

# COMMUNITY CHRISTIAN ACADEMY



## Parent/Student Handbook 2023~2024

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**PARENT/STUDENT HANDBOOK**

**2023 – 2024**

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## **I. INTRODUCTION**

### **A. History**

As a ministry of Community Baptist Church, Community Christian Academy began classes in September 1979, at the conclusion of Hurricane David. The name was changed to Community Christian Academy in 2005.

The school used the ACE curriculum until 1983 when it implemented a traditional classroom setting and began using a combination of Abeka and Bob Jones curricula. In the Upper School math and English classes some materials from Holt and Saxon were used in past years. In 2021-22 Community Christian Academy ceased to use secular curriculum. All Christian-based curricula is in place in both Elementary and Upper School comprised of Abeka and Bob Jones and a Bible curriculum written in-house by our Pastoral staff.

Preschool K3 and K4 classes were in session 1993-2016. These classes were resumed in 2022. Curricula consists of phonics worksheets in K3 and Abeka curriculum begins in K4. VPK has accepted our use of Abeka due to the materials and the teaching methods meeting their goals. In 2003-2004 classroom support was introduced for students with exceptional education needs. The Community Christian Autism Project introduced an elementary classroom in 2011 in grades 3-6, added an upper school classroom in 2012, and a K5-2nd grade in 2017.

### **B. Mission Statement**

The Mission of Community Christian Academy is to partner with Christian parents in educating their children to think and live with a biblical life view, discipling them in love and truth toward Christlikeness and a lifelong passion for glorifying God.

### **C. Statement of Faith**

Community Baptist Church is an independent Baptist church with a 501(c)3 status. The leadership and members of the church believe that it is their responsibility to operate the church as God leads, and, to support the doctrines which He has established in His Word.

Only Biblical doctrines, as set forth in the "Articles of Faith," will be subscribed to by Community Christian Academy. If any parent objects to the Biblical doctrines of Community Baptist Church as expressed in the "Statement of Faith," they should reconsider enrollment of their children in this school. It must be remembered that attendance at Community Christian Academy is a privilege and not a right.

**COMMUNITY BAPTIST CHURCH & COMMUNITY CHRISTIAN ACADEMY**  
**STATEMENT OF FAITH**

The Bible

We believe that the Bible is God's only written and complete revelation to man (Deuteronomy 4:2; 12:32; Proverbs 30:6; Galatians 1:6-12; 2 Peter 1:20-21; Revelation 22:18-19), given by the Holy Spirit (1 Corinthians 2:7-14), never to be superseded. We believe that the 66 books of the Bible constitute the only infallible rule, and the ultimate authority, in all matters of faith and practice. (Matthew 5:18; 24:35; John 16:12-13; 17:17; 1 Corinthians 2:13; 2 Timothy 3:15-17; Hebrews 4:12; 2 Peter 1:20-21)

We believe that the Word of God is objective revelation (1 Thessalonians 2:13; John 17:17; 1 Corinthians 2:13), verbally inspired in every word (2 Timothy 3:16), inerrant in the original documents, and infallible.

We believe that the Holy Spirit carried along the human authors through their individual personalities and writing styles so that they recorded God's Word exactly as He chose, without error in whole or in part (Matthew 5:18; 2 Timothy 3:16; 2 Peter 1:20-21).

We believe that, whereas there may be several applications of any given passage of Scripture, there is but one true meaning. That meaning is found through literal, or plain, interpretation because context, grammar, and history confine the author's intended single meaning. We believe that the Holy Spirit illumines believers as they receive God's written Word (John 7:17; 16:12-15; 1 Corinthians 2:7-15; 1 John 2:20). Believers are responsible to seek carefully the true intent and meaning of Scripture, recognizing that proper application of the single meaning of Scripture is binding on all generations and cultures. The truth of Scripture stands in judgment of men; never do men stand in judgment of it (John 17:14, 17).

God

We believe in the one true and living God (Deuteronomy 6:4; Isaiah 45:5-6; Jeremiah 10:10; John 17:3; 1 Corinthians 8:4). He is the God of gods (Deuteronomy 10:17), the God of Israel (Psalm 68:8), the God of Abraham, the God of Isaac, and the God of Jacob (Exodus 3:6). "The LORD [YHWH] of hosts is His name, the Holy One of Israel" (Isaiah 47:4), even as He told Moses, "I AM WHO I AM" (Exodus 3:13-14).

We believe that He is altogether holy (Isaiah 6:3; Revelation 4:8), meaning He is distinct from all creation, being eternal—having no beginning and no end (Psalm 90:2), Self-existent (Exodus 3:13-14; John 8:58), and undefiled (Hebrews 7:26). He is the Creator of all creation (Genesis 1:1; Isaiah 66:1-2; John 1:3; Colossians 1:16; Romans 4:17). He is neither the author of evil nor can He approve of it (Habakkuk 1:13; Psalm 5:4; James 1:13).

We believe that He is entirely sovereign (Genesis 1; Psalm 103:19; Romans 11:36), in accordance with His own purpose and pleasure (Daniel 4:17, 35; Isaiah 45:7; 46:11; 55:11; Romans 9:11, 16; Ephesians 1:4-5, 11b; 2:10).

We believe that God's character is comprised of His many attributes (Exodus 34:6-7; Deuteronomy 32:4; Psalm 145). He is omniscient, omnipotent, and omnipresent. He is gracious and true, loving and faithful, just and merciful, compassionate and slow to anger. "God is a righteous Judge" (Psalm 7:11) and the "God of vengeance" (Psalm 94:1). He "keeps lovingkindness for thousands, who forgives iniquity, transgression and sin; yet He will by no means leave the guilty unpunished" (Exodus 34:7). He is transcendent and immanent, immutable and perfect in all His attributes.

We believe that He is spirit (John 4:24), one in essence, living eternally, distinctly, and simultaneously as three Persons—Father, Son, and Holy Spirit (Isaiah 48:16; Matthew 28:19; 2 Corinthians 13:14). Each Person is equally God, yet functions with distinct roles, and each Person equally deserves worship and obedience.

### God the Father

We believe that the Father is eternally God (Deuteronomy 14:1; 32:62; Psalm 89:26; Isaiah 64:8; Jeremiah 3:19; John 17:5). He is the preeminent authority among the Persons of the Trinity: it is the Father's will (Matthew 6:10; Luke 22:42; John 4:34; 5:30; Ephesians 1:1, 5, 9, 11; Hebrews 10:7, 9-10 [Psalm 40:8]), choice (Acts 15:7; Romans 9:11; Ephesians 1:4-5, 11), intention (Ephesians 1:5, 9), purpose (Romans 9:11; Ephesians 1:9, 11), pleasure (Isaiah 53:10; John 8:29), desire (Hebrews 10:5, 8 [Psalm 40:6]), and decree (Psalm 2:7-9) which are at work.

It is to the Father that the Son is in submission (Luke 22:42; John 14:31; 1 Corinthians 15:28). It is the Father Who sent the Son into the world (Isaiah 48:16; John 5:36; 20:21; 1 John 4:10, 14). It is the Father to Whom the Son prayed (Luke 22:41-42; John 17) and directs His people to pray (Matthew 6:9). It is the Father Who disciplines His children (Deuteronomy 8:5; 2 Samuel 7:14; John 15:1-2; Hebrews 12:5-11). It is to the glory of the Father that Christ ministered on earth (John 17:4) and to the glory of the Father that sinners are saved and bear the fruit of salvation (John 15:8; Romans 15:6; 16:27; Ephesians 1:6, 12, 14; Philippians 1:11; 2:11).

### God the Son

We believe that Jesus Christ the Son of God is eternally God and is eternally the Son. He is the second Person of the Trinity, under the authority of the Father yet equal to Him, "For in Him all the fullness of Deity dwells in bodily form" (Colossians 2:9). We believe that He came from heaven and was born of a virgin, and that He lived a sinless life, being well-pleasing to the Father. We believe that He died a vicarious and atoning death on the cross and was buried, that He raised Himself from the dead in bodily resurrection, that He ascended to the right hand of the Father in heaven where He now mediates as Advocate and High Priest for those who are in Him. We believe that the Lord Jesus is the only way to the Father, that He is the head of the church, and that He will personally return to earth in manifest power and glory to gather His people and to judge all who are not in Him. (Psalm 2:7; Isaiah 7:14; 53:6, 10-11; 9:6; Matthew 24:27-31; 28:19; John 5:22-30; 8:23; 10:17-18; 14:6; Acts 1:9-11; 17:31; Romans 8:34; 1 Corinthians 15:3-4; 2 Corinthians 5:21; Philippians 2:5-8; Colossians 1:18; 2:9; 2 Thessalonians 1:5-10; Hebrews 4:15; 7:25-26; 2 Peter 1:17; Revelation 20)

Expanded Version We believe that Jesus Christ the Son of God is eternally God, possessing all the divine attributes (Isaiah 9:6; Micah 5:2; John 5:23; 8:58; 10:30; 14:8-11; 17:5; 1 Peter 1:20), and is eternally the Son. He is the second Person of the Trinity (Psalm 2:7; Matthew 28:19), under the authority of the Father (Luke 22:42; John 5:30; 6:38; 8:29; 12:50) yet equal to Him (John 1:1; Philippians 2:6; Colossians 2:9). We believe that He came from heaven (John 3:31; 8:23; 17:5) and was born of a virgin (Isaiah 7:14; Matthew 1:23-25; Luke 1:26-35).

We believe that in His incarnation the Lord Jesus took on all the essential characteristics of humanity, being fully man (Luke 24:39; Romans 8:3; Philippians 2:5-8) but was without sin (Hebrews 4:15; 7:26). In His first advent Jesus waived the exercise of certain divine prerogatives but nothing of His divine nature or essence (Philippians 2:5-8; Colossians 2:9).

We believe that Lord Jesus came to earth to fulfill the Law and the Prophets (Matthew 5:17), that He performed many miracles (Matthew 11:20; Mark 6:2; Luke 19:37; John 20:30; 21:25; Acts 2:22), and that He is well-pleasing to the Father (Isaiah 42:1; Matthew 17:5; 2 Peter 1:17) both in His righteous



life and in His vicarious and atoning death on the cross. We believe that the Lord Jesus accomplished redemption through the shedding of His blood and sacrificial death on the cross. His death was voluntary (John 10:17-18; Philippians 2:8), vicarious (i.e., substitutionary) (Isaiah 53:6, 11; John 10:15; Romans 5:8-9; 2 Corinthians 5:21; Galatians 3:13; 1 Peter 2:24; 3:18), propitious (i.e., the satisfaction of the Father's wrath) (Isaiah 53:10-11; Romans 3:24-25; Hebrews 2:17; 1 John 4:10), and redemptive (Romans 3:24-25; Galatians 3:13; 4:5; Titus 2:14; Hebrews 9:12-14; 1 Peter 1:17-19) according to "the predetermined plan and foreknowledge of God" (Acts 2:23; cp. 4:27-28).

