

# Christ Chapel Academy Parent/Student Handbook

<b>WELCOME.....</b>	<b>1</b>
<b>MISSION, VISION, AND GOALS.....</b>	<b>1</b>
<b>WHAT WE BELIEVE: .....</b>	<b>2</b>
<b>ADMISSIONS .....</b>	<b>5</b>
<b>ATTENDANCE.....</b>	<b>6</b>
<b>IN CASE OF ABSENCE .....</b>	<b>6</b>
<b>TARDINESS.....</b>	<b>7</b>
<b>CLASS HOURS.....</b>	<b>7</b>
<b>BEFORE AND AFTER SCHOOL CARE.....</b>	<b>8</b>
<b>TRANSPORTATION OF STUDENTS.....</b>	<b>9</b>
<b>SCHOOL ARRIVAL AND DISMISSAL.....</b>	<b>9</b>
<b>AUTHORITY TO PICK UP A STUDENT.....</b>	<b>11</b>
<b>SENIOR EARLY RELEASE PROGRAM .....</b>	<b>11</b>
<b>INCLEMENT WEATHER .....</b>	<b>11</b>
<b>GUIDANCE PROGRAM.....</b>	<b>12</b>
<b>ELEMENTARY SCHOOL WEEKLY/DAILY FOLDERS.....</b>	<b>12</b>
<b>HOMEWORK.....</b>	<b>12</b>
<b>MAKE UP WORK.....</b>	<b>13</b>
<b>STUDENT EVALUATION .....</b>	<b>13</b>
<b>PARENT/TEACHER CONFERENCES .....</b>	<b>15</b>
<b>GUIDELINES FOR INTERNET USE.....</b>	<b>15</b>
<b>PERSONAL ELECTRONIC DEVICES (PEDS).....</b>	<b>19</b>
<b>LAPTOP COMPUTER POLICY.....</b>	<b>20</b>
<b>ACADEMIC AND CITIZENSHIP AWARDS.....</b>	<b>20</b>
<b>PARENT INVOLVEMENT.....</b>	<b>21</b>
<b>FAMILY SERVICE PROGRAM.....</b>	<b>22</b>
<b>DISCIPLINE .....</b>	<b>22</b>
<b>INSPECTIONS.....</b>	<b>29</b>
<b>PERMISSION TO INTERVIEW STUDENTS .....</b>	<b>29</b>
<b>SECURITY.....</b>	<b>29</b>
<b>FINANCIAL.....</b>	<b>30</b>
<b>FINANCIAL ASSISTANCE PROGRAM .....</b>	<b>34</b>
<b>MEALS AND SNACKS.....</b>	<b>35</b>
<b>ATHLETICS .....</b>	<b>35</b>
<b>FIELD TRIPS.....</b>	<b>38</b>
<b>SECONDARY SCHOOL ACITIVITES AND CLUBS .....</b>	<b>38</b>
<b>IN CASE OF ILLNESS .....</b>	<b>39</b>

# Christ Chapel Academy Parent Handbook

<b>ACCIDENTS AND MEDICAL EMERGENCIES.....</b>	<b>39</b>
<b>DISPENSING MEDICATION.....</b>	<b>39</b>
<b>INSURANCE CLAIMS.....</b>	<b>39</b>
<b>FIRE SAFETY.....</b>	<b>40</b>
<b>LOST AND FOUND.....</b>	<b>40</b>
<b>DRESS CODE.....</b>	<b>40</b>
<b>HOW TO CONTACT US.....</b>	<b>43</b>
<b>APPENDIX A – CODE OF COMPLIANCE STATEMENTS.....</b>	<b>1</b>
<b>APPENDIX B – TEN GUIDELINES FOR PARENTS, STUDENTS AND STAFF OF CHRIST CHAPEL ACADEMY.....</b>	<b>1</b>
<b>APPENDIX C - PROMOTION AND GRADUATION CRITERIA.....</b>	<b>2</b>

# 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. 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, AND GOALS

### **Mission**

Christ Chapel Academy exists to provide a high quality, Christ-centered, biblically-based education in which students can grow in wisdom, in stature and in the knowledge of Jesus Christ as Lord in order that they may extend the servant life of Christ to their community and the world.

### **Vision**

Christ Chapel Academy desires to be recognized and sought as a premier Christian School reaching, teaching and unleashing our future world leaders.

### **Goals**

- Improve academic performance

# Christ Chapel Academy Parent/Student Handbook

- Improve the awareness of the Academy's academic program
- Maintain fiscal stability and improve cost effectiveness
- Improve student outreach and missions emphasis
- Establish a high school of excellence

## **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. 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)

# Christ Chapel Academy Parent/Student Handbook

- 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 disciples 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
- 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

# Christ Chapel Academy Parent/Student Handbook

- Sharing God's Word

Language and Literature

History and Geography

Mathematics

Science/Health

Computer Technology

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, visual arts, 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).
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).

