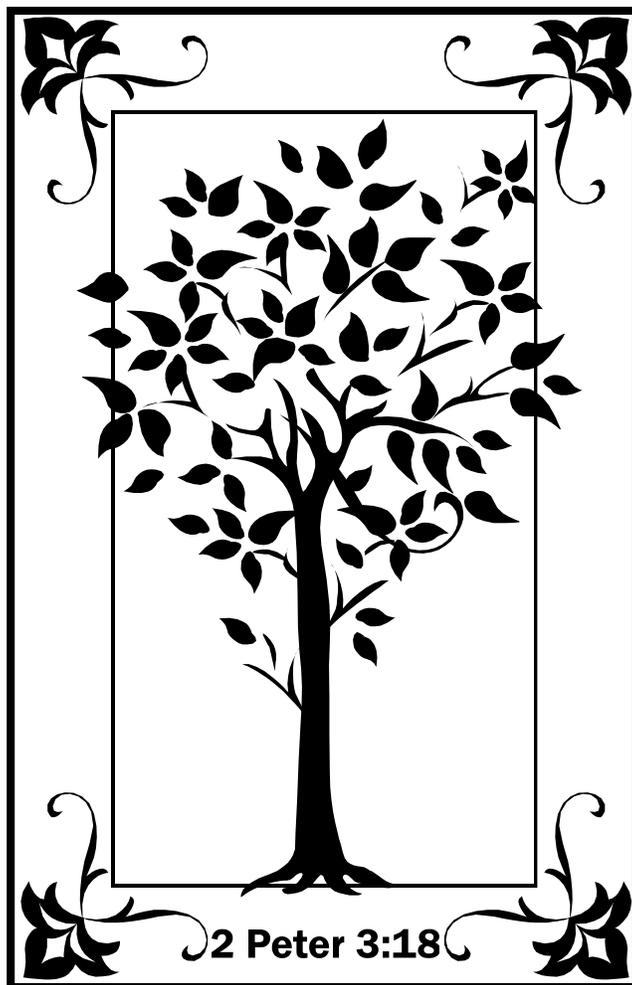


Covenant Christian Academy

Student Handbook: 2015-2016



*...but grow in the grace and knowledge of our Lord and Savior Jesus Christ. To
Him be the glory both now and forever. Amen.*

TABLE OF CONTENTS

Board Members	2
Faculty and Staff.....	3
School Description	3
Purposes and Principles	4
Admission Policy	4
Non-Discrimination Statement	4
Enrollment Procedure.....	4
School Hours	5
School Office	5
Attendance	5
Visitors	6
Health and Safety.....	6
Dress Code.....	7
Electronics, Cell Phones	8
Program of Instruction	8
Discipline	9
Parent-School Relations	11
Spiritual Life.....	12
Christian Character Trait Program	12
School Operations.....	13
School Supply List.....	14
Tuition Schedule.....	15
Financial Contributions.....	15

Covenant Christian Academy
10101 Cunningham Avenue
Westminster, CA 92683
(714) 531-9950
<http://www.ccawestminster.com>

BOARD OF DIRECTORS

President: **David Winslow**
10130 Stilbite Avenue
Fountain Valley, CA 92708
(714) 839-8451

Vice President: **Paul Kent**
14722 Jackson Street
Midway City, CA 92655
(562) 235-6516

Secretary: **Samantha Brandon**
12781 Taylor Street
Garden Grove, CA 928450
(714) 610-8321

Treasurer: **Naomi Pospisil**
7661 13th Street #B
Westminster, CA 92683
(714) 925-6940

BOARD MEMBERS

Lisa Dorn
5792 Anthony Avenue
Garden Grove, CA 92845
(714) 899-1051

Bronwyn Lund
1662 Amherst Road
Tustin, CA 92780
(714) 665-6605

Tim Nguyen
1642 West Sallie Lane
Anaheim, CA 92802
(714) 458-7755

Peter Sim
2375 Conejo Ln.
Fullerton, CA 92833
(714) 232-3483

FACULTY & STAFF

2015 – 2016

Principal:

Mr. Joe LoGiudice
6028 Warwood Road
Lakewood, CA 90713

Kindergarten, First, and Second Grades:

Mrs. Leslie Herrema
1015 Marshall Place
Long Beach, CA 90807

Third, Fourth, and Fifth Grades & Music:

Mr. Steve Larson
506 S. Hesperian
Santa Ana, CA 92703

Sixth, Seventh, and Eighth Grades & Art:

Miss Kathleen Winslow
10130 Stilbite Avenue
Fountain Valley, CA 92708

Physical Education and K-2nd Grade Teacher:

Mrs. Shannon Vincent
3540 Oleander
Seal Beach, CA 90740

SCHOOL DESCRIPTION

Covenant Christian Academy (CCA) was formed by parents who desired a quality Christian education for their children. It is a private, non-profit school governed by a Corporation of Christian parents and interested friends who adhere to the Westminster Standards of Faith. We strongly encourage all parents to be members of the Corporation and to attend the Corporation meeting. At this meeting the Corporation elects a Board of Directors which in turn sets policies and standards for the school and oversees the administration.

PURPOSES AND PRINCIPLES

1. CCA exists primarily to help Christian parents train their children.
2. Because we believe God created the world and each student, every subject is taught on the basis of Scripture and to the highest possible academic standards according to each child's ability.
3. We believe education, as a discipline, is under the Kingship of Christ.
4. We believe we all spheres of learning should be unified under the principle of "subduing the earth" for God's glory.
5. We believe a level of academic and physical training must be achieved which will properly prepare young people for the four most important relationships into which they will enter: their relationship to God, themselves, to others, and to God's creation.
6. We believe we are responsible to provide education for the whole person at a high level of excellence.

ADMISSION POLICY

The privilege of attending CCA is based upon evidence that the parents and children are committed to serving the Lord Jesus Christ and to upholding the principles and program of Christian education offered by CCA. Therefore, the Board of Directors has the responsibility to screen new and continuing families relative to such commitment.

The selection of families is not based upon denominational affiliation or upon ethnic or national origin. However, where factors make it appear likely that our classes cannot meet the needs of a student, the student will not be accepted. Normally, it is expected that all the children in a family will be enrolled in our school unless exceptional circumstances preclude this.

CCA is a religious institution providing an education in a distinctly Christian environment. It believes that its biblical role is to work in conjunction with the home and church to mold students to be Christ-like. On those occasions in which the atmosphere or conduct within a particular home is counter to or in opposition to the biblical lifestyle the school teaches, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student. This includes, but is not necessarily limited to, living in, condoning, or supporting sexual immorality; practicing homosexual lifestyle or alternative gender identity; promoting such practices; or otherwise having the inability to support the moral principles of the school (Leviticus 20:13a, Romans 1:27, Matthew 19:4-6).

NON-DISCRIMINATION STATEMENT

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

ENROLLMENT PROCEDURE

1. Parents are to complete an Application for Enrollment Form (one for each child) and a Pastoral Recommendation Form and submit them to the Administrator.
2. The school will process the application form.
3. The applicant will meet with a committee of the Board of Directors to share the purpose and program of the school, to discuss the parents' desires for their children's education, and to determine the mutual compatibility of the two.
4. Parents will be notified of the decision. Upon acceptance by the Board, parents are to complete a Registration Form and submit it to the Administrator with the non-refundable registration fee.
5. Registration forms are due on March 31 to qualify for an early registration discount. (See Tuition Schedule for fees and rates on page 15.) Students are considered officially registered when:
 - The Registration Form and fee is received by the school.
 - The Family Agreement form is signed by the parents and is received by the school.

SCHOOL HOURS

9:00 AM	School starts
12:00 PM	Lunch recess
3:00 PM	Dismissal

SCHOOL OFFICE

1. During the school year, if there is no one in the office, leave a message and someone will get back to you. An emergency number (usually a teacher's cell phone) will be made available to the parents.
2. Please do not call your child or a teacher out of the classroom except when the need is very urgent.
3. Please keep the office informed as to changes in your address, phone number, or new employment. We may need to contact you in the case of an emergency.

