:14; Colossians 1:21; II Peter 2:7-9; Hebrews 12:5-8.

XVI. OF THE RIGHTEOUS AND THE WICKED

We believe that there is a radical and essential difference between the righteous and the wicked; that such as through faith are justified in the name of the Lord Jesus, and sanctified by the Spirit of our God are truly righteous in His esteem; while all such as continue in impenitence and unbelief are in His sight wicked, and under the curse and the distinction holds among men both in and after death, in the everlasting felicity of the saved and the everlasting conscious suffering of the lost.

Malachi 3:18; Genesis 18:23; Romans 1:17,18; 6:23; 7:6; Proverbs 11:31; 14:32; IPeter4:18: I Corinthians 15:22; Acts 10:34,35; I John 2:29; 3:7: 5:19; Galatians 3:10;Luke9:26;16:25; Matthew 7:13,14; 25:34,41; John 8:21; 12:25.

XVII. OF CIVIL GOVERNMENT

We believe that civil government is of divine appointment for the interest and good order of human society; that magistrates are to be prayed for, conscientiously honored and obeyed; except only in things opposed to the will of our Lord Jesus Christ; who is the only Lord of the conscience, and the coming Prince of the kings of the earth.

Romans 13:7; II Samuel 23:3; Exodus 18:21; Acts 4:19,20; 5:29; 23:5; Matthew 10:28;22:21;23:10; Titus 3:1; I Peter 2:13,14,17; Daniel 3:17,18; Revelations 10:6; Philippians 2:10,11; Psalms 72:11.

XVIII. OF THE RESURRECTION AND RETURN OF CHRIST AND RELATED EVENTS

We believe in and accept the sacred Scriptures upon these subjects at their face and full value. Of the Resurrection, we believe that Christ Rose Bodily “the third day, according to the Scriptures, “that He ascended to the right hand of the throne of God, that He alone is our merciful and faithful high priest in things pertaining to God, “That this same Jesus which was taken up from you into heaven shall so come in like manner as you have seen Him go into heaven...”bodily, personally and visibly; that the “dead in Christ shall rise first,” that the living saints “shall all be changed in a moment, in the twinkling of an eye, at the last trump,” “that the Lord God shall give unto Him the throne of His father David, “and that “Christ shall reign a thousand years in righteousness until He hath put all enemies under His feet.”

Matthew 24:27; 25:13; 28:6,7; Luke 1:32; 24:2,4-6,39,51; John 14:3; 20:27; 1 Corinthians 15:4,25; 51-53; Mark 16:6,19; Acts 1:9,11; Revelations 3:21; 20:1-4,6; Hebrews2:17;5:9,10;8:1,6;12:2;ITimothy2:5;IJohn2:1; 1 Thessalonians 4:16,17; James 5:8; Philippians 3:20,21; Isaiah 9:6,7; 32:1; Psalms 72:8.

XIX. OF MISSIONS

We believe the command to give the gospel to the world is clear and unmistakable and this Commission was given to the churches.

Matthew 28:18-20; Mark 16:15; John 20:21; Acts 1:8; Romans 10:13, 14, 15.

XX. OF THE GRACE OF GIVING

We believe scriptural giving is one of the fundamentals of the Faith. II Corinthians 8:7. We are commanded to bring our gifts into the storehouse (common treasury of the church) upon the first day of the week. I Corinthians 16:2. Under grace we give, and do not pay, the tithe---Abraham gave a tenth part of all---Abraham gave the tenth of the spoils---Hebrews 7:2, 4. And this was four hundred years before the law, and is confirmed in the New Testament. Matthew 23:23.

Leviticus 27:30; Malachi 3:10; Acts 4:34, 35, and 37.

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.

- I. 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

Community Christian Academy is committed to providing academic excellence through a Christ-centered education, equipping young people to honor God through service and leadership.

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). Its teachers are also required to be eligible for certification by FACCS/IACCS. Certification through the State of Florida are 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: info@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 and StepUp for Students 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 unexcused 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 unexcused 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 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 insure 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 FHSAA 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. Re-enrollment fees are discounted if paid by the close of the annual re-enrollment period. 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.

MEDICAL/PHYSICAL INFORMATION REQUIREMENTS

5. 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 (DH680); 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.

6. 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.

7. 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.

8. 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.

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.

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 K5 – 5 th	\$6,400**	\$520 (1)*
Upper School 6 th – 12 th	\$7,000**	\$550 (1)*
Graduation Fee		\$125 (2)

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

Registration, Fine Arts and Sports Fees:

- Registration - New applicants (K5 – 12th grade) \$150 per student (no limit). If new applicant is not accepted by CCA, no portion of the registration fee will be reimbursed.
- Fine Arts Fee - \$50/per family – billed in August, due September 1
- Sports Fees: Elementary & Middle School = \$120/per sport/per student payable upon participation; Upper School = \$200/per sport/per student payable upon participation

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 parents and also provide efficiency for ordering.

Wing Truck is available on Mondays (CASH ONLY).

