

# CENTRAL CHRISTIAN ACADEMY

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## PARENT / STUDENT HANDBOOK



DR. JIM TOWNSLEY: MAIL@CENTRALBAPTISTCHURCH.NET  
MR. TIM LEJEUNE: CCA@CENTRALBAPTISTCHURCH.NET

1505 WEST STREET • SOUTHTON, CT 06489 • 860-621-6701

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## Introduction

Central Christian Academy was founded in August 1984 as a ministry of Central Baptist Church. The school exists in order to help the church fulfill its biblical mandate to make disciples, teaching them in all things while recognizing the ultimate responsibility of parents in rearing their children to the glory of God.

Central Christian Academy seeks to develop the whole child in a traditional setting by promoting spiritual growth, intellectual and academic progress, and physical and social development.

Central Christian Academy operates under the leadership of a school principal, who in turn delegates responsibility and authority to the faculty and staff. The principal is directly accountable to the administrator who is the pastor of the Central Baptist Church.

Central Christian Academy employs faculty and staff who are born again, spirit-filled Christians. The school utilizes academically qualified teachers who hold a minimum of a bachelor's degree from a recognized college and encourages continuing education for its faculty.

Central Christian Academy provides training at the preschool, kindergarten, elementary and secondary levels. At each level, the school promotes conformity to Jesus Christ and to high academic standards.

Central Christian Academy is a member of the Connecticut Association of Christian Schools, the New England Association of Christian Schools and the American Association of Christian Schools.

This handbook outlines selected policies and procedures of general interest to parents and students, and is not comprehensive by design. Individuals desiring a more complete explanation of these or other school operations should direct their specific questions to the school principal.

## Doctrinal Statement

The following outline is an abbreviation of Central Christian Academy's doctrinal statement.

1. We believe the Bible to be the inspired and inerrant Word of God. We use only the King James Version.
2. We believe that there is one God, eternally existent in the person of the Father, Son, and Holy Spirit.
3. We believe in the deity, virgin birth, sinless life, vicarious and atoning death, and bodily resurrection of Jesus Christ.
4. We believe that salvation is "by grace," plus nothing and minus nothing. The conditions to salvation are repentance and faith.
5. We believe that men are justified by faith alone and are accounted righteous before God only through the merit of our Lord and Savior, Jesus Christ.
6. We believe in the visible, personal, and pre-millennial return of Jesus Christ.
7. We believe in the everlasting, conscious blessedness of the saved and the everlasting, conscious punishment of the lost.
8. We believe that God has commanded that no intimate physical relations be engaged in outside of marriage. We believe that any form of physical relations other than what God prescribes in the Bible is inappropriate. We believe that God disapproves of and forbids any attempt to alter one's gender by surgery, self-identification, appearance, or otherwise.
9. We believe that the only Scriptural marriage is the joining of one naturally-born biological man and one naturally-born biological woman for life.

## Admissions

Central Christian Academy admits students without regard to race, color, national, or ethnic origin who agree with CCA's doctrinal and philosophical position. Final approval is contingent upon a completed interview, satisfactory results of any required testing, the review of previous educational records, and the grade placement of the student. Parents who wish to enroll a child at Central Christian Academy should follow the steps listed below.

1. Schedule an interview appointment with the principal by contacting the school office. The interview process allows parents the opportunity to visit the school facilities and ask the principal any questions. Prospective students must attend this interview. After the interview, if the student is accepted, parents may register their student(s).
2. Pay the enrollment fee and submit a completed registration form online along with health records and previous school records or transcripts to the school office. CCA will need to copy an original birth certificate.
3. Schedule entrance testing with the school office. Students who have adequate testing data in their files are not required to take additional tests.

Central Christian Academy will call parents with test results, grade placement and final acceptance usually within one week. In the event that a student is not accepted by Central Christian Academy, the registration fee will be returned minus the testing charge of \$50.

## General Academics

### **Classroom Learning Environment**

Central Christian Academy seeks to provide a productive and happy learning environment each day. Here, the teacher is in authority and leads his students in a kind, yet firm manner. Students are expected to cooperate with the faculty in maintaining a classroom conducive to learning. Student cooperation is defined as follows:

1. Arriving prepared for each class with the appropriate textbooks, completed homework, notebook, paper, and pencil or pen.
2. Being seated before the tardy bell rings.
3. Completing all assignments on time.
4. Securing permission before communicating with the teacher or with other students.
5. Honoring the classroom teacher's established procedures and rules.

