



PARENT AND STUDENT HANDBOOK

Philosophy and Purpose

Calvary Chapel Christian Academy (CCCA) stands without apologizing for the Bible, and its principles are integral to our regulations. It is understood that attendance at CCCA is a privilege and not a right. Any student who does not conform to the standards and regulations of this school may forfeit this opportunity. The administration may at any time request the withdrawal of any student who, in the opinion of the administration, does not fit into the school philosophy or refuses to conform to the rules and regulations. The hope and desire of the administration is that each student will have a strong respect for the philosophies and aims of CCCA.

MISSION AND VISION

At Calvary Chapel Christian Academy, we empower children to reach their full potential by partnering with parents and the school to cultivate faith in Christ.

CCCA is a ministry of Calvary Chapel of Snowflake. We believe there is a Biblical perspective for every academic discipline. We believe that true knowledge can be gained only as each discipline is taught and learned from the perspective of the principles of God's Word, which can only be found in the Bible. Therefore, the Bible is the foundation of every Calvary Chapel Christian Academy class.

CCCA MOTTO

*"The wicked flee when no one pursues, **But the righteous are bold as a lion.**" Proverbs 28:1*

L - We will encourage students to be **lights** of the world by setting an example through our walk in faith.

For you were once darkness, but now you are light in the Lord. Walk as children of light.

Ephesians 5:8 NKJV

I - We will encourage students to find their **identity** in Christ, meeting them where they are spiritually and academically.

I will praise You, for I am fearfully and wonderfully made; Marvelous are Your works, and that my soul knows very well.

Psalms 139:14 NKJV

O - We will encourage students to be of **one heart**, learning to love each other as Christ loves us.

Now the multitude of those who believed were of one heart and one soul...

Acts 4:32 NKJV

N - We will teach the Gospel, that we are all created **new** when we turn our faith and lives over to Christ.

Therefore, if anyone is in Christ, he is a new creation

II Corinthians 5:17 NKJV

STATEMENT OF FAITH

We Believe: that there is one living and true God, eternally existing in three persons: The Father, The Son, and the Holy Spirit, equal in power and glory; that this triune God created all, upholds all, and governs all.

We Believe: that the SCRIPTURES of the Old and New Testament are the Word of God, fully inspired without error in the original manuscripts, and the infallible rule of faith and patience.

We Believe: God, The Father, an infinite, personal Spirit, perfect in holiness, wisdom, power, and love; that He concerns Himself mercifully in the affairs of men; that He hears and answers prayer; and that He saves from sin and death all who come to Him through Jesus Christ.

We Believe: in the universal CHURCH, the living spiritual body, of which Christ is the Head and all regenerated persons are members.

We Believe: in Jesus Christ, God's only begotten Son, conceived by the Holy Spirit. We believe in His virgin birth, sinless life, miracles and teachings, His substitutionary atoning death, bodily resurrection, ascension into heaven, perpetual intercession for His people, and personal, visible return to earth.

We Believe: in the Holy Spirit, who came forth from the Father and Son to convict the world of sin, righteousness, and judgment, and to regenerate, sanctify and empower for ministry all who believe in Christ; we believe the Holy Spirit indwells every believer in Jesus Christ and that He is an abiding Helper, Teacher, and Guide. We believe in the present ministry of the Holy Spirit and in the exercise of all the Biblical gifts of the Spirit.

We Believe: that all PEOPLE are sinners by nature and choice and, therefore, are under condemnation; that God regenerates by the Holy Spirit, those who repent of their sins and confess Jesus Christ as Lord; that Jesus Christ baptizes the seeking believer with the Holy Spirit and power for service.

ADMISSION

REQUIREMENTS FOR ADMISSION

SPECIFIC REQUIREMENTS FOR OUR KINDERGARTEN

All students in our kindergarten classes must be five years old by September 1st. All students in our kindergarten classes must be fully toilet-trained. "Pull-ups" or similar training pants are not allowed. Children must be completely independent in the bathroom without the help or presence of a teacher.

GENERAL ADMISSIONS PROCEDURE

Families considering enrolling their children at CCCA should follow these steps:

- Obtain an information package and tour our school.
- Complete and submit an application with the application fee of \$50.

Following the above steps:

- The principal will meet with the Administrative Board to recommend enrollment.
- The Administrative Board will make an enrollment decision. The school will send a formal communication informing the family of the decision. If the student is accepted, the family will receive information on the steps required to complete enrollment. Typically the family will be required to pay the registration fee and provide a copy of the student's birth certificate, Immunization Records or Waiver, and the previous school transcripts (as applicable) within 7 days of acceptance.

CCCA has adopted class sizes that enable the student to derive maximum benefit from his or her academic exposure. Class sizes are limited to 12 students; a waitlist will be formed once a class is at capacity. The waitlist is on a first-come, first-served basis, with preference given to siblings of current students.

