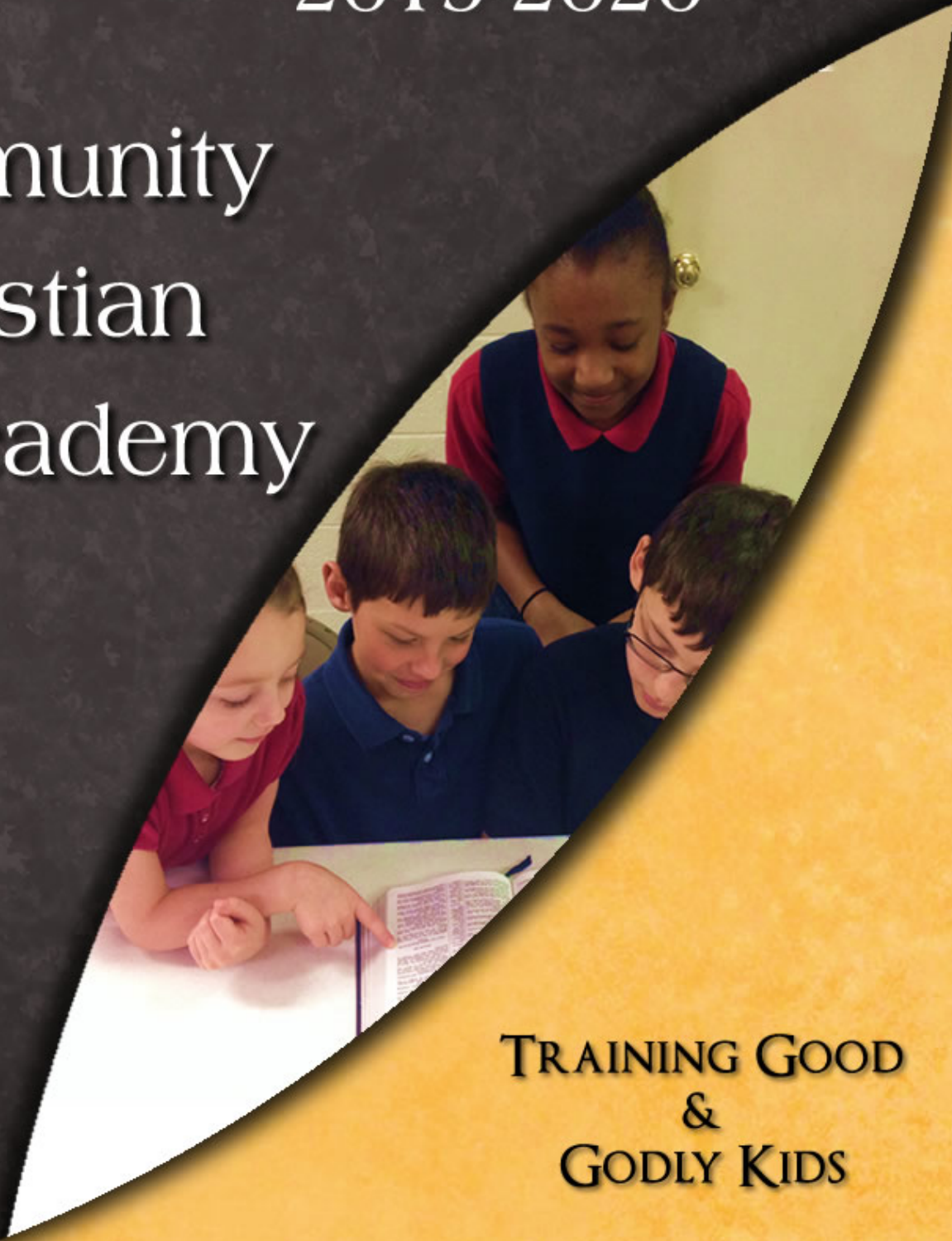




HAND BOOK

2019-2020

Community
Christian
Academy



TRAINING GOOD
&
GODLY KIDS

Community Christian Academy

3679 Steam Mill Rd. • Columbus, GA 31906

(706)221-7352

e-mail: Office@CCAofColumbus.com

website: www.CCAofColumbus.com

Dear Parents and Students,

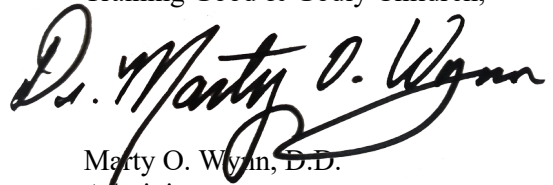
Thank you for selecting Community Christian Academy (CCA) as your partner in education. Community offers both a quality education and a biblical education. A quality education will benefit the student for years to come.

We are very grateful for your desire to be a part of the CCA family. You will find that our faculty and staff are dedicated and willing to help each student. CCA deems itself as a partner in assisting the parents in the proper education of their child, and we appreciate your confidence.

The goal of CCA is to provide a quality academic education with an emphasis on spiritual truths. CCA is not a religious school, but it is a Christian school. We ask that the families and students representing our school maintain a Godly testimony at school, at home, and in the community. The achievement of this goal will require cooperation between the school personnel, parents and students. It will also require a lot of hard work with dedication and discipline. The high standards and visionary leadership of CCA will insure continued excellence for each year the student is enrolled.

It is our desire that the information contained in this handbook will be helpful to you, and answer any questions you may have. If, after reading this handbook, there are still questions, please feel free to contact our school office any time.

Training Good & Godly Children,



Marty O. Wynn, D.D.
Administrator

Policy Handbook
2019-2020
Community Christian Academy
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Parent & Student Handbook

Doctrinal Statement

(Summarized)

The Bible - We believe the Bible, consisting of sixty-six books of the Old and New Testaments, is the verbally inspired, infallible, inerrant Word of God. The Bible is God-breathed (II Tim. 3:16), and is to be the final authority in all matters of faith and practice. We further believe that God has preserved His Word through the manuscripts of the Textus Receptus and Maseoretic texts. For English-speaking people, these texts are reflected in the King James Version (KJV). Therefore, the King James Version of the Bible shall be the official and only translation used by this church and its ministries (II Tim. 3:16-17; II Pet. 1:20-21).

The Godhead - We believe in God the Father, God the Son, and God the Holy Spirit eternally existing as three persons, and yet are still One. These are co-eternal in being, co-identical in nature, co-equal in power and glory, and have the same attributes and perfections (Gen. 1:26; Deut. 6:4; Isa 6:3).

The Person and Work of Jesus Christ - We believe that the Lord Jesus, the eternal and only begotten Son of God, having been conceived by the Holy Spirit and born of a virgin, became man, without ceasing to be God (Phil. 2:5-8). Jesus Christ is full deity because He is God, and He became fully human as a man. He did this in order that He might reveal God in His righteousness, and redeem man in his sinfulness (John 1:1; 14:9; Isa. 7:14; I John 4:14).

Salvation - We believe all men are sinners (Rom. 3:10,23) and in need of the saving work provided by Jesus on the cross. This salvation is a free gift from God (Rom. 6:23) to all who will believe and receive (Rom. 10:9-13; John 1:12). Salvation is by grace alone, plus nothing and minus nothing. The conditions to salvation are repentance and faith (John 3:16; Eph. 2:8-9; Gal. 2:16).

The Church - We believe the Church is the body and bride of Christ (Col. 1:18; Eph. 5:25-29). This body is a spiritual organism that is made up of born-again, baptized believers (Acts 2:47; I Cor. 12:13).

Satan - We believe Satan is a real personality, the author of sin, and the direct cause of the fall; that he is the open and declared enemy of God and man; and that he will be eternally punished along with the fallen angels in the Lake of Fire (Gen. 3:1; Matt. 25:41; Rev. 20:2,10).

Eternity - We believe in the everlasting conscious blessedness of the saved in a literal heaven (Rev. 21-22), and the everlasting conscious punishment of the lost in a literal hell (Rev. 19:11-15).

Separation - We believe all Christians should live in a manner that does not bring reproach upon the Lord's name, and that separation from religious apostasy and sinful practices is commanded by God (Rom. 12:1-2; II Cor. 6:17; Rom. 16:17; I John 2:15-17).

Missions - We believe it is the obligation of the saved to witness by life and by word the Good News of the Gospel of Jesus Christ (Matt. 5:16; 28:19-20; Mk. 16:15; John 15:16).

This obligation is to be carried out by reaching lost people, both at home and around the world. We further believe that maintaining close contact and relationships with "on the field" missionaries are vital to maintaining reality in our vision. Therefore, we believe in the New Testament practice of the church supporting individual missionaries with whom we can maintain a prayerful, supporting relationship. We believe that missionaries are to be sent out by the local churches and are responsible to those local churches (Acts 13:2-3).

