

Christian Chapel Academy
A Ministry of C2Church
Parent Handbook
2016-2017

To provide high quality education based on biblical teaching with a higher focus which inspires leadership through spiritual growth, academic excellence, personal responsibility and life giving community.

TABLE OF CONTENTS

- I. Christian Chapel (C2) Church**
 - A. Our Mission
 - B. Our Vision
 - C. Our Values
 - D. Our Beliefs

- II. Christian Chapel Academy (CCA)**
 - A. CCA as a Ministry of C2 Church
 - B. CCA's Mission

- III. Spiritual Growth**
 - A. Scriptural Study
 - B. Observation
 - C. Application
 - D. Prayer

- IV. Academic Excellence**
 - A. Curriculum
 - B. Core and Additional Academic Programming
 - C. Grading Scale
 - D. Preschool Program
 - E. Special Considerations

- V. Personal Responsibility**
 - A. Code of Conduct
 - B. Conflict Resolution
 - C. Attendance Policy
 - D. Health Issues
 - E. Personal Possessions
 - F. Homework
 - G. Make-up school work

- VI. Life Giving Community**
 - A. Attend
 - B. Serve
 - C. Lead
 - D. Invite

VII. Scholar Enrollment

- A. New and Current Scholars and Families
- B. Student Evaluation Process
- C. Financial Policy, Tuition and Fees
- D. Financial Aid
- E. Withdrawal and/or Transfer of Scholars

VIII. Administrative

- A. School Information
- B. Lunch Program
- C. Field Trips
- D. Dress Code
- E. Discipline Policy

I. Christian Chapel (C2) Church

OUR MISSION

* Our mission is to be more than a church...we are a contagious movement of passionate followers of Christ that live out the Great Commission and Great Commandment within arm's reach of every heart and home in mid-Missouri and around the world.

OUR VISION

* Our vision is to live the C2 life [Living out the Great Commission and Great Commandment] within arm's reach.

OUR VALUES

***YOU CAN BELONG BEFORE YOU BELIEVE**

At C2, we recognize the fact that everyone is on a journey. We don't ask that you get all your ducks in a row before you become a part of our family.

***RELEVANCE IS ESSENTIAL**

We will stop at nothing to understand our community and our culture and do all we can to communicate the message of God's truth and love in a way our community will understand and embrace. Relevance has very little to do with fancy technology and upbeat music, and a whole lot more to do with communicating effectively.

***LOVE PEOPLE BEYOND THEIR EXPECTATIONS**

Our church is filled with people who have been offered a love they never deserved from a loving God. We know how good that feels, and want to do all we can to let the world around us know that feeling as well.

***PRAY LIKE IT DEPENDS ON GOD AND WORK LIKE IT DEPENDS ON YOU**

Long story short...we work hard and pray harder.

***EVERYONE IS VALUABLE**

People matter to God, so they should matter to His Church. Regardless if they are halfway around the globe or on the block next to ours, WE LOVE PEOPLE!

***YOU CAN'T OUTGIVE GOD**

We will not back down from the reality that giving to the local Church is one of the most important things you can do. This isn't just about finances...but about living a life committed to advancing God's Kingdom in your community. When we are faithful to God and His people...you can rest assured He will be faithful to us in a way we can't even imagine!

***IT'S NEVER TOO LATE, THE BEST IS YET TO COME**

No matter what your past looks like, it doesn't have to define you if God is part of your equation!

OUR BELIEFS

***The Bible is the Inspired Word of God**

The Old and New Testament are verbally inspired by God, the only written revelation from God to man. The Bible is infallible and the authoritative rule of faith and conduct for mankind ([II Timothy 3:15-17](#), [I Thessalonians 2:13](#) & [1 Peter 1:21](#)).

***There is One True God**

God is called by many different names because of the different dimensions of His personality, but God is one ([Deuteronomy 6:4](#)). God is super-dimensional and eternally self-existent ([John 8:54-59](#)). God is omniscient, omnipresent and omnipotent. He is the creator of the heavens and the earth ([Genesis 1 & 2](#)). While God is one, He has revealed Himself in three persons: Father, Son, and Holy Spirit ([Matthew 28:19](#)).

***Jesus Christ is the Son of God**

Jesus Christ is the eternal Son of God. The Scripture declares His virgin birth ([Matthew 1:18-23](#)); His sinless life ([Hebrews 7:26](#) & [I Peter 2:22](#) & [I John 3:4,5](#)), His miracles ([Acts 2:22](#) & [10:37-38](#)), His death on the cross as a substitute for us all ([II Corinthians 5:21](#), [I Peter 2:24](#) & [I Corinthians 15:4](#)), His bodily resurrection from the dead ([Matthew 28:1-6](#) & [I Corinthians 15:4](#)) and His exaltation to the right hand of God ([Acts 1:9,11](#) & [Philippians 2:9-11](#)).

***The Fall of Man**

Man was created in the image of God ([Genesis 1:26](#)). By a voluntary act of the will, Adam and Eve disobeyed God ([Genesis 3:6](#)). That first sin had several repercussions: Man was excommunicated from the Garden of Eden ([Genesis 3:23](#)), a curse was pronounced ([Genesis 3:14-19](#)), the process of physical death began ([Genesis 2:17](#)) and man died spiritually ([Romans 5:12-19](#)). Sin separated humankind from God ([Ephesians 2:11-18](#)) and left man in a fallen and sinful condition ([Romans 3:23](#)).

