

Center Christian Academy

School Policies



Education where Christ is the Center

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1. GENERAL POLICIES

1.1 Introduction

Center Christian Academy is delighted that you have chosen to partner with us in the education of your children! We are committed to providing your child with Christ-like love, a Biblical worldview, and educational excellence.

1.2 Mission Statement

Center Christian Academy exists to provide a quality educational experience with a Biblical worldview to the families of East Texas. Our main objective is to provide each student with Biblical instruction, character development, and leadership training in addition to a solid foundation in Math, Grammar, Reading, Writing, History, and Science.

1.3 Statement of Faith

- We believe the Bible is the inspired and infallible Word of God.
- We believe there is one God who has manifested Himself as a Father in Creation, a Son in redemption, and the Holy Ghost in regeneration.
- We believe all have sinned and need salvation.
- We believe saving faith includes obedience to the Gospel. The proper response to the Gospel is to identify with Christ's death, burial, and resurrection through repentance, baptism in Jesus name, and receiving the Holy Spirit.
- We believe the salvation experience is reflected in a life of inward and outward Christian holiness, including Christian conduct and dress.
- We believe the Second Coming of Christ includes the rapture of the saints.
- We believe Christians are prohibited from bringing civil lawsuits against other Christians or the church to resolve personal disputes.

1.4 Educational Philosophy

- The objective of a private Christian school is to obey the Scriptural imperatives of Deuteronomy 6:5-7 and Proverbs 22:6.
- Training for life must include spiritual training.
- A Christian school is an extension of the Christian home. Our school staff works closely with parents to train the whole child.
- Our goal is to train Christian youth of every ability in the highest principles of Christian leadership, self-discipline, individual responsibility, personal integrity, and good citizenship.
- We stand without apology for the Gospel and highest standards of morality and Christian behavior.

1.5 Parental Involvement

"Fathers, do not provoke your children to anger, but bring them up in the discipline and instruction of the Lord." Ephesians 6:4

As a support and extension of the family unit, Center Christian Academy considers the family to be of first importance to a child. Therefore we are continually seeking ways to actively involve parents, siblings, and grandparents in the programs of the school.

Below are just a few of the more common ways in which families can participate:

- Visit the school/class at any time. (Please call ahead out of courtesy to the teacher.)
- Assist in the classroom, regularly or infrequently. (Please make arrangements with the teacher concerned.)
- Act as chaperone on field trips and/or library visits.
- Serve as a story-reader, guest artist, or offer your special talents.
- With permission and arrangements with the teacher, present your vocation to the class or invite them to your place of business.
- Share your experiences, trips, vacations, as they may relate to an area of study in a class.
- Volunteer your help in school fundraising efforts.
- Help host class parties.
- Attend all Parent-Teacher Conferences that are scheduled throughout the year. Parents may request an informal conference at any time.
- Closely monitor and encourage your child's progress by reading all teacher notes and student papers sent home.
- Offer specific assistance to serve on committees.
- Celebrate staff birthdays.

2. ADMISSIONS POLICIES

2.1 Admissions Statement

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

Center Christian Academy does not have an open admission policy. While we do not discriminate on the basis of race, color, national or ethnic origin, Center Christian Academy reserves the right to refuse admission based on academic ability, behavior, and attitude. We reserve the right to refuse admission at the discretion of the administration. In some cases, students may be admitted under academic and behavioral probation for a set period of time until they prove themselves capable of meeting Center Christian Academy's behavioral and academic standards.

2.2 Admissions Procedures

Center Christian Academy uses an admissions procedure similar to the application process used in many other private schools and colleges. This procedure allows the school to more accurately identify and admit students from families who have expressed convictions similar to those upheld by the school regarding the education of their children.

The following are the steps parents should take in order to apply to Center Christian Academy:

1. Read the Center Christian Academy School Policies in their entirety
2. Complete a Student Application.
3. Complete all Admission Forms.
4. With the completed application and forms include the following:
 - a. Parent and/or guardian signatures in all designated areas.
 - b. A non-refundable new student application fee of \$100/family.

- c. Copies of prior school records, including most recent report card and achievement tests.
 - d. Copy of birth certificate.
 - e. Copy of social security card.
 - f. Copy of current immunization record.
5. Application will be reviewed. Parents and student may be called for an interview.
 6. Upon acceptance, families will be notified.
 7. Initial payment due upon acceptance.
 8. Parents should prepare to purchase uniforms and gather all necessary supplies.

