

# CENTRAL CHRISTIAN ACADEMY

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## PARENT / STUDENT HANDBOOK



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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 Christians, striving to be spirit-filled. The school utilizes academically qualified teachers who hold a minimum of a bachelor's degree from a recognized college.

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.

Parents and students are asked to read this handbook and to willingly comply with its policies.

## 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. Apply to CCA online through the school website.
2. 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 enroll their student(s).
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 contact parents with test results, grade placement, and final acceptance.
4. Pay the enrollment fee when submitting a completed enrollment packet online along with health records and previous school records or transcripts to the school office. CCA will also need to copy an original birth certificate.

## 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 materials and completed homework for that class.
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 email progress reports home. Any 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.

### **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 progress.

### **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 for elementary and must be done neatly, accurately, and punctually to receive full credit.

- 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. Students with excused absences 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	No letter grade below an A-
Principal's Honor Roll	Average of 93% or above with no letter grade below a B-
Teacher's Honor Roll	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 also 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 sign up for classes when the school year begins. 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 semester. After that time, a student dropping a course may receive an "F" grade in that course, and any lab fees will not be refunded.

## Eligibility for Extracurricular Activities

Students interested in participating in extracurricular activities should 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 24 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>Advanced Studies Diploma</u>
Bible	4 credits	4 credits
English	4 credits	4 credits
Mathematics (including Algebra I and Geometry)	3 credits	4 credits (adding Algebra II)
Science (including Physical Science & Biology, adding Chemistry or Physics)	3 credits	4 credits
History (including U.S. History, Government/Economics, World History, Geography)	4 credits	4 credits
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.

### Study Hall

Students may only take a maximum of 1.5 study hall hours per year.

### Transfer Students

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 also receive waivers for certain graduation requirements.

# Conduct and Discipline

The faculty and staff at Central Christian Academy regularly promote the Biblical principals of honesty, obedience, orderliness, individual responsibility, respect for authority, and courtesy toward others.

To help correct behavior and instill these principals in our young people, it is often necessary to impose appropriate discipline. At CCA, because our goal of imposing discipline is to effect Christ-like character, our faculty and staff are careful to apply discipline with love and understanding.

As a staff, we will do our best to understand the problem, address the problem, and work toward a resolution for the problem while working with the parents for the best outcome. Our focus, therefore, is not merely to impose a discipline but to gain the students' respect and understanding while building a rapport and to enlist the cooperation of the parents and earn their trust.

At Central Christian Academy, the teacher is recognized as the authority in the classroom; thus parents are asked to adhere to the chain of authority by referring academic, social, or disciplinary problems to the teacher first. *If a satisfactory resolution cannot be reached between the teacher and parent first, then the matter may be referred to the administration.*

To help teachers, students, and parents understand the disciplinary process, we have addressed particular areas and have outlined the following disciplinary system:

## **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, media devices, etc. Students in grades 7-12 may bring a cell phone to school, but must keep it silenced in their locker or backpacks. Elementary students must turn in cell phones to the school office daily upon arrival. Earbuds/head phones should not be used at school or

any school activities. Reading materials 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.

## **Elementary Discipline**

A tally system is used in grades one through six to track problems during the school year. Students with excessive tallies will be subject to counsel and/or discipline. Classroom teachers send home weekly reviews reporting tally accumulation. The following chart is a guideline for receiving tallies:

### *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 the principal
40 Tallies,	He is assigned two suspension days and a parent conference with the teacher and principal.
50 Tallies,	He is considered for expulsion per the principal and administrator

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

## **Secondary Discipline**

A system of class routines, including demerits, detentions, and suspensions are 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. These routines promote social courtesy, build character, increase classroom learning efficiency, and help to prevent discipline problems from arising.

### *Demerits*

Demerits are issued to a student who neglects a particular class routine or demonstrates poor conduct. A demerit is a warning to the student and his parents that there is a need for a change in behavior and/or that instruction or counsel alone is no longer a sufficient remedy to the offense.

Although students will be informed of the reason for the demerit, any student who has a question about an issued demerit may see the teacher after the class session has concluded. Parents will be informed of any demerits issued but should also regularly check the FACTS FamilyPortal.

In the event of a serious issue, the teacher may ask the student to leave the classroom and go to the office to meet with the principal.

