



“Teaching the Whole Child to Reach the Whole World for Christ”

**PARENT-STUDENT HANDBOOK
Table of Contents**

General Information

Forward	3
School History	3
Statement of Purpose	3
Mission Statement	4
Statement of Faith	5
Statement of Policy	5
Grievance Procedures	6
Accreditation and Membership	6
Personal Standards and Certification	6
Alma Mater & Colors	6
Visitors	7
Daily Schedules, Early Arrivals	7
CCA Website	7
Parent-Teacher Communication	8
Annual Activities/Events	9
Phones	9
Financial Information	9
Lunchroom Operation	12
Fire, Tornado & Emergency Drills	13
Traffic Flow Instructions	13
First Aid	14
Orientation / Parent Meetings	14

Admissions & Withdrawals

Non-discrimination Policy	15
Admissions Process	15
Student Placement	16
Withdrawal Process	16

Academics

Honor Code	17
Grading Reports/Policies/Promotion/Retention	17
Report Cards	17
Folders	17
Promotion Requirements	17
Junior/High School Requirements	18
Grade Scale	18
Honor Roll	19
Participation Eligibility Requirements	19
Homework	19
Community Service	19
Field Trips	20
Testing Program	20
Summer Reading Program	20

Internet Guidelines	21
<u>Attendance</u>	
Statement of Expectation	23
Absenteeism	23
Tardiness	24
Early Dismissal	24
Sickness & Emergencies	25
Make-up Work	25
<u>Discipline</u>	
Discipline Policies	26
Expectations of Students & Parents	26
General Discipline Policies	26
Acceptable Student Behavior	27
Lines of Authority	28
Discipline Guidelines	29
Kindergarten Discipline Policy	29
Elementary Discipline Policy	30
Middle/High School Discipline Policy	30
Overall Guidelines on Discipline	31
Break Detention	31
After School Stays	31
Detention	31
Referral Slips	32
Behavior Levels	33
<u>Personal Appearance and Dress</u>	
Standardized Dress Code	35
Overall Rules	37
School Related Activities	37
Dress-down Days	37
Field Trip/ Special Day & Spirit Wear	37
<u>Extended Care</u>	
Philosophy Statement	38
Registration	38
Requirements	38
Fees	38
Additional Requirements	39
After school Study Hall	39
<u>Lockers</u>	40
<u>Elevators</u>	40
<u>Posters</u>	40
<u>Use of Automobiles</u>	40
<u>Unity in Education</u>	42
<u>Closing</u>	42
<u>Confirmation Sheet</u>	43



“Teaching the Whole Child to Reach the Whole World for Christ”

GENERAL INFORMATION

I. Forward

Creekside Christian Academy is dedicated to the preparation of its students for a life of maximum contribution to the cause of Christ, either in Christian service or in living a successful and meaningful Christian life in the secular field.

We trust that your educational experiences will be rewarding in every way. This handbook is designed to help us in two ways: (1) to provide a convenient reference book of the many privileges, services and activities available at CCA; and (2) to help us all know and fulfill our responsibilities so that students grow to their full potential in the Lord.

We want to take this opportunity to welcome you to our school family. We ask for your prayers and support in this tremendous educational undertaking. We are committed to teaching the whole child to reach the whole world for Christ.

II. School History

Creekside Christian Academy was founded in 1973 with the name Clayton Christian School and then Community Christian Academy. In 2006, the name was changed to Creekside Christian Academy in anticipation of its move to Henry County after being in Clayton County for over 30 years. CCA relocated to Henry County for the 2007-2008 school year.

III. Statement of Purpose

CCA’s purpose is to help parents lead their children to love and serve the Lord now and after they complete their education at CCA. The school’s employees shall be committed to the goals of CCA.

- A. Pursuing excellence in academics
- B. Developing godly character through biblical principles
- C. Training students to positively communicate and interact with others
- D. Teaching the value of exercise and nutrition

The approach to accomplishing our purpose is crucial. The following **Core Values** guide our policies, decisions and relationships:

1. God’s Word is the absolute authority as the foundation for all truth and, therefore, for all teaching and decisions.

2. Every person serving in any official capacity with CCA is to be a Christian in agreement with the statement of faith of CCA and is engaged as a role model, both in and out of school.
3. Every person responsible for students is to demonstrate a growing relationship with Jesus Christ and a yieldedness to the Holy Spirit's control.
4. The curriculum is to be fully integrated with God's Word in subject either by the materials, the teacher or preferably, both.
5. The school program lovingly supports families in their desire to raise godly young men and women, to provide a biblically based education and to foster consistency in moral and spiritual values.
6. Every person (teacher, student, parent) is challenged to reach his or her full potential in Christ, evidenced by internal commitment, not just outward performance.

With these in mind, we seek to serve God, children and parents by living, teaching and encouraging commitment to Jesus Christ.

IV. Mission Statement

Our mission at CCA is to join with parents to provide a Christ-centered, academically challenging education to students.

The primary areas we seek to influence are:

Spiritual – to lead students to a personal relationship with Jesus Christ and to equip students for their present and future ministries (by example, through the curriculum, and within each activity).

Family - to enhance the parent/child relationship by daily reinforcement of biblical principles.

Academic – to challenge the God-given mental, physical and artistic capabilities of students, as individuals, so they excel both now and after completing CCA.

By encouraging students to develop a God-centered self-concept and world-view by providing the opportunity to achieve academic excellence, we expect CCA students to have a significant, positive impact on others in their school, church and community.

V. Statement of Faith

CCA is an independent, non-denominational school with a clearly Christian foundation as reflected in these beliefs:

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (II Timothy 3:15, II Peter 1:21).
2. We believe there is only one God, eternally existent in three persons – Father, Son and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).
3. 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, Hebrews 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, I Corinthians 15:4)
 - His ascension to the right hand of the Father (Mark 16:19)
 - His personal return in power and glory (Acts 1:11, Revelation 10:11).
4. 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 only by God's grace and through faith alone are we saved (John 3:16-19, John 5:24, Romans 3:23, Romans 5:8-9, Ephesians 2:8-10, Titus 3:5).
5. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation (John 5:28-29).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, I Corinthians 12:12-13, Galatians 3:26-28).
7. We believe in the present ministry of the Holy Spirit by Whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14, I Corinthians 6:19-20, Ephesians 4:30, Ephesians 5:18).

VI. Statement of Policy

CCA reserves the right to make changes, amendments and corrections to the rules and policies of the school at any time, with or without prior notice. All policies in effect are accessible through the Headmaster's office.

VII. Grievance Procedure

All teachers will strive to glorify God in actions and attitudes, and he/she will be due the respect of his/her office. It is expected that this same attitude will be shown the administration and parents. Occasionally during the course of the year, misunderstandings can arise between the staff and the administration, staff and staff, staff and students, or staff and parents. Problems are often the lack of communication between those involved. School personnel at every level should be committed to resolving problems one-on-one in a spirit of Christian love and respect.

1. All questions, problems or complaints regarding administration, parents, students, or other staff members should be discussed in private with the individual before anyone else is involved. (Matthew 5:23-24; 18:15-16)
2. If the situation is not resolved through direct contact, it should be brought to the appropriate administrator.
3. In the rare cases when further recourse is sought, parents may appeal to the School Board within the following parameters.
 - Resolution has been formally sought with teacher and/or administrator as outlined above.
 - The appeal must be in writing (“hard” paper copy) and must include the following information: a concise summary of those meetings, a concise statement of desired outcome and contact information.
 - Deliver the signed grievance in a sealed envelope, marked “Attn: School Board,” to the office.
 - Only the individual directly involved may present the appeal.

The School Board will contact parents upon receipt of the grievance and will establish follow-up communication once the course of action has been determined.

VIII. Accreditation and Membership

CCA is accredited through the Association of Christian Schools International (ACSI) and the Southern Association of Colleges and School (SACS).

IX. Personal Standards and Certification

It is the intent of CCA for all of its employees to be dedicated Christians who serve the Lord through this school ministry. All classroom teachers are encouraged to be certified and must meet appropriate accreditation criteria.

X. Alma Mater & Colors

Alma Mater

For Creekside Christian we give thanks unto You.

We see Your hand in how it molds our lives.
We hear Your voice; we seek Your face of glory.
For in our hearts Your Spirit does reside.
And knowing this, You are our hope of glory.
We now shall manifest the life of Christ

Colors

CCA school colors are royal blue & gold.

XI. Visitors

In our ongoing attempt to keep our students secure and to limit the interruptions to our learning environment, all visitors are required to report to the school office to sign in upon arrival, receive a visitors pass and to sign out upon departure. By requiring guests and parents to follow this procedure, we are not attempting to be an inconvenience; we are only seeking to take appropriate steps in order to keep CCA as safe and secure as possible.