### **Grade Reports: Progress Reports**

At the third and the sixth week of each grading period, the office will send home progress reports with all students. The published tests, research papers, reports, etc. for students in the third through the twelfth grades will not be sent home in order to protect the integrity of the material. Parents are encouraged to examine their child's papers by emailing the teacher directly and making an appointment.

### **Grade Reports: Report Cards**

Central Christian Academy will send home report cards at the end of each nine-week grading period. CCA encourages parents to contact individual teachers if there are questions about their child's education.

### **Grading Scale**

A+ 99-100	B+ 91-92	C+ 82-83	D+ 73-74	F 0-65
A 95- 98	B 86-90	C 77-81	D 68-72	
A- 93- 94	B- 84-85	C- 75-76	D- 66-67	

### **Homework**

Teachers assign homework to complement or reinforce classroom teaching. Central Christian Academy expects parental assistance and supervision of this work, although the parent should not do the actual work. Parents should provide a quiet place at home for study and a daily check to see that the work is completed and returned to school on the due date. Central Christian Academy expects students to follow these guidelines:

1. Each student must do his/her own work.

2. Assignments must be completed in cursive and must be done neatly, accurately, and punctually to receive full credit.
3. Students are required to make up work missed during absences. Students are responsible to find out what work has been missed and submit it in a timely fashion. Under normal circumstances, students will be given the same number of days to make up work and tests as were missed.

## Honor Roll

Central Christian Academy recognizes academic achievement by publishing a quarterly honor roll as follows:

Pastor's Honor Roll (Gold Star)	No letter grade below an A-
Principal's Honor Roll (Silver Star)	Average of 93% or above with no letter grade below a B-
Teacher's Honor Roll (White Star)	Average of 84% or above with no letter grade below a C-

## Textbooks

Classroom teachers will issue textbooks and workbooks. Students should place book covers over hardback books and give care in preserving their condition. A repair or replacement fee may be charged for damaged or lost books. Clear contact material works very well.

## Secondary Academics

### Class Ranking and Honors

Class ranking is determined by final grades earned for all academic classes. A student must attend Central Christian Academy for two full years, including the twelfth grade, in order to receive Valedictorian or Salutatorian honors.

### Dropping or Adding Courses

Students must sign up for classes at the time of enrollment. All junior high classes are required. On the high school level, students should carefully consider the options available with elective courses. Students seeking to drop or add courses must consult the administration within the first two weeks of the school semester. After that time, a student dropping a course will receive an "F" grade in that course. Lab fees will not be refunded.

## Eligibility for Extracurricular Activities

Students interested in participating in extracurricular activities must maintain an overall C average in the last grading period preceding the first day of practice. A student may have to resign team membership if his or her grades decline during the sports season.

## Graduation Requirements

In order to receive a diploma from Central Christian Academy, a student must be enrolled full time in his senior year and must have earned credits for the courses listed below. Participation in commencement exercises requires at least 22 completed credits. Graduating seniors who maintain at least a 3.50 GPA or higher and have no final grades lower than a D- are eligible to wear "Honor Cords" during the graduation ceremony.

	<u>Standard Diploma</u>	<u>College Prep Diploma</u>
Bible	4 credits	4 credits
English	4 credits	4 credits
History (including U.S. History, Government/Economics, World History & Geography)	4 credits	4 credits
Science (including Physical Science & Biology, adding Chemistry or Physics)	3 credits	4 credits
Mathematics (including Algebra I and Geometry)	3 credits	4 credits (adding Algebra II)
Foreign Language	2 credits	2 credits
Speech	.5 credit	.5 credit
Keyboarding	.5 credit	.5 credit
Fine Arts	1 credit	1 credit
<u>Electives</u>	<u>2 credits</u>	<u>2 credits</u>
<b>Total</b>	<b>24 credits</b>	<b>26 credits</b>

Central Christian Academy encourages students to pursue advanced courses in preparation for college.

## Transfer Students

Transfer students must receive credit for at least one Bible course and one English course for each year attended at Central Christian Academy. Because of scheduling limits, it may be necessary for a transfer student to take summer school or correspondence courses to meet graduation requirements. Transfer students experiencing credit difficulties may request waivers for certain graduation requirements.

## Conduct and Discipline

Central Christian Academy promotes basic Biblical principles of individual responsibility, honesty, obedience, respect for authority, courtesy toward others, and orderliness.

The Bible teaches that discipline is an integral part of character development. Bible discipline requires clear instruction, proper training, and consistent enforcement. Teachers may use both positive and negative reinforcement to effect godly character in their students. Teachers may also use punishment to restore an erring student, demonstrating compassion for the child and concern for the offense.