***The Salvation of Man**

The only means of salvation is Jesus Christ ([Acts 4:12](#) & [John 14:6](#)). He died on the cross to pay the penalty of our sins ([I Peter 2:24](#)). He offers each of us a pardon for our sins ([Hebrews 9:26](#)) and wants us to become children of God ([John 1:12](#)). When we put our faith in Christ, it triggers a spiritual chain reaction. We become the Temple of the Holy Spirit ([I Cor. 6:19](#)). Our names are written in the Lamb's Book of Life ([Rev. 3:5](#)). We become citizens of heaven ([Phil. 3:20-21](#)). We are given eternal life ([John 3:16](#)). We are adopted and become children of God ([Gal. 4:4-7](#)). Our sins are forgiven and forgotten ([Heb. 8:12](#)). We are credited with the righteousness of Christ ([Rom. 4:4-5](#)). We are born again ([John 3:3](#)). God takes ownership of us ([I Cor. 6:20](#)). We receive an eternal inheritance ([Ephesians 1:13-14](#) & [I Peter 1:3-5](#)). The evidence of salvation is two-fold. The internal evidence is the direct witness of the Holy Spirit ([Romans 8:16](#)). The external evidence is the fruit of the Spirit ([Galatians 5:22, 23](#)). We become a new creation ([II Cor. 5:17](#)) and are transformed into the image of Christ ([II Cor. 3:18](#)).

***The Ordinances of the Church**

Baptism in Water

The Scripture teaches that all who repent and believe in Christ are to be baptized by immersion ([Matthew 28:19](#)). Baptism is a public profession of faith in Christ. It is symbolic of the death, burial and resurrection of Christ. It is a declaration to the world that we have died to sin and have been raised with Christ to walk in newness of life ([Romans 6:4](#)).

*** Communion**

The Lord's table consists of two elements: the bread and cup. Those elements are symbolic of the body and blood of Christ. Communion is a memorial of Christ's sufferings on the cross and a celebration of our salvation. It is an opportunity for a believer to examine himself and experience forgiveness.

***The Church and Its Mission**

The Church is the body of Christ (I Corinthians 12:12-27) and has a three-fold purpose: to evangelize the world (Acts 1:8 & Mark 16:15-16), to worship God (I Cor. 12:13) and to equip for ministry (Ephesians 4:11-16 & I Cor. 12:28, 14:12).

***The Holy Spirit**

The nine fruits of the Spirit (Gal. 5:22-23) are the by-product of a Spirit-filled life and evidence of spiritual maturity. The nine fruits of the Spirit are different manifestations of the Spirit to build up the body (I Cor. 12:1-11). We are instructed to diligently seek the gifts (I Cor. 12:31, 14:1), but they must be exercised in an orderly way (I Cor. 14:26-33) in the context of love (I Cor. 13:1-13). The baptism in the Holy Spirit empowers believers to demonstrate the works and ways of Jesus.

***The Final Judgment**

There will be a final judgment in which the dead will be resurrected and judged according to their works (Matt. 25:31-46 & Romans 2:1-9). Everyone whose name is not found written in the Book of Life, along with the Devil and his angels, will be consigned to everlasting punishment in the lake of fire (Rev. 20:11-15). Those whose names are written in the Book of Life will be resurrected and stand at the judgment seat of Christ to be rewarded for their good deeds (I Cor. 4:5)

II. CCA as a Ministry of C2 Church

CCA is a ministry for children and families of Mid-Missouri for the purpose of offering a unique approach to a Christ-centered education. As a ministry of C2 Church, CCA will serve as an extension of the overarching mission, vision, values and beliefs of C2 Church. Our faculty and staff will live out the character Christ as we provide your child(ren) a high quality education based on biblical teaching with a higher focus which inspires leadership through spiritual growth, academic excellence, personal responsibility and life giving community.

CCA's MISSION

To provide a foundation for moral integrity and academic excellence within a framework of Biblical Christianity

CCA's VISION

We see CCA as an influence in our community through quality education based on biblical teaching with a higher focus which inspires leadership through spiritual growth, academic achievement, personal responsibility and life giving community

III. Spiritual Growth

As a ministry of C2 Church, we desire for every child and family of CCA to not just attend a church, but also receive from God daily out of His word. As we read God's words, we begin to see how God responds to things. When we invest in daily devotions, it realigns the way we think and act. When we face similar situations as Jesus did, we are empowered to respond in the same way.

At C2 Church, we use a four-fold approach to spiritual growth called SOAP. It stands for Scripture, Observation, Application and Prayer. Scholars taking part in the ministry of CCA will be given many opportunities to study and memorize Biblical scriptures, expound upon them, and be provided ways to apply them in their everyday lives. Families with scholars enrolled in the ministry of CCA are encouraged to do the same on a daily basis.

Scriptural Study

From personal growth tools and intentional environments to school-wide initiatives and experiences, a child's faith journey can be strengthened by relationships, deepened by study and rooted in personal disciplines. To that end, scholars will have many opportunities to study the scripture, which will augment their understanding of God's word in addition to CCA's use of curriculum based on a Christian world view. Parents are also encouraged to help their child(ren) explore God's word at home.

Observation

On an age and curriculum appropriate basis, scholars will be given many opportunities to observe God's word on a personal level.

Application

Scholars will be given many avenues to put their faith into action through participation in weekly chapels, community outreach, service projects, etc.

Prayer

Scholars will be encouraged to pray on a daily basis, both corporately and/or by themselves.

IV. Academic Excellence

Curriculum

CCA utilizes Bob Jones University (BJU) curriculum in all grades.

Core and Additional Academic Programming

CCA offers instruction in Bible, language arts (reading, handwriting, grammar, spelling and handwriting), math, science, and social studies with their classroom teacher. Other teachers provide instruction/support in art, library, music, physical education, Spanish, and technology.

Grading Scale

A+	100%
A	99-96%
A-	95-93%
B+	92-91%
B	90-86%
B-	85-84%
C+	83-82%
C	81-75%
C-	74-72%
D+	71-70%
D	69-63%
D-	62-60%
F	59-0%

Special Considerations

Students with special educational needs will need to meet with administration to see if CCA is able to meet the needs of your student. Students with a current IEP or 504 will discuss the accommodations needed to see if they can be met at CCA. We must always look at the needs of the student first; if CCA is unable to meet those needs we will guide you towards the right program outside of CCA that can meet those needs.