2.3 Admission Requirements

- Parents should have a clear understanding of the Biblical philosophy and purpose of Center Christian Academy.
- Parents should be willing to cooperate with all the written policies of Center Christian Academy. This is most important in the area of school work requirements, as well as active communication with the respective teacher(s) and administration.
- Students must have a record of good behavior.
- A child must reach the age of three years by September 1 of the fall in which he would be entering school and be potty-trained.
- If a child has successfully completed the previous school year and his school work and behavior are favorable, the child will likely be placed in the grade for which he is applying. However, if it is determined that the child may not be adequately prepared for the next sequential grade level, it may be necessary that he repeat the previous grade.
- The child should understand that his parents have delegated their authority to the school.

3. ACADEMIC POLICIES

3.1 Pre-Kindergarten and Kindergarten Academic Program

3.1.1 Curriculum Overview

Our Pre-Kindergarten and Kindergarten classes use a variety of Christian curriculum providers:

- ABeka – Numbers, Phonics, Reading, Readiness Skills, History, Science, Bible
- ACE – Phonics, Reading, Number Skills

3.1.2 Promotion Policy

Students are evaluated in the spring to determine their readiness for promotion. Areas of evaluation include, but are not limited to:

- Retention and mastery of material presented
- Gross and fine motor skill development
- Personal self-help skills
- Ability to follow multi-step instructions
- Attention span
- Peer interaction

Students not turning 3 by September 1st may be required to stay in PK-3 for two years.

3.1.3 General Policy

- Students are expected to be potty-trained prior to the start of school. Pull-Ups for naptime are acceptable.
- Parents may walk the students into the classroom during the first week of school and stay for 5-10 minutes to help the student acclimate to the new surroundings. After the first week of school, parents must drop off their child at Parent Drop-Off. If your child is suffering with separation anxiety, please speak with our school staff; we are experienced in dealing gently and lovingly with these issues.
- Attendance is taken in our Pre-K classrooms. Please make every effort to bring your child to school unless they are ill. Good attendance is vital for each student to be ready for promotion to the next grade.
- Field trips will generally require a parent or adult guardian attending with the student.
- Morning snacks should be nutritious. Afternoon snacks are needed as well.
- Nap mats should not be bulky. These will be sent home at the end of each week to be washed.
- Please do not send toys or electronic devices to school with your child. These items can be broken, are difficult to share, and may be misplaced.

3.2 Elementary School Academic Program

3.2.1 Curriculum Overview

Our Elementary Grades (Grades 1-4) use a variety of Christian curriculum providers:

- ABeka – Math, Spelling, History, Reading, Bible
- Bob Jones – Math, English, Spelling, Science, Reading, Handwriting
- ACE – Handwriting, History, Science, Reading

3.2.2 Grading Periods and Grading Scale

Grading periods are divided into four quarters consisting of nine weeks each. Grades are determined based on curriculum used.

- ABeka and Bob Jones – 80% minimum to pass
- ACE – 90% minimum to pass

3.3 Middle School/Junior High Academic Program

3.3.1 Curriculum Overview

Middle School students (Grades 5-8) use Bob Jones curriculum for all core subjects, supplementing with other approved curricula for electives.

3.3.2 Grading Periods and Grading Scale

Grading periods are divided into four quarters consisting of nine weeks each. Grades are determined by a combination of test grades and daily work points. Extra points may be given for additional assignments.

Grading scale is as follows:

<u>Letter Grade</u>	<u>Numeric Grade Range</u>
A	90-100%
B	80-89%

C	70-79%
F	below 70%

3.4 High School Academic Program

3.4.1 Curriculum Overview

High School students use Bob Jones curriculum for all core subjects, supplementing with other approved curricula for electives.

3.4.2 Acceptance

Students are accepted into high school at the discretion of the administration only.

Transfer credits may be accepted from public school, private school, and home school with appropriate documentation. Letter grades will be given an average of the corresponding numeric range.

3.4.3 Grading Periods and Grading Scale

Grading periods are divided into four quarters consisting of nine weeks each. Grades are determined by a combination of test grades and daily work points. Extra points may be given for additional assignments.