We believe that the Lord Jesus was buried (Matthew 14:12; 1 Corinthians 15:3-4), that He raised Himself from the dead (John 2:19-21; 10:17-18) in bodily resurrection (Matthew 28:6; Luke 24:38-39; Acts 2:30-31; 17:31). We believe that the Lord Jesus ascended to the right hand of the Father in heaven, where He mediates as the Advocate and High Priest of those who are in Him by faith (Acts 1:9-11; Romans 8:34; Hebrews 7:25-26; 9:24; 10:12; 1 John 2:1). We believe that the Lord Jesus is the only mediator between God and men (1 Timothy 2:5), the only way to the Father (John 14:6), and the head of His body, the church (Ephesians 1:22; 5:23; Colossians 1:18).

We believe that the Lord Jesus will personally return to earth in manifest power and glory (Matthew 24:27-31, 39; Luke 17:26-27; Acts 1:11; 2 Thessalonians 1:5-10) to gather His people and to judge "those who do not know God" and "those who do not obey the gospel of our Lord Jesus" (2 Thessalonians 1:8; cf. Matthew 13:36-43; John 5:22). We believe that the Lord Jesus will establish His millennial kingdom on earth (Revelation 20) wherein He will reign on the throne of David (Isaiah 9:6-7; Luke 1:31-33). We believe that He will conclusively judge those who are not in Him (Matthew 7:21-23; 25:14-46; Acts 17:30-31; John 5:22-30; Revelation 20:11-15), and be the cause of His bride's rejoicing at the marriage supper of the Lamb (Revelation 19:7-9; 21:9).

### God the Holy Spirit

We believe that the Holy Spirit is eternally God and is the third Person of the Trinity (Isaiah 48:16; Matthew 28:19). We believe He is equally God with the Father and the Son (Matthew 28:19; Acts 5:3-4; 28:25-26; 1 Corinthians 12:4-6; 2 Corinthians 13:14; cp. Jeremiah 31:31-34 with Hebrews 10:15-17). He possesses all the divine attributes, including eternity (Genesis 1:2; Hebrews 9:14), omnipresence (Psalm 139:7-10), omniscience (Isaiah 40:13-14), omnipotence (Romans 15:13), and truthfulness (John 16:13-15). His deity is evident also in His life-giving power (John 6:63; 2 Corinthians 3:6) and power to resurrect (Romans 8:11).

We believe that the Holy Spirit, being a Person, also possesses all the attributes of personality, including intellect (1 Corinthians 2:10-13), emotions (Isaiah 63:10; Ephesians 4:30), and will (1 Corinthians 12:11).

We believe that the Holy Spirit ministered before Pentecost, empowering people for wisdom, service, and teaching (Exodus 31:1-5; 35:31-34). We believe that the Holy Spirit ministered in Christ's incarnation and earthly ministry: in the miraculous conception (Luke 1:26-35), in leading and anointing Him in power (Isaiah 11:1-2; 61:1-3; Acts 10:38; Luke 4:1, 14-21), and in glorifying Him (John 16:13-14).

We believe that the Holy Spirit ministers in many ways in this post-apostolic church age. His present ministry includes "convict[ing] the world concerning sin and righteousness and judgment" (John 16:8) and regenerating individuals (John 3:3-8; Titus 3:5), simultaneously baptizing them into the body of Christ (Acts 1:5; 1 Corinthians 12:13). Called "the Helper" (John 16:7), He presently indwells all believers (Romans 8:9; 1 Corinthians 6:19), individually sanctifying them (Romans 8:13; 2 Corinthians 3:18; Galatians 5:16; Ephesians 2:19-22; 2 Thessalonians 2:13), illumining them (1 Corinthians 2:6-

16), empowering them for service (Acts 1:8; Romans 15:13), bearing His fruit in them (Galatians 5:22-23), leading them (Romans 8:14), interceding for them (Romans 8:26), and sealing them to the end (Ephesians 1:13-14).

We believe that God the Holy Spirit reveals God to man through the completed work of the inspiration of Scripture (John 15:26; 16:12-15; 2 Peter 1:21).

We believe that those born of the Spirit are commanded to be filled with (i.e., controlled by) the Spirit (Ephesians 5:18).

### Man

We believe that man is created by God in His image and likeness (Genesis 1:26-28; 2:7; 5:1; 9:6; James 3:9). Every human being is made in the image and likeness of God at the moment of conception. The image of God in every person is the basis of special human dignity and uniqueness among all creation. Nothing else in all creation is made in the image and likeness of God. Central to the image of God in man is his everlasting spirit which can be in a personal relationship with God. Furthermore, because of man's special position among creation, he has been called by God to rule over every other creature and to subdue the earth (Genesis 1:26-28; 2:19-20).

We believe that man was created free of sin and with volition and moral responsibility to God. We believe that in Adam's transgression against the revealed will and Word of God (Genesis 2:16-17), sin and death entered into the world (Romans 5:12-19). Man lost his innocence and incurred the penalty of spiritual and physical death (Genesis 2:17; 3:1-19; Romans 5:12-19). All men are thus sinners by nature and by choice, and therefore guilty before God (Psalm 14:1-3; Jeremiah 17:9; Romans 3:9-19, 23; 5:12-14). Man became inherently corrupt, with neither the ability nor the desire to recover himself or to do what is acceptable to God apart from His redeeming, regenerating grace (Psalm 51:5; 53:1-3; Isaiah 64:6; Romans 3:23-24; 6:23; 1 Corinthians 2:14; Ephesians 2:1-10).

We believe that apart from this grace, man is hopelessly lost and subject to the wrath of God (John 3:36; Ephesians 2:1-3). We believe that, in God's eternal plan, He has made provision for salvation in Christ alone by grace alone on the basis of faith alone (Acts 2:23; 4:12; Ephesians 3:10-11).

We believe that God's purpose in creating man is for His Own glory (Isaiah 43:7; Colossians 1:16; Revelation 4:11). God is glorified both through the salvation of man (Ephesians 1:3-6, 12-14; 1 Peter 1:3-9; Revelation 1:6; 5:12; 16:9) and through the judgment and condemnation of man (Exodus 9:13-9; Numbers 14:20-38; Isaiah 5:13-16; 26:9; Ezekiel 28:21-23; 39:11-13; Romans 3:3-8; 9:17-23; 2 Thessalonians 1:5-10; Revelation 14:7).

We believe that every person will endure everlastingly: "for an hour is coming, in which all who are in the tombs will hear His voice and will come forth; those who did the good deeds to a resurrection of life, those who committed the evil deeds to a resurrection of judgment" (John 5:28-29; cp. Daniel 12:2; Matthew 25:46; Acts 24:15).

### Salvation

We believe that God has made provision for man's greatest need through salvation in Christ alone by grace alone on the basis of faith alone. This is part of God's eternal mind and plan which He has been unfolding in history through His work of creation, His giving of covenants, His calling of the Hebrews, His sending of prophets; through the incarnation of the eternal Son and His accomplishment of righteousness, through His sending of apostles; and by His providence through the end of the age and into the eternal state. He is sovereign over all things (1 Kings 12:15; Psalm 115:2-3; Isaiah 45:7; Daniel

4:34-35; Revelation 17:17), including His plan, and carrying out, of redemption (Genesis 3:15; Deuteronomy 7:6-10; Luke 22:22; John 17:6; Acts 2:23; 4:27-29; Ephesians 1:4; 2 Thessalonians 2:10-12; Hebrews 4:3; 1 Peter 1:20; Revelation 13:8; 17:8).

We believe that on the basis of the perfect life (Romans 5:10) and substitutionary death of our Lord Jesus Christ (Romans 5:8-9; 2 Corinthians 5:14-15, 21; 1 Peter 3:18), everyone who believes in Him is freed from the penalty and power of sin (John 3:14-16; Romans 5:9; 6:18; 8:1; 1 Peter 2:24), and at His final revelation will be delivered from the presence of sin. Salvation cannot be merited by man, but is wholly of God's grace through the regenerating work of the Holy Spirit and the redemptive work of Jesus Christ (Ephesians 1:7; 2:8-10; Titus 3:4-7).

We believe that to be "saved" is to be saved from the wrath of God by His justifying and regenerating work. We believe that justification and regeneration are instantaneous acts of God (John 5:24; Romans 8:33; Colossians 2:13; Titus 3:4-7). Justification is the act of God by which He declares righteous those who, through faith in Christ, repent of their sins (Isaiah 55:6-7; Luke 13:3; Acts 2:38; 3:19; Romans 2:4; 2 Corinthians 7:10) and truly confess Him as Lord (Romans 10:9-10; 1 Corinthians 12:3; 2 Corinthians 4:5). This righteousness is apart from any virtue of man (Romans 3:10, 20; 4:6). God declares the repentant sinner just because all his sins were condemned in Christ on the cross (Romans 8:3-4; Colossians 2:14; 1 Peter 2:24) and because He imputes Christ's righteousness to those who believe (Romans 4:6; 1 Corinthians 1:30; 2 Corinthians 5:21). Thus God is "just, and the justifier of the one who has faith in Jesus" (Romans 3:26).

We believe that regeneration is the act of God by which He gives spiritual life to those who were spiritually dead (John 5:24; Ephesians 2:4-5; Colossians 2:13). It is accomplished solely by the power of the Holy Spirit through the Word of God (Romans 10:14-17; Titus 3:4-7; 1 Peter 1:23), when the sinner, as enabled by the Holy Spirit (Deuteronomy 30:6; Ezekiel 37:12-14; John 3:3-8; 6:63; 14:17; 1 Corinthians 2:10-14; 2 Corinthians 3:6; cp. Matthew 11:27; John 6:44, 65; Acts 16:14), responds in faith and repentance to God's gracious provision of salvation. To be regenerated is to be born again (John 1:13; 3:3-8; Colossians 2:13; James 1:18; 1 Peter 1:3, 23; 1 John 2:29; 3:9; 4:7; 5:1, 4, 18). Those who have been born again have been given the gift of eternal life (John 3:15-16; Romans 6:23), and have been adopted into the family of God (Romans 8:15-17; Galatians 4:5-7; Ephesians 1:5).

We believe that the salvation of God comes exclusively through the provision of God: by the name of the Lord Jesus Christ alone. "There is salvation in no one else; for there is no other name under heaven that has been given among men by which we must be saved" (Acts 4:12; cp. Acts 4:10-11; John 10:7-9; 14:6; Philippians 2:10-11; 1 Timothy 2:5).

