



Parent-Student Handbook

REVISED
Jan 21, 2025

Dear Community Christian Academy Families,

It is with great anticipation and excitement that I welcome you to the Community Christian Academy (CCA) family. We praise God for developing CCA to provide accessible Christian education and for allowing us to serve Him. Our desire is to train children to excel academically and to see the world and themselves through a Biblical perspective.

We understand that you have placed a great trust in us by delegating some of your parental responsibility to CCA in the education of your child. We recognize that educating the whole child – intellectually, spiritually, socially, and physically – is a challenging endeavor that requires a strong partnership between the family, the school, and the church. As a partner, we want to provide your child with the best Christian education possible, but we also realize that we need you as the most important influence in your child's life. Through a strong partnership, we can work together to prepare your child to meet the challenges of life with competence and grace.

Building a cohesive culture that meets the needs of all the individual members is a monumental task. However, we hope that providing some basic policies and procedures that everyone will follow will help in creating the positive environment for learning that you are expecting for your child. We ask that you read this handbook carefully to ensure that you can support the school in its endeavors to create a dynamic, God-honoring, academically-rich, learning environment. If you have any questions about this information or have questions regarding information not included in this handbook, please feel free to contact me or another member of the school's faculty or staff. Again, we cannot stress enough how delighted we are that you have chosen Community Christian Academy for your child, and we look forward to serving your family.

Through Him,

Kimberly G. Moore, Ed.D.
Executive Director

MISSION STATEMENT

Community Christian Academy exists to glorify God by preparing students, well-grounded in knowledge and faith, for successful lives. Seeking to reflect the diversity of the body of Christ, Community Christian Academy partners with families and other Christian organizations to promote transformation within our community. The school's goal is to develop critically-thinking students who will engage the culture by living lives that demonstrate scholarship, servant-leadership, and devotion to Christ and to mankind.

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

ACADEMICS

It is the school's objective to maintain a high level of academic achievement. We also want to meet the needs of all students who are enrolled. If the student begins to have academic difficulty, the parents should meet with the teacher to discuss the academic situation and formulate a plan to help the student meet the academic requirements. If the additional support from the teacher and parents is not sufficient to resolve the academic difficulty, the administrator will work with the teacher and parents to develop additional options for helping the student, which may include parents seeking outside tutoring. In some cases, if a learning disability is suspected, CCA will work with Albemarle County Public Schools for guidance and possible testing for learning disabilities.

Academic Integrity:

Even at an early age, students need to learn ethical behaviors regarding their work. Sometimes in an effort to help their children, parents actually do parts of their child's work, which does not help the child master the information and skills that the homework is designed to practice. Additionally, when children receive too much help from their parents or others, they fail to develop their problem-solving abilities and willingness to work through a difficult assignment. To clarify appropriate levels of help, CCA provides the following guidance. Parents are encouraged to review their children's homework, to mark incorrect answers, and to explain directions or processes that will help their children understand what is required. However, parents should not provide answers. Also, students are not allowed to copy another student's work or plagiarize information from the internet (including AI), books, or other materials. As students advance and begin completing more independent projects, methods for searching and citing information properly will be taught.

Academic Support:

Full-time teachers are available after school Tuesdays through Fridays from 3:15 to 3:45 for students who request additional help with their schoolwork or for parent conferences. Teachers are happy to help students who are struggling with a concept, but this time is not intended for routine tutoring or as a replacement for typical parental oversight and support.

ATTENDANCE

Regular school attendance is vital to academic success. Learning happens every day, and if there are frequent absences, the student will have difficulty adjusting to a regular schedule of learning. If the absences are prearranged, as in the case of a vacation, the parent must notify the school administrator at least five (5) days prior to the absence.