Other fees that may be included on monthly statements are science lab 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) 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 VPK 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. School Office Hours / Contact Numbers

7:30AM – 4PM	(772) 288-7227 Ext. 2201 or 2202
After 4PM	(772) 200 – 5458

B. School Hours

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

C. 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 K5 through 2nd Grade are accompanied by their teachers to their classrooms.

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

After School Care	K5 – 5 th	3:00 – 5:30PM*
Academic Study Hall	6 th – 12 th	3:15 – 4:00PM**
**No charge		
After School Care	6 th – 12 th	4:00 – 5:30PM*

*Cost: \$4.00 per hour

1. Any elementary student (K5-5th 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 Academic Study Hall until 4:00PM at no charge. Students that do not respect the rules of this study hall will be signed into After Care at which time billing will occur.

At 4:00PM 6th – 12th grade students will be transferred to the elementary After School Care at a cost of \$1.00 per 15 minute increment until the After Care Program ends at 5:30PM.

3. If a student is not picked up by 5:30PM, the late pick-up fee is \$1.00 per minute.
4. If a parent is late more than four times, the late fee is \$2.00 per minute
5. If a parent is late more than six times, the late fee is \$5.00 per minute.
6. 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.
7. Consideration for unexpected emergencies will be given.
8. 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. Parking

All visitors, faculty, staff, and students are to park only in the front parking lots.

F. 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.
 - 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.

G. Closed Campus

1. Campus Security & Safety

In conjunction with the Martin County Sheriff's Office (MCSO), Community Christian Academy has developed a Lockdown Procedure and undergoes periodic reviews by administration, faculty, staff and members of the MCSO regarding the effectiveness of this procedure. Additionally, lockdown drills are critiqued by MCSO officers on site during the drill. After a drill is held, families are notified by e-mail blast that it has occurred and that it was only a drill.

2. CCA Lockdown Procedure

In the event of a threat posed by an intruder or emergency situation outside the school that prevents the evacuation of students from the building, the lockdown procedure should be followed. A school lockdown can serve several functions during an emergency, including the following:

- Removing students and teachers from the threat
- Isolating the dangerous situation from much of the school
- Allowing for an accurate accounting of students within each room; and
- Depending on the situation, facilitating an organized evacuation away from the dangerous area

Lockdown with warning: The threat is outside the school building.

Lockdown with intruder: The threat or intruder is inside the school building.

1. Lockdown Procedure for Lockdown with Warning:

- a. Notify 911 immediately
- b. Administrator orders and announces “Cougars Rule” over the phone paging system. This announcement should be repeated several times. Special attention should be paid to classes that are outside of the school building, such as playgrounds and ball fields. W Building designee will notify and help clear the large playground and ball field, TCAP designee will notify and help clear the small playground.
- c. If you are not in your classroom please notify the administration as soon as possible as to your location and whether you are missing any students. The CCA cell phone number is **561-596-5018**.
- d. Clear hallways, restrooms and other rooms that cannot be secured. If a class moves from an unsecured room to secured room, notify administration as soon as possible as to your new location and whether you are missing any students.
- e. **Check exterior area for students and lock exterior doors.**
- f. **Secure and cover classroom windows and turn off the lights.**
- g. Move all persons away from the windows and up against a wall where they cannot be seen.
- h. Take attendance of students in each classroom.
- i. Teachers should prepare a list of missing and extra students in the room and inform administration as soon as possible if they are missing a student or have an extra student with their group.

- j. If classes are able to resume with minimal movement, the administrator may give a “Controlled Movement” announcement via the approved method of mass communication. **Students are to remain in classrooms** but may move about the room.
 - k. Once the threat has subsided, the building administrator announces “all clear” via the phone paging system.
 - l. School administration will notify parents of the situation. **Teachers and students are not to call parents.**
2. **Lockdown Procedure with Intruder Present:**
- a. Notify 911 immediately
 - b. Administrator orders and announces “**Go Blue**” over the phone paging system. This announcement should be repeated several times.
 - c. Immediately direct all students, staff, and visitors into the nearest classroom or secured space.
 - d. Classes that are outside of the building SHOULD NOT enter the building.
 - e. Move outside classes to the farthest possible position from the building and instruct the students to get down on the ground.
 - f. Lock classroom doors.
 - g. DO NOT lock exterior doors.
 - h. Move people away from the windows and doors. Turn off lights, cover all windows and keep all students sitting on the floor.
 - i. Take attendance of students in each classroom.
 - j. Teachers should prepare a list of missing and extra students in the room.
 - k. DO NOT respond to anyone at the door until “all clear” is announced.
 - l. Keep out of sight.
 - m. **Be prepared to ignore any fire alarm activation, as the school will not be evacuated using this method.**
 - n. When or if students are moved out of a classroom, assist them in moving as quietly and quickly as possible taking with you the classroom roster, list of extra/missing students.

