



# CENTRAL CHRISTIAN ACADEMY

## STUDENT MANUAL of Policies and Procedures

revised March 2018



# Central Christian Academy Student Manual

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## **INTRODUCTION**

Welcome to Central Christian Academy. It is our privilege to have your child at CCA. Our desire is to meet the needs of your child and aid in his/her educational skills. Our teachers and workers are both loving and kind, and seek to promote good discipline as well as aid your child in playing and sharing with others. This Manual has been designed to help communicate our school policies and procedures. Our school is built on the essential principle of cooperation. We recognize the difficulty of pleasing everyone when making policies for a large group of people. However, we try to be fair and understanding, taking into accounts the testimony and ministry of the entire school family. With the Lord's help we can work together toward a great relationship as we share in the educational training of your children. We would appreciate your thorough reading of this manual and cooperation with our staff, so we can better meet the needs of your children and provide a positive learning experience.

Central Christian Academy was founded as a ministry of First Baptist Church of Dunkirk in 1981 and shares its facilities. The initial goal remains the same; to provide an education based on a biblical perspective. The school is viewed as a ministry of our church to meet the needs of working families in our community. CCA is governed by a School Committee chosen annually by the church membership. We have the following philosophy of education and summary statement of faith for our entire school.

## **CHRISTIAN PHILOSOPHY OF EDUCATION**

1. To teach the Bible as God's inspired Word and to develop attitudes of love and respect toward the Scriptures.
2. To teach the basic doctrines of the Bible; focusing on the major doctrines and allowing differences on the minor ones.
3. To encourage the pupil to accept Christ as personal Savior.
4. To develop a desire to know and obey the will of God as revealed in the Bible.
5. To equip the student to carry out the will of God in daily life.
6. To develop the mind of Christ toward godliness and to teach the students how to overcome sin.
7. To encourage the student to develop self-discipline and responsible behavior based on respect for and submission to God and all other authority.

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8. To give a vision to the student for the task of evangelization and discipleship, and the opportunities to invest their life in God's service.
9. To help the student to respect and be faithful to their local church and pastor.
10. To teach a respect for the biblical heritage of our nation and constitution.
11. To help the student develop for himself a Christian world view by integrating life and studies with the Bible.
12. To teach the educational basics and provide other educational tools and skills so that the student may find their place and witness in today's society.
13. To aid parents in the spiritual and educational training of their children by being an arm of the family along with the local church.

## **STATEMENT OF FAITH**

Central Christian Academy, as a ministry of the First Baptist Church, holds to First Baptist's Statement of Faith which in summary states:

- We believe that the Bible is fully inspired and is the infallible Word of God and therefore our only authority in matters of faith and practice.
- We believe in the Trinity of the Godhead; One God eternally existing in three persons – Father, Son and Holy Spirit.
- We believe in the personality, deity and work of the Holy Spirit; the Third Person of the Trinity.
- We believe in the deity of our Lord Jesus Christ as the Son of God and God the Son.
- We believe in the Virgin Birth of Christ; that He was conceived by the Holy Spirit and therefore God manifest in the flesh.
- We believe in His substitutionary death; that the Son of God gave "His life a ransom for many," and "bore our sins in His own body on the tree."
- We believe in the bodily resurrection of the Lord Jesus Christ; that He ascended and is now at the Father's right hand as our Priest and Advocate.
- We believe in the visible, glorious, imminent and bodily return of our Lord Jesus Christ to be Pre-Millennial and Pre-Tribulational.

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- We believe in the reality and personality of Satan.
- We believe in the creation of the universe and man by God in six literal days.
- We believe in the universal depravity of mankind; therefore, in the necessity of regeneration through the Holy Spirit of God and Faith in Jesus Christ.
- We believe in the immersion of the believer in water as the only biblical form of baptism, prerequisite to church membership; and the Communion of the Lord's Supper as a privilege peculiar only to those obedient believers in Christ.
- We believe that the New Testament order of a Gospel Church is a body of baptized believers, organized, independent, self-governing and voluntarily associated together for the service of God.
- We believe in the Great Commission given by our Lord to His Church to evangelize the world, and that this evangelism is the great mission of the church.
- We believe that the miraculous gifts given primarily to the apostles such as prophecy, speaking in tongues, miracles, and healing, were temporary and are no longer given following that period of church history.
- We believe in the bodily resurrection and translation of the believer at Christ's return.
- We believe in the bodily resurrection and judgment of unbelievers after the Millennial Reign of Christ.
- We believe in the eternal security of the believer on earth and eternal blessedness of the righteous in Heaven and eternal existence and punishment of the wicked in the Lake of Fire.

*Note: In the classroom, questions as to doctrine are answered from these positions. However, in the curriculum we seek to teach the basic doctrines of the Bible held by all evangelical Christians; majoring on the majors and allowing differences on the minors. We do not put down someone who holds opposing beliefs.*

## **NATIONAL RECOGNITION & MEMBERSHIP**

CCA is a member of the American Association of Christian Schools and the New York Association of Christian Schools. CCA is governed by a School Committee chosen annually by the membership of First Baptist Church and reports to the Deacon Board of the church.

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## **NON-DISCRIMINATION POLICY**

CCA admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students of the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, tuition assistance programs and other school programs, nor in the hiring of faculty and staff.

