

1516

# CLEBURNE CHRISTIAN ACADEMY

*PARENT / STUDENT HANDBOOK*



**MUSTANGS**





## **WELCOME TO CLEBURNE CHRISTIAN ACADEMY!**

From its founding in 1989, Cleburne Christian Academy, formerly known as Cleburne Community Christian School, has upheld the unwavering commitment to both a Christ-centered environment and an academically excellent curriculum. We are committed to the dual mission of equipping students with academic skills and a solid biblical foundation to prepare them to enter the world culture and stand firm and confident in their faith, positively impacting the world for Christ as they become productive and successful citizens.

Cleburne Christian Academy is not a parochial school, is not sectarian and is not sponsored by a single church or denomination. We seek to serve the Christian families in Cleburne and surrounding communities, working in cooperation with many local churches. Cooperatively, our mission is to support and assist parents in fulfilling their God-given responsibility to bring up their children “in training and instruction of the Lord.” (Ephesians 6:4)

“Christian” characterizes every aspect of school life. Scholastically, it means that the Bible will be the foundation for every subject, for it is the source of TRUTH (“He is before all things, and in Him all things hold together.” [Colossians 1:16-18]) Relationally, it means that students are guided toward a personal faith in Jesus Christ as Savior, Lord and Friend, a relationship that bonds faculty, students, and parents as a single body. Vocationally, it means that students are encouraged to seek and follow God’s unique plan for their lives, the purpose for which He wisely and lovingly created and gifted them. Morally and ethically it commits the CCA community to a distinct lifestyle of faith, commitment and service, modeled by the Apostle Paul who said “I press on toward the goal for the prize of the upward call of God in Christ Jesus.” (Philippians 3:14)

This is Cleburne Christian Academy. We are a community of people committed to linking the influences of home, church, and school in order to develop young people who think, live and succeed with a distinctively biblical world view. We thank you, parents for entrusting your children’s education to us, and we pledge the full use of our resources, including prayer that each one may grow “in wisdom and stature, and in favor with God and men.” (Luke 2:52)

As partners with you in this educational enterprise, we urge you to watch for, and participate in, those frequent occasions when your presence, council, time, energy, and, yes, money, with the participation of others, will enable us to advance the quality educational program at CCA. Above all, we count your family as regular partners with us in prayer for this school year.

Yours in Christ,

Dave Sammons  
Principal

Erik Dumas  
Board President

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## **STATEMENT OF FAITH**

- We believe the Bible to be the only inspired, infallible, authoritative Word of God.
- We believe there is one God, eternally existent in three persons: The Father, The Son, and The Holy Spirit.
- We believe in the deity of Christ, in His virgin birth, in His sinless life, in His miracle, in His vicarious and atoning death, in His resurrection from the dead, in His ascension to the right hand of the Father, and in His personal return to power and glory.
- We believe in the necessity of regeneration by the Holy Spirit for “all have sinned and come short of the glory of God.” (Romans 3:23)
- We believe in the resurrection of both the saved and lost; the saved unto the resurrection of life and the lost unto the resurrection of damnation.
- We believe in the spiritual unity of believers in Jesus Christ.

## **MISSION STATEMENT**

The mission of Cleburne Christian Academy is to provide a biblically-based, academically excellent education to assist Christian parents in equipping their children to embrace biblical truth and model Christ-like leadership to positively impact their homes, churches, the community, and the world.

## **INTERDENOMINATIONAL POSITION**

Cleburne Christian Academy is a nonprofit corporation dedicated to establishing and maintaining nonsectarian, interdenominational Christian education in the Johnson County area.

Cleburne Christian Academy presents the following offerings:

- A strong Christian academic curriculum in traditional classrooms.
- A quiet, disciplined learning environment in which reverence for God, country, and family is valued and taught.
- Programs designed to develop the physical and creative potential of the students.