Written parental notes explaining absences must be turned in to the school administrator directly. Notes may be hand-written or emailed. If the parent does not notify the school administrator with the reason for the absence within one week of the absence, the absence will be unexcused. If a student accumulates five (5) unexcused absences in a year, the school may be required to follow truancy laws and report the absences to the state. Teachers will not be required to make-up work with students who have unexcused absences from their particular class.

The following are some examples of Excused Absences:

Illness (Prolonged illnesses may require a doctor's note to be excused.)

Death in the family
Bad weather causing unsafe driving conditions
Doctor or dentist appointment

The following are some examples of Unexcused Absences:

Oversleeping
An emergency without stating what the emergency was
Being out of school without a parent's permission (i.e. skipping)
Missing carpool
Family vacation without giving prior notice to the school
Parent deciding to enjoy a day at home

Missed Work:

When students must miss school, they need to complete work that they missed while they were gone. For students with excused, preapproved absences (such as for a family trip), students should complete as much of the work as possible before they miss school. Work that cannot be completed prior to missing school should be turned in the first day back at school. For unplanned, excused absences (such as illness), students will have two days for each day they were absent to turn in their missed work with a maximum of 10 school days for completing and returning missed work. Any missed work not turned in by the deadline will not receive credit. Students with unexcused absences will not be allowed to turn in missed work for credit.

Tardies: In addition to regular school attendance, it is critical that students be on-time for class. The habit of being on-time should be formed early so that the pattern will be carried throughout a lifetime. **Classes for elementary school begin promptly at 8:15 a.m., so students should be in their classrooms no later than 8:10. Classes for secondary school begin promptly at 8:00 a.m., so students should be in their classrooms no later than 7:55.** When students are tardy, they interrupt the teaching that has already begun, which causes a disruption to the class and unnecessary anxiety for the late student. We ask parents to plan for traffic appropriately and to make getting their children to school on-time a consistent priority. Three (3) tardies will equal one unexcused absence.

****Students who accumulate 18 absences (excused or unexcused) in one year will not be promoted to the next grade without an approved extension. If a long-term, extenuating circumstance exists, the parent may petition the school's Board of Directors to extend the number of allowable absences.**

Early Arrivals: Student may be dropped off as early as 7:40 a.m. but should not arrive prior to 7:40 since there may be no adults in the building. Teachers who are in the building are preparing for their classes and will not be responsible for children prior to 7:40 a.m. Students are to go directly to their classrooms when they arrive.

Early Dismissals: School ends at 3:00 p.m. for elementary students and 3:20 p.m. for secondary-school students. We understand that there may be times when a student needs to leave early due to an unavoidable issue such as a doctor's appointment, sudden illness, etc. Except in

those cases, we ask parents not to pick up their children prior to the school end time since early dismissals can be disruptive.

*Parents of children who arrive late or leave early should sign in or sign out their children in the office.

**Because the school principal is legally responsible for maintaining accurate attendance, it is critical that parents communicate directly with the principal regarding variations in attendance.

Pick-up: Elementary students are to be picked up no later than 3:15 unless they need to see a teacher. (Students should not be picked up late to “hang-out.”) Students are to remain under the direct supervision of their parents once they have been picked up. Elementary students are to be released directly to a parent or parent designee, but secondary students are released from school to find their parents in the parking lot at 3:20.

BIBLICAL WORLDVIEW

Community Christian Academy is an independent, non-denominational Christian school. As such, we model and apply basic Christian principles and encourage students to live lives according to God's Word. Realizing that students have moral and spiritual needs, the school offers opportunities for students to explore matters of faith. Through chapel, Bible classes, and Christian teachers who integrate a Biblical perspective throughout their instruction, students can freely discuss and apply spiritual Truth. Outside of the school's Statement of Faith, we do not support any one particular denominational view, and in areas of sectarian difference, students are advised to seek guidance from their parents and minister. In all areas, we seek to model Jesus Christ.

