

TABLE OF CONTENTS

WELCOME	1.
Philosophy	
Purpose	
DEFINITION OF PROGRAMS	3.
Full Time, Part Time, Independent Instruction	
CURRICULUM AND METHOD OF INSTRUCTION	4.
FINANCIAL CONSIDERATIONS	5.
Application Fee, Administrative Fee, Tuition, Discounts,	
Billing Options, Curriculum Charges, Other Fees and Charges	
Payment of Charges, Refund Policy, Use of Funds	
PARTICIPATION REQUIREMENTS AND PROCEDURE	9.
Exception to Policy, Racial Non-Discrimination Statement	
STATEMENT OF FAITH	11.
SCHOOL OPERATION SCHEDULE	12.
School Year and Week, School Day, Attendance Policy	
HIGH SCHOOL GRADUATION REQUIREMENTS	14.
Courses of Study, Community Service Hours	
GENERAL REGULATIONS AND INFORMATION	17.
Proper Attire and Appearance, Lunches, Computer Privileges	
Library, Clubs, Field Trips, Cell Phones, Electronic Devices, Playground and Break Rules, Boy-Girl	
Relationships, Physical Education, Transportation,	
Emergency School Closings	
DISCIPLINE	21.
Student Behavior, General School Rules	
STUDENT CODE OF CONDUCT	23.
Etiquette, Discipline, Dating, Exclusive Friendships, Obedience	
Help Out, Be Punctual, Leaving the Premises, Chapel Services	
Cleanliness, Dress Code, Hair, What Not to Bring, Policy on Searches	
Gym Uniforms	
CONFLICT RESOLUTION	26.
The Matthew 18 Method	
SCHOOL VOLUNTEERS	28.
A WORD ABOUT ACCREDITATION	29.
AND FINALLY	29.
Changes to Handbook	

Revised: August, 2018

WELCOME TO COMMUNITY CHRISTIAN ACADEMY

Community Christian Academy is a ministry of the Apostolic Restoration Center whose vision statement is ***“To see the Body of Christ fully functioning and mature in faith, character, and practice, to attain the unity of the kingdom of God.”*** The Academy is designed to serve the members of its congregation and the Christian community in the area to fulfill that vision. The School and its programs are an outgrowth of our desire as Christian parents to “Train up a child in the way that he should go...” (Prov. 22:6), and to “...bring them up in the discipline and instruction of the Lord” (Eph. 6:4).

PHILOSOPHY

The philosophy of education that is the motivation of Community Christian Academy is built upon five Biblical and/or historical foundation stones. They are:

1. God must be the center of all education, recognized as Creator of and Final authority in all things. A right relationship with Him and His creation is a goal of all education.
2. Education cannot and should not be relegated to a certain time and place. Its rightful place is in concert with everyday life experiences that serve as backdrops and illustrations for it.
3. God has charged parents with the responsibility of their children’s education and holds them accountable for it. Historically, this has meant teaching at or in connection with the home and church.
4. Historically, since the Reformation, and certainly in America, the Christian Church has been a leader in calling for and providing education for its children.
5. It is necessary for anyone with authority (such as parents) to also be under authority (Matt. 8:9-10). Therefore, in order for truly Christian education to take place, each family should be submitted to the authority of a local church eldership.

In order to be faithful to these foundation stones and to build upon them, Community Christian Academy seeks to serve the Christian parent in the discharge of their godly responsibility, not to undermine or exclude the parents from the educational process, which is the practice of too many “educational” institutions.

Community Christian Academy is a Christian School with a Home School attitude. It is an educational support ministry that has recognized the limitation of parents and families who want the best for their children, but are unable to, or feel inadequate to shoulder the work alone. Therefore, the method of instruction and curriculum, as well as the necessity of parental participation, attempts to draw from the strengths of the home schooling process. This is an approach we are committed to. If our philosophy appeals to yours, and if God has stirred you with these words: Welcome to Community Christian Academy.

PURPOSE

Community Christian Academy has taken as its purpose what have been called, “The Eight Characteristics of a Truly Christian School.” You will notice that these characteristics focus on character and right relationship to God and not academic achievement. Although we believe that our students can hold their own academically with the best, we refuse to make academic achievement a god. There is ONE GOD and He must be our focus. The Characteristics that we here at CCA desire to achieve are:

1. Dedicated to leading each and every child to a saving knowledge of Jesus Christ. (John 3:3)
2. Leading each child to knowledge of God's Word. (Psalms 119:9)
3. Teach each child to lead others to Christ and minister to people's needs in the power of God's Holy Spirit. (Proverbs 11:30)
4. Teach each child to fear the Lord. (Job 28:28)
5. Train them in holy living. (Ephesians 1:4)
6. Train every child in the stewardship of life. (Galatians 2:20)
7. Require Biblical excellence from each student. (Ecclesiastics 9:10)
8. Teach the children to worship God. (Psalms 95:6)

DEFINITION OF PROGRAMS

FULL TIME: Students in this program will attend everyday classes are offered, including Chapel services and Field trips. Students will be expected to attend all offered afternoon classes that are appropriate for the student's grade/age level. Complete student records will be kept, grade cards issued, and curriculum ordered by the school office. Alpha Omega Publication diagnostic testing is included in the cost of this program. Cost of the Standardized Achievement Test materials will be passed onto the parent.