In our desire to maintain the interdenominational position of the school, it is necessary that we remind staff, faculty, parents, and students that the following areas are left to the teaching done at home and church:

- Church government - authority, discipline
- Time and mode of baptism
- Time of the Rapture
- Second work of grace - baptism of the Holy Spirit
- Sinless Perfection
- Gifts of the Spirit - tongues, interpretation of tongues, healing, miracle working, prophecy, discerning of spirits

We desire to remain united in the salvation and love of Christ, avoiding the dissension of denominational problems.

### **PHILOSOPHY AND OBJECTIVES**

A man's philosophy determines his thoughts, words, and actions. A school's philosophy determines the purposes and the goals of the institution. Cleburne Christian Academy exists to give students the tools to develop a Biblical world and life view. This enables them to glorify and honor God in their thoughts, words, and actions.

It is our belief that the Christian school operates as an extension of the Christian home. God holds parents responsible for the teaching and training of their children, therefore, the school's purpose is to compliment and strengthen the home. Scripturally, education sees to develop and advance in the student's true knowledge, righteousness, and holiness in Christ. Thus, the student can mature spiritually, mentally, socially, and physically as we teach and lead in accordance with God's design. Christian education provides students with a world and life view where all issues are understood within the context of the eternal and as God sees them. Non-Christian educational philosophy either ignores God's existence altogether or ignores His involvement in human affairs. This develops students who think only in human terms, bound by the limits of this life, and seeing all issues as man sees them.

Although knowledge is factually the same for viewpoints, the interpretation and significance of that factual knowledge are not the same. Therefore, the full truth of any subject cannot be taught if God is ignored or denied. Christian education cannot take place unless the following Biblical truths are taught and integrated throughout all areas of the school.

God is self-existent, infinite, sovereign, and the source of all truth and life. He is the triune God - God the Father, God the Son, God the Holy Spirit. Genesis 1:1, Romans 8:28, 1:7, Hebrews 1:8, Acts 5:3-4

God is the Creator and sustainer of the universe. Through creation He reveals His eternal power, limitlessness, diversity, and divine nature. Creation is the general revelation of God. Genesis 1:1-23, Romans 1:20, John 1:3

The Lord Jesus Christ is God the Son. He is to have the preeminence in all things. The Lord Jesus, the expressed image of God the Father, is the only Savior of the World and the only mediator between God and man. Christ was born a virgin. He was crucified, buried, and rose bodily from the grave. Christ will come again to establish His kingdom. Colossians 1:15-17, John 14:6, I Timothy 2:5

The Holy Spirit is God the Spirit sent by the Father to mankind. He is the Spirit of Truth. He convicts individuals of their disobedience to God. He convicts righteousness of Christ, and convicts the world of the judgment at the cross. The Holy Spirit works in the unbeliever's life to bring him to Christ and to give them new life. The Holy Spirit dwells in the believer and enables him to obey God in the process of conforming himself to Christ. John 14:16-17, John 16:7-11

The Bible is truth, the living Word, the specific revelation of God to man. In the original manuscripts it is inerrant. The Bible is complete and final authority over man. Through the scriptures, man can have knowledge and wisdom about God, life, and himself. John 17:17, II Timothy 3:16-17, II Peter 1:3

God created man in His own image, after His likeness, and for His glory. In his original state, man had communion and fellowship with God. Many chose to disobey God. Disobedience to God is sin

and thus sin entered into the world. This resulted in man's separation from God, eternal death being passed onto subsequent generations, and an imposed curse upon the rest of creation. Because of this sin, man omits God and thereby fails to relate himself and his knowledge to God. Genesis 1:26, Genesis 3:1-6, Romans 5:12, Romans 8:22-23, Romans 1:24-28

Man is given new life and is brought back into a proper relationship with God by personally trusting Jesus Christ the Lord, who shed His blood in payment for sin. An individual is redeemed by God's grace through faith, not work or service. II Corinthians 5:17, Romans 5:1, Romans 5:10, Ephesians 2:8-9, Titus 3:5