ATTENDANCE

We believe that regular attendance in classes is essential to the success of a student's school experience. One can really never make up or compensate for absence from class. Any work done to make up what was missed during an absence is primarily an effort to bridge over a gap in classroom experience. Please follow these guidelines:

1. Do not plan vacations during school days and do not plan early dismissals for weekend trips. Your child needs to be in class as much as possible. If you must take your child out of school, please contact the school at least a week in advance or as soon as you are aware that it is necessary.
2. If a student is absent, a note from the parent explaining the absence must be sent with the student when he/she returns. Based upon the reason for the absence the school will then determine whether it is to be reported to the California State Department of Education as an excused or un-excused absence. (Normally the only excused absences are ones due to illness.)
3. Make-up or Missed Work
It is the student's responsibility to ask the teacher what work needs to be made up following the absence, and it is up to the teacher and the student to determine a time to make up tests or other work. Failure to make up the assignment within the allotted time will result in an automatic zero for all assigned work.
4. Checking Students Out of School
If a student must leave school before the end of day, a note must be brought from home explaining the reason for leaving early.
Students may not leave campus during the school day without telephone contact with, or personal appearance of, the parent(s) or legal guardian. Students will not be released to anyone other than the student's parent(s) or legal guardian except in extreme cases when the administrator has made an exception.
5. Excessive Absences
When a student is absent more than 20 days he/she may be held back and not promoted to the next grade. This rule will not apply to cases of extended or chronic illness when certified by a physician or to absences due to an emergency condition that is verified by the administrator.
6. Tardies
Tardiness to class is to be avoided. The class is disturbed when even one student arrives late. Time can be saved each day if all parents cooperate. All tardies will be recorded in the student's permanent record as unexcused unless there is a written note from the parents which justifies the tardiness to the school's satisfaction.
7. Pre-arranged Absences
Pre-arranged absences are subject to review. Any absence other than illness, doctor's appointment, or funeral of an immediate family member would need to be pre-arranged with the school administration and clarification of make-up work should be made in advance. A pre-arranged absence is not automatically an excused absence. A written request signed by the parent should be submitted in advance and must include the following information:
 - Date and teacher
 - The reason for the absence
 - Date(s) of requested absence
 - Parent's signature and phone number

VISITORS

Parents are welcome to visit CCA; however, you are urged to do this at a time when you will not interrupt the progress of the pupil or school. No visitors should go to any classroom without first checking with the teacher. The teacher will be happy to make arrangements for a visit.

HEALTH AND SAFETY

1. The Health Department requires diphtheria, tetanus, and pertussis (DPT), polio, measles, mumps, and rubella (MMR), hepatitis B, and varicella (chicken pox) immunizations for each child entering elementary and secondary school in California.

Seventh graders should have a tetanus booster before school begins. All students entering the seventh grade must also show proof of a Tdap booster shot (against pertussis) before starting school.

2. Any student absent due to severe injury or surgery should have a release from a doctor in order to return to school. Any restrictions regarding activities and the duration of the restriction should also be included in the release.
3. We request that at least one emergency phone number be on file in the school office. In addition to your home phone number, CCA requires a work phone number of a close friend, neighbor, or relative who could be contacted in the event of a serious problem.
4. **Illness**
Children should remain home when they are sick with a contagious illness. Following are some guidelines, listing times when your child should not be brought to school:
 - Your child has a fever.
 - Your child has an eye infection, unless the child has been on medication for 24 hours.
 - Your child has vomiting or diarrhea.
 - Your child has any illness with a rash and fever. We are required to contact the health department if your child comes to school with an illness of this sort.

5. **Administration of Medicine**
Normally, the school will not administer or dispense prescription or non-prescription medicine. Neither will school officials assume responsibility for seeing that students take medication. However, medication will be administered upon an oral and written request from a parent, which must also include the reason for the medication. The medicine must bear a label stating clearly what the medicine is and how often it is to be taken. The medication must be given to the teacher. In addition, the written request must specifically request and authorize school personnel to administer or oversee the taking of the prescribed medication. Any special handling applicable to the medication, such as refrigeration, dilution, or other extraordinary treatment, must be clearly called to the attention of the school personnel.

6. **Emergency Professional Treatment**
In case of emergency, the parent will be notified of the need for medical attention. We recommend that your signature be on file with your family doctor authorizing him to care for the child in case of emergency. If we cannot contact you, we will call the paramedics if we deem it necessary. We may even call emergency help before we contact you if we feel it is necessary. Any expenses incurred for emergency aid will be born by the child's family if not covered by student insurance.

7. **Student Accident Insurance Protection**
Insurance is provided for the student while at school or participating in school activities as a result of the registration fee. It is excess insurance which provides medical insurance only after the student's family insurance has been used.