We believe that the Holy Spirit works to sanctify all who are born again. Through obedience to the Word of God and through the empowering of the Holy Spirit, every believer is able to live a life of increasing holiness, becoming progressively like our Lord Jesus Christ (John 17:17, 19; Romans 6:1-22; 1 Corinthians 6:19-20; 2 Corinthians 3:18; 1 Thessalonians 4:3-8; 5:23). No one can truthfully claim to have no sin (Jeremiah 2:35; Proverbs 28:13; Philippians 3:12; 1 John 1:8), but the Holy Spirit does empower believers to have victory over sin (Galatians 5:16-25; Ephesians 4:20-24; Colossians 3:8-10; 1 Peter 1:14-16; 1 John 3:5-9).

We believe that salvation is manifested by "fruits in keeping with repentance" (Luke 3:8) because genuine disciples of Christ bear much fruit (John 15:8, 16; Galatians 5:22-23) as demonstrated in righteous attitudes and "deeds appropriate to repentance" (Acts 26:20; cp. Ephesians 2:10; James 2:14-26). Thus, salvation produces "the obedience of faith" (Romans 1:5; 16:26; cp. Philippians 2:12-13). We believe that believers' justification is made certain and secure by Jesus Christ's physical

resurrection from the dead (1 Corinthians 15:1-28), which confirmed God's acceptance of Christ's atoning work (Acts 17:31). We believe that all the redeemed are kept by God's power and are secure in Christ forever (John 5:24; 6:37-40; 10:27-30; Romans 5:9-10; 8:1, 29-39; 11:29; 1 Corinthians 1:4-8; Ephesians 1:13-14; 4:30; Hebrews 7:25; 13:5; 1 Peter 1:5; Jude 24).

We believe that believers are privileged to rejoice in the assurance of their salvation through obedience (2 Peter 1:4-10), and that they should never use freedom as a pretext for sinful living (Romans 6:15-22; 13:13-14; 1 Corinthians 8:9-13; Galatians 5:13, 25; Titus 2:11-14). We believe that out of deep gratitude for the undeserved grace of God granted to us, all believers should demonstrate our love for God and for one another so as not to bring reproach upon the name of our Lord Jesus Christ. We believe that separation from any association with religious apostasy and sinful practices is commanded of us by God, seeing that maintaining a profession of Christ while denying the imperative of holiness is hypocrisy (Romans 12:1-2; 1 Corinthians 5:9-13; 2 Corinthians 6:14 – 7:1; 1 John 2:15-17; 2 John 9-11). We believe that the Christian life is marked by an enduring pursuit of holiness (Matthew 5:2-16; Hebrews 12:14; Titus 2:11-14; 1 John 3:1-10).

### The Church

We believe that all who are born again by the Holy Spirit through faith in Jesus Christ are immediately placed by the Holy Spirit into one united spiritual body, the church (1 Corinthians 12:12-13), which is reflected in local congregations (Acts 14:23; Romans 16:4, 16; 1 Corinthians 4:17; 7:17; 14:33; 2 Corinthians 8:18; 11:28; Revelation 2:23). The church is the bride of Christ (2 Corinthians 11:2; Ephesians 5:23-32; Revelation 19:7-8), of which He is the head (Ephesians 1:22; 4:15; 5:30; Colossians 1:18).

We believe that the purpose of the church is to glorify God (Ephesians 3:21) by building itself up in the faith (Ephesians 4:12-16) through the instruction of the Word (2 Timothy 2:2, 15; 3:14 – 4:4), through the exercise of the extant spiritual gifts (1 Peter 4:10-11), through fellowship (Acts 2:42; 1 John 1:3), through the ordinances of baptism and the Lord's Supper (Matthew 28:19; Acts 2:38-42; 1 Corinthians 11:23-26), and by making disciples through the advancement and proclamation of the gospel to the entire world (Matthew 28:19-20; Acts 1:8).

We believe that two ordinances have been committed to the church: baptism and the Lord's Supper (Matthew 28:19; Acts 2:38-42; 1 Corinthians 11:23-26). Believer's baptism by immersion (Acts 8:36-39) publicly pictures a believer's union with the crucified, buried, risen, and ascended Savior. It is a sign of the believer's death to sin and resurrection to new life in Christ (Romans 6:1-11), as well as a sign of fellowship and identification with the body of Christ (Acts 2:41-42). We believe that the Lord's Supper is the commemoration and proclamation of His death until He returns, and that it should always be preceded by solemn self-examination (1 Corinthians 11:27-32). We believe that whereas the elements of communion are only representative of the flesh and blood of Christ, believing participation in the Lord's Supper is nevertheless an actual communion with the risen Christ (1 Corinthians 10:16).

We believe that two categories of spiritual gifts have been given to the church. The first is sign gifts that were given to authenticate the apostles' message in their day (Hebrews 2:3-4; 2 Corinthians 12:12). We believe that the sign gifts (e.g., revelatory, healing, and tongues) were given to the church for the apostolic era only. We believe that, because their purpose for the church has ceased, they have likewise ceased for the church as the Scripture indicates (1 Corinthians 13:8). The second category of spiritual gifts is non-revelatory speaking and serving gifts, which are given to equip and edify believers throughout the church age (Romans 12:6-8; 1 Peter 4:10-11).

We believe in a plurality of leaders (Acts 6:1-6; 14:23; 15:2, 4; 20:17, 28; 21:18; Philippians 1:1; 1 Thessalonians 5:12; 1 Timothy 5:17; Titus 1:5; Hebrews 13:17; James 5:14; cp. Proverbs 15:22) who are biblically qualified (1 Timothy 3:1-15; Titus 1:5-16). These men are elders and deacons who together lead a local body of believers in matters of membership, policy, discipline, and benevolence (Acts 15:19-31; 16:4; 20:28; 1 Peter 5:1-5).

We believe the biblical imperatives of discipleship (Matthew 28:19-20; 2 Timothy 2:2) and mutual accountability of all believers to one another (Matthew 18:1-20; Romans 12:5; 15:14; Galatians 6:1-2; Ephesians 4:25; Colossians 3:16). We believe and practice church discipline and restoration according to the standard of Scripture (Matthew 18:15-18; 1 Corinthians 5:1-13; Galatians 6:1-2; 2 Thessalonians 3:6-15; 1 Timothy 1:20; 5:19-20; Titus 1:10-11; 3:9-11).

We believe that the church, the body of Christ, was begun on the first Day of Pentecost after Jesus' ascension and has not replaced Israel (Jeremiah 31:36-37; Romans 9 – 11; 1 Corinthians 10:32). We believe that the church is "the household of God, . . . the pillar and support of the truth" (1 Timothy 3:15) and that Jesus, the head of His church, declared, "I will build My church; and the gates of Hades will not overpower it" (Matthew 16:18).

### The Family

We believe that God created and blessed the family as the foundation of society. We also believe that He ordains marriage and is active in the union of marriage. As such we define marriage as the union of one natural man and one natural woman in a lifetime commitment to each other (Genesis 2:23-24; Matthew 19:4-6).

Marriage provides for intimate companionship, pure sexual expression (Genesis 2:25; Ephesians 5:31-33), procreation, and reflects the relationship of Christ and the church (Genesis 1:28; Proverbs 5:15-19; 1 Corinthians 7:1-5). A husband is commanded to love his wife as Christ loved the church. A wife is commanded to submit to her husband as the church submits to Christ (Ephesians 5:22-33).

Children are a gift from God and are fully human from conception (Psalms 127:3; Ps 139:13-16). Parents are to train their children by modeling a godly life, teaching them the Scriptures, disciplining them in love, and providing them a resource of wisdom and counsel (Deuteronomy 6:4-7; Proverbs 1:8-9; Prv 13:24; Prv 22:6). Parents are to care for the needs of their children (2 Corinthians 12:14; Ephesians 6:4). Children are to obey their parents with respect and honor, caring for them in the time of their dependency and old age (Exodus 20:12; Leviticus 19:32; Proverbs 23:22; Ephesians 6:1-3; Colossians 3:20; 1 Timothy 5:8).

### Last Things

We believe that Jesus will come to gather His church (1 Thessalonians 4:13-18) before a time of unique tribulation on the earth (Jeremiah 30:7; Zechariah 14:2; Matthew 24:21; Revelation 8:6-12; 9:13-18; 16:14-21). After this, Jesus will return to earth physically and visibly as Judge with His people to establish a 1,000-year reign on the earth (John 5:22; Acts 1:10-11; Revelation 20:1-7) wherein "He will reign as king" (Jeremiah 23:5) from the throne of David (Matthew 25:31; Luke 1:31-33; Acts 2:29-30). We believe that, after the millennial reign of Christ on earth, Satan will be temporarily released for a final rebellion before he is thrown into the lake of fire (Revelation 20:7-10). We believe that unbelievers will be condemned at the great white throne judgment (Revelation 20:11-15; cp. 2 Thessalonians 1:9). We believe in the bodily resurrection of both the saved and the unsaved—the saved unto the resurrection of everlasting life and the unsaved unto the resurrection of everlasting torment (Daniel 12:2; Matthew 25:46; Luke 16:23-26; John 5:28-29; Acts 24:15; Revelation 14:10-11;

20:5-6, 10). The saved will enter the everlasting state of glory with God, and “the heavens will pass away with a roar and the elements will be destroyed with intense heat, and the earth and its works will be burned up” (2 Peter 3:10). God will make a new heaven and a new earth wherein righteousness dwells (Isaiah 65:17; 66:22; Ephesians 5:5; 2 Peter 3:13; Revelation 20:15; 21:1; 22:15). This is the dwelling place of all believers, where they will forever enjoy perfect fellowship with God and with one another (Revelation 21 – 22).

#### **D. Philosophy**

As a ministry of Community Baptist Church, Community Christian Academy believes:

A Christian philosophy of education must begin and end with God and must be based upon His Word. All that is taught in Christian education must be theocentric (God-centered) rather than anthropocentric (man-centered). Community Christian Academy holds to the Statement of Faith of Community Baptist Church printed in its entirety in Appendix I. A condensed Statement of Faith is located in the Parent/Student Handbook.

A Christian philosophy of education has a biblical perspective concerning the essence of knowledge and how one knows what truth is. God’s Word is the source of all truth (John 17:17). Unregenerate man understands God’s natural revelation through His common grace but suppresses the truth (Romans 1:18). The child of God understands God’s Word through the illuminating work of God’s Holy Spirit (I Cor. 2:11).