Creation - We believe God created the universe in six literal, 24-hour periods. We reject evolution, the Gap Theory, the Day-Age Theory, and Theistic Evolution as unscriptural theories of the origin of the universe, earth and mankind (Genesis 1-2; Ex. 20:11).

Human Sexuality - We believe that God has commanded that no sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery and pornography are sinful perversions of God's gift of sex (Gen. 2:24; 19:5,13; 26:8-9; Lev. 18:1-30; Rom. 1:26-29; I Cor. 5:1; 6:9; I Thess. 4:1-8; Heb. 13:4).

We further believe that God created people as "*male and female*" (Gen. 1:27), and any attempt to remove the distinction of the genders is unbiblical. Therefore, all forms of transsexuality and transgenderism are man's sinful rebellion against the plan and purpose of God.

We believe that the only legitimate marriage is the joining of a man and a woman (Gen. 2:24; Rom. 7:2; I Cor. 7:10; Eph. 5:22-23).

No church official, elder, or pastor shall perform any wedding ceremony for anyone who does not conform to the above statement, and has not been an current active member of this church for the previous six months. No church property shall be used for any wedding ceremony that does not meet this qualification.

We believe that men and women are spiritually equal in position before God but that God has ordained distinct and separate spiritual functions for men and women in the home and the church. The husband is to be the leader of the home, and men are to be the leaders (elders and deacons) of the church. Accordingly, only men are eligible for licensure and ordination by the church as either elders or deacons (Gal. 3:28; Col. 3:18; I Tim. 2:8-15; 3:4-5, 12).

Abortion - We believe that human life begins at conception and that the unborn child is a living human being. Abortion constitutes the unjustified, unexcused taking of unborn human life. Abortion is murder. We reject any teaching that abortion of pregnancies due to rape, incest, birth defects, gender selection, birth or population control, or the mental well-being of the mother are acceptable (Job 3:16; Psalms 51:5; 139:14-16; Isa. 44:24; 29:1,5; Jer. 1:5; 20:15-18; Luke 1:44).

Bible

Only the King James Version will be used for all schoolwork and/or activities of Community Christian Academy. It should be noted that the *New King James Version* is not the same as the *King James Version*.

Purpose

The purpose of Community Christian Academy is to provide a quality education for each student, to assist parents in the developing of a Christian home, and to produce students that follow the call of God in areas of ministry. The school's highest priority is to provide quality academics that are based upon spiritual training. It is vital that a child be taught the Bible and the claims of Christ on the life of each individual. Conformity to Christ's image (Romans 8:29) is the ultimate goal of education and training. Proper Christian character and a right view of life begins with a proper relationship to God through Jesus Christ, and a view of life based upon the Word of God. It is our desire that each child come to the place where they receive Jesus Christ as his/her personal Savior, and grow into His likeness.

Community Christian Academy seeks to educate and train young people in becoming Godly witnesses in their homes, communities, and the world. This Godly witness includes being a good citizen, with proper respect for authority and government (Romans 13:1-2).

Admission Age Requirements

Kindergarten: The Kindergarten program is offered for any child who has reached his/her fourth birthday for K-4, or fifth birthday for K-5, by September 1. The student will be tested. All admission's requirements, as listed on the application form, must be met.

First Grade: The first-grade program is offered for any child who has reached his or her sixth birthday by September 1. The student will be tested to see if he/she is "ready to read." All admission's requirements, as listed on the application form, must be met.

Grades Two - Twelve: Students may be admitted to these grades by promotion from within CCA or by transfer from other schools, providing that all admission's requirements have been met.

Admissions Policies

1. K4-K5: All students must be potty-trained and able to handle their own bathroom needs.
2. Grades 1-5: Student must be teachable and obedient, as a habit. He/She must be willing to be taught to be polite and well-mannered in his/her behavior.

Church Attendance: Since CCA is a Christian school, we believe that faithfulness to a biblical church with biblical teaching is essential for proper spiritual development. Therefore, each student who desires to enroll in CCA must demonstrate a faithfulness to such church by attending at least one (1) service per week of the normal monthly services of their church. For example, if your church has Sunday morning and Wednesday evening services, then at least 6 services per month must be normally attended. A *Pastoral Recommendation Form* must be submitted at time of enrollment application.

The student must also be willing to attend the special church services of *Community Baptist Church*, when it does not conflict with the regularly scheduled services of the student's home church. Special services include revivals, Bible Conferences, and Mission Conferences.

3. Grades 6-12: Student must demonstrate a teachable attitude and have a desire to learn. The student must also display integrity and character in their work ethic.

Church Attendance: Since CCA is a Christian school, we believe that faithfulness to a biblical church with biblical teaching is essential for proper spiritual development. There each student, who desires to enroll in CCA, must demonstrate a faithfulness to such church by attending at least one (1) service per week of the normal monthly services of their church. For example, if your church has Sunday morning and Wednesday evening services, then at least 6 services per month must be normally attended. A *Pastoral Recommendation Form* must be submitted at time of enrollment application.

The students are further encouraged to be involved in some ministry of their church. We believe that a high school student should be of the maturity level to be involved in serving. The student **must also attend** the special church services of *Community Baptist Church*, when it does not conflict with the regularly scheduled services of the student's home church. Special services include revivals, Bible Conferences, and Mission Conferences.

4. Parents must understand that *CCA* is a Baptist ministry and will teach the tenets of its faith.
5. Parents must agree not to propagate, among other students, any doctrines, standards, or attitudes that are contrary to those practiced by *CCA* and *Community Baptist Church*.
6. Each student's family must be committed to being actively engaged in their child's education by being willing to participate in insuring that the child fulfilling their work requirements.
7. Parents must support the guidelines, code and conduct of this school at all times. To criticize the school and/or staff at home is to undermine the atmosphere of orderly learning. If a problem should arise, the parent should discuss problems with the administration, and not with others in the school or community.
8. Parent(s) must agree to attend the *Parent's Orientation Meeting* at the beginning of the school year.
9. The Administration reserves the right to make exceptions to these policies as deemed necessary, and still maintain the orderly and Godly atmosphere of the academy.

NOTE: All applicants will be reviewed by the Administration. Acceptance or rejection of all students will be based upon the attitudes of the parents and students in regard to the policies and rules of the school. The cooperation of the parents is necessary.

Admissions Process

All parents and students are to promise their support to the school in their attitude and action. Loyalty to the school's standards and policies is necessary not only in dealing with the school, but also in defending its testimony in the community.

The following steps must all be completed, in order for enrollment at *CCA* to be accepted. Each step is necessary for the next step to enrollment.

1. Parents must visit the school and secure a copy of this handbook and enrollment application forms.
2. Parents and student must read this handbook completely, and sign the *Conditions of Enrollment and Pledge of Cooperation*, located in enrollment packet. This is to be signed, dated, and turned in with the registration materials.
3. Parents must complete and return all enrollment forms to the school office, along with copies of your child's transcript, immunization records (including dates) and/or health records and birth certificate. **All immunizations records must be current and/or updated each academic year.**
4. The parent(s)/guardian(s) and the student must meet with the Administrator/Principal for an admission interview.
5. All new students, in the first through twelfth grades, must complete the diagnostics test, in order to determine his/her grade performance level. A student who transfers from another school will not be automatically placed in the same (or next) grade.

If the diagnostics test reveal that a student is not performing at the required PACE level in a majority of the core subjects, that child will be placed in his/her "performance" grade level and not at his/her

“chronological” grade level. Remedial work will be available for those who are not performing at their prescribed grade level.

Please Note: *The taking of the diagnostic test does not imply enrollment acceptance. The results of the diagnostic test are simply a factor in enrollment consideration. All criteria must be met before enrollment takes place.*

6. **All registration, student services, and book fees are to be paid upon registration.**
7. **Both parents must sign all applications, forms and documentation** (unless one parent is deceased). If this is not possible, because of a divorce situation, a copy of the legal document granting primary care to the signing parent must be submitted with application. A copy of the divorce decree must also be presented.
8. No student, who is considered transgendered, gay or lesbian, will be permitted to enroll at CCA. If any student declares such identity during the school year, that student will be immediately dismissed from enrollment at CCA. This policy is for the purpose of keeping in accordance with the established beliefs and practices of CCA and Community Baptist Church. While neither entity endorses any mistreatment of any person, based on gender identity, we do believe such practices are contrary to nature and biblical principles.
9. *Community Christian Academy (CCA)* is open to all academically qualified students whose parents desire a quality education, with a spiritual foundation, for their child.

Accreditation

All students, in grades 1 through 12, are part of a program that includes an accredited diploma upon graduation. This will provide an accredited transcript for work completed through the program and the diploma. The fee for the accredited diploma program is ONE-HUNDRED-FIFTY DOLLARS (\$150) per year, per student enrolled.