Volunteers providing field trip transportation are required show proof of auto insurance and a valid driver's license (copies will be made and kept on file), and are subject to DMV driving record review. The law requires that all children must ride in car seat or booster seat until they are at least 8 years old or at least 4 feet 9 inches tall. In addition, all children younger than 8 years old must be secured in the back seat.

8. **Nutrition**
Please keep control of your child's eating habits. A good breakfast each morning will help your child to take full advantage of our school program. An overabundance of sugar, sweets, junk food and food additives shortens a child's attention span and causes behavioral problems. For this reason, no sweets may be eaten at any time during the school day except as a dessert for lunch.

9. Food Allergies

Food allergies can produce severe illness and can even be life threatening. The risk of accidental exposure to foods can be reduced in the school setting if the school works with students, parents, and physicians to minimize risks. We count it all joy to make every effort to care for students with serious allergies at CCA. As Jesus said, "Suffer the little children to come unto me, and forbid them not: for of such is the kingdom of God."

In order to provide a safe educational environment for all CCA students, a Strategy to Manage Food Allergies program is available for students identified with this need.

10. Natural Disaster

In the event of a natural disaster we will ordinarily follow the instructions broadcast by the Westminster Unified School District as to the opening and closing of the school. Children may not go home without a parent or a parent-designated emergency contact. Please pick up your child as soon as possible.

CCA maintains a supply of water and first aid supplies for emergency situations. Each student is required to keep at school an Emergency Preparedness Backpack. The backpack must contain a refillable water bottle, a change of clothes (with underwear & socks), a jacket or sweatshirt, a blanket or beach towel, a small comfort item, a family photo, and two or more high energy protein bars.

DRESS CODE

Students should be neatly and modestly dressed (1 Timothy 2:9; 1 Peter 3:3-5). CCA requires a pattern of dress that will enhance our Christian witness in the community and that will encourage learning and playground participation.

1. General Guidelines for All Students

- a. All dress code rules are in effect during all school-sponsored events. If dress code is violated, parents will be informed and may be asked to bring an acceptable replacement.
- b. Beware of words or images which might distract the school community from the glory of God. No clothing or accessories with slogans, pictures, advertisements, or political statements that are inconsistent with the school's philosophy. No "celebrity" clothing. No pants or shorts with writing on the seat.
- c. Patched clothing is acceptable, but no holes.
- d. Shoes should be sturdy and comfortable. No flip-flops. Bring or wear gym shoes for PE. Shoes must be worn at all times.
- e. No hats, hoods, or sunglasses inside.
- f. Wear school shirts on PE days and for all field trips (unless otherwise stated in the Tuesday Bulletin).

2. Clothing for Boys

- a. Jeans, other sturdy pants, and shorts are acceptable.
- b. No oversized, low-hanging pants; no exposed undergarments. No tank tops.

3. Clothing for Girls

- a. Clothing must guarantee modesty while sitting, standing, and playing.
- b. Pants and shorts are acceptable. Shorts should be no shorter than mid-thigh.
- c. Skirts and dresses are also acceptable, if close to knee-length or longer when standing. Girls who want to play on the playground equipment must wear shorts under their dresses.
- d. No shirts which expose undergarments, midriff, or back. No cleavage. No tank tops or spaghetti strap tops. No tight-fitting tops or pants.
- e. No noticeable makeup.

4. Hairstyles

- a. Hair should be kept neat and clean. No extreme hairstyles. No unnatural color. If a student's hair proves to be a distraction at school, parents will be addressed.
- b. Boys: Off the shoulder; eyebrows, eyes, and earlobes visible at all times, regardless of the position of the head.
- c. Girls: Out of the eyes.

ELECTRONICS, CELL PHONES

Electronics are not permitted at school. Students should leave all CD players, radios, and personal video games at home.

If the parent feels that it is necessary, due to after-school issues, etc., students may bring a cell phone to school. However, the cell phone should be turned off during school hours. If a student needs to make a phone call, he may request to use the phone in the office. Cell phones may not be used during school hours without the permission of the teacher.

PROGRAM OF INSTRUCTION

1. Curriculum

The curriculum at CCA will be selected in such a way as to develop the basic skills needed by all children. The curriculum will be flexible enough to help us recognize and to help our students develop their individual talents and abilities. The ultimate goal for, and the guiding principle of, our curriculum will be to educate the whole person in accordance with our philosophy of education. Our students will be exposed to any material deemed necessary to fit the whole person for God's service in and through human society as we know it today. Subjects taught in our curriculum shall include, but are not limited to the following: Language Arts, Social Studies, Science, Mathematics, Reading, Phonics, Bible, Physical Education, Art, and Music.