Athletics, Academic Eligibility

Any student who wishes to participate in any sports at CCA must have an annual sports physical and medical insurance on file in the school office before he/she may participate. Activity and uniform fees are charged to Smart Tuition for those who participate.

Academic Eligibility

In order to participate in school-sponsored athletics, students must keep at least a C- average, using a weighted average, for all classes and demonstrate satisfactory conduct. If a student has below a C- average at grading time (mid-quarter or quarter) the student will not be allowed to compete in CCA athletics, although they will be allowed to continue to practice with the team. If an ineligible student should fail to raise their grade average by the next grading time, they will not be allowed to even practice with the team. Academic ineligibility may also begin when CCA staff requests and the administration approves that a student be restricted during a quarter of study.

Determining the End of Ineligibility

When a student is determined to be ineligible due to having below a C- average at a grading time, the student's grades will be examined at the end of each week and a new weighted average will be calculated.

Student Assessments

The Stanford Achievement Test (SAT) is used to measure each student's academic performance level in 1st—8th grade. The Otis-Lennon School Ability Test (OLSAT) is also used in grades 2, 4, and 6. The tests are usually administered each year in early April. Approximately five calendar days are set aside to administer the tests. Students and families will receive a copy of the achievement test scores at the end of the school year.

Preschool Program

The preschool program of CCA provides a staff to student ratio of 1:8

Attendance

The staff is mindful of the parent-child bond of early childhood and has a casual, yet planned, atmosphere to start each day. The preschool is open from 7:00 a.m. until 5:30 p.m. every day that school is in session. We ask that students arrive by 8:00 a.m. since that is the time the more structured learning activities begin. The day concludes at 12:00 P.m. for half-day students and at 3:00 p.m. for full-day students. See the section on Extended Care in this book for information about after-school care options for half-day students and those staying past the 3:00 school day.

Attendance is expected of children for each day they are enrolled. If a child is absent, a phone call to the school office is most helpful. Messages for teachers or children will be promptly handled through the school office.

Calendar

The preschool academic year is consistent with the elementary and secondary schedule of Christian Chapel Academy and is published as a separate document. Please consult it for the first and last days of school, as well as vacation periods and other important events.

Conferences and Observations

Parents may come to the preschool to observe their child at any time. The office has one-way glass if the parent does not wish to be seen by the child. Teachers will usually not be able to discuss the child's progress unless an appointment has been scheduled in advance; before and after the preschool hours are usually the best times. Please phone the school office at 573-874-2325 to arrange a conference at a mutually convenient time.

Progress Evaluation

Progress evaluations will be done during the school year to inform the parent of the child's progress. If you wish to discuss your child's progress, please contact the teacher.

Preschool Discipline Policy

Parents, bring children up with the loving discipline the Lord himself approves. Ephesians 6:4

The goal of CCA's discipline policy is to provide loving discipline based on a total understanding of the young child. In order to maintain the best atmosphere for discipline, the preschool will:

- Establish a routine so each child will know what to expect.
- Provide consistency in the consequences of misbehavior.
- Establish clearly defined limits of behavior.

For most children, a simple reminder of appropriate behavior is all that will be required. On the occasions when a reminder is not enough, the child will be given a brief "time out". A child will only be removed from the classroom, should he/she continue to disturb, deliberately disobey, or show aggressive behavior. The parents will always be notified if this action is necessary.

V. Personal Responsibility

Code of Conduct

In order for our students to reach the goal of self-discipline, they must know what is expected from them. At the beginning of the school year, the students will be given a brief, but thorough, summary of what is expected of them from both the principal and their classroom teacher(s). These expectations are built around the following principles:

- Show proper respect for God at all times
- Be good stewards of property and facilities
- Be kind and respectful to others at all times
- Practice safety at all times

Conflict Resolution

It is the commitment of CCA to function as a Christian community. There are times when concerns and conflict arise, in spite of sincere attempts to avoid misunderstandings and problems within the school. It is the policy of the school to approach these problems through the application of what is often called the 'Matthew 18 Principle.' These instructions from the Lord Jesus are found in Matthew 18:15-17. We understand them to mean the following: If a conflict develops between members of our school family (whether students, staff or parents/guardians), the first step is for the two people directly involved to meet together. The goal of this meeting is to resolve the problem and rebuild the relationship through an improved understanding of the issues, a search for alternative solutions and forgiveness for a conflict. The school's leadership is convinced, by biblical standard and by practice, that this is the best and most effective way to solve a problem. If repeated attempts at resolution on a personal level are not successful, then the issue should be taken to the next level of supervision. When students are involved, help should be sought from a teacher. If it is a parent-teacher issue, then it should be brought to the principal. In all cases, a concentrated effort is made by all staff members to first ask if the people most directly involved have talked through the issues. If this has not taken place, the individual will be referred back to the person directly involved.

Attendance Policy

Regular attendance and prompt arrival at scheduled classes are essential for satisfactory achievement and progress in school. Regular attendance at school is the joint responsibility of parents and students. Students who are absent from school must have a parent call before 9:00 a.m. and state the reason for the absence. If we do not hear from you, we may call home to ensure your child's safety.

Because regular and consistent attendance at school is such an important factor in students' academic success, a student's failure to satisfy CCA's attendance requirement of 90% may result in the denial of re-enrollment. This requirement allows for a maximum of nine absences in each semester.

Tardiness

When a student misses the beginning of class, it disrupts the learning process of both the student and others. Each student is expected to be in the classroom by 8:00 A.M. Morning work is crucial learning time that lays a solid foundation and sets the educational tone for the day. Tardiness will be kept on record in each class throughout the semester.