# Christ Chapel Academy Parent/Student Handbook

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.

The admission process involves the following steps:

- Initial interview and tour of the Academy with administrator
- Completion of Admissions Application including screening fee (non-refundable)
- Entering Kindergarten
  - Screening with principal/teacher
- Entering Grades 1<sup>st</sup> – through 12<sup>th</sup>
  - Submission of school records (academic and behavioral) to school administrator
  - Student interview with administrator and/or principal and records reviewed by administrator
  - Teacher evaluation/testing of prospective student
- Parents informed of status of application
- Enrollment packet given to parents of children accepted to Christ Chapel Academy
- Enrollment forms turned in and signed by parents with registration fee
- Book/technology and other fees due in school office by mid-May
- Accepted Students
  - Must present a state physical and immunization record signed by a physician that is **dated within 1 year** of entrance to kindergarten.
  - Must present birth certificate to a member of the administrative staff of the school. The certificate will not be copied or kept by the school.
  - Grades 6<sup>th</sup> and above: Students who have not received the Tdap vaccine will be required to receive the immunization prior to entering 6<sup>th</sup> grade.

# Christ Chapel Academy Parent/Student Handbook

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 statement of discipline.

The first two weeks of the 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.

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 back-to-school packet for teacher’s e-mail address). **Upon returning to school after an absence, the student is to bring a signed note from the parents detailing the cause of the absence.**

# Christ Chapel Academy Parent/Student Handbook

## 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.

Any student 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 the student into the building at the main entrance located on the north side of the building and provide reason for late arrival.

**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 and be assessed a \$25.00 fine. 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 the all tardies thereafter, students will be given a Saturday detention which will cost \$30.00 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. School hours are 8:30 AM to 3:30 PM. Students should arrive 5-10 minutes ahead of time in order to be in their classrooms by 8:28 AM.

# Christ Chapel Academy Parent/Student Handbook

## BEFORE AND AFTER SCHOOL CARE

### Registration

Before-care is available from 6:00 to 8:30 a.m. at a flat rate per student per week. After-care is available from 3:30 to 6:30 p.m. 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 child remaining in the school (not including aftercare children) will be placed in an appropriate after care class and the parent will be billed at the rate of \$12.00 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 first call the school office to determine if there is sufficient room for the child without exceeding state-required student-to-teacher ratios. If the student can be accepted, the parent will be informed and billed at the current hourly rate.

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 a.m. and 3:30 p.m., 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. See the Christ Chapel Academy calendar, tune in to the local TV and radio stations listed below, visit the Academy bulletin board on the Web at [www.christchapelacademy.org](http://www.christchapelacademy.org), or contact the school office to verify that the service is available and for the current fees. For inclement weather, Christ Chapel Academy will follow Prince William County Schools.

Channel 7 ABC TV  
Channel 4 NBC TV  
WAVA Radio 105 FM

Channel 9 CBS TV  
News Channel 8 TV

# Christ Chapel Academy Parent/Student Handbook

## **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.

## **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. Vehicles must be registered with the school office. Students must park vehicles in designated areas upon arrival, return to their vehicles only with passes, and leave school grounds immediately following dismissal. 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.

## **SCHOOL ARRIVAL AND DISMISSAL**

### **Arrival**

All traffic must enter the grounds at the Smoketown Road entrance.

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 a.m. 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, sign students in at the reception desk, and may escort them to their classrooms. 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 and 8:28 a.m. Entering traffic must bear to the left and follow the directional

# Christ Chapel Academy Parent/Student Handbook

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 drive slowly when entering 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.

For dismissal, all traffic must enter the grounds at the front (Smoketown Road) entrance. Traffic must bear right upon entering the church grounds from Smoketown Road. Students will be dismissed at 3:30 p.m. Parents should follow the same procedures for dismissal as prescribed for arrival. To assist the dismissal process, teachers (K-5) will be stationed inside the gymnasium with their students. Parents should park in the parking lot and enter the gymnasium through the church portico to pick up their children. Parents must bring their colored pick-up card with them in order to pick up their children. The gymnasium doors will be opened at 3:30 p.m. for parents to enter and pick up their children. There will be a teacher or staff member posted at each of the outside doors to make sure that parents have their colored pick-up card. If they do not have a colored pick-up card, they will be directed to the reception or school office for further assistance. Secondary students will be dismissed from their classrooms at 3:30 p.m. Secondary students will be dismissed from the main school entrance and proceed to their parent's parked vehicle. Staff members will be on duty to monitor dismissal. Elementary siblings can be picked up by their secondary school brothers or sisters in the gymnasium and escorted to their parent's vehicle per parent's written permission. All traffic must depart the grounds from the rear exit. After care is conducted between 3:30 and 6:30 p.m. Parents should follow the same procedures for dismissal as prescribed for before care arrival. (Attachment 2, CCA Parent/Student Handbook, Pages 8-9)

Parents, other than those picking students up early as described below and those actually working as volunteers in the classroom at the time of dismissal, must go to the gym to pick up their child. Parents must not go to classrooms to pick up their children. This would cause confusion and may lead to a lack of accountability during a very critical time of the day.

