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# CHRIST CHAPEL ACADEMY



## PARENT/STUDENT HANDBOOK 2017-2018

*Christ Chapel Academy desires to be distinguished as a premier Christian school where every student recognizes their leadership potential and their ability to contribute to the world.*

*“Engaging Learners. Unleashing Leaders”*

# Christ Chapel Academy Parent/Student Handbook

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# Christ Chapel Academy Parent/Student Handbook

## WELCOME

The teachers and administration of Christ Chapel Academy welcome you to what we pray will be a very special year for your children. It is our prayer that we will present to your child a program of excellence, integrating God's truth into all areas of curriculum. We strive to provide a quality environment that will meet your student's needs in all aspects of their development: cognitive, physical, social, emotional and spiritual. Working with you, the parents, we are preparing the Christian leaders of the 21st century.

Since the late 1970's, the congregation of Christ Chapel Assembly of God has had a vision for providing a multifaceted ministry that would include excellence in weekday education in a Christian environment. Christ Chapel Academy has become the fulfillment of that vision. Not only does the Academy provide education for the elementary and middle school grades, but it has expanded to a high school. In August 2006, Christ Chapel Academy added ninth grade. By August 2008, the Academy expanded its high school to include 12<sup>th</sup> grade and graduated its first senior class in May 2009. We also offer early childhood programs, which are described in a separate parent handbook, and a summer camp that provides a thematically based program for children ages 5-through middle school.

Staff members at Christ Chapel Academy are selected, first of all, for their ability to model Christ's love to your children. Teachers at Christ Chapel Academy are degreed, certified by the Association of Christian Teachers and Schools (ACTS) and have extensive experience in working with children. They are all involved in continual in-service training and are encouraged to participate in graduate level university study.

Christ Chapel Academy is accredited by the Association of Christian Teachers and Schools (ACTS) and recognized as such by the Virginia Council on Private Education (VCPE). Christ Chapel Academy is also affiliated with the Association of Christian Schools International (ACSI). Thank you for joining us on this exciting journey of learning and discovery.

## MISSION, VISION, CORE BELIEF AND GOALS

### **Mission**

To cultivate a Christ-centered community that unleashes the leadership potential within each student.

### **Vision**

Christ Chapel Academy desires to be distinguished as a premier Christian school where every student recognizes their leadership potential and their ability to contribute to the world.

### **Core Belief (Our Why)**

We believe that EVERY single student is a future Christian leader.

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## **Goals**

- Advance academic performance
- Communicate the excellence of the Academy's academic program.
- Maintain fiscal stability and improve cost effectiveness
- Expand student outreach and missions emphasis
- Establish a Christian leadership program for all students based upon our stated principles of Christian maturity
- Increase selection of college-level classes to high school students
- Provide more opportunities for teacher and staff training

## **Statement of Nondiscrimination**

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

## **WHAT WE BELIEVE:**

### **Purpose of Education**

Christ Chapel Academy recognizes that America was founded on the principles of the Bible, and that its first educational endeavors were grounded in the Word of God. The Declaration of Independence acknowledges that all men "are endowed by their Creator with certain unalienable rights," which can be interpreted to include the right and responsibility of parents to bring their children up in the ways of the Lord (Ephesians 6:4).

In partnership with the students' parents, the Christ Chapel Academy staff strives not only to provide an excellent academic foundation, but also to encourage and challenge students to accept Christ's love and forgiveness and to develop a mature, lasting relationship with Him. As citizens of both earthly and heavenly kingdoms, students come to recognize that their primary allegiance is to the heavenly kingdom. The foundation of good citizenship for the Christian student is found in scriptures such as Matthew 5:3-12. In what are termed the Beatitudes, Jesus defines characteristics of Kingdom citizenship. The student who develops these qualities will, with the Lord's help, become a mature Christian who is salt and light in a dark and fallen world. In relying on the teachings of Scripture, Christ Chapel Academy, believes that the Bible prohibits sexual immorality of any type, including, but not limited to, pornography, homosexuality, or any other sexual activity outside the marriage of one man and one woman. On those occasions in which a particular home or student is acting counter to or in opposition to the Biblical beliefs and lifestyle that the school teaches, the school reserves the right, in its sole discretion, to refuse admission to an applicant or to discontinue enrollment of a current student. This includes, but is not limited to, living in, condoning, or supporting any form of sexual immorality; practicing or promoting a homosexual lifestyle or alternative gender identity; or otherwise having the inability to support the moral principles of the school as stated throughout this handbook. Bible

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references which support our belief include but are not limited to: Leviticus 18:22, Romans 1:24-32, I Corinthians 6:9-11.

That student will be a living testimony to the grace of God.

## **The Student and the Teacher**

### **The Student**

- Created in the image of God (Genesis 1:27)
- Equipped with the mind of God (Romans 12:2)
- Able to communicate with the Father and to develop a personal relationship with Him (Ephesians 2:10)
- Until he receives Christ, by his free choice, in rebellion and deemed to be “dead in his transgressions and sins” (Ephesians 2:1)
- Through God’s common grace, even before salvation, imbued with of a vestige of God’s image (Psalm 139:13)
- Motivated from the inside out (Hebrews 8:10)
- Challenged to learn (Matthew 13:36)
- Born with the desire to succeed (Acts 18:24-26)
- A social being (Ecclesiastes 4:9-12)
- In need of structure and boundaries for his actions (Genesis 2:8, 16, 17)
- Required to be prepared academically to succeed in the fast paced, technology intense world of the 21<sup>st</sup> Century, in order to maximize the student’s potential for evangelism (1 Corinthians 9:22(b))

### **The Teacher**

- Recognizes the uniqueness of the student and disciplines the student in the areas of intellect, emotions, social desires, physical strengths and weaknesses and spiritual needs.
- Models the humility of Christ and recognizes the student’s need for salvation (Ephesians 1:3-6, Romans 13:8).
- Encourages and challenges the learner to accept Christ’s love and develop a long-lasting, mature relationship with Him.
- Develops Christ-like relationships with the student, thus developing trust and acceptance (Proverbs 22:1) and creating a positive attitude toward learning.
- Uses a variety of teaching methods, many based on his knowledge of the techniques of the master teacher Jesus.
- Encourages the student to hide scripture in his/her heart so that he/she might not sin against the Lord (Psalm 119:11).
- Teaches to the needs of the students.
- Demonstrates that education is a lifelong process not limited to the school experience (Deuteronomy 6:6-9).
- Practices firm and consistent discipline.

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- Prepares and presents to students a challenging and technology rich academic program to prepare the student for evangelism in every walk of life. (Ephesians 4:11-13).

## **The Curriculum**

The curriculum for the primary, elementary and secondary levels at Christ Chapel Academy has been carefully selected, taking into account our stated mission, vision and goals. Consideration is also given to our stated philosophy concerning the nature of the student and the role of the teacher in this selection process. All subject matter is viewed in light of principles found in the Word of God (Philippians 4:8). Integrated into all areas of the curriculum are the absolute truths found in scripture.

Our core academic curriculum consists of the following subject areas:

### Christian Life

- Knowing God's Word
- Living God's Word
- Sharing God's Word
- Language and Literature
- History and Geography
- Mathematics
- Science/Health

The interrelationship between curriculum areas is recognized in the integration of subject matter. That is, each subject area is integrated with the others and with the truth found in God's Word. Each subject area impacts upon the others and all subjects become most meaningful when seen in a biblical context.

Christ Chapel Academy recognizes that it is essential to develop the whole student. Our curriculum therefore includes elements that allow for social and physical as well as cognitive and spiritual development. Physical education both during school and in after school athletics, fine arts, computer technology and exposure to foreign language are included to provide balance in curriculum design.

The complete curriculum guide is available for review in the school office. A curriculum overview for each grade level is posted on the school Web site ([www.christchapelacademy.org](http://www.christchapelacademy.org)).

## **Principles of Christian Maturity**

The foundation of Christian education must be Christ. The following are scriptural principles we follow in developing Christian character:

1. The Principle of Uniqueness: Each individual is a unique creation of God, and God has a divinely ordained purpose for each individual (Psalm 139:14, Genesis 1:27, Jeremiah 29:11).

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2. The Principle of Love: God loves and desires to have a relationship with each individual (John 3:16). He, in turn, desires that individuals love Him wholeheartedly (Matthew 22:37-38) and love their neighbor as themselves (Matthew 22:39).
3. The Principle of Faith: God desires that we accept Him at His word and acknowledge that His word is truth (John 8:31-32).
4. The Principle of Cause and Effect: A disciplined lifestyle is important to the Christian. Understanding that there are consequences to our actions encourages us to make correct choices (Deuteronomy 28:1&15).
5. The Principle of Forgiveness: The Christian needs to understand that there is forgiveness in Christ. Our forgiveness was affected through Christ's death on the cross (Ephesians 1:7), and as we are forgiven, we are also to forgive (Matthew 18:21-35; Mark 11:25).
6. The Principle of Dying to Self: To find life in all its fullness, we must yield our lives to Christ. Only then can we discover the full extent of God's grace and mercy and love (Matthew 10:39).
7. The Principle of Higher Responsibility: Recognizing that when we are submitted to Christ, we discover that everything we do is for His glory and that we cannot take any credit for our accomplishments or good works (Philippians 2:13).
8. The Principle of Service: Once we understand who we are in Christ, we are prepared and eager to do His will. We serve our King and one another out of an attitude of humility and self-giving love (Galatians 5:13).

## ADMISSIONS

Christ Chapel Academy is equipped to educate students, who desire to learn academics and Biblical truth in a Christian environment; who perform at grade level or above; who are motivated to work toward excellence in all areas; and who have an attitude of cooperation with administrators, teachers, and other students. Admittance to Christ Chapel Academy is given after a thorough evaluation of each student. The process involves the following steps:

### **Step 1 – Visit Christ Chapel Academy**

The best way to visit the academy is by attending an Open House. Open Houses are held throughout the year beginning in October. They are announced on the CCA website at [www.christchapelacademy.org](http://www.christchapelacademy.org). If you are unable to attend an Open House, you may contact the school office to arrange a private tour. Private tours are by appointment only.

### **Step 2 – Admissions Application for Enrollment Preschool**



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To apply for admission for enrollment, contact the preschool office to ensure there is availability in the grade level for your child. Once it is determined that there is availability, please submit the online Admission Application. The application fee is non-refundable.

1. Online Application (available at [www.christchapelacademy.org](http://www.christchapelacademy.org))
2. Virginia School Entrance Health Form including immunization record
3. Original birth certificate viewed by a staff member. (Please bring the original birth certificate at the assessment appointment. By Virginia state law the original must be viewed by a staff member)
4. Once the Admission Application is processed, an online Enrollment Packet will be provided to you.

### **Kindergarten through Fifth Grade**

To apply for admission for enrollment, contact the school office to arrange an assessment appointment. *After* you secure an appointment for an assessment, please submit the following to the school office *ahead* of your appointment (these documents can be uploaded to the Admission Application).

1. Online Admission Application (available at [www.christchapelacademy.org](http://www.christchapelacademy.org)) The application fee is non-refundable.
2. Current report card and two previous grades of report card(s) (kindergarten and first grade as available) and any available testing scores such as Stanford, IOWA, ASPIRE, PALS or appropriate test scores.
3. If your child has any type of IEP on file, it must be evaluated *before* the assessment and/or registration to ensure CCA can make the recommended accommodations.
4. Administrator or Principal letter of recommendation if enrolling mid-year or specifically requested by an administrator.
5. Virginia School Entrance Health Form including immunization record (if the student is transferring from out-of-state, please submit the Virginia School Entrance Health Form before the start of school or provide a date of a doctor's appointment in Virginia)
6. Original birth certificate viewed by a staff member. (Please bring the original birth certificate at the assessment appointment. By Virginia state law the original must be viewed by a staff member)

### **Sixth Grade through Twelfth Grade**

To apply for admission for enrollment, contact the school office to arrange an assessment appointment. *After* you secure an appointment for an assessment, please submit the following to the school office ahead of your appointment (these documents can be uploaded to the Admission Application)

1. Online Admission Application (available at [www.christchapelacademy.org](http://www.christchapelacademy.org)) The application fee is non-refundable.
2. Current report card and two previous grades of report card(s) and any available testing scores such as Stanford, ASPIRE, PSAT or appropriate test scores.
3. If your child has any type of IEP on file, it must be evaluated *before* the assessment and/or registration to ensure CCA can make the recommended accommodations.

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4. Administrator or Principal letter of recommendation if enrolling mid-year or specifically requested by an administrator.
5. Virginia School Entrance Health Form including immunization record (if the student is transferring from out-of-state, please submit the Virginia School Entrance Health Form before the start of school or provide a date of a doctor's appointment in Virginia)
6. Original birth certificate viewed by a staff member. (Please bring the original birth certificate at the assessment appointment. By Virginia state law the original must be viewed by a staff member)

## **Step 3 – Interview/Assessment**

### **Kindergarten – Twelfth Grade Only**

All student applicants will meet with a member of the administrative staff for a one-on-one assessment and interview. The assessment is by appointment only. The assessment/application fee is non-refundable.

## **Step 4 – Acceptance**

### **Kindergarten – Twelfth Grade Only**

Applicants with the greatest chance of acceptance demonstrate exemplary moral character, academic ability, independence, responsibility and self-discipline. In order for students to be successful at Christ Chapel Academy the applicants should meet the following standards:

- Score at 50<sup>th</sup> percentile or above on the assessment
- A “C” average or better in major subjects on report cards
- Recommendation(s) and report card(s) and/or transcript from school indication satisfactory

The Admissions Committee carefully considers the applicant's school record, test scores, performance on the assessment, and personal interview.