Usage Policy

The Community Christian Academy name and logo are legally protected properties of Community Baptist Church ministries. In order to avoid legal and liability issues, no one may use the CCA logo or name, or any likeness thereof, without written consent from the Administration. This includes any and all mailings, flyers, invitations, announcements, etc. Any materials that include the name and/or logo must be approved. To request approval, a sample of the proposed item must be submitted to the office no later than ten (10) business days before needed.

Notice of Non-Discriminatory Policy

Community Christian Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to the students at the academy. It does not discriminate on the basis of race, color, national and ethnic origin in the administration of its admissions policies, educational policies, and other school-administered programs. We believe that all people are created in the image of God, and that Jesus Christ died to redeem all who believe.

Withdrawals and/or Dismissals

1. A student may be withdrawn for any reason upon written notification and/or completion of the *Withdrawal* form. This documentation must be submitted to the school and must be given at least seven days prior to the intended withdrawal.
2. The administration of the school reserves the right to dismiss any student at any time. Such dismissals may occur for the following reasons:
 - a. Parents will not cooperate with the school administration.
 - b. A student's conduct, attitude, or lack of academic effort make it mandatory for the student to be dismissed.
 - c. Tuition is delinquent, and satisfactory arrangements with the administration have not been made. Any outstanding tuition will still be considered due and payable at time of dismissal.
 - d. The student accumulates one-hundred-twenty-five (125) demerits in one quarter.
 - e. The student expresses participation, association, or involvement in immorality, homosexuality, bisexuality, transgender identity, or drug use or possession, on or off campus.

The administration reserves the right to dismiss a student for any conduct that is in conflict with the stated goals, guidelines, policies, or doctrinal statement of the school.

3. If a student is withdrawn, or dismissed, after the first school day of the month, all fees for that month must be paid. If account balance is not up-to-date, at the time of withdrawal or dismissal, all grades and records will be held until the balance is paid (Note: If paid by check, it must clear the bank before records will be released). **No grades or records will be released on the same day that a student is withdrawn or dismissed.**
4. If a student is withdrawn, or dismissed, after August 30, there are no refunds of fees or tuition paid and all fees and tuition are due for the remainder of the year. (NOTE: Special circumstances, such as a military transfer, will be considered as an exemption from this policy).

Television

We realize the many good things that can come across the television screen: news, history making events, thrilling Bible messages and specials. However, the regular broadcast day is filled with glorifying sin; including immorality, immodesty, deception, lying, corruptions, adultery and more. Meanwhile, dedicated Christians are portrayed as ignorant and irresponsible people, who have gone off the deep end. Firm belief in the Bible is mocked. **Therefore, we believe it is a waste of time and effort to give a child a Christ-centered education during the day, only to fill his/her head and heart with ungodliness at home.** Parents enrolling their children in the *Community Christian Academy* should closely control the TV viewing of their children.

Curriculum

The base curriculum is the *ACE* (Accelerated Christian Education) material. *ACE* offers a unique approach to learning and education that is individualized and mastery-based. The six core subjects are: Math, English, Social Studies, Science, Literature and Creative Writing, and Word-Building. The material is Bible-based, and students are required to memorize portions of Scripture. As the child progresses through each PACE, he learns academics and Godly character building. All reading skills are taught through the use of phonics. Each student is expected to complete one grade level (i.e., twelve PACES) in each subject in each year.

What is a PACE?

Accelerated Christian Education® has taken the conventionally styled textbook and divided it into bite-sized, achievable, work-texts called PACES. Each PACE is similar to a unit in a textbook. Each level consists of 12 PACES in each subject. PACES integrate Godly character-building lessons into the academic content, and self-instructional activities are carefully designed to develop thinking skills and create mastery learning.

Students begin their PACE work by noting their goals, the concepts they will learn, a Bible verse, and a corresponding character trait. From the beginning of each PACE, they know what is expected and assume the responsibility for their own learning!

Throughout the curriculum the introduction of new vocabulary words is computer controlled so that no new vocabulary word is used without the student first learning its meaning and pronunciation. Also, these words are repeated a certain number of times to ensure mastery.

Full-color explanations and illustrations add excitement to each lesson, and innovative learning activities reinforce the interesting text material.

Each PACE contains several Checkups, which are quizzes covering a section of the PACE. If mastery in an area is not achieved, the Checkup will reveal that weak area. Students can then take the time necessary to review and learn those concepts before proceeding to the next.

Upon completion of the activities and Checkups, students prepare to take the Self Test. Here students evaluate themselves, and a supervisor/tutor determines readiness for the final PACE Test. When the Self Test is successfully completed, the student turns in the PACE and takes the PACE Test the next school morning. The PACE Test objectively measures student mastery of the material.

Since 1970, A.C.E. PACES have proven to be effective tools for goal setting and for achieving academic excellence.

Driver's Education Course

Qualified students will be permitted to complete an approved *Driver's Education Course* that is offered by CCA. Upon successful completion, the student will be given a certificate of completion for insurance and State documentation.

Foreign Language

CCA offers instruction in learning Spanish as a second language. CCA believes that a student in our modern society has a greater level of success potential when equipped with the ability of a second language. It also provides more opportunities for sharing the gospel in our multi-cultural community. Other languages will be offered in the near future.

Administration & Staff

All staff and school personnel must give testimony to personal faith in Jesus Christ. This testimony must be both verbal and visual. They must demonstrate their faith by faithful, active involvement in a local conservative Baptist church and by their daily life and example.

Administrator: The pastor of Community Baptist Church serves as administrator.

Principal: The principal is responsible for maintaining discipline and order in the Learning Center and school properties. The principal also insures the enforcement and practice of the guidelines within this handbook.

Supervisor/Teacher: Each student is assigned to an *ACE* trained supervisor. This supervisor assumes responsibility for inspiring achievement and success in each student.

Monitor: Monitors are Para-professionals who provide assistance to the supervisor/teacher.

School Hours

The school days are Monday through Friday and begin at 8:15 a.m. for all students. K-4 and K-5 classes end at 12:30 p.m., and grades 1-12 end at 3:00 p.m. each day. Students are not to arrive at the school prior to 8:00 a.m. or to remain beyond 3:15 p.m., unless they are under disciplinary action. (K-4 and K-5 are not to remain beyond 12:45 p.m.). Students who are left at school after 3:15 p.m. will be charged \$5.00 per quarter-hour or any part of a quarter-hour.

Community Christian Academy assumes no responsibility for any student brought to school before 8:00 a.m.

Attendance Requirements

1. The school will enforce the attendance requirements set forth by law in the state of Georgia. All students are required, by law, to attend one-hundred eighty (180), five-and-a-half (5½) hour days annually. Students, who are not in school, must be recorded absent.
2. When a student is not in school, unless he is on a school-sponsored off campus activity, that student is recorded as being absent, regardless of the reason for the absence.
3. Absences will be recorded as "excused" or "unexcused." A note will be furnished by the parent requesting that any absence be excused. If no note is given, the absence will be recorded as "unexcused." Illness, death in the family, or any other emergency situations will be considered as excused. Notes may

not be written by the student, even if signed by parent. Any student-written note will not count as excused. The principal will be the final authority concerning whether or not an absence will be recorded as “excused.”

4. Each student is permitted four excused absences each quarter. Should a student go beyond that number, a decision will be made by the administrator as to whether or not the student will be permitted to continue school. Each student will be considered individually, and all circumstances will be taken into consideration. ALL absences on Friday will be considered unexcused unless extreme emergencies exist. **All unexcused absences must be made up.**
5. Any student who is not at the beginning of opening exercises will be considered tardy. Students entering school after class has begun must remain in the foyer until after opening exercises. Each tardy will be recorded in the office. Students may be asked to make up excessive tardy time during breaks, lunch, or privilege trips. **Four unexcused tardies will equal one absence.**
6. Early check-outs count the same as a “tardy,” unless an appropriate medical excuse is provided.

NOTE: The curriculum at CCA is mastery-based. Therefore, passing to the next grade will depend on the work being satisfactorily completed, as well as the number of days in school.

Lunch and Breaks

1. K4 & K5: Lunch will be from 12:00pm until 12:30pm
2. Grades 1-5: Lunch will be from 12:00pm until 12:30pm
3. Grades 6-12: Lunch will be from 12:30pm until 1:00pm
4. The school does not provide a hot meal. **Students should provide their own lunch each day.** They must also bring their own eating utensils and condiments, and clean up after themselves. Parents are invited to bring a lunch and eat with their child when they so desire.

Lunch Safety: No food items are permitted in the Learning Center or Student Offices. The lunches are kept secure on a table in the provided area.