- o. When the threat is over, the building administrator will announce “all clear” over the phone paging system.
- p. School administration will notify parents of the situation. **Teachers and students are not to call parents.**

A. Parent Reunification

1. In an emergency, the **Parent Reunification Organizer** will establish a safe staging area for parents to pick up their children. This area will be a safe area away from the damage or emergency and the students’ assembly area. This prevents parents from escorting their child away from the school without notifying the Parent Reunification Organizer. In a typical release, the following steps will be in place:
 - a. Parents will report to the assigned area and give the name of their child/children.
 - b. Picture I.D. will be required of the person picking up the student and verified by the Reunification Organizer or their designee to insure the person requesting the child/children is authorized to pick them up.
 - c. The name of the student will be logged on the appropriate form indicating that they were picked up and by whom. The date and time will also be indicated on the form for proper accounting of all students.
 - d. **Under no circumstances should a student be allowed to leave without following the above procedures. Failure to follow these procedures could result in an incorrect head count which leads to erroneous information going to law enforcement and emergency personnel.**
 - e. In the case of a non-threatening event, parents will pick students up through the usual school dismissal routes.

1. 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.

2. 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.
- e. No student will be released to anyone other than those authorized in writing by the parent.
- f. Anyone picking up a student prior to the end of the school day must come to the school office to sign the student out.

3. Off Campus Senior 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.

H. 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.

Students on scholarships or receiving funding will need to have a **DOCTOR'S** note on each absence brought with them to school the first day they return.

- b. 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.
- c. 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.
- d. Both parents(s) and teachers must work together to prevent illness from spreading among the school's population.
- e. The school reserves the right to make the final decision on whether a child will be allowed to attend classes.

2. Medication Distribution

- a. Medication will be dispersed to students through the school office.
- b. All medications (including Tylenol, etc.) must be clearly labeled with a 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	

- 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.

I. 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.

J. 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.

Students in K5 – 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 K – 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**

K. Student Drivers

1. The school office will 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 effect 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.

L. 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.

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.

M. 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.

N. 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.

O. 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 not to be taken into chapel. Purses, wallets and Bibles are to be taken to all assemblies and chapels.

P. 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 of 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 and amount of money required, if applicable.
- 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 K – 5th grade wear tie-dye t-shirts and uniform shorts or pants.

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 generally required for boys and girls.

Q. 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.

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.

R. CCA Inclement Weather Plan

Elementary: All K5 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.

R. 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.

S. 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.

T. 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.

U. 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.

V. 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."

W. 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.

X. 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

Y. 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.

Z. 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:

1. The school uniform must be worn each day unless otherwise stated.

B. Purpose of the Uniform – All Levels

CCA appreciates the conscious effort of parents in keeping the dress code from becoming a major issue. CCA acknowledges that the dress code is an institutional preference; however, it is not optional.

1. Students are expected to abide by the code and parents are expected to monitor compliance before their children leave the house. It is inappropriate that other students, teacher or principals be detracted from the educational process because someone failed to fulfill his commitment to follow the dress code.
2. Commitment to the dress code is implied when registering your children at CCA and by signing the Parent-School Covenant that is required for registration.

3. Final resolution of any disagreements regarding what is or is not appropriate according to the dress code rests with the CCA administration.
4. Students who arrive at school dressed inappropriately may not be permitted to attend class until they change clothes. This may require parents to bring a change of clothes to school.
5. The school uniform must be worn each day unless otherwise stated.

C. Uniform Do's and Don'ts

1. School uniform will include shirts embroidered with school logo and uniform pants/shorts. The shirts do not need to be tucked in, but must be long enough to be able to be tucked in. The shirts are available through DayDreams uniform shop in Stuart. Uniform pants/shorts may be purchased at DayDreams or J.C. Penny, Old Navy, Wal-Mart. **Shorts may not have an in-seam shorter than 5".**

The following charts by school levels provides CCA's guidelines for acceptable uniform clothing and accessories:

2. Elementary Dress Code

Item	Acceptable	Unacceptable	Comments
Pants**	-Dress Pants -Twill -Khaki or Navy	-Non-Dress Pants -Spandex -Cargo Pants -Sweatpants -Skinny Jeans -Skinny Pants**	-Must be well fitting -Must be in good repair -Must be hemmed above floor -Belt required if pants have belt loops -No holes
Shorts	-Walking shorts -Khaki or Navy	-No Sweats	-Must be well fitting and without holes
Shirts	-School embroidered Navy, Carolina blue, or White		-White or blue long sleeved shirts without holes may be worn under uniform shirt on cold days -Physical development will require proper undergarments be worn regardless of age or grade
Shorts, Skirts	-Navy or khaki -Must have shorts under		-Skirts-Hemlines must be no shorter than 5 inches above the middle of the knee -Shorts-5" in-seam
Shoes *	-Dress shoes with a closed toe and a strap across the foot - -Athletic shoes are permitted	-Open-toed shoes -Crocs -Flip flops -Boots -Ballet slippers	-Shoes that easily fall off the foot should not be worn