## **Step 5 – Enrollment**

### **Preschool – Twelfth Grade**

Once the student is accepted, families are notified that they may complete the enrollment process by completing the online Enrollment Packet in RenWeb. The school office will provide information to set up a username and password for the RenWeb online packet. For enrollment at CCA to be complete the online enrollment packet must be completed and enrollment fee submitted to finalize the enrollment process.

Each prospective student is carefully screened prior to admittance at Christ Chapel Academy to determine whether he or she is academically prepared for this course of studies and has a positive attitude toward the Christ Chapel Academy academic and spiritual philosophy.

The first several weeks of the re-enrollment period are reserved for current students, their siblings, children of parents employed at Christ Chapel or Christ Chapel Academy, and bone fide members of Christ Chapel on a first-come, first-serve basis. Following this period, all students will be prioritized according to their date of application.

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Once the desired number of students has been enrolled for any class in Christ Chapel Academy, a waiting list will be started. Priority for placement on the list will be as stated above.

## ATTENDANCE

Attendance at school provides a student with the classroom experience. This experience is composed of participation in class activities and direct instruction conducted by the classroom teacher. The instructional program designed by each teacher is a progressive and sequential experience. It is generally impossible for that experience to be “made up.” For this reason, it should be recognized that failure of a student to attend class may be detrimental to progress and must be minimized. Close coordination between the Academy and parents is required to reduce the number of absences and keep each other informed on the whereabouts of students. **Parents are responsible for notifying the school if a student will be absent.**

Failure of a student to attend school will be considered an absence. Each absence will be considered excused or unexcused. An excused absence is an absence due to personal illness, serious illness in the family, family trips, death in the family, school-approved trips, medical or dental appointments, court appearances, or absences due to providential hindrance. The administration will determine the legitimacy of any absence.

Absences other than those defined above are considered unexcused. **After three unexcused absences in a 9-week grading period, the student’s grade will be dropped by one letter grade in the subjects that are affected for that period.** For each unexcused absence after three in the same grading period, the letter grade will be dropped by another letter grade.

If a student is excessively absent, the appropriate principal/administrator will notify the parents. Any CCA student who is absent for **20 or more days per school year** could be asked to repeat the current grade or required to attend Christ Chapel Academy’s summer school program.

## IN CASE OF ABSENCE

If your child is going to be absent for any reason, please call the school office at (703) 670-3822. If calling after-hours, you may leave a voice mail message. You may also e-mail your child’s teacher (see staff directory at [www.christchapelacademy.org](http://www.christchapelacademy.org)) or email at [attendance@christchapel.org](mailto:attendance@christchapel.org). Daily absences will be unexcused unless a parent’s or doctor’s note is submitted to the school office. **If the student was hospitalized or treated for a contagious or communicable disease, a doctor’s note must be provided to the school.** When a student’s absence for personal illness exceeds five consecutive days, a statement from a physician or health clinic verifying the illness or other condition should be provided. **Failure to provide a note from a physician or health clinic within 5 days will result in an unexcused absence.**

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## TARDINESS

Students who are not in their seats when the bell rings are to be marked tardy. Only students with a valid reason accompanied by an excuse note will be excused. **Traffic is not a valid reason unless mandated by the office prior to class beginning.**

Elementary students arriving later than scheduled must sign in at the registration desk and receive a hall pass in order to enter the classroom. Parents must accompany elementary students into the building at the main entrance located on the north side of the building and provide reason for late arrival. Secondary students must sign in at the secondary principal's office.

**Tardiness is excused only in the case of medical appointments or family emergencies or circumstances beyond the control of parents.** The final decision rests with the administration. For elementary students, five unexcused **tardy days** in one quarter will be equal to an absence. For secondary school students, unexcused tardiness for five **class periods** in one quarter will equal an absence. Work missed due to unexcused tardiness will be made up at the discretion of the teacher. **Excessive tardiness (more than five instances in one quarter) will be dealt with by the principal.**

Once a student is tardy five times, they will receive a letter from the administration. If a student is tardy ten times before the end of the first semester, the parent will be notified by a phone call from an administrator. If a student is tardy 20 or more times during the year, the administration will make a decision as to whether the student will be allowed to re-enroll.

### Secondary School Class Tardiness Policy

1. Each student will be allowed two tardies for each class per quarter.
2. Upon the third tardy the student will be given a warning, parents will be informed and the student will meet with the counselor and/or principal.
3. After the fourth tardy, the student will be given an after school detention, which will cost \$10.00 per detention and a Principal/Teacher/Parent meeting will be called.
4. For all tardies thereafter, students will be given a detention which will cost \$10.00 per detention.
5. After three detentions the student will receive a one day suspension/unexcused absence; resulting in 0's for the day. A meeting with the principal, counselor and parents will be scheduled, and the student will be subject to a lengthier suspension.

## CLASS HOURS

Monday-Friday doors are open at 8:15. Elementary school hours are 8:30 AM to 3:30 PM. Secondary school hours are 8:25 AM to 3:35 PM. Students should arrive 5-10 minutes ahead of time in order to be in their classrooms promptly.

## BEFORE AND AFTER SCHOOL CARE

### Registration

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Before care is available from 6:00 AM to 8:15 AM at a flat rate per student per week. After care is available from 3:30 PM to 6:30 PM at a flat rate per student per week. Before/after care applies to the entire school year. Parents desiring this service must register (whether enrolling or re-enrolling) their child by completing a registration form and providing it to the school office.

Any elementary student remaining in the school after 3:45 PM and any secondary student remaining in the school after 4:00 PM (not including aftercare children) will be placed in an appropriate after care class and the parent will be billed at the rate of \$20.00 per hour.

Before/after care is not generally available on an “as needed” basis. In the case of the need for emergency use of this service (applies to students not formally registered for this care), parents must complete the online drop-in form at [www.christchapelacademy.org](http://www.christchapelacademy.org) under heading MyCCA/Before and After Care Drop-In Form. When submitted, a copy will automatically emailed to the Before and After Care Director for the student to be added to the roster and a copy to the Bookkeeper to be automatically billed for the service.

Parents are reminded not to drop students off or leave them after school if they have not been formally accepted for before/after care. In that case, parents will be called and required to return to the Academy immediately for the purpose of making other arrangements for their children.

## **Planned Absences**

Parents are required to provide two weeks’ notice in writing if a child who is enrolled in before/after care is not to attend during a specific week. If such notice is given, there will be no fee for that week. If a written, two-week notice has not been provided, the parent will be billed for the normal weekly fee.

## **School Closures**

If there is no school due to teacher in-service training, selective vacation holidays, etc., students registered for this care will also be afforded care as long as the service is being provided. Between 8:30 AM and 3:30 PM, the fee will be calculated at a flat rate. Students not registered for this service may use it if available and will be charged on an hourly basis

## **Flexible Spending Account Forms**

Flexible spending account forms for before/after care can be dropped off at the receptionist’s desk. If your employer does not have these forms, you may obtain one from the school by sending in a written request to the accounting department.

## **Code of Compliance**

As a church exempt child care center, Christ Chapel Academy is required to publish the code of compliance submitted annually to the Virginia Department of Social Services. This document is attached as appendix A.

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## TRANSPORTATION OF STUDENTS

Parents of CCA students provide transportation for their children to and from school. All parents and staff must adhere to designated traffic patterns. High school students with proper licenses may drive to and from school. Students driving to school will park in the fifth or back row of the parking lot. Driving privileges may be suspended for unsafe driving or violation of driving rules.

The school shall furnish transportation to some events not on campus. Students must have written parental consent to ride in school vehicles. Drivers of school vans or cars must have proper licenses and be age 21 or older. Drivers of CCA buses must be approved by the school administration and have a CDL to drive buses requiring a CDL.

## SCHOOL ARRIVAL AND DISMISSAL

### Arrival

While CCA does not provide any transportation for students traveling to and from school, procedures have been established to ensure their safety at these critical times.

During arrival, all traffic must enter the grounds at the front (Smoketown Road) entrance.

Before care students may arrive as early as 6:00 AM. Traffic must bear to the left of the church and enter the building at the main entrance located on the north side of the church. Parents should park in the designated parent/visitor parking lot on the north side of the building, and escort their child to their classroom and sign them in. Before care children will not be allowed to go unescorted at any time.

Elementary and secondary school students *not enrolled in before care* are expected to arrive between 8:15 AM and 8:25 AM. Entering traffic must bear to the left and follow the directional arrows in front of the building and drop students off at the main school entrance (second portico) on the north side of the church.

**ALL TRAFFIC MUST DEPART THE GROUNDS AT THE REAR EXIT.**  
**PLEASE DO NOT EXIT FROM SMOKETOWN ROAD.**

**PLEASE DRIVE SLOWLY WHEN ENTERING AND EXITING THE GROUNDS.**

### Dismissal

All traffic must enter the grounds at the Smoketown Road entrance. Dismissal can be a hectic time and requires cooperation to ensure the timely, secure, safe, and orderly transfer of students.

Traffic must bear left upon entering the church grounds from Smoketown Road. Elementary students will be dismissed at 3:30 PM directly from their classrooms. Parents should follow the same traffic patterns for dismissal as prescribed for arrival. To assist the dismissal process, teachers (kindergarten through fifth grade) will be stationed at the main entrance and throughout the elementary school hallways. Parents should park in the parking lot and enter

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through the main entrance of the school to pick up their children. Secondary students will be dismissed from the church portico entrance. Staff members will be on duty to monitor dismissal. Elementary siblings can be picked up by their secondary school brothers or sisters in their classrooms and escorted to their parent's vehicle per **parent's written permission**.

**ALL TRAFFIC MUST DEPART THE GROUNDS AT THE REAR EXIT.**  
**PLEASE DO NOT EXIT FROM SMOKETOWN ROAD.**

**PLEASE DRIVE SLOWLY WHEN ENTERING AND EXITING THE GROUNDS.**

## **Early dismissal**

If an occasional early release is required, it must occur before 2:45 PM. Parents must enter the school at the main entrance and sign in at the receptionist desk where they may sign their child out of school. Students will not be released between 2:45 PM and 3:29 PM without the approval of an administrator, which must be obtained by the parent at the school office.

## **AUTHORITY TO PICK UP A STUDENT**

Students may only be removed from school by:

- A parent, guardian, or other person when properly identified and recorded on the student's emergency information
- Another person upon written request, properly verified, of the parent or guardian
- Properly identified representatives of law enforcement agencies

Except in law enforcement cases where it is impossible, impractical or interferes with law enforcement, an officer seeking arrest, interview or removal of a child from school should first contact the principal or other school official in charge, identify him/herself and give motive for his contemplated actions. The school official shall then assist the officer fully in the accomplishment of his/her duty.

## **EARLY DISMISSAL FOR SENIORS**

Seniors who have open blocks in their schedule may be dismissed from school before the final bell if the following criteria are met:

- The student has parental permission to leave school grounds.
- The student receives a dismissal time and is expected to leave school grounds within 10 minutes of that time.
- The student uses only pre-determined parent approved modes of transportation.
- The student can document that he or she has a job outside of school.
- The student does not return to the school property once dismissed without written permission or to participate in a scheduled school activity.
- The student signs out at the reception desk and documents the time.

A form for the Senior Early Release Program may be obtained in the secondary principal's office.

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## INCLEMENT WEATHER

Our classes will *generally* be cancelled if Prince William County Schools are closed. However, the administration makes the final decision and reserves the right to deviate from PWCS cancellations and delays. Formal announcements as to changes in schedule can be found by tuning in to the following radio or television stations:

### TV

Channel 4 NBC TV

Channel 5 FOX NEWS

Channel 7 ABC TV

Channel 8 NEWS

Channel 9 CBS TV

### RADIO

WTOP 103.5FM, 103.9FM and 107.7 FM

In the case of a 2-hour delay Christ Chapel Academy will open its doors to students to enter the building at 9:45 AM and class will begin school at **10:00 AM** for ALL students. There will be **NO BEFORE CARE**. **Please make alternative before care plans for your child well ahead of inclement weather to avoid any inconvenience or disruption in your personal work schedule.**

## GUIDANCE AND RESOURCE PROGRAM

### Guidance Program

Christ Chapel Academy employs a certified Christian counselor who offers emotional, academic, social and spiritual support to all students.

The school shall seek to guide students in proper directions beyond high school. The high school principal, administrator and dean of academic activities shall work jointly in providing guidance for high school students in spiritual needs, academic needs and in seeking vocational direction.

### Resource Program

The administration of Christ Chapel Academy believes that every child whose family desires for him/her to attend Christian school have the opportunity to do so if at all possible. Recognizing that each child learns differently whether that be in style, or at a pace faster or slower than other children, Christ Chapel Academy has encouraged, hired and trained CCA teachers to develop strategies that allow for differentiated instruction while engaging all learners, encouraging each child to experience success in their academic endeavors. Realizing that some students need resources over and above those provided in the regular classroom setting, over the last five years, we have developed a stand-alone resource program to give small group and/or individual instruction for those who have been diagnosed with a disability that requires this type of intervention. Once enrolled in the resource program, students receive a variety of services ranging from extra support included in the classroom setting, to a small group environment for taking tests, or doing assignments to help eliminate distractions, to one-on-one instruction from a school resource teacher presented in a way that meets the student's individual needs. This may at times include providing services for the academically gifted child.