The believer matures into Christ-likeness as he submits to the Holy Spirit and obeys the Word of God. Being Christ-like is evidenced by the fruits of the spirit, righteous living, and good is a process evidenced by continual growth. Romans 8:29, II Corinthians 3:18, Galatians 5:22-23, Ephesians 2:10

Prayer is the vital communion between God and man, enabling man to talk with God and to worship Him. Through prayer, God's power and grace are made available to the believer. Philippians 4:6-7, Matthew 6:9-15

Christ has established the church and is its Head. Individuals are to be related to a church for Christian worship, instruction, fellowship, and service. Ephesians 5:23, Hebrews 10:24-25

God gives the primary responsibility for teaching and training young people to parents. The Christian school should function as an extension of the home to aid parents in the instruction of their children.

The church, school, and home should complement each other to promote the student's spiritual, academic, social and physical growth.

Cleburne Christian Academy exists to give its students the tools to develop a Biblical world and life view. Individual maturity develops in a student's life when there is a definite growth in the spiritual, academic, physical, and personal areas. The following objectives are the result of our philosophy and will determine the policies and programs of our institution.

#### **SPIRITUAL:**

- To teach God is truth.
- To teach God reveals Himself to man through the Bible (His divine inspired Word) and through Creation.
- To present Jesus Christ as Lord and Savior that every student has opportunity to personally receive Christ.
- To present the Holy Spirit as the Revealer and Teacher of Truth.
- To encourage students to develop a hearty attitude for daily fellowship and communion with God.
- To encourage each individual to know and obey God's will so that the peace of God might rule in his heart.

- To encourage each individual to live a life consistent with and worthy of the Gospel of the Lord Jesus Christ.
- To teach students how to deal with temptation and sin.
- To Encourage the individual to develop self-discipline and personal responsibility based on respect for and submission to God and those whom God has placed in authority over him.
- To develop an understanding of the role and responsibilities of each individual in the body of Christ.
- To help the individual develop for himself a Biblical world view by integrating all life with principles set forth in the World of God.

#### **ACADEMIC:**

- To develop the individual's potential academic abilities by promoting high academic standards within the curriculum.
- To teach and encourage each student to develop good, personal study habits.
- To help each student gain a thorough command in the basic skills: oral, written, and listening communication, mathematics, and reading.
- To instill in each student a desire to learn, and to teach each student to reason logically, think critically, and do independent study using Biblical criteria for evaluation.
- To develop an appreciation for fine arts that encourages personal expression.
- To encourage students to pursue areas of personal interest and develop their God-given abilities.
- To promote responsible citizenship through the development of Biblical concepts of freedom, human dignity, and authority.
- To teach a God-centered view of history, government, and other sociological studies and to relate current events to God's plan for man and the world.
- To promote an understanding of and an appreciation for God's world, an awareness of man's role in his environment and that man is to use creation properly.
- To develop the creative skills of the student.
- To teach the student to work independently and cooperatively.

#### **PHYSICAL:**

- To teach that bodily discipline is pursuit in godliness is profitable by promoting habits that contribute to good health and the wise use of the body as the temple of God.
- To teach good sportsmanship and teamwork by applying the Christian principles of self-control and character while participating in physical recreation.
- To develop coordination, grace, and poise in movement, muscle tone, balance, endurance, and agility.
- To teach recreational activities profitable for worthy use of leisure time.

**PERSONAL:**

- To help the individual develop a proper understanding and acceptance of himself as the unique individual, God created him or her to be.
- To teach Biblical perspectives toward interpersonal relationships.
- To teach the individual to practice Christian principles in each area of responsibility in which God has placed in him or her.
- To teach that each individual is personally responsible and accountable for his or her thoughts, words, and actions. Also to teach the consequences suffered when we violate the principles of God's word.
- To teach each individual that his or her conscience is his or her own and needs to be respected and guarded.
- To teach Biblical perspectives toward marriage and the family.
- To promote an understanding of time as a God-given commodity and to teach effective stewardship of that time.
- To teach that God has given us all things and requires us to be faithful stewards to all we own or use.
- To encourage the individual to identify and develop full his or her God-given talents and abilities.