XII. Daily Schedules, Early Arrivals

School opens	7:00am	There is no charge for early care.
	School day begins	School day ends
Pre-K3 & K4	8:00am	12:00pm
Kindergarten	8:00am	2:30pm
Elementary	8:00am	2:30pm
Junior/Senior High	8:10am	3:05pm

Students should not be on school property more than 15 minutes after school, unless involved in a school activity or with special permission from the administration. If it is necessary for a student to stay late, the student must go to the designated area. Students are not allowed to remain in halls or parking lots. K3 & K4 students who participate in the half-day program are to be picked up at 12:00pm (1/2 day students not picked up by 12:15 will be placed in Extended Care) each day unless they are involved in Extended Care. Extended Care is available to all students. (Note: See Extended Care Policies)

XIII. CCA Website – Priority Communication Tool

You will want to get acquainted with the CCA website at www.creeksideacademy.org. It is easy to use and has become the primary source of information for the CCA family. Listed below are some examples of what you will find on our site.

- RenWeb
- Academic calendar
- Weekly reminders
- Admissions policies
- Sports teams & schedules
- Announcements
- Lunch menus
- Documents, forms & handbook
- Directions & maps for sports sites

Include a couple of visits to the CCA website in your daily routine, maybe mid-morning or just before your lunch hour, and again in the evening, to keep yourself informed about your student and CCA.

As a member of the CCA family, there is an implication of parental permission given to the school for the use of appropriate photos of students to appear on the school website. Parents who do not want their child's photo to appear on the school website should send written notification of their preference to the Headmaster within 2 weeks of the start of school.

XIV. Parent-Teacher Communication

Communication between the school and the parent is essential to insure the appropriate levels of success of each student. CCA recognizes the importance of encouraging the parents and the school to work together in the best interest of the child. The following are methods of communication:

- a. Electronic mail – Each teacher is afforded access to e-mail and can usually be reached quickly through this method of communication. A teacher's e-mail address is the first initial of their first name and their last name @creeksideacademy.org. For example tsmith@creeksideacademy.org.
- b. Phone call – This method of communication is difficult during the school day because of teaching schedules, but is available for all teachers.
- c. Conferences – Occasionally, it will be necessary for a teacher or parent to initiate a conference concerning a child's academic or disciplinary progress. In the event that a parent would like to schedule a conference, we ask that they call the school office to set up that conference.
- d. RenWeb – This is the main communication between parents and the school regarding grades, attendance and homework.

Note: Please give teachers 1 full business day (Monday – Friday) to return your calls and emails. Facebook and/or My Space are not valid forms of communication. Any communication attempted through Facebook/My Space will not be acknowledged.

A parent who has a concern about a situation involving his or her child should first contact and meet with the appropriate teacher about the situation. If the issue cannot be resolved at that level, a meeting with the parent, the teacher and a member of the Administration should be arranged. By following this chain of command, problems can be handled promptly with respect to all parties concerned. (See Grievance Policy)

XV. Annual Activities / Events

In order to maintain tuition, the school sponsors occasional fundraisers. The primary annual fundraisers are the Magazine Subscription Drive and Spring Festival. Income generated by these events is deposited directly into the general fund of the school.

Parents are required to serve a minimum of 10 hours of volunteer time throughout the school year, as well as, attend all parent and orientation meetings. By reading and signing this handbook, you are joining with the school to make this year a great year. (See Parent Meetings/Orientations)

XVI. Phones & Electronic Devices

Phones in the school office will be used for emergencies only (sickness, etc.). Phones in the classrooms are for teacher use only. Students are not allowed to use cell phones during school hours, **and phones must be turned off during that time. Parents who must reach their child during school hours should do so by contacting the school office.** Cell phones are allowed on campus but must not be visible or turned on between the hours of 8:00 a.m. and 3:00 p.m. Before 8:00 a.m. and after 3:00 p.m. students may use their phones if needed. Failure to comply with these rules will result in disciplinary action. The follow guidelines will be used to discipline middle school and high school students who do not adhere to this policy.

1st offense: Phone is taken away and the parent must come to the office to pick it up. A day of detention will be assigned to be served after school.

2nd offense: Phone is taken away and the parent must come to the office to pick it up. Student will serve a day of Saturday detention with a fee of \$15.00.

3rd offense: Student loses the privilege of having a phone on campus at any time including afterschool activities.

All other electronic devices (ipods, mp3players, video cameras, cameras, etc.) are not allowed at school. **Creekside Christian Academy will accept no responsibility for items lost or stolen on campus.**

XVII. Financial Information

CCA's primary source of revenue is derived from tuition payments. Tuition will be collected via FACTS, a tuition management service. Only full year payments will be paid directly to the school. If an unanticipated emergency makes it impossible for you to make a payment when it is due, you should contact the accounting department.

All students will receive a semester report card only if their accounts are paid in full. Additionally, middle/high school students whose accounts have been paid up to date will be permitted to take final exams. This includes tuition, extended care charges, lunchroom charges, library fees/fines, unreturned athletic equipment and any other financial obligations. Delinquency in payment could also affect a student's eligibility to participate in extra-curricular activities.

Discounts: **Full year payment** by July 15 is eligible for a 5% discount on tuition only. Under this plan the entire amount of tuition is paid on or before July 15th, or at the time of registration if a later enrollee. This payment is made directly to the school office by check, money order, credit card, or cash. **Full time Christian worker** (pastor, missionary, etc.), receiving primary income from such ministry, is eligible for a 15% discount on tuition only. **Full time senior pastors**, receiving primary income from such ministry, are eligible for a 30% discount on tuition only.

A family enrolling a fourth child would pay only the Application, Matriculation and Development fees for that student. Tuition would be free.

Fee Payments:

Application Fee – Due in full at the time the application is turned in– (Nonrefundable)

New applicants for enrollment must complete an application form and submit it together with a \$150.00 fee, which will cover all necessary costs of testing and processing.

Submission of an application is not a guarantee that your child will be enrolled.

Development Fee – Due in full at the time of registration when the registration packet is turned in – (Nonrefundable)

The development fee is \$300.00/student (New family one time fee for new facility and growth per child, not to exceed \$750.00).

Matriculation Fee (Materials/Book-Use/Testing Fees/etc.) – Due in full by June 30th or at the time of registration for later enrollees – (Nonrefundable)

A portion of this fee is a book-use fee and does not entitle the students to take books with them when they leave the school. Only softbound textbooks and workbooks that require the student to write in them become property of the student at the end of the year. The fee does not entirely cover the actual cost of books. Students who damage and deface books will be charged fines based upon the extent of the damage, and the age and condition of the book when they received it. Grades and transcripts may also be withheld if books are not returned in good condition.

Tuition may be paid by the year or in 12 or 10 equal monthly payments. **A \$25.00 service charge will be made for all returned checks. After two returned checks, all payments will be required in cash or money order.**

12 or 10 Monthly Payments through FACTS. Parents may elect to pay tuition on either the 5th or 20th of each month through the FACTS Payment plan. The FACTS annual enrollment fee is \$41.00 (nonrefundable). First payment month on 12-month payment plan is July - June; the 10-month payment plan is July - April.

Credit Card Payments through FACTS. Parents may pay monthly using Discover, MasterCard or AMEX. In addition to the FACTS fee above, there will be a Convenience Fee for each payment. (Example: For a tuition payment of \$400.00 per month, the convenience fee would be \$10.00). (\$2.50 per \$100) You will be provided with a toll free number to establish this account.

Refund Policies: The school's expenses are incurred on an annual basis; therefore, if your child is forced to withdraw during the coming academic year the current months tuition

payment is due along with a \$500 withdrawal fee per child. If tuition is paid in full a refund will be issued at a monthly proration for the months remaining in the school year less the \$500 withdrawal fee.

Additional Fees And Policies:

Insurance Each parent may provide accident insurance for his/her child. This is a charge of approximately \$11.00 per year for K3 – 8th and for Jr./Sr. High \$19.00/student (insurance rates subject to change). If you so choose to have this options, it must be paid when your child is enrolled.

Sports Fees Parents may elect for their children to participate in sporting activities on a fee basis. These are billed separately from tuition and all charges must be paid in full in order for the student to be eligible to participate. The rate is \$50 per sport (only applicable if student is playing sports) (Non-refundable)

Library Books and Materials Overdue library books incur a fine of 10¢ per day. Students are also responsible for loss or damage to school-owned books or property.

Students Enrolling After September CCA prorates tuition for students entering after the first month of school. A student will be charged tuition equal to 1/10th of the total tuition for each month or partial month they attend CCA. All fees must be paid in full at the time of enrollment, along with the first tuition and extended care payment. All tuition payments must be completed by May. See the Business Administrator for specific figures.

Curriculum Changes: All curricula and programs are reviewed and evaluated at the end of the school year and are subject to change. The administration of Creekside Christian Academy maintains the right to make these changes as it sees fit for the benefit of the students.

Late Payments & Delinquent Accounts: It shall be the responsibility of each school family to keep the Business Office informed of its need to make any changes in its preferred payment tuition plan or adjustments in the amount of tuition expected to be paid. Without such information, the following policy will apply when tuition payments are received late.