Grading scale is as follows:

<u>Letter Grade</u>	<u>Numeric Grade Range</u>	<u>Grade Points</u>
A	90-100%	4
B	80-89%	3
C	70-79%	2
F	below 70%	0

3.4.4 College Entrance

Questions frequently arise concerning college entrance and scholarships for students from private schools. *State accreditation of this school is not necessary for us to graduate students, nor is it necessary for entrance at a college or university.* Usually, colleges and universities are interested in the academic abilities of the student and not the type of school attended. Our students are encouraged to take and retake the ACT or SAT college entrance exams as early and as often as possible. *Dates for those tests and information packets are available online at www.act.org and www.collegeboard.org.*

The college entrance exams and the academic requirements of our curriculum are sufficient for entrance into most institutions. The academic standards and course requirements of Center Christian Academy are designed to train the high school student for college-level work. Please see our office for a list of colleges that have accepted students from Center Christian Academy.

3.5 Academic Failure Policy

While the administration and faculty desire to see all students succeed, student success must be earned by effort, ability, and a willing attitude. In cases where a student is failing any class, meetings will be arranged with the parents, the teacher, the principal, and the student. Efforts will be made to enable the student to achieve passing grades; however, success in the classroom depends on the student's ability, self-discipline, and willingness to work.

- Failed tests may be retaken one time and must be retaken in their entirety within two school days.
- On retakes students may not make a grade any higher than the lowest grade earned on the first class attempt. Example – If the lowest grade earned on a first attempt is a 75%, a student may not make any higher than 75% when they retake the test.
- It is the responsibility of the student to be prepared for the retake and to ensure the test is taken within the given time frame.

Students earning an F for the year in any subject must repeat that subject the next school year.

3.6 Homework Philosophy and Guidelines

3.6.1 Philosophy

God has equipped people with different academic gifts and different styles of working. Parents and students must consider the cost in time and sacrifices necessary to make high grades. While some parents and students may determine to strive for making all A's, others may decide that settling for a lower score is acceptable. Some students can score well on tests and retain information with less effort than others. Some students are able to accomplish work with greater speed. Some students are involved in many outside activities—such as church functions, jobs, sports, and music—while others have more time for study. Some students make good use of study time at school, while others waste time. Parents and students need to consider all these factors.

3.6.2 Homework Assignments

The primary reasons or causes for homework:

- Students often need some amount of extra practice in specific, new concepts, skills, or facts. In certain subjects (e.g., math or languages), there is not enough time in a school day to do as much practice as may be necessary for mastery.
- Repeated, short periods of practice or study of new information is often a better way to learn than one long period of study.
- Studying for tests, memorization work, reviewing notes, reading of literature, projects and research are all examples of work that may be done outside of class.
- Students are expected to make good use of their time at school for learning. Homework may also be assigned to students who, having been given adequate time to complete an assignment in class, did not use the time wisely.

Assigned Homework should be completed by the next school day in order to avoid disciplinary action.

3.6.3 Late Work

Work that is not turned in on time will be penalized. Late work is any assignment given by a teacher that is not turned in on the day and at the time designated by the teacher. Assignments are typically due at the beginning of the day, unless otherwise indicated by a teacher. Students are not permitted to complete assignments during the day, turn them in that same day, and then not be counted late.

In junior high and high school, late work will be reduced as follows:

<u>Days Late</u>	<u>Points Deducted</u>
1	10% of point value
2	25% of point value
3	zero points given

In elementary and middle school, students may be required to spend their breaks and/or recess completing their late work. Late work may also be sent home as homework.

3.6.4 Missed Work Due to Absence

When a student misses class, it is his/her responsibility to make up all missed work within the time frame assigned by the teacher.

3.7 Graduation Requirements

3.7.1 Credit Hours

Graduates of Center Christian Academy are expected to earn a minimum of 26 credits in the following subject areas in accordance with Texas state requirements.

<u>Subject</u>	<u>Details</u>	<u>Credit Hours</u>
Math	Algebra I and II Geometry Pre-Calculus	4
English	Grammar Literature	4
History	Geography World History American History Government Economics	4
Science	Physical Science Biology Chemistry Physics	4
Bible	Successful Living New Testament Survey Biblical Studies	2
Foreign Language	Spanish	3
Electives	Speech Health	5

Physical Education
Personal Finance
Music
Art
Drama
Driver's Education

3.7.2 Dual Enrollment

- High School students having completed their Sophomore year are encouraged to consider dual enrollment.
- Dual enrollment credits will be counted on the transcript as one-half credit hour or one credit hour, depending on the course load. This will be determined by the administration.
- Dual enrollment grades will be included, unadjusted, on the student's high school transcript and will be figured into the student's GPA.
- Letter grades will be given an average for the corresponding numeric range.