Sweaters, Sweatshirts, Jackets	-Navy, Carolina blue or white -School logo	-Heelies -Any type of writing other than school logo -Camouflage -Multi-colors -Brand names exposed	-Appropriate school jackets are acceptable in cold weather reaching 65 degrees. Below 65 degrees non-school jackets that are equal to or lighter weight than school jackets may be worn
Hair	-Boys: neat and clean cut -Above the eyebrow, ear and collar -Girls: neat and clean -No radical cuts or colors		
Dress Down	-Appropriate shorts, shirts and pants -No holes	-Oversized or tight inappropriate fitting clothing -Spandex, Sheer, Mesh, leggings -Coats during school -Crop tops, spaghetti straps, tank tops -Brand names across shirts	Anything that Administration feels is taking away from the Christian learning environment will not be acceptable

***Shoe requirements are to meet safety standards**

****CCA defines skinny pants as tight-fitting pants made from spandex**

3. Upper School Dress Code

Item	Acceptable	Unacceptable	Comments
Pants**, Dress Slacks	-Dress Pants -Twill -Light Tan/Khaki or Navy	-Non-dress pants(jeans) -Spandex -Sweatpants -Skinny Pants** -Low Rise	- Must be well-fitting pants, must be loose enough to "pinch an inch" of fabric above the knee -Must be in good repair (no holes) -Must be hemmed above floor -Must be worn around waist
Shorts	-Walking shorts -Light Tan/Khaki or Navy	-No sweats	-Must be well fitting -No shorter than 5" in-seam
Shirts	-School embroidered Navy, Carolina blue, or White -Undershirts must be school colors	-School colored undershirts may not hang below the uniform shirt	-Does not need to be tucked in, but must be long enough to be able to be tucked in -Physical development will require proper undergarments be worn regardless of age or grade

Skirts, Capris pants	-Navy or light Tan/Khaki	-Tight skirts -V skirts with splits above the knee	-Skirts must be no shorter than 5" from the middle of the knee when standing -Belt required for items not fitting properly
Shoes *	-Fully enclosed dress or casual or athletic type shoes -Boat or deck shoes -Saddle Oxfords -Flat-heeled shoes	-Open-toed shoes -Crocs -Flip flops -Boots -Heelies -Flashing lights - No high heels including platforms -Shoes with no back-strap -Sandals with no back-strap	-Dress down days do not allow regularly unacceptable shoes
Sweaters, Sweatshirts, Jackets	-Navy, Carolina blue or White -School logo	-Any type of writing other than school logo -Camouflage -Multi-colors -Brand names exposed	-Appropriate non-school coats and other cold weather apparel is accepted when temperatures reach below 65 degrees -Athletics and other school-made sweatshirts and jackets may be worn most days (some exceptions: picture day, etc.) as long as the school uniform polo is worn underneath. Long-sleeve tees as undershirts are not acceptable
Hair	-Boys: Neat and clean cut -Above the eyebrow, ear and collar -Girls: neat and feminine, out of face -No radical cuts or colors		
Dress Down Days	-Appropriate shorts, pants and shoes -Shirts w/o writing or pictures (except Christian message or brand name, logos) -Jeans (not baggy style nor tight, no holes) -Casual slacks other than school colors -Capris -Non-school color shorts	-Oversized, inappropriately fitting clothing -Spandex, sheer fabrics, mesh -Coats during school -Crop tops, spaghetti straps, tank tops -Flip flops -Sandals	-Shirts need not be tucked in but be long enough to be able to be tucked in -

	-Any sneakers are permitted -Hats with CCA logo		
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Make-Up/Jewelry/Hats	-Girls may wear light or moderate make-up -Girls may wear soft tone nail polish	-Heavy make-up -Neon, sparkles, or very dark-colored nail polish	-Girls: Earrings are to be of modest size and style -Boys: Earrings are not permitted. Necklaces are permitted if they do hang lower than the student's shirt collar, and are not visible. Medallions must meet administrative approval. -Hats with the school logo may be worn during school with exceptions: chapel, picture day, etc. -Sunglasses may only be worn during recess and P.E.
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***Shoe requirements are to meet safety standards**

****CCA defines skinny pants as tight-fitting pants made from spandex**

4. School Sponsored Field and Class Trip Dress

Unless otherwise notified, students are expected to wear school uniforms on field and class trips. Elementary (K – 5th grade) students are required to wear tie-dye t-shirts and school shorts or pants unless specified otherwise.

5. Special Dress Standards

Special standards will be made available by the administration as warranted for events such as school sponsored formals, athletic events, picture days and special activities.

6. Physical Education Uniform Dress

- a. K – 5th grade students: Because of time constraints and difficulty in changing, K-5th grade students wear regular school uniforms for physical education classes. They should remember to wear tennis shoes on P.E. days. If permission is given, girls may remove their skirts if they are wearing shorts with no less than a 5” in-seam.
- b. Sixth – 12th grade students: They must change into P.E. uniforms purchased through the uniform company. We recommend students order/purchase shorts and shirts one size larger than they would normally wear, so that the length is not a problem (not shorter than a 5” in-seam). Students may wear their tie-dye shirts for P.E.