1. **Full Payment.** When full payment has not been made by July 15, the first month's payment on the 10 month schedule must be received via cash or money order no later than July 20 in order for your child(ren) to attend classes. In addition, all tuition payments shall then be made through the FACTS Tuition Management Plan – Deferred Payment, ACH Option. The family will be billed the \$41.00 set-up fee.
2. **Deferred Payment Plans - Late Payments.** All late payments or payments missed due to insufficient funds will incur a \$50.00 late fee (\$25.00 is assessed by FACTS, \$25.00 by CCA – you may incur additional fees from your financial institution). The missed payment will be reattempted by FACTS within 20 days.
3. **Delinquent Accounts.** All accounts 15 days past due (refer to payment schedule) are subject to a service charge of \$75 and an additional \$75 for each 30 days late thereafter. Late charges are calculated and billed on the last day of the month. When any portion of any account becomes greater than forty-five (45) days in arrears, Creekside Christian Academy may, in its sole discretion, deny class attendance, extended care attendance, and participation in other school activities, withhold academic reports and transcripts, and

revoke the enrollment contract. Final exams will not be administered to any student with a delinquent account and students will receive zeros for work missed. When all financial obligations have been met (tuition, fees, ext. care, etc.), the student's year-end report card can be sent and permanent records completed. No records can be transferred to another school until all accounts are complete.

4. Delinquent Tuition from Previous Year(s). Any previously unpaid tuition and fees must be paid by July 1 if a student is to be readmitted on the first day of class for the new year. Payments are to be made directly to the school. If payment is not possible, suitable arrangements must be made with the Business Manager or Head of School.

5. Penalties for Persistent Delinquent Accounts Creekside Christian Academy reserves the right to impose appropriate penalties in those situations where delinquent tuition problems persist. These may include, but are not limited to, denial of re-enrollment, suspension of students, not allowing students to sit for exams, restricting student participation in extra-curricular activities, withholding of yearbooks, and withholding of transcripts and records as prescribed by law.

Waiting List Policy: If a class is full and you wish to remain on a waiting list, the application fee (\$150) will be held in escrow. However, if you do not wish to remain on the waiting list, a full refund will be given.

XVIII. Lunchroom Operation

Every attempt is made to offer healthy and nutritional meals at a reasonable price.

The costs of lunches are as follows:

Preschool through 3rd grade: \$3.25 per day or \$16.25

4th grade – high school: \$3.75 per day or \$18.25 – will include a soup/salad bar daily. This is one serving only.

The cost of lunch includes a beverage.

The cafeteria cannot be responsible for lost or forgotten lunch money. Any child without money will receive a lunch to be repaid at the cost of lunch. Emails will be sent to parents to remind them of any charges.

Additional items:

\$.50 – white (whole) or chocolate milk, lemonade & 100% fruit juice

\$.50-.75 – assorted baked chips, crackers, yogurt, fruit, pickles, ice cream

\$1.50 – main entrée only may be purchased

4th grade through high school only:

\$1.50 – a slice of pizza, 12oz. Bowl of soup or salad may be purchased every day.

Students need to be courteous and display proper table etiquette while in the lunchroom. The lunchroom should be kept neat and clean at all times. Students will adhere to the lunchroom rules:

A. No breaking in line

B. Dispose of paper and trash in the proper containers

- C. No food, drink, or any other items are to be taken out of the lunchroom
- D. Remain in the cafeteria during their lunch period. Permission to leave will be given by the teacher.
- E. All students K5 – high school grades must bring a lunch from home or purchase the entire school lunch. They may purchase the main entrée or a snack to accompany their lunch from home, but cannot eat a “snack lunch” purchased from the lunchroom, i.e. just eating a pizza and chips for lunch or chips and ice cream. We cannot dictate what you pack from home, but we desire for all students to eat a nutritious lunch.
- F. The ONLY charge allowed is a whole school lunch. If a student forgets money to buy a drink, a glass will be provided for the student to have water.
- G. Students may not purchase snacks for other students.
- H. A microwave is provided for the students 4th – 12th grades to warm food brought from home. Please remember that there are many students, so use of the microwave should only be used for warming food. Don’t pack meals that need to be cooked for more than 2 minutes per student.
- I. No more than 2 lunch charges will be allowed to accumulate at one time per student. Emails will be sent out reminding parents of any charges. After 2 charges, if the money owed is not repaid by the next Monday following the 2nd charge, the student will be given a lunch consisting of a PBJ sandwich and water until all of the charges have been paid.
- J. No sodas.

XIX. Fire, Tornado and Emergency Drills

Fire, tornado and other emergency drills will be conducted and recorded throughout the year in accordance with city, county and state regulations.

Fire Drills: Exit the classroom in an orderly quiet manner. Line up outside at the designated area for the teachers to check attendance.

Tornado Drills: No talking. Students are to sit along an inside wall with their heads in their laps. Do this as soon as possible after the warning is given. This activity is to be done in a serious, orderly and quiet manner.

Other Emergency Drills: Students will go to the back corner of the classroom that is not visible by looking through the door window. Students will do this in an orderly and quiet manner. The teacher will keep door locked throughout the day until the “All Clear” is given.

XX. Traffic Flow Instructions

In order to provide a safe place for our students, parents, staff and students must abide by the traffic flow guidelines. Everyone **must** turn right and follow the “School Office” signs upon entering the school grounds (**NO LEFT TURNS**). **These regulations are to be followed Monday – Friday from 7:00am – 4:00pm.** Parents must drop off K3-K5

students in the drop off area in the back of the building. 1st – 6th grades will be dropped off in the turnaround area in the front of the building. In order to maintain proper traffic flow at the end of the day, please **do not** double park in the car line.

At the end of the school day, appropriate school personnel will be present to assist with dismissal and traffic flow. Please follow the instructions they provide for the safety of all concerned.

XXI. First Aid

If a child has a minor injury at school, they will be attended in the office. If an injury is serious, we will contact parents to help decide appropriate action. If a child has a major injury, we will call the Henry County Emergency Service first and then contact the parents.

We will call the parent of any child with a fever (**fever is a temperature of 100 degrees or higher**) to come and pick him or her up. If the child does not have a fever, we will determine whether or not to send him/her back to class or call the parent. If a child has a fever in the morning, he/she should not be brought to school. **A child must be fever free for 24 hours before returning to school.**

Creekside Christian Academy **will not** administer non-prescription or prescription medications without written consent. If your child is on medication prescribed by a physician, the medication will be given with written consent and instructions as provided by the parent/physician. Non-prescription medications such as Motrin, Tylenol, Advil, cough or cold medications will not be provided by CCA. The parent(s) and/or guardian(s) should provide any medications that you wish for your child to be given in case of a headache, cold, sore throat (other than a cough drop) upset stomachs (other than Tums), toothache, sore throat spray, etc. This policy is for the protection of your child as there are possible side effects for medications and some do not interact well with other medications the child may have been prescribed. A signed Medical Authorization form is required for each student.

XXII. Orientations/Parent Meetings

1. **Orientation** – At least one parent must attend this meeting prior to school starting in August. The assigned teacher distributes important classroom information.
2. **Parent meetings** – We will notify parents well in advance of these meetings. Knowing the busy schedule every family has, we will keep such meetings to a minimum, but attendance must be required in order for communication to be effective.

ADMISSIONS & WITHDRAWALS

I. Nondiscrimination Policy Regarding Students

Creekside Christian Academy admits students of any race, color, national 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 and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs and athletic and other school-administered programs.

II. Admissions Process

The following steps are required to complete the admissions process for all new students, including siblings of currently enrolled students:

- A. Call if you have questions or would like to schedule an appointment to visit the school office.
- B. Complete application form and return to the school office with application fee (\$150.00).
- C. Request current teacher (if applicable) to complete a recommendation form and mail to Creekside Christian Academy.
- D. Existing achievement tests will be reviewed and/or student will be scheduled for testing.
- E. The Ministry Referral should be completed and mailed directly to CCA Admissions Coordinator. (If there is a reason this referral would not be practical at this time, we can discuss at the interview).
- F. The school office will contact you to schedule an appointment for an interview. (Students may be asked to come to this interview.)
- G. After acceptance, a letter will be mailed to remind you of:
 - a. Items needed for permanent student record (Immunization form, Birth Certificate, Eye, Ear & Dental from, etc.)
 - b. Payment of Matriculation Fee

The administration annually reviews each student for reenrollment on the basis of satisfactory academic progress and disciplinary record.

A student must be 3 years old on or before September 1st of the current year to enroll in the 3-year-old Pre-Kindergarten (K3) program. A student must be 4 years old on or before September 1st of the current year to enroll in the 4-year-old Pre-Kindergarten (K4) program. A student must be 5 years old on or before September 1st of the current year to enroll in the 5-year-old Kindergarten (K5) program. All students must be potty trained in order to be enrolled at Creekside Christian Academy.

III. Student Placement

The Administration determines the placement of students based on several criteria. Parents' request for placement of their child with particular teachers or classmates is not considered among acceptable criteria.