5. Microwave ovens are available for the purpose of heating lunch items, as needed. Also, a refrigerator is provided for small items and drinks that should be kept cold. All items are to be removed from the refrigerator on a daily basis. CCA reserves the right to discard any food items and drinks left in the refrigerator, lunchroom, or kitchen after each school day.
6. The school will have snacks and soft drinks available for purchase during the breaks.
7. **BREAKS:** The length of a student’s break time is based upon their achieved “privilege” level. Students receive an afternoon break only if they are not involved in a group class. If they are on “privilege” level, the breaks are as follows:

*Morning Break: 10:00am – 10:15am

*Afternoon Break: 2:00pm – 2:15pm

**break times are subject to change*

Grades

Grades are reported on a nine-week schedule. At least four Parent/Teacher conferences are scheduled as needed to keep parents informed of their children's progress. Parent involvement is an expected part of the program.

Students will be placed on academic probation at school when they have not completed sufficient PACE work. Sufficient PACE work means they earn at least one star in each subject during each three-week segment. To successfully complete a PACE, the student must achieve an 80%, or above, on the PACE Test. (Kindergarten through third grade level students must achieve a 90%, or above, on the PACE Test).

All year-end grades will be mailed to the parents **after account balances are paid-in-full**. A statement of account will be ready the next business day following graduation exercises. No records, grades, statements, etc. will be distributed the evening of graduation. When the student's account is paid, the grades will be mailed within ten (10) business days.

Achievement Test

Yearly Test: Each year the students will be issued an Achievement Test in order to validate their progress. These tests are normally taken in the early Spring. CCA normally uses the IOWA Assessments, and the CogAT tests. The administration reserves the right to use another, when deemed necessary. All students are required to take the annual achievement test. Any student who is absent during the scheduled test will be required to take the test as soon as possible, and will be charged an additional fifty-dollar (\$50) fee.

S.A.T.: At the beginning of the student's 11th and 12th grade levels, they will receive the necessary paperwork for registering for the S.A.T. test. This registration must be completed and returned to the school office, along with the required fee. Each student is encouraged to take this test for both years.

Homework

The ACE (Accelerated Christian Education) requires that the student assume responsibility for their learning. This goal is accomplished by teaching the student to set specific goals each day for each subject. Daily goals, that are not achieved, will be completed that day as homework. Any homework must be checked and scored immediately the next day, because a new day's work may not be begun until the previous day's is complete. Any student who has two successive days of incomplete goals will be required to complete all past-due work on the third day. This means that any privilege level is suspended and breaks are reduced during that day. If work is still incomplete at the end of the day, the student must remain until it is completed. This stay will be treated the same as detention time. However, we have found that, if a student follows directions and focuses on their work, they will not drop two days behind.

Homework may also be assigned by the supervisor. This will be for the purpose of providing any extra work that is required for the student to meet their grade level requirements.

Daily Jobs

In order to properly educate and train the students to be a success in life, they are expected to perform routine daily jobs. These jobs help to develop character, discipline, and a biblical work ethic (II Thess. 3:10). Such jobs include (but are not limited to) emptying the trashcans, vacuuming the floor, cleaning the bathrooms. We teach the students how to properly do the job, and also how to be sanitary and clean while performing these duties.

Contact Policy

All students are to maintain a “hands off” policy in relation to other students. The policy is as follows:

1. All students are to practice the “six-inch” rule (i.e., do not get any closer than six inches to a member of the opposite sex).
2. Young men and young ladies are not to hold hands or have any other physical contact (I Cor. 7:1). This means they are not to touch, even in “jest.”
3. No sexual comments, innuendoes, or physical contact from any student will be tolerated.
4. Violation of this contact policy will result in demerits, detention, suspension, and/or expulsion.

Programs & Meetings

Parent/Teacher Programs: At various times throughout the school year, the student body presents an Awards & Recognition program. Each student is expected to participate with willingness and diligence. Each student is required to attend the program.

One function of this program is to serve as an information forum. The program, and other such meetings, promote a good understanding between parents and/or guardians and the administration of this school. Attendance by a parent/guardian is required. The only exception to this would involve a parent’s work schedule. The academy publishes a calendar at the beginning of the school year in order that parents may plan in advance to be at these meetings.

Program Outfits: In order to present an orderly program, we require that all students have a “program outfit.” For the girls this includes a nice dress outfit and dress shoes. For the boys, this includes dress slacks, dress shirt, dress shoes and tie. The design and colors are announced at the beginning of each school year. Girls are required to have matching dresses. The dress will be selected and announced at the beginning of the year, in order for dresses to be purchased or made.

Church Meetings: At various times throughout the year, Community Baptist Church will conduct various meetings such as: Revivals, Missions Conferences, and Bible Conferences. When these meetings take place, each student is required to attend each service of the meeting, and take notes for turning in to supervisor. Any unexcused absences from these meetings will result in the issuing of four demerits per absence. If a student is not a member of Community Baptist Church, excused absences will be granted for participation in a scheduled function of that student’s church. In order to be excused, the student must submit a “*Request for Excuse*” form that is signed by his/her pastor.

Graduation: The annual graduation exercises are required attendance for all students. Both parents are also encouraged to attend, but at least one parent is required. CCA believes that students should learn to encourage one another and to support the graduates with their attendance. Graduation attendance is mandated for all students.

NOTE: A yearly school calendar will be given at the beginning of the school year. This calendar will contain most of the school's events, in order that families can plan their schedules.

Standard of Conduct

Students enrolled in the school are expected to maintain Christian standards of conduct at school, at home, and in the community (I Cor. 10:31). Our students represent the school in all they do and say, and they are expected to be good examples to others. Students are expected to refrain from, engaging in, or talking about cheating, swearing, using any tobacco, listening to rock/country/rap music, dancing, attending dances or proms, drinking alcoholic beverages, and using narcotics, or the viewing of movies that show any nakedness, in the home or the theater. Students are expected to act in a respectful and orderly manner, maintaining Christian standards of courtesy, kindness, language, morality and honesty (II Tim. 2:22).

Discipline

A well-organized and well-disciplined school setting is a requirement for the achievement of good learning. We believe in preventative, as well as corrective, discipline. This includes the issuance of merits for good behavior and accomplishments, as well as demerits for bad behavior.

Firmly believing that discipline is necessary for the welfare of the students, as well as the entire school, each teacher is given the liberty of making and enforcing Learning Center regulations in the manner he/she feels is in accordance with Christian principles and discipline (Pro. 22:6; 13:24; 22:15; Heb. 12:11).

Discipline is made for correction and punishment. All forms of discipline are administered in love and are in the best interest of the student.

1. Each student is expected to maintain a proper attitude and to complete assignments without being disruptive to others.
2. Demerits are given for minor violations of rules, which may result in detention or dismissal, depending on the number accumulated. Serious rule violations require parental intervention and assistance. These include (but are not limited to) lying, cheating, stealing, cursing, and other forms of serious, unacceptable behavior.
3. No student shall be admitted (or remain enrolled) if married, divorced, pregnant or having had a child (includes abortion).
4. Students are prohibited from carrying knives or weapons of any type. (Federal law mandates that CCA is legally obligated to contact authorities immediately, if student is found in possession of a weapon).
5. The school maintains a "Zero Drug Tolerance" program in place for the protection of our students and preservation of the school atmosphere.
6. The school maintains the right to search any student at any time or to search a student's book bag, desk/office, locker, automobile, or any item brought on the school premises.
7. Contraband items will be confiscated and retained until the end of the school year. Contraband items include (but are not limited to) items such as any electronic music player (i.e., iPod, MP3 player, etc), or other hand-held games, and toys. Some of these items may be permitted on special days when planned and announced by the school.

10. **Gripping & Arguing is not tolerated!** Therefore, a student must at all times conduct himself in a manner becoming a lady or gentleman. If your child does come home complaining about a policy or a discipline, please follow this procedure:

- a. Give the staff the benefit of the doubt.
- b. Realize that your child's reporting is emotionally biased and may not include all the pertinent information.
- c. Realize that the school has reasons for all rules, and they are enforced without partiality.
- d. Support the administration and call the school for all the facts.

NOTE: *Enrollment and attendance at Community Christian Academy is a privilege and not a right. All students are admitted on probationary basis for the first six weeks of their schooling. This is in effect every year the student is enrolled. The school reserves the right to dismiss any student who does not cooperate with the educational process, or whose attitudes and actions are not in harmony with the spiritual atmosphere nurtured here.*

Disciplinary Methods

A variety of disciplinary methods, which provide both positive and negative incentives, shall be utilized.