A Christian philosophy of education must have biblical perspective on man’s origins, his nature, and his fall. Man was created in the image of God to rule earth and to manifest God’s image in creative and procreative work (Gen. 1:26-27). However, man’s relationship to God was severed when Adam sinned (Romans 5:12). He is spiritually dead (Ephesians 2:1) and is in rebellion against God (Romans 2). Man is totally depraved (Romans 3:9-18) and cannot serve God (Romans 8:7). However, man is still capable of creative and procreative work despite his fallen state. God has provided a means of restoring man’s relationship to Him through the redemptive work of His son, Jesus Christ. Man is given new life by the washing of regeneration and renewing by God’s Holy Spirit (Titus 2:5).

#### **E. Statement of Non-Discrimination**

Community Christian Academy admits students of any race, color, and national origin in the administration of its educational policies, scholarships, athletics or other school-sponsored events.

#### **F. Affiliation and Accreditation**

Community Christian Academy is accredited through Florida Association of Christian Colleges and Schools and International Association of Christian Colleges and Schools and National Council of Private School Accreditation (NCPSA). Teachers are required to be eligible for certification by FACCS.

## **G. Resource Information**

Community Christian Academy:

Phone: (772) 288-7227  
Fax: (772) 600-2728  
Email: office@ccacougars.net  
website: [www.ccacougars.net](http://www.ccacougars.net)

Office Hours: 7:30AM-3:30PM

School Hours:

Preschool (K3-K4)	8:00AM-3:30PM
VPK - Full-time	8:00AM-3:30PM
Part-time	8:00AM-12Noon
Elementary (K5-5th Grade)	8:00AM-2:45PM
Upper School (6th-12th)	8:00AM-3:05PM

Website:

Information about Community Christian Academy can be accessed on the school website and includes the school's philosophy, mission statement, handbook, general school calendar, etc.

## **II. ADMISSIONS**

### **A. Admission Procedure:**

- Applications for admission are located on the Community Christian Academy website (ccacougars.net). A non-refundable application fee will be paid at the time of application.
- After the application fee is received in CCA Central, the prospective family will be contacted to schedule a family interview with a representative of the school's administration.
- An academic assessment may be given to all prospective students (with the exception of those entering preschool or kindergarten) to determine proper grade placement.
- Upon completion of the interview and assessment all other required materials will be reviewed, and the Administrator will make the final decision on the student's admittance.

**B. Admission Requirements for Students:**

A child must have reached the age of five years by September 1 of the fall in which he/she would be entering kindergarten.

If a student has successfully completed the previous school year and his work and behavior compare favorably to the comparable grade and behavioral expectations of Community Christian Academy, the student will be placed in the grade which he/she is applying. However, if through the administration of an academic assessment or other evidence, it is determined that the student may not be adequately prepared for the next sequential grade, it may be necessary that he/she repeat the previous grade.

A student should be a good fit to benefit from and be a benefit to the Christ-centered biblical culture and academics of Community Christian Academy.

**C. Admission Requirements for Parents:**

The parents/guardians must have read the Parent/Student Handbook and sign the acknowledgement page of the School Covenant Agreement indicating that they understand and agree with the policies and guidelines presented in the handbook.

The parents/guardians and child/children will meet with the Administrator and/or a representative of the administration for a family interview.

**D. Re-Enrollment/Admission of Returning Students**

Re-enrollment instructions and financial details will be provided by the school office in January. Failure to comply within the time stated in these instructions can put your child at risk of losing their seat for the following year.

Although Community Christian Academy desires to maintain its current student base, the school reserves the right to place a student's re-enrollment on hold for the upcoming academic year and/or withdraw the re-enrollment. This decision is not taken lightly. It may be the result of consistent and deliberate disruptive behavior, a lack of academic ambition, or needs beyond the Academy's scope. If a student is underperforming due to behavior, attitude or ability and therefore can't satisfy the requirements of their grade level, there will be contact made with the parents. A decision to hold pending improvement or withdraw a student are decisions which will only be rendered when attempts to resolve matters have been exhausted.

Any student whose privilege to re-enroll in Community Christian Academy has been withdrawn will have any previously paid fees for the upcoming year refunded.



**E. Admission Documents**

The following documents are required for each student at time of acceptance:

- Copy of birth certificate
- Florida Certification of Immunization (Form DH680) or Certificate of Religious Exemption
- State of Florida School Entry Health Exam (Form DH3040)
- A student's enrollment is not complete until all records and forms have been received

**F. Student Accident Insurance**

Forms are available in the school office if a student is injured on school property during school hours. This is secondary to the family's primary insurance.

**G. Transfer Students**

The basic admission procedure outlined above applies to transfer students. Students transferring from another private or public school must have incurred academic credits from an accredited institution. Students in the Upper School must provide academic documentation such as report cards or an unofficial transcript showing all courses taken complete with course codes. If coming from another non-public school, the Administrator or Business Office will check to make sure there is no outstanding balance at the previous school. An interview will be scheduled, and if the outcome of the interview, the financial status at the previous school, and the grades reflected on the official transcript are satisfactory, the student will be accepted.

**III. FINANCIAL INFORMATION**

**A. Tuition and Fees 2023-2024**

<u>Grade Level</u>	<u>Tuition</u>	<u>Consolidated Fee</u>
K5-5th	\$7,345	\$560
6th-12th	\$8,035	\$590

Other		
Registration Fee		\$150/student
Graduation Fee		\$125/student

<u>Preschool</u>		<u>Cost</u>
Full-time	8:00AM-3:30PM	\$160/week / \$85 if VPK
Part-time	8:00AM-12:00PM	\$85/week
VPK only	8:00AM-12:00PM	No cost
Registration		\$75 (Excludes VPK only)
Supply Fee		\$75 (Excludes VPK only)
Aftercare	3:30PM-4:00PM	\$2/day

**B. Tuition Payments**

During enrollment, a payment plan will be set up for your tuition. Tuition may be paid in full (less a 3% discount) or in equal payments of ten (August-May) or twelve (June-May) via ACH withdrawal. No student may begin the school year unless tuition payment plans are in place.

**C. Collection Policy**

Parents can view their account information at any time on FACTS SIS. To ensure that tuition and fees are collected in a timely manner and to institute a policy whereby unpaid fees are collected as quickly as possible, we have established the following procedure:

If at any time you are unable to meet your financial obligations, please contact the Business Office to see if a plan can be arranged that will enable your student to continue at Community Christian Academy. To stop an ACH withdrawal or make a change in a tuition payment, please contact the Business Office seven (7) business days prior to the withdrawal date.

Academic records will be withheld once an account becomes 30 days or more delinquent until the account is brought current. If an account remains delinquent for 60 additional days beyond the initial 30 days referenced above, your student(s) will not be allowed to return to school until payment in full has been made.

Twelfth grade students will not be allowed to participate in the graduation ceremony unless the account is paid in full including the graduation fee of \$125.

**D. Student Withdrawal (Effective January 1, 2023)**

It is our desire to remain fiscally responsible, maintain a sound operating budget and be good stewards of the financial commitment our families have made to their children's education. In the event a student withdraws or is asked to withdraw after they have enrolled, the parent is responsible for paying the withdrawal fee.

In the event a student is withdrawn after the beginning of the school year, the parent must complete a request for withdrawal form and is obligated to pay a withdrawal fee according to the following schedule:

Withdrawal fees:

1st quarter	=	\$800.00
2nd quarter	=	\$600.00
3rd quarter	=	\$400.00
4th quarter	=	\$200.00

Please note: All student billing accounts must be paid in full before Community Christian Academy will release academic records/transcripts to another school. Academic records may also be withheld for not returning school property or non-payment of school property fees. Official transcripts and diplomas will be withheld if a senior's account has not been paid in full by the last day of their academic year.

The Administrator holds the right to review for approval or waive the withdrawal fee.

#### **E. Financial Aid Scholarships**

We currently accept the Hope Scholarship, Florida Empowerment Scholarship-Education Opportunities, and the Florida Empowerment Scholarship-Unique Abilities. The eligibility requirements for these scholarships can be found at <https://stepupforstudents.org>.

#### **F. Refund Policy**

Any student whose privilege to re-enroll in Community Christian Academy has been withdrawn will have any previously paid fees for the upcoming year refunded.

### **IV. SCHOOL OPERATIONS - GENERAL INFORMATION**

#### **A. Drop Off and Dismissal Procedures**

The safe arrival and departure of our students of the utmost importance. Therefore, parents are required to adhere to the following procedures:

##### Car Line

- Two (2) car tags will be issued to each family for both Elementary and Upper School students. These car tags are required to be clearly visible to CCA staff when arriving in carline to pick up your student(s). This will continue the efficiency of the car line while also ensuring the safety of students.

Any person without a visible car tag arriving in car line to pick up a student will be redirected by CCA staff to park in the front parking lot and come to CCA Central to pick up the student(s)

- Car lines will be set up in the back parking lot during the mornings and afternoons. It is important to note that at no time during the school day should this back lot be used for parking.
- If you are dropping off a student, or their belongings, etc., park in the front parking lot and report to CCA Central. From 8:15AM until 2:30PM, the back parking lot will remain closed to all traffic.

- Please follow the cones all the way to the front of the Gym and small playground to drop off and pick up your students. Faculty or Safety Patrol students will be available to escort your student to and from your car.
- If walking your student into school, do not use the car line area. Park in the front parking lot and walk your student from that location.
- Carline does not provide time or an opportunity for a parent/teacher conference. Please schedule a set date and time for any such conversations.

Elementary students will be dismissed from their classroom by their teacher and accompanied by their teacher to the hallway in the "A" Building. Their teacher will remain with them there until 3:00PM. Via handheld radios, students will be called to walk to their car in the back parking lot with a Safety Patrol student and under the supervision of a faculty member.

Upper School students will be dismissed from their classroom at 3:05PM to go to the gym for final dismissal via carline. The student's name will be called out in accordance with their parent's place in carline. Those not picked up by 3:15PM will report to the After Care Program and remain there until picked up or 5:30PM.

## **B. School Office**

This is the location for CCA Central with hours 7:30AM – 3:30PM. All visitors to the campus during school hours are processed through this office. All questions concerning student life on campus, upcoming events for the school and church, and any issues not addressed in this Handbook should be directed to CCA Central staff.

- Late Arrival / Early Departure

Any student arriving late must come to CCA Central. A late arrival slip will be given to the student to provide to the teacher. A parent who needs to pick up their student before the scheduled dismissal time should come to CCA Central to sign out their student.

Note: Beginning 2022-23 school year, individual students will not be dismissed from class after 2:30PM to allow teachers and staff to end the school day well. If you have an appointment, you will need to plan to either pick your child up before 2:30PM or wait during regular dismissal times.

- School Closures

Community Christian Academy will be closed for any emergencies in which the Martin County public school system is also closed. CCA's school calendar indicates planned

closures for holidays and teacher workdays. They may or may not match non-emergency closures in the public school. Contact CCA Central for any questions.