*Community Christian Academy has a Statement of Faith that outlines key doctrines to which the school adheres and actively teaches. Each prospective family is given a copy of our Statement of Faith when they first visit the school. If you would like another copy of our Statement of Faith, we would be happy to supply you with one.

BULLYING

According to Virginia state code, “Bullying means any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involves a real or perceived power imbalance between the aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma. ‘Bullying’ includes cyber bullying. **‘Bullying’ does not include ordinary teasing, horseplay, argument, or peer conflict.**”

Bullying means systematically and chronically inflicting physical hurt or psychological distress on another person. Bullying involves physical and emotional behaviors that are intentional, controlling, and hurtful, thus creating harassing, intimidating, hostile or otherwise offensive educational environments. Bullying behaviors include unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by a student or adult, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with an individual's school performance or participation; or creates a disruption in the educational environment.

Bullying behavior often occurs without apparent provocation, and is considered a form of abuse (i.e., peer abuse). Such peer abuse may be manifested both openly and directly or subtly and indirectly. Bullying may be communicated directly, in person, or via other communication method, including via technology (cyberbullying).

Cyberbullying refers to any threats by one student toward another typically through emails or on Web sites (e.g., blogs, social networking sites). Electronic communication that supports deliberate, hostile, hurtful messages intended to harm others is a form of bullying. Cyberbullying includes such things as sending mean, vulgar or threatening messages or images; posting sensitive, private information about another person; pretending to be someone else in order to make that person look bad; and defamatory online personal polling Web sites.

Bullying and School:

Bullying is of concern for the school when an incident occurs at any time a) at any school-related or school-sponsored program or activity; b) in a vehicle going to or from school sponsored activities; c. in any community setting where the behavior or interaction of students extended beyond the school environment but has negative impact on the academic setting; or d) through a communication device, computer system, or computer network in school or off campus which poses a reasonable forecast of substantial disruption of school activities.

Reporting and Investigating an Incident:

Any student who believes s/he has been the target of bullying, or any other person in the school community who observes or receives notice that a student has or may have been the target of bullying, may report incidents verbally or in writing to any staff member who will report the incident to the building-level administrator for investigation.

When investigating the incident, all of the surrounding facts, circumstances, severity, and age/developmental factors will be considered. The building-level administrator will conduct interviews with the alleged victim, alleged perpetrator, and witnesses. (Interviews are confidential, and are conducted privately and separately.)

The collection and evaluation of the facts will include:

- a) a description of the incident(s) including the nature of the behavior and the context in which the alleged incident(s) occurred;
- b) how often the conduct occurred;
- c) whether there were past incidents or past continuing patterns of behavior;
- d) the relationship between the parties involved;
- e) the characteristics of parties involved (i.e., grade, age, gender, ethnicity, etc.);
- f) the identity and number of individuals who participated in bullying or harassing behavior;
- g) where the alleged incident(s) occurred (time/date/place of incident);
- h) whether the conduct adversely affected the student's education or adversely affected the educational environment;
- i) whether an imbalance of power is evident.

Following the investigation, the parents of all parties will be informed of the outcome of the investigation, and if it is determined that bullying has occurred, an appropriate course of action (including possible suspension or expulsion) will be implemented to ensure that the bullying will not continue.

CALENDAR

The school calendar is on the school's website at www.cca-va.org under "Parent Resources."

CELL PHONES

Because cell phones can easily cause a disturbance in the classroom or get lost or broken, it is best to leave cell phones at home. When necessary, parents can call the office with a message for their children, and the message will be delivered to the classroom. Students who need to call home may use the office phone. However, if there is a need to bring a cell phone to school, students will be required to have their cell phones off during regular school hours and in their backpacks. Cell phones that go off during school hours or are used during the school day will be confiscated and returned to the parent with a requirement that the phone not be brought back to the school.