The teacher is the authority in the classroom and will handle most classroom discipline problems. When correction is necessary, the teacher will confront the student, identify the problem, and outline a resolution. If this step does not correct the problem, the teacher may involve the parent or administration. If the school perceives that the student has no desire to change, the student may be asked to withdraw. In extreme cases, where moral principles of God's Word have been violated, the principal may bypass certain steps outlined above.

### **Articles Prohibited**

Any article that Central Christian Academy determines potentially harmful to its students will not be permitted at school. Such articles include, but are not limited to guns, knives, explosives, cigarettes, alcoholic beverages, narcotics, and any medicine not prescribed by a doctor specifically for the student. Articles that are not in keeping with the academic atmosphere at Central Christian Academy will also not be permitted at school. Such articles include, but are not limited to games, dice, playing cards, Mp3 players, DVD's or CD's, radios, media devices, and cell phones (students may bring a cell phone to school, but must turn it in to the school office upon arrival. See page 23 for cell phone violation penalties). Newspapers, magazines and books not directly related to specific classes should be left at home. At the discretion of the classroom teacher, elementary students may bring certain toys for use at recess. Gum may not be brought to school.

## **Elementary Discipline**

A tally system is used in grades one through six to track problems during the school year. Any child who receives five tallies in one day or eight tallies in one week is sent to the elementary disciplinary supervisor for counsel and/or discipline. Classroom teachers send home weekly reviews reporting tally accumulation. Students receiving high numbers of tallies may be asked to meet with the principal.

### *Tally System*

<u>Tallies</u>	<u>Description</u>	<u>Sample Offenses</u>
4 or 8	<u>H</u> armful Act	Lying, cheating,
1 or 2	<u>O</u> ut of Order	Disturbing others
1 or 2	<u>W</u> ork Not In	Late assignments
4 or 8	<u>I</u> ntentional Disobedience	Uncooperative act
4	<u>A</u> ttitude Poor	Disrespect, grumbling
2	<u>C</u> ourtesy Lacking	Inconsiderate to others
1	<u>T</u> alking Without Permission	

When a student accumulates.....

10 Tallies,	He is assigned one detention
20 Tallies,	He is assigned two detentions and a parent conference with the teacher
30 Tallies,	He is assigned one suspension day and a parent conference with the teacher and elementary disciplinary supervisor
40 Tallies,	He is assigned two suspension days and a parent conference with the teacher, elementary supervisor, and principal.
50 Tallies,	He is considered for expulsion - principal & administrator's decision

When a suspension is assigned, a parent conference must take place before the student returns to school.

## **Secondary Discipline**

A system of class routines, demerits, detentions, suspensions, and expulsion is used in grades seven through twelve to provide students with proper training and to track problems during the school year.

### *Class Routines*

Class routines are a set of daily rules to be followed by the students. Class routines promote social courtesy, build character, increase classroom learning efficiency, and help to prevent discipline problems from arising.

### *Demerits*

Demerits are “marks” issued to a student who neglects a particular class routine. A demerit is a warning to the student and his parents that his conduct is unacceptable and that instruction or counsel alone is no longer a sufficient remedy to the offense.

At the teacher’s discretion, he/she may issue one demerit per violation of a class routine. The student will be informed of the reason for the demerit. A student who has a question about an issued demerit should see the teacher only after the class session has concluded. The teacher completes a demerit slip for each demerit issued and turns it in to the office at the end of the school day.

In the event of a more serious violation of a class routine, the teacher will ask the student to immediately leave the classroom and go to the office to wait until such time as the teacher is free to inform the school principal of the offense.

While single demerits serve only as warnings, their accumulation results in serious consequence. Each student’s demerits are tallied at the end of each day and are cumulative.

- 3 demerits in one day / one hour detention
- 4 demerits in one day / 2 one-hour detentions
- 5 demerits in one day / one day suspension
- 5 demerits in one week / one hour detention
- 10 demerits in one week / one day suspension
- 25 demerits in one quarter / principal’s discretion

### *Detention*

When a student earns a detention, the parents will be called. The

detention must be served on one of the next two scheduled detention days. Detention may also be assigned for three incomplete homework assignments or three unexcused tardies. Missed detentions are automatically doubled.

### *Suspension*

Suspension is the loss of the privilege to attend classes for one or more days. Suspensions are served either in school or out of school and immediately following the day of the offense, or as soon as the decision is made and the parent can be notified. When work is graded on a suspension day, the suspended student receives a 65% in the grade book as the permanent grade. Suspended students may not attend nor participate in any extra-curricular activities during the suspension period.