3.7.3 GPA Calculations

- GPAs will be calculated based on a 4.0 scale.
- GPAs will be calculated based on grades attained from Center Christian Academy classes and while taking dual enrollment classes while a Center Christian Academy student. Grades attained from a previous school before transferring to Center Christian Academy will not be included in the student's GPA.
- GPA Scale is as follows

GPA	1.0	D
	1.5	D+
	2.0	C
	2.5	C+
	3.0	B
	3.5	B+
	4.0	A, A+

3.7.4 High School Transfer Students

- Transfer credits may be accepted from public school, private school, and home school with appropriate documentation. Letter grades will be given an average of the corresponding numeric range.
- Students must complete a minimum of 13 credits at Center Christian Academy to be eligible for Salutatorian or Valedictorian honors.

3.7.5 Awards

Center Christian Academy will award exemplary academic performance in high school as follows:

Honor	Distinction	Requirements
Cum Laude	Wear a gold cord to indicate Honors Graduate	GPA – 3.5-3.69
Magna Cum Laude	Wear a gold cord to indicate Honors Graduate	GPA – 3.7-3.89
Summa Cum Laude	Wear a gold cord to indicate Honors Graduate	GPA – 3.9-4.0
Salutatorian	Speech	2 nd highest GPA in Honors Category
Valedictorian	Speech	1 st highest GPA in Honors Category

3.8 Standardized Tests

Each spring standardized tests are administered to help assess the progress of our students. The types of tests administered are as follows:

- PK3 – Maturity and Skills assessment
- PK4 – Maturity and Skills assessment; Reading Readiness assessment
- Kindergarten – 12th Grade – Stanford Achievement Test

High school students who have successfully passed all portions of a national college entrance exam (ACT or SAT) are not required to take the Stanford Achievement Test.

4. Discipline Policies

4.1 Basic School Rules

At Center Christian Academy students are expected to model Christian behavior and conduct in all areas of school life.

The following rules apply in all classrooms:

1. Obey those in authority the first time. **Hebrews 13:17**
2. Follow instructions the first time they are given. **Proverbs 8:33**
3. Maintain self-control. **Galatians 5:22-23**
4. Come to class prepared to learn. **Ephesians 2:10**
5. Respect the rights, feelings and property of others. **Psalms 74:20**

All students should be aware of and are expected to adhere to the following list of school rules:

- Students are expected to maintain Christian standards of behavior and attitude in all actions and forms of communication, including speech, both public and private, writing, and body language.
- Students are expected to maintain an attitude of respect toward all staff, such as using “ma’am” and “sir” in addressing them. Students should address all staff by using a title combined with their name

(ex. “Mrs. Sarah”, not “Sarah”). There should be no talking back or arguing with teachers or staff. Prompt and cheerful obedience is expected. Requests from the teacher should not have to be repeated.

- Students are not permitted to call names, even in fun, or engage in verbal or physical mistreatment of others.
- Guns or weapons are not allowed on school grounds.
- Students are not to have or chew gum while at school. Gum on school grounds creates problems.
- Students are not to eat and drink (except for water, at the teacher’s discretion) in the classroom except on special occasions or parties as allowed by the teacher.
- If students bring cellular phones, iPods, or personal electronic devices to school or to school functions, they must be turned in to the teacher during school hours. *There are no exceptions to this rule.* If a student needs to make a phone call, he can receive permission to use the office phone.
- Students will be held responsible for damage done to school property, including textbooks. Replacement or repair costs will be assessed.
- Public displays of affection are not permitted at school or school activities. School is not the place to begin or develop relationships between boys and girls. The school assumes that all matters pertaining to courtship will be handled by parents in whatever manner a particular family may handle the matter; it is not a matter for the school to oversee. Immorality/sexual activity outside of school will be considered as detrimental to the reputation of the school and will result in immediate dismissal.
- Students are not to leave school without reporting to the school office.
- Students arriving late to school are to report to the office before going to class.
- No drugs, alcohol, or tobacco products are allowed at school or school functions. The known and illegal use of drugs, alcohol, or tobacco products outside of school will be considered as detrimental to the reputation of the school and will result in immediate dismissal.
- Students may only take medications administered by the School Office.
- *Student Drivers:* Students who drive to school are expected to do so responsibly. Students are expected to comply with directions given by members of the school staff (see Student Drivers below).
- Students are not to be in cars in the parking lot after they arrive at school.
- Students may not leave the school grounds after arriving at school without administrative approval until the end of the school day.
- Students may not leave the school before 3:30 unless a Student Early Release Form has been completed by a parent and is on file.
- Students are not to use the copier or the telephone for personal business.
- Students from other schools or friends of the students at Center Christian Academy are not allowed to visit the school, the parking lot, or classes, unless they have been invited by the administration or faculty to do so.
- Parents will be notified if students do not comply with the dress code and uniform guidelines of Center Christian Academy. Students who continue to be out of compliance will be subject to disciplinary action.