STATEMENT OF NONDISCRIMINATION

CCCA admits students of any race, religion, national, or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to the students at the school. The school does not discriminate based on race, national or ethnic origin in its administration of educational policies, admissions policies, and other school-administered programs.

ATTENDANCE

To gain the most from CCCA, each student must attend school faithfully. We recognize that certain absences are unavoidable and that parents may take their children out of school when they consider it necessary. Such absences, however, do place an extra burden upon both the student and the teacher to complete missed work and may jeopardize the student's opportunity to receive credit for a given subject.

Please note: A student must be present at least half of the school day to be counted as present.

EXCUSED ABSENCES

For an absence to be excused, the **school office** must be notified within 24 hours of the absence. Whenever possible, parents are to provide a doctor's note for medical absences. Parents should make a reasonable effort to obtain any coursework assigned during the absence to prevent the student from falling behind.

CCCA asks parents to do their best to schedule trips and vacations during scheduled breaks. However, we do understand that sometimes these scheduled absences are unavoidable. CCCA asks the parent to provide at least one week's notice for scheduled absences to allow the teacher to prepare the necessary coursework to prevent the student from falling behind.

UNEXCUSED ABSENCES

Absences that do not fall under the excused absence circumstances are considered **unexcused**. Work turned in late because of an unexcused absence will be considered late work and may receive an academic penalty according to the teachers' guidelines.

Homework, tests, and previously assigned projects will be due on the day the student returns without make-up privileges. Students with an unexcused absence on the day of an exam will not be allowed to make up that exam.

ACCUMULATED ABSENCES

If a student has more than eight absences, excused or unexcused, during a semester, the administration may request a meeting with both the parents and the student.

Parents will be notified by email when their student has accumulated 4, 6, and 8 absences per semester.

Absences excused due to doctor appointments, emergencies, and administrative exceptions are excluded from this policy.

MAKE-UP WORK

An absent student, with either an excused or unexcused absence, will be responsible for making up all work missed during the absence(s).

If a student is absent one day, he should be prepared for all tests and homework upon returning to school.

Students with multiple **excused** absences will be given the number of days absent, plus one additional day, to make up the missed work. The classroom teacher will set his or her policies around this.

TARDINESS

Promptness is an important aspect of character and a measure of school citizenship. Students will be counted as absent unexcused for any given class if they have an unexcused tardy of twenty minutes or more.

Tardy students should have a written explanation from a parent explaining the nature of the tardy. Excused tardies will be considered for students who arrive late due to inclement weather, *unavoidable* transportation difficulties, and medical appointments.

When arriving at school after 8:30 a.m., the student **MUST** sign in at the office to not be counted absent for the day. Parents should not take their students to the classroom but bring them to the office.

ACADEMICS

EXCELLENCE

Based on the biblical mandate in I Corinthians 10:31, in whatever we do, we are to do all to the glory of God. Our goal is to strive for excellence in every academic subject as well as in our extracurricular activities. The Christian should always strive to excel and to glorify the Lord.

CURRICULUM

The educational philosophy of CCCA is based on the truth that God's Word is the standard for truth and that the Bible is God's inspired, inerrant, and authoritative Word. All students will be reading from the New King James Bible for uniformity.

CCCA will be using ABEKA as their school curriculum.

PARENT/TEACHER COMMUNICATIONS

Parent-teacher communication is key to keeping students accountable for their grades. Teachers will be available by email and will respond within 24 hours, excluding weekends. Other methods of communication include:

- **Monthly newsletter** - The newsletter provides school-wide announcements, upcoming events, and volunteer opportunities. The newsletter is emailed to the email address on file on the 15th of each month.
- **Flyers** - Flyers will be sent home regarding special events.
- **Parent Nights and Conferences** - CCCA will schedule open-house style parent nights throughout the year as well as Parent/Teacher conferences. Conferences are mandatory and both parents are encouraged to attend.
- **Report Cards** - Report cards are issued quarterly. Parents with concerns or questions are encouraged to meet with teachers anytime during the school year.
- **Progress Reports** - Progress reports are given out mid-quarter to give parents the most up-to-date information regarding the student's progress.

HOMEWORK

CCCA recognizes the educational value and importance of homework for students. We believe that meaningful home study is a necessary part of each student'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, providing the student with additional opportunities to develop and reinforce the school's instructional objectives.

The assignment of homework should be regular and reasonable and is encouraged when it contributes to the student's education through individual work, responsibility, completion of projects, and the establishment of good study habits. The completion of homework assignments should be recorded by the instructor and included in evaluating the student's progress. Christ-like character qualities of responsibility, initiative, orderliness, and thoroughness are developed as a result of homework.