Please drive slowly when departing the grounds.

## **Early dismissal**

If occasional early release is required, it must occur before 2:45 P.M. 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.

# Christ Chapel Academy Parent/Student Handbook

## 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 card
- 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.

## SENIOR EARLY RELEASE PROGRAM

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.
- The student signs out at the reception desk and document the time.

A form for the Senior Early Release Program may be obtained in the school office.

## INCLEMENT WEATHER

Our classes will be canceled if Prince William County Schools are closed. Formal announcements as to changes in schedule can be found on Edline or by tuning in to the following radio or television stations:

Channel 7 ABC TV  
Channel 4 NBC TV  
WAVA Radio 105 FM

Channel 9 CBS TV  
News Channel 8 TV

**CHRIST CHAPEL ACADEMY DOES** observe 2-hour delays according to Prince William County Schools. However, when Prince William County schools observe a 2-hour delay Christ Chapel Academy will begin school at **10:00 a.m.** for ALL students and there will be **no before care**.

# Christ Chapel Academy Parent/Student Handbook

## **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 guidance counselor shall work jointly in providing guidance for high school students in spiritual needs, academic needs and in seeking vocational direction.

## **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. 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 assignment should be regular and reasonable. Each student in grades 3 and up will be responsible for maintaining 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 grades 3 and up, incomplete and late assignments will receive one letter grade or 8 points off the grade actually earned for each day an assignment is not turned in. In kindergarten, first and second grades, teachers will address incomplete work by contacting parents on an individual basis.

Secondary students are required to maintain a student planner for homework assignments. Parents are encouraged to review the planner; however, ultimately, responsibility for homework and completion of assignments rests with the student.

# Christ Chapel Academy Parent/Student Handbook

## 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 Headmaster of student progress every nine weeks. Refer to school calendar for specific dates. A written report, including scores and of the end of the year formal evaluations, will be sent to parents at the end of the school year. Interim progress reports will be posted on Headmaster 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.**

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

- A 100-90
- B+ 87-89
- B 86-80
- C+ 77-89
- 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:**

As of August 2009, 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

# Christ Chapel Academy Parent/Student Handbook

“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.

As of August 2009, students in grades kindergarten through 1 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. An “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.**

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 Valley Forge Christian College receive a failing grade “F” if they score 65% or below.

**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.

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

# Christ Chapel Academy Parent/Student Handbook

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

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

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

## **PARENT/TEACHER CONFERENCES**

Conferences will take place after the first and second marking periods, and at any other time requested by parent or teacher. Standardized testing will be done in the fall or spring of each year. Christ Chapel Academy uses the Stanford Achievement Test (all grades) and the Phonological Awareness Screening (PALS) for grades K-2.

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.

## **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 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

# Christ Chapel Academy Parent/Student Handbook

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 the Student Code of Conduct and other 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**

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.

# Christ Chapel Academy Parent/Student Handbook

## **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.

# Christ Chapel Academy Parent/Student Handbook

## 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 courtesy, politeness, and the avoidance of vulgar language.

## Unacceptable Uses

The following 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 section 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 Edline, to view, alter, or otherwise affect the information or structure.

# Christ Chapel Academy Parent/Student Handbook

## **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.

## **Changes in the Guidelines**

CCA reserves the right to amend these Guidelines at any time.

## **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 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 radios, CD players, walkmans, 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.

## **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.

## **Corrective Action**

A student who fails to observe these rules for PEDs will be subject to the following disciplinary action:

First Offense: Confiscation of the device for one school week.

Second Offense: Confiscation of the device for the remainder of the school year.

Subsequent Offense: Confiscation of the device for the remainder of the school year and out-of-school suspension in accordance with the section on discipline in this handbook.

# Christ Chapel Academy Parent/Student Handbook

## **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, etc... are forbidden, and action will be taken to those who violate this policy.