4.2 School Etiquette

These are the “house rules” at Center Christian Academy.

CCA students . . .

- will be seated and quiet when class is called to order.

- will not walk across desk seats or dash across the room to get to their desks.
- will be attentive during their instructional videos.
- will not talk or engage in other distracting behaviors in the classroom.
- will not throw paper from their desks to the trash.
- will not chew gum.
- will not eat or drink in class except during lunchtime meetings or class parties.
- will not disturb anything on the teacher's desk (including reference books) without permission.
- will not sit at the teacher's desk or open drawers in the desk when the teacher is not in the room.
- will not prop their feet up on furniture.
- will not throw anything across the room to another student.
- will not write on desks, walls, textbooks, posters, etc.
- will pick up any trash around their desks before leaving.
- will not adjust blinds or open or close windows without permission from the teacher.
- will not rearrange desks without permission from the teacher.
- will not pass notes or ask others to pass notes.
- will not talk while the teacher is talking or interrupt other students during class discussion.
- will not bring games, PE equipment, electronic devices (e.g., toys, game boys, PDA's, recorders, etc.) without permission from respective teacher.
- will turn their cell phones in to teacher during school hours.
- will not work on other homework assignments during class (until they have finished with assigned work and received permission from their teacher).

4.3 Discipline Policies

At Center Christian Academy students are expected to model Christian behavior and conduct in all areas of school life. We recognize that discipline is an important part of character training; therefore, the school follows a *progressive discipline policy* that promotes a secure, well-ordered class and school environment.

Behavioral problems are generally dealt with first by the teacher using a variety of in-class methods. It is vital for parents and students to realize that maintaining an orderly atmosphere in the school and the classroom is critical to the learning process. As in all other areas of the education at Center Christian Academy, *love and forgiveness* will be an integral part of the discipline of a student.

Should a discipline matter not be able to be resolved by the teacher, parents and/or the principal or pastor may become involved. If a matter has to be referred to the principal or pastor, Scripture, prayer, and a paddling (if deemed necessary) or other punishment will be administered in love.

Severe misconduct may be referred directly to the principal or pastor, and can be grounds for immediate dismissal from the school. Such behaviors may include:

- *Disrespect* shown to *any* staff member. The staff member will be the judge of whether disrespect has been shown.
- *Dishonesty* in any situation while at school, including lying, cheating, and stealing.
- *Rebellion*, i.e., outright disobedience in response to instructions.
- *Fighting*, i.e., striking in anger with the intent to harm the other student(s).

- *Obscene language*, including taking the name of the Lord in vain. The pastor and staff will judge what constitutes obscene language.
- *Vandalism*, i.e., any destruction or defacing of the building and facilities, school books and supplies belonging to Center Christian Academy or other people's property.

4.4 Grievance Policy

The objective of this policy is to establish Biblical guidelines for the resolution of disputes and grievances in the operation of Center Christian Academy. These guidelines are to be followed whenever there is a dispute or grievance concerning any aspect the Academy's operations, between any two parties connected in a direct way to the school. This includes students, parents, staff, volunteers, and administration.

1. Students/parents to teachers:

- All issues need to be dealt with on the school campus during school hours or such times as arranged by the principal. Parents should respect the teachers' time off campus.
- All concerns about the classroom must first be presented to the teacher by the parents, or if the student is mature enough, by the student himself. If the student presents the concern, a respectful attitude is required at all times.
- If the problem is not resolved, the parents or student may bring the concern to the principal. If the student brings the concern, he must have permission from his parents to do so. The first question the principal will ask is, "Have you talked with the teacher?"
- If the problem is still not resolved, the parents should arrange to meet with the teacher, principal, and pastor to seek a resolution.