While demerits serve only as warnings, their accumulation may result in more severe consequences. Any demerits issued are tallied at the end of each day and are cumulative. Consequences for accumulated demerits are as follows:

- 3 missing assignments per class/ one hour detention
- 3 demerits in one day / one hour detention
- 5 demerits in one week / one hour detention
- 10 demerits in one sem. / one hour detention
- 20 demerits in one sem. / in-school suspension
- 20+ demerits in one sem. / principal's discretion

### *Detention*

Detentions may also be assigned at the discretion of the faculty. When a student earns a detention, the parents will be called. Detentions will be served on Wednesdays. Missed detentions are automatically doubled. Consequences for accumulated detentions are as follows:

- 3 detentions in one sem. / in-school suspension
- 3+ detentions in one sem. / principal's discretion

### *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. When work (excluding test grades) 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, fighting, disobedience, disrespect, improper language, a continuing pattern of earned detentions, etc. The principal will investigate any suspension offense, talk with the student, and then make the final decision. If a suspension is issued, the principal will set the suspension day(s) and call 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 also 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 appearance thereof, pornography, alcohol or illegal drug use, lack of student cooperation, lack of parent cooperation, etc. In certain cases, where moral principles have been violated, the principal may bypass certain steps outlined above. Expulsion offenses apply year-round and are not restricted to the academic year.

## 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). 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, jewelry, tattoos, piercings, etc. **The administration reserves the right to determine what is and what is not acceptable in particular situations. If you have a question about a potential dress code issue, please contact the administration beforehand.**

### *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 any 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. Disciplinary action will be taken for repeated offenses. In the event that the administration deems a student's dress to be immodest or inappropriate, the parent may 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. High school boys may wear low-top sneakers or black or brown oxfords or loafers (casual- dress or dress shoes) that are solid-colored. No sandals, "flip flops" or shoes without a back are permitted. Soles should be normal (no boot-like soles). Boys should also wear white or 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 permitted. Shirts should be tucked in and buttoned.
3. Boys may not wear bracelets, earrings, or necklaces, except for medical purposes. Watches and rings are permitted.
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 should be worn with a belt.
6. Boys should have their hair cut regularly, not allowing it to become long or bushy on the top of the head. Hair is to be kept off the eyebrows and tapered off the collar and off the ears. Boys are not permitted to shave their heads. No extreme hair styles, including bleached or dyed hair, are permitted. Facial hair (beards, goatees, mustaches) must be shaved. Sideburns should not come below the middle of the ear.
7. **The administration will be the final judge on any item in question concerning dress and hair requirements for boys.**

#### Girls

1. Skirt or dresses 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 permitted. Undergarments should not be visible. All buttons except the top button should be buttoned.
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 makeup in moderation. Students in grades 7-12 may wear only one pair of matching earrings in the ear lobes only. Students in grades Pre-K – 6 may not wear makeup and are permitted to wear earring studs only.
5. Low-top sneakers, or 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. Elementary girls may wear sneakers in school. Girls may wear dark socks, knee socks, tights, or plain non-athletic white ankle socks. Girls in grades 7-12 may also wear hose.
6. No extreme hairstyles and no unusual hair coloring are permitted. The terms “extreme” and “unusual” will be interpreted by the Administration. Girls should also not shave their hair.
7. **The administration will be the final judge on any item in question concerning dress and hair requirements for girls.**

### **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.

Activity dress may be worn by student spectators at all sporting events throughout the year whether home or away. 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 collar, or an approved CCA Spirit T-shirt. Collared shirts should 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. Plain t-shirts may be worn

if they are modest and neat. 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.

### **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 overblouse, 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, and other necessary costs. 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 principal will contact families whose accounts are in arrears. 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. In addition, FACTS FamilyPortal online access may be restricted for accounts with past due balances.

### **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 fees for participants in interscholastic sports are added to the 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.

Lab Fee - for secondary students enrolled in science, keyboarding, and computer classes.

Lost Book Fee - the cost to replace lost books will be added to the tuition bill.

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

Parents also have the ability to make online payments through FACTS. In the event that a student's account is past due, FACTS access may be limited. A student may also not be allowed to attend class until the past due account is paid.

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**

7:30 AM - 7:45 AM - **Before school program.** Supervision is provided for children who arrive before 7:45 AM. Please contact the academy office for scheduling and pricing.