Corporal Punishment

Corporal punishment is a part of the disciplinary process at CCA. However, school staff members will not administer corporal discipline (spanking). If such is needed, the parent(s) will be informed of the seriousness of the offence, and parents will be asked to come to the school and administer the spanking within one (1) hour of being notified. A school staff member must be present as a witness at all spankings given on school grounds. We believe that, properly administered, corporal punishment is a loving and effective means of correcting unacceptable behavior (Proverbs 3:12; 13:24; 29:15). When corporal punishment is required, the child will be sent to the office and an appropriate room will be designated for the parent, the child, and a witness.

Positive Incentives

1. **MERITS:** Merits are earned for a variety of accomplishments and behaviors that the staff wishes to reward. These are redeemed at "merit sales" where students may purchase a variety of items using their merits as payment. Or, they may be redeemed for various other privileges, or opportunities. Parents may be invited to assist in providing items for these sales.
2. **OTHER INCENTIVES:** A variety of other incentives are used such as praise, trophies, ribbons, membership in the "One Thousand Club," field trips, time off, Congratulations Slips, etc..

Field Trips : Students who meet the minimum requirements for each week have the privilege of attending a field trip. These trips will be taken approximately every three weeks on Friday afternoon. They will leave at lunchtime and return in time for the ending bell.

Honor Roll Trips: On a designated day during each quarter, students whose average for the previous quarter is 88% to 93% (A/B Honor Roll), or 94% or above ("A" Honor Roll) are taken on a special outing. This trip is an incentive for students to diligently apply themselves, and those who achieved "A" Honor Roll go for FREE! Those on "A/B" Honor Roll go for a small fee.

Separate Trips: At times, we will conduct separate field, or Honor Roll, trips for the elementary and high school students.

NOTICE: Due to the increased cost of fuel, it has become necessary for CCA to add a Fuel Fee per student to all trips. This will help to keep tuition cost down and will not be a burden on any family. Thank you for your cooperation and understanding.

Awards : Awards of different sorts highlight the recognition given to students. A partial list of these awards are:

- Highest PACE Average
- Clean Office Award
- Scripture Memorization
- Honor Roll
- *and more...*
- Most PACEs Completed
- Bible Reading Award
- Perfect Attendance
- 100's Awards

Negative Incentives

1. DEMERITS: Demerits are given daily, as earned, to correct unacceptable acts or behavior as follows:
(*Demerits do not carry over to the next day*)

ONE demerit for:

- Unexcused Tardiness
- Turning around in office
- Making a disturbance
- Running in learning center
- Chewing gum
- Out of seat without permission
- Messy office/Locker
- Writing or passing notes
- Eating in Learning Center
- Goal card not properly posted
- Talking without permission
- Improper dress for chapel/P.E.
(1 demerit for each infraction)
- Scoring (other than previous day's homework)
- Insufficient goals (determined by teacher).
- Littering
- Gripping
- Leaving chair out of office
(i.e., not pushed in)
- Leaning back on two legs of chair
- Non-Participation in Chapel Service
- Homework slip not returned or signed
- Fail to return parental envelope signed
- Kicking or putting feet on wall under desk
- Spitting

TWO demerits for:

- Goals not set
- Unauthorized goal change
- Talking at the testing table
- Negative attitude

- Six-inch rule –No touching the opposite sex
- Name calling
- Unauthorized usage of E-Devices during school
- No King James Version Bible

THREE demerits for:

- Corrective action slip not returned/signed
- Homework incomplete (per subject)
- Getting permission from a staff member after refusal by another staff member
- Throwing dangerous objects
- Violating off limits
(i.e. student's office, teacher's desk & files, church equipment, etc.)
- Violation of Dress Code
- Loss of Goal Card

FOUR demerits for:

- Cheating
- Major scoring violations. Subsequent offense will result in repeat of PACE.
- Lying
- Fighting and/or hitting
- Filthy language such as cursing, dirty and/or off-colored jokes
- Disrespect/talking back
- Defiance
- Intentional damage to property (*Parent will be billed for damage repair/replacement*)
- Racist comments or jokes
- Violation of *Standard of Conduct* Policy.

Spitting on another person.

Pace, CD's, DVD's, or necessary materials left at home

NOTE: *If materials are brought to school by 1st break only 2 demerits are incurred.*

NOTE: A repeat offense of any of the four-demerit list will result in being sent to Principal's office and possible suspension or dismissal from school.

Detention

Demerits are earned when the student breaks a rule or disturbs the atmosphere of the school. Three or more demerits in one day result in detention time (after school) as follows:

- 3 demerits = 15 minutes detention
- 4 demerits = 20 minutes detention
- 5 demerits = 25 minutes detention
- 6 demerits = 35 minutes detention
- 7 demerits = 45 minutes detention
- 8 or more demerits = **Parents will be immediately called.** Parent will be informed of the offenses, and that the student will receive sixty (60) minutes of detention (with no free detention time) at a cost of \$40 per hour, or any portion of an hour.

Any accumulation of more than forty-five (45) minutes detention, from Friday until Thursday, will result in forfeiture of any Friday privileges.

When a student receives detention, a “Corrective Action Notice” is sent home with the student and is to be signed by the parents. The next day, the slip is returned and detention time is served. Students are permitted thirty-minutes per week of detention time. Any time over the allowed amount, will be billed at \$10 per quarter-hour, or any part of a quarter-hour. Detention fees are due and payable on the day detention is served. All detention fees will be placed into the “Detention Fund” and used for school purposes.

Detention fees: Any student who accumulates \$20 in unpaid fees will **not** be allowed to return to school until the fees are paid.

Attention Parents: If your child receives detention time, you must still pick up any other children at the regularly scheduled times. Students not picked up, will be billed accordingly.

Accumulated Demerits

Students who accumulate excess demerits will be disciplined according to the following scale:

- 50 demerits in one quarter will result in immediate forfeiting of privilege level for the next two weeks, and the student will serve three days of “In-School Suspension.”
- 70 demerits in one quarter will result in the forfeiting of any *Honor Roll Trip* (if qualified), and forfeiting of privilege level for the next three weeks, and the student will serve three days of “In-School Suspension.”
- 125 demerits in one quarter will result in automatic dismissal from school.

In-School Suspension

The in-school suspension program will be a deterrent to misbehavior by operating without apology as a non-negotiable discipline. Enrollment in the academy implies full agreement with this program and its application to students in management of behavior. Please understand that no student is “given” suspension. Rather, it is something the student has “earned” by their own choices. A student makes a behavioral choice when a school rule or policy is violated. Character training, accountability, and fairness to all students demands a quick, non-negotiable punishment.

The in-school suspension operates on a daily basis. When a student earns and receives the suspension, the following will apply for the duration of the in-school suspension:

1. Student loses any previously earned privilege level, and any level for next two weeks.
2. Student may not speak to anyone but the teachers and staff (before, during, or after school), while on school property.
3. Student receives only fifteen-minutes for lunch.
4. Student loses break-time privileges.
5. Student loses privilege to go on field or Honor-Roll trips, if scheduled on that day.
6. Student has five (5) points deducted from any test taken on that day.
7. Student will sit at the “Detention” desk.

Other Corrective Action Measures

Administration and staff are not limited to the above list of offenses. Any unbiblical conduct is subject to correction in a manner that is appropriate. When a student receives eight or more demerits in one day, the student’s parents will be notified. Subsequent violations of eight or more demerits will result in in-school suspension, in addition to one-hour detention or corporeal punishment. The above also applies if the student accumulates twenty-five or more demerits in one week. Demerits in excess of twenty-five in one week, or seventy in one quarter, will result with a meeting with parent(s), and may result in expulsion from the school.

Notice of Teacher Support

The administration of CCA places much confidence in the judgment and ability of a godly, spirit-filled teacher. All parents and students should understand that the Administration will support the teachers in matters of discipline. Any parent or student with a legitimate complaint about a disciplinary procedure or method should talk to the teacher first, before contacting the principal or pastor. It is understood that the pastor or principal will have no comment on a matter until the teacher has been contacted.

NOTICE: Any threat toward any teacher or student, either implied or expressed, will result in immediate dismissal from the academy. This includes any alleged “jokes.” The welfare of our teachers and students is a priority, and is taken very seriously.

Visiting Classrooms & Conferences

Parents who desire to visit the Learning Center are welcome to come by. However, you **must enter through the school office.** Please do not go directly to the Learning Center. In order to preserve an orderly environment, we ask that parents do not interrupt the teacher. Parent/Teacher conferences must be arranged ahead of time by calling the school office.

Fund Raising

There are times when the school will engage in raising funds for operations and equipment. In order to insure student participation, the parents will be notified of each fundraiser. There will be a maximum of two fundraisers throughout the year. All students are expected to participate in each fund-raising event. If there is a problem with your child participating, please meet with the principal and discuss the circumstances.