The course of study at CCA attempts to provide students with the tools necessary to perform their God-given tasks and to live the Christian life.

The Bible is accepted as the Word of God, which serves as the foundation for all thought and as the final authority for all faith and practice.

2. Field Trips

Education is not limited to the classroom. Students will participate in field trips and social activities on a limited basis. Field trips are an excellent means of enriching the educational experience. Our teachers use field trips in order to enhance their subject matter. These trips are in addition to the general course of study here at CCA and, as a result, campus students are assessed an annual fee of \$25 to cover the cost of annually planned and scheduled field trips. Field trips occurring in addition to normally scheduled events (extended field trips like the Middle School Washington DC Trip) may require additional costs.

An annual permission slip is required for planned and scheduled field trips, and must be completed and on file at the beginning of the school year for all students. Field trips occurring in addition to normally planned and scheduled events will require an event-specific permission slip.

3. Homework

Teachers shall assign homework as they deem necessary. Full instructions regarding how and when it is to be completed will be given to students. We do not want homework to be a burden.

Parents are expected to take enough interest in their child so as to make conditions at home conducive to a child's doing his/her homework. A child cannot learn well if parents allow distractions to interfere with the ability to concentrate. Parents should make themselves available to help with lessons, answer questions, and to talk over ideas with their child. However, they should not do the homework for their child.

In the hours your child spends at home, encourage him/her to widen his/her interests in music, sports, recreation and other areas. Please limit the time your child spends in front of the television or playing video games and be sure to monitor everything he/she does watch or play.

In order for a child to maintain a high level of performance, it is essential that time be arranged for rest and relaxation, and that a quiet study atmosphere be provided. A child must have a proper amount of sleep at night to be able to function the next day.

4. Academic Standards

Parents and teachers alike are encouraged to treat each child as an individual. It is better not to compare the competency of a child with classmates or siblings. Help your child realize and develop the abilities and talents that God has given him/her. Parents should express pleasure and approval of a child's successes and sympathetic understanding of difficulties or problems.

Academic achievement is important, but it is equally important for a student to develop the qualities of responsibility and dependability in accordance with the Scriptures.

Our school seeks to maintain or exceed academic standards that meet California State Educational Requirements in the light of the principles set forth in the Word of God.

5. Evaluation of Work

Report cards will be issued every quarter. Half way through each quarter, a mid-term progress report will be sent home. One of the following scholastic grading systems will be used:

<u>Grades K-1</u>	<u>Grades K-8</u>
O = Outstanding: 90-100	A = Superior: 90-100
S+ = 80-89	B = Above Average: 80-89
S = Satisfactory: 70-79	C = Average: 70-79
N = Needs to Improve: 60-69	D = Below Average: 60-69
U = Unsatisfactory: Below 60	F = Failing: Below 60

Students will be evaluated according to their apparent ability as well as according to grade standards. They will also be evaluated on personal, social, and work habits. Our grading system has been designed to give parents the most accurate evaluation of the child's progress. We at CCA understand that God has made each student unique in talents, intellect, maturity, personality and in many other ways. Because of this, a purely academic grading system is inadequate to understand your child's progress.

6. Promotion

All students are expected to achieve at least grade level proficiency in order to merit promotion to the next grade. The basis of the decision will be teacher evaluation and a review of standardized test scores.

7. Awards

Children are given awards at the end of the year for various achievements.

DISCIPLINE

We believe that discipline is an integral part of education. That is, discipline is not to be viewed merely as punishment, but as correction to the end that those who are disciplined may grow in godliness as disciples of Christ. We believe that discipline is not simply a means to modify behavior, but is rather to be a sincere attempt to reach the heart of the child in encouraging him/her to love and follow Christ. In short, discipline is no less a part of training a child than is teaching the child to read and write (1 Tim. 4:7; Prov. 29:15,17).

We believe that the discipline of children is primarily the responsibility of the parents. Parents whose children are enrolled at CCA must not totally abdicate their responsibility in this area and expect the school to be completely responsible for raising their children "in the nurture and admonition of the Lord." On the other hand, parents must be willing to delegate authority over their children to the school, so that during school hours the children may be trained through Biblically applied discipline.