It is the prayer at CCA that each student will find Jesus as their personal Lord and Savior. We believe that through their Christian training they will develop the mind of Christ and Godly character through a daily dependence upon the Bible.

Luke 2:52 says of the development of our Lord, "And Jesus increased in wisdom and stature, and in favor with God and man." Parents are responsible before God for the mental, physical, spiritual, and social growth of their children. It is the responsibility of parents to keep their children from instruction that will cause them to err. It is the desire of CCA to co-labor with parents to produce a godly generation that will choose to serve the Lord.

**NOTICE OF NON-DISCRIMINATION**

Cleburne Christian Academy does not discriminate on the basis of race, color, nationality, or ethnic origin in the administration of any of its policies or programs. Admissions are contingent upon space, abilities of the student, philosophy, and willingness of the family to participate within the school guidelines

## **ADMISSIONS & ENROLLMENT**

Admission of new applicants may be subject to approval by the School Board. The following criteria should be met:

- CCA cannot meet the educational needs of all students. CCA is not intended to function as a remedial or correctional school. CCA is not equipped to meet the special needs of emotionally disturbed and mentally challenged students, nor students with profound learning disabilities. CCA reserves the right to ask parents to withdraw a student who does not adapt to school expectations.
- A student whose scores do not meet minimum requirements of the class for which he/she is enrolling may be held back at least one grade year if accepted for admission.
- K4 students must be four years old by September 1 of the current school year.
- Kindergarten students must be five years old on September 1 of current school year.
- When space in a class is limited, priority is given to approved applicants in order of the date the deposit was received.
- In grades 1-8, entering students may be given a placement test before final acceptance. A student's previous records, behavioral patterns, and a personal interview with the student, as well as the parents, are all considered in the acceptance process.

School personnel will determine final grade placement.

### **ADMISSIONS PROCESS**

The admissions process involves submitting the following: an application, parents' personal testimonies, records from previous schools, recommendations from current Math and English teachers (for students 2<sup>nd</sup> grade and up), as well as a placement test. Students desiring to enroll in the K4 and K5 programs must adhere to readiness standards as listed in the Handbook. Second through twelfth grade students will take a placement exam. CCA must receive any school-generated exam reports taken by the student. Parents are to meet with the Principal for an interview.

Cleburne Christian Academy does not discriminate on the basis of race, color, national, or ethnic origin in the administration of any of its policies or programs. Admissions are contingent on space, abilities of the student, philosophy, and willingness of the family to participate within the school guidelines.

### **STUDENT INFORMATION REQUIRED**

At the time of enrollment, the following documentation must be provided:

- Certified copy or original birth certificate
- Current immunization records
- Name, address, and fax number of all schools attended

Parents will be asked to sign an authorization allowing prior school(s) to release records for their student. Grades, transcripts, and standardized testing scores will be requested directly from the student's prior educational placement.

The State of Texas requires the school to have a record of immunization for each student. Family physicians or local health authorities should be used for immunizations and records. Birth certificate and immunization record will need to be in the school office before classroom attendance. All students taking Dual Credit courses must submit a copy of their Social Security cards to the school in order to be scheduled for the Texas Success Initiative (TSI) Exam given at Hill College.

### **PROVISIONAL ACCEPTANCE**

Student who are new to CCA or whose school records or admissions data indicate a significant academic or behavioral problem are admitted provisionally. If the student shows the ability to be successful at Cleburne Christian Academy, the provisional status may be lifted. If the student is not able to be successful, another placement may be recommended.

### **GRADE PLACEMENT**

Grade placement at CCA will not be considered final until the student has successfully completed a full nine week grading period. Should a change in grade placement be deemed necessary, parents will be notified before the end of the first nine week period.