Our homework policy is expressed in the number of minutes per night that is appropriate for each grade level based on three (3) premises:

Reinforcement of subject matter

Enrichment of subject matter

Development of traits, such as responsibility and organization

An inappropriate function of homework is the instruction of content. We may assign amounts of homework that are developmentally appropriate and that accommodate the rates of all our students by designating one standard assignment to meet the needs of the majority of the class and, as indicated by the learning rates of that minority of students needing an accommodation, an assignment of a reduced or expanded amount. This can be accomplished while minimizing gaps in student learning and achievement by ensuring that the function of the assignment is to reinforce content rather than to instruct content.

Accommodating students' needs by ensuring the amount assigned is developmentally appropriate and adjusting homework assignments for that minority of "different rate" learners is indeed challenging. It is also critical to meeting your students' spiritual, academic, and social needs. By assigning developmentally appropriate homework, we will glorify God by facilitating a godly balance reflecting biblical priorities in the lives of Calvary Chapel Christian School families.

LATE WORK

Assignments, quizzes, and tests not submitted according to the schedule provided by the teacher may receive an academic penalty. Late work penalties for students are at the discretion of the teacher, who may enforce a standard 10-point grade reduction per day that the assignment is late and may choose not to accept late work after the third day. The teacher should communicate his/her late-work policy at the beginning of the school year. It is not the responsibility of the teacher to seek out students who have late work. Students should be faithful in recording their assignments and due dates in their assignment planners.

CHEATING

Also, see "PLAGIARISM." Cheating is defined as any unauthorized communication before or during a grading event or any attempt to receive unauthorized assistance before or during a test, quiz, homework assignment, or project. In general, a good rule of thumb to determine if something is "cheating" is to ask yourself, "Do I want my parents and my teacher to know what I am doing?" If you would not want to voluntarily tell your parents or your teacher about the help you are receiving, you are likely cheating. If you are considering getting or receiving help on your work, it is always a good idea to ask your teacher first. Cheating violates the ninth commandment (against bearing false witness), in that the student implicitly states that the work is his/her own when it is not. Cheating will result in a zero for the assignment/test and may be cause for immediate suspension. Additional cheating incidents will result in longer-term suspensions and/or expulsion

PLAGIARISM

Plagiarism is treated as a severe offense at CCCA because it is a denial of two key purposes of the school:

1. Plagiarism is fundamentally a matter of dishonesty and a violation of integrity. It is a combination of stealing, lying, cheating, and laziness. Thus, it violates the distinctively Christian perspective upon which CCCA is based.
2. Plagiarism attacks academic integrity in that the student seeks to circumvent the learning process and receive grades that he/she has not earned.

Ease of access does not justify a violation of scholarly standards, nor does it legitimize the violation of the ninth commandment.

Therefore, CCCA imposes stiff penalties for plagiarism. These penalties involve both academic and disciplinary consequences. These will apply to minor plagiarism (use of unattributed quotations occasionally in a paper) and more extensive plagiarism (such as copying an entire paper wholesale from another source, with only minor editing).

TUTORING

Currently, we do not offer tutoring because of our small classroom size. Students will have time in the classroom to work on struggling areas with their teacher.

GRADING

The grading key is as follows:

A 100-90 **B** 89-80 **C** 79-70 **D** 69-60 **F** 59 or below

SELF-GOVERNMENT AND CHRISTIAN CHARACTER

Self-government marks are aimed at the development of Christian character. We emphasize the following qualities in the lives of the students with age and ability expectations:

Attentiveness – Pays attention to instructions and listens closely

Attitude – Portrays respectful sentiments toward others

Diligence – Has diligent habits of study

Initiative – Begins work on one's own

Conduct – Exhibits positive behavior

Reliability – Accepts responsibilities and is dependable

Teachers use E (excellent), S (satisfactory), N (needs improvement), and U (unsatisfactory) to evaluate the student in these self-government qualities.

ACADEMIC PROBATION

We believe that students who truly desire to succeed will do so if they are willing to work diligently. Any student who receives a grade of "F" in any subject or has a cumulative average below 70 on his report card will be placed on academic probation for the following quarter.

PROMOTION OR RETENTION

In grades one and two, students must pass reading and mathematics to be promoted to the next grade.

Any student in grades one through six who earns two failing grades for the year's final grade will be retained. If a student fails a grade twice, he will not be allowed to re-enroll. CCCA teachers and staff will make all reasonable accommodations to assist the student in successful learning.

RELEASE OF TRANSCRIPTS

Report cards, transcripts, and diplomas will not be issued at the end of the year or released to a new school during the year unless all tuition and school fees are paid and all scholastic requirements have been met. Official transcripts will not be released directly to students or parents, but unofficial transcripts are available upon request.