7:45 AM - 8:15 AM - Students arriving during this time 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.

3:15 - 4:30 PM - **After school program.** A time of supervised activity for children is provided for parents who cannot pick up their children at the close of the school day. Parents should contact the academy office for scheduling and pricing. Parents will be charged late fees if children are not picked up on time. Any parent who may need to pick up their child after 4:30pm needs to contact the school office beforehand. 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 must notify the school office. When a child returns to school, the parent should 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 or call the school office well in advance of pickup. 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*

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.

Tardiness is considered excused by a written parent note for doctor appointments and illness. All other tardies are considered unexcused.

### *Absences*

Students who arrive later than 11AM are considered absent for the entire day. Students who miss more than one hour of the school day are considered absent for a half day. Students who are absent from school may not participate in extra-curricular activities (e.g. sports practices, games, etc.) unless they have special permission from the principal.

**Students are considered truant** if they have at least 4 unexcused absences in one month (30 consecutive calendar days) or 10 unexcused absences in one school year. Families of truant students will be contacted by the principal.

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

Excused Absences - Absences are considered excused by a 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 well 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. Also, students participating in school sponsored, extra-curricular activities must ride school-provided transportation to and from activities held away from school property unless written permission is granted.

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 or wear tokens of affection while at school 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. A student's Bible grade may be affected for not participating in chapel. 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 conditions or 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.

Any specific COVID-19 protocols will be communicated to school families prior to the first day of school.

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 and on the school website. Students who are unable to participate in physical education must have a note from a parent or a doctor's excuse.

## **Homeschooled Students**

Central Christian Academy is "home-school friendly" in its philosophy. Homeschool groups may rent the gym facilities. Homeschool families of children in grades 1-11 may have their students participate in standardized testing for a fee, as classroom space allows. Homeschool families who wish for their students to participate in academic and extra-curricular programs need to contact the school office 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 will close when Southington Public Schools close due to the weather with rare exceptions.)**

*Delayed Opening.* When Southington opens late due to weather 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 due to weather, 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. The school office will notify parents of changes using our automated alert system through email, text, and phone call.

## **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. The cost to replace unreturned library books may be added to the tuition bill.

## **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 the school office. 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. No other credit is extended for lunch items. Hot lunches are sold daily 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. Other food items for purchase include pizza, wraps, drinks, and snack items.

### **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, and emails sent through the school office. Elementary teachers also send home weekly folders containing student papers, tally sheets, and other class-related information. Secondary teachers post material such as graded tests, homework notices, and other class-related information each week on FACTS FamilyPortal.

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 meet with 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 personal consideration for Central Christian Academy's dress code when making planned visits to the school or to its extra-curricular school functions and activities; and to conform to its standards as much as possible.

### **Public Relations**

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

### **Safety**

To ensure safety at Central Christian Academy, outside doors will remain locked during school hours. Anyone wishing to gain entrance will need to be recognized and allowed in through the main double doors. Students will not be allowed to open any exterior doors for anyone.

In addition, students and staff will regularly practice fire drills and safety drills. Safety drills will serve to prepare students and staff in the event of an inside or outside danger. In order to prevent any concern or panic, students and parents will be informed of the dates of initial safety drills.

### **School Colors and Verse**

Colors: Royal 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 three evening programs: 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 a ministry team are required to attend all scheduled activities for these groups. Parents and students should plan their schedules as to minimize conflicts. Graduating seniors are also expected to participate in Student Service Day at the end of the school year.

Parents of spectator students must accompany their children at school activities and be responsible for their care and conduct. Small children should be supervised at all times. As a courtesy to coaches and supervisors, we request that parents and spectators not enter the gym to observe practices. Parents may 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. Elementary students must drop off their cell phone at the school office daily upon arrival. Of course, office personnel will always respect the privacy of a student and his phone. High school students may keep their cell phone **silenced** in their backpacks or lockers. Students need to ask for permission in order to check for messages or send any communications.

Because students can be prone to disregard the cell phone policy, we have established the following penalties:

1st Offense - phone sent to office and the student may receive up to 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 and loss of cell phone privilege at school

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. Students' after school plans should be discussed prior to coming to school for the day.

## 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. Kevin Young ([cca@centralbaptistchurch.net](mailto:cca@centralbaptistchurch.net))