### **PROMOTING**

CCA typically does not practice promoting current or newly enrolled students into a grade beyond their age group. In assisting parents, our focus remains on what would be best for the children.

### **GRADING SCALE**

100 – 90	A
89 – 80	B
79 – 70	C
below 70	F

*Students who take off-site courses will receive grades commensurate with the off-site institution's grading scale. This includes Dual Credit courses and/or accredited online academic courses.*

### **PROGRESS REPORTS**

Progress reports will be sent out at the approximate midpoint of each quarter and are designed as a snapshot of the performance of each student at that particular time of the grading period. These grades do not reflect the student's complete performance for the entire grading period and should not be viewed as such.

### **REPORT CARDS**

Report cards will be disbursed after each nine week period (quarter). A report card may be held if monthly tuition is unpaid, delinquent library fine/book, aftercare payments, and/or required paperwork is missing from student's file.

During the school year, report cards will be issued and delivered to parents during mandatory quarterly parent conferences. End of the year report cards will be prepared and sent to parents within two weeks from the final day of the grading period, provided that all accounts are clear.

Parents will receive notice of potential hold on their child's report card before report cards are scheduled to go out. If the matter is not taken care of another notice will be placed in the report card envelope and sent home with the child. A report card that is held may be picked up in the office when a student's account/file is updated.

### **HONOR ROLL**

Honor roll calculations are based on the average of quarter grades for the current school year and do not reflect the cumulative GPA.

- Administrator's Honor Roll - An average of quarter grades that equals 4.0.
- Academic Excellence Honor Roll - An average of quarter grades that equals 3.50 to 3.99.
- Academic Achievement Honor Roll - An average of quarter grades that equals 3.00 to 3.49.

Student may also be awarded individual certificates for having A Honor Roll or A/B Honor roll each quarter.

### **HIGH SCHOOL COURSES IN 7<sup>TH</sup> OR 8<sup>TH</sup> GRADE**

High School level courses taken in grades 7 and 8 are included on the High School transcript. The numeric grade is not included in the student's High School GPA.

### **ONLINE / VIRTUAL / DISTANCE COURSES**

All core curriculum classes must be taken at CCA. If a student wishes to take an off-campus course for High School credit, written permission must first be obtained from the Guidance Office. Grades must be turned in to the Registrar upon completion of the course. Credit will be granted to the student, but the numeric grade will not be included in the student's High School GPA.

### **VIRTUAL COURSES**

Computer-based courses, such as those in foreign languages, may be a part of the instruction at Cleburne Christian Academy. These courses are offered as *CCApplus*, and are fully accredited. Time is given to the student each day to accomplish computer-based course work. Additional information on Virtual Courses is available from the school's curriculum director.

### **CLASS RANKINGS**

Class rankings are calculated at the conclusion of a student's seventh high school semester (the midpoint of their senior year), and class rankings assigned. Students' GPAs will be recalculated for purposes of transcripts, but class rankings will not be reordered.

The Valedictorian ranking shall be given to the student with the highest overall grade point average. This student shall give the valedictory (farewell) address during graduation ceremonies. The Salutatorian ranking shall be given to the student with the second highest overall grade point average. This student shall give the salutatory (welcome) address during graduation ceremonies.

Ties in rankings will be broken in a manner directed by the Principal.

All decisions for class rankings are final and not subject to appeal.



To qualify for class rankings, students must meet the following criteria:

- Student must have a minimum of three (3) full consecutive semesters at Cleburne Christian Academy, including the first semester of their senior year

#### **CREDIT TRANSFER GUIDELINES**

CCA will accept credits from accredited high school programs. Transfer credits will not be included in the student's High School GPA.

#### **PRINTING AND COPYING**

From time to time students may have assignments which must be completed electronically and/or printed and brought to class. It is NOT the responsibility of the office to print student assignments, nor is it the responsibility of the office to make copies of assignments for students. Students should be prepared to print and/or copy assignments at home.