Suspension offenses are serious violations of class routines and other serious misconduct. Suspension offenses include, but are not limited to, lying, cheating, stealing, disobedience, disrespect, improper language, fighting, smoking, earning three homework detentions, accumulating too many detentions to be served in a reasonable time period, a continuing pattern of earned detentions, etc. The principal will investigate each suspension offense, talk with the student and then make the final decision. If a suspension is issued, the principal sets the suspension day(s) and calls the parent. Most offenses will warrant a one-day suspension, but a longer suspension period may be assigned in certain situations.

### *Expulsion*

Expulsion is the permanent loss of the privilege to attend school for the year. This includes all school functions during that school year. Expulsions usually occur when the school concludes that it cannot meet the needs of a particular student and the needs of the other students at the same time. Expulsions can also occur when the school concludes that the philosophies and purposes of the student or his parents are out of harmony with those of the school. An expelled student who wishes to be considered for re-admission must make his request in writing.

A student will be considered for expulsion upon earning three separate suspensions in a single school year. Other expulsion offenses include, but are not limited to bodily harm, weapons, sexual activity or the appear-

ance thereof, pornography, alcohol or illegal drug use, lack of student cooperation, lack of parent cooperation, etc. Expulsion offenses apply year-round and are not restricted to school life.

## Dress Code

Central Christian Academy has established its dress code by applying Biblical principles of modesty and identification (I Tim. 2:9-10, I Pet. 3:3-4), child-rearing (Eph. 6:4, Col. 3:20) and renewal (Rom. 12:1-2, Eph. 4:22-24). The administration reserves the right to determine what is and what is not acceptable in particular situations.

In general, Central Christian Academy desires conservative dress appropriate for a learning atmosphere. Students should not attract attention to themselves by extreme expressions of dress, hairstyles, makeup, or jewelry.

### *School Dress*

All students must wear required uniforms as designated by CCA during school hours and on school trips, unless an exception is communicated to the parents. Uniforms should be purchased from Flynn and O'Hara Uniform Company ([www.flynnohara.com](http://www.flynnohara.com)) in accordance with the CCA "Uniform Requirements" handout, which may be obtained from the school secretary. Students attending school-sponsored activities may dress in accordance with the Activity Dress Code. The CCA dress code is in effect during all school-sponsored activities, **regardless of the time or place the event is held.**

If inappropriate clothing is worn to school or a school-sponsored activity, a warning will be issued and parents will be contacted. If the offense is repeated, disciplinary action will be taken. In the event that the administration deems a student's dress to be immodest, the parent will be called to bring appropriate attire, and the student will not be permitted to return to class or participate in the school-sponsored activity until the dress code is met.

### *Specific Guidelines*

#### Boys

1. Black or brown oxfords or loafers that are solid-colored may be worn. No sandals, "flip flops" or shoes without a back are permitted. Soles should be smooth and heels may not be over one inch in height. Sneakers are for gym and playground use

only. Boys should wear dark, solid-colored socks that come to the top of the ankle or higher.

2. All uniform clothing should be neat, clean, and in good repair. Tight clothing or overly loose/baggy clothing is not allowed. All buttons except the top button must be secured. All shirts must be tucked in.
3. Boys are not to wear bracelets or necklaces, except for medical purposes. Watches and rings are permitted, however.
4. Clothing such as "hoodies," long-sleeved or colored under shirts, and sweatshirts are not permitted attire inside CCA buildings if they are visible either over or under the uniform. Although classroom temperatures are carefully monitored, CCA recommends that parents purchase a sweater (Pre-K – 6) or a fleece (grades 7-12) from the uniform company for warmth during the winter months.
5. Pants designed for use with a belt must be worn with a belt.
6. Boys are to have their hair cut regularly, not allowing it to become long. Hair is to be kept off the eyebrows and neatly tapered off the collar and off the ears. Boys are not permitted to shave their heads. No extreme hair styles, including bleached hair, are permitted. Facial hair (beards, goatees, mustaches) must be shaved. Sideburns are not to come below the middle of the ear.

#### Girls

1. Skirt or dress lengths should come to the bottom of the knee or lower when standing or sitting (including slits). For modesty, Pre-K – 6th grade girls are encouraged to wear shorts underneath their jumpers.
2. All uniform clothing should be neat, clean, and in good repair. Tight clothing or overly loose/baggy clothing is not allowed. Undergarments are not to be visible. All buttons except the top button must be secured. Girls in grades 7-12 must keep their polo shirts tucked in at all times.
3. Clothing such as "hoodies," long-sleeved or colored under shirts, and sweatshirts are not permitted attire during the school day if they are visible either over or under the uniform. Although classroom temperatures are carefully monitored, CCA recommends that parents purchase a sweater (Pre-K – 6) or a fleece

(grades 7-12) from the uniform company for warmth during the winter months.