CODE OF CONDUCT

In order to develop a culture where safety, mutual respect, and learning can occur, it is important that all members of the CCA community adhere to the same behavioral expectations. Our general conduct policy includes the following:

- The teacher is the head of the classroom. His or her rules and expectations are to be upheld by the students and supported by the parents.
- Members of the school community are to be courteous and respectful to faculty, students, and visitors to our school. Speech towards others should be kind and free of name-calling, slander, and gossip. Students should show their respect for their teachers by listening and paying attention as requested instead of talking and doing other off-task behaviors.
- Respect for the school's facilities is expected and is best demonstrated by community members cleaning up after themselves, keeping food to designated areas, and using materials and equipment for the purposes for which they were designed.
- Students are to use self-control in their behavior to ensure a safe environment for everyone. This includes staying in supervised areas, being careful in play, and leaving potentially unsafe objects at home.

Appropriate discipline occurs when parents, teachers, and administrators work together to encourage students to behave in a Christ-like manner, and positive reinforcement is used to encourage positive behaviors. However, when violations of the school's code of conduct occur, the school will communicate with the parents in order to correct the misbehavior. The following list outlines serious offenses at Community Christian Academy that will be brought to the administrator's attention and may result in disciplinary action including suspension or expulsion. In all areas except expulsion, the decision of the school's principal or Executive Director is final. In the rare instance where expulsion seems to be the only appropriate option, the Executive Director will make a recommendation to the Board of Directors, whose decision for expulsion will be final.

- Disrespect towards faculty and other members of the school community
- Honor offenses including lying, stealing, and cheating
- Profanity
- Derogatory actions or comments of a sexual or racial nature
- Possession or use of tobacco, vapes, alcohol, drugs, or drug paraphernalia at school or any school function
- Use or possession of weapons
- Deliberate defacing of school property, equipment, or supplies
- Tampering with fire alarms or extinguishers
- Possession of or accessing pornographic material
- Striking or threatening other students or school personnel
- Leaving class or campus without permission
- Forging parent signatures or using a forged note
- Participating in inappropriate physical acts of affection
- Bullying of any kind

COMMUNICATION

A partnership works best when there is clear and frequent communication between partners. In an attempt to keep the lines of communication open, the school will be proactive in its approach to keeping parents informed and encourages parents to contact the teachers and staff. Each teacher and administrator is assigned an email address for easy communication. The email addresses for school staff is formulated as the first initial of the first name followed by the last name @cca-va.org. For example, Kimberly Moore's email is kmoore@cca-va.org. Also, phone messages can be left for school personnel. It is the school policy that faculty and staff respond to all communication within 24 hours. We also encourage parents to visit our website at www.cca-va.org, and we will send out emails to keep all members of the school community up-to-date with announcements.

If there is poor weather, and the school needs to alter its schedule, parents can find delays and closings on our local t.v. stations and their websites. The NBC29 web address is www.nbc29.com, and the CBS19 web address is <https://www.cbs19news.com/>. We will also post a message on our Facebook page, www.facebook.com/CommunityChristianAcademy and send out an email message to parent emails that we have on file.

School Directory

Parents will have the option of including their contact information in the school directory. Parents are asked not to give out this information to others or to use it for purposes other than school-related or personal use.

COMMUNITY SERVICE

CCA strives to develop an understanding within students that they are to be responsible, godly members within their community. Part of this understanding is realizing that God gives each person talents and abilities to serve others, thus demonstrating God's great love for everyone in society. Towards this end, the school will create opportunities for students to participate in community service. In some cases, these opportunities may include leaving school for age-appropriate field trips to help others who will benefit from our time and service.

COMPUTER USAGE

At times, computers and the internet may be used for class assignments. When computers are used, students must take care of the equipment and use them for educational purposes only. Students who are caught using the internet for gaming, shopping, or social networking will have their computer privileges revoked. Students who use the internet to access pornography or to participate in cyber-bullying not only will have their computer privileges revoked but also will be subject to further disciplinary actions. A complete computer use policy will be given to all students in grades six and above the first week of school for parent and student review and signatures.