1. For the first offense, the computer will be immediately confiscated for the remainder of the day and given to the principal.
2. For the second 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 may lose lap-top computer privileges.
3. For the third 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 one day Saturday detention which will cost \$30.00.
4. For the fourth 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 is suspended for two days.
5. For the fifth and last offense, the computer will be immediately confiscated for the remainder of the day and given to the principal. Parents and student will be notified that all computer privileges are now lost for the remainder of the year

## **ACADEMIC AND CITIZENSHIP AWARDS**

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

- 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 K 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 K and up)
- 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 K and up)
- 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 K and up)

## Christ Chapel Academy Parent/Student Handbook

- 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)
- Presidential Physical Fitness Award: Students who meet national standards in areas of physical fitness receive this award (Grades K and up)
- Student of the Quarter: Presented to the outstanding student of the quarter: represents excellence in academics and citizenship. Selected by teachers. (Grades K-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 K-5)
- Perfect Attendance: Presented to all students who are present on time each day of the school year. (Grades K and up)

### **National Junior Honor Society**

The Christ Chapel Academy chapter of the National Junior Honor Society (NJHS) was chartered in 2006. Students in grades 7-9 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 have been revised to meet local chapter needs. Students are selected for membership by a 5-member Faculty Council, appointed by the principal, which bestows this honor upon qualified students on behalf of the faculty of our school each March. Christ Chapel Academy Chapter of the National Honor Society will be established in 2009 and students in grades 10-12 will be eligible for membership.

### **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.

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

# Christ Chapel Academy Parent/Student Handbook

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 held monthly and 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.

## **Parent Volunteers in Classrooms:**

According to accreditation guidelines, parent volunteers are required to complete a background application at the volunteer's expense. Parents willing to assist 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
- Type materials

## **FAMILY SERVICE PROGRAM**

Effective 2008-2009 school year, Christ Chapel Academy will establish a Family Service Program. The School Advisory Board is in the process of developing a policy regarding parent and student service requirements. Information regarding this policy will be forthcoming in the 2008-2009 school year.

## **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.

Christ Chapel Academy strives to impart to the students in our care a sense of self-discipline and biblical patterns of learning. Each staff member models Christ's love and lifestyle as he or she interacts with the students. While they will seek to develop a comfortable daily routine, teachers are nevertheless observant and sensitive to individual student needs. They are ready to be flexible when necessary.

Many activities encourage children to experience success and develop appropriate behavior. Students work with their teacher to develop a class contract, setting forth standards of acceptable classroom behavior. Our goal is to instill in the students an understanding that the outcome of their behavior will be based on choices that they make.

# Christ Chapel Academy Parent/Student Handbook

Teachers will develop classroom behavioral management plans that suit their students as well as their own teaching style. A detailed description of the individual teacher's complete discipline plan has been written and submitted for approval by the school administration.

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:**

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.

### **Level 1 Offenses**

Ignoring a teacher's instructions  
Pushing/shoving  
Verbal threatening  
Inappropriate gestures  
Obscenity  
Racial/ethnic/gender slurs  
Public displays of affection  
Possession of electronic devices (beeper, cell phone, radio, CD player, etc.)\*

### **Consequences of Level 1 Offenses**

1<sup>st</sup> Violation: Student/teacher conference  
(Oral reprimand)  
2<sup>nd</sup> Violation: Parent/teacher conference  
(Notation on file)  
3<sup>rd</sup> Violation: Parent notification after class  
4<sup>th</sup> Violation: Refer to level 2 Offenses

\*Any electronic device will be confiscated and locked in the school safe.

# Christ Chapel Academy Parent/Student Handbook

## Level 2 Offenses

Lying

Stealing

Vandalism

Physically threatening behavior

Harassment/bullying

## Consequences for Level 2 Offenses

1<sup>st</sup> Violation: Report to Principal's Office

Parent Notification

School detention with specific activity

2<sup>nd</sup> Violation: Report to Principal's Office

Parent Notification

One day suspension (zero for the day)

3<sup>rd</sup> Violation:

Parent Notification

Two day suspension (zeros for 2 days)

## Level 3 Offences:

Fighting

Academic Cheating\*\*

Disrespect toward a teacher using bodily contact

## Consequences of Level 3 Offences

1<sup>st</sup> Violation

Report to Principal's office

Parent notification

One day suspension with zero for day

2<sup>nd</sup> Violation:

Report to Principal's office

Parent notification

Two day suspension with zero

3<sup>rd</sup> Violation:

Report to Principal's office

Parent notification

Three day suspension with zero for the day

Student placed on probation.

Expulsion considered

## \*\*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.

# Christ Chapel Academy Parent/Student Handbook

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.

## **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.

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.

## Christ Chapel Academy Parent/Student Handbook

- 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 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.

### **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.

# Christ Chapel Academy Parent/Student Handbook

## **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.

## **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 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 Tuesdays and Thursdays or Saturday morning from 9:00 AM to 10:00 AM 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 cash (Tuesday or Thursday detention) or \$30 cash per hour (Saturday detention) fee for staff supervision. 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

# Christ Chapel Academy Parent/Student Handbook

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 or Level 2 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.