By the reading and signing of the *Handbook Agreement Statement*, the parent/guardian and student is agreeing to full participation of all CCA sponsored fundraisers. If no participation or effort is given toward a fundraiser, then \$100 will be added to the student’s financial account in order to cover the student’s participatory portion of the fundraiser. The \$100 will be due on the next billing cycle on the account.

Health & Medications

All students, who must take medication, must allow the supervisor/teacher to keep the medication. All prescription medications must be in an original prescription bottle. Shelf medications must be in an original container. Written instructions for administering must be kept with medication. All medication that the student is currently taking must be listed on the *Student Health Form* in the Enrollment Packet.

Head lice, though not a disease is contagious. We maintain a “nit free” policy. For this reason, any student diagnosed as having lice will not be permitted in the classroom until it is remedied.

Students will be allowed to miss Physical Education (i.e., P.E.) activities, for a limited time, only with a note of explanation. A note from your doctor may be required, if the exception will be longer than one week.

Communicable Diseases

Community Christian Academy desires to maintain a healthful 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 by a susceptible host or infected person, or animal to person. A staff member who reasonably suspects that a student or employee has a communicable disease shall immediately notify the school administrator.

Students with communicable diseases may not attend school until they have been given clearance by a medical doctor to return. Any student or employee with a communicable disease for which immunization is required by law or is available will be temporarily excluded from school while ill and during recognized periods of communicability. Students and employees with communicable diseases for which immunization is not available will be excluded from school while ill. If the nature of the disease and circumstances warrant, CCA may require an independent physician’s examination of the student or employee to verify the diagnosis of communicable disease. Community Christian Academy reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable disease within the school. No staff member will be allowed to administer any medicines without parental consent in writing.

This school will maintain a responsible position on matters of serious illness that affects students, families, and the community. It is the policy of this school that accurate information will be maintained and provided in reference to diseases such as AIDS and HIV-positive cases (including causes, effects, and prevention). Staff members will receive information concerning the proper methods for handling body fluids to which they might be exposed.

Illness

No student that has a fever, or is vomiting, will be allowed in school that day. They should remain at home and be cared for by the parent.

Parents will be notified when a student becomes ill or injured and/or when it is determined that the student needs to go home. Because first aid facilities are limited, parents are asked to come promptly when notified. If it is not possible for a parent to come and pick the sick or injured student up, they may give permission for another responsible adult by doing the following: (1) The parent must notify the school by calling the office. (2) The parent must send a written and signed note of permission with the adult who is authorized to pick the student up (unless the adult is already on the “pick up” list in the student’s file). **Without meeting these qualifications, no child will be permitted to leave the school grounds with anyone other than authorized on the “pick up” list in the student’s file.**

Family Information

Parents are required to furnish the school office with a “pick up” list. This list should contain the names and telephone numbers for all persons permitted to pick up their children. Since no student will be allowed to leave with a minor-age driver, only adults should be on the “pick up” list. If there are individuals who are not allowed to pick up children, under any circumstances, it is the obligation of the parent to put this information on the “pick up” list. Please update the “pick up” list when changes occur.

This notification should be written or typed in a legible manner, separate from the student’s application, signed by both parents, and returned to the school office. The staff reserves the right to ask for a picture ID of any person picking up the student.

If changes occur in address or phone numbers, please notify the school office so our records may be updated. This is vital for being able to contact the parent in case of emergency.

Sign-Out

When it is necessary for a student to be signed-out during normal school hours, it is required that the parent/guardian sign the student out on the approved *Sign-Out/In* log. No student is permitted to leave the CCA campus during school hours without being properly signed out. This policy is for the protection of all students and to fulfill legal requirements. If the student returns to the school on the same day, he must sign-in on the approved form.

Safety Measures

Staff members and students will give daily consideration to safe living and practice. Fire, tornado, and other emergency drills will be reviewed on a regular basis.

School closings, due to inclement weather, will generally be determined according to decisions made by the public school system for Muscogee County. If the county announces that schools will be closed due to weather conditions, please verify CCA closing by contacting the office, checking for the announcement on the *CCA Facebook* page (www.Facebook.com/CCAofColumbus), or you will be notified by phone. School news will also be posted on the school website at www.CCAofColumbus.com.

Telephone Usage

The school telephone is reserved for official school business and emergencies. Students desiring to place calls must obtain permission from a staff member before making calls. No personal or pleasure calls will be made on the school telephone.

If a parent needs to get a message to a child, they may call the school office. If the message involves a change in transportation arrangements, the parent will be asked to identify himself/herself in a manner which will provide a positive identification for the staff person receiving the call as well as to provide identification for the person who will be picking up the student. If the person to pick the student up is not on the “pick up” list, they must have a written note from the parent. Otherwise, the student will not be allowed to leave the school campus with that person.

Cell Phone & E-Device Usage

In order to maintain an orderly learning environment students may bring their e-devices to school, under the following conditions: (1) They must be turned in to the school office immediately after arriving at school. (2) The phones/e-devices will be returned to the student as they are leaving the school property at the end of the day. (3) No phone calls or texts may be made while on school property without administrative permission. (4) No web surfing or other data access is permitted while on school property unless authorized by teacher. (5) No music or videos are to be viewed while on school property, unless authorized by teacher. This policy serves as a legal protection for the school and its administration. The first offense for not following this policy, **the phones/e-devices confiscated from a student will be held by the school for two months**. A subsequent offense will result in confiscation of the device until the end of the school year.

Dress Code

Research has demonstrated that a correlation exists between a student's dress and his behavior. When a student dresses in a very casual manner, he tends to be more uninhibited in his behavior. Since the intensity of the teaching/learning transaction requires a seriousness of purpose, it is most conducive to learning when a student's dress reflects the classroom atmosphere.

All students are expected to use good taste and judgment in their choices of dress at all times, avoiding the constant change in fashions and the extremes in accepted dress of today. The administration reserves the right to determine what is acceptable or unacceptable in the matters of dress and appearance. Students and/or parents/guardians will be notified of inappropriate dress or appearance. If the violation is severe enough (as defined by the administration), the parent will be notified to either bring proper clothing or pick the child up from school.

Our overall dress code can be classified as "uniformity in appearance." The guiding biblical principle is the rule of being modest (I Pet. 2:9-10). It is our desire to train our students to be ladies and gentlemen. Both of these seem to be rapidly disappearing from today's society, as gender roles are being diminished, and distinctions eroded.

To aid our students in understanding modesty and properness, the following guidelines and requirements are stated (please note that these guidelines are for all on-campus and off-campus school events). We do request that parents teach their children to live a consistent testimony for God by abiding by the biblical guidelines set forth for Godly dress and character. The required school dress code is as follows:

GIRLS

1. Daily School Outfit:

SKIRT: Nice tan khaki skirt. The skirt must be no shorter than the bottom of the knee, when seated. No slits may be above the bottom of the knee. A brown belt must be worn with any outfit that has loops. No pants may be worn at anytime.

SHIRT: Navy blue collared polo shirt. No shirt may be worn under the polo shirt.

SHOES: Nice looking brown or black dress shoes or sandals must be worn with their daily outfit. However, shoes must always be neat and clean. No athletic shoes, tennis shoes or sneakers, casual sandals, work or combat boots, or any flip-flops are permissible.

APPEARANCE: Outfits must be presentable and neat in grooming. This means attention must be given to pressing the clothing to remove wrinkles.

2. Only one earring per ear. Earrings must be in the lower lobe only. No pierced jewelry will be allowed anywhere but the lower ear lobe (I Pet. 2:9-10). No tattoos or body piercing are permissible. However, if the student acquired the tattoo prior to enrollment at CCA, it should not be visible.
3. No low-cut necklines or low backs on shirts, blouses, on dresses. No cleavage may be shown. Blouses and shirts must come to the neckline in front (to the clavicle bone) and back (no lower than the bottom of the neck). This restriction includes any outfits that hang off of the shoulders, sun dresses, etc. (I Pet. 2:9-10), and no see-through material.
4. No tight-fitting shirts or skirts. While clothing does not have to be “baggy,” it should not be designed to attract attention to the form of the body.
5. No worldly logos on any apparel (i.e., worldly sayings, logos, slogans, Hollywood characters, etc.). The administration will be the final authority on deeming any writing, logos, etc. as acceptable or unacceptable (I Thess. 5:22).
6. Denim of any kind is not permissible as classroom apparel.
7. PE & Sport Activities: Must wear school provided PE uniform. Athletic shoes are to be worn for P.E. only.

NOTE: One PE Outfit is included with the Students Service fee. Replacement or additional outfits may be purchased through the office.