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## ACADEMICS

### *Preschool Academic Program*

CCA is more than a day care; it is a preschool. We use the ABEKA curriculum beginning in N3, increasing in K4, and more fully developed in K5. This program not only helps the student develop social skills but initial academic skills in color, number and letter identification. We believe this is the time to have fun, and develop small and large motor skills which gives the child proper growth and coordination.

Class sizes in the Preschool program are limited to:

N3 – Limited to 10 students per supervisor. Students must be 3 years old by December 1<sup>st</sup> and be fully potty trained.

K4 – Limited to 12 students per class. Students must be 4 years old by December 1<sup>st</sup>.

K5 – Limited to 12 students per class. Students must be 5 years old by December 1<sup>st</sup>.

### *Elementary Academic Program*

CCA utilizes the ABEKA curriculum throughout all of our elementary school classes. This curriculum not only stresses academic excellence but also a focus on spiritual education and citizenship. Students are taught to grow in their faith and to become good citizens while they learn at a level of education that is consistently ahead of their public school counterparts.

Class sizes in the Elementary school are limited to 12 students per teacher. In some cases, grades may be combined.

### *Learning Center Academic Program*

The Learning Center at CCA is designed for students in the 6<sup>th</sup>-12<sup>th</sup> grades. The Learning Center utilizes the Accelerated Christian Education (ACE) program and is an individualized, "PACE" based program. Students learn at an appropriate rate that allows them to fully demonstrate comprehension of the material.

The Learning Center is limited to a total of 25 students in grades 6-12.

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## *All School Academic Policies*

### *Achievement Testing*

All students in grades K5 and up must take the Stanford Achievement Tests each spring. These tests are required to track each student's academic progress as well as monitor our curriculum. Real sickness is the only acceptable cause of absence. No doctor or dental appointments should be scheduled.

### *Athletics and PE*

N3 through 5<sup>th</sup> grade has gym once a week. Learning Center has gym twice a week. Students must have a doctor's written letter to be excused from PE involvement. A parental note is accepted only for temporary illness, etc. A student may be excused from PE in cases of minor injury or sickness no more than three times with a note from a parent. If your student can not participate, we require a note from a physician explaining the reason.

### *Attitude Assessments*

CCA will not tolerate students who develop attitudes of rebellion or disrespect toward authority and reserve the right to dismiss such a student, especially when they negatively affect the lives of other students. All new students and families are on a 90-day probationary period.

### *Bible Versions (Memorization)*

The King James Version or the New King James Version are the translations normally used in the classroom for study, quotation, and memorization. Using the above versions helps in class memorization and a uniform teaching program.

### *Curriculum*

The ABEKA curriculum is used in all of our elementary classes. The Learning Center uses the Accelerated Christian Education (ACE) curriculum.



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## *Assembly*

All classes will meet together on Friday for our weekly all-school assembly. This is when we do flag drills, recognize class involvement in various programs, celebrate birthdays and have class participation. Parents are always welcome and encouraged to attend.

## *Chapel*

Our regular chapel programs are on Wednesday. Attendance is compulsory and no student is excused from these programs. Parents are invited to attend any chapel time. Occasionally, to accommodate a special speaker or group, chapel will be changed to another date with advance notification given if possible. Special dress is not required on chapel days.

## *Special Recognition*

All students who memorize 25 verses during the school year will receive a certificate, while those memorizing 50 or more receive a special Ribbon and those memorizing 100 will receive a medallion.

## *Report Cards*

All students will receive report cards and progress evaluations at the close of each quarter. The teacher is always ready to meet with parents by appointment to discuss the student's progress.

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## *Elementary and Learning Center Academic Policies*

### *Grading Standards and Periods*

Grading periods for all students are every 10 weeks. All students will receive report cards and progress evaluations at the close of each quarter. Academic progress is monitored every 5th week, at which time Progress Reports will be given. The following grading standard is used:

<u>letter grade</u>	=	<u>percentage range</u>
A+	=	98 - 100
A	=	94 – 97
A-	=	90 - 93
B+	=	87 – 89
B	=	84 - 86
B-	=	80 – 83
C+	=	77 - 79
C	=	74 - 76
C-	=	70 - 73
D	=	65 - 69
F	=	64 or below

### Other grading

S	=	Satisfactory
U	=	Unsatisfactory
N	=	Needs improvement
I	=	Improving

### *Make Up Work*

Students with excused absences will be allowed to make up work within one to five class days, depending on circumstances. Teachers will not delay tests or allow extra time simply because a student misses a day of school before the test. Consideration will be given to those who missed several days in a row or were obviously too ill to prepare for school. All work, however, must be completed within five days of returning to school.

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## *Honor Roll*

Honor roll recognition will be given to Elementary and Middle School students after each grading period. Awards will be presented at the Annual Awards Night & Graduation Program.

*High Honors - A+ average (grades of 95-100)*

*Honors - an A average (grades of 90-94)*

*Merit -B+ average (grades 85-89)*

## *Homework*

Homework is an integral part of the Elementary and Learning Center program and increases as the student progresses in grade levels. Each teacher has liberty to assign homework to aid the student in advancing academic studies. Students are expected to complete homework assignments on time. We try to avoid excessive homework. Students who are behind in their work may receive in-school help from the teacher. The teacher may discuss special homework programs for the parent to help their child.

## *Student Progress Report*

It is our goal to keep parents aware of their student's progress and to alert you to any academic difficulty they may be facing. We feel it is very important that parents work with us to help their student obtain success in their study program. We may not be totally aware of situations causing these difficulties and may need information which would help us meet your student's need.