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The resource program is currently staffed with two full-time teachers, and supported by input from the school counselling department. At times, the resource team works with other professionals including specialists from Prince William County Public Schools as well as private diagnostic agencies to develop individual service plans for these students. The resource team meets with each family regularly to review and adjust their child's particular service plans. The resource teachers communicate on an ongoing basis with the parents of the students who they serve to support the daily learning activities.

Many students have experienced educational success through this program and have become self-confident learners who not only experience success in the classroom but also contribute greatly to the wonderful diversity of the CCA student body.

**Because of the individualistic nature of the program, there is an extra fee assessed for these services.**

## **ELEMENTARY SCHOOL WEEKLY/DAILY FOLDERS**

Each week students will receive a Weekly Action Plan. It will consist of lesson plans, homework assignments, notice of special events, and communications from teachers. Most communication is via RenWeb. Class work from the previous week will also be sent home each Monday or Friday. Parents are responsible for reviewing assignments with their child, making sure all incomplete and missing assignments have been corrected, signing the folder, and having their child return the folders to the classroom teacher on the following day.

## **HOMEWORK**

Homework is defined as out-of-class preparation in a given subject area that is assigned by a student's teacher. It is of such a nature that the student must complete all or part of the assignment during non-class time. Homework reinforces the lessons taught in class and evaluates the students' knowledge, skills, and Christ-like character. Qualities of responsibility, initiative, orderliness, and thoroughness are developed as a result of homework. Teachers are encouraged to assign homework that will contribute to the student's education through individual work, responsibility, completion of projects, and the establishment of good study habits.

Homework assignments should be regular and reasonable. Each student in grades 3 and up is encouraged to maintain a homework assignment notebook. Parents should review and initial these notebooks daily. Homework for students in kindergarten through 2<sup>nd</sup> grade will be recorded on the weekly lesson plan.

In regards to late homework or other assignments, in kindergarten, first and second grades, teachers will address incomplete work by contacting parents on an individual basis. In grades 3 through 5, students who have incomplete and/or late assignments will receive one letter grade or 10 points off the grade actually earned for each day an assignment is not turned in.

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In grades 6 & 7:

- 1 day late will result in 75% or less depending on the quality of submission
- 2 days late will result in 60% or less depending on the quality of submission
- 3 days and after will result in 0%

In grades 8 through 12:

- Late assignments will result in 0%

## MAKE UP WORK

Students who are absent are required to complete all make up work **within one week** of return to school. Responsibility for obtaining make up assignments rests with the parent. Teachers and the administration will ensure that all required assignments are identified and prepared for parents. Teachers will also provide students adequate time to prepare for make-up tests, depending upon the circumstances and nature of the absence.

## STUDENT EVALUATION

Students and parents will receive an online report via RenWeb of student progress every nine weeks. Refer to the school calendar for specific dates. Interim progress reports will be posted on RenWeb halfway through each marking period. **It is the parent's responsibility to view these reports and consult with student's teachers regarding questions and concerns.**

### Elementary School

Students in Grade Kindergarten will receive grades based on the goals and objectives of the kindergarten program according to the following scale:

- O Outstanding
- S Satisfactory
- N Needs Improvement

Students in Grades 1 through 5 will receive letter grades according to the following scale:

- A 100-90
- B+ 87-89
- B 86-80
- C+ 77-79
- C 76-70
- D+ 67-69
- D 66-60
- F 59 and below

**Grading of Specialty Subjects (Art, Music, Computer, Physical Education, and Spanish) grades kindergarten through grade 5:**

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Students in grades kindergarten through five will receive one of the following grades for specialty subjects: **Outstanding, Satisfactory or Needs Improvement**. A satisfactory grade indicates that the student has participated enthusiastically in each class session, completed all required assignments (oral and written) and demonstrated acceptable behavior during the grading period. Students receiving an “outstanding” grade in all specialty subjects and all A’s in core subjects will be named to the Principal’s Honor Roll. Students receiving “satisfactory” grades in all specialty subjects and A’s and B’s in core subjects will be named to the A/B Honor Roll. A “needs improvement” in any specialty subject will keep a student off the Honor Roll.

Students in kindergarten through first grade will receive one of the following grades for handwriting: Outstanding, Satisfactory or Needs Improvement. An outstanding or satisfactory grade indicates that a student is trying to do his/her best to write neatly using correct form in all required written work. A grade of “needs improvement” indicates that a student’s written work does not demonstrate consistently that he/she is trying to write to the best of his/her ability. Students receiving “outstanding” grades in handwriting and all “A’s” in core subjects will be named to the Principal’s Honor Roll. Students receiving “satisfactory” grades in handwriting and A’s and B’s in core subjects will be named to the A/B Honor Roll. A “needs improvement” in handwriting will keep a student off the Honor Roll. **Handwriting grades for grades 2-5 will be incorporated into the student’s English grade.**

**Christian Life** - This subject consists of three parts. Each part is evaluated separately with grades indicated separately in the Christian Life component of the report card.

1. **Knowing God’s Word** (Bible memory and knowledge) Evaluation is based on scores on memory work, quizzes and tests.
2. **Living God’s Word** (Christian Character)
  - a. Attentiveness (Philippians 4:8)
  - b. Cooperation (Ephesians 4:2-3)
  - c. Effort (Colossians 3:23)
  - d. Obedience (Ephesians 6:1)
  - e. Responsibility (Proverbs 20:11)
  - f. Honesty (Exodus 20:16)
  - g. Respect (1 Thessalonians 5:12-13)

Evaluation is based on teacher observations. Students are graded on a scale of Outstanding (O), Satisfactory (S) and Needs Improvement (N).

3. **Sharing God’s Word** (Christian Service).
  - a. Student participation in class mission projects.
  - b. Sharing God’s word through service in the school setting (i.e. working as assistants in the classroom—Middle School).
  - c. Participation in neighborhood and community outreach activities.

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Evaluation is based on teacher observations. Students are graded on a scale of Outstanding (O), Satisfactory (S) and Needs Improvement (N).

## **Secondary School**

Students in secondary school will receive numerical grades:

A	100-90
B+	87-89
B	86-80
C+	79-77
C	76-70
D+	69-67
D	66-60
F	59 and below

Students taking courses for college credit through dual enrollment receive a failing grade based on the college grading scale.

For senior mid-terms an “A” average in a subject will exempt the student from the corresponding mid-term. For senior finals “A” average in a subject during the second semester will exempt the student from corresponding finals.

## **Parent/Teacher Conferences**

Conferences will take place after the first marking period and at any other time requested by a parent or teacher.

## **Standardized Testing**

Standardized testing will be done in the fall or spring of each year. Christ Chapel Academy uses a nationally recognized achievement assessment for grades 3-10 and the Phonological Awareness Screening (PALS) for grades K-2. Secondary school students may take the PSAT, SAT, and ACT standardized test. Christ Chapel Academy is a site for the PSAT’s.

## **Student Achievement Expectations**

One goal for Christ Chapel Academy students is to strive toward academic excellence. A student who is not keeping up with grade level achievement expectations may be placed on academic probation. If a student is placed on academic probation, the parents will be expected to work with Christ Chapel Academy to help the student bring up his or her level of academic achievement. If the academic deficiencies persist or a student fails to demonstrate a positive attitude toward learning and does not strive to do his or her best, he or she may be dismissed from Christ Chapel Academy or denied enrollment for the next school year.

## **ACADEMIC AND CITIZENSHIP AWARDS**

Each year, students have the opportunity to receive the following awards:

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- Principal's Honor Roll for the quarter: Students maintaining all A's and O's or equivalent numerical grade in all subjects for a nine week quarter receive this award. (Grades 1 and up)
- A/B Honor Roll for the quarter: Students maintaining all A's and B's or equivalent numerical grade and O's and S's in all subjects receive this award. (Grades 1 and up)  
In elementary (K-5) this includes "Living and Sharing God's Word"
- Principal's Honor Roll for the year: Students maintaining all A's or equivalent numerical grade and O's grade all year receive this award. (Grades 1 and up)  
In elementary (K-5) this includes "Living and Sharing God's Word"
- A/B Honor Roll for the year: Students maintaining all A's and B's or equivalent numerical grade and O's or S's for the year receive this award. (Grades 1 and up)
- Presidential Academic Achievement Award: Presented to students who maintain an A/B average and who score at the 85% or better level in the reading and/or math area of the Stanford Achievement Test. (Grades 5 and up)
- Student of the Quarter: Presented to the outstanding student of the quarter: represents excellence in academics and citizenship. Selected by teachers. (Grades 1-5)
- Most Improved Student of the Quarter: Presented to the most improved student of the quarter: represents the teacher selection of student who has made most effort to improve in the area of grades and/or conduct. (Grades 1-5)
- Perfect Attendance: Presented to all students who are present and on time each day of the school year. (Grades K-5)

### **National Honor Society and National Junior Honor Society**

The Christ Chapel Academy was chartered to be a chapter of the National Junior Honor Society (NJHS) and the National Honor Society (NHS). Students in secondary school are eligible for membership. The organization is a duly chartered and affiliated chapter of the prestigious national organization. Membership is open to those students who meet the required standards in five areas of evaluation: scholarship, leadership, service, citizenship and character. Standards for selection are established by the national office of NJHS and NHS and have been revised to meet local chapter needs. Students are selected for membership by a five-member Faculty Council, appointed by the principal, who bestows this honor upon qualified students on behalf of the faculty of our school each May.

### **GUIDELINES FOR INTERNET USE**

The Internet is a vast, global network, linking computers at universities, schools, laboratories, and other sites. Via the Internet, one can communicate with people all over the

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world through discussion forums and electronic mail. In addition, many educationally valuable files may be downloaded from the Internet. Because of its enormous size and resources, the Internet's educational potential is tremendous. Because of its broad reach, however, the Internet also presents the potential for abuse. These Guidelines are intended to help ensure that students use this valuable resource in a safe and appropriate manner.

The sole purpose of Internet access at Christ Chapel Academy (CCA) is to support education and research by providing students and teachers with access to unique resources and an opportunity for collaborative work. All uses of CCA's computer facilities including Internet access must be in support of and consistent with these educational objectives. All students who use CCA's Internet access are expected to read these Guidelines and/or to take part in a discussion of the Guidelines with a teacher. Adherence to the Guidelines is a condition for a student's privilege of Internet access.

## **Parents**

Parents and guardians share with CCA the responsibility for setting and conveying the standards that students should follow when using electronic media and information sources. When students are at school, CCA expects that these standards will be consistent with school policies.

## **Students**

All student use of the Internet is to be conducted under faculty supervision. Nevertheless, faculty members are not expected to monitor student use at every moment. Software will be installed to block access to as many unacceptable sites as possible. **Every student is expected to take individual responsibility for his or her appropriate use of the Internet.** The school has the right to examine recordable media in student's possession if staff personnel suspect that they might contain unacceptable material.

## **Levels of Student Access**

CCA provides two levels of Internet access to students:

### **1. Internet and World Wide Web**

Students may, with teacher supervision, have access to the Internet and World Wide Web in classrooms, libraries, or laboratories. No individual account agreement is required. Before a student may access the Internet and Web, however, he or she must be familiar with the following guidelines.

#### **Grades K-5:**

Before students in Grades K- 5 will be authorized access to the Internet and World Wide Web, they will take part in a discussion of these guidelines with their teacher and may only proceed to gain internet access under the direct supervision of the assigned teacher.

#### **Grades 6-12:**

Before students in Grades 6-12 will be authorized access to the Internet and World Wide Web, they will be asked to sign a statement that they have read the guidelines and agree to adhere to them.

### **2. Individual Email Accounts**

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High School Students may eventually require personal school-based email accounts to assist in research and collaboration on school projects. At the appropriate time, they may apply for individual email accounts. This access and privilege will be further developed as specific plans for the high school curriculum materialize.

## **Internet Access Is a Privilege**

For both levels of access, Internet access at CCA is a privilege, not a right. A student's access may be canceled by school officials if this privilege is abused. Inappropriate conduct on the CCA network will also be subject to disciplinary action, in conformity with CCA's Policy on Student Conduct and Discipline (See following section of this handbook).

## **Administrators' Access to Student Files**

Students should not assume that uses of CCA's Internet access will be private. All student email files and other Internet files and records may be accessed and examined by administrators for educational and administrative purposes, including the need to ensure that these Internet Guidelines are being adhered to. Administrators will also cooperate in providing access to student email and Internet files and records to law enforcement authorities when necessary.

## **Personal Safety**

The Internet is accessible to the public. Unfortunately, this includes people who want to make contact with students for inappropriate purposes or under false pretenses. CCA cannot screen the Internet for all such inappropriate uses. Therefore, students must be cautious and prudent about supplying personal information and arranging personal meetings. In particular, students should never arrange a personal meeting with a person who was met on-line without their parents' or guardians' knowledge and approval. Students should promptly inform their teacher or school administrator of any on-line communication that the student feels is threatening, harassing, or otherwise inappropriate.

## **System Security and Resource Limits**

Students are expected to follow procedures and guidelines that are issued in order to ensure the security of the CCA computer system and to respect its resource limits. These include any downloading guidelines and virus protection procedures that may be issued. Without exception, only the CCA network System Administrator may load software onto the school network. CCA makes no guarantee of any kind, that the services provided will be continuous, error free or without defect. CCA will make every reasonable effort to maintain the integrity of the data and services but will not be held responsible for any damage the user may suffer, including but not limited to the following:

1. Loss of data stored on the network.
2. Interruption of service.
3. Accuracy or quality of information obtained or stored on the network.