8. Girls are not permitted to cut their hair short. Their hair is not to resemble a man’s cut, and the length should be long enough to clearly establish her femininity (I Cor. 11:15). Hair must be neat and clean by regular washing and brushing or combing.
9. Navy blue, or white, ankle or dress socks must be worn at all times during school, unless sandals are worn. All socks must be neat and clean with no holes or runs. Solid color, footed tights are acceptable.
10. The administration reserves the right to make decisions on all issues of dress code or grooming.
11. Senior girls must have the graduation dress approved at least two weeks prior to graduation. The dress must be modest and be at least below the knee. Neither can it be off of the shoulders or low cut in the back or front.

BOYS

1. Daily School Outfit:

PANTS: Nice tan khaki pants. Pants may be straight or pleated and must have a belt. Pants with multiple, baggy pockets (i.e., cargo) are not permitted.

SHIRT: Navy blue collared polo shirt. No shirt may be worn under the polo shirt, except for a white T-Shirt, and the sleeves cannot extend beyond the sleeves of the polo shirt.

SHOES: In order for the male students to appear as gentlemen, nice looking brown or black dress shoes must be worn with their daily outfit. However, shoes must always be neat and clean. No athletic shoes, tennis shoes or sneakers, casual sandals, work or combat boots, or any flip-flops are permissible.

APPEARANCE: Outfits must be presentable and neat in grooming. This means attention must be given to pressing the clothing to remove wrinkles.

2. No “fad” styles of haircuts (bowl cuts, shaved heads, etc.). The length of the hair must not cover the collar or ears, and must be above the eyebrows (I Cor. 11:14). Hair must be neat and clean by regular washing and brushing or combing.
3. Boys must be clean-shaven at all times. No facial hair is permitted.
4. No earrings, bracelets or necklaces permitted. No tattoos or body piercing are permissible. However, if the student acquired the tattoo prior to enrollment at CCA, it cannot be visible.
5. No worldly logos on any shirts (i.e., worldly sayings, logos, slogans, Hollywood characters, etc.). The administration will be the final authority on deeming any writing, logos, etc. as acceptable or unacceptable (I Thess. 5:22).
6. Pants or shoes, with holes in them, are not permitted.
7. A brown or black leather dress belt must be worn with all pants.
8. All pants must fit properly and not be allowed to “sag” below the waistline.
9. Navy blue, or white, crew socks must be worn at all times (i.e., over the calf). Ankle socks may be worn for P.E. only.
10. Denim of any kind is not permissible.
11. PE & Sport Activities: Must wear school provided PE uniform. Athletic shoes are to be worn for P.E. only.

NOTE: One PE Outfit is included with the Students Service fee. Replacement or additional outfits may be purchased through the office.

12. The administration reserves the right to make decisions on all issues of dress code or grooming.

OFF-CAMPUS SCHOOL ACTIVITIES

The Dress Code must be adhered to at all school events and functions. Demerits will be issued for any violation, in accordance with the penalty stated previously in this handbook.

ON-CAMPUS VISITORS

All parents and/or their guest are asked to respect the school dress code when coming on campus. This helps to provide a consistent example to the students. The school is not an informal place. Please cooperate with us in setting a good example for our children.

Student Automobiles

All cars should be locked while parked at school. All students must stay out of and off vehicles from arrival time until departure. Only licensed drivers are permitted to drive automobiles to school. Student drivers may only drive with members of their immediate families unless an arrangement has been made in writing through the school office. No one will be permitted to ride with another student or parent without the written permission of a parent given directly to the school office. When necessary, driving students may check themselves out, with prior written consent from the parent.

Student Parking: All driving students are to park on the North side of the gravel parking lot. (That is the side facing the open field).

Physical Education

All students are required to participate in the Physical Education activities of the school. Exceptions may be made upon presenting a written medical reason for such exclusion. Physical Education classes are held on Monday and Thursday from 1:30 p.m. until 2:40 p.m.

Articles From Home

Due to being in a limited space, all personal items must be left at home. We do not have the desk space to accommodate photographs or other personal items. Only required school items may be placed in the student's work area.

Student Employment

All students at CCA are full-time students. To ensure that everyone receives maximum spiritual, academic, and social benefits from school activities, no student is permitted to leave campus before the normal end of the school day. If a student fails to meet academic obligations, parents may be asked to consider fewer work hours for the student. **Work does not take priority over any specially scheduled events of the school that is required for all students.** Seniors, who have finished all their requirements for graduation, may be granted special hours for attendance. Any qualifying Senior must complete and sign the *Work Release Agreement Form*, which will be provided by CCA.

School Supplies

Each student should have the following required items in their office:

K4 - Elementary School

*Standard Notebook Paper
#2 Pencils & Erasers
*Ink Pens (*Blue or Black only*)
Crayons/ Colored pencils
*Subject Notebook (*Nine*)
Bible (King James Version)
Construction Paper
Ruler
Scissors (*Blunt End*)
*Light colored High lighters (*no green*)
2 Magazine Racks

Kindergarten-2nd Grade also need:

Writing Tablet
Pencil Sharpener
Elmer's Glue Stick
Supply box
Kleenex

Junior High & High School

Standard Notebook Paper
#2 Pencils
Ink Pens (*Blue or Black only*)
Colored Pencils
Ruler
Compass
Protractor
Subject Notebook (1 for each subject)
Bible (King James Version)
All Reading Sections for PACEs on current level for each subject
Light colored High lighters (*no green*)
Scientific Calculator (Grades 6-12)
2 Magazine Racks

Absolutely no red or green pens are permitted by any students

**These items are not required for K4 & K5*

Graduation Requirements

Each high school student will be given an "Academic Projection Towards Graduation" sheet. Such sheet will be drawn up at the time of the student's entering high school or the time of enrollment. Transfer students must have already attained high school age or rank academically. This sheet will be signed by the parent/legal guardian and school staff. The sheet will be updated on a regular basis in order to provide the student and parent with a clear knowledge of graduation status.

A diploma will be awarded upon completion of ALL required work according to the academic projection sheet and the state of Georgia. This includes full participation the annual Regional Convention and other requirements as set forth by CCA. No student will be allowed to participate in the graduation exercises, or receive a diploma, who has not completed ALL graduation requirements.

No diploma will be issued to any student who has an outstanding balance. Please insure that all accounts and fees are paid no later than two weeks before graduation.

Pledges

All students are required to participate in the pledges to the American Flag, Christian Flag, Bible, and Church. These pledges are recited each morning during the opening exercises.

American Flag — *I pledge allegiance to the flag of the United States of America and to the Republic for which it stands. One nation under God, indivisible, with liberty and justice for all.*

Christian Flag — *I pledge allegiance to the Christian flag, and to the Savior for Whose kingdom it stands; one Savior, crucified, risen, and coming again with life and liberty for all who believe.*

Bible — *I pledge allegiance to the Bible, God’s Holy Word. I will make it a lamp unto my feet, and a light unto my path; I will hide its words in my heart, that I might not sin against God.*

Church — *I pledge allegiance to my Church, and to my Lord upon Whom it is built. I will love my pastor, and all the members; and will faithfully support my Church with my attendance, money, service, and prayers.*

Communication Envelope

When information is sent home for parental notification, the student will take home a “communication envelope.” The parent should read the enclosed information each week, and then sign the outside of the envelope in the appropriate place. The student is to return the envelope the next school day. Failure to return the envelope will result in demerits. Continued failure to return the envelope may result in suspension, or dismissal, from school.

Regional Convention

Each student, thirteen years or older by December 31, 2019, is **required** to compete in a student convention each spring. This is considered a part of the student’s academic training and is a requirement. The convention is a time of spiritual growth and character building in both talent and academics. There are over one-hundred categories that a student may choose to enter. The cost for the convention is in addition to the tuition and is non-refundable for any reason. **No exemptions will be granted from the Regional Convention Fee, and is due and payable by all qualified students upon registration and enrollment.** Full participation by all the students helps to qualify CCA for the accrediting standards and, therefore, we are able to maintain a reasonable tuition rate.

Solicitation Policy

In order to preserve an orderly atmosphere, no student is permitted to distribute any handbills, flyers or brochures, without first obtaining permission from the administration. The selling of any non-approved items is also expressly forbidden.

Financial Information

Payment Plan

It is the desire of Community Christian Academy to maintain the lowest possible tuition, and still be able to offer a quality education. Each year, a review of operations and expenses will be conducted. Then, by the first of May, the tuition for the upcoming year will be announced. **The total annual tuition is due upon registration and acceptance of student in enrollment at CCA. However, for financial convenience, the total tuition may be paid by using any of the following payment plans:**

1. ONE ANNUAL PAYMENT — The total annual tuition is due on August 1. (Tuition will be reduced by \$150 for using this method).
2. TWO EQUAL PAYMENTS — One half of the annual tuition payment is due on August 1, and the remaining half is due on January 2. (Tuition will be reduced by \$50 each payment for using this method).