If you are not familiar with our grading system, suggested amount of homework, or recommendations made on the academic difficulty report form, please contact the classroom teacher involved. They will be glad to arrange a parent-teacher conference. Teachers may share the difficulty report with the divisional director or administrator for review and may want them involved in the conference.

Our goal is to help you raise your child in the nurture and admonition of the Lord by providing a solid program of academic

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studies. Many of our academic programs are dictated by state law or the American Association of Christian Schools of which we are a member. There are academic standards which we must maintain for the benefit of your children.

Teachers will check the difficulty they perceive as the problem(s). These include: Poor aptitude in subject, poor test scores, poor attendance or lateness, poor class preparation, lack of attention or participation, lack of effective motivation, lack of seriousness in studies, inadequate written homework or notes, inadequate foundation in the subject, etc.

Recommendations may include parental help with homework, a parental conference with the teacher, special tutoring in the subject, after school help and parental encouragement of the student to give more effort and seriousness to their studies. The goal of the DIFFICULTIES report is to make sure that minor problems do not become major. If we keep the student from getting behind in their work they will face less pressure in school. Parental cooperation is vitally important in these matters.

## *Academic Deficiency Report Form*

An academic deficiency is more serious than an academic difficulty. This report is given when a student is in danger of failure or an incomplete in an academic subject. The lists of causes are the same on both forms. In the areas of recommendation there is the additional suggestion of change in grade level material. This is primarily suggested when there is an inadequate foundation in each subject.

In elementary classes this may require special tutoring, attending a prior grade class in that subject, special homework arrangements with the parents helping their student and after school help. Our goal is to move the student from what they now know to what they need to know.

If a student shows academic deficiency in a majority of core subjects, the teacher and administrator may recommend that the

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student be transferred to a lower grade level if the deficiency is noted early in the school year or through pre-admission testing. If the deficiency shows up in the later part of the year, the recommendation will likely be that the student be retained in the present grade for the next school year. It should be remembered that Central Christian Academy reserves the right of grade placement for students.

## **ADMISSIONS AND TUITION**

### *Andrew Voucher*

Andrew, Simon Peter's brother, was one of the two who heard what John had said and who had followed Jesus. The first thing Andrew did was to find his brother and tell him, "We have found the Messiah." And he brought him to Jesus (John 1:40-42).

You have discovered the value of CCA in the life of your children and family. Would you, like Andrew, share your discovery with another family who will likewise benefit from a Christ-centered, Christ honoring education? When a current CCA family recommends a new family to the Academy, the current family will receive a 10% discount on their highest tuition. Here are the following guidelines:

1. A family may recommend any number of new families but cannot receive more than a 10% discount on their tuition.
2. If either family is in the Academy for only part of the year, the discount will be prorated.
3. The "Andrew" voucher will be applied monthly to the recommending family's tuition.
4. The recommending family must complete the commitment sheet and submit it to the Academy Administrator.

The new family must be fully accepted (with no reservations) before the tuition discount can be applied.

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## *Books*

All books are purchased as part of tuition. Reusable books are cleaned and checked at the end of the school year, primarily in the upper grades. Students will be required to pay for damaged or lost books.

## *Financial Information*

Our goal at CCA is to be an extension of the Christian home and to provide adequate facilities, equipment, and godly instructors for the development of Christian character in the lives of those entrusted to our care. Tuition and fees, along with fundraising programs, are designed to cover the basic costs.

## *Registration Fee*

Families are required to pay a \$150 registration fee per child when registering their child(ren) for the upcoming school year.

## *Tuition*

Tuition rates are established by the CCA School Committee on a yearly basis and published as an attachment to this document as well as published on the Central Christian Academy website at [www.dunkirkcca.org](http://www.dunkirkcca.org).

When determining tuition for families with two or more children attending CCA, the highest cost is the 1st child rate, followed by the next highest cost for the 2nd child rate, followed by the next highest tuition cost for the 3rd child rate. A Financial Information Sheet needs to be filled out with the office for each family.

## *Financial Office*

CCA maintains a Financial Office that is responsible for managing and collecting all tuition and fees. This allows us the opportunity to spend more time and energy on education, development and other school related issues. It also helps us provide a strong and consistent cash flow to meet the demands of educational and operational cost of running our school.

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## *Payment Plans*

### Full payment

The entire amount of tuition and fees is paid on or before August 1 unless other arrangements have been approved by the Financial Office.

### Semi-annual payments

The tuition payment and fees will be divided into two payments. The 1st payment is due on August 1 and the 2nd payment is due January 15th.

### Monthly payments

Tuition is paid over a 10-month period. The 10-month payment plan begins in August and ends in May.

## *Tuition Discounts*

- Full Payments receive a 2% discount on the on-time tuition payment
- Semi-Annual payments receive a 1% discount on the on-time tuition payments.

## *Other Discounts*

- Members of First Baptist Church in Dunkirk receive a 10% discount on tuition.
- We also have a discount for children of area full-time pastors.
- We have a discount for families who have a parent in active military duty.

## *Invoicing Methods*

All invoices are sent via email as a PDF attachment. There is a \$4.00 per invoice fee imposed for any invoices that are requested to be printed and mailed.

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## *Financial Assistance (STAF)*

Families needing financial assistance may apply for the Student Tuition Assistance Fund (STAF) program. See the office for more information and application date deadlines.