Students and their parents will be held responsible for any damages that result from the unauthorized use of or malicious action against any part of the CCA network.

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## **Network Etiquette**

Students are expected to learn and to abide by generally accepted rules of Internet network etiquette, as well as rules of school decorum. These include common courtesies, politeness, and the avoidance of vulgar language.

## **Unacceptable Uses**

The following are some of the uses of the CCA Internet access are unacceptable:

1. Posting private or personal information about another person.
2. Attempting to log in through another person's email account or to access another person's files.
3. Accessing or transmitting obscene or pornographic material.
4. Posting chain letters or engaging in "spamming." ("Spamming " means sending annoying or unnecessary messages to large numbers of people).
5. Engaging in sexual harassment. The CCA Sexual Harassment Policy, which is included in the section titled Boy/Girl Relationships of this handbook entitled Discipline: Boy/Girl Relations, is applicable to Internet conduct.
6. Participating in any communications that facilitate the illegal sale or use of drugs, alcohol, or other harmful substances; that facilitate criminal gang activity; that threaten, intimidate, or harass any other person; or that violate any other laws.
7. Plagiarism. "Plagiarism" means the taking of material created by others and presenting it as if it were one's own. CCA's policy on Plagiarism/cheating [the Honor Code], which is included in the School Student/Parent Handbook, is applicable to CCA's students' use of the Internet.
8. Infringing copyrights. Copyright infringement occurs when a person inappropriately reproduces or transmits material that is protected by copyright. For example, most software is protected by copyright and may not be copied without the permission of the copyright owner.
9. Participating in commercial activities that are not directly related to the educational purposes of Christ Chapel Academy.
10. Damaging computers, computer systems or computer networks (for example, by the creation, introduction or spreading of computer viruses, physically abusing hardware, altering source codes or software settings, etc.).
11. Hacking into the system administrative files, including RenWeb, to view, alter, or otherwise affect the information or structure.

## **Disclaimer of Liability**

CCA administrators and staff disclaim all liability for the content of material that a student may access on the Internet, for any damages suffered in the course of or as a result of the student's Internet use, and for any other consequences of a student's Internet use.

## **PERSONAL ELECTRONIC DEVICES (PEDS)**

Effective immediately, the use of personal electronic devices is severely restricted at Christ Chapel Academy during any part of the school day. The primary reasons for regulating the



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use of such devices are to aid in establishing order and facilitating learning. The non-approved use of any such device disrupts both these objectives. A non-exhaustive list of such devices includes CD players, TVs, computer games, I Pods, and audio or video recording devices. Students may never record classroom activities without the explicit permission of the Administrator/designee. Christ Chapel Academy is not responsible for the loss, theft or damages of any personal electronic device.

## **Definition of a PED**

For purposes of this handbook, a PED is defined as any device that transmits and/or receives voice or written data and is not intended for nor assigned as a part of the CCA curriculum.

Personal electronic devices, with the exception of cellular telephones, shall not be brought to school except in situations and for such circumstances as described here. These situations include school trips to an off-campus destination such as sporting events, class trips, and academic competitions. These devices shall not be visible or activated before entering their transportation vehicle and shall be turned off and put away prior to disembarking that vehicle. A cellular telephone shall be used only for necessary contact with a parent or guardian or in emergency situations, and then only with the explicit permission of the School Administrator or his designated representative. It shall remain in the locker of secondary school students and in the backpack of elementary school students at all other times.

## **Cell Phone Policy**

Possession of a communication device (i.e., cell phone, etc.) by students on school grounds is a privilege, not a right, and any student who brings a cell phone on school property consents to these rules and the CCA Administration's right to confiscate and/or search such devices as provided in these rules. Secondary students may bring their cell phones on school grounds provided these devices are not visible and **remain in their lockers**. Elementary students may bring their cell phones on school grounds; however, phones must be placed in their backpacks. Phones must be "turned off" before and during the school day and during before and aftercare classes. Leaving a phone on their person in "vibrate", "silence", "ringer off" or simply in the off mode is not acceptable. Cell phones will not be used in aftercare, or at after school activities except in cases of emergency, when permission will be granted by aftercare staff. For safety reasons, phones may be utilized after school hours provided the use of the phone does not disrupt or distract from the after school activities. Violators are subject to confiscation of the device and the device will only be returned to a parent or legal guardian.

Searches of communication devices may be conducted if the administration has a reasonable suspicion about it having been used for conduct that is criminal or a violation of the Code of Conduct. Under Virginia Code, Section 18.2-386.1, video or still images of a person undressed or partially undressed is a misdemeanor unless the victim is under 18, at which time it is considered a felony.

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**Students may not take video graphic or still images of adults or other students in any setting unless permission from the administration is given. Doing so could result in disciplinary action.**

## **Corrective Action**

A student who fails to observe these rules for cell phones/PED's will be subject to the following disciplinary actions:

First Offense: Cell Phone/PED will be confiscated. Cell Phone/PED will not be released to student. Parent must report to appropriate administrative office to retrieve the cell phone/PED. Consequence: One hour detention.

Second Offense: Cell Phone/PED will be confiscated. Cell Phone/PED will not be released to student. Parent must report to appropriate administrative office to retrieve the cell phone/PED. Consequence: One day in school suspension.

Third Offense: Cell Phone/PED will be confiscated. Cell Phone/PED will not be released to student. Parent must report to appropriate administrative office to retrieve the cell phone/PED. Consequence: Three day in school suspension.

Subsequent Offense: Cell Phone/PED will be confiscated. Cell Phone/PED will not be released to student. Parent must report to appropriate administrative office to retrieve the cell phone/PED. Consequence: Out of school suspension to be determined by the administrator.

In the case of suspected criminal activity, student will be suspended pending disposition of administrative review.

## **LAPTOP COMPUTER POLICY**

Computers in the classroom are to be used solely for note taking and/or assignments given in class. Games, DVD's, instant messaging, social media, etc. or any malicious computer use is forbidden and action will be taken to those that violate this policy. ***Headphones are not to be worn with the use of the laptop or tablet unless specific permission has been given by EACH supervising teacher.***

- **1<sup>st</sup> offense** – The computer will be immediately confiscated for the remainder of the day and given to the principal.
- **2<sup>nd</sup> offense** – The computer will be immediately confiscated for the remainder of the day and given to the principal. Parents will be notified of the problem and the possibility that the student will lose laptop/computer privileges for one week.
- **3<sup>rd</sup> offense** - The computer will be immediately confiscated for the remainder of the day and given to the principal. Parents will be notified that the student has lost computer privileges for two weeks and will serve a detention which will cost \$10.00.
- **4<sup>th</sup> offense** – The computer will be immediately confiscated for the remainder of the day and given to the principal. Parents will be notified that the student has lost computer privileges for one month and conference with principal to determine the next course of action.

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## PARENT INVOLVEMENT

In Ephesians 6:4, the Apostle Paul instructs parents to bring their children up "...in the nurture and admonition of the Lord." Parents are ultimately responsible for the education of their children, and we at Christ Chapel Academy are blessed to work in partnership with you in this all-important task. The first and best way to be involved as a parent is to take an active role in your child's education and maintain communication with your child and his or her teachers.

The key to the success of our students is the ability of the school faculty, staff and administration to work with parents in a meaningful and positive way. We work together to help students give their best effort, foster responsibility, preparedness and respect. We consider this a great blessing and responsibility. In order for communication to continue to be positive and productive, we all must be committed to model for our students how best to work together.

Effective communication is key. Our teachers routinely use RenWeb to maintain open communication with parents. Whether it be posting of assignments and grades, notification regarding coming events, e-mail notification of accidents, behavioral concerns, or just to let parents know that students have had a great day, our on-line communication system provides up to date, timely information. We do realize that there are times when parents have questions and concerns regarding RenWeb postings. Below are appropriate procedures and protocol when needing to communicate further with a teacher, staff or administration member. These concepts are in line with sound biblical teaching as found in 1 Corinthians 6:1-8, Matthew 5:23-24 and Matthew 18:15-20.

- E-mail communication between staff and parents should always be written in a positive and respectful manner. When e-mails do not produce a satisfactory resolution to a question or concern, our teachers are instructed to contact parents directly and schedule a phone or face to face conference.
- As students mature and advance through the grades, we encourage the student to work directly with the teacher to respectfully and positively work through concerns.
- As a child's number one advocate, we know that there are times when parents will need to meet directly with a teacher, especially at the preschool and primary levels. If parents would like to make an appointment with a teacher, contact her/him directly via e-mail or phone to set up an appointment for a conference. Speaking with a teacher spontaneously at the beginning or ending of the school day about a concern does not allow for the teacher to effectively prepare and professionally address questions or concerns.
- If the conference with the teacher does not seem to resolve the concern, parents are encouraged to contact the appropriate administrator to arrange an additional conference with the express mission of supporting a student toward effective learning and achievement.

### Parent Volunteers in Classrooms

Another important way to be involved is through volunteering. As a private school, Christ Chapel Academy depends on faithful parent volunteers to help us provide the very best education for your child. Our parent/teacher organization, P.A.C.E. (Partnership Advancing

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Christian Education), coordinates volunteers, conducts fundraisers, and is an important conduit for communication between parents and the school.

At the beginning of each school year, P.A.C.E. surveys parents to ascertain parent interests, skills, and resources for various volunteer activities. Official meetings of P.A.C.E. are an excellent way to learn what is new and upcoming at Christ Chapel Academy as well as to express views. We urge all parents and teachers to become members of P.A.C.E. and share their unique gifts with the students.

According to accreditation guidelines, parent volunteers are required to complete a background application at the volunteer's expense. Parents willing to assist a teacher on a regular basis may, under the direction and supervision of the teacher:

- Run off work worksheets (in 2<sup>nd</sup> floor teacher's lounge).
- Construct learning materials, games or reinforcement materials.
- Drill students in math, phonics, etc., as modeled by the teacher.
- Read to students or help them find or check out library books.

## DISCIPLINE

“Obey them that have rule over you, and submit yourselves: for they watch for your souls, as they that must give account....” (Hebrews 13:17). This biblical principle is one of the most significant components of our discipline philosophy. A student's willful resistance to the control of the teacher likely reflects resistance to the authority of God over his or her life. As a Christian school, we are dedicated to developing Christian character in students. Disobedience is sin and requires repentance and restitution. Aggrieved students are taught to express forgiveness. When complete, this cycle fosters learning.

As a school wide effort to help all students take responsibility for themselves in all areas of their lives (academic, social, behavioral and spiritual), the faculty and administration of Christ Chapel Academy developed five foundational core values that all students and staff are encouraged to live by. These foundational values are: Be Responsible, Be Respectful, Be Prepared, Be Safe, and above all, Have Integrity. These core values are the essence of the Academy's approach to responsibility centered discipline. Teachers work with students to internalize these core values and support them in understanding why changing negative attitudes and behaviors will help them become successful in their academic pursuits as well productive Christian leaders of the next generation.

The staff of Christ Chapel Academy will work closely with the parents in applying whatever disciplinary measures are necessary. Our ultimate desire is that each student will take on the nature of Christ as part of their essential character and develop a sincere desire to live Christ-like lives.

## Behavior and Consequences

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When students make choices that do not conform to acceptable behavior, disciplinary action will result. Unacceptable behavior includes such things as disobedience, aggressive behavior, disregard for the rules, and damage to property. Following are examples of offenses and consequences defined by our discipline policy. Using these as a guide and after considering such factors as the seriousness of the offense, the surrounding circumstances, prior conduct and performance, and teacher recommendations, the principal will determine the appropriate actions to be taken.

<b>Level 1 Offenses</b>	<b>Consequences of Level 1 Offenses</b>
Ignoring a teacher's instructions	1 <sup>st</sup> Violation: Student/teacher conference (Oral reprimand)
Pushing/shoving/tripping	2 <sup>nd</sup> Violation: Parent notification after class
Verbal expressions /teasing/name calling/making fun of someone/put-downs	3 <sup>rd</sup> Violation: Parent/teacher conference (Notation on file)
Rumors/gossiping	4 <sup>th</sup> Violation: Refer to level 2 Offenses
Inappropriate gestures	
Intentional isolation	
Intimidation	
Degrading noises	
Obscenity	
Racial/ethnic/gender slurs	
Public displays of affection	
Possession of electronic devices (beeper, cell phone, radio, CD player, etc.)	

## **Level 2 and Level 3 Offenses**

In determining consequences for level 2 and level 3 offenses, the administration reserves the right to adjust consequences according to age/grade level of a student and the severity of the offense. In other words, a first offense in these areas could lead to an indefinite suspension or possible expulsion.