SPECIAL EDUCATION

Although we follow the best practices and procedures concerning evaluation and IEP development, we do not provide a "free and appropriate public education (FAPE)" as guaranteed by law in a public school. Therefore, the procedural safeguards that are provided to students with disabilities and their parents through IDEA do not apply. However, we commit to providing your child with a safe, strength-based, research-based positive intervention strategy plan and faith-based educational experience. With this in mind, we have created the R.O.A.R program:

R - Reach the student where they are spiritually and academically.

O - One-on-one education will be available to help the student reach their goals

A - Set and Accomplish Attainable goals through a partnership between the administrator, parent, and teacher.

R - The student will leave school Ready, with confidence in their skills, for wherever the Lord may lead.

CONDUCT

STANDARDS OF CHRISTIAN CONDUCT

One of the unique purposes of CCCA is to prepare young Christian people for effective service to Christ in whatever career they choose. Since only those who are truly Christian can perform effective Christian service, CCCA desires for each student a vital, personal relationship with God through faith in Jesus Christ and asks all students to measure their lives by scriptural standards of conduct.

Each student should understand that attending CCCA is a privilege granted to those who will demonstrate a spirit of harmony with the philosophy and goals of the school. By applying for admission to CCCA, a student indicates his/her desire to become a sincere, cooperative member of the student body.

Spiritual growth is never the result of superimposed rules, and therefore CCCA standards of conduct are not designed merely to produce a pattern of outward conformity.

The school desires that students demonstrate, by their conduct, an inward acceptance of Christ and an attitude of submission to His Lordship. It is hoped that all students will be led by the Holy Spirit to live above the letter of the rules and standards. To produce an environment that will encourage these goals, CCCA expects every student to demonstrate, by attitude and behavior, a life committed to following Christ. "Let no one despise your youth, but be an example to the believers in word, in conduct, in love, in spirit, in faith, in purity." (I Timothy 4:12)

While attending CCCA, all students are expected to follow the guidelines stated herein 365 days a year, on and off campus!

1. I will strive to discover my God-given talents, develop those abilities fully, and devote those talents to a lifetime of learning, serving, and honoring God.
2. I will not use or be associated with the use of tobacco, drugs, or alcohol.
3. I will honor God by maintaining a lifestyle of sexual purity.
4. I will refrain from the use of profanity, vulgarity, or any other type of writing, print material, Innuendo, or conversation that is inappropriate for a Christian.
5. I will not lie, cheat, steal, or tolerate such activity.
6. I will show respect for authority and submit myself to the teachers and administration of Calvary Chapel Christian School, realizing that attendance at CCCA is a privilege, not a right.
7. My dress and appearance will not only comply with the dress code of CCCA but will also reflect Christian modesty and values.

8. My relationship with other students will be based on the principles of Christ's love. I will show care and concern for others in my speech and actions.
9. I will support the Statement of Faith as it is applied to instruction throughout the curriculum.
10. I will uphold this code of conduct at school, at school activities, and outside of school.

CLASSROOM RULES

Although each teacher will have specific classroom procedures that he or she expects to have followed in the room, as a school-wide standard, we expect adherence to these basic rules:

Be loving. *Proverbs 10:12, "Hatred stirs up strife, But love covers all sins." Proverbs 17:19 "He who loves transgression loves strife, And he who exalts his gate seeks destruction."*

Be obedient. *Proverbs 21:2 "Every way of a man is right in his own eyes, But the Lord weighs the hearts."*

Be diligent. *II Timothy 2:15 "Be diligent to present yourself approved to God, a worker who does not need to be ashamed, rightly dividing the word of truth."*

Be attentive *Proverbs 2:2 "So that you incline your ear to wisdom, And apply your heart to understanding."*

Be self-controlled *Proverbs 16:32 "He who is slow to anger is better than the mighty, And he who rules his spirit than he who takes a city."*

CCCA uses positive and negative discipline to instill in students behavior patterns and attitudes that will produce self-disciplined lives. Discipline is administered in love as a preventive or corrective measure, and each student is dealt with according to his or her grade level. Please refer to the "Discipline" heading of the handbook for complete details.

RECESS GUIDELINES

These are general guidelines for teachers to follow and enforce as they see fit and as the situation deems necessary.

1. Students should use all the playground equipment safely and appropriately.
 1. Safety is paramount for all grades. What is safe for an older student may not be safe for a younger student, i.e., climbing the monkey bars or pushing others on the swing set.
 2. Teachers on playground duty should watch for unsafe behavior and help students play safely.
2. Students should share the playground equipment and toys with others.
 1. Students should not exclude others in games or use of equipment, i.e., monopoly of playhouses so other students can't play there, blocking a slide, or cutting in front so others can't use a slide or swing. Taking turns and waiting for a turn are life skills.
 2. Teachers should watch and listen for exclusion and coach turn-taking skills.
3. Students and teachers should be where they are supposed to be when they are supposed to be there.
 1. The playground should only be used under teacher supervision during designated times.
 2. If students are playing unsupervised, remind them to be where they should be and don't leave until they have left.