4. Students in grades 7-12 may wear make-up, but only in moderation. Students in grades 7-12 may wear one pair of matching earrings in the ear lobes only. Students in grades Pre-K – 6 may not wear make-up and are permitted to wear earring studs only.
5. Black or brown loafers or shoes that are solid-colored may be worn. No sandals, “flip flops” or shoes without a back are permitted. Heels should be smooth and not over one inch in height. Sneakers may be worn for gym or recess time only. Girls should wear dark socks, knee socks, or tights. Girls in grades 7-12 may wear hose.
6. No extreme hairstyles and no unusual hair coloring are permitted. The terms “extreme” and “unusual” will be interpreted by the Administration.

### **Activity Dress**

The administration will specifically announce when the “Activity Dress” code is in effect. These relaxed dress requirements are a privilege and are meant to be followed just as closely as the regular school day uniform dress code. Activity Dress privileges can be withdrawn by the administration if students do not comply. **The administration will be the final judge on any item in question concerning dress and hair requirements.**

Activity dress may be worn by spectators at all home and away sporting events throughout the year. Dress requirements for team members will differ and will be announced by the coaches.

Boys – Boys may wear non-uniform shirts with a fold down or turtle-neck collar, or an approved CCA Spirit T-shirt. Collared shirts must be tucked in. Loose fitting jeans or slacks may be worn. Clothing may not be torn or “shabby” in appearance. Belts are to be worn with pants that are designed to be worn with a belt. No sandals, “flip-flops” or shoes without backs are permitted.

Girls – Girls may wear non-uniform skirts or culottes that come to the bottom of the knee or lower when standing or sitting (including slits). No basketball shorts. Non-uniforms tops may be worn but cannot be

low-cut, tight, revealing, immodest, or sloppy in appearance. All tops should be long enough to permit a young lady to raise her arms above her head without exposing her abdomen. T-shirts may be worn if they are modest, neat, and without writing. CCA Spirit T-Shirts may be worn as well.

Once again, the administration reserves the right to revoke the Activity Dress privilege if students do not adhere to the desired code or make this an issue of contention.

### **Required Dress for Special Programs:**

Pre-K & Kindergarten girls - plaid jumper w/white peter pan blouse, navy cardigan sweater, navy socks/tights, black or navy mary-jane shoes

Elementary girls - plaid jumper w/white peter pan blouse, navy cardigan sweater, navy socks/tights, black or navy mary-jane shoes

7 – 12th grade girls - khaki pleated skirt, white over blouse, black slip-on regular leather dress flats w/tan hosiery

Pre-K & Kindergarten boys - navy pants, black or brown belt, white dress shirt, plaid tie, black or brown oxfords or black or brown loafers

Elementary boys - navy pants, black or brown belt, white dress shirt, plaid tie, black or brown oxfords or black or brown loafers, navy socks

7-12th grade boys - khaki pants, black or brown belt, white dress shirt, black or brown oxfords or black or brown loafers w/navy socks

### **Finances**

Central Christian Academy releases a financial sheet each February detailing the tuition costs and various fees for the coming new school year. Please direct specific questions to the school office.

### **Registration Fee**

The annual registration fee must be paid at the time of enrollment.

### **Material and Activity Fee**

The material and activity fee is due annually on August 1. This fee covers consumable and replacement text books, classroom teaching aids, standardized testing, the transportation cost of field trips, chapel speakers,

and CACS membership dues. This fee varies according to grade level.

## **Tuition**

Tuition may be paid by the year, by the semester, or by the month.

Monthly tuition payments are due on the first of each month beginning on August 1 and continuing through May 1. A late charge will be assessed for payments received after the 10th of each month. The Academy will not allow students whose accounts are substantially in arrears to attend classes. A student with an unpaid balance after May 15 may not attend class until the balance is paid in full.

## **Additional Fees**

Before / After Care Fees - This fee applies to students who arrive early (7:00 - 7:45 a.m.) or who stay late (3:15 - 5:30 p.m.), unless participating in an organized school activity. See the school secretary for rate information. (See Arrival / Dismissal section on next page.)

Athletic Fee - seasonal fee for participants in interscholastic sports. Added to tuition bill. This fee covers the expense of referees, transportation, uniform replacement, and equipment replacement, and is due in the month that practice begins.

Returned Check Fee - \$20 per check is added to the tuition bill.

Withdrawal Fee - 10% of the remaining tuition due from the day of withdrawal to the end of the current semester.