1. Jogging outfits will be allowed during cold days.
2. Students will not be permitted to be late for class after P.E. for changing purposes.
3. After the completion of P.E. classes, 6-12th grade students are to change back into their school uniform.

7. Appearance Standards – General

- a. Girls – Girls may wear light or moderate make-up and soft-tone nail polish (no neon, sparkles or dark colors permitted). Girls may wear modest jewelry.
- b. Boys – Earrings are not permitted. Necklaces are permitted if they do not hang lower than the student's shirt collar, and are not visible.
- c. Girls and Boys – Body piercings are not allowed. Hats with the school logo may be worn and sunglasses may only be worn during recess, P.E. and after school.
- d. Tattoos – Anyone with tattoos must have them covered during school hours or while representing CCA on field trips and outings.

8. Dress Code / Appearance Standards – Violations

- a. Grades 6 – 12: Students who are in violation of the School Dress Code or Appearance Standards will be subject to appropriate disciplinary consequences.
- b. Grades K – 5th: Dress code violations in the elementary will be administered by the class teacher through the Elementary Discipline Coordinator with approval of the Administrator and communication to the parents.

9. SUMMARY NOTE TO PARENTS:

We must have the alert help of parents to keep dress code from becoming a major issue at CCA. Even though we readily acknowledge that much of the dress code is mere institutional preference, it is not optional. Students are expected to abide by the code and parents are expected to monitor compliance before their children leave the house. We desire that enforcement begin and end at home. We are not here to be “clothes police.” It is inappropriate that other students, teachers or principals be distracted from the educational process because someone failed to fulfill his or her commitment to follow the code. Final resolution of any disagreements regarding what is or is not appropriate according to the code rests with the school. The intent of the standard is to present a school business atmosphere. For this reason, students are not allowed to change to/from school uniform immediately before/after school. The standards are not meant

to be divisive or to dictate pseudo-righteousness. The school does not impose dress standards for students outside of school; rather the school recognizes parental authority and depends on parents to support the dress code by checking their children before school each 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, any student 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 a class should report to the school office to get a pass to go to class.
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 may not pass the grade or course. ***
5. **If a student in graded K5-5th 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. *

*** 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
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

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) or Upper School study hall (free of charge). Failure to follow study hall rules will result in students being signed into After Care prior to the end of study hall.

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 tardy.

1. All students who are tardy will need to get a pass from the school office 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 five 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 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 fifth 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

Go to school website (www.ccacougars.net), click on "Faculty", click on the teacher you wish to contact, click on "contact" on that teacher's page, and it will automatically bring you to an email screen.

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. 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.
 - 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, . Aide

E. Promotion Policies

K5-5 th Grade	Students will be promoted upon completion of the prescribed course of study and subjective evaluation by the classroom teacher and principal.
6 th – 8 th 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.
9 th – 12 th Grades	A student will be considered a sophomore (10 th grade) when 6 high school credits have been earned including English I. A student will be considered a junior (11 th grade) when 13 high school credits have been earned including English II. A student will be considered a senior (12 th grade) when 20 high school credits have been earned including English III.

F. 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 at CCA)
Math	4 credits (Successful completion of Algebra I and Geometry required)
Science	3 credits (2 of which must have a lab component)
Social Studies	3 credits (World History-1; American History-1; American Govt.-.5; Economics-.5)
Fine Arts	1 credit (Performing Arts: Speech & Debate, Visual Arts, and Painting)
Foreign Language	2 credits (Spanish or American Sign Language)
Physical Education	1 credit
Health	.5 credit
Electives	3.5 credits (Driver Ed.; Band; 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.

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.

G. 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 end of the third marking period of the senior year.

H. 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 end of the third marking period of the senior year.

I. 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.

J. Summer School

Elementary	Summer school may be required for promotion or to strengthen math and language skills.
6 th – 8 th grades	Summer school may be required for students who fail English, math, science or social studies.
9 th – 12 th 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.

G. 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 to improve a lower grade in a subject taken previously.

G. 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.

H. 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 department 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	C = 70 – 79	F = 0 – 59
B = 80 - 89	D = 60 - 69	

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, Penmanship, Reading, Spelling)
2. No “N” in enrichment classes (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

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. Treasure Coast Autism Project (TCAP) Classes

Elementary – K5 – 5th / Upper School – 6th – 8th

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 / Bible
- 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 Administrator of request to mainstream
- Contact Principal to check enrollment of the mainstream class

- Set up accommodations (such as read aloud testing, separate testing, extra time, etc.) These must be arranged in advance through the ARC program and will be implemented by the ARC program
- Meet with mainstream teacher to make transition plans (including: curriculum may not be modified, accommodations through ARC, etc.)
- Inform Administrator of decision regarding mainstreaming

8. Grading Scale – Honors Classes (Upper School)

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

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 10,11, 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.

Example A: A student taking dual enrollment may have an open time in their schedule and may choose to take a basic, required college class that is also a required CCA class. The student will still be expected to take that class in the year offered at CCA. The highest grade achieved in that course will be included in the student's official CCA transcript.