DRESS CODE

In a desire to create an environment that is focused on learning and on training students to learn professionalism in the way they dress, we have decided on the following guidelines for our students' dress code.

REGULAR SCHOOL DRESS

GENERAL INFORMATION FOR ALL STUDENTS

1. Students may not wear open-toe shoes or shoes without backs, no flip flops.
2. Conservative school dress should be worn for all activities unless otherwise announced by the administration. Clothing should be free from rips and tears. Pants with tears should be worn with leggings underneath them.
3. Jackets and coats must not contain any offensive or inappropriate language or images.
4. T-shirts should cover the mid section of the student completely and must not contain any offensive or inappropriate language or images. Spaghetti straps and tank tops are not permitted.
5. All bottoms must be no shorter than 1" above the knee.
6. Hats, beanies, and sunglasses may only be worn outdoors.
7. Undergarments should not be visible

SPECIAL EVENTS

Occasionally, exceptions will be made to the dress code for special events (i.e., field trips, Field Day, Spirit Week, etc.) The specific dress code will be announced for each event.

DISCIPLINE

The purpose of discipline is to encourage students to develop biblical self-discipline in their lives (Prov. 25:28) and to aid young people in the development of Christian character. We want to help each student understand his responsibilities and accept his actions' consequences. The discipline of the student is the joint responsibility of parents, teachers, and the administration. We believe that parents and school personnel must cooperate fully with one another. Anything that tears down respect and confidence for either will harm the student.

In alignment with the principles of Love and Logic, the Bible offers guidance on maintaining orderliness. Therefore, at CCCA, we uphold firm and consistent discipline while infusing it with empathy for the student. Our educators uphold classroom behavior standards with kindness, love, and sincere care for their students. Similarly, instances of misbehavior are addressed firmly and consistently.

The teacher handles most discipline concerns in the classroom. If the teacher has to correct the student for multiple infractions, he or she may contact the parents of the student to inform them of the recurring problem and to seek parental correction for the difficulty. If parental involvement with the situation proves to be an ineffective remedy, the problem may be referred to the administration (supervisor and/or principal), who will counsel and perhaps impose some further form of discipline (Ps. 94:12; Heb. 12:10-11).

If a parent has a concern or question regarding student discipline or some discipline-related situation occurs that is not understood, the parent should discuss it with the teacher. If the situation remains unresolved, the parent may then consult the administration.

DISCIPLINE POLICY

Behavior concerns, excluding severe disruptions, will be addressed by the respective teacher. Consequences are intended to be natural, prompting students to reassess their actions. Teachers may utilize brief timeouts, writing assignments, and prayer as methods to redirect behavior concerns.

Severe disruptions encompass actions such as hitting, pushing, kicking, cursing, biting, and pinching. Parents will be promptly notified in cases of severe disruptions.

In instances of serious violations, including but not limited to severe disruptions, the Administration retains the authority to implement measures such as suspension, issuing a "Conditional Probation Contract," or expulsion. These policies are subject to amendment by the administration as necessary.

COMMUNICATION AND CONVERSATION

It is our goal as a school to partner with families in the training of their children. As such, we want to maintain constant communication regarding the discipline of students. In addition, the teacher will also send a behavior report to the parent(s) via email or written paper communication explaining the infraction and situation. Disagreements with disciplinary action should be first with the assigning teacher.

SUSPENSIONS AND DISCIPLINARY PROBATION

Suspension from school is a very serious matter. Parents will be contacted before the suspension is to be served. When a student is suspended, he must complete all missed work and take all tests and quizzes missed according to the absence policy.

Suspensions will be served as an Out of School Suspension (OSS). The student will be suspended from school for one day and must serve three hours of community service for a religious/nonprofit organization. Failure to serve the community service will result in another detention. All school work will need to be completed and turned in on the day of return.

After a student is suspended, it is necessary to put a student on disciplinary probation as a last resort before dismissal from school. The school's Administrative Committee will review probation situations periodically. Students will be expected to commit to school policies and procedures, and if they continue to fail to do so, they will be asked to withdraw from the school.

READMISSION AFTER DISCIPLINARY ACTION

To be considered for re-enrollment after being dismissed from the school (or for enrollment after dismissal from any other school), the student and his parent(s) or guardian must meet with the school administrator to determine if the discipline has accomplished the desired development in spiritual maturity. Normally, the school's Administrative Committee will only consider a student for re-enrollment after one semester has elapsed.

ADDITIONAL REASONS FOR DISMISSAL

Parent(s) will not cooperate with the administration of the school.