IV. Withdrawal Process

In order to withdraw a student from school, a parent must complete the Record of Withdrawal form. This form is available at the school office. A 48-hour notice must be given in order to receive student records at the time of withdrawal. Records will not be released for students whose accounts are not paid in full.

The school's expenses are incurred on an annual basis; therefore, if your child is forced to withdraw during the coming academic year, the current month's tuition payment is due along with a \$500 withdrawal fee per child. If tuition is paid in full a refund will be issued at a monthly proration for the months remaining in the school year less the \$500 withdrawal fee.

ACADEMICS

I. The Honor Code

Every student is expected to abide by the Honor Code of Creekside Christian Academy.

- A. Every student should exhibit honorable qualities throughout his/her duration of enrollment at CCA.
- B. Every student is honor-bound to refrain from lying, cheating and stealing. Lying is the intentional falsification or denial of fact, the intentional creating of a false impression, or the breaking of a pledge. Cheating is giving, receiving or attempting to give or receive unauthorized help that could result in an unfair advantage in completing schoolwork. It is also the representation of another's work as one's own, including plagiarism. Cheating will result in the grade of a "0".
Stealing is the taking of anything without the consent of the owner.
- C. Students are compelled to notify school officials immediately of any violation of the honor code or disciplinary rules, or the destruction of property they have witnessed or have knowledge of.

Violation of the honor code will result in disciplinary action as deemed appropriate by the Administration.

II. Grading Reports/Policies/Promotion/Retention

Report Cards

All students receive report cards at the end of each semester.

Folders

Folders are sent home every Monday for the 1st – 6th graders with the previous weeks' work and announcements for parents. Folders **must** be signed by parents and returned the following day. This allows parents to see how their student is doing in between report cards. If there is no school on a Monday, the folder will be sent home the next school day. During the weeks of vacation, no folder will be sent home.

Student Planners

Students in 1st – 12th grades will be provided student planners. They must be carried with them at all times. 1st – 6th graders will be required to have theirs signed every night as their assignment notebooks. 7th – 12th graders will be required to carry theirs to every class. Any student who loses their student planner will be required to purchase another one.

Promotion Requirements

No student is failed in kindergarten. However, if it is the opinion of the kindergarten teacher that a student is not mature enough to do first grade level work in our school, we

reserve the right not to place them in the first grade. Such recommendations would be discussed thoroughly with parents.

No student is promoted in grades 1-6 if he fails either reading or math for the year, or if he receives a “D” for the year in more than one subject, and may be retained if, in the opinion of the school, it will be beneficial to the child.

Junior High/High School Requirements

In Junior/Senior High all students take English, History, Math, Science, Bible, P.E. and electives. No student in Junior/Senior High is promoted who fails two academic subjects for the year. A student who receives “D’s” will probably not do well in the next grade and may be retained if, in the opinion of the school, it will be beneficial to the child.

No one likes to consider failure, but on occasion a student is unable or unwilling to do the required work for promotion to the next grade. When this situation occurs, a student must be retained. We recognize that our standards for promotion are higher than those of some other schools; however, above average results cannot be obtained without above average expectations.

For high school students, any class failed in any semester will result in repeating the class with a passing grade before earning credit for graduation. **CCA does not provide make up or summer school classes.**

If a student in grades 1st-12th is not promoted to the next grade level, they can elect to enroll in a summer school. CCA may then elect to test them before school starts to make sure that they are eligible to be promoted to the next grade, and the parents and student must meet with the administration.

III. Grade Scale

We would like to call special attention to the significance and percentage value of the grades used.

<u>Grading</u>		<u>Conduct</u>	
A+	98-100	E	Excellent
A	93-97	S+	Above Average
A-	90-92	S	Satisfactory
B+	88-89	S-	Below Average
B	83-87	NI	Need Improvement
B-	80-82	U	Unsatisfactory
C+	78-79		
C	75-77		
C-	74		
D	70-73		
F	0-69		

Incomplete work at the end of any grading period will receive an “I.” If an “I” is received on the report card, it must be made up within a reasonable amount of time or it will be changed to reflect the grade earned.

IV. Honor Roll

In an effort to acknowledge student achievement, CCA recognizes students who have earned Honor Roll status. Recognition is done at the end of the school year.

Honor Roll qualifications are as follows:

- All A’s (medallion): Student must have all A’s in Academics
- A-B Honor Roll: Academic A’s & B’s

V. Participation Eligibility Requirements

- A. Student must maintain an average of a 70 or higher in order to be eligible to participate in any extracurricular activities. At any time a student is failing a class during the season, the coach can suspend the student/athlete until the grade is passing.
- B. Club officers must meet qualifications as specific to each organization. A student may hold no more than two offices at one time (i.e. a student may be a class officer and an officer of a Beta Club, but may not hold any more offices).
- C. Students must be in school for at least four class periods in one school day, in order to participate in school practices or events (i.e. athletic, literary, etc.). (See Attendance Policies)
- D. All student leaders and athletes representing CCA are expected to exhibit a positive Christian attitude at all times, both on and off campus.
- E. In order to participate in spring tryouts for extra-curricular activities, a student must be registered at CCA for the upcoming school year.
- F. In order to participate in any extracurricular activities during the second semester, a student cannot fail more than 1 class.

VI. Homework

Believing that homework is an integral part of the school program, each teacher is at liberty to give homework to aid the students to advance in their studies. Homework is given for reinforcement, practice and for remedial activity. Special projects are also assigned for homework. All homework is due the following school day unless otherwise noted by the teacher. **Elementary:** There will be 10 points taken off the grade for each day late. After 3 days, work will not be accepted. **Jr./Sr. High:** All homework must be turned in at the beginning of class on the due date in order to receive credit. Any homework not turned in when due will receive a “0” with no opportunity for credit. In order to encourage church attendance on Wednesday night, we will not give homework. (*See also make-up work in the Attendance section.*)

VII. Community Service

CCA believes in and encourages the service in the community. We believe that Scripture teaches us the importance and value of serving others, and we recognize the significance of this attitude of service in the lives of our students. For this reason, CCA strongly

encourages students to participate in community service programs offered throughout Henry County. Parents, you are a part of the community at CCA. We strongly encourage you to participate in several events at CCA (i.e. campus beautification days, etc.) (Spring Festival a minimum of 2 hours of service per family, Golf Tournament.)

VIII. Field Trips

Field trips to places of educational interest are taken at various times during the school year. These trips will be well planned and will be closely supervised and adequately chaperoned by teachers and parents, based on the grade level and number of students. Field trips may require a standardized dress code. Parents will always be provided information concerning field trips. Parents will also be asked to assist on a voluntary basis. **Chaperones will be asked to follow the same standards of dress as the students and faculty.**

Only those students involved in the particular class planning the field trip may attend the trip. Brothers and sisters of students attending CCA in a different grade are not allowed to go on the field trip.

In order to participate in a field trip, a student must have on file a signed permission slip from the parents/guardians and must earn the right to go. To earn this right, the student must demonstrate that he/she has the discipline to obey the rules and regulations that are necessary to have a safe and successful trip. Any faculty member, with the consent of an Administrator may choose not to take any student who has demonstrated a lack of self-control and who may be a disruptive influence on the trip. The student will be assigned to another class for the day.

IX. Testing Program

Creekside Christian Academy administers several sets of standardized tests to students for the purpose of collecting substantive data, in addition to preparing our students for future standardized testing as they prepare for college. By administering these tests we will be able to gather information about the achievements of our students in comparison to national and state norms. We will also be able to address educational concerns that are revealed through the testing results to better insure the best possible education for all CCA students.

All students in grades K5-Jr./Sr. High are given the Terra Nova Test. **A student may receive accommodations on these tests provided the accommodations requested are specified in a current psychological/psychometric evaluation.**

X. Summer Reading Program

Teachers will give the students specific guidelines on how the program will be conducted.

XI. Internet Guidelines

CCA attempts to make computer access available to students on a daily or weekly basis. Access, if issued, shall remain in effect through the remainder of this school year, unless suspended or terminated by the student, the school, or the parent/guardian. Signing the Cooperative Statement accompanying this Handbook acknowledges agreement with the conditions stated below.

Students violating this agreement will be denied usage of the school's technology program. Parents/guardians have the right to request alternative activities which do not require access to networked information resources. This request must be received in writing within two weeks of the start of school.

Responsibilities

With access to the information available on the internet come responsibilities. CCA will provide access to and integrate a thoughtful use of such information throughout the curriculum and will provide guidance and instruction in the appropriate use of such materials in a community setting. Parents and guardians are responsible for agreements their children make or actions they take when using any media, information, or service. Students are responsible for good behavior on these electronic resources. Appropriate access is the shared responsibility of the school, the students and the family. Communication on networked information resources is often public. Students will not be allowed to access email or instant messenger while at school. Students shall avoid the sharing, transmission or distribution of personal information that they would not want any stranger to have - such as, but not limited to, addresses, telephone and/or social security numbers.