Lab Fee - for secondary students enrolled in science, keyboarding, and computer classes. Due by semester on August 1 and January 1.

Instrumental Lesson Fee - for students taking voice or instrumental lessons. Due by semester on August 1 and January 1.

Graduation Fee - billed to 12th graders. Due in March.

## **Other Information**

Central Christian Academy will not re-deposit checks. If more than one check is returned in a school year, all future payments must be made on a cash or money order basis. Should a student withdraw, no yearly fees are pro-rated or returned.

All bills must be paid and all school property must be returned before Central Christian Academy will release report cards, transcripts, or diplomas.

## **General Policies & Information**

### **Arrival / Dismissal**

7:00 AM - 7:45 AM - **Before school program.** Supervision is provided for children who arrive before 7:45 AM. This is a directed study time. Please contact the academy office for scheduling and pricing.

7:45 AM - 8:15 AM - Students may come into the academy during this time to a designated area for supervision before the beginning bell. There is no cost for this service.

8:10 AM - Students arriving between 8:10 and 8:15 should go directly to their classrooms and be ready for class.

8:15 AM - **School begins at 8:15 AM for all classes.** Students need to arrive about ten minutes before this time in order to properly prepare for the day. Students not in their seats by the 8:15 AM bell are considered tardy.

11:20 AM - School ends for half day classes at this time. Parents of kindergarten students must come to the designated area and sign out their children. Students who are not picked up by 11:45 will be assessed a late fee.

2:45 PM - **Elementary Dismissal** - Parents may come to the dismissal area for their students.

2:50 PM - **Junior and Senior High School Dismissal** - Students must report directly to the designated area, to their rides, or to ball practice. Students are not to return to the school building once they leave. Students with school permission to drive should leave the property upon exiting the building.

2:45 PM - 3:15 PM - Parents may pick up their children during this time each day. There is no cost for this service, however, junior and senior high students will be charged for after care beginning at 3:05.

3:15 - 5:30 PM - **After school program.** A time of supervised academics and activity for children is provided for parents who cannot pick up their children at the close of the school day. Please should contact the academy office for scheduling and pricing. Parents will be charged

late fees if children are not picked up on time. Central Christian Academy publishes a yearly calendar for parents listing early dismissals and school holidays.

## **Attendance Requirements**

In order for students to gain the most from Central Christian Academy, each student must attend classes regularly. Whenever a student cannot attend school, the parent should notify the school office. When a child returns to school, the parent must send a note to the classroom or homeroom teacher explaining the reason for the absence.

When a student needs to be released from a class, the parent must send a note to the school office at the beginning of the day. Parents must come to the office to pick up the student and sign him out. If the student returns to school later the same day, his parent must bring him to the office and sign him in.

### *Tardies*

Tardiness is considered excused by written parent note for doctor appointments and illness. All other tardies are considered unexcused. In the case of three unexcused tardies, the student will be required to serve a one-hour detention on the next detention day.

Central Christian Academy expects students to come to school on time. Parents of students who are habitually late may be requested to meet with the principal.

### *Absences*

Students who miss more than one hour of the school day are considered absent for a half day. Students who arrive later than 11AM are considered absent for the entire day.

*Students who miss more than twenty days for any reason may be denied promotion and earned credits.*

Excused Absences - Absences are considered excused by written parent note for medical appointments, illness, extenuating circumstances, or bereavement.

Unexcused Absences - Absences are considered unexcused for reasons other than those listed above. Parents should note that class work and homework missed during an unexcused absence is due to the classroom

teacher upon the student's return to school. Parents planning vacations during school days should secure work in advance and insure its completion during the absence. Unexcused absences are not permitted during final exams.

## **Automobiles/Student Drivers**

A student must receive the school administrator's yearly written approval before driving himself or others to school. Applications for approval are available in the school office and require signatures from parents. Student automobiles are off limits during the school day. Furthermore, students participating in school sponsored, extra-curricular activities must ride school-provided transportation to and from activities held away from school property.

CCA student driver rules are in line with CT state driving laws. Please refer to [www.CT.gov/dmv](http://www.CT.gov/dmv) for specific driving restrictions for underage students. Students may not transport other students to or from school unless 1) the student has had his license the required length of time per CT state laws and 2) the school office has received permission from both families. A driver operating a vehicle in an unsafe manner may lose his privilege to drive on Central Christian Academy property.

## **Boy/Girl Relationships**

Central Christian Academy believes that boyfriend-girlfriend relationships on the secondary level can contribute to spiritual and social problems for the individuals involved as well as for their classmates. For this reason, CCA discourages such relationships and encourages parents to do the same. Students are not permitted to exchange tokens of affection or to engage in physical contact of any kind.