A student's negative influence makes it inadvisable for the student to remain in CCCA.

Threats to the teacher or staff member.

Destruction of school property.

Forcible entry into any building after school hours (including entering any unlocked window).

Obscene gestures and language directed at the faculty or staff.

These policies have been established to help protect the students.

CORPORAL DISCIPLINE

Corporal correction is a biblical method of discipline in the home, as noted in Proverbs (Prov. 13:24, 22:15, 23:13-14, 29:15). We do not practice it at school. Implementation will remain solely at the discretion of the parents. Discipline and self-government are paramount to a student's ability to learn. The school's ability to nurture and develop biblical self-government in a student's life will only be effective if biblical discipline is practiced in the home.

BIBLICAL RESPONSE TO QUESTIONABLE SITUATIONS

We are aware that students regularly struggle with the decision of how to handle morally problematic situations. Additionally, students frequently struggle with handling classmates who break or continue breaking established school rules. We hope students will practice the conflict resolution found in Matthew 18. So, if a student sees another student acting in a way that goes against biblical values and institutional expectations, they should address them. The Gospel of Matthew commands us to take another Christian to address the issue again if repentance is not attained. We advise students to ask a teacher to mediate on their behalf. The student should go to the administration with the person he invited to make an appeal if repentance is still not realized. We want to inspire kids to stand up for righteousness in this way.

FINANCIAL

Below is the financial policy of CCCA. Each parent is asked to read and sign the policy each year to indicate his understanding of and agreement with the policy.

1. Calvary Chapel Christian Academy does not request nor accept government funding; therefore, fees and tuition must be paid on a timely basis.
2. Annual tuition is \$6500
3. The application fee of \$50 and the registration fee of \$200 are due as outlined above in the admission process.
4. CCCA offers a 5% discount for annual tuition paid in full.
5. All payments are due at the start of each quarter. An invoice will be emailed 2 weeks before the start of each quarter. Payments received more than 1 week late will be assessed a late fee of \$25 - repeating weekly until the balance is paid.
6. We accept Visa, Mastercard, cash, check, STO, and ESA/Classwallet as forms of payment.
7. Flexible payment options are available with the approval of the administration.
8. Unpaid balances cannot be carried over. Payment must be made no later than 21 days after the due date. If payment is not made, parents will be notified of their child's ineligibility to return to classes. If this continues to be an issue quarterly, the Administration may require a meeting with the parents to determine continuing status.
9. There will be a \$30 returned check fee on all returned checks, regardless of the reason for the return. After two returned checks, the account will be on a cash-only basis.
10. All fees, including tuition, are non-refundable and non-transferable.
11. Parents of all children not picked up by 3:15 p.m. will have a charge of \$1.00 per minute added to their school bill.
12. There will be a financial hold on report cards, transcripts, and other school records if payment is not current at the end of each grading period. This financial hold will remain in effect until the account is current.
13. Parents are ultimately responsible for all payments. In the event that ESA funding is delayed and quarter payments are not made, the parent will need to provide funding for that quarter that will be repaid by ESA when it is received.

NON-PAYMENT OF TUITION OR OTHER SCHOOL FEES

In the event of expulsion, the parents are responsible for the full payment of tuition and other fees. Full payment of tuition and other fees must be made through the end of the calendar month. The school reserves the right to withhold report cards and student records until tuition and other fees have been paid in full. By signing either the student handbook agreement, the initial application for enrollment, or an application for re-enrollment, you are authorizing the school to withhold report cards and other records until tuition and other fees have been paid in full.

WITHDRAWAL FROM CCCA

As seasons of life change, we understand that it may be necessary to withdraw your student from CCCA; we require

- A written notification of withdrawal at least 3 days before the student's last day.
- The classroom teacher will clear students from withdrawal and financial obligation when all school texts and materials have been returned in satisfactory condition.

We realize withdrawal may also be due to dissatisfaction with CCCA. It is our hope and desire that every measure has been taken by the parents and the school to address and resolve concerns before the withdrawal.

Prorated refunds are issued on a case-by-case basis and at the administration's sole discretion.

GENERAL POLICIES

BUS TRIPS

Throughout the year, there may be opportunities to ride the bus. Guidelines for these trips include.

1. The bus driver is in charge and must be obeyed.
2. Cell phones are allowed for communication purposes only with permission. No music, video, or gaming devices are allowed on the bus.
3. Students are only allowed to ride home with their immediate family with verbal permission from the bus driver.

INCLEMENT WEATHER POLICY

Before, during, and immediately after inclement weather and snow storms, CCCA will generally follow the decisions of Snowflake Unified School District for delays, early dismissals, and school closing. However, in considering the safety of our families and staff, the CCCA Administrator reserves the right to make their own decision regarding closings, delays, and early dismissals. You will receive Parent Alerts to your cell phone and/or email regarding weather-related changes. Our school delays and closings will also be posted on the school website, Facebook, and Instagram.