PART TIME: Students in this program will attend 2 days each school week in addition to Chapel services and Field trips. They will also participate in afternoon classes offered on days of attendance as appropriate. Parents must agree to follow as closely as possible all learning center policies and procedures on days that students are at home. Failure to do so can result in loss of the in-house privilege. Complete student records will be kept, grade cards issued, and in-house curriculum ordered by the school office. Alpha Omega Publication diagnostic testing is included in the cost of this program. Cost of the Standardized Achievement Test materials will be passed onto the parent.

INDEPENDENT INSTRUCTION: In this program, student instruction occurs predominately outside the school facility. Students in this program may also attend Chapel services and Field trips as well as up to two (2) afternoon classes each week on an as space allows basis. Parents will be responsible for informing the school office before the 15th of each month if additional LifePacs are needed. Complete student records will be kept, and grade cards issued. Parents will submit quarterly evaluations. Alpha Omega Publication diagnostic testing is included in the cost of this program. Cost of the Standardized Achievement Test materials will be passed onto the parent.

CURRICULUM AND METHOD OF INSTRUCTION

CURRICULUM

Community Christian Academy has chosen the Alpha-Omega and Ignitia educational programs as its primary curriculum. Some of the reasons for this choice are:

1. It is Christ Centered and Bible based, and endeavors to instill character traits as well as academic knowledge.
2. Its emphasis on self-paced learning gives it the flexibility of a Home School situation and lends itself to one-on-one learning with the supervisor, monitor and/or parent.
3. It instills in the student the ability to set goals and discipline him/herself to reach those goals; an essential skill for a successful life.
4. Ignitia gives the student the technological experience needed for most of today's employment opportunities.

In addition to this base, Community Christian Academy will incorporate various learning settings and other curriculum in order to supplement and enhance the total educational process.

INSTRUCTIONAL METHODS

Community Christian Academy will use the learning center method of instruction as its foundation of the learning experience. This system utilizes a learning center supervisor, and a number of other volunteer learning center monitors who are drawn from the parents of the students involved. It is our goal to include the parents in the educational process. In addition, Community Christian Academy will utilize volunteers (parents and others) to teach individual classes in the areas of their expertise.

Parents who choose the Independent Instruction Program and who want to participate in one or two of the various afternoon classes offered may do so as space permits. Full-time and Part-time students will be required to be working in Lifepacs or Ignitia for all of their core subjects.

Families in the Independent Instruction Program are of course free to use the curriculum and methods of their choice. If we can help to obtain any desired books, curriculum or material at a lower price, we will be happy to do so.

At no time will participating parents be denied access to their children or their books and other educational material for which payment has been made.

FINANCIAL CONSIDERATIONS

APPLICATION FEE

A completed Application for Participation and Application Fee will be required from each family for each year they wish to be enrolled in our program. The Application Fee is non-refundable and must accompany the application in order for the application to be considered.

In order to encourage timely registration, the Application Fee is graduated in favor of those who make application early. The graduated fee is:

\$ 75.00 per household if paid on or before June 15.

\$100.00 per household if after June 15.

ADMINISTRATIVE FEE

Each Ignitia Student will be assessed an annual Administrative Fee of \$100, that will be billed at \$10 per month per student.

TUITION

Tuition is based upon utilization of the services offered by Community Christian Academy. This ranges from attendance of the student in the Learning Center full time, to those in the Independent Instruction Program. Tuition charges are figured by the grade level of the student and the program chosen. Tuition charges for the academic year must be paid in full before the beginning of classes for that year, or you may choose to pay monthly by credit card (Visa, MasterCard, or Discover.) Any unpaid balances on accounts at the end of the school year must be paid in full prior to re-enrollment for the next school year.

All families choosing to pay monthly are required to have a valid credit card available with a credit availability to cover the full year's tuition. No debit cards will be accepted. Proof of credit limit is required and will be checked at the beginning of the school year. Credit card payments may be avoided if payment is made in cash by the 15th of each month.

All tuition levels qualify for participation in all chapel services and field trips, as well as provide record keeping, achievement testing and access to other special events and services. Independent Instruction tuition also entitles each student to attend up to two (2) afternoon classes per week on an as space allows basis.

	<u>*Per student per year</u>	
	<u>Member</u>	<u>Non-Member</u>
	<u>Grades 1-8</u>	<u>Grades 1-8</u>
<u>Full time</u>	<u>\$2,100.00</u>	<u>\$2,800.00</u>
<u>Part time (2 days)</u>	<u>\$1,100.00</u>	<u>\$1,600.00</u>
<u>Independent Inst.</u>	<u>\$ 500.00</u>	<u>\$ 650.00</u>
<u>Learning to Read</u>	<u>\$1,250.00</u>	<u>\$1,550.00</u>

	<u>Member</u>	<u>Non-Member</u>
	<u>Grades 9-12</u>	<u>Grades 9-12</u>
Full time	\$2,400.00	\$3,100.00
Part time (2 days)	\$1,350.00	\$1,900.00
Independent Inst.	\$ 650.00	\$ 800.00

Per family per year/ 3 or more students

The family tuition amounts will be determined by adding the total tuition of the two students with the highest tuition charges plus one-half the tuition charges for students 3 & 4.

Definition of Member: Families who faithfully attend and participate at the Apostolic Restoration Center, have completed Foundations, and consistently tithe.

TUITION DISCOUNTS *

A 10% discount will be given on total family tuition per month for all parents who volunteer by Teaching an afternoon class, Tutoring or volunteering to provide other needed services on a weekly basis to CCA.