Tardiness in excess of 6 occurrences per semester will result in a BEFORE school detention. Each subsequent tardy will result in disciplinary action of before school detention. Students will report to Extended Care by 7:15 am the day following the notice from the school and will be charged Extended Care rates.

Absences

Absences are broken down into two categories, excused and unexcused. Absence is excused if it occurs for one of the following reasons:

- Illness
- Death in the immediate family
- Doctor or dental appointments when necessary
- An important reason not mentioned, but approved by the CCA Principal

For each occurrence of absenteeism, the student must bring in a written excuse that is signed by the parent or guardian if it is to be an excused absence. The parent is responsible to ensure the excuse is provided to the CCA Principal. A physician's note may be required if the student is absent longer than three (3) days.

The student is responsible for all missed work. A deadline for "make-up" work will be established with the teacher, and if the work is handed in on or before the deadline, the student will receive full credit when the absenteeism was excused. However, if the work is turned in late, the student will not receive full credit.

Excused Absences

Excused absences include the following: personal illness; death or serious illness in the immediate family; medical appointments; school-sponsored activities; pre-approved family or church trips; and absences due to weather or road conditions that make travel unsafe or dangerous; and other circumstances or situations determined appropriate by the CCA Principal.

Although a parent has the right to keep a student home from school, the school also has the right not to excuse requests that do not fall within these above categories. Students are expected to be in

school on the day following an athletic event, social event, field trip, and any other activity unless excused by the administration.

For excused absences of various lengths, students have one day, per day absent, to make up academic work.

Unexcused Absences

Unexcused absences include, but are not limited to, the following: oversleeping; school work (projects, test preparation); shopping; errands; family days without advance notice provided to the school; and, other situations as deemed appropriate by the CCA Principal.

Lack of participation, by not attending a school event such as a retreat or service project, will be considered as an unexcused absence, unless parents offer rationale that is consistent with the above reasons for an excused absence.

Excessive and Extended Absences

After an accumulation of nine (9) days of absence from school in a semester, the CCA Principal will evaluate the student's attendance. If the student is approaching the nine (9) day limit, a parent conference with administration may be necessary. If a student exceeds the nine (9) day limit for absences, his/her continued enrollment for the next semester will be evaluated. Parents will be notified after the eighth (8th) absence of the approaching limit. Absences toward the nine (9) days, per semester, will not be counted for attendance when the reason includes a funeral or medical reason which requires hospital stays. If a student is absent for more than one (1) day because of medical reasons, it will be counted as a "one-day" absence only when accompanied by a doctor's excuse, provided the note from the doctor's office is given to the CCA Principal within five (5) school days after the student's return.

Advance Absence Permits

We strongly discourage student absences during the course of the year. If such an absence is inevitable, planned absences, such as family trips, must be requested before the day of the planned absence.

Health Issues

A child's physical health is a significant factor in their ability to learn each day. When a child does not feel well, it is difficult for them to concentrate on the tasks at hand. In order to help your child learn effectively each day, we ask that parents/guardians watch carefully for signs of illness and fatigue. When a suspected illness at school arises, the child may be sent to the office for evaluation. Parents/guardians will be contacted when symptoms of illness or communicable disease are present. Some of these symptoms include:

- Fever of 100.0° F or higher
- Vomiting /diarrhea
- Rashes with open areas and/or suspected of being contagious.
- Red, irritated eyes with discharge, pink eye
- Signs of communicable disease (strep throat, influenza, pink eye)

Children should remain at home following the onset of an illness and/or the diagnosis of an infectious condition, until all of the following guidelines are met:

- The child is fever free (99.5° F or lower) for twenty-four (24) hours without having taken any fever reducing medication;

- The child is free from vomiting and/or diarrhea for twenty-four (24) hours;
- The child has been on antibiotics for twenty-four (24) hours for any contagious disease,
- The child has been on a prescribed medication in response to a diagnosis of an infectious skin rash for a timeframe sufficient to prevent exposure to others.

Medications

All medications to be given during school hours must be brought to CCA by a parent in the original container. The parent will be required to sign a permission form available in the office, which will include a written statement regarding the dosage and time(s) the medication needs to be dispensed to the child.

Homework

Schoolwork classified as "homework" is unfinished class work, extra drill and practice which the teacher deems necessary or it represents long-term assignments and projects. While parents may assist by seeing that this is done, and by explaining work when necessary, the work must be done by the student and he/she must be responsible for its completion.

Students are expected to have assignments completed on the assigned date for which it is due. Students are to make arrangements with their teacher, in advance, for any circumstance specific exceptions. The teacher reserves the right to refuse late work. If late assignments are accepted, they may receive a reduction in grade points awarded.

Short-term, required homework is not to be given over calendared vacation times which are two (2) school days or longer (i.e. Thanksgiving, spring vacation, etc.). Students need the break and family time. It is a good time for students to work on make-up and/or long-term projects, if needed. It is wise to remind students of incomplete work before these vacation times. Students may decide for themselves to work on long-term assignments during these times.

Make-up school work

When class is missed, it is the parent's responsibility to communicate with teachers about make-up work and due dates. Students are allowed one day to make up work for every day they are absent.

VI. Life Giving Community

Attend

You can find your place, discover great relationships, and grow more like Jesus when you are doing life together with other followers of Christ in worship and community. We believe life transformation truly happens in the context of authentic, biblical community.

Parents will be invited to attend events at CCA and in our community throughout the school year. We encourage parents and extended family members to take an active part in the education and life giving community we are creating for children and families at CCA. It is our hope to build Christ honoring relationships with each child and family.

Parents will receive written correspondence sent out by CCA for events, and are encouraged to contact the school if you have any questions about upcoming events throughout the school year.