## *Fundraisers*

To supplement our budget and to improve our educational opportunities, we have two or more school sponsored fund-raising events per year. It is expected that each family will fully support these endeavors to further our financial resources and keep tuition minimal.

## *Waiting List*

Because of the demand for our type of program, we often have a waiting list for classes. There is no charge to be on the waiting list. First preference will be given to those who are members of First Baptist Church. Second preference will be given to those who have other children in our academy program. Otherwise, the list is based on a first contact basis.

## *Withdrawals or Dismissals*

Withdrawals from the school must be made through the office. A two-week notice is required. All tuition continues until the withdrawal is complete. Families facing financial hardships should contact the office early.

A student may be dismissed from school upon violation of the rules and policies of CCA or extreme financial delinquency. Decisions in these matters are the full responsibility of the school committee and the administration.

Any student asked to withdraw or dismissed from the school will not be eligible to attend school events, major school programs, or extracurricular activities unless accompanied by a parent and with permission from the office or administrator. Any student expelled from school will not have further review or appeal until the next school year.



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## **ATTENDANCE**

### *Absences*

Regular attendance is essential to successful class work. Parents must notify the office (in writing, phone or email) when their child is absent. Notification of extended absences due to out-of-town trips, etc., must be submitted to the school before the absence occurs. Any student who misses 30 or more days in a school year (15 per semester), for any reason, will not be promoted to the next grade.

Absence or tardiness is excused for sickness, injury, insurmountable condition, death in the immediate family or with prior school permission.

### *Truancy*

Truancy is an absence without the knowledge and consent of parents and/or school staff. This includes leaving school without permission before the end of the school day, or staying out of scheduled class or activity without permission. Such action will not be tolerated. In the event a student must miss school due to a family trip, emergency, or vacation, the teacher and school office should be notified in advance.

### *Tardiness*

A student is TARDY after 9:00 A.M. and a written note must be given to the classroom teacher. Three tardies equal one absence.

### *Appointment Dismissals*

Appointment dismissals for doctors or dentists should be limited. Since our major academic instruction is given in the morning hours, we discourage morning doctor or dentist appointments. Prior notification of appointments will be helpful to the class teacher and should be made several days in advance. Parents are to come to the school office to sign their child out or in. We will call your child to the office when you arrive.

### *Extraordinary Circumstances Exemption*

In certain instances, the School Committee of CCA may choose to waive the minimum attendance requirement. These exemptions will only be considered for unusual and extraordinary circumstances and will be decided

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on a case by case basis. Requests for exemption should be made in writing to the School Committee of CCA.

## *Vacations and Family Emergencies*

In the event a student must miss school due to a family trip, emergency, or vacation, the teacher will use discretion regarding the issuing of homework prior to the trip. Any homework given prior to the vacation must be completed and turned in the day the student returns, otherwise no credit is given. If no homework is assigned, then all makeup work should be completed within one week after returning to school. It should be noted that missing school for any reason is detrimental to a student's progress in school and should be kept at a minimum.

## **COMMUNICATIONS**

### *Communication Folder*

A communication folder will facilitate parent/ teacher communications. Items needing parent signatures, field trip notices, etc., will be placed in the "return to school" side. Finished work, school calendars, letters from the school office, etc., will be placed in the "keep at home" side. Use this folder to send anything needing the teacher's attention, such as lunch money, signed forms, excuses, etc.

When possible, email will be used to deliver any forms or notices to families. Please make sure you have a valid email address on file with the Business Office. If you do not currently have an email address there are several free services online that will allow you to set one up and access it free of charge.

### *Email List*

CCA will maintain an email mailing list of all current families. Notifications of events, news, and announcements as well as school closings will be sent to this list.

### *Online Communications*

CCA will maintain a website at [www.dunkirkcca.org](http://www.dunkirkcca.org). We also maintain a Facebook fan page at [www.facebook.com/dunkirkcca](http://www.facebook.com/dunkirkcca) and a Twitter feed at

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[www.twitter.com/dunkirkcca](http://www.twitter.com/dunkirkcca). News, events, reminders and notices of school closings will be posted to these services.

## *When Problems Arise – The Correct procedures to Follow*

### Notification

If at some time during the school year an academic or behavior problem arises with your child, there are certain methods of procedure we desire to follow. The teacher or office may send notification to you regarding an academic difficulty, deficiency or behavior problem that requires disciplinary action. These notes require the parent/ guardian signature and provide opportunity for comments. These notes should be returned to school the following day. If you feel you need a conference regarding these notifications, it can be arranged.

### Procedure

Classroom situations should be discussed with the respective teacher before contact with the administration. In some instances, you will be asked to contact a member of the Administrative Team before the full Administrative Team becomes involved. We try to follow a chain of command in these areas to show respect to those immediately involved with your child. You may arrange a discussion with the teacher before or after normal school hours. Phone calls to the teacher's home should be restricted to avoid infringing on essential family time for the teacher.

### Information and attitude

Please remember that those to whom you have entrusted the education of your child need to be respected and treated fairly. Adverse parental actions can cause confusion with the child in his or her attitude toward school and those in authority over them. It will also undermine your authority at home. Parents need to use care in responding to a student's comments about school discipline

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or problems. While it is expected that a parent be supportive of their child, it is important to remain neutral until you know all the details of the problem from the teacher or administration.