2. Parents to principal:

- If parents have a grievance or dispute about the general operation of the school (apart from the operation of the classrooms), they should bring their concerns to the principal or pastor.
- If the situation is not resolved, they should seek a meeting with both the principal and pastor.

3. Other Concerns/Suggestions/Proposals: For concerns *not* relating to a specific individual, the student should consider other options including:

- Students and parents may give suggestions to a staff member for consideration by the administration.
- Students and parents may request to meet with the principal individually or in small groups. As with individual teachers, students should certainly consider requesting parental assistance whenever appropriate.

4.5 Attendance Policy

School attendance and time spent in study have a significant impact on a student's achievement and confidence as well as the development of his/her sense of responsibility and strong Christian work ethic. Tardiness and absence from the classroom or school activities is harmful to the development of these qualities.

4.5.1 Parental Responsibility

- Encourage prompt and regular attendance.
- Schedule doctors' appointments and family vacations so that attendance at school is affected as little as possible.

- If the absence is planned (doctor's appointments, etc.) complete an absence form (located in office) at least 2 school days prior to absence. This allows the teacher adequate time to make classroom adjustments if needed.
- If the absence is unplanned (sickness, etc.) complete an absence form (located in office) when the student returns to school.
- Parents and students are responsible for making arrangements with teachers for completing and returning missed assignments. In all cases, the responsibility for obtaining makeup work DOES NOT rest on the teacher.

4.5.2 Absences

- A student who is not in class for at least 50% of the day is considered absent.
- Students are expected to be in attendance for a minimum of 90% of the school year. Thus stated, a student may not miss more than 7 days each semester.
- Parents of students who exceed 7 absences in a semester may be required to meet with the administration.
- Excessive absences in a school year may hinder a student from being ready to proceed to the next grade.

4.5.3 Tardiness

- Students will be considered tardy if not seated in class at 8:05.
- Tardiness will accumulate toward absences at the rate of 4 tardies = 1 absence.
- Accumulation of tardies will begin fresh each quarter.

4.6 Student Drivers

- Students with valid driver's license may drive themselves to school.
- All student vehicles must be parked in the designated student parking area.
- Students may not leave school before 3:30 unless a Student Early Release Form has been completed by a parent and is on file in the school office.
- Students may not transport other students in their personal vehicles unless both students have completed Student Early Release Forms.

4.7 Late Arrivals and Early Departures

- Students arriving after 8:05 must sign in at the school office.
- Students leaving school before dismissal must be signed out by a parent or guardian at the school office.

4.8 Internet Use Policy

Center Christian Academy provides internet access to teachers and to students for the purpose of supporting the teaching, learning, and administrative functions of the school. A student will not be allowed access to the internet unless the internet use policy and approval form is signed by a parent and on file in the school office.

The rules governing use of the internet are as follows:

- Students are NOT allowed to use the internet unsupervised. A staff member must authorize a student to use the internet.
- Students are only allowed to use the internet for activities specifically assigned by a teacher.

- Technical measures (internet blocking software) are employed by the school to help prevent access to websites that are inappropriate. Students are not allowed to attempt to circumvent such measures. However, no software can fully protect our staff and students from unapproved/unauthorized use and inappropriate sites/content on the internet.
- Under no circumstances will students be allowed to use computers to access the internet for personal browsing or email, chatting, blogging, tweeting, instant messaging, disclosing personal information, games, shopping, or for transferring music, movies, software, or any other recreational use.
- Students in grades 9-12 who use a personal laptop at school (with teacher approval and supervision) may NOT access the internet on it without a teacher's expressed permission or special request.
- If a student becomes aware that any of the aforementioned rules are being violated or that a computer appears to have accessed or is able to access inappropriate sites, the student must immediately report this activity to a staff member.

4.9 Field Trips

Field trips are an integral part of the "hands on" learning process. Each child must have a field trip permission form on file before he or she will be able to participate in any field trip. Teachers will notify parents of upcoming field trips and may ask for parents to serve as chaperones and/or drivers. A parent or adult guardian will be required to attend with each PK student on their field trips. We encourage parental participation and believe that a parent's attendance enhances the learning process and the moral development of our children.