Restrictions

The following activities are not permitted on CCA electronic resources:

- Accessing, uploading, downloading, transmitting, displaying, or distributing obscene or sexually explicit material; transmitting obscene, abusive or sexually explicit language.
- Damaging computers, computer systems or computer networks, vandalizing, damaging, or disabling the property of another person or organization; debilitating or disabling computers, systems, or networks through the intentional misuse or overuse of electronic distribution or storage space, or the spreading of computer "viruses" through the inappropriate use of files or diskettes.
- Violating copyright, or otherwise using another person's intellectual property without his or her prior approval or proper citation; using another person's passwords; trespassing in another person's folders, work, or files.
- Violating local, state, or federal statutes.
- Accessing electronic mail, instant messenger, etc. or downloading any software, games, music, etc.

- Scanning, probing, vulnerability testing, hacking of CCA computers, servers, or other network devices.

Disclaimers

CCA makes no warranties of any kind, either expressed or implied, for the provided access. The staff and school are not responsible for any damages incurred, including, but not limited to, loss of data resulting from delays or interruption of service, for the loss of data stored on CCA resources, or for personal property used to access CCA resources; for the accuracy, nature or quality of information stored on CCA resources or gathered through corporation-provided access; for unauthorized financial obligations incurred through CCA-provided access. Further, even though CCA may use technical or manual means to limit student access, these limits do not provide a foolproof means for enforcing the provisions of this policy. All provisions of this agreement are subordinate to local, state, and federal statutes.

Sanctions

Violations of CCA networked information resources policies could result in the loss of access to electronic resources. Additional disciplinary action may be determined at the school and/or classroom level in line with existing practice regarding language and behavior. When appropriate, law enforcement agencies may be involved.

ATTENDANCE

I. Statement of Expectation

Regular school attendance is required by law and is necessary for good scholarship. Regular and punctual attendance at Creekside Christian Academy is expected and required. Frequent absenteeism is a major cause of poor academic progress. Continual tardiness is disruptive to the teacher and other students in the class. This practice will not be acceptable. Every effort should be made by parents to have their children in regular attendance at the appointed time.

II. Absenteeism

Excessive absences will be addressed on an individual basis. As a guideline, unexcused absences in excess of 6 per semester will warrant review by the administration. School-sponsored events are exceptions to this policy and will not be included in the absences. Extenuating circumstances will be handled on an individual basis. If you believe such circumstances have occurred, please send written documentation **to the Headmaster** supporting your child's situation. This information will be considered to determine if course credit is attained.

Students who show evidence of a communicable health problem will not be admitted to class.

Excused absences:

- Sickness (Verification from a doctor may be needed.)
- Serious illness or death in the immediate family which necessitates absence from school
- Mandatory appearance by a government agency
- Religious holiday/church-sponsored event
- Conditions rendering attendance impossible or hazardous to student's health or safety
- Medical appointment (Every effort should be made to schedule ALL appointments during hours when school is not in session.)
- Absences due to an approved trip. **Request for prearranged absence must be submitted 7 days prior to the trip for the trip to be considered for an excused absence.** Because of the importance of each school day and the burden absences place on students, parents are strongly encouraged to avoid scheduling trips requiring the student to miss school. There is usually no problem for the absence to be excused and the student is eligible to make up work, but it is necessary to notify the Headmaster prior to missing school.

An excuse stating clearly the reason for absences and signed by a parent or guardian should be sent with the student when he/she returns after an absence. Unexcused absences will result in a "0" daily grade on all missed tests, quizzes and homework, and cannot be made up.

Students, K5 – 6th grade, must be in school from 8:00-11:15 or from 11:15 until the end of the school day to be considered present for the day. Any student in Jr./Sr. High must be present for at least 4 periods to be considered present for the day. Absences or tardies more than 10 class periods of any given class in a semester will be given an unexcused absence and will warrant review by the administration.

If a student is absent, homework assignments **requested before noon** may be picked up in the school office at the **end of that school day**. This allows the classroom teacher time to get the assignments ready. Please do not go directly to the classroom teacher during class time for make-up work.

The following facts regarding absenteeism should be noted:

- Unexcused absence is considered truancy and may result in suspension.
- Any absences incurred as a result of suspension are considered unexcused absences and are subject to all penalties of an unexcused absence, which includes a zero on all daily grades, homework, or quizzes missed as a result of the unexcused absence.
- Any absence incurred as a result of dress code violation will be considered unexcused.
- Parents are encouraged to help their children avoid absences, particularly during the last two weeks of each semester due to reviews and exams.

III. Tardiness

Promptness is an indicator of good character. Students are expected to be on time to classes, chapel and all other school functions. Excessive tardiness will be addressed on an individual basis. As a guideline, unexcused tardiness in excess of 5 per semester will be counted as an unexcused absence and will warrant review by the administration.

School begins at 8:10 for Jr./Sr. High & 8:00am for K3 – 6th grade students.

A student is considered tardy if he/she is not in class when the bell rings at 8:10 for Jr./Sr. High, & 8:00am for K3 – 6th grades. Tardy students **must** first go to the school office to receive a “student pass” before going to class or the gym. A written note must accompany the student when he arrives late, or he/she will receive an unexcused tardy and work missed cannot be made up. **Parents must accompany their child(ren) to the office to sign them in for the day when they are tardy.** Students will not be given a pass without a parent accompanying them to the office to sign them in. Excused tardies are sickness or a doctor’s appointment. All others will be unexcused. Tardies due to traffic are unexcused.

IV. Early Dismissal

Any student who must leave school during class hours for an appointment or for any reason must check out at the office and check in upon return. Parents will need to personally sign their children out/in at the school office. Parents are urged to make medical and dental appointments after school hours if at all possible. Upon returning to

school, the student will need to obtain a student pass from the school and take it to the teacher whose class he/she is entering.

*(Note: Because of the importance of each school day and the burden absences place on students, parents **may not** check their students out after 2:30pm unless there is an emergency or a medical appointment. If a child needs to be checked out after 2:30pm, the parent must first contact the school office prior to checking him/her out.)*

V. Sickness & Emergencies

If a student becomes ill at school (including elevated temperature), a parent will be called to come and pick up their child as soon as possible. Students will not be allowed to leave school with anyone other than their parents or someone designated by their parents.

The school must also have on record parental instructions regarding a student's need to take prescription medications and permission for providing Tylenol or any other medication.

Extended time without active participation in physical education classes requires a written note from a physician.

VI. Make-up Work

Students are responsible for all homework assigned during absences. After the student's return, one day shall be given to make up homework for each day the student was absent. (i.e. If a student is absent three days, all missed homework shall be due three days after his return.) A grade of "0" will be given for all work that is not completed within the appointed time. A student who is absent is responsible for any announced or regularly scheduled tests, quizzes (announced and unannounced), reports, assignments, etc., on the day of his/her return to school. Extenuating circumstances will be handled on an individual basis. Students are encouraged to contact classmates or teachers to obtain information regarding missed assignments. Please do not interrupt a class session in order to receive assignment. Make up work can be picked up in the office after 3pm on the day requested.

DISCIPLINE

I. Discipline Policies

The Bible teaches that a Christian should be set apart from the world in appearance and action (I Thessalonians 5:22 and II Corinthians 6:17).

Discipline is necessary for the welfare of the student as well as the entire school. It is impossible for learning to take place in the classroom unless control and good order are maintained. Therefore, each teacher is given the responsibility of enforcing classroom regulations in a manner that supports the philosophy of Creekside Christian Academy. The Board of Directors and the Administration expect full cooperation from both students and parents. The Bible admonishes, "Train up a child in the way he should go; and when he is old, he will not depart from it" (Proverbs 22:6).

A. Expectations of Students and Parents

Creekside Christian Academy has a commitment to its school families to maintain high standards and requirements for all students. Because attendance at CCA is a privilege and not a right, the privilege may be forfeited by any student who does not conform to the standards and regulations of the school. The school may request withdrawal of any student at any time if the above guidelines are not met. This guideline is shared with a spirit of love. There is, at CCA, a great sense of commitment and love for the students and families we serve.

Therefore, CCA reserves the right to suspend or expel any student if the attitude or actions of the student and/or parent/guardian do not conform to the spirit and standards of the school. **The Administration annually reviews each student for reenrollment on the basis of satisfactory academic progress and disciplinary record.**

B. General Discipline Policies

The teachers and administrators of Creekside Christian Academy will use a variety of disciplinary methods to maintain a positive and safe school environment. Each incident of misconduct will be considered on an individual basis. Moreover, the student has the responsibility of facing the disciplinary consequences of his or her actions. A student will always be given the opportunity to explain his or her view of the problem. Any child who cannot conform to the classroom environment and procedures will be asked to withdraw from the school.

Discipline procedures used at CCA include, but are not necessarily limited to counseling, warnings, detention, probation, suspensions and expulsion. It may be necessary to use a combination of these in a given situation.

Any student that is expelled or asked to withdraw may reapply for admission at the beginning of the next academic year.