Parents who refuse to sign their agreement with our disciplinary policy are not eligible to send their children to CCA. Parents are expected to trust the judgment and accept the word of the teachers. It is counterproductive for home and school when parents live with suspicion that CCA teachers or staff personnel are the real cause of their children's misbehavior.

1. The Disciplinary Process

It is our aim that all discipline be administered in love and humility in keeping with Biblical standards.

Normally, the teachers will carry out disciplinary procedures in keeping with their instruction methods and individual capabilities. Discipline may include, but shall not be limited to, missed recess, extra work, spankings, detentions, etc.

The child will be made aware of why his/her action or attitude constitutes an offense. He/she will be encouraged to repent, and if necessary to make restitution, to be reconciled to the offended parties, or to seek forgiveness. As appropriate, the process will be accompanied with prayer.

Detention may be assigned as punishment for disrespect or disobedience, particularly among the older students. Work will be assigned during detention in keeping with the Biblical principle of restitution, rather than wasting time with idleness. A fourth detention during a single quarter will result in a suspension.

If, in the judgment of the teacher or principal, an offense warrants spanking, the teacher or principal will administer it. No spanking will be given as an initial form of discipline, but only when other means of correction have failed. No spanking will be given without specific warning; the pupil will be made aware of how and why his/her action requires the discipline.

Parents will always be notified of spankings, and a second adult will always be present. No more than three swats shall be administered on the buttocks area only, with a hand or ping-pong paddle.

2. Serious Discipline Offenses

While we recognize that all disobedience is sin against a holy God and is displeasing to Him (Romans 5:12), we also acknowledge that, "some sins are more heinous in the sight of God than others" (Westminster Shorter Catechism Question #83 – Psalm 19:13 and John 19:11). Sins that are most detrimental to our school setting will be dealt with in the following manner.

Discipline for Inappropriate Language

Students are expected to maintain a godly pattern of speech at all times while on campus (Ephesians 4:29, 5:3-4). During the course of any given school year, all students who either write or speak words of profanity, tell "dirty" jokes, make explicit sexual remarks, etc., will be sent to the principal immediately. For the first offense, students will call their parents from the principal's office and will explain their comments to them. A second offense will result in suspension. A third offense will result in expulsion. Students will also be expected to apologize to any individuals who were the targets of their unkind remarks (James 5:16).

Discipline for Lying

Students are expected to speak the truth respectfully to all those in authority over them while at school. During the course of any given school year, those who deliberately lie or misrepresent the truth in any way to those in authority will be dealt with immediately (Colossians 3:9-10). For the first offense, students will be sent to the principal's office. The students will call their parents from the principal's office and will explain their comments to them. A second offense will result in a one-day suspension. A third offense will result in expulsion. Students will also be expected to apologize to whomever they lied (James 5:16).

Discipline for Cheating

A student who has been found cheating on any assignment or test, or a student who allows another person to copy his/her work, will receive a zero grade for the assignment and his/her parents will be notified on the first offense. Upon a second offense, the student will receive a zero grade for the assignment and will meet together with his/her parents, with the teacher, and with the principal.

Prohibition to Re-Enroll

Students may not be invited to return to Covenant Christian Academy due to academic, attitudinal and/or behavioral reasons. In March a conference will be held with the principal, and letters of non-invitation or potential non-invitation will be sent home. If the student receives a potential non-invitation to return, a final decision will be made during the months of May and June on his/her status for the following school year.

Expulsion

Students may be expelled for continued flagrant disobedience or for the commission of a one-time offense that warrants an immediate termination. Expulsion can be recommended by the principal and a teacher and must be approved by the School Board.

Students are expected to conduct themselves as befits young Christians. They are to exhibit a proper reverence for God and His Word and to adhere to Biblical principles of good behavior with all the ability that their age and maturity afford them.

Students are expected to obey the civil laws insofar as those laws are in good agreement with the Scriptures.

Students are expected to show a proper respect for God's creation and to act as good stewards of it.

PARENT-SCHOOL RELATIONS

1. Parent-Teacher Relations: You are urged to come directly to the teacher to discuss any problem concerning your child. You should feel free to request a conference when you feel that it is necessary.

Parents may call teachers at school to make appointments to discuss matters relating to their child's education. When calling the school, parents should leave their name and phone number and request that the teacher return the call. Parents are asked not to come to the school expecting a conference with a teacher unless they have made a prior appointment.