Example B: New/Transfer students with schedule issues stemming from their previous school's academic schedule may take dual enrollment classes for those courses required by CCA but unable to be accommodated by CCA's class schedule in their entry year. These dual enrollment grades will be included in the student's official CCA transcript. In the years following, the student's schedule will be expected to conform to CCA's course offerings and follow the protocol for dual enrollment classes.

- a. 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.)
- b. Attendance at CCA in daily Bible class and at Chapel will be required and must be considered when planning dual enrollment classes and schedules.
- c. 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.
- d. 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.
- e. Grades earned in college-level courses will be weighted the same as Advanced Placement classes.
- f. 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.
- g. **The Community Christian Academy registration and tuition fees will be charged in full to each CCA student participating in dual enrollment.**

- h. 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.
- i. 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.

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 five (5) days of the beginning of each semester without penalty. Courses will not be dropped after 5 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. For further information contact www.flstudentfinancialaid.org or speak with Mrs. Lindahl in the Upper School office. Information about additional scholarships is available at www.collegeboard.com.

14. How to Obtain an Official Transcript

Official transcripts are released by the Administrative Assistant-Guidance in the Upper School Office or, in her absence, the school office at Community Christian Academy only when a signed transcript request form is submitted by the student/parent and they have met all financial obligations to the school.

- 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.
- d. Unofficial transcripts may be obtained through the Administrative Assistant-Guidance's office in the Upper School.

14. 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.

- a. 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.
- b. 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.
- c. It is the responsibility of the student to complete assigned homework and to seek additional assistance from the teacher when the need is realized.
- d. Parents should make themselves aware of assignments and the expectations of the school and the teacher through the use of the Info-Direct 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.
- e. 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.
- f. 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.
- g. When five days or fewer are missed, the student will have the same number of days he missed to make up the work. 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.

- h. 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.
- i. 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.
- j. Students are generally not permitted to miss regularly scheduled classes in order to make up work.
- k. 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 is required for each class on Monday, Tuesday, Thursday and Friday.

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..

- l. 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:
 - 1. improper heading
 - 2. sloppy writing
 - 3. careless formation of letters or numbers
 - 4. crowded work
 - 5. scratching over mistakes (unless neatly erased)
 - 6. using improper paper, pen, or pencil
 - 7. more than two misspelled words
 - 8. general carelessness

A/P Class teachers may require that assignments be typed. Grammar and formatting requirements outlined above will apply.

I. 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.

- a. All students will be required to take semester exams in grades 6 – 12 with the exception of seniors during second semester.

- b. Seniors are exempt from individual exams in classes in which they have an “A” average during second semester.
- c. 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.

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.

- d. With the exception of seniors who are exempt from specific exams, all other students should be on campus for final exam days.

J. 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.

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

1. Student Government Association

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:
- a. have been a student at CCA for at least one semester
 - b. possessed a 2.5 or better GPA at end of previous school year
 - c. exhibit a Christian testimony; and
 - d. maintain an exemplary behavior record
 - e. failure to maintain these standards during the course of the school year will result in removal from the Student Council

3. National Junior Honor Society

National Junior 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 Junior Honor Society membership requirements. Failure to participate in these required assignments will result in faculty council review as to continued membership in the National Junior Honor Society.

- a. Membership is available for students in grades seven through nine.
 1. 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 3.0.
 2. Candidates shall then be evaluated by a faculty council on the basis of Christian character, service, and leadership.
 3. Any student transferring in from another school as a member of National Junior Honor Society will in most cases immediately become a member of the CCA National Junior Honor Society. They will then be responsible to maintain the same high standards as any other CCA National Junior Honor Society member.

4. 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 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 3.0
- 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.

VIII. 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 are asked to 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

K-5 – 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.
2. When a 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)
 1. Student is sent to Elementary Discipline Coordinator
 2. Behavior Reflection Form Completed
 3. Documentation sent home for Parent Signature
 - b. Second Infraction (Elementary Principal/Lead Teacher Intervention)
 1. Parent contact and student will be removed from school

2. Appointment for Conference will be scheduled with parents, Elementary Principal/Lead Teacher, Elementary Discipline Coordinator, and Classroom Teacher
 3. Behavioral Probation and Behavioral Plan will be applied
- c. Third Infraction (Administrative Intervention)
1. Student removal from school
 2. Administrative decision on suspension/expulsion from school
 3. Zero Tolerance – Our school understands the need for a Zero Tolerance policy on certain confirmed behaviors and actions that have the potential to **Inflict bodily injury or create an unsafe environment. This also will apply to bullying when reported behaviors or actions are determined to in fact be bullying.** In order to be considered bullying, the behavior must be aggressive, unfair, and one-sided. It happens when someone continues hurting, frightening, threatening, or embarrassing another person repetitively and on purpose.

Automatic suspensions will be given for these types of infractions. Administration will take into consideration age and the developmental level of students when making this determination.