C. Acceptable Student Behavior

The parent and school partnership can only succeed when there is clear communication and mutual agreement regarding student behavior. The goal of this section is to outline and highlight the expectations for acceptable student behavior at CCA. Our standards regarding behavior are based upon the framework of Christian character, mutual respect and common courtesy.

1. Christian Character

Creekside Christian Academy has as its foundation the goal of presenting a Christian educational program to our students and a Christ-like model to the community. In light of this goal, lifestyle is an important consideration. With this in mind, along with the scriptural guidelines of liberty found in 1 Corinthians 8 – 10 and Romans 14, we uphold the policy that immorality, the use of alcohol, tobacco, vulgar language or drug related substances, both on and off school property, are unacceptable. A Christian lifestyle cannot simply confine itself to the school day; it must be a consistent practice in life. Because student lifestyles reflect upon the reputation of the school, as well as the home, the school will not hesitate to assert disciplinary measures in areas where a student practices a lifestyle or engages in activities antagonistic to the policies, goals and character of the school. Standards of conduct and character extend beyond the school day, to all school activities and events.

Please be advised that if a student engages in compromising activities on or off campus, school related or not, reconsideration of his or her enrollment at CCA will be necessary.

2. Mutual Respect

- **Respect for authority** – Any person of authority must be shown respect. Any form of disrespect will result in disciplinary action. Understanding expectations in this area is foundational to a student’s success at CCA. All school office staff, custodians, paraprofessionals, lunchroom personnel, and substitute teachers are to be accorded the same respect required as shown to school administrators and teachers.
- **School Personnel Respect for Students** – All school personnel accept responsibility in treating students with the utmost respect and fairness. Should a student feel that any employee has been disrespectful, the parents or student are encouraged to speak to that person first. If that is unsuccessful, the student or parents should appeal to the appropriate administrator.
- **Student Respect for Fellow Students** – Verbal abuse, bullying, or harassment of another student is totally unacceptable. This behavior goes directly against our Christian ethics and is in direct opposition to the purpose of CCA. Each student should practice the Golden Rule - “Treat others as you

would have them treat you.”

3. Common Courtesy

- **Classroom Courtesy**

- a. **Be Punctual:** All students must be in class ready to receive instruction by the designated starting time and be punctual to classes during the day.
- b. **Be Prepared:** Students are expected to come to class prepared each day with required material.
- c. **Participate:** Students are expected to take notes, involve themselves in discussion and respond when called upon in class activities.

- **Hallway Courtesy**

Students are expected to change classes in an orderly manner. Playing during the rotation of classes will not be tolerated. There should be no yelling, running, or screaming while rotating classes.

- **Lunchroom Courtesy**

- a. Food must be eaten at the lunch tables only. Food is not allowed in any other part of the halls or classrooms except by permission of the administration.
- b. Students must clean up their own food area.
- c. Designated classes will be assigned for lunchroom clean up.
- d. Students must obtain permission to leave the lunchroom area during the lunch period.

- **Chapel Courtesy**

Chapel is a time set for worship and praise. Students help set the tone for genuine worship by observing the following:

- a. Bringing their Bibles to Chapel
- b. Paying full attention to the program; no interruptions with talking or other distracting behavior
- c. Practicing proper posture and etiquette in Chapel
- d. Entering and leaving Chapel in an orderly manner

- **Locker room Behavior**

- a. Absolutely no horseplay in the locker rooms
- b. No food at any time is allowed in the locker room

D. Lines of Authority

1. **Classroom Teacher:** The teacher is the first line of discipline in any classroom setting. Extension of classroom discipline may range from parental contact to detention. A teacher may require a form of discipline given in the handbook or

other discipline approved by administration. They may also refer the student to the appropriate supervisor for discipline.

2. **Respective Principals:** The appropriate principals are the second line of discipline. They may attend conferences or assist in the discipline process. They also have the authority to utilize parental conferences, work assignments, detention, and other appropriate measures of discipline. They may also refer the student to the Headmaster's office for extreme or habitual negative classroom behavior.
3. **Headmaster:** The Headmaster is the third and final line of discipline in all classroom settings. He has the authority to utilize suspension and other appropriate measures of discipline.

II. Discipline Guidelines

A. Pre-school & Kindergarten Discipline Policy

Each kindergarten teacher is the first line of authority and has a classroom management system approved by the administration. This system is used to correct minor behavior issues. To establish guidelines for major student discipline at Creekside Christian Academy in the Kindergarten and as a protection for your child and others, the following behaviors are unacceptable in CCA classrooms:

- Disobedience
- Interrupting class
- Throwing objects
- Horseplay
- Running in classrooms or halls
- Hitting, punching, kicking, or other inappropriate uses of hands and/or feet
- Offensive language (i.e. name-calling, teasing, etc.)
- Spitting
- Any distraction that causes a teacher not to be able to teach or a student not to be able to learn.

Consequences for these behaviors are as follows.

- 1st Offense – Teacher conference with child
- 2nd Offense – Timeout
- 3rd Offense – Note to parents
- 4th Offense – Conference with parents
- 5th Offense – Conference with parents and Administration
- 6th Offense – Out of school suspension

In extreme circumstances, the parent(s) will be called to get the child, and the child will not be allowed to return until the following school day.

Our goal is make school a fun, safe place to learn and grow.

B. Elementary Discipline Policy (1st - 6th Grades)

Each elementary teacher is the first line of authority and has a classroom management system approved by the administration. This system is used to correct minor behavior issues. To establish guidelines for major student discipline at Creekside Christian Academy in the Elementary School and as a protection for your child and others, the following behaviors are unacceptable in CCA classrooms:

- Disobedience
- Interrupting class
- Throwing objects
- Horseplay
- Running in classrooms or halls
- Hitting, punching, kicking, or other inappropriate uses of hands and/or feet
- Offensive language (i.e. name-calling, teasing, etc.)
- Any distraction that causes a teacher not be able to teach or a student not be able to learn

Consequences for these behaviors are as follows:

- 1st Offense – Warning from teacher
- 2nd Offense – Walking during recess, silent lunch, separating student from situation where problem occurred
- 3rd Offense – Note to parents/walking during recess, silent lunch
- 4th Offense – Conference with parents
- 5th Offense – Conference with parents and Administration
- 6th Offense – Out of school suspension

* Walking during recess may be used for any offense.

In extreme circumstances, the parent(s) will be called to get the child, and the child will not be allowed to return until the following school day.

Our goal is make school a fun, safe place to learn and grow.

C. Middle/High School Discipline Policy (Junior/Senior High)

Creekside Christian Academy believes that all students should receive fair and consistent discipline when school rules are violated. Therefore, the guidelines below were developed to insure that consistent discipline is implemented and administered. Middle/High School staff and students will be instructed in this disciplinary system each year.

For clarification these guidelines are in effect during the following times and at the following places, with the exception of level four offenses which are in effect at all times:

- On school grounds before, during or after school hours.
- On school grounds at any other time when the school is being used by a school group (Saturday workouts, holidays, etc.).
- Off the school grounds at a school activity, function or event.
- On a school bus or other school vehicle.
- At any time or in any place where student conduct will have a direct effect on the school's ability to maintain an orderly and safe learning environment.

D. Overall Guidelines on Discipline (Any Combination of Offenses)

1. The first 3 detentions received in a semester will be 50-minute after-school detentions.
2. The 4th detention received in a semester will result in a Saturday detention, which includes a \$15.00 fine and a parent/administrative conference.
3. The 5th detention received in a semester will result in further disciplinary action based upon the discretion of the administration, which may include a one-day suspension from school and a 2nd parent/administrative conference.
4. The 6th detention received in a semester will result in a 3-day suspension, a 3rd parent/administrative conference, and a possible expulsion from school.

E. Break Detention

In certain discipline situations, students in K3-6th grade may be required to serve a detention during his/her break. This detention would be assigned generally on the day following the offense.

F. After School Stays

Students may be assigned a 30 minute after school stay to be served with a teacher on occasion. Students may be asked to do class work or other duties as assigned by the teacher during this time. The after school stay is generally served within two days following the offense.

G. Detention

Detention times will be held after school. If necessary, additional days may be added. Students will be notified each for the next scheduled detention. Detention will be scheduled enough in advance so that only a doctor's appointment or extenuating circumstances will be excusable. On the specific day a student is scheduled to serve a detention, they will not be allowed to participate in any extra curricular practices or club-related activities until detention has been served. In the event that a student fails to attend detention, a second detention will be added.

Students must obey the following rules for detention:

- A. Sign in upon arriving at detention.
- B. No talking or misconduct will be tolerated.
- C. Do not bring food or drinks.
- D. No sleeping.
- E. Failure to comply with the above rules will result in further disciplinary action.

Specific days are assigned as Saturday detention days. Saturday detention is held at designated times for those students who have accumulated five detentions. All detentions must be served before exams may be taken. Absence from Saturday detention will result in further disciplinary action.