<b>Level 2 Offenses</b>	<b>Consequences for Level 2 Offenses</b>
Lying	1 <sup>st</sup> Violation: Report to Principal's Office
Stealing*	<ul style="list-style-type: none"> <li>• Parent Notification</li> </ul>
Vandalism*	<ul style="list-style-type: none"> <li>• One day suspension (zero for the day)</li> </ul>
Physical or verbal threatening behavior	2 <sup>nd</sup> Violation: Report to Principal's Office
Leaving school grounds without permission	<ul style="list-style-type: none"> <li>• Parent Notification</li> </ul>
Harassment	<ul style="list-style-type: none"> <li>• Two day suspension (zeros for 2 days)</li> </ul>
Sexual Harassment: sexually charged comments toward a particular person	

**\*Responsible for any damages or replacement costs**

<b>Level 3 Offences</b>	<b>Consequences of Level 3 Offences</b>
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Fighting/physical assault/violence	1 <sup>st</sup> Violation <ul style="list-style-type: none"> <li>• Report to Principal’s office</li> <li>• Parent notification</li> <li>• One day suspension with zero for day</li> </ul>
Unwanted sexual touching (See paragraph on Sexual Harassment)	2 <sup>nd</sup> Violation: <ul style="list-style-type: none"> <li>• Report to Principal’s office</li> <li>• Parent notification</li> <li>• Two day suspension with zero</li> </ul>
Threats/repeated verbal or physical harm (See paragraph on Threats)	3 <sup>rd</sup> Violation: <ul style="list-style-type: none"> <li>• Report to Principal’s office</li> <li>• Parent notification</li> <li>• Three day suspension with zero for the day</li> <li>• Student placed on probation</li> <li>• Expulsion considered</li> </ul>
Academic Cheating (See paragraph on Cheating)	

<b>Level 4 Offense:</b>	<b>Consequence of Level 4</b>
Disrespect toward a teacher using bodily contact	<ul style="list-style-type: none"> <li>• Indefinite suspension and possible expulsion</li> </ul>

### **Cheating**

Cheating is a serious offense that will not be tolerated. It will result in suspension or expulsion. Cheating is defined as copying homework, handing in another’s work, plagiarism in research papers and compositions, and unauthorized assistance on tests and quizzes.

If it is determined that a student has indeed cheated, the following actions will be taken:

- The student will receive a zero on the assignment
- The principal will be notified
- Parents will be notified
- The student will confer with the principal
- Appropriate consequences will be administered
- If the student holds any sort of leadership position in a club, class, or athletic team, the student will lose the position. Cheating is a violation of honor and leadership is a matter of honor. Cheating and leadership do not go hand-in-hand.

### **Anti-Bullying Policy**

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As part of the CCA Bullying Prevention Program, the Academy has adopted an anti-bullying code of conduct that directly coincides with the handbook. Christ Chapel Academy is maintaining a climate that will not accept any form of bullying.

Four anti-bullying rules will be posted throughout the entire building and in every classroom:

- 1. We will not bully others.**
- 2. We will try to help students who are bullied.**
- 3. We will make it a point to include students who are easily left out.**
- 4. If we know that somebody is being bullied, we will tell an adult at school and at home.**

Discipline associated with the CCA Bullying Prevention Program will be administered in the form of a consequence. If a student is observed or it is reported and confirmed that a student is in violation of anti-bullying rules he/she will receive a consequence. **Level One** bullying behaviors: Pushing/shoving/tripping, teasing/name calling, rumors/ gossipping, inappropriate gestures, intentional isolation, intimidation, degrading noises, making fun of someone, put-downs.

If a student continues to engage in Level One Offenses, he/she will move to **Level Two** consequence. Level Two consequences will be determined by the Principal and Administrator. Level Two bullying behaviors: Sexual harassment: sexually charged comments toward a particular person, physical acts, notes, or writing that are demeaning.

Continued violation of anti-bullying rules, will also result in **Level Three** consequences. Level Three consequences will be determined by the Principal and Administrator. Level Three bullying behaviors such as but not limited to physical assault or violence, unwanted sexual touching, threats, and or repeated verbal/physical harm.

## **Boy/Girl Relationships**

### **Public Display of Affection**

Biblical principles serve as the guide for the standard of conduct within the life of Christ Chapel Academy. Students are expected to show respect for others and for themselves as they engage in relationships. Displays of affection that could place another person in a compromising situation or cause offense or embarrassment are prohibited. Lap sitting, resting one's head or legs on the lap of another person, hugging or kissing are examples of behavior that would be deemed inappropriate.

### **Sexual Immorality**

Believing sexual sin brings devastating consequences, CCA fully supports the standard of abstinence until God brings a lifelong partner in marriage. Fornication, pornographic involvement, and homosexual behavior are all violations of the Biblical standard and will be subject to disciplinary action.

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In all cases of fornication, the principal will expel the parties involved. The duration of the expulsion will not be less than one full semester after the semester in which the expulsion was made, after which time the students may seek re-enrollment. No student will be considered for re-enrollment before receiving formal counseling from a school endorsed counselor per the discretion of the principal.

## **Student Pregnancy**

If a student of CCA should become pregnant or be responsible for a pregnancy, the following guidelines will apply:

- Both parties will be expelled if students of CCA.
- The girl will be encouraged to give birth to the child.
- Both parties may apply for re-enrollment one full semester after the semester in which the expulsion was made, but will only be considered for homebound studies if the student is still pregnant.
- If re-instated, neither student will be permitted to return to classes until the semester following the semester in which the delivery occurred.
- Counseling by a school endorsed counselor will be required for involved parties in order to be considered for re-enrollment.

## **Sexual Harassment**

The administration and staff of Christ Chapel Academy are committed to providing an environment that it is free from all forms of intimidation, exploitation and harassment, including sexual harassment. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion.

## **Sexual Harassment Defined**

Sexual harassment means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting. While unwelcome sexual conduct of this type can include a wide range of expressions, the following are types of conduct that would violate this policy:

1. Unwanted sexual advances or propositions;
2. Offering academic benefits in exchange for sexual favors;
3. Making or threatening reprisals after a negative response to sexual advances
4. Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons or poster;
5. Verbal conduct such as making or using derogatory comments, epithets, slurs and jokes;
6. Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations;
7. Physical conduct such as unwanted touching, assaulting, impeding or blocking movements.



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## **What to Do about Sexual Harassment**

Students who believe that they have been sexually harassed are encouraged to tell a teacher, counselor, pastor, principal or parent immediately. All complaints will be promptly investigated. Every effort will be made to protect the privacy of the parties involved in any complaint. However, Christ Chapel Academy reserves the right to fully investigate every complaint, and to notify a student's parent/guardian and appropriate government officials as the circumstances warrant.

## **Suspension**

The school principal has the authority to suspend a student. The conditions, actions, or behaviors that would give cause for suspension in addition to those listed as Level 2 offenses are:

- Failure of the student to comply with the disciplinary actions of the school.
- A serious breach of conduct inside or on grounds of the school that has an adverse effect on the image of the school.
- Displaying continued deliberate disobedience/disrespect.
- A rebellious spirit that is unchanged after much effort by the school staff.
- A continued negative attitude and bad influence upon other students.
- Failure of the parents to get recommended professional help for an exceptional child.

## **Threats**

In the event of an extremely serious violation involving threats or violence against other persons, or any illegal activity, the following steps will be taken by the administration:

- The student will be administratively removed from school immediately and not allowed to return until the situation is resolved.
- All parents, Christ Chapel Academy staff, the School Board, and Christ Chapel pastoral staff will be notified in writing of the incident.
- A police investigation will be conducted.
- A psychiatric evaluation will be required to determine if the student is a threat to him/herself or to others.
- Parents, teachers, and other involved students will be interviewed to ascertain the facts of the incident and the known character of the student.
- After the investigation is complete, the School Board will meet to determine whether to allow the student to return to school.
- All parents, Christ Chapel Academy staff, and Christ Chapel Academy pastoral staff will be notified in writing one school day before the student is allowed to return to school.

## **Student Drug Testing Policy**

Parents and students of Christ Chapel agree, as a part of enrollment that students must abide by Christ Chapel's conduct standards and provide a positive reflection of Christ Chapel to the greater community. As indicated in Christ Chapel's student handbook, these standards and conduct expectations apply at all times, whether on or off campus, and whether school is in session or on break. Use of alcohol, illegal drugs, or other controlled or mood altering substances

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is prohibited. A student who is under the influence of these, or who possesses, dispenses, sells, or publically claims to have done so, is subject to immediate discipline, which includes but is not limited to suspension or expulsion. The sale, offer to sell, purchase, transfer, or possession of any drug paraphernalia by any student is also prohibited.

Where Christ Chapel has a reasonable suspicion that a student has or may have violated its conduct requirements, Christ Chapel reserves the right to require drug testing of such student. Christ Chapel reserves the right to require the student to submit a biological specimen (urine, breath, hair or saliva) for drug or alcohol testing. The type of test will be determined at the sole discretion of Christ Chapel. Should the student or parent of a student refuse to submit to any requested testing by Christ Chapel or be determined to have tampered with a sample, then the student will be deemed to have engaged in the use of prohibited substances or other prohibited conduct alleged and Christ Chapel may proceed with discipline of the student, which may include suspension or expulsion. Consequently, parents and students agree to the above standards and procedure and understand that by refusing to submit to the testing selected by Christ Chapel, they are expressly authorizing Christ Chapel to assume and deem that the student has violated applicable conduct requirements and proceed with immediate discipline, including, but not limited to suspension and expulsion.

### **Test Procedure**

1. Parent/guardian is called and must come and pick up the student. Parent/guardian must take the student to a designated facility within 48 hours.
2. Parent/guardian shall inform the facility that Christ Chapel has referred them and that results are to be provided to Christ Chapel.
3. Parent/guardian must sign a release form, authorizing the release of the results to Christ Chapel.
4. Parent/guardian must give the Christ Chapel the information necessary so that the facility can give the test results to Christ Chapel.
5. Christ Chapel must get the test results directly from the test facility.
6. If the student tests positive, or the student or (parent/guardian) does not follow this procedure, tampers with any sample, or refuses to provide a sample, then he/she is subject to discipline that may include, but is not limited to, suspension or expulsion.
7. Within 72 hours of notice of a positive test result, parents or student may: provide proof of any doctor's prescriptions of any drugs that the student was taking that might have affected the test results and/or request that the original sample provided be retested, at parent's expense. Parents must provide a release consenting to Christ Chapel obtaining verification from 3<sup>rd</sup> parties. Health care providers or pharmacies, of any prescription or other health information provided. Christ Chapel must receive any retest results from the lab directly. Any retesting will be done to the sample or samples originally collected, and not on the basis of any new specimen.

### **Secondary School Detention**

The principal may give detention after the teacher has tried to solve a particular problem by other means. A detention may be given for behavior that does not warrant suspension or

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expulsion. Parents will be notified and given the reason for the detention. The time will be served from 3:45 PM to 4:45 PM after school on any day at the discretion of the principal.

During detention, students may be required to write essays reflecting biblical principles, copy scripture, complete homework, or clean up school grounds. Parents will be charged a \$10.00 fee through FACTS. Parents are responsible for providing transportation after detention. Students who do not appear for an assigned detention will be suspended in lieu of detention. Repeated detentions will be handled as follows: during any school year, two detentions will result in 1 day of suspension from school; four detentions will result in two days' suspension; five detentions will result in expulsion.

Examples of offenses that may result in detention are:

- Deliberately disobeying any school rule
- Ignoring a teacher's instructions
- Disrespectful actions or words
- Pushing/shoving
- Verbal threats
- Inappropriate gestures
- Obscenity
- Racial/ethnic/gender slurs
- Public displays of affection
- Three dress code violations in a 9-week period
- Three unexcused tardies between classes in a four-week period

## **Probation**

The principal may invoke a period of probation to give a student an opportunity to correct disciplinary problems. The probation period will not normally last more than 9 weeks. At the end of the probation period, the principal will determine if the student is in compliance with the disciplinary policy. Failure to comply may result in expulsion.

## **Expulsion**

Extremely serious violations not listed as Level 1, 2 or 3 offenses may result in expulsion from the Academy at the discretion of the school principal/administrator in consultation with the Advisory Board. Some, but not all, infractions that may result in expulsion are:

- Repeated serious violations (i.e., those that warrant suspension)
- Use, consumption, possession or distribution of narcotics, drugs, alcohol or cigarettes
- Possession of knives, weapons, firearms, or any facsimile thereof on school grounds, including anything with explosive powders
- Any actions or notoriety that would constitute scandal or bring public disgrace to the reputation of Christ Chapel Academy
- A continued negative attitude and bad influence on other students
- Acts of arson
- Making bomb threats or pulling false alarms.
- Other major infractions that jeopardize the safety and health of other students or persons.

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## INSPECTIONS

Announced AND unannounced inspections of Academy-owned property (i.e. lockers, desks, etc.) may be conducted at the discretion of the principal or administrator on an individual or collective basis for the purpose of determining the state of cleanliness, safety, and security of the school. The private belongings of students (i.e., clothing, book bags, etc.) will not be inspected unless there is reasonable suspicion of prohibited activity. A violation of Christ Chapel Academy policy discovered during an inspection will result in disciplinary action.

## PERMISSION TO INTERVIEW STUDENTS

Upon the presentation of proper identification to the principal or his appointees, duly authorized representatives of law enforcement agencies shall be allowed to interview students. Whenever it may be of assistance to, and requested by, the investigating police officer, the principal or his certified designee may be present at such an interview. Parents shall be contacted before interviewing unless there are extenuating circumstances.

## SECURITY

### **Closed Campus**

CCA is a closed campus. This means no visiting students are allowed in or around school during normal school hours of 6:00 AM to 6:30 PM. Additionally, students may not leave the property or exit the building without written consent of a parent. Outside doors are locked and are not to be opened for any reason.