NOTE: The payment plans above offer a discount and they must be paid by the 5th of the month in which the payment is due. If not paid by the 5th, the discount will be forfeited and the account will be converted to a monthly payment plan.

3. TEN EQUAL PAYMENTS — The first payment is due on August 1, or at the time of registration after August 1. The remaining nine months payments are due on the first of each month, September through May, and will be automatically drafted from the provided account on the first day of each month, August through May, for 10 payments.

NOTICE: All monthly payment plans will be set up for automatic drafting from a provided checking account. Monthly statements are e-mailed around the 20th of each month.

Tuition Plan

	Annual Tuition**	10-Payment Plan	4 th child & More
K4 & K5	\$2990.00*	\$299.00 per month	\$1175.00/yr
Grades 1-8	\$3190.00*	\$319.00 per month	\$1175.00/yr
Grades 9-12	\$3490.00*	\$349.00 per month	\$1175.00/yr

*Additional PACES, over the included amount of 84, will be billed to account at \$5 each.

**Due & Payable upon registration and acceptance in enrollment at CCA. (Payment plans available)

Discounts

Multiple Child Discount: The second child in each family will receive a 5% discount, and the third child will receive a 5% discount. For the fourth and subsequent children there is no tuition, but a fixed “PACE” and equipment fee will be applied (as described in the above chart). The highest tuition rate will be considered the first child enrolled.

Member Discount: Qualifying members of Community Baptist Church (Columbus, GA) will receive an additional ten-percent (10%) discount off tuition for the first child enrolled.

[Qualifying members are those members who are in good standing and fellowship with the church, and are faithful in their attendance, and financial support (i.e., tithes and offerings). Any member, who does not meet this qualification is eligible for the members discount. If, at any time during the year, a qualifying member becomes unqualified, the discount will be immediately revoked and full tuition will be due].

Additional Fees

These fees are additional to tuition and/or standard PACE bill. These fees will be billed and posted to the student's account as necessary.

1. Diagnostic Test Fee: \$55 (new students only and is non-refundable).
2. Registration Fee: \$149 for one child, or \$225 per family (*due on July 1, 2018, or at registration*)
No student is considered registered until the fee is paid.
3. Book Fee: \$200 per child (*due July 1, 2018, or at registration*)
4. Student Services Fee: \$219 per student per year (*due on July 1, 2018, or at registration*)
Includes Achievement Test, P.E. Outfit, and other services
5. Accreditation Fee (*for all students*): \$150.
6. Regional Convention Fee: \$350 per year (*Required for 7-12 Grade Levels*) is due upon registration of student. If necessary, this fee may be paid in 5 installments of \$70 each via automatic draft for the months of August through December.
7. Graduation Fee: \$425 (*Due on January 15 of the graduating year*).
—Includes Cap & Gown, Diploma and Honorarium for speaker.
8. Damage/Replacement Fees: Students will be expected to replace furniture or equipment that they break through misuse, or any intentional damage to school property. This does not include normal wear-and-tear usage. For example, if they sit improperly in their chairs and they break, the student will be expected to pay replacement cost.
9. Piano Lessons: \$35 registration fee, and \$70 per month.
Students will receive a thirty-minute private piano lesson each week, and will participate in an annual Spring recital.
10. Additional Fees as Needed By Student:
—Driver's Education Fee: \$50 per student per year.

Refunds

No refunds shall be given for registration fees, or any tuition or fees due. If a student is withdrawn, or dismissed, after the first school day of the month, all fees for that month must be paid. If your balance is not up-to-date, at the time of withdrawal or dismissal, all grades and records will be held until the balance is paid. **No grades or records will be released on the same day that a student is withdrawn or dismissed.**

If a student is withdrawn, or dismissed, after August 30, there are no refunds of fees or tuition paid and all fees and tuition are due for the remainder of the year. NOTE: Special circumstances, such as a military transfer, may be considered as an exemption from this policy, and will be determined by the Administration.

Late Charges

All payments for tuition, fees, PACES, or other charges will be due on the first (1st) day of each month. A late fee of \$49 will be added to any account with a balance due after the fifth (5th) of the month. Only one statement will be sent each month, but all late charges will be added automatically. Statements are only sent via e-mail.

If, by the last day of the month, the account is not current, the student will not be permitted to return to class on the first day of the next month. It is not the school's desire to dismiss children whose families have a genuine financial hardship, and we will make every attempt to work with the family. However, unless satisfactory arrangements are made, the student will not be permitted to return until the account is brought current.

NOTE: Any account balance, that REMAINS UNPAID FOR SIXTY (60) DAYS, will be considered delinquent and will be turned over to a collection agency and reported to the Credit Bureau unless satisfactory arrangements are made prior to the 60th day. Parent/Guardian will be responsible for all fees and collection cost, in addition to the balance due CCA.

Returned Checks

A \$49 *Return Check Fee* will be charged for each time a check is returned by your bank **for any reason**. Only two (2) returned checks may be received. Thereafter, payments must be made by cash, money order, or cashier's check.

Withholding of Report Cards & Progress Reports

Report cards and/or Progress Reports will not be released at the end of a quarter if the student's financial account is not current.

Adoption

This handbook has been approved by the CCA Administration. CCA reserves the right to amend, change, and interpret the content of this handbook at any time.

Conditions of Enrollment and Pledge of Cooperation

To the Parent(s):

Please read the following page, and sign the one
at the bottom of the
Handbook Affirmation Agreement Form

Dear Academy Parents,

As an essential part of the enrollment process, the pledge written below must be completed. It serves as a protective legal hedge for the benefit of our families and the school. In the interest of being good stewards, we must make every attempt to insulate our school against costly lawsuits and/or other forms of avoidable disruption. Please understand that we dearly value your patronage and ask that you realize our mission and purpose has not changed even though the climate around us has required that we be “wise as serpents” and, yet, “harmless as doves.”

Conditions of Enrollment and Pledge of Cooperation

1. I understand that it is a privilege, and not a right, for my child to attend Community Christian Academy (“CCA”). I further understand that all students are accepted on a probationary status. I further understand that the school reserves the right to dismiss any student who does not cooperate with any phase of the educational program and process, be it curricular or extracurricular, or whose attitudes and actions are not in harmony with the aims and ideals of CCA. I give CCA’s administration full discretion in the discipline of my child, including the issuing of demerits, detention, suspension, and expulsion from the school for conduct deemed by CCA to be improper, regardless of where the incident(s) giving rise to such discipline occurs.
2. In order to preserve the spiritual atmosphere nurtured at CCA, I understand that discipline will be more swiftly and rigorously enforced than in a government school environment or in some other private schools. I further understand there may be times where I disagree with the discipline imposed upon my child. I further understand that in the event of such disagreement, I am to request a conference with principal and/or his designee(s) of the school.
3. I understand that CCA, in the interest of nurturing its school atmosphere and spiritual goals, has a “Zero Tolerance” policy regarding possession and/or use of drugs **on or off campus**. If, in the judgment of CCA’s administration, it is determined my child(ren) should be drug tested, I agree to have my child(ren) tested, at my own expense, by an appropriate medical provider approved by CCA to conduct such drug test. If I am unwilling to permit such a drug test, or to release the results of such test to CCA, I shall withdraw my child(ren) from CCA and thereby waive all rights to any recourse and/or refunds of funds due or paid.
4. I understand and agree to the need for random, but reasonably determined investigations of student activities that may involve and include searching my child’s belongings (i.e., books, book bags, lunch box, purse, gym bag, etc.), and locker. In the case of secondary students, I also give permission for any motor vehicle in my child’s possession to be searched for stolen or other improper items. If a search of the vehicle is necessary, I understand that the school administration will inform me of the event and any results.
5. I agree to fully cooperate with CCA’s administration regarding all actions requested of me pertaining to my child’s or children’s enrollment at the school and in the enforcement of its rules and policies. I agree to uphold the aims and ideals of the school and to encourage my child(ren) to likewise abide by the aims and ideals of the school.
6. I understand that my child’s, or children’s, continued enrollment at CCA is conditioned upon my prompt and timely payment of all tuition and fees (including late fees). I further understand that in the event of withdrawal or expulsion of my child(ren) from CCA for any reason, I waive all rights to a refund of tuition and fees previously remitted and further understand that I shall remain obligated for any annual tuition and fees not yet having been paid.
7. I acknowledge receiving and reading a copy of CCA’s current handbook before execution of this application. I agree that my child’s, or children’s, enrollment at CCA is subject to all terms and conditions of the handbook that are fully incorporated herein by reference.
8. I further affirm that I have read, and agree to support the *Statement of Faith* as stated in this handbook.

The Parent and the Student must sign the *Handbook Affirmation Form* that is included in the Enrollment Packet.