A 15% discount will be given on total family tuition per month on Learning Center Monitors who serve at least an entire day per week in the Learning Center. Head Coaches for CCA Sports teams are also eligible to receive a 15% discount.

A 50% discount will be given to any family who signs up a new family to CCA. This discount will be applied on a student for student basis. This means if you sign up a family with one student in the 1-8 level you will receive a 50% discount on one of your 1-8 students tuition for the year.

NOTE: Only one discount per family. The discount that will result in the greatest family savings will be applied. *This does not include the Full Pay discount below.

BILLING OPTIONS

Full Pay Plan: Tuition must be paid in full by August 20 of the new school year. A 10% percent discount will be given.*

10 Month Plan: Tuition charges will be divided into 10 equal payments which will be made August through May.

CURRICULUM CHARGES

There will be a one time material's fee of \$25.00 for in-house Learning to Read students in addition to the cost of their Curriculum.

The cost of Curriculum will depend on whether the student is using hard copy or on-line method of instruction, as well as the grade level of the student. Curriculum costs will be supplied by a separate financial brochure.

In addition to these Curriculum charges, Independent Instruction families using AOP will be charged an additional handling charge.

The average student will use between 10-12 Lifepacs per subject per year. Lifepacs will be billed on a monthly basis as ordered. August's billing will include the cost of two Lifepacs in each subject.

Curriculum orders will go in on the fifteenth (15th) of each month beginning in July. Those in Independent Instruction must contact the school office before the fifteenth to place orders, otherwise they will have to wait for the next order. Those who are attending Full or Part Time at the Academy will have their LifePacs ordered as needed.

All other books and/or materials will be billed at cost plus \$2.00, plus shipping.

OTHER FEES AND CHARGES

Other fees will be charged as necessary for other classes and activities, such as Art, Gym, Electives, Merit Sale, Tutoring, etc. and are payable during the month that they are charged.

Administrative Fee	\$10.00 per student using Ignitia billed monthly
Art Fee	\$15.00 per student billed in September
Merit Sale Fee	\$10.00 per student billed December & May

PAYMENT OF CHARGES

Account balances will be due in full on or before the twentieth (20th) of each month, no exceptions. Credit card payments may be avoided if payment is made in cash by the 15th of each month. **If an account payment received by credit card is declined, parent must submit cash payment immediately or the student(s) will not be allowed to attend classes until the payment is made.**

REFUND POLICY

It is the policy of Community Christian Academy not to refund fees, tuition, curriculum or other charges. Any exceptions to this policy for one, is for only that one, and applies to no other person.

USE OF FUNDS

The leadership of the Apostolic Restoration Center reserve the right to use the funds generated by any of its ministries anyway they deem necessary or appropriate for the maintaining of its ministries and the fulfillment of its vision.

PARTICIPATION REQUIREMENTS AND PROCEDURE

Those families wishing to participate in the educational programs of Community Christian Academy must meet and uphold the following requirements:

1. A written application for participation must be submitted and signed by both parents and guardians. This application will include the names, ages and date of birth of all children to be taught as well as the last grade each has completed. The application will also specify the level of participation desired. The application fee must accompany the application in order for the application to be processed.
2. Because of our strong conviction that the plan of God is that each believer be involved in a local church; all those applying for the first time or reapplying after an absence of one full academic year from participation will be required to submit a Family Recommendation Form, completed by their Pastor or someone designated by their Pastor. ALL participating families re-applying will be required to submit an annual CHURCH PARTICIPATION VERIFICATION FORM, verifying their continued activity in a local Christian congregation. This form will be signed by the head of the family and by the Pastor of their local church.
3. A brief statement concerning the parent's philosophy of education is required. This statement should include your religious convictions concerning education and parental responsibility.
4. A pre-admission conference with the parents or guardians and the administration is required for all new applicants, or those returning after an absence of at least one full academic year. The administration will call to make an appointment when all other application requirements are met.
5. If any student was previously enrolled in a public or private school, copies of those records must be obtained for our records. Also, the results of any previous placement or achievement testing are required so that our records can be complete.
6. All students and parents must sign a student code of conduct agreement; parents may sign on behalf of students who are under twelve (12) years of age.
7. All applying families will be notified in writing of their acceptance/refusal for participation in Community Christian Academy within two (2) weeks of the completion of the application process. The administration reserves the right to refuse the participation of any student or family in the educational programs of Community Christian Academy, and of not defining the criteria or reason for such refusal.
8. Once the application for participation is approved and all the above requirements are met, those students whose participation requires the use of Alpha Omega Publications curriculum (or who desire to), will be tested to determine proper placement. Placement will be established by the parents and administration based upon these test results and other input.
9. ALL PARENTS will be required to attend a general orientation meeting each August, and mid-year conferences each January/February, specific dates and times to be announced each year.

10. Each family agrees to contribute at least 30 hours of service per year to the Academy which include 2 of 3 scheduled work days. Failure to participate in work days will result in a \$50 fee. Failure to complete the 30 hours of service will result in a charge of \$10 per hour not fulfilled. Hours that earn a tuition discount may not be used as volunteer hours as well. These hours may not be “made up” after the school year ends.
11. Failure to uphold these requirements or to properly maintain the standards of Community Christian Academy will result in loss of privilege to participate.

EXCEPTION TO POLICY

Any exception to this policy for one is for only that one, and applies to no other person.