H. Referral Slips

One of the various forms of discipline we will use is a referral slip. A referral slip can be a warning to the student, a detention, or for more serious issues, a suspension. The teacher will discuss the slip with the child, who will sign off on the form taking responsibility for his/her actions. The slip will be given to the student to take home to the parents to sign. The student must then return the slip to the appropriate teacher.

The following section lists the levels of behaviors and the possible actions to be taken.

LEVEL ONE BEHAVIORS

These behaviors will be subject to Break Detention, After School Stays, Loss of Device, and Detention. Repeated offenses will cause a student to be subject to more severe disciplinary action.

Being out of class without permission	Chewing gum or eating in class
Disrespectful behavior	Disruptive during class
Dress code violation. Haircut, color and shaving included	Failure to stay for an After-School-Stay
Inappropriate behavior/ Failure to respect others	Inappropriate comments
Littering	Not returning signed document. (i.e. progress reports, report card, tests, etc.)
Picking on or aggravating or not keeping hands to self / Reckless play or behavior	Throwing food or careless behavior in cafeteria
Talking without permission	Non-school related items in use during school day, including cell phones, cd players, iPods,

LEVEL TWO BEHAVIORS

These behaviors will be subject to Detention, Loss of Device and Saturday Detention with a \$15.00 fine. Repeated offenses will cause a student to be subject to more severe disciplinary action.

Administrative detention for administrative reason	Behavior that results in removal from detention
Being dishonest; lying	Cheating on a quiz, homework or test
Damaging school property	Excessive level one behaviors
Failure to stay for an administrative detention	Inappropriate behavior towards the opposite sex/Kissing, caressing, etc.
Parking or on-campus driving violation/Careless driving	Unauthorized class walkout
Refusing to obey teachers or staff	Taking someone's property without permission; stealing
Talking or playing in chapel	Excessive tardiness to class (resets at the end of each semester)
	Repeated offense of use of non-school related items in use during school day, including cell phones, etc.

LEVEL THREE BEHAVIORS

These behaviors, upon Administrative review, will be subject to a Saturday Detention with a \$15.00 fine, or Suspension (1-3 days).

Any act that is detrimental to the school staff or students	Being dishonest; not being truthful to an administrator
Excessive level two behaviors	Fighting or provoking a fight on campus
Forgery on report cards, progress reports, or other school official documents	Illegal entry to school building or property
Intimidation/Bullying	Leaving school grounds without permission or unauthorized class or activity absence
Major disobedience or disrespect	Obscene language, profanity, gestures, clothing or articles
Possession of or detonating fireworks, chemical devices or explosives	Vandalism
Repeated cheating incidents	Theft or possession of stolen goods
Threatening bodily injury to another student	Unauthorized setting off of fire alarm, destroying, disabling fire extinguishers/ calling 911
Obscene language, profanity, gestures, clothing or articles	Repeated offense involving obscene language, profanity, gestures, clothing or articles.

LEVEL FOUR BEHAVIORS

These behaviors, upon Administrative review, will be subject to Suspension (up to ten days), request for withdrawal or expulsion.

An arrest as a result of involvement in a felony or commission of a felony	Any act that is detrimental or disrupts school environment
Destruction of School property	Drug/Alcohol: Possession, sale, use, distribution or being under the influence of
Excessive level three behaviors	Obscene language, profanity or gestures directed toward staff
Physical violence against a staff member	Possession of or assault with a weapon
Possession of or use of tobacco on or off school premises	Sexual immorality or lewd conduct, and pornography
Terroristic threats directed to students or staff.	Anything related to gang activity

PERSONAL APPEARANCE AND DRESS

I. Standardized Dress Code

It is Creekside Christian Academy's belief that developing Christian character includes being disciplined in the area of personal appearance and dress. We believe that the dress of a student has a direct influence on, and relationship to, his/her attitude and conduct. A Christ-like spirit of appropriateness and modesty must reflect the highest standards of our school environment.

Because of this reality, and not because we have confused biblical mandates with cultural norms, CCA chooses to observe a standardized dress policy. The dress policy applies to each student while he/she is on the CCA campus. Students are permitted to change into other appropriate clothing for designated school activities. See Field Trip Attire.

CCA reserves the right to define such terms as appropriate, inappropriate and extreme. Some articles of clothing may not be covered under specific rules of the dress code. Those items will come under the discretion of the faculty and administration.

Students in K3-K5 grades are expected to follow these dress code guidelines:

We believe students, even at this young age, should come to school appropriately and modestly dressed. Shirts should cover chest, back, shoulders, and midriff at all times, including the seated, kneeling, and arms-raised positions. Sleeveless shirts and shirts with spaghetti straps are not allowed. No shirts with graphics and/or writing are allowed. K3-K5 grade students may wear jeans/jeans shorts. **Wednesday will be school wide Spirit Days. Please see appropriate wear for Field Trip/Special Days.**

Haircuts – Young men's hair should be neatly cut, should be off the ear, off the collar, and above the eyebrows. Longer hair tucked behind the ears is not acceptable. "Grunge" or bizarre hairstyles or colors are not permitted. Sideburns should not be below the bottom of the ear on sides.

Hats – Not permitted in the building during school hours

Students in 1st -12th grades are expected to follow these dress code guidelines:

Shirts (Boys)

- Tucked in at all times
- Collared
- Short or long sleeves, no sleeveless
- Solid, plaid, or striped
- Solid colored/white undershirt under approved shirt
- Bottom 2 buttons buttoned on collared shirt
- Long enough to be tucked in at all times (including turtlenecks)
- No writing or graphics permitted

Shirts (Girls)

- Collared
- Modest (no visible cleavage or form fitting clothing)
- Short or long sleeves/no sleeveless
- Solid, plaid, or striped
- No writing or graphics permitted
- Shirts should cover chest, back, shoulders, and midriff at all times, including the seated, kneeling, and arms-raised positions. Spaghetti straps on shirts are not allowed.

Pants, Capris and Gaucho

- Must be worn with belt unless the pants were made without belt loops
- In solid colors only- brown, navy blue, black, or khaki (including army green)
- Twill or corduroy material (no jersey knit or gauze-like fabrics)
- No denim (jeans etc.)

Shorts/Skirts

- In solid colors only- brown, navy blue, black, or khaki (including army green)
- No shorter than 3 inches above the knee
- Twill or corduroy material (no jersey knit or gauze-like fabric)
- No denim

Socks

- Matching
- Tights or pantyhose acceptable
- Leggings not acceptable

Shoes

- Toes and heels covered
- Birkenstocks and Crocs may not be worn at any time including dress down days
- No heels higher than 2 inches
- No sandals or flip-flops

Belts

- Must be worn with all pants, shorts, skorts, capris, skirts etc. that have belt loops (plain brown or black)
- Belt loops may not be removed from clothing after purchase to bypass this guideline

Hats

- Not permitted in the school building during school hours

Haircuts – Young men’s hair should be neatly cut, should be off the ear, off the collar, and above the eyebrows. Longer hair tucked behind the ears is not acceptable. “Grunge” or bizarre hairstyles or colors are not permitted. Sideburns should not be below the bottom of the ear on sides.

Inside Wear for Cool Temperatures

Sweatshirts/Fleece

- Worn with a tucked in collared shirt
- Cougar apparel or solid color sweatshirts only. No college or team logos.
- Sweaters worn over a tucked in collared shirt (Solid color or striped)

II. Overall Rules

All clothing must be neat and clean with no holes, frays, patches or worn-out areas. The clothing must be worn with modesty in mind. Please screen any tight or form-fitting clothing at home. In addition, fads like body piercing (except earrings for girls), unusual hair color, tattoos, etc. are not appropriate because of the distraction such things cause. No jewelry for boys except watches and class rings. For girls, no excessive, gothic or dark make-up or anything that brings attention to one’s self.

III. School-related Activities

Neat, casual attire may be worn at school games and other extracurricular events. Clothing with writing that exhibits innuendos, sexual comments, music groups that do not reflect biblical lifestyle, or anything of a questionable nature are not permitted.

IV. Dress-down days

Occasionally, the school will designate a “dress-down” day when students may wear more casual attire than the standardized dress. The following will be allowed:

- Jeans / jean shorts (no camo)
- Sweatshirts or T-shirts with college team logo only or plain
- Clothes must be modest, appropriate, neat and clean
- No frays, holes or patches on jeans
- No athletic shorts/pants or sweat shorts/ pants
- All other dress code policies are in place

V. Field Trip/Special Day Dress and Spirit Days

A standardized dress code will be used for Wednesdays, field trips and announced days, such as Grandparents’ Day and Honors Day, etc. This standardized dress code will consist of the following:

Pants / skirts

- Khaki

Shirts-

- Royal blue, gray or white spirit wear shirts purchased thru Everyday Inc. or other school approved vendors.

EXTENDED CARE

I. Extended Care Philosophy Statement

Creekside Christian Academy Extended Care program is a support service for CCA families. We seek to provide a quality before and after school experience for each child that crosses our threshold. We seek to cultivate a fun learning environment through traditional and non-traditional modes. Our goal in the Extended Care department is to proudly partner with parents, teachers, and community to foster consistency in moral/spiritual values.