## **Chapel**

Chapel is an integral part of the Bible curriculum at Central Christian Academy. Students attend chapel on a weekly basis. Chapel is designed to instruct, inspire, and encourage our student body. Special speakers include pastors, evangelists, missionaries, and faculty members.

## **Health Care Policies**

Central Christian Academy is not permitted by law to dispense over-the-counter drugs or any other medicine without proper authorization. For this reason, CCA encourages parents to arrange for medicine to be

given to their children at home.

No student will be admitted or allowed to remain at Central Christian Academy with one or more of the following conditions:

- . temperature of 100 degrees or higher;
- . vomiting or diarrhea; or
- . conjunctivitis, head lice or other communicable diseases

*Students with fevers of 100 degrees or higher must be fever-free without the use of fever-reducing medications for twenty-four hours before returning to school.* Students with an infectious illness should be on antibiotics for twenty-four hours before returning to school. Any student with a communicable disease must submit a doctor's note before returning to school. In case of a medical emergency, Central Christian Academy will try to notify the parent to pick up the child. Depending on the nature of the situation, Central Christian Academy may call 911.

All students participating in the sports program must submit a completed Health Report Form with a doctor's signature to the school office prior to the practice season. This form is available in the school office. Students who are unable to participate in physical education must have a note from a parent or a doctor's excuse.

## Home-Schooled Students

While Central Christian Academy is not a ministry to home-school families, it is "home-school friendly" in its philosophy. Home school groups may rent the gym facilities. Central Baptist Church members who home school their own children in grades 1-11 may have their students participate in standardized testing for a fee, as classroom space allows. Other academic and extra-curricular programs may be available. Home school families may contact the principal for more information.

## Inclement Weather Policy

*Closing.* Central Christian Academy tries to make closing decisions by 6AM and public announcements by 6:30AM. As a general rule, any extra-curricular activities will be cancelled as well. **(CCA always closes when Southington Public Schools close due to the weather with rare exceptions.)**

*Delayed Opening.* When Southington opens late and Central Christian

Academy is open, CCA will follow the same period of delay. Parents should not drop off students before these times because often no one will be on duty to care for them unless specifically told otherwise. When Southington cancels half-day morning kindergarten, CCA will do the same.

*Early Dismissal.* When Southington dismisses early, CCA will do the same. Southington schedules its early dismissals by using the same clock hour each time, so CCA does the same. CCA's early dismissal time is 11:20 AM. This means that parents have from 11:20 AM - 11:35 AM to pick up their children. At 11:35 AM, children go to after care program and appropriate charges are assessed just as they normally do at 3:15 PM, but CCA expects parents to come as soon as possible.

Occasionally Southington will report an early dismissal, then later revise their dismissal to an earlier time because the weather has worsened. In this event CCA also will revise its early dismissal to a time earlier than 11:20 AM. It is important, therefore, for parents to continue to listen to the radio on early dismissal days for updates. The school office will make an attempt to notify parents of changes using our automated alert system.

Parents may monitor the following radio and television stations in order to get additional information on delayed openings, early closings, and school cancellations that pertain to CCA:

1080 WTIC - AM Hartford (Radio)

WFSB TV 3 - Hartford (Television)

WTNH TV 8 - New Haven (Television)

## Library

Elementary classes regularly visit the library with their teachers, and secondary students may use the library during study hall. Quarterly report cards are held back for unreturned books.

## Locks and Lockers

At the beginning of the year, Central Christian Academy will assign lockers to secondary students for storing books and personal items necessary for school. Each student is responsible for his own locker

and possessions. Lockers should be kept clean and neat. Lockers belong to Central Christian Academy and are subject to inspection by authorized school personnel at any time. Students may bring their own combination locks (but must share their combination with their homeroom teachers). Central Christian Academy will not be responsible for lost or stolen items. Students may not share lockers nor enter another student's locker for any reason.

## **Lunch**

Students may bring their lunch or purchase food items from the school. Parents of students who forget their lunch may request a standard substitute lunch offered by the school which includes a peanut butter and jelly sandwich, chips and milk for \$3.00. No other credit is extended for lunch items. Hot lunches are available each day for \$4.00 each and monthly menus are sent home with the Eagle Update. Lunch cards are also available and may be purchased in the school office or at the lunch window during kitchen hours.

## **Parent / School Relationship**

Central Christian Academy asks that parents check in at the office before visiting the classroom. Lunches, books, etc. should be left for the student at the office. Homework and other pertinent articles requested by the parent should be picked up at the office.