Parents are not to investigate situations by questioning other students or school families. This is the job of the administration. Such parental action will interfere with administrative resolution to problems and is considered a cause of dissension and may result in dismissal by the School Committee if it intensifies problems. Our goal is to work in harmony with the home, seek to understand all sides of an issue, and provide a positive influence in the life of all our students and their families.

## Disagreement with school policies

If parents have issues or disagreements regarding any school policy, program or practice, they should arrange a meeting with an administrator to seek to resolve these issues. If this meeting fails to resolve the issue, parents may make a one-time appeal regarding administrative decisions to the CCA Committee. If matters cannot be resolved with the Committee, most likely CCA is not the place for your child. While we do not expect everyone to agree with all our policies, we do expect everyone to abide by them. We will not tolerate those who cause dissension or create disharmony in our school family.

## **CONDUCT AND DISCIPLINE**

### *All School Policies*

#### *Conduct Policies*

We desire our students to maintain high standards of courtesy, kindness, morality and honesty. We expect all our students to show respect for those in authority. Disrespect toward teachers or staff members, in action or word, will result in appropriate discipline.

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## *Prohibited Items*

Students are not to bring on our school grounds: recording or playing devices, cell phones, video games, knives, guns, electronic devices or other objects that the administration considers negative to the Christian testimony of the school. Such items will be confiscated and returned only to the parents.

## *Prohibited Actions*

Students are not allowed to sexually harass or embarrass or bully other students. We consider verbal and emotional harassment of other students wrong and will seek to correct such behavior through proper discipline when made aware of it. Swearing and the use of foul or offensive language will not be tolerated and proper disciplinary action will be taken. Horseplay will not be tolerated and proper disciplinary action will be taken. Immediate dismissal will result if any student brings firearms or illegal drugs to school and law enforcement will be notified if necessary. Chewing gum is prohibited in any part of the school complex.

Students are not to loiter (especially before and after school) in the parking lot, or wander through the hallways, classrooms or unauthorized areas of the complex. Unauthorized areas include: office, library, maintenance closets, tool rooms, storage room, garage, the baptistry, and church auditorium.

## *Telephone and Phone Calls*

Student use of the telephone is restricted to emergency calls upon approval of the office. No personal calls are to be made. Long distance calls are not allowed. Use of cell phones during school hours is prohibited.

## *Vandalism*

Any student who vandalizes or damages (purposely or unintentionally) any church or school property or equipment, is expected to make restitution. The administration will determine the cost and payment method.

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## *Fire Alarm and Smoke Detectors*

Setting off any fire alarm is a serious offense resulting in an automatic 3-day suspension and fines. It is also against the law and a student most likely will face a legal charge from the police for “pulling a false alarm.” The fine will range from \$100 to \$200, according to the Fire Marshall. He also stated that if a responding emergency vehicle is involved in an accident and/or fatality, the school will be liable. Thus, we would have to hold the student and parents financially accountable as well.

## *Classroom Rules*

Students are expected to understand and comply with all classroom rules. The teacher is the authority in the classroom.

## *Discipline*

Discipline is not punishment for misbehavior. Rather, it is teaching a child how to relate to others and how to work or behave in a particular environment. We attempt to teach acceptable behavior to the children through example, through rewarding acceptable behavior and through lovingly administered correction of inappropriate behavior. Rewards may include hugs, smiles, words of praise and an occasional prize for the older children.

## *Corporal Punishment*

We do not use spanking or corporal punishment as a corrective measure. Usually a child misbehaves for an underlying reason, such as the need for more attention. We attempt to determine the child’s need as we show him or her correct behavior. Corrective measures may include sitting in a “time out” chair or being separated from the group for a short time.

## *Continual Misbehavior*

If a child’s continual misbehavior is a disruption to the classroom, and/or we feel that a child’s physical aggression has become dangerous for other children, a parent meeting with the director and administrator may be required. Major discipline matters will be documented. If a workable solution cannot be found, the child may be asked to leave school until the child has matured and develops socially acceptable behavior. In a case

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where a wrong behavior pattern cannot be corrected, the parent will be required to withdraw their child from the school.

## *Elementary and Learning Center Policies*

### *Cheating*

As a Christian school we deal with this seriously. We want children to be honest and trustworthy. See Disciplinary Form section and conduct policies.

### *Computer Lab Usage*

We seek to give each elementary student regular class time each week in the computer lab. The computer lab is designed for educational purposes, not for personal games. No outside programs are to be brought into the lab. All programs used must have administrative approval. No one is to download to any computer or change any programs or icons.

## *Disciplinary Action*

### Level One

Teachers will initially give the student a gentle but firm reprimand, seeking not to embarrass or ridicule them. After a teacher has given two timeouts to a student, any further incident will result in the student being sent to the office. Parents will be notified of the school's actions by the disciplinary referral form or phone call explaining the warning and reprimand. A conference with the student and parents may be required by the administrator.

### Level Two

Conference with parents, loss of privileges, in-school suspension, social probation, extra school work assigned as a form of punishment, major offenses may be noted in the student's records.

### Level Three

Out-of-school suspension and/or continuation of Level Two procedures. The CCA School Committee will be notified of any Level Three actions.

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## Level Four

School Committee level decisions: expulsion, continued suspension.

## Note

Corporal punishment is illegal in New York State and not employed by anyone in the school. While we recognize its value as expressed in the Scriptures, we believe this is only to be administered by the parents in the home.