UPPER SCHOOL DISCIPLINE POLICIES (GRADES 6 – 12)

1. R.O.A.R. (Respect, Outstanding Character, Always Spiritual, and Responsible) A Positive Behavior Incentive Program

Community Christian Academy has implemented an upper school-wide positive behavior incentive program, based loosely on a system used throughout the country and developed by the University of South Florida. The goal of the program is to increase academic performance, increase safety, decrease problem behavior, and establish a positive school culture.

Throughout the days, weeks, months and year our students will learn more about the expectations we as a community have of them. The process includes establishing school-wide expectations, teaching rules associated with those expectations in all common environments, and providing effective early interventions for misconduct.

At CCA, we have adopted the R.O.A.R. acronym to outline the positive behaviors that will support a positive and safe learning environment for our students. There will be classroom discussions, positive behavior modeling by other students, teachers and staff and many opportunities to show their amazing good character. You will see posters around campus to highlight the behaviors we want our students to replicate. In addition, students will receive “R.O.A.R.” tickets as a reward for R.O.A.R.ing with Respect, Outstanding Character, Always Spiritual, and Responsible. R.O.A.R. tickets can be used to “purchase” special events such as ice cream day, movie and popcorn days, items from the R.O.A.R. store and much more

We encourage you to get involved with your student as they R.O.A.R. through the school year. If you have any questions or comments or would like to know how you

can help please call either the Administrative Assistant-Guidance office (ext. 2601) or school office.

2. 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.

3. 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.

4. 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.

1. 1st Step: RESTATING EXPECTATIONS – Teacher Verbal Warning

In the event that a student commits a minor offense during class, the teacher will re-state the appropriate expectation to the student. The teacher will document in her class discipline file that a verbal warning was given, date, infraction, etc.

Minor offenses include, but are not limited to: general disruption, excessive talking, sleeping in class, etc. This warning allows the student to make the necessary corrections without impeding his/her learning time as well as allows the teacher to begin a record of the infraction should it become an habitual offense.

2. 2nd Step: SECONDARY REMINDER – Written Communications

If the behavior continues after the expectation has been restated, the teacher will send a letter or email to the parents explaining in detail the misconduct and the desired behavior. This gives the parent an opportunity to help the student correct the behavior and allows the teacher to open communication in an instance when the behavior continues. The teacher will document this step in her classroom discipline file.

3. 3rd Step: PHONE CALL – Verbal Communication with Parents

In the event that the behavior continues past the verbal warning and the secondary reminder (written communication), the teacher will call the student's parents to discuss the misconduct and the changes that need to be made. This allows the parents and the teacher to open communication further to help ensure their child is getting the redirection they need.

4. 4th Step: DETENTION SERVED WITH THE TEACHER (no fee)

If the first three steps still have not corrected the unwanted behavior, the teacher will assign a teacher's detention. This detention can be served during lunch or after school and is at the teacher's discretion.

5. 5th Step: OFFICE REFERRAL (Discipline Coordinator)

If the student has not corrected the behavior via the first four steps he/she will be issued an office referral. This referral will be written by the teacher and will state the details of the first four steps, including dates, details, etc. The Discipline Coordinator will use this information to determine the consequences necessary.

5. Major Offenses / Habitual Minor Offenses

The following are considered to be student discipline infractions, both minor and major. It is impossible to foresee every action a student may do, so there may be some violations that are not listed. This does not, however, allow the student to be excluded from consequences pertaining to that action.

Chapel Misbehavior
Cheating / Plagiarism
Cursing / Obscene Jokes / Language / Notes
Damaging / Defacing School Property
Gross Disrespect
Dress Code Violations

Drinking / Drugs
Fighting
Online Bullying / Inappropriate Social Media usage
Skipping Class / Out of Lunch Area / Not in AfterCare
Unexcused Tardiness
Unauthorized Use of Cell Phone / Electronic Devices
Misconduct on a School Trip
Unprepared for Class
Inappropriate Affection (PDA)
Forging Parent / Teacher Signature
Threats of Violence
Classroom Disruptions
Failure to Report to Detention
Insubordination / Open Defiance
Possession of Contraband Material
Theft
Repeated Misconduct
Harrassment / Bullying

6. Possible Disciplinary Actions

The following consequences will be used at the Administration's discretion:

a. Detention (Lunch, After School)

Students who receive office referrals are subject to after-school detention. Detention is to be served either during the student's lunch hour or after school from 3:15 – 4PM on the assigned day at the convenience of the school's schedule. Morning announcements will include information about location and detention monitor. Students who are assigned after school detention will not be permitted to participate in any school activities during the assigned time. Students are to bring school work to detention. After School detentions require a \$10 dollar fee to be paid at the time of administration. Any student who fails to attend detention will be immediately issued a Saturday School or OSS.

b. Saturday School

Any student that receives three detentions in a nine-week grading period will serve a 1 day Saturday School. Saturday School may also be issued for major offenses or habitual minor offenses at the discretion of the discipline Coordinator and/or the Administrative Director. Saturday School is served from 8-11AM. Saturday School requires a \$30 dollar fee to be paid at the time of administration.

c. Suspension

Suspension from school is a result of repeated minor misconduct or a violation of a major school policy. Suspensions range from one day to two weeks. All work missed must be turned in at the time the student returns to the classroom or they will receive a failing grade.