Central Christian Academy formally communicates with parents through this handbook, the weekly Eagle Update, letters sent through the school office and during school programs. Elementary teachers also send home weekly folders containing student papers, tally sheets, and other class-related information. Secondary teachers send home material such as graded tests, homework notices, and other class-related information on the day it is prepared.

Informal communication is important for a good parent-school relationship, as well. Parents are encouraged to contact their children's teachers for any questions or concerns that arise during the school term. Parents may also request to meet with a teacher at a mutually convenient time, usually after school hours. Parents who have unresolved concerns after

meeting with faculty members may approach the school administrator for assistance by contacting the school office. Parents are also welcome to meet with the school administrator with general concerns regarding the school or to offer suggestions for its improvement.

Parents are asked to show consideration for Central Christian Academy's dress code when making planned visits to the school or to its extra-curricular school functions and activities. For example, a mother who plans to attend an athletic event, field trip or class party should wear a dress.

## **Parent-Teacher Fellowship Activities**

Parent-Teacher Fellowship Activities are teacher-led school events supported by quality parent involvement. PTF activities are listed collectively in August's parent orientation packet and highlighted separately in weekly Eagles Updates during the school year. Parents interested in becoming involved in PTF activities are encouraged to contact individual teachers through the school office.

## **Public Relations**

Students may not use the name of the school on any radio or TV program without prior authorization from the school administration.

## **School Colors and Verse**

Colors: Blue and White

Verse: Isaiah 40:31 *"But they that wait upon the LORD shall renew their strength: they shall mount up with wings as eagles; they shall run, and not be weary, and they shall walk, and not faint."*

## **School Programs**

Academy students participate in four evening programs in addition to May's graduations: One of the PTF's, December's Christmas Program, March Open House, and the Spring Play. School families are encouraged to attend and bring along their friends.

## **Social Functions**

Central Christian Academy will not sponsor parties or social functions

without official parental notification from a faculty member or through the school office. School regulations, including dress code, will apply to all students and their guests for official social functions. Central Christian Academy expects adults who are operating in an official capacity for such events to observe the school's policies.

### **Standardized Testing**

Each year Central Christian Academy gives standardized achievement and aptitude tests to all elementary and secondary grades each year in order to evaluate student progress. Parents are encouraged to meet with the principal to discuss their child's performance and receive a copy of the test results.

CCA encourages all secondary students to take the PSAT before or during their junior year and the SAT or ACT before or during their senior year.

### **Student Activities**

Students who are members of any athletic team, musical team or ministry team are required to attend all scheduled activities for these groups. Parents and students should plan their schedules in such a way as to minimize conflicts.

Parents of spectator students must accompany their children at school activities and be responsible for their care and conduct. We request that parents and spectators not enter gym during practices, and instead wait for students in the school lobby.

### **Telephone and Communication Devices**

Central Christian Academy requires that all communication with students be approved and conducted through the school office. Accordingly, students may not bring cell phones to class. Cell phones brought into the building must be dropped off at the school office upon arrival. Students who drive may leave their cell phones in their vehicles during the school day. Cell phone violation penalties are as follows:

- 1st Offense* - phone sent to office & 2 demerits
- 2nd Offense* - phone sent to office, parents must retrieve and 1 detention
- 3rd Offense* - phone sent to office, parents must retrieve and 2 detentions

Further offenses will result in suspension.

As a general rule, the school office will only call parents on behalf of students for *important and urgent* matters such as illness or a forgotten lunch.

### **Visitors**

Central Christian Academy welcomes visitors to the facilities. All visitors, including prospective students and alumni, must make arrangements through the school office first. Visitors should comply with Central Christian Academy's standards of dress and conduct.

### **Withdrawal Policies**

Central Christian Academy will release transcripts and other student records to another school only after the parent formally withdraws the student from Central Christian Academy. Parents must fill out a Withdrawn Student form. Parents must see that all school-owned materials are returned to the appropriate teachers and that all payments are current when withdrawing their child. Central Christian Academy will not honor requests of records from other schools until this process is complete.

## **Contact Information**

### **Central Christian Academy**

1505 West Street

Southington, CT 06489

(860) 621-6701

**Email:** [cca@centralbaptistchurch.net](mailto:cca@centralbaptistchurch.net)

**Website:** [centralchristianonline.org](http://centralchristianonline.org)

### **Administration:**

**Administrator:** Dr. Jim Townsley ([mail@centralbaptistchurch.net](mailto:mail@centralbaptistchurch.net))

**Principal:** Mr. Tim LeJeune ([cca@centralbaptistchurch.net](mailto:cca@centralbaptistchurch.net))