### **C. Clinic and Medication**

Please keep your child at home if they are ill (temperature of 100 degrees or higher within the previous 24 hours, vomiting, diarrhea, or other communicable diseases). If a student exhibits any such symptoms during school, a parent will be contacted and expected to make immediate arrangements to pick up their child.

If a child has any other outward signs of sickness, a parent will be contacted, and the child's condition will be discussed. If the school administration believes the health and well-being of the child and other children are in jeopardy, the parents will be expected to make immediate arrangements to pick up their child.

In the event a child has contracted a serious illness, a doctor's note clearing the child may be required prior to the child coming back to class. However, the ultimate decision made regarding a child's health and the risk they pose to other children at Community Christian Academy is left to the discretion of school administration. The school administration will make any necessary decisions regarding notification of health issues.

Please contact the Center for Disease Control for a list of communicable diseases and any other health related concerns. <https://www.cdc.gov>

- **Non-Prescription Medication**

The school staff is not permitted to provide/dispense non-prescription medication without the written and/or oral permission of the parent. Medication forms granting permission are available in CCA Central.

- **Prescription Medication**

The school staff is permitted to dispense prescription medication to a student only under the following conditions:

- Parent must notify the school administration for approval
- Parent must sign a medication permission form (available in CCA Central)
- All prescription medications must be in the original container and have a pharmacy label which includes the child's full name and telephone number, name of the medication, strength of the medication and specific instructions regarding time and dosage to be given
- The school keeps a record of any and all medications given to all students

**D. Incident Reports**

Incident reports will be completed for any types of illnesses or injuries that occur during the school day and will be provided to the parents. We will attempt to contact parents immediately concerning any head or serious injury or illness. Emergency medical services will be sought as needed.

**E. Morning Care and Extended Care**

**Morning Care:** (K5 - 12th Grade)

Hours: 7:00AM - 7:45AM in the school gym. No charge

**After Care:** (K5-12th Grade)

All students who have not been picked up after school dismissal will be escorted to the After Care area and checked in.

Hours: 3:30PM - 4:00PM   Preschool  
3:00PM - 5:30PM   Elementary School  
3:15PM - 5:30PM   Upper School

Cost:   \$2.00 per day for Preschool  
      \$4.00 per hour per child billed in 15-minute increments  
      \$1.00 per minute per child late fee will be applied after 5:30PM

- Although there is consideration for unexpected emergencies, chronic lateness will result in the termination of the After Care service. Please be considerate of those who give their time to serve your needs.
- Please provide extra snacks and a water bottle for your students staying in the After Care Program. There are no snack machines on campus.
- All extended care students are expected to behave under Community Christian Academy standards and regulations.
- For cell phone and electronic use see “M” and “N” below.
- We cannot be responsible for lost or broken items.

For any questions or concerns, contact the Director of the Morning/After Care Program. Contact information can be provided by CCA Central.

**F. Chapel**

Elementary chapels are scheduled at 8:10AM each Friday in the sanctuary. A rotation of faculty and invited speakers present a message each week. Parents are welcome to attend and are requested to sign in through CCA Central for a record of their presence

on campus. Chapel will be the only exception for attendance of parents who have not been fingerprinted.

Upper school chapels are scheduled the last Friday of each month during 7th hour (2:15PM). A rotation of faculty and invited speakers present a message. Parents are welcome to attend and are requested to sign in through CCA Central for a record of their presence on campus.

### **G. Lunch Program**

Students can bring their own lunches to school each day or purchase their lunch at school. Parents should provide a balanced lunch, since good nutrition is essential for a child's best physical and mental health.

Purchased lunches are to be prepaid online through your FACTS SIS account. We offer a hot lunch Monday through Friday for both Elementary and Upper School; costs can be provided through CCA Central. All hot lunches for them must be preordered by Monday, 8:00AM of that week.

There is no option to order hot lunches on a day-to-day basis as items are purchased and/or ordered based on the projected forecast. This system of preordering is efficient and has proven to keep costs down for our families.

No food delivery for employees or students is allowed due to security concerns.

Parents are encouraged to visit the campus for lunch with their student during their student's regular lunch hours. These visits should be scheduled through CCA Central and have administrative approval. Compliance with Community Christian Academy's fingerprinting policy is required. Please obtain a visitor's pass from CCA Central.

### **H. Student Drivers**

Students who are the appropriate age and have been issued a valid Florida driver's license are permitted to drive to and from school once they have registered with CCA Central. The student driver must provide all required documents to CCA Central and are not permitted to drive off campus during the school day without being checked out through CCA Central and/or without administrative permission.

Any abuse of student driving privilege guidelines will result in disciplinary action.

Community Christian Academy reserves the right to conduct a search of any vehicle on campus including a search by law enforcement if it is believed sufficient cause exists. Community Christian Academy will not be responsible for any damages to a student's or parent's property if damage is incurred in the process of a search by either school or law enforcement personnel.

**I. Lost and Found**

It is very important that parents label all of their student's belongings. Those items that are misplaced on campus and are not marked will be kept in CCA Central Lost and Found bin. At the end of each month, personal items that have not been claimed will be added to the school's supply of used uniforms, donated to charity, or discarded.

**J. Library**

Each classroom in the Elementary maintains an age-appropriate selection of books for the students to read. The school does not maintain a library on campus.

**K. Bookstore**

At the beginning of each school year, a by-grade level listing of school supplies needed for Elementary and Upper School is made available to each family by a letter home and on the website. Throughout the year, each teacher communicates with their students when regular classroom supplies need to be replenished or those needed for a special project. The school does not maintain a bookstore on campus.

**L. Damaged School Property**

Parents will be asked to replace any piece of school property including, but not limited to, any text, class or library book, notebook computer that is lost or damaged by their child during the school year. If the item is lost, the total replacement fee is charged. If the item is damaged, school administration will determine the appropriate charge.

**M. Electronic Devices**

Students are not permitted to use i-Pods, MP-3 players, CD players, portable games systems, PDAs, personal laptops, etc. during school hours. Recording devices are only permitted in class when the teacher has given permission for their use.

**N. Cell Phones and Smart Watches**

Student cell phones and smart watches are not permitted for use during school hours.

Backpacks, cell phones and smart watches are allowed on campus but are to be kept secured in lockers during school hours. They may be used outside of school hours during Aftercare with the acknowledgement of the Aftercare Director. Any student with permission to have a cell phone/smart watch may not use the phone for unsanctioned purposes, video recording, photos or viewing content that is not God honoring content. Students permitted to have cell phones/smart watches may not allow any other student to use their device. Faculty and staff reserve the right to decline the



privilege of using a cell phone if a student cannot exercise proper discretion and responsibility.

Failure to comply with these rules will result in the confiscation of the cell phone for that day. At day's end, the phone will be returned only to parents when requested in the office. This privilege can be revoked for the entire school year by the Administrator.

Parents desiring to communicate with their students throughout the school day should contact CCA Central.

#### **O. Technology**

Throughout the school year, Community Christian Academy may make available to the students certain technology including computer use. The use of this technology will be monitored by school staff, and the policies and procedures regarding the usage will be outlined at the beginning of the school year.

Under NO circumstances is a student permitted to be a "friend," "follower," or any other type of social media acquaintance with teachers or staff members of Community Christian Academy.

### **V. ATTENDANCE**

Community Christian Academy supports the philosophy that the effectiveness of our instructional program and a student's academic success depends on their consistent attendance. Students are required to maintain a level of attendance which enables them to meet their academic responsibilities, and the teacher to maintain an excellent learning atmosphere for the entire class.

Students, and ultimately their parents/guardians, are responsible for school attendance and complying with the school's standards in this area.

#### **A. Absences**

Community Christian Academy recognizes that the parent has the authority to determine when their student will be kept out of school. At the same time, to maintain the effectiveness of our instructional program. Community Christian Academy paces guidelines on absences and will maintain records of attendance for all students. Student absences, whether excused, planned, or unexcused will be reported on their report cards and in their permanent student files.

If a student needs to be absent from school, the parents should contact the school office via phone or email by 10:00AM.

A meeting with administration will be required for parents of any student who has 10 absences.

Eighteen (18) days absent in a full year, regardless of whether the absences are excused or unexcused, is the maximum allowed during one school year. Once eighteen absences have accumulated, all absences will be reviewed on a case-by-case basis. Excessive absences can lead to expulsion.

**B. Definitions of the Types of Absences:**

**Excused Absences**

An excused absence is an unplanned absence in which the student was absent with the parent's knowledge and permission. An absence will be excused for the following types of reasons: medical illness and/or medical appointment, serious illness in the family, funerals or an unavoidable crisis which must be explained in writing and provided to CCA Central.

**Unexcused Absences**

An unexcused absence is one in which the school administration has not excused the absence due to a student having an excessive number of absences (see below) or an absence without the parent's permission and proper notification.

**Half-Day Absence**

A half-day absence will be recorded for a student (grades K5-5th) who arrives at school later than or leaves before 11:30AM, and for any student (grades 6-12) present for only four (4) class periods. Any student at school for less than 2 hours will be charged with a full-day absence.

**Tardy**

The mornings are very important times at Community Christian Academy. A late student will be at a disadvantage by arriving tardy and will disrupt the learning environment for all the students. Tardiness may result in a student missing instruction or work given out. Excessive tardiness may also affect a student's grades. Because of this, we encourage parents to be committed to bringing their student to school on time. If a student arrives late, they must be signed into CCA Central by a parent.

Community Christian Academy will maintain records of tardiness for each student. Tardy is the status of any student who arrives to class at 8:00AM. Students who are tardy to school three (3) (unexcused) times within one quarter will result in one (1) unexcused absence and parent contact may be made.

**Tardy to Class**

For every three (3) unexcused tardies in one class, a detention will be scheduled.

### **C. Notification of Absences**

If a child is absent, arriving late, or leaving early, parents are asked to call CCA Central or send an email by 10:00AM. If failure to properly notify CCA Central occurs, it may result in an unexcused absence.

When CCA Central is notified of the absence, parents will be advised to reach out to the teacher to arrange an opportunity to receive missed work assignments.

It is extremely important that students be in attendance during the week of Mid Terms and Final exams. Students absent will be required to provide a doctor's note in order to schedule a makeup exam. An unexcused absence during testing weeks will result in a zero and calculated into the student's average with the weighted value of the exam's missed. Standard Achievement Tests CANNOT be made up.

### **D. Class Change**

Students in grades 6 - 12 typically have 5 minutes to change classes. Students are expected to conduct themselves in an orderly manner on campus and keep the noise level at a minimum. If a student arrives late to any class, they are tardy (see Discipline Policy).

### **E. Cutting Class / Cutting School**

Deliberate absence without the parent's knowledge and permission will result in a grade deduction of up to two (2) points per absence from the student's 9-week grade average and/or a detention/suspension. A student who is continually truant will be referred to the juvenile authorities who handle truancy problems.