#### **ACADEMIC PROBATION**

Students are placed on academic probation if they receive two F's at the end of a semester grading period. Parents will be informed of the probationary status. Once a student is notified of their probationary status, they will remain on the list for one academic year.

During this time, CCA faculty will make every effort to ensure student success with regards to academic improvement.

#### **RE-ENROLLMENT OF STUDENTS**

Families currently enrolled are provided a priority period for enrollment in March, with open enrollment beginning in April. Return of enrollment packet with the current enrollment registration fees secures space for those students for the coming school year. This fee is non-refundable or transferable and guarantees a place for the student until the first tuition payment is due.

#### **STUDENTS WITH LEARNING DIFFERENCES**

If a student has been tested and diagnosed with learning differences within the past three years, he/she may qualify for special classroom or testing accommodations. A copy of the evaluation must be submitted to the Registrar at enrollment.

#### **WITHDRAWALS**

Enrollment is intended to be for the entire school year.

- a. All fees are Non-Refundable and Non-Transferrable.
- b. Parents will be expected to pay for any time less than one month's notice.
- c. Exception – if the student leaves at the request of the school administration, the balance/refund will be determined on an individual basis depending on the payment plan selected.

Records will not be released to parents or any other school until the obligation is paid in full and the withdrawal process is complete.

## **WITHDRAWAL PROCEDURE**

If a student withdraws during the course of the year, it is the parent's responsibility to complete the standard withdrawal procedure through the school office. **It is necessary that parents notify the school at least 2 days in advance.** The withdrawal procedure will be complete when a parent has signed the withdrawal forms, cleared outstanding debts, and returned all library books and textbooks when applicable.

## **STUDENT DISCIPLINE**

Discipline at CCA provides the boundaries students need to feel secure to develop character, and to succeed academically and spiritually. Without the firm guidelines and direction of loving discipline, little desirable learning can take place.

The definition of discipline is "training that corrects, molds or perfects moral character." (Hebrews 12:11), "All discipline for the moment seems not to be joyful, but sorrowful; yet to those who have been trained by it, afterwards it yields the peaceful fruit of righteousness". It is the policy of Cleburne Christian Academy to employ effective and positive methods in developing responsibility and self-discipline among our students, including recognition of good citizenship and reinforcement of courteous behavior.

## **PURPOSES OF DISCIPLINE**

The major purpose of discipline at Cleburne Christian Academy is to help bring students to maturity in Christ so that they will learn to exercise self-discipline in all areas of life.

- Discipline increases respect for authority (ultimately God's authority).
- Discipline is a sign of love and concern by those in authority.
- Discipline provides an environment that is conducive to maximum learning.
- Discipline helps develop a cooperative attitude in students.
- Discipline prepares students for adult life and living the Christian life successfully.
- Discipline provides a secure atmosphere. It helps produce self-control and security in students.
- Discipline provides for student safety and protects them from various injuries.
- Discipline develops a sense a responsibility.

## **CODE OF CONDUCT: 24/7/365**

Students are expected to represent CCA in a positive manner even when they are not on school grounds and/or attending school functions (including extracurricular activities). Students and their parents acknowledge and understand that students are subject to discipline for conduct occurring off-campus or during non-school hours, including weekends, holidays and summers. The administration will deal directly with any student who violates the Student Code of Conduct or draws attention to CCA in a negative manner which any result in disciplinary action or a student's dismissal from the school.

A student may be removed from participation in extracurricular activities or may be excluded from school honors or more for violation of extracurricular standards of behavior for an activity or for violation of Student Code of Conduct relating to 24/7/365.