RACIAL NON DISCRIMINATION STATEMENT

Community Christian Academy will not discriminate against members, applicants, students, and others on the basis of race, color, or national or ethnic origin.

The administration of Community Christian Academy strongly recommends that each home schooling family join Home School Legal Defense Association.

STATEMENT OF FAITH

The tenets of faith of the Apostolic Restoration Center, of which Community Christian Academy is a ministry, are in accordance with historical, orthodox Christianity. We believe:

...that both Old and New Testament, and these alone, constitute the Divinely Inspired Word of God in the original languages and manuscripts.

...in one God existing eternally in three persons: Father, Son, and Holy Spirit.

...that the Lord Jesus Christ, the Son of God, was born of the Virgin Mary, became man without ceasing to be God, in order that He might reveal God and redeem sinful man.

...that the Holy Spirit came forth from the Father and the Son to convict the world of sin, of righteousness, and of judgment; and to regenerate, sanctify, comfort and seal those who believe in Jesus Christ.

...that man is totally depraved in that of himself he is utterly unable to remedy his lost condition.

...that salvation is the gift of God brought to man by grace and received by personal faith in the Lord Jesus Christ, whose atoning blood was shed on the cross for the forgiveness of sins.

...in the water baptism of believers, symbolizing the believer's union in the death, burial, and resurrection of Jesus Christ.

...in the baptism of the Holy Spirit for all believers to empower them to be a witness for Christ, to live a victorious life, and make available to them gifts for ministry.

...in the observance of the Lord's Supper, commemorating the sacrifice of our Savior for all mankind.

...the life of the believer is to be separated from the world by consistent conduct before God and man, and is to be in the world as life giving light.

...in the personal, visible, and bodily return of the Lord Jesus Christ.

...in the responsibility of every believer to devote themselves to Apostolic teaching, and to fellowship, to the breaking of bread and to prayer in a local church.

SCHOOL OPERATION SCHEDULE

SCHOOL YEAR AND WEEK

The school year for Community Christian Academy will begin the third week of August, and will include the minimum number of hour required by the state of Ohio. The dates of various holidays and vacation periods will be published on a year by year basis.

The normal school week will be as follows:

Monday through Thursday: Regular class schedule from
9:00 a.m. to 3:15 p.m.

First Friday of each month: Chapel Service at 9:00 a.m.*#

Third Friday of each month: Field Trip: Times and places to be
announced.*#

Learning to Read Program will be conducted four half days per week (mornings) in addition to Chapels and Field Trips. There is no part time participation in the Learning to Read Program.

SCHOOL DAY (approximate schedule)

8:30 - 8:45 a.m.	Staff meeting and prayer
8:45 - 8:55 a.m.	Arrival time
9:00 - 9:15 a.m.	Opening exercises
9:15 - 10:00 a.m.	Period One
10:00 - 10:45 a.m.	Period Two
10:45 - 11:00 a.m.	Break
11:00 - 11:45 a.m.	Period Three
11:45 - 12:15 p.m.	Lunch
12:15 - 1:05 p.m.	Period Four/Afternoon Class
1:10 - 2:00 p.m.	Period Four/Afternoon Class
2:00 - 2:15 p.m.	Afternoon break
2:15 - 3:00 p.m.	Period Five
3:00 - 3:15 p.m.	Dismissal and departure

* Chapel services and Field trips are a part of the educational experience of the students, and failure to attend will be counted as an absence.

There will be at least one Chapel and one Field trip per month. More may be added according to the amount of parental involvement.

ATTENDANCE POLICY

CCA is a Non-Chartered, Not-Tax Supported Religious School under the Ohio Revised Code 3301-35-08. The Ohio Revised Code classifies absences from school as excused or unexcused.

Students are permitted nine (9) days of unexcused absences per semester. If a student exceeds that limit, the student must voluntarily withdraw from the Full-time, In-house program and register with the local Board of Education as a Home School student. They may continue to attend classes at CCA at the discretion of the administration.

It is the responsibility of the parents and the students to create the habit of being punctual and regular in attendance. We are certain you will want to cooperate with the school in seeing that your child does not miss school unless absolutely necessary. Students are expected to be in school and in their seats at 8:55 a.m. Attendance will be accurately recorded, students must be physically in the building in order to be counted present. Independent Instruction students will be required to report number of days schooling actually occurred each quarter on the quarterly evaluation reports.

HIGH SCHOOL GRADUATION REQUIREMENTS

Community Christian Academy has high academic standards for the issuance of a High School Diploma. These requirements fall into one of four courses of study that will be recognized for graduation. These are as follows:

SUBJECT AREA		HONORS	COLLEGE	GENERAL	VOCATIONAL
MATH:	Algebra I	R	R	R	O
	Geometry	R	R	R	O
	Algebra II	R	R	O	O
	Other Math	R	R	O	R
	Total Math Credits	4	4	2	4*
ENGLISH:	9 TH	R	R	R	O
	10 TH	R	R	R	O
	11 TH	R	R	R	O
	12 TH	R	R	R	O
	Other English	O	O	O	R
	Total English credits	4	4	4	4*
SOCIAL STUDIES:					
	W. Geography	R	R	R	O
	W. History	R	R	R	O
	Am. History	R	R	R	O
	Am. Gov./Civics	R	R	R	O
	Economics	R	R	R	O
	Other S.S.	O	O	O	R
	Total S.S. Credits	4-5	4-5	3.5	4*
SCIENCE:	Biology	R	R	R	O
	Phys. Science	R	R	R	O
	Chemistry	R	R	O	O
	Physics	O	O	O	O
	Other Science	O	O	O	R
	Total Science Credits	3-4	3-4	2	4*