## **VI. HOME/SCHOOL COMMUNICATION**

### **A. Orientation Meetings**

An Open House is held at the beginning of each school year for both Elementary and Upper School. Classrooms, teachers, texts, and syllabi are available. Families are contacted via email and encouraged to attend with their students.

### **B. Parent/Teacher Conferences**

Parent/Teacher Conferences are accomplished very effectively through regular communication and interaction of teachers with parents via email, phone calls, and personal contact at an appropriate time and location. Any parent with a concern should contact the teacher directly and may schedule an appointment through CCA Central if a representative from administration is also asked to attend

**C. Newsletters/Flyers**

Most communication with parents will be done through email. In addition, most Elementary School teachers send home weekly correspondence which may include assignments, test schedules, study topics, field trip information, etc. The Upper School students will utilize communication as needed. If you do not receive regular emails, please call the school office to ensure we have the correct email address on file.

**D. Communication with Divorced or Separated Families**

School-wide mailings will be mailed to both parents if both addresses are provided (most communication is done by email). Report cards will be emailed to both parents.

Community Christian Academy will assume that teacher newsletters and flyers sent home will be received by the parent. Parents will be responsible for communicating information with each other in a timely manner.

**E. FACTS SIS (formerly known as RenWeb)**

Community Christian Academy uses a web-based school management system called FACTS SIS. Registered parents are able to access detailed class information, financial balances, school assignments, attendance records, grades, report cards, etc. through FACTS SIS. It is important for parents to provide the school office with their current email address and to realize that the majority of the communication from the school administration will occur through email.

**F. Emergency Procedures**

Community Christian Academy complies with the requirements set by the Florida Dept. of Education/Office of Safe Schools and works closely with local public safety partners, police, fire, emergency medical services, and emergency management agencies. A variety of practices and procedures are implemented to promote the safety of students, faculty, and staff.

Community Christian Academy has developed a comprehensive School Safety Plan in conjunction with the Martin County Sheriff's Office (MCSO). This Safety Plan highlights safety, security, and emergency plan strategies and remains confidential and non-published.

In the event of an emergency or weather-related situation that could pose danger, Community Christian Academy will notify parents of any decision to suspend school by telephone, text, and/or email messages.

## **G. Parent Organizations**

Parental involvement (P.A.W.S.-Parents Always Willing to Serve)

Parents are strongly encouraged to be actively involved in their student's pursuits at Community Christian Academy. They are always welcome to participate in any activity at the school. Parents, as well as any other visitor, are asked to check in and register at CCA Central. Below are a few suggestions of the most common ways parents do this:

- Be an ambassador for our school, attend and invite others on Academy School Tours
- Help in the classroom
- Serve as a driver and/or chaperone on field trips (must have completed necessary paperwork on file with CCA Central)
- Offer to share your vocation or host a field trip to your place of business (pre-arrange with the teacher)
- Help host an in-class party
- Attend all school sponsored events such as Parent/Teacher gatherings, graduation ceremonies, Christmas programs, annual fundraisers, etc.
- Attend any announced P.A.W.S. meeting
- Most importantly, supervise your child's work by reviewing schoolwork or materials sent home.

For a parent to participate in the Cougar P.A.W.S. program, the family's school finances must be current, and their student(s) must be in good standing in academics and behavior.

All volunteers working with or supervising students must be fingerprinted through the VECHS system at the Martin County Sheriff's Department. Contact CCA Central for information regarding procedures and cost.

## **H. Problems**

If a parent has a problem with their student's academics or discipline, the teacher should be the parent's first point of contact in seeking a resolution. If not handled at that level, the faculty member should bring it to the attention of the principal who, in turn, will apprise the Administrator if it remains unresolved with the principal's participation.

The Matthew 18 principle can be applied to this as both parents and faculty and staff are encouraged to work together with a resolve that will honor the Lord in word and deed.

Problems in any area other than academics or discipline should be directed to the Administrator for resolution.

## VII. STUDENT LIFE

### A. School Sponsored Activities

- Off Campus

Throughout the year, students will attend school-sponsored activities off campus (e.g. field trips) as a part of their educational program. Parents must sign a Medical Release Form releasing Community Christian Academy from any liability and authorizing the school to obtain any necessary treatment in the event of an emergency.

- On Campus

Community Christian Academy will hold several school-sponsored events during the year that students and parents can attend (e.g. orientation graduation ceremonies, and holiday celebrations). Parents will be provided with timely information regarding these events.

#### Elementary Field Day

Siblings may attend end-of-year Elementary Field Day with a parent or guardian but are not permitted to participate in the Field Day activities.

Students on academic probation will not be permitted to participate in these activities.

- Athletics

Community Christian Academy does not currently offer competitive athletics in the Upper School. This allows our students to participate in their own county school's sports program. This affords our students the opportunity to be salt and light in the world and participate with other students in a variety of competitive athletic programs.

Community Christian Academy offers intramural sports to teach young athletes the fundamentals of sports while developing Christian leaders and competitive excellence. There is a no-cut policy, so any student wishing to participate may do so. Parents and students are notified by the school with details regarding opportunities and schedules that are offered.

- Field Trips

Field trips are planned as an important feature of the academic year as an extension of the classroom experience that expands and reinforces concepts learned and can provide new and unique experiences that might not be available in the classroom setting.

All trips are carefully planned to enrich the students' academic life outside the confines of the classroom and all students are encouraged to participate in school-related trips.

A permission slip will be sent home for each individual field trip. This permission slip will include the destination, date of trip, time of departure, and a signature line for parent or guardian signature. This signed permission slip must be returned and on file with the school prior to the student's departure on the field trip.

Additional children or siblings are NOT permitted on classroom field trips, nor should a student's family make plans to meet friends or family members at the field trip location for their inclusion in the field trip event. This detracts from the responsibility of the chaperone to provide supervision for their student and their student's class in general. Such behavior by the chaperone will result in the chaperone not participating in future field trip events and may prevent the student from completing the field trip where the offense occurred.

There may be occasions when a student may be prohibited from participating in a specific trip due to poor behavior. This decision is left up to the Administrator. Parents will be notified in advance.

## **VIII. TRANSPORTATION**

Community Christian Academy does not provide daily transportation to or from the campus. A van is used for some field trips with parents' vehicles also driven to facilitate class field trips to off-campus locations.

Parents driving for field trips must be licensed and cleared through the school's required background check procedure for volunteers. Signed permission slips by the parent/guardian of each child attending a field trip will be on file.

## **IX. ACADEMICS**

### **A. General Curriculum**

The course of study has been established to provide a well-rounded diversity of subjects designed to develop the ability to think and reason in a manner pleasing to God. The primary objective is to teach the student to view all of life and living in its true God-related perspective.

### **B. Course Offerings**

Elementary (K5 – 5<sup>th</sup> Grade) Course Offerings include English, Bible, Phonics\*, Composition\*, Reading, Math, Science, History & Geography, Spelling & Poetry. Specials scheduled for each class each week are Art, PE, and Spanish

\*discontinued after Second Grade

Upper School (6<sup>th</sup> – 12<sup>th</sup> Grade) Course Offerings include:

English	4 credits
Bible	4 credits (1 credit per each year enrolled at CCA)
Math	4 credits
Science	3 credits (2 of which must have a laboratory component)
Social Studies	3 credits
Fine Arts	1 credit
Foreign Language	2 credits
Physical Education	1 credit
Personal Finance	.5 credit
Electives	<u>3.5 credit</u>
TOTAL CREDITS	26 CREDITS

Grade Point Average (GPA) – Cumulative GPA of 2.0 on a 4.0 scale

**C. Grading Scale**

A = 90 – 100  
B = 80 - 89  
C = 70 - 79  
D = 60 - 69  
F = 0 - 59

HONOR ROLL K5 – 12<sup>TH</sup> GRADE:

“A” Honor Roll = All “A’s” in all subjects

“A/B” Honor Roll = Any combination of A’s and B’s in all subjects

**D. Criteria for Valedictorian**

Possess and display high level of moral character

Highest cumulative unweighted GPA of 3.50 or better

Must have attended Community Christian Academy during their junior and senior year

Students entering Community Christian Academy after the first semester of their junior year are not eligible.



For purposes of determining this student, calculations will be made at the early to mid-May time of the fourth marking period of the senior year.

**E. Criteria for Salutatorian**

Possess and display high level of moral character

Second highest cumulative unweighted GPA of 3.50 or better

Must have attended Community Christian Academy during their junior and senior year

Students entering Community Christian Academy after the first semester of their junior year are not eligible.

For purposes of determining this student, calculations will be made at the early to mid-May time of the fourth marking period of the senior year.

**F. Community Service**

Community Christian Academy requires all High School Seniors complete 100 hours of community service. "Let love be with hypocrisy, Abhor what is evil, cling to what is good. Be devoted to one another in brotherly love; give preference to one another in honor, not lagging in diligence, fervent in spirit, serving the Lord; rejoicing in hope, persevering in tribulation, devoted to prayer, contributing to the needs of the saints, practicing hospitality." Romans 12:9-13

Our Community Service program aims to help give students the opportunity to use their gifts and talents to serve the people of our community. It is our goal that students will be transformed into a more zealous and intentionally aware community of leaders.

Students will meet with the Guidance Counselor for all details regarding the Community Service requirements.

**G. Dual Enrollment Criteria**

Community Christian Academy students in the Upper School grades 11 and 12 with a 3.0 GPA or higher are eligible to participate in dual enrollment.

A dual enrollment class may not be taken in place of a Community Christian Academy course offered on the class schedule.

Attendance at Community Christian Academy in daily Bible class and at Chapel will be required and must be considered when planning dual enrollment classes and schedules.

Participation in this program is designed to provide the student with advanced college credits in basic college-level required classes as well as provide an exposure to college-level course requirements.

The Community Christian Academy registration and tuition fees will be charged in full to each Community Christian Academy student participating in dual enrollment.

Administrative approval must be given for all dual enrollment programs. The Guidance Counselor reserves the right to limit the number of courses accepted as credit at Community Christian Academy.

In all dual enrollment programs, the Community Christian Academy schedule must take precedence over the dual enrollment schedule. Please understand that in some cases this will mean a student may not dually enroll in a chosen class.

Parents or Guardian of the student are responsible for the dual enrollment fees charged by the college.

#### **H. Florida Virtual School**

Florida Virtual School ® (FLVS®) is an accredited, statewide public school district which offers courses to kindergarten through 12<sup>th</sup> grade students. FLVS also provides digital curriculum and online learning programs.

Satisfactory completion of at least one (online) FLVS course will be a requirement for graduation. Enrollment in more than one (1) required-for-graduation FLVS course should be used only when Community Christian Academy cannot meet the curricular needs of a student and such enrollment must be approved by the Administrator.

