



## **Parent-Student Handbook**

*REVISED*  
*Aug 13, 2018*

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 affordable 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 authority 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.

## **STATEMENT OF FAITH**

Community Christian Academy supports and actively teaches the following Statements of Faith:

- We believe that the Bible is the inspired, the only, infallible, inerrant Word of God, and it is, therefore, our final authority in matters of faith and practice. II Timothy 3:15-17 & II Peter 1:21.
- We believe there is one God, eternally existent in three persons: Father, Son, and Holy Spirit. Genesis 1:1, Matthew 28:19 & John 10:30.
- We believe in the deity of Christ (John 10:33); His virgin birth (Isaiah 7:14, Matthew 1:23 & Luke 1:35); His sinless life (Hebrews 4:15 & 7:26); His miracles (John 2:11); His vicarious and atoning death (I Corinthians 15:3, Ephesians 1:7 & Hebrews 2:9); His resurrection (John 11:25, Luke 24:5-7); His ascension to the right hand of the Father (Mark 16:19); His personal return to power and glory (Acts 1:11 & Revelations 19:11-16).
- We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that men are justified on the single ground of faith in the shed blood of Christ and that by God's grace and through faith alone we are saved. John 3:16-19, Romans 3:23, Romans 5:8-10, & Titus 3:5-7.
- We believe in the resurrection of both the saved and the lost; they that are saved unto resurrection of life, and they that are lost unto the resurrection of damnation. John 5:28-29.
- We believe in the present ministry of the Holy Spirit whose indwelling in all believers enables them to live Godly lives. Ephesians 1:13-14, Titus 2:11-12.
- We believe in the spiritual unity of believers in our Lord Jesus Christ. John 17:21, Romans 12:5, & Galatians 3:28.

## **A 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.

## **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 whatever their academic ability. 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.

### **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 or reword their children's writing. Also, students are not allowed to copy another student's work or plagiarize information from the internet, books, or other materials. As student advance and begin completing more independent projects, methods for searching and citing information properly will be taught.

## **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. Students who miss school due to sudden, unavoidable reasons such as illness or a death in the family should work with their teachers upon their return to make up their work in a timely manner. 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. The student must get the work before he/she leaves and have it ready to turn in upon returning to school. Work not returned the first day back from a trip may not receive credit.

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

**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 middle 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. Late arrivals due to a doctor's appointment will not be counted as a tardy if the parent provides a doctor's note verifying the appointment. 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. 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:** Students who arrive between 7:40 and 8:00 a.m. (7:55 for middle school) are to wait in the fellowship hall. Parents are asked not to arrive prior to 7:40 a.m. After 8:00 a.m. (for elementary) or 7:55 a.m. (for middle school), all students should go directly to their classrooms.

**Early Dismissals:** School ends at 3:00 p.m. for elementary students and 3:10 p.m. for middle-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.

**Afterschool Program:** CrossLife Community Church offers an afterschool program using CCA classroom space. CCA students who are registered for the afterschool program will be checked-in to the program by their teachers starting at 3:00. Parents who do not pick up their children by 3:15 will have their children transferred to the afterschool program where charges will be applied.

\*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.

## **BULLYING**

Bullying in any form will not be tolerated at Community Christian Academy. The consequences for bullying may include removal from an activity, a parent conference with the administrator, detention, suspension, or expulsion.

## **CALENDAR**

The school calendar is on the school's website at [www.cca-va.org](http://www.cca-va.org) under "Academics."

## **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.

## **CHAPEL**

Chapel services are held each week for all grades. Parents are always invited to attend as we gather corporately to worship and learn about Jesus Christ.

## **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 best 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, 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, hitting, 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](mailto: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](http://www.cca-va.org), and we will send out routine 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](http://www.nbc29.com), and the Newsplex web address is [www.newsplex.com](http://www.newsplex.com). In our experience, Newsplex is much better at posting information quickly than NBC29. We will also post a message on our Facebook page, [www.facebook.com/CommunityChristianAcademy](http://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 all 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.

## **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 solid-colored, striped, or plaid collared shirts. Shirts should be long enough to keep the mid-section covered and loose enough not to show undergarment lines. Solid-colored sweaters may be worn over the collared shirts. Sweatshirts are not permitted.



Pants: Students may wear jeans, solid-colored slacks, and solid-colored shorts that are no shorter than 4 inches above the knee. Girls may also wear solid-colored 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.

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.

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. Middle-school students are to wear athletic pants or shorts, a t-shirt, and tennis shoes.

**EMERGENCY FORMS**

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

### **Middle-school Grade Calculations**

For grades six through eight, 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.

## **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, any medications they may need, 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 primary grades, the goal is to assign no more than an hour of homework each night on average, excluding long-term projects. For middle-school 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. The

consequence for not completing homework is to complete the homework during break/recess until the work is finished.

### **Monday Folders:**

All graded work from the previous week will be sent home with 2-8<sup>th</sup>-grade students on Mondays 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 grades 2-8 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 may be purchased from the school.

### **ILLNESS AND INJURY**

Children who are ill should not come to school. For the safety and wellness of others, children with fevers, vomiting, and other symptoms of potentially contagious diseases 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.

### **MEDICATION**

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

#### **Prescription Drugs:**

1. A Medication Administration form must be completed and on-file in the school office.
2. Each prescription needs to have directions for both the dosage and the time the medication is to be administered.
3. Each prescription needs to be in its original container for identification. The container should indicate the name and telephone number of the pharmacy, the student's identification, and the name of the physician.

### Non-Prescription Drugs:

1. A Medication Administration form must be completed and on-file in the school office.
2. Over-the-counter drugs need to be in their original container and marked clearly with the student's name, the exact dosage, and the time or circumstances for administering the medication.
3. Parents may provide permission on the Health Form for the occasional dispensing of common over-the-counter drugs such as Tylenol, Benadryl, and cough syrup.

### **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, health form, grades, immunization records, attendance records, disciplinary records, and any formal educational testing records. Once a child is no longer enrolled, only the report cards/transcript and dates of attendance will be kept. 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.

### **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**

Textbooks will be provided to the 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](http://www.cca-va.org) under "Academics."

### **TUITION**

Community Christian Academy is dedicated to providing affordable 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.

Enrollment Fee - \$100

Full Tuition - \$6,000 for elementary school, \$6,500 for middle school (scholarships given to families that qualify)

- To be considered for a scholarship, parents must provide a copy of their IRS taxes and/or W-2's to prove family income.
- Tuition may be paid in full prior to the start of school or may be divided into 11 monthly payments beginning in July and ending in May.
- Monthly tuition payments are due by the 10<sup>th</sup> 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 10<sup>th</sup> 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 may 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.

### **Refunds**

The leadership of Community Christian Academy understands that there are times when circumstances (i.e. moving, a sudden health crisis, job loss) may prevent an enrolled student from beginning or finishing a school year. When these circumstances occur, the Executive Director will work with the family to see if there is an acceptable way to keep the affected children in the school. If there doesn't appear to be a satisfactory solution for maintaining a student (as in the case of a family moving to another state), the school will allow a family to break the enrollment contract. When a family breaks the enrollment contract, the family will still

be liable for any fees that have already been incurred and for any tuition that is due based on a prorated cost according to the number of days the student has attended. Because the school incurs costs for each child beginning as soon as the child is enrolled (such as purchasing books for the child and reserving a seat for that child), Community Christian Academy does not give refunds for any tuition or fees that have already been paid.

### **VISITORS**

For safety reasons, it is important that school personnel always know who is on campus and for what reasons. Therefore, visitors should report to the office before going to classrooms or other areas of the building.

### **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.