Serve

Jesus served us and has called us to serve. At CCA, we see two areas of service: inside and outside of CCA. We believe we are called to do both. You are encouraged to use your time and talents to strengthen the community of CCA.

Outside of CCA we are called to live compassionately, meeting needs of people in our community, partnering with like-minded individuals and agencies to bring hope and healing. We see CCA as an agent of change in mid-Missouri, and around the world as we strive to be within arm's reach of people who need Jesus.

To that end, parents and extended families will be invited to serve at CCA and in our community throughout the school year. This creates a great opportunity for each of us to serve as Christ served. Parents will be encouraged to serve in ways that match their specific skills and/or interests throughout the school year.

Family Service Agreement

C2 Church and CCA recognize and are grateful for the thousands of hours volunteers served each school year by parents and grandparents of our students. The school's success depends on a healthy partnership among the school, families and our community. To help facilitate this partnership, we are establishing a Family Service Agreement (FSA) to begin in the 2015-2016 school year. The goals of the FSA program are to increase parental involvement, enhance learning opportunities for students, build relationship and outreach in our community, and reduce costs associated with CCA.

Below are some of the key features of the FSA:

- All CCA families with students enrolled will be required to earn ten (10) service hours per school year (August-May).
- The requirement is per family, not per student. Ten (10) hours will be required regardless to the number of children enrolled.
- FSA hours are not transferrable to other families, but extended family members may serve your family's required hours. For example, a grandparent who wants to serve may do so, and those hours will count toward the family's ten (10) hour requirement.
- Children are encouraged to serve as appropriate to their age and development. However, their service hours will not substitute for the family's ten (10) hours.
- Our goal is to be as flexible as we can with opportunities to serve. We will have opportunities not only during the regular school day, but also in the evenings, and on some weekends to accommodate a variety of schedules.
- There will be a buy-out option for those families who choose not to serve these hours. FSA hours are valued at \$10 per hour. Therefore, the buy-out option would be \$100 per family per school year.
- Families will be charged at a rate of \$10 for each service hour unfulfilled at the end of each school year. For example, if a family has served eight (8) of their ten (10) service hours, a \$20 charge will be placed on the family's school account for the remaining two (2) hours.

Service sign-up opportunities will be available at the Open House scheduled before the school year starts, and additional opportunities will be sent out throughout the school year. Families are encouraged to contact the school to find out how best to become involved in serving alongside others at CCA. Volunteerism brings a strong sense of community. The potential for life giving community becomes even stronger through these relational investments and selfless giving of our

time and talents as we take this journey together for and on behalf of the children served in this ministry.

There are additional ways to begin serving at CCA, which include, but are not limited to, the following:

- Volunteering at CCA. There is always a need for volunteers for learning centers, field trips, parties and other classroom activities. In addition, volunteers are regularly needed in the lunchroom, recess, and the library.
- Becoming an active participant in the *Parent Teacher Organization (PTO)*, a group that helps in the coordination of volunteers, special events and some fundraising functions. The PTF holds monthly planning meetings.
- Contributing financially to CCA beyond tuition. Christian Chapel Academy is a 501©3 nonprofit organization.

Lead

Anyone can lead. It will look different for every person but we believe to create a strong and growing community with a lasting legacy at CCA, we must continue to raise up leaders of all ages and purposes. Parents will be encouraged to take on leadership roles in service events, as members of the PTO, etc.

Invite Others

There's something more people need to know about CCA in Columbia, MO. It's not a typical parochial school. CCA is the body of Christ in academic action. As a ministry of C2 Church, CCA is a reminder of the true mission of the Church as a whole, to become a contagious movement of passionate followers of Christ that live out the Great Commission and Great Commandment within arm's reach of everyone. If we are not reaching out and being more to those in our neighborhoods, workplaces and communities, then we run the risk of becoming inward focused in our thoughts and actions.

The question becomes, "What does being more than a parochial school look like?" Some words to explain it might include courage, compassion, generosity, generations, sending, mission-focused, leadership, serving, creative, pray and work.

"And let us consider how to stir up one another to love and good works, not neglecting to meet together as is the habit of some, but encouraging one another, and all the more as you see the day drawing near," Hebrews 10:24-25, ESV.

As a ministry of C2 Church, CCA also needs to us all to embody courage, leadership and influence in the community and world around us. This will look like encouraging others to become more passionate about living a Christ-centered life, motivating and inspiring others to become involved in events and activities through CCA as a contagious movement of passionate followers of Christ.

We are all investing in the ministry of CCA to grow leaders, not spectators; building ambassadors of God's kingdom here on earth; children and families who become courageous in loving, living and giving; and, all focused on the mission of growing disciples and reaching people.

VII. Scholar Enrollment

New and Current Scholars and Families

Student Evaluation Process

Students applying for K4 through 8th grade may be asked to take an age appropriate evaluation to determine their basic skills and grade readiness. The principal will decide during the interview if grade level evaluation is necessary. If your child is coming to CCA from another school it would be helpful to bring your child's last report card and any test scores.

A child's work habits, social traits, past achievements, and teacher recommendations are important considerations when decisions regarding placement are made. The principal will make the final determination of class placement based on the student's abilities and readiness.

Financial Policy, Tuition and Fees

Tuition payment must be made within the schedule set up at the beginning of the year through Smart Tuition. A late fee is assessed monthly on any past due charges, and if a family is more than 2 months in arrears, the student(s) will be withdrawn unless the family has made arrangements to bring their account up to date. If any financial obligation to the school is past due, report cards (including online access to RenWeb) documents and transcripts will not be released.

Tuition and fee payments are NOT tax deductible (except under certain circumstances for preschool and kindergarten — ask your tax preparer for details).