SUBJECT AREA		HONORS	COLLEGE	GENERAL	VOCATIONAL
BIBLE:	N.T. Survey	R	R	R	R
	O.T. Survey	R	R	O	O
	Bible Doctrine	O	O	O	O
	Christian Faith...	O	O	O	O
	Total Bible Credits	3	2	2	2
TYPING		1	1	1	1
COMPUTER LITERACY		1	1	1	1
PHYS. ED.		1.5	1.5	1.5	1.5
HEALTH		1	1	1	1
SPEECH		1	1	1	1
MUSIC		1	1	1	1
FOREIGN LANGUAGE		2	2	1	1
ELECTIVES		0-2	0-2	0-2	0-2*
MINIMUM TOTAL CREDITS FOR GRADUATION		27	26	22	22

For students not using AOP curriculum credits will be figured on the basis of one (1) credit for each 150 hours of study.

Changes or substitutions must be pre-approved by the parents and administration of Community Christian Academy.

For transfer students, credits from recognized educational facilities will be accepted towards a CCA diploma. At least one third (1/3) of the total credits required for graduation must be completed while enrolled in the educational program of CCA in order to receive a diploma from this Academy.

The Honors student must complete 27 credits and attain a 94 percent average. He should demonstrate the ability to communicate effectively in written and oral presentations.

The Vocational Preparatory Course of Study will be chosen only after it becomes evident that the student will not be able to complete one of the other courses of study. Credits for subjects marked with an (*) may be earned by completing Lifepacs below High School level (1097).

Most students should aim for completion of the College Preparatory Course of Study. In every case each student should be encouraged to attain the highest level of academics possible.

Before the beginning of their freshman year, or upon enrollment, each high school student will have an Academic Projection Towards Graduation form completed for them. This projection will be completed

during a meeting of the student, their parents and a representative of the Academy. This projection will be reviewed and updated yearly or sooner if necessary.

Credits for students transferring from CCA will be transferred in increments not smaller than one half (1/2) CREDIT. If less than five Lifepacs are completed, no credit will be given.

There will be a one time graduation fee of \$50.00 payable by May 31, of the year of graduation.

COMMUNITY SERVICE HOURS

In addition to the academic requirements each student of high school level is required to fulfill the following number of Community Service hours;

<u>Freshman</u>	<u>8 hours</u>
<u>Sophomores</u>	<u>12 hours</u>
<u>Juniors</u>	<u>16 hours</u>
<u>Seniors</u>	<u>20 hours</u>

GENERAL REGULATIONS AND INFORMATION

PROPER ATTIRE AND APPEARANCE

The proper attire for participation in Community Christian Academy for daily classes, chapel services, and special events is as follows:

- BOYS:** School uniforms are required. Student may wear black or khaki pants or shorts, and red, white, black, or gray shirts (polo or oxford). Socks and belt are a part of proper attire. Non-scuff black or brown dress or casual shoes must be worn. No athletic shoes except on gym days. Boy's hair shall be neatly cut and kept off the ears and collar. Older students must be clean shaven. No beards, mustaches, or excessive side burns. Pony tails, ear rings, body rings, facial piercings, chains and excessive jewelry are not acceptable. Clothes and appearance should be neat, clean and proper fitting at all times (i.e. shirts buttoned up and tucked in.) Uniform sweaters or CCA sweat shirts may be worn in the winter over the uniform if needed.
- GIRLS:** School uniforms are required. Student may wear black or khaki pants, shorts, skorts or jumpers, and red, white, black or gray shirts (polo or oxford). Knee socks, anklets or footed tights are acceptable. Low heeled (not to exceed 1.5 inches) dress or casual shoes should be worn. No athletic shoes except on gym days. Skirt and jumper length must be no higher than 2 inches above the knee. Girls from the 8th to 12th grades are permitted to wear hose. Excessive jewelry, facial piercings and large or dangling earrings are not allowed. Make-up is discouraged for girls under 14 years of age. Make-up of extreme amounts, colors, or textures will not be allowed. Clothes and appearance should be neat, clean and proper fitting at all times. Slacks must not be skin tight, nor low riders. Uniform sweaters or CCA sweat shirts may be worn in the winter over the uniform if needed.
- GYM:** Proper attire for Phys. Ed. Class for both boys and girls is either sweat shirt and pants, or short sleeve tee shirt and knee length shorts. Athletic socks and tennis shoes are also required. Gym uniforms must be purchased through the school office.

Clothing or grooming styles that for any reason draw undue attention (in the sole discretion of the administration), or are not in compliance with Community Christian Academy standards are not acceptable. Dress code or appearance violations will be brought to the student's attention and the parents will be notified. Repeated offenders or those with gross or intentional violations will be sent home. Jeans and tennis shoes may be acceptable for certain special events or field trips. This clothing should cover areas that the regular uniform covers. Ripped/shredded jeans are not acceptable, nor tank tops or shirts with spaghetti straps. Parents will be notified of these special circumstances. If you have not received notification, please enforce the dress policy above. Anyone visiting the school during school hours is asked to observe the dress policy.