Guidelines for drivers/chaperones and students include the following:

- Drivers must submit proof of current driver's license and insurance to school office.
- Chaperones/drivers will be assigned a specific group of children to ride/drive with both to and from the event.
- While in the vehicle, children must remain seated with seat belts appropriately fastened (one child per seat – no "double-buckling"). No child below the age of 12 is permitted to sit in the front passenger seat.
- Normally, children are not allowed to have or use electronic equipment on field trips (mp3 players, handheld electronic games, DVD players, etc.).
- Drivers should be mindful of all families represented when choosing music inside the vehicle while travelling.
- Behavioral standards should mirror Center Christian Academy expectations in the classroom, both during the drive and at the site of the field trip. Students should show respect and honor to other classmates, the audience, performers, and chaperones. We expect students to act with impeccable dignity and manners, doing only what is pleasing to God. Chaperones/drivers are expected to be present and assist in maintaining these standards on field trips.
- For student safety and security reasons, it is important to have the children leave, travel and arrive at relatively the same time. Drivers should not "run errands" when driving for the school, including stopping for lunch or gas apart from the group/caravan.
- Normal field trip attire for students is the Center Christian Academy Thursday t-shirt and dress code.
- Adult chaperones should dress modestly in a manner that refrains from improperly exposing the body.

5. Uniform/Dress Policies

5.1 Basic Principles

As a Christian school, Center Christian Academy employs a standard of dress that is modest, Christian, and refrains from improperly exposing the body. We encourage a Christian culture of appropriate dress designed for the beauty, comfort, and respect of others. This standard of dress should include the following:

- Nothing which draws attention to oneself.
- No priority on self-expression.
- Cheerful submission to dress guidelines of Center Christian Academy and its values.
- Dress and grooming that are clean, neat, and conducive to order and learning

5.2 General Guidelines

These general guidelines are for all school events. Students are expected to:

- Dress neatly: Shirts tucked in, shoes tied, no holes/tears in clothes, clothing appropriately sized for the wearer.
- Be clean: Body cleanliness, recently washed clothing, hair neatly kept; older boys are to be clean-shaven.
- Be submissive: The school administration will determine if there is a violation of the dress code, either in fact or attitude. Students not complying with this dress code will be required to rectify their appearance as quickly as possible. Cheerful, consistent compliance is expected; grumbling and challenging attitudes will be subject to disciplinary action.

Girls/Ladies –

- Skirts or dresses which cover the knee when sitting
- Tops that properly cover the body (no sheer, low-cut, tight-fitting, or sleeveless tops)
- Appropriate socks or hosiery
- Appropriate shoes
- No makeup

Boys/Gentlemen –

- Long pants
- Shirts that properly cover the body (no cut-off or sleeveless shirts)
- Appropriate socks
- Appropriate shoes
- No facial hair

All –

- No clothing depicting anti-Christian slogans or artwork (e.g., skull and crossbones, etc.)
- No jewelry

5.3 Uniform Requirements

The Center Christian Academy Uniform Dress Code consists of two uniforms: the Daily Uniform and the Casual Thursday uniform. Daily uniforms must be worn Monday-Wednesday, unless a note is sent home

stating differently. Casual Thursday uniforms are worn each Thursday and for all Center Christian Academy field trips.

For specific uniform requirements, please see our Uniform Dress Code for the appropriate gender and age posted on our website.

6. Parent-School Communication

6.1 Daily Parent-Teacher Communication

Teachers will communicate daily with parents in one or more of the following ways:

- Parent-Teacher Communication Folder – teachers in Grades PK3-2nd Grade will send daily parent communication in this two-pocket folder. Please check it each evening and return it to school the next day.
- Student Daily Report – teachers in Grades 1st-4th will use the SDR to notify parents of completed work, homework assignments, and any behavior issues. Please sign the SDR each evening and return it to school the next day.
- Student Planner – teachers in Grades 3rd-12th will use the Student Planner to make note of any homework assignments, parent notices, and behavior issues. Please sign the Student Planner each evening and return it to school the next day.

6.2 Monthly Parent-School Communication

Center Christian Academy will communicate with each family on a monthly basis in a variety of ways:

- Our monthly school newsletter will be sent home in a brown Communication Envelope
- Our website will contain current school events and notices
- Our school Facebook page will highlight special school events

6.3 Parent-Teacher Conferences

The teaching staff will make every effort to keep our parents informed of their children's progress and/or difficulties. A parent-teacher conference will be scheduled each semester. At least one parent/guardian should be present at these meetings, while we encourage the attendance of both parents/guardians. If you would like to discuss an issue relevant to your child's development at some time other than the schedule conferences, we invite you to contact the school secretary to set up a meeting time. Whenever possible, conferences will be scheduled for 3:30 p.m. or after.