Parent-Teacher conferences are conducted after the mid-term progress report has been sent home, partway through the first quarter.

The teachers will appreciate your promptness in returning progress reports, excuse notes, and other information the school may require.

Parents or legal guardians may request to see their own student's records in the school office with a teacher or a Board member present.

2. School Bulletins

School bulletins will normally be sent every Tuesday. Please take time to read these and to stay informed of important matters relating to your child's education. Many problems and misunderstandings will be avoided if the effort is made each week to read the Tuesday Bulletin. The administration regards it as part of every parent's responsibility to secure and read this bulletin.

3. Parent-School Meetings

You are invited and strongly encouraged to attend the various meetings and functions pertaining to the life of the school. Your active participation will contribute to developing a positive and wholesome relationship between home and school.

4. Public Relations

Everyone connected with our school is responsible for its quality and reputation. Enthusiastic parents and supporters, dedicated teachers, and happy, well-disciplined pupils will promote the school. Everyone should seek the best interests of the school in his/her conversations.

Remember to pray faithfully for the pupils, teachers, and the whole school. Whenever possible, support the work of the teacher with your encouragement.

A child does not always understand or report a situation accurately. Contact the school immediately if you are alarmed or have a question and give us the opportunity to remedy the situation.

Refrain from discussion of any disagreement you may have with a teacher with anyone other than the teacher. Take the time to talk with the teacher directly.

SPIRITUAL LIFE

1. A time of family worship in your home each day will contribute greatly to the total program of the school. You may want to review Bible lessons and be aware of memory work.
2. Regular church attendance is strongly encouraged as a total family.
3. Families are also encouraged to include prayer requests and prayers of thanksgiving for the school during family devotions.

CHRISTIAN CHARACTER TRAIT PROGRAM

Training Hearts and Teaching Minds – Education for Life.
Proverbs 22:6

Training hearts and teaching minds are complementary features of Christian education. The covenant community (a three-part union of home, school, and church) must address not only the intellect, but also the heart, to produce wisdom and disciplined behavior. In the midst of a society plagued by problems of immorality, we look to God's Word for ways to build strong Christian character in our children. May God grant us the privilege of seeing each child grow spiritually, as well as mentally and physically.

Below are the Biblical character traits and related topics that will be emphasized throughout the school year. Further material and information will be provided to reinforce character education at home. May we teach, encourage, advocate, and model godly character, always looking for opportunities to fulfill the goals of Christian education--developing habits of the heart in training for life.

September	<u>Obedience</u> Faithfully submitting to what God requires of me
October	<u>Reformation</u> The Reformation and Covenant of Grace
November	<u>Orderliness</u> Organizing myself and surrounding to achieve the greatest benefit
December	<u>Respect</u> Honoring God, the Maker of all, and treating each person with value
January	<u>Self-Control</u> Rejecting wrong desires and doing what is right
February	<u>Love/Charity</u> Being patient, kind, unselfish, truthful, hopeful, and enduring
March	<u>Diligence</u> Completing a task in a way that brings joy to the Lord
April	<u>Character Review</u> The Fruit of the Spirit
May	<u>Endurance</u> Remaining faithful and dependable to the end

The character trait curriculum will be reinforced throughout the school day through this reflective process: *stop, think, acknowledge, and respond.*

SCHOOL OPERATIONS

1. Lunches

Children bring their own lunches and drinks. We will offer a hot lunch menu once a month. The cost of the monthly Hot Lunch, prepared and served by volunteers, is \$3 per month for nine months, which totals \$27. A check for this amount, payable to CCA, is due the first week of school.

Encourage your child to eat only his/her own food unless a teacher specifies otherwise. Avoid glass containers or food in cans with lids that are sharp. Students may not use the microwave.

Many children enjoy a nutritional midmorning snack. Please limit the midmorning snack to a piece of fresh fruit or any snack that has no sugar added. Remember: no candy.

2. Transportation

Parents are solely responsible for carpool arrangements, the insurance thereof, and the conduct of the students in their carpools.

Parents are urged to leave children at school between 8:45 - 8:55 AM and to be prompt in picking them up at 3:00 PM. It is not the teachers' responsibility to supervise children earlier than 15 minutes before the opening of school or later than 15 minutes after the closing of school.