## *Disciplinary Forms*

### The Disciplinary Referral Form

This report is used to inform parents of disciplinary incidents involving the student. Parents are urged to appreciate the action taken by the teacher, staff or administration and to cooperate with the corrective action initiated. This form must be signed by the parent and returned to the school office the next day. You can use this form for comments or request further information. Parents need to be extremely careful in their comments to the student about school discipline. To undermine the authority of the teacher is to undermine your own authority at home. Students may not always admit the totality of the problem in which they were involved. Our goal is to help young people do what is right, and to learn biblical principles that will help them to live godly lives. Parental cooperation is essential. We seek to practice the disciplinary procedures given by Christ in Matthew 18:15-17 and apply them to our school situation.

### *Description of Incident*

We seek here to define by example some of these incidents without including all possibilities. Some are more self-explanatory than others.

### *Serious Offenses*

#### Disorderly Conduct

Minor offenses that disrupt order in the class, actions that endanger the safety of others, etc.



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## Rule Infraction

The breaking of school rules, rules in this manual, or instructions by the teacher.

## Disrespect

Lack of respect for those in authority, discourtesy toward others, rude or impolite behavior, lack of respect for the rights and property of others.

## Disobedience

Refusing or failing to obey, an attitude or action of insubordination, "not doing what you are told to do, when you are told to do it, or doing it with a poor attitude."

## Dress Code Infraction

Not dressing in accordance to the school dress code, usually there have been prior warnings, and often there is an associated negative attitude problem. We will first have used another form to let you know of problems in this area.

## Skipping school or class

Truancy is against the law; all class work and tests will be given a zero for the time truant

## Fighting

Depending on the seriousness there may be in-school social suspension, or suspension from school.

## Smoking/ Tobacco/ Swearing/ Bad language

These are not actions tolerated in a Christian school environment.

## Cheating

Cheating on tests, homework, class work or reports, copying another person's work, etc.

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## Theft/ Damage to Property

Stealing, damaging or vandalizing school property, damage to property of others; the child and parents are responsible for proper restitution.

## Improper Conduct

Immoral behavior, sexual harassment, disgraceful conduct that damages the testimony of the school, indecent behavior, improper advances or behavior toward those of the opposite sex, physical or verbal assault on others, threatening others with violence, etc.

## **DRESS CODE**

### *Preschool and Kindergarten Dress Code*

Preschool children should wear comfortable play clothes which will not inhibit physical activity and which your child can easily get in and out of when going to the bathroom. Everything your child brings to school should be labeled with first name and last initial.

All clothing should be in good repair. Logos and symbols on clothing must be appropriate for wear at a Christian school. Teachers and the Administration will make judgments as to appropriateness. On gym day, nice play clothes and sneakers are to be worn. At no time will flip flops be allowed. Girls must wear a pair of shorts or leggings under a dress, skirt or long shirt for recess and gym classes, whether indoors or outdoors.

Those in the preschool program should have a backpack large enough to hold a communication folder and lunch box. The student must have two (2) complete changes of clothing, including underwear and socks to keep in his/her cubby. If you have any questions, please contact your teacher. We are here to work with you.

When weather permits, the children will be using the playground. Gym shoes (sneakers) must be worn in order to play outside. We ask that an extra pair of sneakers be kept at school that the child is able to get in and out of by themselves. Non-tie or Velcro is preferred.

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## *Elementary and Learning Center Dress Code*

Our CCA dress code for elementary school is “dressy casual” on non-gym weekdays. All extremes in grooming are unacceptable. Logos and symbols on clothing must be appropriate for wear at CCA. Teachers and the Administration will make judgments as to appropriateness. Footwear must be worn at all times (no bare feet). All clothing must be in good repair.

1. **Dressy Casual for Boys:** Slacks or nice denims are to be worn. During warmer weather, neat longer length shorts are allowed. Collared shirts, turtlenecks, mock turtlenecks, sweaters or three-button Henleys are permitted for shirts. T-shirts with crew neck-collars or v-collars are not acceptable.
2. **Dressy Casual for Girls:** A dress, skirt or skort (of modest length, no more than 2 in. above the knee),
3. slacks or Capri-style may be worn with a nice top. During warmer weather, neat longer length shorts are allowed. Spaghetti straps, bare midriffs, tube tops or writing on the seat of the pants are not allowed. Leggings are only allowed if worn under a dress or skirt which covers at least three quarters of the way down to the knees. Dressy denims are allowed.
4. **Footwear:** For safety’s sake flip-flops and “jelly shoes” are **never** appropriate in school, including gym class or on the playground. Crocs with a back strap around the ankle may be worn in the building but not for recess, gym, or on the playground.
5. **Gym Day: Gym Class Day Dress:** Nice play clothes and sneakers are to be worn with T-shirts or shirts with the CCA logo.
6. **Special “dress up days or events”** will be advertised in advance. Ex: special days such as pajama day, hat day, backward day, etc.

***Dress code violation policy:*** One written warning will be issued. A violation after that will result in the parents bringing an approved outfit to school before the student can be admitted into their classroom or CCA will provide an outfit for the student to wear for the day.

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## HEALTH POLICIES

Our health policies are based on those required by AACCS and the New York State Education Department. We regret that this will at times cause inconveniences, but feel that when a child is ill they are to be cared for by their parents. We cannot make accommodations which would endanger the health of others and cause other families equal hardships.