# Christ Chapel Academy Parent/Student Handbook

## 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.

# Christ Chapel Academy Parent/Student Handbook

From 3:30-6:30 p.m., parents with children in after care will enter through the main entrance located on the north side of the church, sign their child out with the receptionist by entering time of departure and signature, then go to the child's classroom (location provided by the receptionist), sign him/her out with the teacher, and exit the building through the childcare entrance.

## 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.

### **Sibling Discounts (Academy only)**

The oldest student in each family will pay full tuition. A sibling discount is available at the following rates: 15% for first sibling, 20% for second sibling, 25% for third sibling and a 50% discount for each subsequent sibling.

### **Sibling Discounts (Academy and Early Childhood Development)**

The oldest student in each family will pay full tuition. There is a 10% sibling discount given for each additional child enrolled in Kingdom Kids or Joyful Generation. If a child attends Christ Chapel Academy and a second child is enrolled in Kingdom Kids or Joyful Generation, the second child will receive a 10% discount.

### **Tuition Payments**

Tuition may be paid on an annual or monthly basis. Parents will be issued a tuition payment coupon book for each child who attends Christ Chapel Academy. Families who pay the

# Christ Chapel Academy Parent/Student Handbook

full year's tuition by August 1<sup>st</sup> by the current school year will receive a 2.5% discount. **The coupon book should be turned in with payments made in full.**

Monthly Tuition payments are due on the first of each month beginning August 1 and ending May 1. A \$25 late fee will be added for payments made after 10 AM on the 10<sup>th</sup> of the month. Payments are to be made in person or by mail to the school office. **The coupon corresponding to the month for which payment is being made must accompany every payment.**

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, and that the continued education of their child may be in jeopardy if payment is not received. 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. Any account referred to collection the will incur monthly charges and be responsible for any collection fees to bring the account current.

## **Tuition Refund Policy**

Parents of students who leave Christ Chapel Academy or Joyful Generation during a contracted school year are responsible for paying the current month's fees, and for giving 30 days written notice when withdrawal from school becomes necessary. If notice has not been given to the administration in writing, parents are responsible for tuition for the month following withdrawal. If a student who has paid full year tuition finds it necessary to withdraw before the end of the school year, charges will be prorated according to actual number of months enrolled, and the unused tuition will be refunded. If a student enters after the school year has begun, then charges are prorated according to the actual number of months remaining in the school year.

## **Registration and Screening Fee**

New students enrolling in all programs of Christ Chapel Academy must pay the registration and all other fees at the time of enrollment. Registration fees guarantee placement and cover the student's annual testing (Christ Chapel Academy), ACTS and ACSI membership costs, assessment tests and administration cost. All fees are non-refundable. See the Christ Chapel Academy Web site ([www.christchapelacademy.org](http://www.christchapelacademy.org)) or contact the school office for current fees.

## **Re-enrollment Fee**

Returning students pay a re-enrollment fee beginning in January. This fee increases after March 1 for any student re-enrolling or enrolling in Christ Chapel Academy. 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.

# Christ Chapel Academy Parent/Student Handbook

The registration 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 ensures your child's spot for the following school year. The fees are due on or before the 15<sup>th</sup> business day of May. After the 15<sup>th</sup> business day of May, these fees will increase. Failure to pay these fees could result in the loss of your child's placement at CCA.

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

When parents pre-register/re-enroll their children in February, they will be advised that a fee for books, technology, supplies and materials will be due in May. On May 1, parents will receive a reminder that this fee is due. Parents will be expected to pay these fees on or before the 15<sup>th</sup> business day of May when they bring in their completed registration forms. If a parent withdraws a student, the fees are non-refundable.

## **Science Lab Fee**

Parents of secondary school students are required to pay an annual lab fee for use of the science lab. This fee is due on the 15<sup>th</sup> business day in May and can be paid with the Book, Material, Technology and Yearbook fee. If a parent withdraws a student, the fee is non-refundable.

## **Activity Fee**

The activity fee provides for student admission to middle school and high school sporting events. The activity fee also supports the maintenance, licensing, insurance, and general upkeep of the CCA vehicles.

## **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 or dance lessons, or arts and crafts club. Enrollment costs for these activities will normally be quoted at the beginning of the school year. Sports fees will be due at the time of registration for each particular activity. Fees for private music or dance lessons are paid directly to the contracted teacher. Transportation costs, admittance fees and other costs associated with school-sponsored field trips will be due prior to the occasion of each field trip.

## **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. School Spirit Wear items (used for physical education and field trips) are sold several times a year by Christ Chapel Academy's athletic department.