3. Late Pick-up Policy and Fees

The CCA gate will be open until 3:15 PM (according to the school office clock). After that time, the gate will be locked, and students will come inside with the teacher who is on duty that afternoon. A parent who arrives after 3:15 will enter through the school door and sign the child out on the sheet posted in the school office. A late pickup fee will be assessed to that parent's account and billed at the end of the month.

Late Fees: 1-10 minutes late (3:25 PM) \$5
 11-20 minutes late (3:35 PM) \$10
 21-30 minutes late (3:45 PM) \$15
 Over 30 minutes late: fees will include additional \$5 per ten minutes

We encourage our school families to help one another with this policy. We trust that parents will have a contact that they can call on if circumstances require them to be late.

TEXTBOOKS AND SUPPLIES

Textbooks will be provided for each student. These books are the property of CCA and must be cared for properly. Damage or loss of textbooks will result in the replacement price being assessed to parents or guardians. The cost of consumable materials (workbooks, etc., usable by only one student) will be added to the tuition bill.

Students in grades K-2 will need the following supplies:

- Homework folder with horizontal pockets (plastic will last all year)
- 1 clear, plastic 12" ruler (with metric markings as well)
- 1 large box of tissues
- 2 wide-ruled spiral notebooks – 1 red, 1 blue
- 1 box good-quality colored pencils (36-pack for desk)
- 1 black/white speckled composition notebook (Mead, 100 sheets)
- 1 chap stick
- 1 Victory Drill book (only 1 per family – available from school for \$18)
- 3 large pink erasers
- 1 pair of scissors
- 1 bottle of white glue

Students in grades 3-5 will need the following supplies:

- 2 homework folders with horizontal pockets (plastic will last all year)
- 1 clear, plastic 12" ruler (with metric markings as well)
- 1 large box of tissues
- Pens: 1 red; also 4 different highlighters
- 1 wide-ruled spiral notebook – any color
- 1 box (24-pack) good-quality colored pencils (for desk)
- 1 glue stick
- 1 package of 3"x5" lined index cards
- 2 low odor white board markers – not black

Students in grades 6-8 will need the following supplies:

- Homework folder with horizontal pockets (plastic will last all year)
- 1 clear, plastic 12" ruler (with metric markings as well)
- 1 large box of tissues
- 1 package of 3"x5" lined index cards
- 1 box (24-pack) good quality colored pencils (for desk)
- 1 simple calculator
- Large supply of pencils for personal use (if mechanical, also extra lead)
- 2 large, plain erasers
- Pens: several colors for taking notes; also, 2 highlighters
- 2 packs loose-leaf notebook paper, college-ruled
- 1 one-inch binders
- USB flashdrive—for school use only

Each lunch box should be clearly labeled with the student name. Please also label jackets and sweatshirts.

TUITION SCHEDULE

Registration Fees* 2015 – 2016

Continuing campus students:	\$200.00	
New campus students:	\$225.00	
Homeschool students (new):	\$120.00	\$100.00 – 2 nd student
(returning):	\$100.00	\$ 80.00 – 2 nd student

*Registration fees are non-refundable.

Tuition Rates 2015 – 2016

Campus Students:

Grades K-5	\$3825.00	Total cost for the entire year
Grades 6-8	\$4656.00	Total cost for the entire year

- One-child family: The above rate.
- Family with two or more children: Total rate listed above for each child less 10%.
- The payments are due by the 1st of each month. A late fee of \$10.00 will be assessed if received after the 10th of the month.
- Campus registration forms & fees are due March 31, to qualify for early registration discount of \$50.

Additional fees are assessed for:

- The cost of consumable materials. (see pages 14)
- Late Pick-up Fees (see page 13)
- Hot Lunch fees (see page 13)
- Field Trip costs (see page 8)

Homeschool Students:

- The fees for Music, PE, and Art are as follows:

Music	\$200 Annually per child
PE	\$200 Annually per child
Art	\$150 Annually per child
- The fees for Music, Art, and P.E. may be paid on a semester basis with 2 equal payments due on August 30, and January 31.

FINANCIAL CONTRIBUTIONS

CCA is continually striving to improve the quality of education and services offered to its students. Contributions to the school or any parts of its program are welcome and encouraged. Tuition alone cannot pay all the expenses incurred in an operation of this size. The school is dedicated to the Lord's work, and your ongoing support allows us to continue upgrading our program. All contributions, of course, are tax deductible.