Financial gifts to Christian Chapel Academy may be tax deductible when given as a donation. Donation receipts may be requested at the time of donation; all donors will receive a year-end statement of receipt following the end of the calendar year.

Tuition and Fees

All tuition, book fees, Extended Care charges and other miscellaneous charges are submitted to FACTS for invoicing. Payments to FACTS are the responsibility of the family, and payments must be submitted within the payment schedule chosen at the beginning of each school year. Smart Tuition has Return Check and Late Payment fees that will be applied per the Smart Tuition policy. Please refer to Smart Tuition Terms and Conditions for full details.

- Book Fees: Book fees will be determined each year and charged to your account.
- Miscellaneous charges include: athletics, band, field trip costs, disciplinary fines and other items as necessary. Students will be charged for text books that are not kept in good condition. With the exception of consumable workbooks, textbooks are returned at the end of the year and are the property of CCA.
- Returned checks will be assessed a \$30 charge.

Financial Aid

Tuition assistance is available to families who qualify, on a needs-based situation. A maximum of

50% of the CCA tuition may be awarded to families with students in K5 through 8th grade only. We use an outside source, FACTS to evaluate the financial needs of our student's families. FACTS provides CCA with an analysis of each family's ability to pay tuition. The administration then determines the amount of assistance to be offered to each family. Information concerning FACTS is in your enrollment paperwork.

Withdrawal and/or Transfer of Scholars

Withdrawal of students requires the following:

- Written notification given to the school at least four weeks prior to the student's final day of attendance. Provide reasons for the decision, and a forwarding address, if due to relocating.
- Regardless of cause, families will be responsible for at least four weeks of tuition and Extended Care package costs if applicable. Notice may be given prior to the four weeks time limit, with the last day of attendance beyond the four week period. If notice is given prior to the beginning of school, parents may be responsible for up to four weeks of tuition, since acceptance of the student is considered to be a year-long commitment to CCA.
- All enrollment fees paid are non-refundable. Tuition payment will be required based on the schedule previously agreed to on the Smart Tuition paperwork.
- Parents of students being withdrawn will need to schedule an exit interview with the principal.
- The principal will notify the teachers and provide all grades to be forwarded to the new school after the parting interview. A letter of acknowledgement will be sent to the family outlining any steps the family needs to follow for a successful transfer of the student's records to the student's new school.
- All financial obligations must be met in full before transcripts, records or report cards can be released. This includes, but is not limited to: Tuition, extended care, lunch charges, late returning of library books
- The family is responsible for collecting all of the student's possessions.

VIII. Administrative

Lunch Program

Students may either bring their lunch or purchase the hot lunch provided each school day. Personal lunch bags should be labeled. Refrigerators and freezers are not available for student's lunches. School lunch orders must be placed by 8:00. If a student is arriving before 9:00, the attendance sign-in sheet must be marked as wanting a school lunch. If a student is arriving after 9:00, please call before 9:00 to place your student's name on the lunch list.

School lunches are prepared and served by an outside vendor for a fee, they provide a monthly menu so that families can plan accordingly.

Field Trips

Field trips often provide great opportunities for children to take part in direct observation and experiential learning. The following provides guidelines for field trips which may occur throughout the school year:

- A Parental Consent form must be signed and returned prior to the first day of attendance.
- Teacher may schedule educational or service/ministry-based field trips throughout the academic year.
- Trips will be announced in writing in advance by the teacher, providing details of the trip (destination, times, transportation, costs, etc) and providing an opportunity for the

parent(s) to be chaperone and transportation volunteers.

Chaperones and Drivers:

- Parents are encouraged to attend a field trip during the year and serve as chaperones and/or drivers.
- Parent chaperones on a field trip are NOT to bring other children on the trip, including siblings of the students in the class.

Dress Code

Parents are advised to show discretion and good judgment in dress code choices. Remember that active play at recess is a part of the student's daily routine. Adjust clothing for out-of-door activities as appropriate for warmer and colder seasons.

All Students should have neat and clean hair each morning. Students may not cover their heads with caps, hats or hoods in the school building. Clothing that meets the standards of the COORDINATED DRESS CODE should be in good condition (without holes or tears), clean and wrinkle free. Students are expected to dress neatly with shirts and blouses tucked in. All students are to abide by the Coordinated Dress Code.

Non-dress code sweaters, jackets and coats may NOT be worn in the classroom. Students may wear non-dress code sweaters, jackets or coats outside to recess or P.E. class only.

The dress code will be monitored and enforced. If any questions arise or guidelines are unclear, please ask for assistance from the school office. The principal will monitor the dress code in order to maintain consistency. The principal may temporarily isolate or suspend any student whose dress is inappropriate. Parents will be notified and asked to bring appropriate attire, and the student may be readmitted upon the correction of the problem.

	Coordinated Dress Code (CDC)	Applies to Girls	Applies to Boys	Reminders and Restrictions
Colors	<p><u>Collared Tops:</u> any solid color.</p> <p><u>Dresses:</u> any solid color and the CCA Plaid as indicated. If dress is without a collar, a top worn underneath must have collar to meet CDC.</p> <p><u>Pants/skirts/slacks:</u> Dark navy, khaki, and black.</p>			<p>Insignia on tops/dresses must be no larger than 2x2 inches, unless it is a CCA insignia.</p> <p>Logo must be in good taste and is subject to principal approval.</p>