# Christ Chapel Academy Parent/Student Handbook

## **Before and After Care Payments**

Before and after care is available on a prepaid basis only. Bi-weekly payments are due every other Friday beginning on the third Friday of August. Payments not received by the close of business on the appropriate Friday will be charged a late fee of \$25.00, and the student will not be allowed to attend before and after care. If after 1 week no payment has been made, the child's before and after care position may be forfeited. Full payment will be charged for those days the school is closed for holidays or snow days. Coupons must accompany payments which are to be made at the receptionist's desk between the hours of 6:00 a.m. and 6:30 p.m. A written receipt will only be provided for cash payments. All checks must include the student's name and purpose of payment in the memo section. Parents are highly encouraged to make payments themselves rather than sending it in with their children. Teachers will not accept money for this service.

## **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**

Any check returned to Christ Chapel Academy for any reason will result in a charge of \$25.00 (in money order or cashier's check) to cover fees and additional bookkeeping. If two returned checks have been received from the same individual, all subsequent payments must be made by money order, or cashier's check for the remainder of the school year.

## **Early Withdrawal**

A 30-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 30 day's written notice, tuition for the month following withdrawal is due, along with any previous balance still owed. **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.**

## **Overtime Charges**

Students in aftercare must be picked up prior to 6:30 p.m. In the event of late pickup, there will be a \$5.00 charge for the first 10 minutes or any part thereof and a \$1.00 per minute charge thereafter.

# Christ Chapel Academy Parent/Student Handbook

## Lack of Payment

Parents experiencing financial difficulties or who are chronically late will be afforded an opportunity to meet with the principal 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 principal will take whatever action is deemed appropriate.

## FINANCIAL ASSISTANCE PROGRAM

Christ Chapel Academy has established a financial assistance program to assist families who desire to have their child/children attend the academy and who otherwise meet the qualifications for enrollment but who can only meet a portion of the financial obligations of attendance.

Christ Chapel Academy and the CCA School Board will raise and set aside a limited amount of money each year to provide financial assistance to families that require it. Application for financial assistance must be submitted by July 31 of each year. A selected family will receive between 5-50% tuition assistance based on an evaluation of the application.

## Enrollment Process

The enrollment process for financial assistance will be done through the submission of a tuition assistance application which can be obtained from the administrator. A family that believes they may qualify for financial assistance should contact the school office, (703) 670-3822.

- Christ Chapel Academy's Responsibilities. Christ Chapel Academy shall: 1. establish and maintain current the Financial Assistance program guidelines, 2. promote the program among school families, 3. determine the financial assistance limits for the following school year by July 31<sup>st</sup> of each school year, 4. set the amount of financial assistance, by percentage, that would be provided to any selected family.
- Applicant's Responsibilities. Any family wishing to apply for financial assistance for attending Christ Chapel Academy shall: 1. Contact the Christ Chapel Academy Administrative office and obtain an application, 2. follow the instructions on the application and submit the completed application by July 31<sup>st</sup>.
- Financial assistance is not a discount to the regular tuition cost but funds raised/contributed to the Christ Chapel Academy Tuition Assistance Foundation.

## 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

## Christ Chapel Academy Parent/Student Handbook

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 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.

The Christ Chapel Academy food service staff prepares lunches. Students may purchase lunches on a monthly basis. Meals will not be provided on an as desired basis. Each month the Academy will send the following month’s menu and cost home with the student. Parents who decide to purchase lunch for that month must return their payment (check, or money order) by the monthly deadline date posted at the top of each menu. All checks must include the student’s name and purpose of payment in the memo section. Payment for lunches can be made at the reception desk between the hours of 6:00 a.m. and 6:30 p.m. or in the school office.

A la carte items are also available for purchase at the lunch hour for grades 5 and above. 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.

### ATHLETICS

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

The Christ Chapel Academy Athletic Program is primarily a self-supporting, extracurricular activity of CCA implemented through the work of volunteers, parents and staff. The program is open to all CCA students, grades 5<sup>th</sup> and above with the exception of a few sports who meet the eligibility criteria established by the school administration.

# Christ Chapel Academy Parent/Student Handbook

Although winning is fun and we will always strive to win, the primary focus of our athletic program is to provide a balanced program that consists of mental strength, physical skills and Christ like attributes preparing the athletes to be leaders in our society. This focus will be emphasized by all coaches, volunteers and athletes.