LUNCHES

Students will be required to carry a packed lunch. They must also bring their own plates, utensils, and napkins. We discourage large amounts of candy and sweet foods. Carbonated beverages are

discouraged, and all beverages must be kept in a sealed container. Students will be expected to consume what is packed. Food and beverages will be consumed only during the lunch period. Due to time restrictions, we encourage sack lunches rather than microwavable items. Students are required to behave appropriately during lunch time. Students are required to throw their own trash in the garbage container and clean up their eating area of spilled or dropped food and trash. Occasionally, (once a month or so) a hot lunch may be offered for a small charge.

CLUBS

Club activity will be permitted on the school premises only with an adult advisor. Any club must have a written purpose, regular meetings and an open membership.

FIELD TRIPS

In connection with their studies, our classes may take field trips to various interesting and educational places in the area as an integral part of our instructional program. Although such off-campus learning experiences are of real enjoyment for the students, it is to be realized that these experiences are designed primarily to enrich learning, and students may be asked to write a paper upon returning to school.

A natural outgrowth of such trips, under the supervision of adults on every occasion, is that the student is disciplined in self-control and gracious deportment in all kinds of situations. Clothing in keeping with the school's dress standards must be worn. Parents will be notified well in advance of these trips. Small fees may be charged to cover the expenses of the trip.

CELL PHONES

No cell phones will be permitted to be used during school hours. If a parent needs to communicate with a student, please contact the school office.

PLAYGROUND AND BREAK RULES

The following guidelines will be observed for all recesses, breaks, or free time during, before, or after school hours.

1. No stone, dirt, or snowball throwing.
2. Equipment will be used as per its original intent and returned to its proper place after use.
3. If a ball goes outside school property or into the road, the student must get adult permission to retrieve it.
4. Good sportsmanship, sharing, and positive attitude are expected.
5. Playground games are to be followed according to the rules.
6. All accidents are to be reported to the supervisor or monitor.
7. Weapons of any kind, real or play, are not to be brought to school. This includes knives of any kind. Matches, lighters or other combustible items are also strictly prohibited.

BOY – GIRL RELATIONSHIPS

It is natural and expected that boys and girls will cultivate friendships with the opposite sex. We encourage all students to be friendly and courteous with all students. Cliques and exclusive behavior are discouraged and inappropriate. However, the primary purpose of the school is academic and spiritual, not social. Therefore, any public displays of affection will be considered inappropriate.

PHYSICAL EDUCATION

All students, grades 1 - 12, are expected to participate in Physical Education activities unless specifically excused with a written note from the parents.

TRANSPORTATION

Parents are responsible for the transportation of their student to and from Community Christian Academy. Unless parents notify the administration of any other transportation arrangements, the student must be picked up by a parent. At dismissal time, students are expected to remain seated at one of the learning center tables until their ride is leaving. Parents may occasionally be asked to provide transportation or chaperon services for various field trips.

EMERGENCY SCHOOL CLOSINGS

Parents will be notified in case of closing of school facilities for inclement weather or other emergency reasons. When possible, these closings will be anticipated and each student's work sent home with them. At such times, students will be expected to complete the daily goals and set goals for the following day's work.

At all times whether the school facility is open or closed, the decision to transport the student to or from the Academy is the responsibility of the parent. Community Christian Academy, Apostolic Restoration Center, or any of its staff or employees will not be held responsible for any mishaps that occur while students are being transported to or from school or school activities.

DISCIPLINE

It is expected that parents require proper discipline and respect from their children. It is required that each student participating in Community Christina Academy show respect for and obedience to those in authority at the school. This includes Supervisors, Monitors, Tutors, Instructors and other adults involved with the Academy and Church. It is also required and expected that the students will respect the person and belongings of their fellow students, as well as church/school buildings, grounds, furniture, and equipment.

Any behavioral discrepancies will be corrected verbally by the appropriate school personnel. Any recurring problems will be reported to the parent.

If a disciplinary problem becomes repeated, malicious or is of a serious nature, the parent will be notified immediately and the infraction discussed by the administration and parent in order to agree upon a proper response. Any corporal punishment will be administered by the parent.

If the school personnel and the parents fail to agree upon the proper response to a student's infraction, the administration reserves the right to restrict or deny that student from further participation in Community Christian Academy.

Any activity or behavior that is illegal, immoral, and rebellious in any way that is committed by any student, whether on or off school property, or before, after, or during school hours will be subject to disciplinary action (including suspension and expulsion) by the leadership of Community Christian Academy.

STUDENT BEHAVIOR

Each student is required to obey all the rules and regulations of the Community Christian Academy. All students are subject to the authority of any teacher or staff member at any time on the school grounds during the school day or during school functions.

GENERAL SCHOOL RULES

1. All students must strive to keep school grounds, playground, learning center, classrooms, hallways, restrooms and lunch area clean. Trash must be placed in receptacles provided.
2. Eating and drinking is permitted only at lunch tables. Food is not to be carried around the rooms or the building.
3. Chewing gum is not permitted unless for hygiene purposes at direction of staff.
4. Students must help keep property in good repair by never defacing it, and reporting anything that is damaged or lost. Damaged property will be replaced or charged to the offending student's expense.
5. Shouting, loud talking, running, shoving or horseplay is not permitted. Fighting on school premises will result in disciplinary action.
6. Boys and girls must treat each other courteously and respectfully. Teasing, name calling and inappropriate physical contact is not permitted.
7. Students must respect the rights and properties of others.
8. Unacceptable behavior includes but is not limited to: disrespect, insolence, talking without recognition, interrupting a class discussion, willful disobedience, writing and passing notes, throwing objects, unprepared for work, humming or whistling in the learning center.