Enrollment in FLVS can cause a reduction in Scholarships.

Contact the Business Office for information regarding this.

#### **I. Learning Disabilities**

Children with a severe learning disability may not be admitted to Community Christian Academy due to a lack of adequate staff, funding, and facilities. Children who have been diagnosed as having a learning disability will be required to meet the same academic standards as the other children in their grade level and will be given as much individual instruction and encouragement as their classmates.

#### **J. Community Christian Academy Autism Project (6<sup>th</sup>-12 grade)**

The Community Christian Academy Autism Program is an educational class offered for students with a diagnosis of Autism Spectrum Disorder (ASD) who require a

modified academic setting. This program is directed by a highly qualified Intervention Specialist with staff who work closely with each student to provide the support required by their IEP (Individualized Education Plan). Community Christian Academy's Autism Project provides an individualized education focusing on academic and social goals so that our students can achieve all that God intends for their lives.

## **K. Homework**

Students often need some amount of extra practice in 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. Therefore, after reasonable in-class time is spent on the material, the teacher may assign homework to allow for the necessary practice. It is the student's responsibility to complete assigned homework and to seek additional assistance from the teacher when the need is realized.

Homework is a method for both teacher and parents to evaluate the student's understanding of the material being taught. Parents should expect that their child will be required to do homework on any given evening except for Wednesdays. This exception is done to promote attendance at mid-week evening church and youth group services. In those rare instances when homework is assigned on a Wednesday, students will be provided time in class to complete all or most of the assignment.

Good effort on homework by the student ensures that he is prepared to do his best in class the next day. Homework should be brought to school, written or computerized, printed at home, and prepared for submission in class.

Parents should make themselves aware of assignments and the expectations of the school and the teacher using FACTS. They should feel free to consult with teachers regarding questions relating to homework assignments.

The approximate amount of homework for the upper school students should be no more than 30 minutes for each of the five required subjects on a typical evening. Homework may be required for each class on Monday, Tuesday, Thursday and Friday.

Teachers should insist on neat legible handwriting on all papers. If a paper is submitted that does not meet this requirement, the student will be assigned to rewrite the work. Rewriting is to be assigned for the following:

- Improper heading (Note: Name and date to be in upper right-hand corner)
- Sloppy writing
- Careless formation of letters or numbers
- Crowded work
- Scratching over mistakes (unless neatly erased)

- Using improper paper, pen, or pencil (Note: Red pen/pencils are not to be used by students)
- More than two misspelled words
- General carelessness

#### **L. Make Up Work**

It is the student's responsibility to determine when work has been missed and see that it is made up, but the teacher will assist when necessary.

When five (5) days or fewer are missed, the student will have the same number of days missed to make up the work. For example, if three (3) days are missed, the student would have three (3) school days to complete the makeup work. This work is the responsibility of the student, not the teacher. The makeup work will receive full credit unless it is turned in past the deadline stated above. Any deviation from this will require the approval of the Administrator.

When more than five (5) days are missed for non-disciplinary issues, the teacher, student, and parent(s) will work out a schedule that will give the necessary time needed to make up the work.

After a teacher has made the student aware of missing work, and the student has obviously put off doing the work, the teacher is no longer obligated to assist in making up the work and a grade of zero will be given.

Students are generally not permitted to miss regularly scheduled classes to make up work.

For each day an assignment is late, the grade is reduced by 25%. Assignments may not be turned in for credit more than two days past the due date.

#### **M. Promotion Policies**

In Elementary(K5-5<sup>th</sup>) and Middle School(6<sup>th</sup>-8<sup>th</sup>), a student who fails two (2) or more core classes (English, Bible, Math, Science, History) will be recommended for retention.

In the Upper School (9<sup>th</sup>-12<sup>th</sup>), a total of 26 credits is required for graduation. Any course not passed must be retaken and credit earned to be eligible for graduation but will not cause a student to be recommended for retention a grade level.

#### **N. Helps Classes**

Students will sometimes need additional help in a subject. The first place to turn for help is the teacher of the grade or course. Teachers at the school are willing to give extra time to students who are conscientiously trying to improve. This time can be before school, after school, or during a planning period if faculty member does not have another assigned responsibility. Students may also be paired with peers who

understand the material and can help. At no time should any payment be received for additional help provided to a student.

For students with severe problems, an outside tutor may be needed. The school faculty, resource office, and guidance office may be able to provide names of qualified tutors. Any outside tutor should confer with the teacher of the class to coordinate objectives and methods. It is imperative that the administration be aware of all students receiving outside tutorial help.

The classroom or area used for tutoring should be clearly visible to others either by an open door or a windowed door. During tutoring there should be at least one other staff member in the building.

**O. Progress Reports**

Interim Reports are issued every 4 weeks with a Report Card at the end of each nine (9) week period. Both are done by email.

Report Card Calendar 2023-24

<u>Grades Due</u>	<u>Progress Report Emailed</u>	<u>Report Card Emailed</u>
9/8/23	9/13/23	
10/13/23		10/18/23
11/3/23	11/8/23	
1/5/24		1/10/24
2/2/24	2/7/24	
3/8/24		3/20/24
4/19/24	4/24/24	
5/24/24		6/5/24

**P. Standardized Testing**

Each spring, standardized achievement tests are given to all students in Grades K-5 through 11<sup>th</sup>. The Otis Lennon School Ability Test may also be administered to pre-determined grade levels in conjunction with the achievement test.

In the fall of the year, 10<sup>th</sup> and 11<sup>th</sup> graders take the PSAT on the Community Christian Academy campus.

All juniors and seniors are encouraged to take the SAT (Scholastic Assessment Test) and/or ACT (American College Test) at least once during the 11<sup>th</sup> and 12<sup>th</sup> grade years. In many cases students will take these tests multiple times. For more information about test dates and strategies, please contact CCA Central.

The ASVAB test is administered to sophomores.

## **Q. Academic Probation**

### Elementary Students (K5-5<sup>TH</sup>)

Community Christian Academy will work with the teachers and parents of any elementary students who are not meeting the education requirements of Community Christian Academy. Students will be assessed on a case-by-case basis. Collectively, school administration, the teacher and parents will decide what the best course of action is.

### Upper School Students (6<sup>th</sup>-12<sup>th</sup>)

Any student whose GPA is 2.0 or lower will be placed on academic probation. Students on academic probation may not be permitted to participate in any school Sponsored activities until the next grading period. An incoming student would be placed on academic probation because of an administrative review of his or her academic record and entrance tests.

At the end of the probationary quarter, a student profile report will be made to the administration by the student's teachers.

If sufficient progress has been made, the student will be taken off academic probation.

If insufficient progress has been made, the student will be maintained on academic probation or withdrawn by the school.

## **R. Serious Misconduct**

Should a student commit an act with such serious consequences that the Administrator deems it necessary, the discipline process may be bypassed, and suspension or expulsion imposed immediately. Examples of such serious misconduct could include acts endangering the lives of other students or staff members, gross violence/vandalism to the school or church facilities, or clear contradictions of scriptural principles. Students may be subject to school discipline for serious misconduct that occurs after school hours.

## **S. Expulsion**

Community Christian Academy realizes that expelling a student from school is a very serious matter and should always be carefully dealt with on a case-by-case basis. Forgiveness and restitution are fundamental to our total discipline policy. However, should a student and his parents not be able to eliminate behavioral problems, the student will be expelled.

## **T. Cheating/Plagiarism**

Community Christian Academy expects all students to honor the principle and truth taught in God's Word. Cheating in any form is considered stealing and displays dishonesty, lack of integrity, and various character concerns. Any student caught or suspected of cheating or plagiarizing will be subject to swift disciplinary and academic consequences as dispensed by the Administrator. Consequences may vary based on grade level, severity, and previous incidences.

## **X. DISCIPLINE AND BEHAVIOR**

### **A. Philosophy of Discipline**

In everything we do, Community Christian Academy is dedicated to one end goal to instill in students a love of Christ. We believe that cultivation of honorable and good desires along with Christ-like rebuking of sin will be honored by God to achieve this goal. Our disciplinary model is based on principles from God's Word of being longsuffering and restoration focused in our dealing with sins and offenses (see such Biblical passages as Romans 12:9-21; I Peter 4:8; Ephesians 4:15; Matthew 5:23-24; and Matthew 18:15-17). The word "discipline" comes from the same root as "disciple". We believe that each teacher at our Christian school, per the great commission, has been tasked with making disciples. Every discipline situation is an opportunity for instruction and for cultivating the students' hearts toward Christ.

For the sake of consistent biblical discipline, the following guidelines are to be followed:

- The teachers, and when necessary, the principal or administrator, with love and forbearance, will determine the method and severity of consequences for misbehavior, weighing individual student's problems and attitudes.
- Biblical principles regarding love and forbearance, transgressions, and consequences must guide all disciplinary actions, which may include private and public apologies, damage-restitution, and restoration of broken fellowship.
- Repentance, grace, and forgiveness must remain integral to the discipline of students.

Teachers deal at the classroom level with most disciplinary matters. They seek to do so in a way that follows God's example of how He deals with His people. He teaches His law clearly. In fact, God's law is the schoolmaster that the Lord uses to bring a person to Christ in repentance and faith (Gal. 3:24). The Lord also trains His people to obey Him, by doing such things as warning clearly of consequences for disobedience and giving hypothetical situations (e.g. Prov. 1:10). The Lord then blesses obedience and brings consequences for disobedience. Finally, the Lord

also provides a mediator that makes a way that we can be reconciled to Himself, and as He holds that forgiveness out to his children, we can hold it out to others.

## **B. Discipline Policy**

We desire a unified partnership between the teacher and the parent. Parents are expected to support and partner with the teacher when dealing with behavior issues that occur at school. Most discipline problems are to be dealt with at the classroom level. The discipline will be dispensed considering the individual student's problem and attitude. All discipline will be based on biblical principles, restitution, apologies (public and private), with punishment, restoration of fellowship, no lingering attitudes, parental involvement, etc. 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.

The discipline systems will be via color classroom behavior chart in the Elementary and demerits in the Upper School as follows:

Elementary Discipline System  
Color Classroom Behavior Chart  
K-5 – 5<sup>th</sup> Grade

Student's behavior in K5 – 5<sup>th</sup> grade will be tracked by the Color Classroom Behavior Chart system. Each student will have their own clothespin or magnet on the board that will start on green every morning. If they do well, their clip will stay on green. If they exceed expectations, their clip will be moved up to purple. If they do not follow directions, their clip will be moved down accordingly.