7. Inclement Weather and Fire Drill Policies

7.1 Inclement Weather/Emergency Closing

Center Christian Academy will take all necessary precautions to insure your child's safety and to aid in your family's preparation for severe weather and/or other emergency situations. In case of inclement weather, we will consult with authorities to determine the best course of action. In most occurrences, school closings or delays will coincide with the Center Independent School District.

Announcements will be made on:

- centerchristianacademy.org
- shelbycountytoday.com
- Center Christian Academy Facebook page
- via text or telephone

- local radio station

7.2 Emergency Drills

Center Christian Academy will conduct periodic drills to acquaint teachers and students with various emergency procedures. This will include fire, tornado, and school lock down drills. If you have questions regarding specific procedures, please see the school office.

8. Other Information

8.1 Financial Policies

Center Christian Academy is a non-profit independent institution with an annual budget depending upon the tuition of students and gifts of friends for operating expenses. Financial Policies are as follows:

- For current Tuition and Curriculum rates, please see our website or the school office.
- All tuition and fees will be billed at the end of each month, and are due on the 1st of the following month.
- All accounts not current by the 10th of the month will be assessed a Late Fee of \$25.
- Bounced checks will be considered NON-PAYMENT and will be assessed a Late Fee of \$25.
- Students withdrawn or dismissed are responsible for all tuition and fees.
- Tuition is for the entire school year. It is divided into ten payments for the convenience of school families.
- Tuition may only be pro-rated at the discretion of the Administration.
- Curriculum is for the entire school year and may not be pro-rated. There are no exceptions to this policy.
- All money given to us belongs to Center Christian Academy, and we have no duty or obligation to refund any portion.
- We reserve the right to use all funds where deemed appropriate as they are not dedicated funds.

8.2 Drop-Off and Pick-Up

- Staff will be present for Drop-off at 7:30 a.m.
- Parents should remain in line and not exit their automobile.
- Parents of students in PK3-Kindergarten will be required to sign when the child is dropped off and picked up.
- All students will be dropped off and picked up at the Cafeteria entrance.
- In inclement weather, the Office entrance under the canopy will be used for drop-off and pick-up.
- Students in PK3-Kindergarten will dismiss at 3:00 p.m.
- Students in 1st-12th Grade will dismiss at 3:30 p.m.
- Students may only be picked up by those listed on each child's Authorized Pick-Up Form.
- Our staff may request to see photo ID.

8.3 Daily Schedule

- Classes begin promptly at 8:00 a.m.
- Each class will begin with pledges, prayer, and Bible reading.
- All classes will enjoy a morning break with opportunity for a snack and recreation.
- Each lunch period will be followed by a recreational opportunity.
- Classes dismiss at 3:00 p.m. for PK3 – Kindergarten.

- Classes dismiss at 3:30 p.m. for 1st – 12th Grade.
- For a detailed schedule of your child's class, please see the School Office.

8.4 Extended Care

After school care is available until 5:00 p.m. for an additional fee. Please see the school office to enroll your child in Extended Care.

8.5 Spiritual Life

- Each class will begin the day with pledges to the American, Christian, and Texas flags and the Bible.
- Class will begin with prayer and Bible reading.
- Monthly/quarterly Bible passages are memorized in each class.
- Daily devotions are given by our staff.
- Weekly chapel services are conducted.
- All curricula are Bible-based and express a Biblical worldview.

8.6 Cafeteria

Center Christian Academy does not provide food for students. However, for your convenience there are snacks, drinks, and hot lunches available for purchase. Additionally, cafeteria staff is prepared to warm student lunches. Students may not use the kitchen.

8.7 Searches

Center Christian Academy reserves the right to search any automobile on our property, backpacks, purses, student desks, gym bags, lockers, pockets, and other places as we deem necessary whether or not a student is in attendance.

We reserve the right to search the person of any student at our discretion. All physical searches will be conducted by a staff member of the same sex.

Searches may be made upon suspicion of drugs, tobacco, weapons, cheating, secular magazines, books, music, or any other unapproved items.

8.8 Supplies

All school supplies are required and should be labeled with the child's name. Please see the school website or school office for a list of needed supplies.