### **Sign In/Out Procedures**

The security of our students, faculty, parents and visitors is of utmost importance and requires diligence, attention to detail, and cooperation. To that end, the following procedures have been implemented.

Those students not enrolled at Christ Chapel Academy must be accompanied by an adult and are not allowed in any classroom or activity without permission of the principal or administrator.

Parents visiting Christ Chapel Academy during operating hours will be required to enter and depart the school at the main entrance located on the north side of the church, register with the receptionist, and obtain a visitor's badge. Parents will also be required to leave their driver's license or other comparable form of identification with the school receptionist.

In the case of early pick up from school, parents are to enter through the main entrance and register with the receptionist. A staff member or student aide will escort the student from the classroom to the reception area. The parent and student will depart the building via the receptionist's desk.

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From 3:30 PM - 6:30 PM, parents with children in after care will enter through the main entrance located on the north side of the church, proceed to the child's classroom (location provided by the receptionist), sign him/her out with the teacher, and exit the building through the main lobby.

## FINANCIAL

### Basic Philosophy

Following the example of our Lord, who is not a God of disorder, but of peace, we consider sound financial management crucial to the operation of Christ Chapel Academy. The following policies are set forth to give godly direction and to assure consistency in all financial transactions related to this ministry. School fiscal policy was designed to be fair and reflect sound stewardship practices. Effective procedures have been promulgated for the control and accounting of all funds. The school administrator will establish Financial Agreements with each family and ensure compliance.

### Tuition

The tuition philosophy of Christ Chapel Academy is in accord with Matthew 10:10. Tuition rates have been established sufficient to provide Christ Chapel Academy students with a premier education, to provide Academy staff with a fair salary and reward program, and to cover the Academy's operational expenses. All families are required to complete a Financial Agreement at the time of registration. See the Christ Chapel Academy Web site or contact the school office for current fees.

### Tuition Payments

Christ Chapel Academy has partnered with FACTS Management Company to help manage CCA's tuition payment program and financial aid assessment. FACTS provides the security and convenience of payment processing and information technology, we remain committed to this goal.

1. Convenience & Security: Along with multiple payment plan options, your payments are processed securely through a bank to bank transaction. You may check your personal account or make **(incidental payments such as lost book replacement, emergency before and after care, etc.)** payments online from the convenience of your home or office anytime.
2. Automatic Recurring Tuition Payments: Tuition **(Preschool Tuition, K-12 Tuition and Before and After Care)** payments will recur automatically on the set payment date.
3. The option of choosing monthly or bi-monthly payments for tuition for preschool through 12<sup>th</sup> grade.
4. Yearly Book/Technology/Activity/Lab Fees: You will have an option to pay the yearly school fees in full or monthly payments.
5. Peace of Mind Insurance: FACTS offers this optional benefit for only \$17 per year per family. In the event of death of the Responsible Party or spouse, the remaining tuition balance owed for the current school year is paid to the school.
6. Tuition Assistance: Applications for tuition assistance are online through FACTS.

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Families who pay the full year's tuition by July 1<sup>st</sup> by the current school year will receive a 2% discount. Monthly tuition payments are due on the first of each month beginning July 1 or August 1 and ending May 1 or June 1 depending on payment plan option selected. Bi-monthly payments are due on the 1<sup>st</sup> and 15<sup>th</sup> of each month. A \$25.00 late fee will be invoiced through FACTS for any late payment. If funds are not available or a payment is returned FACTS, will invoice the account a \$30.00 fee.

If an account becomes 10 days delinquent, a letter will be sent or a call will be made to the family informing them of their balance, that payment is due immediately. If an account continues to remain in arrears, the family will be notified that the child will not be allowed to attend the Academy, that the account may be referred for collection or legal action, and that the Academy may retain all official school records until the account is paid in full.

## **Tuition Refund Policy**

Parents are responsible for payment of any unpaid fees including activity; book, technology, material and yearbook; science lab (if applicable) fees and the tuition through the student's month of withdrawal. If a student is withdrawn without parents notifying Christ Chapel Academy within **90 days** in writing, tuition for the month following **three months** of withdrawal plus any previous tuition balance and fees is due. All non-consumable books (hard cover) that are not returned within 5 business days will be charged to your account. In the case of early withdrawal from the signed and dated contracted agreement, all fees, including Registration; Activity; Book, Technology, Material, Yearbook; and Science Lab (if applicable) Fees are non-refundable. All books and material are the property of CCA. In the case that a student withdraws before or during the school year, all fees, including Activity; Book, Technology, Material, Yearbook; and Science Lab (if applicable) Fees, are considered outstanding and due to CCA.

## **Enrollment Fee**

New students enrolling in Christ Chapel Academy must pay the enrollment at the time of enrollment. All fees are non-refundable. Payment of the Activity; Book, Material, Technology and Yearbook and Science Lab Fees secures you child's spot for the following school year. See the Christ Chapel Academy Web site ([www.christchapelacademy.org](http://www.christchapelacademy.org)) or contact the school office for current fees.

## **Re-enrollment Fees**

Returning students pay a re-enrollment fee beginning in January. The re-enrollment fee is an indication to us of your intent to return to CCA for the upcoming school year. Payment of the Activity; Book, Material, Technology and Yearbook and Science Lab Fees secures your child's spot for the following school year. Failure to pay these fees could result in the loss of your child's placement at CCA. Please check the Christ Chapel Academy Web site or contact the school office for current fees. It should be noted that a zero account balance is required to re-enroll.

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## **Book, Material, Technology Fee and Yearbook Fee**

When parents pre-register/re-enroll their children, they will be advised that a fee for books, technology, supplies and materials will be due to secure your child's spot for the following school year. Parents will receive an invoice from FACTS for this fee or the fee will be rolled into the student's tuition based on what fee payment option was selected. Parents will be expected to pay these fees on or before the due date. If a parent withdraws a student at any time, the fees are due and non-refundable and all books and materials are the property of CCA.

## **Science Lab Fee**

Parents of secondary school students are required to pay an annual lab fee for use of the science lab. Parents will receive an invoice from FACTS for this fee or it will be rolled into the student's tuition based on what fee payment option was selected. Parents will be expected to pay these fees on or before the due date. If a parent withdraws a student, the fee is due and non-refundable.

## **Activity and Security Fee**

The activity fee provides for student admission to middle school and high school sporting and fine art events. The activity fee also supports the maintenance, licensing, insurance, and general upkeep of the CCA vehicles. The security portion assists to offset the cost of personnel (inside and outside of the building) as well as the cost for creating and maintaining a secure entrance to the building. Parents will receive an invoice from FACTS for this fee or it will be rolled into the student's tuition based on what fee payment option was selected. If a parent withdraws a student, the fee is due and non-refundable.

## **Extra-Curricular Activity Costs**

At the beginning of each school year, and occasionally during the year, your child will be given an opportunity to sign up for various extra-curricular activities. These may include sports activities, private music lessons, fine arts lessons and clubs, and science and technology activities. Enrollment costs for these activities will normally be quoted at the beginning of the school year. Sports and Drama fees will be due at the time of registration for each particular activity. Fees for school sponsored activities are paid directly to the school. Fees for activities in which the school contracts an individual or group to provide the service (i.e. chess club, robotics club, etc.) are paid to that individual or group. Fees for private music lessons, fine arts lessons or clubs or science and technology activities are paid directly to the contracted teacher.

## **Uniform Costs**

Uniform costs are not charged through the school office. Each family shall order uniforms as per the school's current dress code policy which can be obtained in the school office or on the CCA website. School Spirit Wear items (used for physical education and field trips) may be ordered through Flynn O'Hara. All PE wear must have the CCA Lion's Head logo applied.

## **Before and After Care Payments**

The Before and after care program is from 6:00 AM to 6:30 PM. In the event that a child is not picked up by 7:30 PM and neither parent/guardian has contacted us or could not be

## Christ Chapel Academy Parent/Student Handbook

reached, nor emergency contact person can be reached, the Director or Supervisor in charge will notify Prince William County Department of Social Services. Parents are required to escort their child into CCA and sign-in and out each day at the reception desk and in the classroom or gym. CCA does not provide care on Federal holidays and snow days and discounts or refunds will be not be issued for those days the center is closed or for snow days. Limited care may be available during holiday periods such as Thanksgiving, Christmas and Easter break at an extended daycare rate. Specific dates, additional charges and times will be announced and parents are required to pre-register and pay for those dates. In the event of an early school closure, all sports and after-school activities, including after care will be cancelled and parents are to arrange for pick-up at the time of closure. Students may be suspended from the before and/or after care program if there is a consistent behavior problem and fees are non-refundable.

Before and after care payments are made through FACTS according to the tuition payment plan that is chosen. If funds are not available for a payment, a \$25.00 CCA late fee will be charged to the account as well as a \$30.00 FACTS insufficient funds fee. If after one missed payment, Christ Chapel Academy (CCA) has the authority to not allow a child to attend the BAC program until the child's account is current. A late over-time pick-up fee of \$10.00 will be charged plus a \$1.00 per minute after the closing time of 6:30 PM. Two weeks advanced notice is required of cancellation of the before and/or after care program, in writing signed and dated, to the Christ Chapel Academy Administration Office. If a two-week advanced notice is not given, the account will be charged the normal tuition fee. In the case of a past-due account being sent to collections, the balance of any outstanding tuition, late fees plus collection fees, court and/or filing legal fees will be added to the balance owed to CCA.

### **Field Trips**

Payment for field trips will be made directly from the parent or student to the teacher in accordance with the field trip notice. The receptionist will not accept money for field trips.

### **Returned Checks**

If funds are not available for a payment, a \$25.00 CCA late fee will be charged to the account as well as a \$30.00 FACTS insufficient funds fee.

### **Early Withdrawal**

A 90-day written notice is required in case of a student's withdrawal. Parents are responsible for payment through the month of the student's withdrawal. If a student is withdrawn without parents giving Christ Chapel Academy 90 day's written notice, tuition for the three months following withdrawal is due, along with any previous balance still owed. All Activity Fees; Book, Material and Technology Fees; and Science Lab Fee (6<sup>th</sup> – 12<sup>th</sup>) are considered due in full in the event of early withdrawal. **In the event of withdrawal or dismissal at any time, student's records will not be released, the account may be referred for collection, or legal action may be initiated unless all fees and other charges are paid in full at the time of withdrawal.**



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## **Overtime Charges**

Students in aftercare must be picked up prior to 6:30 PM. In the event of late pickup, there will be a \$10.00 charge for the first 10 minutes or any part thereof and a \$1.00 per minute charge thereafter.

## **Lack of Payment**

Parents experiencing financial difficulties or who are chronically late will be afforded an opportunity to meet with the administrator to resolve an issue. The family will be reminded about stewardship and financial responsibility, and be offered Christ Chapel counseling. If, at the discretion of the administrator, these efforts prove unsuccessful after a reasonable period of time, the administrator will take whatever action is deemed appropriate. Including the account turned over for collections.

## **FINANCIAL ASSISTANCE PROGRAM**

FACTS Grant & Aid Assessment processes the financial need analysis for Christ Chapel Academy's. Tuition assistance is only available for kindergarten through 12<sup>th</sup> grade and is not available to preschool students. Families applying for financial aid are to complete an application and submit the necessary supporting documentation to FACTS Grant & Aid Assessment by May 1 of each new school year. Students must be enrolled before being considered for FACTS Grant and Aid. Applicants may apply for FACTS Grant and Aid by logging onto your FACTS account at [online.factsmgmt.com/aid](http://online.factsmgmt.com/aid). Any money granted is subject to the number of applicants and available funding. Not all applicants will be granted financial aid.

Once an online application has been completed, required supporting documentation is to be uploaded or faxed directly to FACTS. Uploaded documents must be in PDF format and the size of each document must be less than 20 MB. If you are unable to upload, fax the required documents to 866-315-9264. All documentation received is imaged upon receipt and then destroyed. If you have questions or concerns about the application process, you may speak with a FACTS Customer Care Representative at 866-441-4637. (Mobile devices cannot be used to photo copy required documents due to problems with legibility.)

- Copies of your 2016 Federal tax forms including all supporting tax schedules. If applicant and co-applicant file separately, we require both tax returns for the same tax year.
- Copies of all 2016 W-2 forms for both you and co-applicant.
- Copies of all supporting tax documents if you have business income/loss from any of the following: Business, Farm, Rental Property, S-Corporation, Partnership or Estates and Trusts
- Copies of supporting documentation for Social Security Income, Welfare, Child Support, Food Stamps, Workers' Compensation, and TANF.

A non-refundable application fee of \$30.00 is required before your application can be submitted. The application process must be completed each year with the knowledge that prior year's award amounts are not guaranteed or considered in future year's award amounts.

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## Questions & Answers

- If I apply, will I be guaranteed financial assistance? No. Although CCA will make every effort to provide sufficient funds to cover all families, the number of families that receive financial assistance in any given year will, in the end, be determined by the total number of families applying and the total pool of funds available.
- Once approved for a year, am I guaranteed financial assistance each school year that my child attends CCA? No. The approval of financial assistance is good only for the one school year. Families receiving financial assistance must reapply each school year.
- Once approved, can my child lose financial assistance during that school year? Yes. A student can lose financial assistance for one of the following reasons: 1) failure to keep tuition payments current, 2) serious disciplinary action against the student, such as suspension, repeatedly tardiness or repeated violations where behavior does not demonstrate godly character and, 3) poor academic performance, such as academic probation or receiving a “D” or “F” as a final period grade.