SECURITY

Every classroom and common area is equipped with state-of-the-art surveillance for both the protection of the student and the teacher. If a situation ever arises, we can look back at security footage.

DIVORCE AND SEPARATION

Divorced and separated families are realities of contemporary life that affect the school's responsibilities to its students. The following policies have been adopted to assist the school in situations where a non-custodial parent wishes to become involved in school-related activities of a student, or wishes to have contact with or take custody of the student while at school.

1. Ordinarily, the school will not resist or interfere with a non-custodial parent's involvement in school-related affairs or access to the student's records unless the school is presented with a court order or equivalent legal document which restricts such involvement or access. The school will not otherwise "choose sides" between parents.
2. In cases where legal documents restricting access have been presented, the school will not permit the non-custodial parent to take custody of a student or remove the student from school premises unless the parent presents either a written court order or a written authorization signed by the custodial parent permitting such custody.
3. If the actions of parent(s), custodial or non-custodial, become disruptive to the operations of the school, the school has the right to restrict access by such parent(s) and to take other reasonably necessary action.
4. Concerning student activities that require parental consent, the school will accept consent only from the custodial parent unless authority to grant consent is given to the non-custodial parent by a court order or equivalent legal document.
5. Copies of school work, certificates, awards, progress reports, report cards, and other communications from the school will be provided to the primary custodial parent only. Parents who have been awarded joint custody of their student must identify a primary custodial parent as the single point of contact for the school. The school will not be responsible for the duplication and distribution burden for divorced or separated families. It is expected that the custodial and non-custodial parents make their arrangements for the sharing and distribution of school materials.

LUNCHES AND LUNCHROOM

CCCA does not participate in the Federal Lunch and Breakfast Program. At this time, we are asking that all students bring lunch from home. If lunch is forgotten, CCCA will notify the parent and the parent will need to bring food for their student. Occasionally, there will be opportunities to have catered lunch; notice of these days will be sent in advance. CCCA will consider all dietary restrictions regarding provided and catered lunches.

FUNDRAISERS

CCCA uses fundraisers for two primary purposes. School-wide fundraisers are used to supplement tuition income, provide maintenance services not included in the annual budget, and make improvements to our campus. Individual classes may also use fundraisers to raise monies for their trips and activities. Your support and involvement in these fundraisers are greatly appreciated. The administration must approve all fundraisers.

DROP-OFF AND PICK-UP PROCEDURES

Drop-off and pick-up are complex processes as we move students in and out of their vehicles most safely and efficiently as possible.

Drop off for all students begins at 7:30 AM.

Pick-up for all students begins at 3:00 PM



Pull up along the front of the building, inside the coned area, with the passenger doors of the vehicle facing the front doors of the building as indicated by the arrows on the map.

If you need to park, please use one of the spaces located across from the school or along E 3rd St or to the North and South of the school.

SCHOOL BOOKS AND PERSONAL PROPERTY

- Textbooks are the property of CCCA and are loaned to the students. Textbooks are to remain neat and clean.
- Do not place any tape on the textbooks, as it may cause damage.
- Families will be charged for any damaged textbooks. The fee will be based on the extent of damage done to the textbook and/or the cost to replace the textbook
- CCCA is not responsible for the loss or damage of any personal property.

BIRTHDAYS

Each family is welcome to bring in a special snack for their class on their child's birthday. This should always be coordinated with the teacher beforehand as he or she will be able to determine the best time for the celebration. Distributing party invitations at school is not permitted unless every boy, every girl, or the entire class is invited. This policy is to help alleviate any hurt feelings among students who are not invited.

HOLIDAYS

We understand that each family has their own traditions for celebrating various holidays. We do not celebrate Halloween, CCCA participates in the Calvary Chapel Fall Festival, and families are encouraged to attend. We do celebrate Christmas as the birth of our Lord, we do not participate in the traditions of Santa or other commercialized aspects of the holiday.

HOURS

Office hours are from 7:30 a.m. until 4:00 p.m.

School is in session from 8:00 a.m. until 3 p.m.

No student should arrive on campus before 7:30 a.m. Our staff does not arrive for duty until 7:30 a.m. and we cannot provide supervision before this time.

All students on campus after 3:05 p.m. must report to the office.

PROHIBITED ITEMS

Music devices, video and electronic games, skateboards, illegal drugs, tobacco of any kind, smoking paraphernalia of any kind, beer or other alcoholic beverages at or away from school, narcotic drugs, knives, guns, matches, and explosives of any kind are not permitted on school property. These items will be taken away and, in some cases, not returned.

All policies apply to students attending school-sponsored functions.