## **Student Athletic Eligibility**

1. Participation in any tryouts, practices or games of any sport requires a physical form filled out by a doctor stating that the athlete is in the required physical condition for the sport. You can obtain a sports physical form in the school office from the nurse or the Athletic Director. This form must be on file with the Athletic Director prior to tryouts. If you have not had a physical before tryouts then your parents must sign a waiver form in order for you to try out.
2. There is an athletic fee for each sport per student and all forms must be turned in to the Athletic Director before the athlete will receive their uniform for the season. All checks are to be made payable to Christ Chapel Academy.
3. A student will be placed on academic probation when he/she receives an "F" in any subject or fails to maintain a "C" average overall in all core subjects. The evaluation occurs when grades are reported via interims or report cards. Any athlete who does not meet these criteria will be placed on academic probation. Probation will be re-evaluated after a week and will continue until the grade is brought up. Students on academic probation may not participate in any extra-curricular activities.
4. Any student on academic probation during a tryout will be eligible to tryout but will continue to be on academic probation until the grade is brought up to CCA standards.
5. An athlete may also be found ineligible if his/her behavior or cooperation in the academy is found unacceptable by athletic director, administrator or principal.
6. Students must be in school for half of the day on the day of a game or practice; if not, they will be ineligible to participate in that day game or practice.
7. If a student receives excessive disciplinary referrals or is suspended from school for any reason, he will be ineligible for a period to be determined by the administration.
8. During a student's ineligibility, he/she will not be allowed to participate in any games or practices.
9. Team members will attend all scheduled practices and meetings. If circumstances arise whereby the athlete cannot attend a practice or meeting, the coach must be notified prior to the practice or meeting by the parent or guardian. Any athlete who cuts practice, fails to appear for a game, fails to make scheduled time on a game day or practice day will not be allowed to suit up for any game or games. Excessive absences from team practice, games or meetings may be cause for removal from athletics. If an athlete misses a practice, they will not start in the next scheduled game.

# Christ Chapel Academy Parent/Student Handbook

10. There may be circumstances concerning a student's eligibility which are not covered by the above stipulations, therefore, the school administration will make the final decision concerning eligibility.

## **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.

Parents are expected to volunteer throughout each athletic season. This may require keeping the books, working the concession stand, cleaning the gym after games and any other events/work that may arise.

## **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**

Golf	Grades 7-12	Fall
Girls Volleyball	Grades 5-12	Fall
Dance Team	Grades 5-12 (Co-ed)	Fall/Winter (Sept.-Feb.)
Girls Cheerleading	Grades 6-12	Fall./Winter/Spring (Sept-April)
Boys Soccer	Grades 5-12	Fall (Sept.-Oct.)
Boys & Girls Basketball	Grades 5-12	Winter (Nov.-Feb.)
Girls Soccer	Grades 5-12	Spring (March-May)
Boys and Girls Track	Grades 5-12	Spring (March-May)

# Christ Chapel Academy Parent/Student Handbook

## **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 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.

## **SECONDARY SCHOOL ACTIVITIES AND CLUBS**

### **Student Organization**

Each grade will have an appointed faculty advisor.

### **Student Council**

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 senior class in conjunction with their advisor and is to receive final approval through the administrator. The trip is to include educational and cultural experiences. In order to be approved, 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.

# Christ Chapel Academy Parent/Student Handbook

## 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 or had one during the night.
2. Has been on an antibiotic for less than 24 hours.
3. Has a heavy nasal discharge or constant cough.
4. 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 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.

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. Supplemental accident

# Christ Chapel Academy Parent/Student Handbook

insurance is available through the Academy to cover health care costs beyond those covered by parents' health care plans, less a \$100 deductible. 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 at least once a month. We encourage you to reinforce fire safety in your home.

## **LOST AND FOUND**

Articles that have been found will be kept in our lost and found locker located in the physical education storage area of the gym. Students may reclaim articles during recess each day. 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:**

Elementary school (K-5) uniforms can be purchased from Land's End or any other stores and vendors that carry items listed below.

### **Girls:**

Navy or Khaki jumper, skirts, skorts, or pants (All skirts must come to the knee or below)  
White, light blue, yellow (gold) shirts (polo or peter pan collars, long and short sleeve)  
Girls may wear small earrings (nothing that dangles) and modest/conservative rings, bracelets and necklaces  
Black or navy dress shoes (heel no higher than 2")  
Elementary students may wear tennis shoes (except on Wednesday chapel days)  
No sandals are permitted

### **Elementary Girls Chapel Uniform (to be worn on Wednesdays for Chapel)**

Navy jumper, skirt or skort  
White shirts (polo or Peter Pan collars, long and short sleeve)  
Black or navy dress shoes (heel no higher than 2")

### **Boys:**

Navy or Khaki pants or walking shorts.  
White, light blue shirts, or yellow (gold) (polo or oxford, long and short sleeve)

# Christ Chapel Academy Parent/Student Handbook

No jewelry except for bracelets and necklaces identifying health needs  
Black, brown, navy dress shoes  
Elementary students may wear tennis shoes (except on Wednesday chapel days)  
No sandals are permitted

## **Boys Chapel Uniform (to be worn on weekly for Chapel)**

Navy pants  
Light blue oxford shirt (long and short sleeve)  
Navy tie  
Black or navy dress shoes

## **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 (nothing that dangles), and modest/conservative rings, bracelets and necklaces.