## MEALS AND SNACKS

A la Carte breakfast items are available for purchase. Students attending before care may bring breakfast from home or purchase items from the a la carte menu. Microwave ovens are not available to warm breakfasts brought from home. Breakfast is offered from 7:00 AM to 8:00 AM.

The Christ Chapel Academy food service staff prepares lunches. Students may sign up to receive hot lunch for the year. Each month will be billed separately through FACTS incidental billing. Meals will not be provided on an as desired basis. Monthly meal costs are posted at [www.christchapelacademy.org](http://www.christchapelacademy.org) under MyCCA/Lunch Information. Parents who have signed the child up for the yearly hot lunch will receive an invoice each month through FACTS. Payment is due by the due date on the invoice.

A la carte items are also available for purchase at the lunch hour for secondary school students only. In addition, students may purchase white or chocolate milk for a nominal fee. Snack machines stocked with juices, chips, and desert items will be on the premises for students’ use during mealtime and before and after care. Students may bring snacks for morning break. Please, no sodas, or candy—healthy snacks are suggested.

## Prepaid Food Account

Christ Chapel Academy’s prepaid food account includes a la carte lunches for secondary students and Pizza Friday for all students. Parents are required to put a minimum of \$50 on their students pre-paid food account for a la carte purchases. It is the parents’ responsibility to monitor the balance of their child’s lunch account through FACTS.

# Christ Chapel Academy Parent/Student Handbook

## ATHLETICS

*“Run in such a way as to get the prize.” I Corinthians 9:24*

### **Philosophy of Athletics**

Since we are the ambassadors for Jesus Christ, let us conduct ourselves in word and action just as Christ would conduct Himself. (2 Cor. 5:20)

The philosophy of Christ Chapel Academy athletics is to use the various sports that we offer to assist in the spiritual development of our young men and women. First and foremost, it is vital that our coaches have a firm understanding of our mission and that they themselves are exemplifying an ever-growing and mature walk with the Lord. Of equal importance is that our student athletes understand that all of their actions should be done to the glory of the Lord. Win, lose, or draw, we will glorify the Lord and attempt to be a light to every person who sees us compete.

### **Student Athlete Eligibility**

- A student should be enrolled in Christ Chapel Academy no later than September 30th of the current year in order to be eligible to play organized athletics. Students who come into the school later than this date will be addressed in a case by case manner by the Christ Chapel Academy administration.
- A new student must come into Christ Chapel Academy with good academic standing from their former school in order to be eligible.
- A student must maintain a 2.0 overall grade point average in order to be eligible.
- An athlete cannot receive an “F” in any subject.
- If an athlete does not meet the criteria listed above then they will be placed on academic probation. Academic probation will begin the first Monday after interims and/or the sending out of report cards.
- Once a student athlete is on probation, their status will be reevaluated as follows:
  - If they become ineligible at the midterm grading period, their grade will be reevaluated every following Monday. When grades meet our requirements their eligibility will be reinstated.
  - If they become ineligible at the end of a nine-week grading period, they will be ineligible until the midterm grading period. At that time, their eligibility will be reinstated when their grades meet our requirements.
- An ineligible athlete is allowed to try out for a team but will not compete in any contest until they regain their eligibility.
- A student athlete may also lose their eligibility at any time due to disciplinary problems.

### **Game Day Policies**

- All student athletes must be at the school no later than the start of 5th hour in order to play in games that night. This rule does not apply if a student has an appointment or an excused reason for being out.

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- Student athletes should always dress, act, and speak in a manner that glorifies Christ whether we have a home game or are visiting someone else's facility.
- It is our desire to always leave a place better than we found it. We will go out of our way to leave a positive impression on every team that we play.
- Each individual coach will go over their specific rules and regulations for how they want their athletes to conduct themselves.

See the athletic handbook at [www.christchapelacademy.org](http://www.christchapelacademy.org) for further information.

## **Behavior Standards for Student Athletes, Coaches and Parents**

Christ Chapel Academy conducts an interscholastic sports program to teach sportsmanship, team work and to develop Christian character in each athlete. Competitive sports bring out the best in all of us and we expect each student, coach and parent to demonstrate Christ in all aspects of competition.

## **Uniforms**

All athletic uniforms are property of Christ Chapel Academy. In essence they should not be altered in any way whatsoever. All uniforms are to be turned in cleaned and marked with your athlete's name one week after the season comes to a close. Your athlete will receive a bill for all uniforms that are not turned in within that week or that are returned damaged or stained.

## **Student Participation**

Playing a sport requires time and dedication. Each athlete is expected to participate in all practices, games and any other event which may occur during the season. If for any reason your athlete will miss a practice or game, you are to call or email the athletic director so he/she can pass the information along to the proper coach.

## **Athletics offered at CCA**

Girls Volleyball	Grades 6-12	Fall
Cross Country	Grades 6-12 (Co-ed)	Fall
Girls Cheerleading	Grades 6-12	Winter
Boys Soccer	Grades 6-12	Fall
Boys & Girls Basketball	Grades 6-12	Winter
Girls Soccer	Grades 6-12	Spring
Golf	Grades 8-12 (Co-ed)	Spring
Flag Football	Grades 6-8	Spring
Track	Grades 6-12 (Co-ed)	Spring

## **FIELD TRIPS**

Several times during the school year, students will be taking trips to local points of interest. You will be notified at least two weeks in advance of such trips. On the occasion of each trip, a permission slip must be signed and returned to the school before the student may

# Christ Chapel Academy Parent/Student Handbook

participate. Depending on the nature or location of the trip, normal dress code may be relaxed; however, dress should be modest and consistent with Christian values. At no time will two-piece bathing suits for girls be permitted. If a student does not intend to attend a field trip, they must remain at home. Transportation costs, admittance fees and other costs associated with school-sponsored field trips will be due prior to the occasion of each field trip.

## ELEMENTARY SCHOOL ACTIVITIES AND CLUBS

### After School Academic Clubs

CCA participates with other Christian schools in academic competitions sponsored by ACSI (Association of Christian Schools International). In preparation for these events, the school sponsors several clubs that are held after school. Spelling Club, Math Club, Geography Club, Speech Club and Student Council meet on varying days of the week between 3:45 PM to 4:45 PM. If a student is selected to attend a competition, there is a nominal registration fee at parent expense. Students are given the opportunity to sign up for these clubs at the beginning of each school year.

We also contract with private individuals and groups to provide music lessons, engineering club, etc. at an additional fee.

### Student Council

The student council is made up of elected officers and class representatives. Student Council officers will be elected by students in grades 3 through 5 at the beginning of each school year. Each 4<sup>th</sup> and 5<sup>th</sup> grade class will then select a class representative to the student council.

## SECONDARY SCHOOL ACTIVITIES AND CLUBS

### Student Organizations and Clubs

Christ Chapel Academy sponsored clubs include, but are not limited to, Spelling Club, Geography Club, Speech Club, Rocket Club, Chess Club and Drama Club. Also, the Student Council and other programs are CCA sponsored organizations.

### Organization and Club Eligibility

- A student must be enrolled in Christ Chapel Academy in order to participate in a club or organization.
- A student is required to have a “C” or better in all core subjects. An “F” in any subject will make the student ineligible to participate in an organization or club. Students who fail to maintain a “C” average in core subjects or are failing a subject will lose the privilege to attend a club or organization until they have attained a “C” average or no longer have a failing grade.
- Students who have been suspended from school are not eligible to attend a club or organization meeting.
- It is expected each student will have an acceptable record conduct.

### Student Council

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The student council is made up of elected officers and class representatives. Student Council officers will be elected by high school students at the beginning of each school year. Each class (grades 6-12) will then select a class representative to the student council.

## **Fund Raising by Student Organization**

All proposed fund raising activities must be submitted to the administrator in writing for approval prior to implementation.

## **Parties and Socials**

All socials are to be approved by the administration. The socials are to be planned under the guidance of an administrator. Classes will be limited to one formal social per semester.

## **Senior Trip**

It is recommended that all senior trips be no longer than five school days. The trip is to be planned by the Secondary Principal in conjunction with their senior class advisor and is to receive final approval through the Administrator. The trip is to include educational, spiritual and cultural experiences. To occur, the senior trip must be approved by January 15<sup>th</sup> of graduation year.

## **Graduation Ceremony**

CCA shall plan a traditional graduation ceremony to honor graduating seniors. Guest speakers shall be appointed by the administrator.

## **IN CASE OF ILLNESS**

Please notify us if your child has been exposed to a communicable disease. If your child becomes ill during the day, the school will contact you and ask you to pick him or her up. Please keep your child home if the child:

1. Has a fever of 100 degrees or higher or had a fever during the night
2. Has been fever free for 24 hours before returning to school
3. Has been on an antibiotic for less than 24 hours
4. Has a heavy nasal discharge or constant cough
5. Has been vomiting or has had diarrhea within the last 24 hours

## **ACCIDENTS AND MEDICAL EMERGENCIES**

It is our prayer that the Lord's protection will prevent any serious accidents from occurring. We are, however, prepared for all emergencies. There will always be at least one member of our staff trained in CPR, MAT and first aid at the Academy. When you register your child, you will fill out a medical release form, giving us permission to authorize emergency medical treatment. You will be contacted immediately in case of a serious medical emergency.

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We strive to provide the safest possible environment for your child. Whenever a child does get hurt, no matter how minor, the Academy will prepare an accident report. You will receive a copy of the report when you pick up your child at the end of the day. Please sign the report forms and return one copy to us to retain in your child's record.

If your child is injured by another child, or is involved in an incident where another child is hurt, you will be notified by an incident report. Again, please sign the report forms and return one copy to us.

## DISPENSING MEDICATION

All children who require medication during school hours must have medication stored in the school office. **Prescription medication should be stored in its original container with its original label showing the student's name, name of the medicine, dosage, times to be administered, and start and end date for administering the medication. No non-prescription medication will be administered without the written consent of a physician.**

Parents need to bring medication directly to the office. Parents must fill out a Medical Authorization form when any medication is to be administered. If a student must be administered medication on an ongoing basis throughout the school year, an additional authorization signed by a physician needs to be placed on file in the school office. All forms are available in the office.

## INSURANCE CLAIMS

If a student is injured while attending Christ Chapel Academy, parents desiring to initiate an insurance claim must do so first using their own health insurance. The academy purchases supplemental accident insurance. Parents must work directly with the school administration to coordinate claims under this program.

## FIRE SAFETY

To help students understand fire safety, the staff will introduce them to simple rules they would need to follow in case of a fire emergency. We will have a scheduled fire drill on a regular basis. We encourage you to reinforce fire safety in your home.

## TORNADO/EARTHQUAKE/LOCKDOWN SAFETY

Christ Chapel Academy conducts regular tornado and lockdown drills according to the Virginia Department of Emergency Management. CCA has developed a Crisis Management Security Plan to respond to emergencies and challenging situations and routinely practices responses to various emergencies and reviews plans annually. Our school maintains a close relationship with the Prince William County Police and other local emergency response teams to ensure the effectiveness of our crises management plan.

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## LOST AND FOUND

Articles that have been found will be kept in the school office. A table will be displayed periodically for parents and students to claim lost articles. Articles not claimed within 1 month will be donated to a local charity.

## DRESS CODE

Christ Chapel Academy's dress code is intended provide a sense of unity and pride in our students in a non-competitive manner. The school administration has designed the code to allow students to express a degree of individuality in the selection of colors, color combinations, and footwear.

### Elementary Student Dress Code:

Elementary school (K-5) uniforms can be purchased any uniform source or from Flynn O'Hara. Ordering through Flynn O'Hara with the CCA logo is optional and not mandatory for elementary students.

<b><u>GIRLS DAILY WEAR – CCA logo is optional</u></b>	<b><u>BOYS DAILY WEAR – CCA logo is optional</u></b>
<b><u>Navy or Khaki</u></b>	<b><u>Navy or Khaki</u></b>
Drop Waist Jumper	Twill Pants
Skort	Twill Walking Shorts
Flat Front Slacks	<b><u>Belt:</u></b>
Kilt Skirt	Black/Brown
<b><u>Shirts</u></b>	<b><u>Shirts</u></b>
White Long or Short Sleeve Peterpan Collar Blouse	White Long or Short Sleeve Button down Collar
Navy or White Long or Short Sleeve Polo Shirt	Navy or White Long or Short Sleeve Polo Shirt
<b><u>Sweater</u></b>	<b><u>Sweater</u></b>
Navy Crew Neck Cardigan Sweater	Navy V-Neck Pullover Sweater
Navy Pullover Sweater	Navy V-Neck Cardigan Sweater
<b><u>Shoes</u></b>	<b><u>Shoes</u></b>
Black, Brown or Navy Dress Shoes (heel no higher than 2", no sandals)	Black, Brown or Navy Dress Shoes (may be business casual, no sandals)
Tennis Shoes (not on chapel day)	Tennis Shoes (not on chapel day)
<b><u>GIRLS CHAPEL WEAR – CCA logo is optional</u></b>	<b><u>BOYS CHAPEL WEAR – CCA logo is optional</u></b>
Navy Jumper, Skirt or Skort	Navy Twill Pants
White blouse.	White Long or Short Sleeve Buttondown Collar Shirt
Black or navy dress shoes (no heel higher than 2", no sandals, no tennis shoes)	Navy Tie
<b><u>GIRLS AND BOYS PE WEAR – CCA Lion logo is mandatory on tops.</u></b>	
Navy Gym Tee Shirt with CCA Lion Logo	
Navy Micromesh Nylon Gym Shorts with CCA Lion Logo	
Navy Heavy Weight Sweatshirt with CCA Lion Logo ( <b><u>NO HOODIES</u></b> )	
Navy Heavy Weight Sweatpant with CCA Lion Logo	



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Girls may wear small earrings (nothing that dangles) and modest/conservative rings, bracelets and necklaces. Elementary students may wear tennis shoes (except on Wednesday chapel days).