CONFLICT

Unfortunately, even under the best circumstances, our human nature and a tendency towards misunderstanding create occasional conflicts. It is our desire to demonstrate godly principles in handling those eventual conflicts; therefore, the school has a policy of following the principles for resolving conflicts that are outlined in Matthew 18. "If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses" (Matthew 18:15-16). In an attempt to follow the Lord's teaching in this area of conflict, the school's policy is that conflicts that do not involve immediate danger be addressed first between the two individuals with whom the conflict occurs. Please do not make your first call to the school's administrator or another third-party individual when there is a conflict with a different person at school. Instead, community members are to make their first attempt at resolution privately with the person with whom they have a conflict. Often times, new understanding of the situation quickly resolves a conflict whereas damage from gossip continues to cause a long-standing problem between community members and for the school. If a meeting between the two parties in conflict does not resolve the problem to the satisfaction of both sides, a meeting with the school's administrator and the parties in conflict will be scheduled in an effort to bring about reconciliation. The decision of the school's principal or Executive Director will be final. Because it is the desire of the faculty and administration to develop and maintain harmonious relationships with all families, great care will be taken to preserve confidentiality and respect while working through conflict.

DRESS CODE

In an effort to build a unified community from a diverse population and to build a school culture focused on academics, not fashion, Community Christian Academy has developed the following dress code.

Shirts: Students are to wear collared shirts without words or graphics (excepting the small corner clothing company's logo). Shirts should be long enough to keep the mid-section covered and loose enough not to show undergarment lines. Sweaters, CCA sweatshirts, and sweatshirts without words or graphics may be worn over the collared shirts.

Pants: Students may wear jeans, slacks, and shorts that are no shorter than 4 inches above the knee. Girls may also wear skirts that are no shorter than 4 inches above the knee. Pants should be loose enough not to show undergarment lines and should be worn at the waist, showing no

undergarments. Clothing is to be free of words or graphics. Leggings are not to be worn in lieu of pants, shorts, or skirts after third grade. Pants are not to have holes.

Shoes: Because of outdoor physical activities, flip-flops are not to be worn.

Miscellaneous: Headwear and sunglasses may be worn only outside. Hair must be a natural color. The only piercings allowed are ear piercings for girls, and students should have no visible tattoos. All clothing must be in good repair. Athletic clothing is not to be worn outside of PE class.

Special Occasions:

There will be times when students will be asked to wear more formal attire for special programs or field trips. For such occasions, boys should wear slacks and a tucked-in collared shirt. Girls may wear blouses, dress slacks, skirts, and dresses that are no shorter than 4 inches above the knee. No jeans should be worn by boys or girls.

PE:

Elementary students are to wear tennis shoes on PE days. For secondary PE classes, students will change into athletic pants or shorts, a t-shirt or sweatshirt, and tennis shoes.

EMERGENCY CONTACTS

It is critical that the school have up-to-date contact information for parents and other emergency contacts in cases of emergency. While parents will be asked to provide this information at the beginning of each year, it is common for changes in contact information to happen at any time. Please notify the school's office immediately if you have any changes for your child's record including but not limited to address, telephone number for parents or other emergency contacts, name, or medical records.

EXAMS

Beginning in sixth grade, students take cumulative exams at the end of the fall and spring semesters in the following classes: English, math, science, Bible, history, and Spanish. The exam grades count 10% of the semester averages. Students can be exempt from the final exam if the average of Quarters 3 and 4 equals an A.

FIELD TRIPS

At times, classes will take field trips to provide additional experiences to enrich their education. If students are transported in cars or vans, children under the age of eight must have booster seats as required by state law. All field trip drivers must complete a Field Trip Driver Authorization form and be approved before transporting students other than their own children. In addition, all students must have a parent-signed Field Trip Release form completed by their parents prior to being allowed to participate in the field trip.