### *Physical Examinations*

New York Education Law requires that each student receive a physical examination when entering school for the first time in any grade and again in grades PK4, Kindergarten, 2, 4, 7 and 10. These examinations are generally performed by your family physician. If your child has recently seen your family physician and will be in one of these grades, ask your doctor to complete the CCA Health Form. Although the form must be returned before the first day of school, a child's physical examination administered within the last 12 months of the commencement of that school year meets this requirement.

### *Health Forms*

Part 1 of the CCA Health Form is to be filled in by the parents or guardian. Parts 2 and 3 are to be filled in by your family physician or the doctor who conducts the physical exam. The Immunization Certification form must be completed and on file in the school office by the first day of school. On receipt of these documents the school nurse will check to see if all immunizations and records are up to date and in compliance with New York Education health Law. Should the school nurse find any discrepancies in the paper work or immunization records, the nurse will contact the parents by phone to address the matter. If the changes are not addressed in a timely manner a letter will be sent from the administration explaining the situation and the need to take care of this matter. If the situation is not resolved a final letter will be sent home to inform the parent(s) or guardian that the child will not be allowed to return to school until all requirements have been fulfilled. The Bureau of Communicable Disease Control of the NYS Department of Health has legal authority to ensure that schools throughout the state with section 2164(7)(a) of the Public Health Law related to immunization requirements for school entry. Public Health Law 2164(7)(a) requires that:

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*No principal, teacher, owner or person in charge of a school shall permit any child to be admitted to any such school, or to attend such school, in excess of fourteen days, without the certificate provided for in subdivision five of this section or some other acceptable evidence of the child's immunization against poliomyelitis, mumps, measles, diphtheria, rubella, varicella, hepatitis B and, where applicable, Haemophilus influenza type B (Hib); provided, however, such fourteen day period may be extended to not more than thirty days for an individual student by the appropriate principal, teacher, owner or other person in charge where some student is transferring in from out of state or from another country and can show a good faith effort to get the necessary certification or other evidence of immunization. All students with a medical exemption must renew the application for the medical exemption yearly.*

## *Health Appraisals and Screenings*

Our school nurse does health appraisals and regular screening for Scoliosis, hearing and vision (including color perception, near vision, hyperopia and distance acuity.) She will notify you of any injury to your child or any health issues she recognizes or treats.

## *Ill or Contagious Children*

We cannot care for children in our school when they are ill or have any contagious condition. We ask that you keep your child home if they have a temperature, diarrhea or vomiting. If a child is diagnosed with chickenpox, measles, mumps or whooping cough you must immediately notify the administration. The child cannot return to school for seven days and must have a doctor's note to return. On notice of the disease the administration will send home all children with a medical or religious exemption. A child with any contagious disease (i.e. strep throat, tonsillitis, bronchitis, pink eye, etc.) must have a doctor's note and be checked out by the school nurse before being readmitted. Children who develop a suspicious rash, diarrhea, vomiting or a temperature of 100 degrees or over, must be picked up within one hour of notification. If the parent cannot come, they must make arrangements for a person on their emergency list to pick up the child. We will not call you unless you are really needed.

A child must be diarrhea, vomiting and fever free (without the use of antipyretics) for 24 hours before returning to school. If the child has a

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particular diarrhea germ diagnosed, please notify the school office immediately.

No child with head lice will be permitted to attend school. After the child receives lice treatment they will need to be seen by the school nurse before returning to the classroom.

Colds spread very easily among children. Children with mildly stuffy or clear running noses, and no fever, will be allowed to attend. However, children with persistent colored drainage should be checked by your family doctor for possible treatment. This is also true for children who become listless, have a fever with a cold, or are very congested with a heavily running nose and have a heavy or deep cough, or difficult or rapid breathing.

## *Administration of Prescription Medications*

Prescription medications or over the counter medications will be given by the school nurse or parent for in school purposes and field trips; only with a medication consent form completed by the physician and signed by the parent or guardian. Such medicine must be in its original medication packaging with the child's name and instructions on it. We will contact you if any such medications are needed to be given.

## *Allergies*

We must be notified of any allergies your child has. If your child has a documented allergy to food, bees or latex, we will need to have an allergy action plan on record. All food must be provided by the parent for lunch and snacks. Allergic students will not have snack provided by outside sources. If your child buys hot lunches, we should have a note on file that your child can purchase these lunches. Students with allergies will have designated seats in the cafeteria and will be allowed to sit with a student who has purchased or possesses a similar lunch.

New York State has updated guidelines for children receiving medication in school, including field trips. If your child has allergies or is required to take medications, you will be informed by the school nurse of these guidelines and will need to fill out a state required field trip form in order to go on these events.

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## *Inhalers*

CCA will allow students, on an individually approved basis, to self-medicate an inhaler and/or an epi-pen with the following conditions:

- Such medication should be kept in the possession of the teacher or school nurse and not with the student.
- Such medications must be administered in the presence of a teacher or the school nurse or an administrator.
- Parents must provide a written note stating that:
  - the student can self-medicate in the presence of the above-mentioned people
  - the student has had instruction from a doctor on the proper use of the medicine
  - CCA and any of its personnel will not be held liable under any circumstances for such self-medication.

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## **PROGRAMS**

### *Before and Aftercare*

Our Before and Aftercare program is available to all CCA students. The Before Care program begins at 7:00 AM and ends at 8:15 AM. The Aftercare program begins at 2:30 PM and ends at 5:30 PM. Cost for this program is \$4.00 per hour or portion of an hour. Any student not picked up before 2:45 PM will be sent to the Aftercare program and must be signed out by the parent who must pay the financial charge. Please notify the office if you cannot pick up your child on time. This is important to them and our staff. There is a late charge of \$1.00 per minute after 5:30 PM, payable directly to the after-care staff member. Those interested in regular Before and Aftercare should contact the school office.