Shirts, Blouses, Polo Shirts, Polo Dresses	Must have collars, be solid colors. May be long or short sleeves. Solid <i>CDC</i> color T-shirt may be worn underneath. Length must be to top of knees			No denim, must be loose fitting and be long enough to be tucked into waist band. No printing or graphics on T-shirt under shirts or blouses. Shoulders and upper arms must be covered by shirt/blouse. See insignia requirements at top.
Turtleneck	Solid <i>CDC</i> colors			No cowl-necks, must be loose fitting and be long enough to be tucked into waist band. See insignia requirements at top.
Sweaters, Sweater vests	Solid <i>CDC</i> colors in cardigan, V-neck or crew styles; to be worn over a blouse/shirt, polo shirt or turtleneck Wear over polo dress			No fleece, without stripes, patterns, or words. See insignia requirements at top.
Sweatshirts	Solid <i>CDC</i> colors in pull over style only. To be worn over <i>CDC</i> clothing.			No patterns or words. See insignia requirements at top.
Lightweight Jackets	To be worn over <i>CDC</i> clothing. May be worn in classroom as long as for warmth, unzipped with sleeves unfolded (wrist length) and in solid <i>CDC</i> colors.			Without stripes, patterns, insignia, words or emblems. Classroom wearing of this will be for warmth, not fashion. If used for outdoor wear, solid color not restricted.
	Coordinated Dress Code (<i>CDC</i>)	Applies to Girls	Applies to Boys	Reminders and Restrictions
Blazer	Navy blue only			No emblems, names or crests on the exterior.
Winter Coats	May be worn outside and en route to outside activities.			

Pants, slacks, shorts	Solid <i>CDC</i> colors in twill and corduroy, straight-legged with belt loops — belt required. Shorts length should not be shorter than the top of the knees.			4 pocket maximum, rivets, zip-offs, cut-offs, cargos, flairs, bell bottoms, or boot-cuts not to be worn. Not form-fitting or “skinny” style, pants are to be hemmed so they do not touch the floor. See legging and tights reminders.
Jumper, skirt, culotte, skorts, capri	Skirt area should allow for free movement. Legs should be covered down to the knee. Legs should be covered down to the knee or more.			CCA’s chosen plaid is available in office. Ask to see it before buying ANY plaid. Not form-fitting, or “skinny” style See legging and tights reminders.
Socks or knee high socks Leggings or tights	Solid <i>CDC</i> colors only—with matching pair. Solid <i>CDC</i> colors			Required wear. Leggings and tights are considered an undergarment. They are not to be considered when length of outer clothing is being determined. May be worn with jumper, skirts, skorts or culottes.
Shoes	Athletic shoes encouraged each day — must be worn in P.E. class.			Open-toed, sandals, or flip-flops not to be worn. Matching pair of shoes required.
Jewelry	One post earring in each ear. Ear piercings not allowed			“Bling” jewelry not to be worn, long dangling or hanging earrings must be removed. Hooped earrings will be at the discretion of the teacher and the administration. Other body piercings not allowed.

Spirit Wear Monday - every Monday

The Coordinated Dress Code as applied to Spirit Mondays (each Monday) is as follows:

- Spirit wear tops are available to be worn in place of our Dress Code uniform tops.
- The bottoms may be Non-Dress code wear, but the remainder of clothing must abide by the

- Dress Code requirements.
- Socks and shoes must meet normal Dress Code standards.

Non-Dress Code Days

There are times during the year when students are not required to observe the Coordinated Dress Code; however, for these special occasions, students are expected to abide by the “spirit” of the Code and will be held accountable for compliance.

All attire must be neat, clean, and appropriately sized, without wrinkles, rips or holes. Matching socks and shoes still required. Nothing should be worn that is “too tight, too loose, too long, or too short”. Clothing should meet length and looseness requirements as indicated in the Coordinated Dress Code. A modest appearance is expected at all times. Modest is defined as not calling attention to one’s self and an appearance that indicates a wholesome respect for one’s self.

The Coordinated Dress Code as applied to Non-Dress Code Days:

- Shoulders and upper arms are covered by the shirt/blouse.
- Shirts should be long enough to be tucked into waist-band (tucking not required, though), and have appropriate symbols and words.
- Legs must be covered to the knee (leggings not considered when determining compliance).
- Close-toed shoes required — open-toed, sandals, and flip-flops are not permitted for safety reasons.
- Sweat pants, soccer shorts, running pants, etc are not permitted in middle school on non-dress code days. Teachers in lower grades will still require looseness and modesty criteria for such clothing.

Discipline Policy

Purpose: The purpose of discipline is to develop godly character in each individual.

Many infractions of an unintentional nature or even volitional infractions of a minor nature can and should be handled by gentle reprimand. Only when such infractions become repetitive or defiant should they be handled in a firmer way.

Students of Christian Chapel Academy (CCA) are expected to behave in a manner that is consistent with Christian standards at all times, both on and off campus. It is our goal that each student will develop a level of self-discipline that will allow them to mature and successfully attain their goals.

The following provides additional guidance and considerations:

- The purpose of discipline is to encourage and develop self-discipline. Our desire is for all students to have a heart for doing what is right.
- As a community of Christians, we believe it is each individual’s responsibility to represent God, their family, their school, and themselves in a positive manner.
- Attending CCA is a privilege, not a right. Rules and guidelines are designed to define what is considered to be proper behavior. A student’s honesty, repentance, and cooperation are indicative of the student’s desire to be at CCA and whether or not he/she is willing to take responsibility for his/her own actions.
- Christian love is at the heart of all discipline. The child who learns to obey parents and teachers is developing a lifestyle that encourages obedience to God.
- Our goal is to develop young people of character. It is critical that parents support the discipline efforts of the school and help maintain high standards of conduct 24 hours a day, 7 days a week.

It is the desire of the school to demonstrate compassion for the student in any given situation with

reconciliation as the goal.

Parental Cooperation: CCA desires for there to be a positive and constructive working relationship between the school (administrators, teachers, and staff) and a student's parent(s)/guardian. Accordingly, the school reserves the right not to renew or to terminate a student's enrollment if the school reasonably concludes that the actions of a parent or guardian makes such a positive and constructive relationship impossible. Parents are expected to support the rules of CCA (and individual classroom rules/policies) and support CCA's enforcement of them.