GRADES AND REPORT CARDS

Students' academic progress in each class will be reported on a standardized report card and given to parents each quarter. The first three report cards will be sent home with the child on the date indicated by the school calendar. The fourth report card will be mailed home after the last

day of school. Student accounts must be up-to-date for the final report card to be mailed. Final yearly grades will determine students' matriculation to the next grade level.

Grading Scale

Kindergarten through first grade uses the following grading scale:

An average of 90-100 = 4; Outstanding

An average of 80-89 = 3; Meets Expectations

An average of 65-79 = 2; Developing

An average of 64 and below = 1; Needs Improvement

Second grade and above uses the following grading scale:

An average of 90-100 = A; Outstanding

An average of 80-89 = B; Good

An average of 70-79 = C; Satisfactory

An average of 65-69 = D; Needs Improvement

An average of 64 and below = F; Failing

Secondary-School Grade Calculations

For middle school and high school, yearly grades are calculated as follows: Quarter One = 45%, Quarter 2 = 45%, and the Mid-term exam = 10% of the First Semester grade. Quarter Three = 45%, Quarter 4 = 45%, and the Final exam = 10% of the Second Semester grade. If a student is exempt from a final exam, Quarters 3 and 4 will each equal 50% of the Second Semester grade. The yearly grade is an average of Semesters 1 and 2.

Incomplete

There are rare occasions when circumstances outside a student's control prohibit the satisfactory completion of schoolwork by the official end of the school year or grading period. In such cases, the school administration may approve recording a temporary "Incomplete" on the report card and may provide additional time to complete coursework for school credit. The following guidelines are to be applied when granting an "Incomplete."

- a) Circumstances outside the family's control prohibited the student from satisfactorily completing required coursework by the end of the grading period or school year.
- b) The student was passing the class when the uncontrollable circumstance began.
- c) The student's attendance did not exceed the allowable absences prior to the uncontrollable circumstance.
- d) An "incomplete" is not a substitute for failing work.
- e) The student will have two weeks or the number of days equal to the time of the affecting circumstance to complete the necessary work, whichever is longer. Incomplete grades will be changed automatically to an "F" if the work is not satisfactorily completed by the deadline. All deadlines must be prior to the start of the next school year. The deadline for all completed work will be given to the parent in writing.
- f) All "incomplete" grades must be approved by the administration.

HEALTH RECORDS

In compliance with state law, health records for each student must be kept on file. These records include a physical by a physician for kindergarteners and other new students and official

documentation of receiving all state-required immunizations unless parents complete the state form requesting religious exemption from immunizations. In addition to these documents, parents will complete a Health Form each year. This form will provide information such as allergies your children may have, other safety concerns, and their physician's contact information.

HOMEWORK

Parents can expect that their children will have homework regularly to practice the skills and to review the information covered in class. In the elementary grades, the goal is to assign no more than an hour of homework each night on average, excluding long-term projects. For secondary grades, the goal is to assign no more than 1.5 hours of homework each night on average, excluding long-term projects. However, the amount of time spent on assignments depends on the student's work and study habits and attendance. Parents are asked to partner in the homework process by reviewing work done at home to ensure completion and accuracy.

Late Work:

It is expected that students will complete their work and homework as assigned by the teacher and return the work on the date determined by the teacher (or in accordance with the Missed Work or Pre-approved Absence policies). If a student fails to turn in an assignment on-time that is worth a typical homework or classwork grade, he/she will have one day to turn in the late work for 50% credit. No credit will be given past one day. If a student fails to turn in on-time a major paper or project (usually worth about the same weight as a test), the student will have up to five (5) days to turn in the assignment. The student will lose 10 points for each day for being late in addition to any points lost due to errors. The major paper or project will not be accepted after five days.