**Other:** Girls may wear only clear/natural nail polish. Girls wearing any other colors will be sent to the office to have the polish removed.

**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**

During the year 2005-2006 our student council recommended that Land's End be CCA's source for uniforms for secondary school students. This would insure that all colors and uniforms have the same look and, through the Land's End school-purchasing program, also provide fundraising dollars for the school, thus further benefiting your children.

### **Enforcement Rules**

All secondary students will fully comply with all elements of the dress from the first day of school. Newly enrolled students that have not yet received their uniform items will provide their homeroom teacher 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. 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 that have had sufficient time to order uniforms to delay ordering in order to be purposefully tardy in complying with the dress code.

## Christ Chapel Academy Parent/Student Handbook

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 on Saturday morning 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.

The following chart provides the details of the Secondary School dress code:

**NOTE: Lands End is the sole uniform source for the secondary school.**

<u>Girls</u>	<u>Boys</u>
<u>Shirt:</u> <b>Polo</b> , chambray or maize, long or short sleeved. (no mesh polo) <b>Oxford button-down</b> , chambray or maize, long or short sleeved. (No $\frac{3}{4}$ length)	<u>Shirt:</u> <b>Polo</b> , chambray or white, long or short sleeved. (no mesh polo) <b>Oxford button-down</b> , chambray or white, long or short sleeved. (No $\frac{3}{4}$ length)
<u>Pants:</u> Pleated or plain-front chinos, navy blue or khaki. A belt must be worn with pants at all times.	<u>Pants:</u> Pleated or plain-front chinos, navy blue or khaki. A belt must be worn with pants at all times.
<u>Skirt:</u> Pleated navy blue or khaki ( <u>not</u> pleated cargo)	
<u>Jacket/Sweater:</u> Polartec Fleece, classic navy blue	<u>Jacket/Sweater:</u> Polartec Fleece, classic navy blue
<u>Shoes:</u> Black, brown or navy dress shoes. No heels higher than 2" and no sandals. Low-cut sneakers may be worn except on chapel day. NO high-top sneakers. Sneakers made for laces must have laces and the laces must be tied	<u>Shoes:</u> Black, brown or navy dress or casual business shoes. No sandals. Low-cut sneakers may be worn except on chapel day. NO high-top sneakers. Sneakers made for laces must have laces and the laces must be tied

# Christ Chapel Academy Parent/Student Handbook

## 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.

## 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.

## CHAPEL DAY:

Girls must wear skirt and blouse except for PE. Boys must wear oxford shirt, dress pants, and tie for the entire day except for PE.

CASUAL DRESS DAYS: Unless privileges are forfeited for misconduct, or because of a special occasion, all high school students will have casual dress day every Friday of the year.

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

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

CCA logo shorts or sweatpants

CCA logo sweatshirts

White socks and Athletic shoes

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

## **HOW TO CONTACT US**

Christ Chapel Academy offices are open from 8:30 to 4:30 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 the Christ Chapel Academy Bulletin Board located there. You may also contact us by calling (703) 670-3822 or by e-mail:

School Principal/Administrator	Rev. Paul Miklich	<a href="mailto:pmiklich@christchapel.org">pmiklich@christchapel.org</a>
Secondary School Principal	Dr. Bill Baker	<a href="mailto:dbaker@christchapel.org">dbaker@christchapel.org</a>
Elementary School Principal	Debbie Wolf	<a href="mailto:dwolf@christchapel.org">dwolf@christchapel.org</a>
Early Childhood Programs	Sheila Nelson	<a href="mailto:snelson@christchapel.org">snelson@christchapel.org</a>

# Christ Chapel Academy Parent/Student Handbook

## 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 Children's Center is exempt from licensure.
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-8. Our kitchen provides breakfast, two snacks, and lunch to our full-time children in Kingdom Kids. For children enrolled in K-8, an Ala Carte menu is available from 7:30-8:00 a.m. and lunch is provided, 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. Thank you parents.
9. Exemption law requires each 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 secretion (nasal, oral secretions), and after toileting or diapering.
11. Christ Chapel Academy provides appropriate supervision of all children, including daily intake and dismissal 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.

## Christ Chapel Academy Parent/Student Handbook

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.
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 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.
22. Child restraint devices are required for transporting children.

# 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, with a healthy lunch, 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 if thou hast any questions or concerns.

# Christ Chapel Academy Parent/Student Handbook

## **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 General/Advanced Diploma.

Theology	4
English and Literature	4
History and Government	4
Math	3/4
Science`	3/4
Science Lab	2/3
Foreign Language	0/3
Information Technology	1
Fine Arts	2
Physical Education	2