The foregoing list of general rules is to serve as a behavior guide for students and parents. Each student will receive a list of specific actions that are also answerable with demerits, detentions or other disciplinary action. Any unbiblical conduct is grounds for disciplinary action at the discretion of the supervisor and/or administration. Detentions will be served at the end of the following day, no exceptions.

STUDENT CODE OF CONDUCT COMMUNITY CHRISTIAN ACADEMY

Christian conduct is expected of all CCA personnel, students and staff at all times. It is your responsibility to consider your actions—if it is questionable, don't do it! Inappropriate secular music, bad language, drugs, chewing tobacco, smoking and drinking are never allowed.

1 Thess. 5:22 "Abstain from all appearance of evil"

ETIQUETTE:

You are the representative of CCA, not to mention the kingdom of God. Therefore we expect you to observe certain manners, not only while in school, but as a continual practice. Many times students earn a reputation of being rude. We do not want to be offensive to either our fellow students or staff, or to members of the larger community. You will receive instruction on etiquette during the first week of school and periodically throughout the year.

DISCIPLINE:

The goal of all education is to instill in the student the fruit of Self-control or discipline. The discipline policy of CCA as set forth in the Handbook will be strictly enforced. If severe disciplinary action is needed the staff will call the students parents to administer appropriate discipline. If it becomes necessary, a student may be sent home for a period of time, no refunds of tuition will be made.

DATING:

CCA has a very strict no dating policy. An exclusive dating relationship distracts the school from its full potential and causes disunity. This policy offers a better opportunity for broader relationships to be established with all of the student body. The school leadership is given the authority to separate exclusive relationships which could result in students being excluded from participation.

EXCLUSIVE FRIENDSHIPS:

Exclusive friendships distract and hinder the full potential of the school and student. It also causes disunity. Two girls or two guys who are always pairing off will be separated by the school staff. We are not against "best friends", but we want to encourage friendships with the entire student body.

OBEDIENCE:

Obedience is a very necessary part of school unity. Therefore, you will be expected to "obey those who have rule over you" and submit to their leadership. Don't second guess the supervisor or staff. Work with them, not against them. They are here to make your school experience the best and most effective possible. They have a tremendous amount of responsibility, so treat them with respect.

HELP OUT:

In order to make the school run smoothly and maintain a spirit of unity, each of us must share responsibilities. Each of us is called to serve. Serving means meeting needs. Both staff and student are

answerable to God for fulfilling their ministry. Take the attitude of a servant and be prepared to help out whenever needed. Serve Him gladly.

BE PUNCTUAL:

Promptness is important when working as part of a team. All students are expected to be on time and ready to begin, each day, class, or other school activity.

LEAVING THE PREMISES:

The CCA Staff is responsible for your safety while at school or school sponsored activity. Therefore, no student is to be out of the building or off of the school premises without adult supervision. This includes the periods before and after school.

CHAPEL SERVICES:

Everyone is expected to attend chapel services. Remember that different people worship in ways that may be different than that to which you are accustomed. Be careful not to make fun of the way others worship. Be responsible for yourself and conduct yourselves in an upright and holy manner.

CLEANLINESS:

All students are expected to keep themselves, their belongings and their office clean and presentable at all times. You will be looked upon as an example of a Christian young person. Keep in mind that you represent the Lord Jesus Christ, and your body is His temple.

“Do you not know that your body is a temple of the Holy Spirit who is in you, whom you have from God, and that you are not your own? For you have been bought with a price: therefore glorify God in your body.”

1Corinthians 6:19-20

DRESS CODE:

CCA requires that all your clothing be modest. Avoid extremes in clothing and accessories. The dress code as set forth in the Handbook will be strictly enforced.

HAIR:

All students are to keep their hair neat and clean at all times. Students are not to have any extreme haircuts such as punk or purple colored hair etc. If your hair style is questionable the school staff will direct you to get it changed. Males may not have facial hair other than reasonable side burns.

PERSONAL HYGIENE:

Students are requested to bathe regularly and use deodorant as needed. Older students are encouraged to keep a spare deodorant in their lockers for use when necessary. Parents will be notified if problem persists.

WHAT NOT TO BRING:

No CCA student will have any of the following items at school or at any school sponsored activity or sporting event. If any of these are found at any time they will be confiscated immediately and not returned.

- Knives or weapons of any kind

- Excessive amounts of junk food

- Notes

- Lighters, matches or other flammable material

- Cigarettes/Drugs/Drug Paraphernalia

- Gang related items or clothing

- Electronic Devices with the exception of those needed for a specific assignment, or subject.

Students may be sent home for the above listed as well as for the following offenses:

- Valuables or expensive jewelry

- Inappropriate clothing

- Pierced earrings for guys

- Other inappropriate items or actions

POLICY ON SEARCHES

Community Christian Academy reserves the right to search the automobile, backpack, purse, bags, pockets, lockers, desks, persons and other personal items of students that are suspected of possessing any illegal or unauthorized materials of any kind. Searches will be performed with a witness and will always exercise the highest standards of Christian modesty and decency.

GYM UNIFORMS

Gym uniforms are required and are obtained through the school office. Students may wear gym uniforms the entire day gym is offered.