SCHOOL CANCELLATION

If school is to be canceled due to inclement weather, illness, or other unforeseen circumstance, you will be advised by way of text through Parent Alert, the school website, and the Facebook page.

STUDENT RELATIONSHIPS

Students should be above reproach in their relationships in and out of school. This is particularly important in boy-girl relationships. Holding hands, embracing, kissing, or any other form of physical contact is not allowed anywhere on campus or at any school-related function. Students are not permitted to be alone in an unobserved location. Any infraction of these policies will result in a conference with the students and parents involved. Appropriate disciplinary action will result, including suspension or expulsion.

USE OF CELLULAR PHONES AND ELECTRONIC DEVICES

Students may not use cell phones on campus for any reason between **8:00 a.m. and 3:00 p.m.** For emergencies, students may use the phone in the office lobby. It is recognized that parents may provide their students with cell phones for safety and coordination issues after school. However, cell phones must remain turned off during school hours and be kept in the student's backpack. If a cell phone is seen or heard, it will be confiscated and turned into the principal's office. Only a parent may retrieve the confiscated phone. Students who have their cell phones confiscated for unauthorized use waive their right to privacy. Confiscated phones may be examined, including numbers called, pictures, texts, etc. On the third infraction of this policy, the student will not be allowed to bring a cell phone on campus for the remainder of the year. A continued infraction will result in ISS. Students may request special permission to use their cell phones from a teacher when the office phone is not available.

When cell phone use is approved, it should be used for communication purposes only (talk/text). Cell phones may not be used for gaming, video, pictures, music, the internet, etc.

Students should never post pictures or videos of other students online without parental permission.

VISITORS

All visitors, including parents, are to check in at the office. Administrators have the right to turn away any visitors.

VOLUNTEERS

While the expectation is that every parent serves and engages in a variety of school happenings, CCCA does not require a specific number of volunteer hours. Volunteer hours are not a requirement; however, it is an expectation that all parents give back to the school through service, volunteerism, and participation.

To volunteer on campus, every adult must have a completed criminal background check on file with the office, in addition to a church ministry application, as we are a ministry of the church. For the safety of all students, individuals with backgrounds indicating harm to children or vulnerable persons cannot have close contact with any of our students. Once the volunteer form, background check, and church ministry application are complete, please reach out to your child's classroom teacher for available opportunities.

ILLNESS, INJURY, AND MEDICATION

STUDENT ILLNESS

Parents will be called to pick up a child if his or her temperature is 100 degrees or higher, if he or she is vomiting, or has diarrhea. Students sent home with a fever or vomiting may not return to school for 24 hours from the last symptom. Assignments may be sent home to help the student keep up with his work while recovering.

INJURIES

If a student is injured, the school will try immediately to reach the parent or guardian. In the meantime, the school will take the necessary steps that seem reasonable to care for the injury. In the case of an injury that requires medical treatment, the school will provide a supplemental student accident insurance form **at the request of the parent.**

PRESCRIPTION MEDICATIONS

When at all possible, we encourage parents to schedule their student's medication so that it may be given at home under his direct supervision. However, we realize that this is not always possible. Prescription medicine is given at parental request if it is in a prescription bottle with a prescription label identifying the student to receive the medication and accompanied by a specific time for the administration. Over-the-counter medication is given at parental request if it is in a sealed container and accompanied by the name of the medication and a specific time for the administration. All such requests must be made in writing and signed by a parent. All medications will be kept locked in a medicine cabinet within the administration area. No student will be allowed to take any medication on his own while at school.

OVER THE COUNTER MEDICATIONS

Unforeseen need for ibuprofen/acetaminophen and cough drops during the school day will be handled as follows:

Students will be given, at their request, ibuprofen/acetaminophen and cough drops per package dosage guidelines, as needed when parents have so indicated on the students Emergency Form. A record of medications dispensed is maintained in the office.

IMMUNIZATIONS

CCCA follows all Arizona Department of Health guidelines regarding immunizations. All students must submit the most current immunization record or complete an immunization waiver before the first day of school. Students will not be permitted to attend class until all documentation is received. If students require additional immunizations, families will receive a letter home indicating the immunization needed and the date needed.

IMMUNIZATION WAIVER

According to A.R.S 15-873 your child must either have immunization records on file or a signed waiver.

Waiver reasons include

- Health risks to the child due to medical conditions. Your physician must sign off on this waiver and indicate whether it is a temporary or permanent waiver. If temporary, your physician must indicate an end date to the waiver.
- Personal beliefs
- If your child has already had a vaccine-preventable disease, immunization against that disease is not required. The child's physician must sign this waiver.

In the event of an outbreak of a vaccine-preventable disease for which your student has not been immunized, your child will not be permitted at school until the risk period ends.

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