Monday Folders:

All graded work from the previous week will be sent home with 3rd through 5th-grade students on Mondays for parents to review. Students in kindergarten through second grades have daily folders that go home. Graded tests and projects for secondary students will be sent home for parents to review. Parents should sign the tests indicating that they have seen the work that has been sent home. This is one way that the school uses to keep parents informed about the academic progress their children are making.

Planners:

Students in 3rd grade and older are to have a daily planner for recording the homework for the week. Parents are to sign the planners on Monday nights, and the first-period teacher will check for parent signatures on Tuesday mornings. Planners for elementary grades may be purchased from the school.

ILLNESS AND INJURY

Children who are ill are not to come to school. For the safety and wellness of others, children with fevers, vomiting, and other symptoms of potentially contagious diseases will not be allowed entrance into school and should stay at home until their symptoms are gone. Teachers will work with the student and parents to get missed work made up once the child is well and able to return to school. If a child has a long-term illness or injury, the school should be notified. In such

cases, the administrator, teacher, and parents will work together to develop a plan for keeping the child up-to-date with schoolwork.

If a student becomes injured at school, the parents will be notified as quickly as possible. In the cases of minor injuries, the school will provide treatment with proper parental permission, or the parent may choose to take the child for medical care. In cases of serious injury, the school will contact the parents and emergency medical services as deemed necessary by appropriate school personnel. If the parents or emergency contacts cannot be reached, school personnel may transport the injured child to the hospital for emergency care, contact an ambulance, or proceed with care according to the directives of the child's physician.

LUNCH

CCA does not provide lunch services for students. Parents should provide a lunch, drink, and morning snack for students. Please send food that does not require microwaving or refrigeration. Students should also have a refillable water bottle at school for needed water during class times.

MEDICATION

No medications of any kind will be dispensed without proper authorization. All medications must be in their original containers and must be kept in the office for dispensing according to the following procedures:

1. A Medication Consent Form must be completed and on-file in the school office.
2. Labeled on each medication container must be the student's name, the medication name, the dose to be given, the route of administration, and the time or frequency for administration.
3. Any tools needed for administering the medication (i.e. measured cup) must be brought to school with the medication and be labeled with the student's name.
4. Forms for any medications to be given longer than 14 days must have a physician's signature.

PARENT-TEACHER CONFERENCES

Parent-Teacher conferences are scheduled during October near the end of the first quarter of school. In addition, our teachers are always happy to meet with parents when they desire a conference. We ask that parents make an appointment with the teacher for a time generally after school so that the teacher can fully concentrate on the parents' concerns. Parents should not interrupt the teachers in the morning before school as they are busy getting work ready for the day and supervising children in the classroom. Additionally, a scheduled time with the teacher will allow the teacher to prepare for the conference and protect the privacy of the child.

RETENTION

Periodically, it becomes apparent that despite interventions throughout the year, a student is working significantly below grade level at the end of the year. If students have failing yearly averages for two of the following classes: English/language arts, math, science, and history, they will not matriculate to the next grade level.

STUDENT RECORDS

Community Christian Academy maintains records for each student. These records contain at a minimum the application, school-entrance physical, copy of the birth certificate or other state-

approved ID, grades, immunization records, attendance records, disciplinary records, and any formal educational testing records. Parents may review their children's files by making an appointment with the administrator; these files must be reviewed in the presence of administrative personnel. If the parents feel that there is an error in their child's file, they can make a written request with the specific change, which will become part of the student's file. The Executive Director will respond to the request within two weeks of the submission.

Parents may make a written request to have a copy of their child's records. The records will be copied by an administrator and given to the parent in-person within two days of the request. Copies of the records will not be mailed to any school, entity, or individual without proper written authorization by the parent. In some cases, an individual or entity may have a legal right to review student records without the parent's consent. In those cases, CCA will comply with local law, and if possible, notify the parent of the request. Student files will be retained or destroyed in compliance with the school's document retention and destruction policies.