All articles of gym clothing should be clearly labeled with the student's name.

INTERNET SOCIAL NETWORKS

As representatives of Community Christian Academy and the Body of Christ, students involved with internet social networks such as MySpace, Face Book, etc. must uphold basic biblical standards. Foul language, inappropriate sexual content or sexual suggestive comments are not permitted. CCA reserves the right to inspect such public formats, to insure proper representation.

CONFLICT RESOLUTION

THE MATTHEW 18 METHOD

Our Christian school and church, like any other, is made up of people – parents, administrators, supervisors, volunteers, and students. As with any collection of earthly mortals, the people associated with Community Christian Academy have the potential for misunderstanding and disagreement. Nevertheless, it is God’s will that we live and work together in harmony. Jesus said, “A new commandment I give you: love one another. As I have loved you, so you must love one another. By this all men will know that you are my disciples, if you love one another.” (John 13:34-35)

In Matthew 18:15-35, Jesus gives us His formula for solving person-to-person problems. Here are the principles that Jesus taught and the specific application for Community Christian Academy.

1. **Keep the matter confidential** by sharing it with only those directly involved. As soon as you begin “discussing” the situation with anyone not directly involved, you put yourself in the wrong. Remember, two wrongs do not make a right.
2. **Keep the circle small** by one of the two people involved initiating a personal dialogue. Most problems are solved on this level.
3. **Be straightforward** by addressing the issue in a forthright, honest, humble and loving manner.
4. **Be forgiving**, emphasizing that we should wholeheartedly forgive and restore the person whose fault has offended us.
 - A. *If you are hurt or offended by any individual, whether student or adult, go to them directly and immediately. Be courteous and cautious; remember that it is certainly possible that you may be the one in the wrong. Always pray first regarding a situation and ask God to give you insight, and to reveal any sin and/or fault in yourself that may have caused or contributed to the problem. Deal with #1 first, and then you will see more clearly to approach the other person if needed. This is a Biblical principle as well; see Matthew 7:3-5.*
 - B. *After speaking directly to the offending party, a problem still remains; it should then be taken to the Learning Center Supervisor or School Administrator or both. Again, the situation should not be shared with any others, this only spreads the problem and causes strife, division, and discord; all things that God hates. Proverbs 6:16-19*
 - C. *If after this the problem remains, it should then be taken to the Elder’s Board of the Apostolic Restoration Center for further action, prayer, and resolution. Remember, the goal is forgiveness, and the restoration of relationships.*

Remember, attitude is essential. You are responsible for you! Do not pick up other people’s offenses. If someone comes to you and wants to talk about a problem they have with another, gently but firmly direct them to the offending party. The minute you listen, no matter your good intentions, you place yourself outside of God’s will.

Finally, as individual Christians and as Community Christian Academy, a Christian ministry organization, both parties agree that they would never make demands, threaten to sue, or actually litigate

any matter whatsoever relating to or resulting from enrollment in any programs offered (i.e. Independent Instruction, Learning to Read, or In House, part time or full time).

SCHOOL VOLUNTEERS

Community Christian Academy depends heavily upon parents and other family members contributing time and service to the school in order to keep costs down. Each participating family is therefore required to contribute at least 30 hours of service per year to the Academy. This may be accomplished in many different ways that include, but is not limited to, fundraising, planning chapel services or field trips, occasional cleaning, maintenance or office help. Each family will be responsible for logging their own time. Throughout the school year, there will be three (3) scheduled work days. At least one parent from each family will be required to attend two (2) of the 3 days. The hours may be applied to your 30 required hours. If you fail to attend two work days, you will be assessed an additional \$50. Any family failing to fulfill the 30 hours of service will be billed \$10.00 per hour for any time not served. Service hours may not be made up after the school year; however, summer hours may be accumulated for the upcoming year. Space is provided on the application to signify areas of interest or expertise.

All volunteer workers for the school must submit to any and all necessary training for the positions they will fill. Monitors must complete the AOP training program before working in the Learning Center. This training will be offered each summer, and may be attended during one of two weeks. Monitor training will be offered in July and August.

All volunteers will need to attend any meetings called by the administration of the Academy. Please observe dress and behavior policies when attending meetings or training.

A WORD ABOUT ACCREDITATION

Accreditation by a state governmental agency is an administrative mechanism designed as an attempt to attain uniform education for all children in government schools. It was established as a governmental means of causing local school districts to meet what the state educational agencies determine to be minimum academic and facility standards for government schools. Accreditation teams, therefore, investigate and approve or disapprove facilities and curriculum in educational institutions according to the criteria developed by secular educational administrators who may not be Christian.

Accreditation of a private Christian school is not necessary for a graduate of that school to enroll in a college or university. Registrars of such institutions are interested in the academic merits of individual students, not the name of their school of graduation. Thus, they evaluate each applicant's academic aptitude through nationally standardized tests. Community Christian Academy does not seek accreditation by any outside educational institution, but does endeavor to provide the highest possible academic program.

... AND FINALLY

Students and parents are asked to carefully consider these rules and policies. Submission of the Application for Participation is an indication that both the student and the parents intend to comply with the rules and policies of Community Christian Academy as set forth in this handbook and other official statements of regulations that may follow.

CHANGES TO HANDBOOK

The leadership of the Apostolic Restoration Center and Community Christian Academy reserve the right to change this handbook at any time for any reason without notice.