Invoices for the Before and Aftercare program will be emailed to parents on Fridays each week and are due within 7 days.

### *Lunch Program*

Unless special arrangements are made with the agreement of the Before School program, it is recommended that your child eat breakfast at home. All food left over from lunch will be sent home each day so that the parent can see what the child is eating or not eating. Sugar should be avoided as much as possible. Refrigeration is not available. Because some students may have peanut allergies, we discourage items using peanuts, peanut butter or items cooked with peanut oil.

Students are to remain in the designated lunchroom areas during lunch break. Food and beverages are not to be taken into classrooms, hallways, or the church auditorium at any time before, during or after school unless authorized by the teacher.

## **OPERATIONAL POLICIES AND PROCEDURES**

### *Accident and Emergency Plan*

When groups of children play together, there is the possibility of an accident. In the event your child is involved in an accident, we will attempt to notify you or a member of your family. If there is a question about the



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child's condition, we will contact 911. All children should be covered by their family's health insurance as the primary coverage in the event of an accident or injury. We must have a copy of your health insurance card for our files, and be notified of any changes.

In the event of a fire, we will remove the children from our building according to our school fire drill program. In the event of notification of a tornado, the children will be moved to the safety of an inside structural wall away from windows, in accordance with our tornado safety policy.

## *Calendar*

CCA follows its own schedule trying to adhere to that of several area schools. A yearly calendar is given to each family prior to the beginning of school and may be adjusted as needed.

## *Class Sessions*

Classes begin promptly at 8:30 A.M. and end at 2:30 P.M. Students need to report to their room by 8:25 AM. A student is late for class after 8:30 AM and must report to the office for a tardy pass.

## *Delivery and Pick up*

For your child's safety and that of others, do not leave your car running while you are in the school. Do not let your child leave or go to your car alone. When leaving the building, please watch carefully for moving vehicles in the parking lot and driveways. Do not use handicap parking spaces without a permit. Do not park in the driveway areas, as this hinders other parents and buses.

Children being dropped off in the morning must be dropped off between 8:15 – 8:25 AM. Parents are more than welcome to come in and get their child situated, but all parents must be out of the building before 8:25. This will allow teachers to begin their classes promptly at 8:30 AM.

## *Early Pick up*

If you must take your child out of school early, please go to the school office. We will get your child for you. If the office knows in advance, we can arrange for your child to be ready for pick up at a designated time. Parents will be required to sign their child(ren) out at the office.

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## *Hours*

We open at 7:00 AM and close at 5:30 PM. Our Aftercare staff is scheduled to leave at this time.

School office hours are from 9:00 AM until 3:00 PM.

## *Child Pick Up Authorization*

If you cannot pick your child up personally, or if there is a change in your pick-up list, please notify us in advance. In cases of divorce, legal separation, or custody disputes, court documents relating to these issues should be given to the school office and placed in your permanent file. The school and its personnel cannot become involved in custody matters. To keep another parent from taking a child from school, we will need court documentation to that effect in the school files.

The CCA Authorization to Pick Up form must be completed by the first day of school. The school office must be informed of any changes in phone numbers (home and work) so we can contact you if needed throughout the school day.

## *School Closings*

Tune to WDOE radio station, 1410 AM, to listen for CCA closings due to inclement weather. Also, tune to Channel 4 and 7 for school closings. "Central Christian Academy Dunkirk" will be specifically named as being closed. We will also post notices on our webpage at [www.dunkirkcca.org](http://www.dunkirkcca.org), by email to our mailing list, Facebook at [www.facebook.com/dunkirkcca](http://www.facebook.com/dunkirkcca), and Twitter at [www.twitter.com/dunkirkcca](http://www.twitter.com/dunkirkcca).

We are not included in the Dunkirk Public and Parochial School system closings. However, if CCA remains open and the Dunkirk schools are closed, there may be busing conflicts for your child. Check with your district's transportation system. When the school district in which you reside is closed, and CCA is open, if you are unable to provide transportation for your child, your child will not be considered absent that day.

## *School Records*

CCA keeps a record of the registration and attendance of students, and maintains permanent cumulative records of a student's personal data and

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progress through school, including academic achievement, health information and test results. All records are the property of the school and may be reviewed only in the school office by certified staff. Parents may review their child's cumulative records in the presence of an administrator upon appointment made by a written request. This will be done within a reasonable time. Requests to transfer records must be made from the new school in writing, and will not be sent until all withdrawal procedures have been completed.

## *Transportation*

Most local school districts provide busing to CCA, but it is suggested that each school district be contacted by the parents for exact details. When a school district closes for a vacation day, and CCA is open, it is the parent or guardian's responsibility to provide transportation for their child to CCA. Each district has its own age limit and requirements. Forms are available through the CCA office. April 1st is the deadline for most districts for the next year.

## *Visitors*

Students are not permitted to have visitors without clearance from the office for each specific visit. All visitors to our school must abide by the dress code and student handbook rules. The same is true of parental visits during the school day. All visitors must report to the school office to sign in and out. Do not go to, or wait in, the classroom area. Visits by parents and others should not be frequent as this distracts the entire class and its ability to progress.