School-wide Expectations: In order for our students to reach the goal of self-discipline, they must know what is expected from them. At the beginning of the school year, the students will be given a brief, but thorough, summary of what is expected of them from both the principal and their classroom teacher(s). These expectations are built around the following principles:

- Show proper respect for God at all times
- Be good stewards of property and facilities
- Be kind and respectful to others at all times
- Practice safety at all times
- Non-educational items should not be brought to school without prior permission from the teacher and/or the administration

Detention and Suspensions

Should misbehavior or conduct result in the assigning of detention, the following procedures will be used:

- Disciplinary Referral or Detention Notice will be sent home with the student informing the parent/guardian of the causes. The notice must be signed by the parent/guardian and returned the next scheduled school day. Detention will be served the day following the issue of the notice, when the signed form is returned to school.
- Should a student neglect to return the Disciplinary Referral or Detention Notice, or miss the assigned detention, the amount of time to be served will double. A maximum of forty-five minutes per detention will result for students in 1st through 8th grade. A maximum of thirty minutes per detention will be given for students in K5.
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Disciplinary Fees

After-school detention \$ 3 charge per session

In-school detention (half-day) \$25 charge per day

In-school suspension (full-day) \$50 charge per day

All disciplinary fees will be charged and will appear on your monthly Smart Tuition statement.

Visitors

Visitors need to sign in at the reception desk or school office. All visitors need to wear a visitor identification badge at all times within the building. Students from other schools are not allowed to come to CCA and stay for the day unless prior arrangements have been made with the principal. Student visits during the school day are reserved for students who have visited CCA with their parents and are considering enrollment.

The safety of all students is a top priority. Only those visitors specifically identified by a parent/guardian and pre-arranged through the school office or student's teacher may visit the students on school grounds.

School Hours

Academic School Hours 8:00 am to 3:00 pm

Early Dismissal Days 8:00 am to 1:00 pm - Extended Care open until 5:30 pm

Extended Care 7:00 to 7:45 am and/or 3:15 to 5:30 pm

School office*: M-F 7:30 am to 4:00 pm

**Holidays and breaks may have adjusted hours.*

Fundraising/Collecting Money

Any class, school-sponsored organization, club or parent desiring to solicit money for any reason, including fundraising, must:

- Clear the project through their sponsor AND the administration.
- Submit the Calendar Request and Fundraiser forms to the Principal for approval BEFORE collecting any funds.
- Keep all funds raised within the school's accounting system and with the knowledge of the school's bookkeeper.
- Funds are NOT to leave the building under any circumstances.
- A check request will need to be obtained for sending funds to other organizations.

Extended Care

As a service to CCA families, the school offers Extended Care for the students enrolled in CCA. Designated staff will be available to care for students from 7:00 a.m. until the beginning of school, then from the end of school until 5:30 p.m. Students will only be released to parents/guardians or those specifically designated on the enrollment form. Fees for this service are separate from school tuition. An early drop-off fee will be charged before 7:00 a.m. and a late pick-up fee will be charged after 5:30 p.m. These charges will appear on the monthly statement based upon the Extended Care option the family selects. A fee schedule and options for this service is available with the enrollment application and in the school office. Extended Care fees are subject to change.

All students arriving before 7:45 a.m. should be dropped off at the rear (preschool) entrance. Any student who arrives before 7:45 a.m. will be charged Extended Care fees. Any student not picked up or within fifteen (15) minutes of school dismissal, will be charged Extended Care fees (except those students in full day preschool).

Lunch is provided as part of the tuition for pre-school/K4 students only. (See the LUNCH section of this Handbook) A rest period is expected of all children present from 12:45 to 1:45 p.m. in Preschool, K4 and 11:45 – 12:30 p.m. for K5. Students may attend Extended Care only on the days they are present for school. No drop-in child-care is provided.

The policies of Christian Chapel Academy regarding finances, code of conduct and discipline will apply to all CCA students while enrolled in the Extended Care program.

Extended Care Options

Extended Care is able to be purchased by the package or by the hour. A fee schedule and plan choices for these options is available with the enrollment application and in the school office.

- When purchased by the hour, the family will pay an hourly rate that is billed in 15 minute increments or any portion thereof. These charges will be added to the monthly statement based upon usage. There is no minimum monthly purchase required nor is notification required to use this option. This is a convenience program for our families.

- When purchased by the package, the family will pay a lower, flat rate for unlimited Extended Care use for the package plan purchased. *To start or stop this option, notice will need to be made in writing and received in the office by the 15th of the month prior to the month the change will take effect.* Once a family has signed up for this option it will remain in effect until the family notifies the office in writing to cancel it. *No refunds will be given for unused days.* When purchasing an Extended Care package, the family will be billed monthly *in advance* on their Smart Tuition account.

RenWeb

CCA utilizes the RenWeb™ School Management Software System. This system allows parents and students secure internet access to information associated with the student's classroom activities, as well as attendance, daily schedule, grade book details, home-work, discipline, assignments, school directory, report cards, teacher announcements, calendar events and much more. Parents are expected to sign up for RenWeb text and email alerts; this will keep you informed of happenings at CCA.

Please note: If the parent's account is outstanding for any reason, access to RenWeb™ is disabled until the account is brought current. It is imperative that parents and High School students notify the Business Office of any email changes as information regarding dual credits, academic contact, scheduling, etc. is sent via email in RenWeb.

School Closings and Delays

Local radio and television stations will list our school as closed due to weather conditions. Please be aware that we will not automatically follow the public schools. Parents are encouraged to make safe decisions during inclement weather. Contacting the school will give your student an excused absence if you are unable to make it to school due to weather conditions.

Parents are expected to sign up on RenWeb for parent alerts. Text messages and or email are sent out from CCA when school is cancelled or delayed.