1. A student may receive an indefinite suspension in the event of an issue that requires additional investigation, but warrants the student being removed from campus while the investigation is conducted.
2. A student who receives a suspension is separated from the school community entirely and is not permitted to be on campus or attend any school-related activities including athletics. A letter of suspension will go in the student's file.

d. Mandatory Counseling

In certain situations, a student may not be allowed to return to school until they, and/or their parent or guardian have sought professional counseling or completed a psychological evaluation. These situations include, but are not limited to: threats of violence, extreme bullying, or sexual immorality. Community Christian recommends counselors. <http://www.sfacconline.org>

e. Disciplinary Probation

1. Disciplinary Probation results from an accumulation of disciplinary referrals, a single instance of significant misbehavior, and/or patterns of maladaptive behavior. The status of probation is determined on an individual basis. Should a student be placed on disciplinary probation, the following may be required, but are not limited to:
 - a. The student will meet with a member of the Student Development Department and/or Counselor on a regular basis
 - b. Parents may be required to meet with school administration
 - c. If the pattern of maladaptive behavior does not improve, a student may be expelled or an invitation back for the following school year may not be extended
2. As with the Academic Probation, this is a period of time (usually the first 9 week marking period of the new school year or upon the arrival of a new student to our campus) in which the administration closely monitors the behavior of the student on campus.
 - a. In the case of a returning student, a letter is sent to the parents expressing the administration's reasons for concern in this area and stating the student's placement on this probationary status.
 - b. In the case of a newly accepted student, the concerns revealed during the interview process would be discussed and determination for placement on probationary status would be confirmed at that time. The acceptance procedure of a student with prior behavioral issues would be initiated by the Administrator and would require confirmation by the Community Christian Academy School Board before enrollment would be approved.

7. Expulsion

Community Christian Academy's disciplinary measures are structured to give the students the opportunity to reflect on their actions and then demonstrate a desire to remain at Community Christian Academy by changing behavior. If these means fail, the student will no longer be allowed to remain a student at CCA.

IX. EXTRA-CURRICULAR ACTIVITIES – GENERAL

A. Student Eligibility Requirements for Extra-Curricular Events

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

A. 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.

B. Competitive Athletics

<u>Boys Events</u>		<u>Girls Events</u>	
Basketball (5-12)	Soccer (4-8)	Basketball (5-12)	Track (6-12)
Baseball (6-12)	Track (6-12)	Cheerleading (K-12)	Golf (6-12)
Cross Country (6-12)	Golf (6-12)	Cross Country (6-12)	Archery (PE)
Flag Football (6-8)		Volleyball (5-12)	Flag Football (6-8)

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 constitutes 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. General Eligibility Statement - Sports

Since there may be circumstances concerning a student’s eligibility (Specific FHSAA requirements) which are not covered by the stipulations listed below, the CCA Administration will make the final decision concerning eligibility.

E. Limitation on Seasonal Sports Participation

Students eligible to participate in athletics will be limited to participating in one sport per season unless permission is granted from the Athletic Director and Administrator.

F. 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. The fee for attending the Academic Study Hall is incorporated into this Sport Participation Fee and covers attendance at this Study Hall on days of practice or games.

G. Student Physical Requirements for Athletics

No student may participate in a practice or scheduled game or event unless he/she has submitted physical exam forms (FHSAA Consent and Release From Liability Certificate – EL3 and FHSAA Pre-participation Physical Evaluation – EL2) from his/her physician.

H. 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). FHSAA rules state no student with a GPA below 2.0 at the end of a semester can participate in a sport during the following semester.
 - b. not have any failing grades each nine week period, (Note: Those in A/P classes with a course grade of “D” will be considered as having a failing grade.)
 - 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.

This will apply to Elementary and Upper School students who compete on any team other than a team regulated by FHSAA rules.

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.

I. 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. The athletic activity fee covers Academic Study Hall/After Care fees that would generally be incurred on days when games or practices require these services.

J. 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, he will generally 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. The excuse "I was too tired" DOES NOT constitute an excused absence.
4. If a student is suspended from school for any reason, he will be ineligible for any game on that calendar day.

K. 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.

L. 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.

X. 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: Preschool/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 have every family with a student in grades Kindergarten – 12th grade be able 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.

- a. Parents are required to keep track of their hours and log them into the volunteer log book which is kept in the school office. You may call the school office and the hours will be logged in for you.
- b. The Cougar P.A.W.S.' requirement is 10 hours per child per year, not to exceed 30 hours per year.
- c. It is the policy of the school that parents will not be assigned to their own student's classroom.
- d. Per the CCA School Board, volunteer hours will not be equated to tuition payments unless so authorized by the School Board.

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.

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.