### **NO HEELYS (SNEAKERS WITH WHEELS) ALLOWED IN THE SCHOOL**

**Hair:** Boys hair should be neat and conservative and above the collar. Styles that draw undue attention or reflect a disorderly appearance are unacceptable.

**Jewelry:** Boys are not to wear ornamental jewelry. Necklaces (except for identifying health needs) and earrings are examples of this type of jewelry. Girls may wear small earrings, and modest/conservative rings, bracelets and necklaces.

**Parents will be called and asked to take children home to change if these policies are not followed. The final decision as to what constitutes proper dress and grooming rests with administration.**

#### **Secondary Student Dress Code:**

Our student council recommended that Flynn O’Hara be CCA’s source for uniforms for secondary school students. This insures that all colors and uniforms have the same look and, through the Flynn O’Hara school-purchasing program, also provides fundraising dollars for the school, thus further benefiting your children. The CCA logo is mandatory for all shirts, sweaters and fleece jackets for daily wear. All secondary shirts must have the CCA school logo. The current dress code policy is displayed at [www.christchapelacademy.org](http://www.christchapelacademy.org).

<b><u>GIRLS DAILY AND CHAPEL WEAR</u></b>	<b><u>BOYS DAILY AND CHAPEL WEAR</u></b>
Khaki Kilt	Khaki Twill Pants
Khaki Flat Front Mid Rise Slacks	Khaki Poly/Cotton Men’s Pants
Khaki Twill Walking Shorts	Khaki Twill Walking Shorts
<b><u>Shirt with CCA Logo</u></b>	<b><u>Shirt with CCA Logo</u></b>
Navy or White Long or Short Sleeve Polo Shirt	Navy or White Long or Short Sleeve Polo Shirt
<b><u>Sweater and Fleece with CCA Logo</u></b>	<b><u>Sweater and Fleece with CCA Logo</u></b>
Navy V-Neck Cardigan Sweater	Navy V-Neck Cardigan Sweater
Navy Polar Fleece Jacket	Navy Polar Fleece Jacket
<b><u>GIRLS AND BOYS PE WEAR - CCA Lion logo is mandatory on tops.</u></b>	
Navy Gym Tee Shirt with CCA Lion Logo	
Navy Micromesh Nylon Gym Shorts with CCA Lion Logo	
Navy Heavy Weight Sweatshirt with CCA Lion Logo <b><u>(NO HOODIES)</u></b>	
Navy Heavy Weight Sweatpant with CCA Lion Logo	
Navy Open Bottom Sweatpant with CCA Lion Logo	

#### **Jewelry and Cosmetics**

Girls may wear conservative and modest earrings and jewelry and makeup. No black lipstick, eye shadow, or nail polish may be worn. Boys may not wear ear rings or makeup at any time.

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## **Tattoos and Body Piercing**

Christ Chapel Academy policy states that the Board/administration does not encourage students or faculty to mark or pierce their bodies with, for example, tattoos, nose or lip rings. It is the position of the Academy that if a student or staff member has a tattoo, they must wear appropriate clothing to cover it during the school day or at any school functions.

## **Physical Education Uniform: all students**

CCA logo shirts (classic navy blue or gold, short or long sleeve)

CCA logo shorts or sweatpants (classic navy blue)

CCA logo sweatshirts (classic navy blue)

White socks and Athletic shoes

Secondary students should bring gym clothes to change into for Physical Education. Elementary students should wear gym clothes to school on their scheduled gym day.

## **Enforcement Rules**

All secondary students will fully comply with all elements of the dress code from the first day of school. Newly enrolled students that have not yet received their uniform items will provide the secondary principal with a written note from parents stating this fact. The note will include an estimated date for receiving the missing items and complying with the code. The secondary principal will inform the teaching staff that the student is excused until the uniforms are received. The student is expected to dress as closely as possible wearing dress or casual slacks, a skirt (girls) and a polo or dress shirt until the CCA uniform is obtained. Such students will comply with the dress code immediately upon receiving the missing uniform items. This exception is not meant to excuse returning students or new students who have had sufficient time to order uniforms to delay ordering in order to be purposefully tardy in complying with the dress code.

Parents are responsible for ensuring that their students are properly dressed when they leave for school. The school staff is responsible for ensuring that students remain in compliance. Students who arrive at school out of uniform compliance and who do not have a note explaining such non-compliance will be sent to the office to contact their parents/guardians and remain there until the missing dress codes item(s) are received and put on to allow the student to return to the classroom. Students will receive zeros for all work missed while waiting for uniform items.

Secondary students who violate the dress code during the school day, i.e., shirt un-tucked, shoes untied, etc., will be given a single warning for the year. A second violation will result in the parent(s) being notified regarding the repeated offense. A third violation will result in after school detention. This detention will result in the student not being able to participate in any extra-curricular activities for the day. A fourth violation will result in a one hour detention for which the parent will be required to pay a fine of \$30.00. Subsequent violations will result in more severe consequences, such as suspensions and, ultimately, in expulsion.

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## HOW TO CONTACT US

Christ Chapel Academy offices are open from 8:00 AM to 4:00 PM Monday through Friday. Periodically, you will receive information about various programs and activities that the church sponsors. Our administrative and pastoral staff is available to answer any questions you may have. Please stop by our receptionist's desk in the school foyer.

More information is also available at our Web site: [www.christchapelacademy.org](http://www.christchapelacademy.org). Information will be updated routinely on RenWeb. You may also contact us by calling (703) 670-3822 or by e-mail:

School Administrator	Rev. Paul Miklich	<a href="mailto:pmiklich@christchapel.org">pmiklich@christchapel.org</a>
Elementary School Principal	Mrs. Debbie Wolf	<a href="mailto:dewolf@christchapel.org">dwolf@christchapel.org</a>
Elementary Assistant Principal/Dean of Women	Mrs. Jacquie Boykin	<a href="mailto:jboykin@christchapel.org">jboykin@christchapel.org</a>
Secondary School Principal/Dean of Men	Mr. Andrew Porter	<a href="mailto:aporter@christchapel.org">aporter@christchapel.org</a>
Secondary School Assistant Principal/Academic Advisor	Mr. Dave Dawdy	<a href="mailto:ddawdy@christchapel.org">ddawdy@christchapel.org</a>
Director of Admissions	Mrs. Denise Di Filippo	<a href="mailto:ddifilippo@christchapel.org">ddifilippo@christchapel.org</a>
Preschool Director	Mrs. Sheila Nelson	<a href="mailto:snelson@christchapel.org">snelson@christchapel.org</a>
Before/After Care Program Director	Mrs. Brenda Prather	<a href="mailto:bprather@christchapel.org">bprather@christchapel.org</a>
Director of Marketing and Communications	Mr. Brian Citizen	<a href="mailto:bcitizen@christchapel.org">bcitizen@christchapel.org</a>
Director of IT	Mr. Michael Miklich	<a href="mailto:mmiklich@christchapel.org">mmiklich@christchapel.org</a>

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## APPENDIX A – CODE OF COMPLIANCE STATEMENTS

1. Christ Chapel Academy is located at 13909 Smoketown Road, in Woodbridge, VA and is an accredited school.
2. Christ Chapel Academy Preschool is exempt from licensure and is an accredited preschool program.
3. The center is inspected and must be approved annually by an official from the local health department.
4. The center is inspected and must be approved annually by an inspector from an authorized Fire Prevention Bureau or by the State Fire Marshall.
5. Staff Qualifications include but are not limited to academic training, work experiences, and personal attributes (model Christ's love to all).
6. In 2001, we renovated our kitchen, which enabled our staff to provide on-site cooking for our full-time students and school K-12. Our kitchen provides breakfast, two snacks, and lunch to our full-time children in preschool. For children enrolled in K-12, an A la Carte menu is available from 7:00 AM-8:00 AM and lunch is available, both at an additional cost to the tuition fee. Vending machines with snacks and drinks are also available.
7. Our playgrounds were built with PACE funding to provide a safe play environment. We maintain a softening ground cover to help prevent injuries to children.
8. Our 2004, 28 passenger activity busses require a CDL to drive. One bus was purchased entirely with PACE funds. Our third bus, which does not require a driver to have a CDL to operate, was purchased in 2016, with Race for Education funds. Thank you parents.
9. Exemption law requires each preschool and before and/or after care staff be certified annually by a practicing physician to be free from any disability that would prevent them from caring for children. Also, staff is required to become CPR-First Aid Certified.
10. Christ Chapel Academy established and implements proper hand washing procedures for staff and children before eating, returning from outdoor play, when hands have been in contact with any body secretions (nasal, oral secretions), and after toileting or diapering.
11. Christ Chapel Academy provides appropriate supervision of all children, including daily intake and dismissal procedures to ensure the safety of children.
12. Christ Chapel Academy implements daily simple health screening and exclusion of sick children by a person trained to perform such screenings. Daily health screening is a health observation of children designed to alert staff to the signs and symptoms of an illness by promptly identifying changes in a child's pattern of behavior or physical appearance.
13. A person trained and certified in CPR and First Aid is present at all times whenever children are present.
14. Christ Chapel Academy established and implemented procedures to ensure that all children are in compliance regarding immunization of children against diseases.
15. Christ Chapel Academy implements policies and procedures to ensure that all areas of the premises accessible to children are free of obvious injury hazards, including providing and maintaining sand or other cushioning material under playground equipment.
16. Staff is trained to recognize signs of child abuse and neglect of any child less than eighteen years of age. We schedule the local department of social services to provide training in this area.
17. Christ Chapel Academy will contact the local department of social services (Child protective services) for any child we suspect is being abused or neglected.

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18. A valid driver license is required when operating any motor vehicle on any highway in the Commonwealth.
19. School bus/vans are inspected every 12 months and display a current inspection sticker. Vehicles are in compliance regarding insurance used to transport children.
20. Criminal record checks and child abuse & neglect central registry checks are completed on all employees and volunteers who are expected to be alone with children in our center.
21. Christ Chapel Academy believes that we should resolve disputes with each other in private and in conformity with the Biblical injunctions of I Corinthians 6:1-8, Matthew 5:23-24, and Matthew 18:15-20. Should legal action be taken against Christ Chapel Academy or any employee, for any reason and we/I lose, the suing party agrees to pay to the school attorney's and legal fees including all court costs.
22. Christ Chapel Academy requires proof of a child's identity and age, as well as information from the person enrolling the child. This information is required prior to the child attending our school.
23. Child restraint devices are required for transporting children in private vehicle.

# Christ Chapel Academy Parent/Student Handbook

## **APPENDIX B – TEN GUIDELINES FOR PARENTS, STUDENTS AND STAFF OF CHRIST CHAPEL ACADEMY**

1. Thou shalt come together with the staff and parents of CCA to become a united community that works together for the good of the children.
2. Thou shalt create an atmosphere of positive energy and cooperation.
3. Thou shalt give your time and energy to working toward the greater good of the school.
4. Thou shalt recognize and respect the individual differences of each child, parent, and staff member.
5. Thou shalt refrain from gossip or negative behavior.
6. Thou shalt follow all policies and procedures of Christ Chapel Academy.
7. Thou shalt bring your child/children to school on time, well fed, and well rested.
8. Thou shalt follow the golden rule, “Do for others what you would like them to do for you.”  
Matthew 7:1
9. Thou shalt agree to disagree in a gracious manner if occasion arises.
10. Thou shalt schedule an appointment with the principal or administrator if thou hast any questions or concerns.

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## APPENDIX C – PROMOTION AND GRADUATION CRITERIA

Promotion shall be based on satisfactory progress and graduation shall be based on satisfactory completion of the requirements of Christ Chapel Academy and the Commonwealth of Virginia. In keeping with CCA’s philosophy of academic excellence, all students are expected to follow the requirements for a Standard/Advanced Diploma. **Only students enrolled in the CCA Resource Program may earn a General Diploma.**

Graduation Requirements:

<u>Subject</u>	<u>CCA General Diploma Credits Needed</u>	<u>CCA Standard Diploma Credits Needed</u>	<u>CCA Advanced Diploma Credits Needed</u>
English & Lit	4.0	4.0	4.0
Social Studies	3.0	4.0	4.0
Math	3.0	3.0	4.0
Science with 2 Labs	3.0	3.0	4.0
Technology	1.0	1.0	1.0
Fine Arts/Elective	3.0	2.0	2.0
Physical Education	2.0	2.0	2.0
Economics	1.0	1.0	1.0
Theology*	4.0	4.0	4.0
Foreign Language**	0	0	3.0
<b>Total Credits</b>	<b>24.0</b>	<b>24.0</b>	<b>29.0</b>

Theology 4\* - Students transferring in to CCA after the ninth grade will not be required to make-up Bible classes.

Foreign Language 3\*\* - Student taking foreign languages for credit are required to take the three consecutive courses in the same language; i.e. Spanish I, II, III.

Beginning with the ninth-grade class of 2011-2012 and beyond students will be required to take an **Economics and Personal Finance** class for one additional high school credit.