SUMMER WORK

Studies indicate that students forget as much as three months of learning during the summer. To help students retain what they have learned and to lessen the need for extensive review at the beginning of the school year, CCA requires students to complete reading and math assignments during the summer. These assignments will be sent home the last day of school with the students and will be posted on the school's website. Students are expected to turn in their summer assignments the first day back to school.

TEXTBOOKS AND SUPPLIES

Parents of middle and high-school students purchase textbooks for their children using a textbook list provided by the administration. Since the textbooks belong to the students, middle and high-school students may write and highlight in their books. Textbooks will be provided by the school to elementary students. When a textbook is not consumable and may be used the following year, students are expected to cover the text with a book cover and to return it in a condition similar to the condition in which it was received. If a textbook is returned in a poor or damaged condition, parents will be billed for the replacement of the text. Parents will need to purchase school supplies, which may include pencils, pens, notebooks, and other supplies necessary for completing schoolwork. A supply list will be available on the school's website at www.cca-va.org under "Academics."

TUITION, WITHDRAWALS, AND REFUNDS

Community Christian Academy is dedicated to ensuring accessible Christian education in an effort to create a learning environment that reflects the socio-economic and racial diversity that exists in God's kingdom. To that end, we have approved a sliding scale tuition model that provides significant scholarships for families with qualifying financial needs.

- To be considered for a scholarship, parents must provide a copy of their IRS taxes to prove family income.
- Tuition may be paid in full prior to the start of school or may be divided into 12 monthly payments beginning June 1 and ending May 1.
- Monthly tuition payments are due by the 1st of each month. Unpaid balances will be assessed a 3% late fee each month.

- A fee of \$20 will be assessed for all returned checks, and a late fee will be incurred if repayment is made after the 1st of the month. If two bad checks are given in a year, the Executive Director may require the family to pay by methods other than a check for the rest of the school year.
- Children will be withdrawn after 30 days of non-payment.
- Report cards will not be released at the end of the school year until students' accounts have been paid in full.

Withdrawals:

Since teachers are contracted for the entire school year and there is no guarantee that an unexpected vacancy can be filled, tuition for the entire year, as scheduled, is obligated unless the Board of Directors agrees that the withdrawal is unavoidable.

Reasons for unavoidable withdrawals may include situations such as:

- Moving more than 30 miles from the school.
- Not having the legal right to enroll a child.
- Illness or injury that requires months away from school.

Reasons that are not considered unavoidable and would not be approved for a release from the financial obligation of the contract may include situations such as:

- Choosing another local school or homeschooling.
- Desiring to spend money on other expenses than tuition.
- Disciplinary issues that may cause the student to be dismissed.
- Poor academic progress including the possibility of retention.

If the Board of Directors approves a request for release from the enrollment contract, parents will owe for all incurred fees and tuition for every month that tuition was billed up to the date the board approves the release from the contract. If the board rejects the request for release from the contract, the parents will owe the entire year's tuition, all of which will be due at the time of withdrawal. Community Christian Academy will not release student records until all debts to the school have been paid.

Refunds:

Community Christian Academy does not give refunds on tuition or fees during the school year unless a family has prepaid for the entire year and the Board of Directors has approved a release from the enrollment contract. Once the school year has ended, CCA can make refunds to accounts with credits where the student is not returning and one of the following conditions exists:

- a) The account balance is \$100 or more unless the parent requests that the credit be considered a donation. In this case, a donation receipt will be issued to the parent.
- b) The parent requests a refund of credits equaling less than \$100.

Families of continuing students who have credits on their accounts at the end of the school year will have those credits applied to their next invoice.

VOLUNTEERS

The importance of volunteers to Community Christian Academy cannot be overstated. Volunteers may help in a number of ways including but not limited to helping in the classrooms, cleaning facilities, chaperoning field trips, and doing clerical work. Volunteers who have on-going direct contact with children must agree with the school's Statement of Faith and submit to the same background checks as faculty and staff.