- *Purple* = Outstanding job!
- *Green* = Great job! Working well throughout the day, following rules demonstrating appropriate behavior, etc.
- *Yellow* = Warning! Breaking rules, not following directions, disrupting the classroom.
- *Orange* = Student is still not following directions. Student loses 5 minutes of recess time.
- *Red* = Student loses 10 minutes of recess time. A parent email notification.

If a student continues to disobey after having their clip moved to red, the student will be referred to the principal and lose all recess time for that day.

If a student's clip is moved to red three (3) times within a 9-week grading period that will result in a Detention to be served on the Thursday following each week in which the student's clip is moved to red three (3) times. Detention time will be from end of carline to 3:30PM on the scheduled Thursday at a cost of \$10. Parents will be notified in writing.



Each day the teacher will send home a monthly calendar in the student's folder that will identify what color they were on at the end of each day.

Each teacher will have their own reward system for the class and for the individuals who continually display excellent behavior.

In dealing with students from kindergarten to fifth grade, it is understood that discernment and flexibility will be tools used to discipline and reward. The following guidelines are provided to give direction:

Behavior that results in clip being moved to purple:

- Serving others without being asked
- Encouraging classmates to obey
- Taking responsibility for any accident

Behavior that results in clip being moved to yellow:

- Classroom disruptions
- Talking without permission
- Getting out of seat without permission
- Unprepared for class – missing homework, etc.
- Sleeping in class
- Other minor offenses

Behavior that results in clip being moved to orange:

- Continuing to commit minor offenses after clip has been moved to yellow
- Disrespect for Authority (defiance, talking back, etc.)
- Lying
- Minor damages to school property / misuse of equipment
- Horseplay
- Cheating

Behavior that results in clip being moved to red:

- Continuing to commit minor offenses after clip has been moved to orange
- Profanity/cursing/suggestive slang
- Racist comments
- Intentional entrance into non-authorized areas

Behavior that results in Referral to Principal:

- Continuing to commit minor offenses after clip has been moved to red
- Fighting/physical altercations
- Verbal or written threats

Our goal is to train students according to God's Word and teach them how to obey rather than dictating consequences with no explanation. Once students know and understand the rules, then their clips should be moved and teachers should continue to use Biblical explanations for their consequences. We want to hold the students to a high standard while also having forgiveness and grace as a part of our discipline system since God has shown us grace that we do not deserve.

Middle/Upper School  
Demerit System  
Grades 6 – 12

One (1) Demerit Offenses (Parent Email Notification)

- Dress code violation
- Unexcused tardy
- Classroom disruptions
- Unprepared for class – missing homework, textbook(s), writing utensils, etc
- Sleeping in class
- Required papers not signed and returned
- Other minor offenses

Three (3) Demerit Offenses (Parent Notification, Automatic Detention)

- Lying
- Cheating/Plagiarism
- Skipping class (being anywhere other than in the assigned class; all work missed will receive a "0")
- Horseplay
- Misuse of technology
- Minor damages to school property/misuse of equipment
- Disrespect for authority (defiance, talking back, etc.)

Disciplinary Referrals

Administration will meet with the student and parents. Consequences given may include, but are not limited to: Demerits, Detention, OSS, and Dismissal

- Inappropriate displays of affection (kissing, hugging, etc.)
- Leaving campus without permission (all work missed will receive a "0")
- Fighting / Physical Altercations
- Profanity/Cursing/Suggestive Slang
- Vandalism
- Use of Tobacco/Vape
- Verbal or Written Threats
- Racist Comments

- Sexual Harassment
- Intention Entrance into Non-authorized Areas
- Violation of Weapons Policy
- Criminal Offenses

For every three (3) demerits earned per week, students will complete an after-school detention on Thursday from 3:15 – 4:15pm. Students will be required to pay \$10 to the office on the day of their detention. The faculty member assigned to detention will receive this money at the conclusion of each week a detention is served.

For every five (5) demerits earned per week, students will complete a detention or a Saturday school on Saturday one week after the week in which the 5 demerits were earned. Saturday School will be assigned by the principal and will be from 8:00am to 12:00pm. Students will be required to pay \$40 to the office on the day prior to the Saturday School. The faculty member assigned to Saturday School will receive this money the week following the scheduled Saturday School.

For every eight (8) demerits earned per week, students will serve one day of OSS. This will be scheduled by the principal and the student's parents will be notified in writing. All assignments missed on that day may be made up for 60% credit. Students will have one day to make up any missing work when they return

Students who continue to display patterns of disobedience and disrespect may be required to meet with the Administrator with his/her parents. Further disciplinary action may include, but not be limited to, demerits, detention, and OSS. If their continued use proves to be lacking as a discipline that brings repentance and a changed behavior, dismissal may be the result.

## **XI. STUDENT BEHAVIOR/DRESS CODE**

### **A. Student Etiquette & Protocol**

Students are encouraged and expected to show kindness to one another and to their teachers in several ways during their hours at Community Christian Academy. Young men are expected to conduct themselves with dignity, chivalry, and honor, giving deference to the opposite sex. Young women are expected to conduct themselves with dignity, modesty, and honor, possessing a gentle and quiet spirit. Periodically, students will receive teaching and reminders about these expectations. It is our hope that this chivalrous behavior will become part of the daily fabric of life at Community Christian Academy

*“Do nothing out of selfish ambition or vain conceit, but in humility consider others better than yourselves. Each of you should look not only to your own interests, but also to the interests of others.” Phil. 2:3-4*

First, we want to train our young men to show consideration and respect for the ladies in the school. We want to teach our young ladies to accept the sacrifice of the young men with humility and thankfulness. As some applications of this truth, we want the young men to do the following:

- Open doors for all ladies, whether parents, teachers, or students. Always allow the ladies to exit first.
- In the hallways, men are chivalrous and defer to the female students by giving them space and not running into them.
- The women are always to be served first in all events where food is served.
- When ladies are carrying items, offer to help them.

Second, we want to train our students to show proper respect to their teachers and school staff. I Peter 2:13

- Students should address their teachers by Mr., Miss, or Mrs.
- Students should respond by saying “yes” or “no”, not “yeah” or “ugh”, “Sir” and “Ma’am” are always welcomed.
- Students should stand when adults visit their class; students will stand until the teacher instructs them to sit.

Elementary School Etiquette Guidelines have the same goals but are written specifically for our younger students.

- Boys hold doors for girls
- Girls get in line first
- Stand when an adult enters the class
  - Stand when called upon in the classroom unless otherwise directed by the teacher
- Speak clearly and politely to the teacher, other adults, and each other.

We want Community Christian Academy to be a place where visitors sense the sweet aroma of Christian love. *“But thanks be to God, who always leads us in triumph in Christ, and through us reveals the fragrance of the knowledge of Him in every place. For we are a fragrance of Christ to God among those who are being saved among those who are perishing. II Corinthians 2:14-15*

## **B. Dress Code**

The Community Christian Academy dress code is designed to guide parents and students on the proper attire for our students. Knowing how to present oneself properly within the school community prepares students for future professional environments. We desire to partner with families to instill this important life skill. The biblical principles of Christlikeness, modesty, purity, obedience, and respect are the standards applied. As Christians, our goal is to glorify God in everything and be an example to those around us.

**Community Christian Academy**  
**Dress Code**

Tops	Navy, gray, or white CCA logo polo shirt will be worn at all times. The top button may be unbuttoned, all others must be buttoned. Shirts must always be appropriately sized.
Bottoms	Khaki, navy, or gray pants, shorts, or skirts must be worn at the natural waist. Belts must be worn if belt loops present. Shorts can be no higher than mid-thigh. Skirts must be touching the top of the knee all the way around. No cargo pants/shorts, joggers, leggings/tights, sweats or jeans are permitted.
PE	K5-5 <sup>th</sup> grade: On days students are scheduled for PE, students may wear the CCA logo PE shirt to school. 6 <sup>th</sup> -12 <sup>th</sup> grade: A CCA logo PE shirt and CCA logo navy blue PE shorts are required for PE class. Athletic shoes must be worn.
Shoes	Shoes must be flat, closed toe with a back and may not have wheels. No boots. Athletic shoes are required for PE class.
Outerwear	Only CCA logo jackets, hoodies, or sweaters. Also allowed are solid navy, gray, black, and white colored jackets, cardigans or sweaters. Any labels or writing should be smaller than the approximate size of a quarter and be appropriate for a Christian school.
Hair	Hair must be clean and neat and out of the eyes and face. Only natural hair colors are allowed. No unusual or radical hairstyles that may be distracting. Boys' hair must be off the ears, eyebrows, and collar. Hats, bandanas, and scarves are prohibited.
Jewelry & Make-Up	Body/facial piercings and gauges are not permitted. Boys will not be permitted to wear earrings. Earrings are to be of modest size and style. Smart watches are not permitted to be worn during school. Make-Up should be natural and modest.

**Authorized CCA PE uniform and Polos can be purchased at:**

**Day Dreams Uniforms, 2780 SE Federal Highway, Stuart**

### **C. General Uniform Standards**

Clothing should be neat, modest, and appropriate and appropriately sized-not too small and not too large. A student should not be dressed in such a way as to draw attention to their body but to respect and honor God, them-selves, and others.

Supervising teachers may designate a specific dress code for field trips or special events with administration approval. Otherwise, students are expected to be in the school dress code, including on exam days and while on campus before or after school.

Parents and students are primarily responsible for understanding and adhering to the dress code. In all circumstances, Community Christian Academy retains the final authority to determine whether a student complies with the dress code. If a student arrives at school and their appearance does not adhere to the uniform standards set forth, the student may be sent home, or a parent may be called to deliver approved uniform items to the student at the Administrator's discretion. Any absences from class during this time will be considered unexcused absences. Cross-gender dressing will not be allowed under any circumstances. The administration reserves the right to amend the dress code.

### **D. Cougar Spirit Day Dress Code**

Adhering to the following expectations can make these days fun and enjoyable for students and faculty.

Cougar Spirit Days are the last Friday of each month, last day of exams, or as announced.

- Students can wear nice blue jeans (no holes, tears, etc) and a PE shirt or other purchased CCA t-shirt
- Boots are allowed, athletic shoes are required if in PE class
- Shirts do not need to be tucked in; belts are still required
- Students are allowed to wear their regular uniform on these days, or they may swap any item of the regular uniform for one of the Cougar spirit day items: pants instead of jeans, polo instead of a t-shirt, etc

### **E. Dress Code Enforcement**

To limit possible confusion, the school administrator and his/her delegated authorities shall be the final determiners of students violating the uniform policy, either in fact or attitude. Students not complying with the uniform policy 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. Failure to comply with the unifier policy will result in the following:

- First Offence: a warning or a demerit depending on the situation will be issued and a report will be sent home defining the problem and asking the parent to correct the problem.
- Second Offence (for the same item): a demerit will be issued