Student Registration fee - \$50.00 (Non-Refundable) (New and Returning Students)

REQUIREMENTS: Enrollment Application, Parental Agreement Form, Emergency Medical Form, Vehicle / Field Trip / Emergency Medical Information Form.

FEES

K3-K4 (12:20pm – 6:00pm): Payment Monthly/Annually

Per half-week (3 days): \$33.00.....\$122.00 / \$1,220.00

Per week (5 days): \$53.00.....\$196.00 / \$1960.00

Drop in rate: \$5.00 for 1st half hour / \$15.00 per day

K5 – 6th (3:20pm – 6:00pm): Payment Monthly/Annually

Per half-week (3 days): \$23.00.....\$85.00 / \$850.00

Per week (5 days): \$39.00.....\$144.00 / \$1,440.00

Drop in rate: \$5.00 for 1st half hour / \$12.50 per day

***Important Information:** You **will** be charged for the number of days you elect to enroll your child in Extended Care (**whether or not your child attends**). The only exception would be if Extended Care is closed.

***Extended Care can be paid annually or monthly. Monthly charges will be added to the price of tuition and deducted through the monthly FACTS process.** Drop in charges are billed monthly and need to be paid by check, money order, credit card, or cash directly to the school within 15 days of billing.

***Lunches:** \$16.25 per week or \$3.25 per day (in addition to extended care charges) if paid in advance. Snacks – appropriate snacks for morning and afternoon should be sent each day. If lunch or snack is provided by extended care, an additional charge is

necessary (\$3.25/lunch or \$.50/milk or \$.50-\$.70/snack). Lunches brought from home must be ready to eat (nothing that requires heating).

***Changes:** Each family is allowed one change/withdrawal to the Extended Care enrollment annually to accommodate changes in work schedule, family situation, etc. Changes impact staffing and other considerations for CCA, therefore all changes must be made in writing at least two weeks prior to the change. Please contact the Extended Care Director or Business Administrator to discuss any extenuating circumstances.

****School time** 8:00-12:00 pm (K3, K4) or 8:00-2:30 pm (K5-6th) is paid as tuition to CCA on a monthly or annual basis. The before school care service is open from 7:00am to 8:00am. There is no charge to students arriving at 7:00 A.M. or after (7:00 A.M. – 8:00 A.M.) during the school year. Extended care is open from 12:00pm for K3 & K4 and at 2:30pm for 1st-6th grades. A charge of \$2.00 per child will be made for each minute after 6:00 P.M. (For example: Child picked up at 6:05 P.M. will pay an additional \$10.00).

Additional Requirements:

- When school is dismissed for inclement weather, the availability of extended care can be affected.
- The children play outside daily except in inclement weather or unless they have a note about sickness, etc. Please make sure your child wears suitable clothing each day. Since students go to the gym when weather dictates, all students should wear or bring “tennis shoes” so they can play on the gym floor. A change of clothing with the child’s name on it is needed for all K3 - K5 children.
- Parents must bring prescription medicines to the school office with written and signed instructions on how it should be given.
- Parents need to call or send a note with the child when someone other than parents are picking them up. This is to insure the safety of your child. Please inform any substitute picking up students that they should follow **the safety guidelines and be prepared to show a picture I.D.**

AFTER SCHOOL STUDY HALL

For Jr. High students who must stay after school, there will be a study hall available starting at 3:20 - 6pm for \$8 per day per student. After 3:20pm no student will be allowed to be wandering around the school, and must be in study hall unless involved in other school approved activities (sports, Bible quizzing, Drama, etc.). Any student not in his/her designated area by 3:20pm will be subject to disciplinary action. If problems persist with students not being in study hall by 3:20, study hall will then start at 3:10pm. No cost will be incurred for those who are in other activities at that time. High school students not involved in afterschool activities must leave the campus by 3:20.

GENERAL INFORMATION

LOCKERS

We at Creekside Christian Academy reserve the right to randomly inspect student's lockers and all contents at any time.

ELEVATORS

No one is allowed to use the elevators without permission.

POSTERS

All posters must be approved & stamped by the administration before being displayed in the school.

USE OF AUTOMOBILES

Students must have a valid driver's license and go through the CCA application process before being eligible to drive to school. Students are not permitted to transport other students, unless a sibling, to or from school without **written** permission from all parents involved and the school administration. While a student's vehicle is on school property, the headmaster, or his designee, has the right to search the vehicle if necessary without obtaining permission of the student or the owner of the vehicle. If such a search is necessary, the headmaster or his designee will have a witness present at the search. Failure to comply with a search could result in expulsion. Students driving to school should park only in the outer parking lot in front of the church office complex.

The application process is as follows:

1. Vehicle information card filled out
2. Copy of driver's license & insurance on file in school office
3. A recommendation form filled out
4. Student & parent signatures on vehicle search consent form & signatures stating that they have read the policies on vehicle use at CCA.
5. Receive a number & parking permit for vehicle after application process is complete. All parking permits cost \$10. Permits must be returned at the end of the year. **Parking permits must be displayed at all times.**

The following regulations apply for students who drive cars to school:

1. When students arrive, they should
 - a. Park their cars immediately in the school parking lot. All students must park in the student designated parking. No parking at the theater or elsewhere is allowed. Anyone caught driving to school without the proper permission and/or parking off of school property will have all driving privileges suspended immediately.

- b. Remove all items needed for the school day
 - c. Lock their cars. CCA will assume no liability for vehicles or property inside.
 - d. Come into the school building
2. Students may return to their cars
 - a. Only with permission from school administrative office
3. At the end of the day, students
 - a. Should go directly to their cars when dismissed at 3:05 (students allowed to stay longer for school business only)
 - b. Leave the parking lot as soon as possible (no loitering)
4. All students involved in sports or any other extracurricular activities are required to ride the bus provided to practices and games and will not be permitted to drive their cars unless **written** permission has been given by both the parents & the administration.
5. When a student drives to sports events or any other extracurricular activities following school, he/she must not have anyone in the car, unless a sibling, without the **written** permission from all parents and the school administration.
6. Members of the opposite sex will not be permitted to ride to and from school or sports activities, or any other extracurricular activities following school without the **written** approval from all parents and the school administration unless members of the same family.
7. The speed limit for the school campus & parking lot is **10 mph**. Any speeding, squealing of tires, loud engines or music, reckless driving of any type will not be tolerated.
8. Students are subject to the school's traffic flow regulations.
9. Accidents must be reported to the school office.

A violation of any of the above rules will result in the following:

- First violation – parents notified of the problem
- Second violation – suspension of driving privileges to and from school for 5 days
- Third violation – suspension of driving privileges for remainder of the school year

NOTE: Remember that driving to school is a privilege, and any violation of policy may result in the loss of driving privileges. Disciplinary action may be required at the discretion of the administration for any reason at any time.

UNITY in Education

Home and School – Oneness of direction

We feel the home and school are supportive of each other; therefore, it is necessary to expect the following:

1. “Oneness” in direction between the school and home – If a problem arises (something you disagree with or do not understand), you should talk to school personnel privately. If there are conflicts, we must work together because students cannot serve two masters. “No man can serve two masters.” Matthew 6:24 (See Grievance Policy)
2. Spiritual leadership – It is God’s desire to have the father in each home acting as the spiritual head of the home (unless there is not a father in the home, in which case the head of the household acts as spiritual head).
3. Church attendance and membership – We feel each family that sends a child to a Christian school must, for the benefit of the family – be consistent enough in their Christian life to be actively involved in a Bible believing and teaching church. Lack of church membership or attendance by the family would be detrimental to the three-parts of a student’s life – home, school and spiritual.
4. For spiritual growth, it is important to avoid evil or unwholesome entertainment and influences in our society.

In dealing with parents and students over the years, we feel these basic expectations have proven to be effective as we partner with the family for the development of the total child. If you would like to discuss these policies, please feel free to call the school office for an appointment with the administration.

Closing

The administration, faculty and staff of Creekside Christian Academy are pleased that you have chosen to be part of the “family.” We are here to serve you and your child for God’s glory. Through Christ we labor with you to see the children “grow in wisdom and stature and in favor with God and man” (Luke 2:52).

Confirmation Sheet

We at Creekside Christian Academy believe in the importance of keeping the lines of communication open between the school and parents. This handbook is our first and foremost means of communication. The information it contains is essential to your understanding of Creekside practices and policies.

It is very important to us that all of our students and parents understand the guidelines that have been established for CCA. Therefore, we request that after you have read the handbook with your child(ren), you and your child(ren) sign this sheet and have them student return it to his/her teacher. Please do so by the end of the first week of school.

I, as a parent, also understand the importance of keeping the integrity of CCA, and therefore, agree to not purchase a test and/or quiz booklet associated with the curriculum at CCA.

I, _____, have read the entire student handbook with my
Please Print (Parent Name)
child.

Parent Signature

Date

Student Signature

Date