### **GENERAL GUIDELINES**

School personnel shall adhere to the following general guidelines when imposing discipline:

1. A student shall be disciplined when necessary to improve the student's behavior, to maintain essential order, or to protect other students, school employees, or property.
2. Students shall be treated fairly and equitably. Discipline shall be based on a careful assessment of the circumstances of each case. Factors to consider shall include:
  - a. The seriousness of the offense;
  - b. The student's age;
  - c. The frequency of misconduct;
  - d. The student's attitude; and
  - e. The potential effect of the misconduct on the school environment.
3. In the ideal structure of Christian Education, the home, the church, and the school work together in a cooperative manner to fully educate and train students. Cooperation between these three groups must be evident to fully develop the character of the student, and promote behavior consistent with Biblical worldview. Whenever the student behavior problems arise, there can be the temptation to focus on the disciplinary process rather than the actual problem. The goal of discipline is to correct and train students, while protecting the overall safety and educational environment of CCA.

During the course of investigating actions and events concerning possible student incidents, the School may seek to question students alone or in groups. Administrators have full discretion in the questioning of students, and in the evaluation of events many conduct their investigation without parental notification or attendance. The administration will strive to adapt individual discipline procedures and processes to the needs of the student, and communicate expectations and findings to parents in a timely manner.

Attending CCA is a privilege that is extended on the condition that students and parents accept and support school policies. The School, in its sole discretion, will make the final determination of whether there has been a violation of the School's Student Code of Conduct. If a student is suspended, expelled, or withdrawn due to disciplinary actions, there will be no refund of tuition or waiver of financial obligations.

### **DISCIPLINE METHOD**

This process will normally follow specific steps as described below:

- The teacher is the first line of authority on addressing behavior requiring discipline. If the behavior continues, a parent will be contacted.
- If there is still no resolution of the problem and parents have been notified of a discipline problem, a meeting with the Principal will be held to implement a plan of action to resolve the situation.
- Discipline referrals will be given to the student and a copy will be sent to the parent.

#### **MINOR INFRACTIONS**

The following is a non-comprehensive list of minor infractions:

1. Chewing gum while on school premises is not allowed for students in grades K4-6.
2. Radios, recorders, tape/CD/DVD players, toys, comic books, electronic games or devices (including cameras), posters and playing/trading cards are subject to confiscation by school personnel.
3. Failure to comply with the CCA dress code.
4. Failure to obey all rules given by teachers and school staff who serve as carpool safety supervisors.
5. Use of chalkboards, marker boards, or other school equipment without a teacher's permission.
6. Failure to act in a quiet and orderly fashion while in hallways, restrooms and during carpool.
7. Failure to refrain from behavior that inhibits learning in classroom situations.

#### **MAJOR INFRACTIONS**

Although not all-inclusive, the following may result in suspension or immediate separation from the school: in all cases, the Principal reserves the right to make the final decision for any disciplinary action. Non-comprehensive list of major infractions as assessed by CCA policy include:

1. Use of Abusive or Profane Language and Disrespect: Using abusive or profane language, and showing disrespect or insolence to teachers and classmates, will not be tolerated and will result in disciplinary action. Non-directed profanity will result in a minimum of one Saturday School. Directed profanity will result in a minimum of a two-day suspension.
2. Disruptive Behavior: Repeated classroom disruptions that prohibit learning in all classroom situations will not be tolerated and will result in disciplinary action.
3. Bullying: Threatening, intimidating, use of ridicule or causing bodily harm to any person will result in certain disciplinary action. See also: Anti-Harassment Policy.
4. Cheating/Dishonesty: Students are responsible for preventing the giving or receiving of assistance (written, oral or otherwise) on tests, examinations, final evaluation or class

assignments that are to be graded as the work of a single individual. This also includes lying, plagiarism, or forgery. In addition, students will receive a "0" on the assignment in question, and a possible suspension.

5. Drug Use/Substance Abuse: The possession, use, or distribution of illegal drugs, controlled substances, or alcohol and/or misuse of over-the-counter drugs, is prohibited. Students connected to, in the presence of, or associated with any drug-related persons or events may be required to submit to drug testing and subject to expulsion. Violation of this rule will be dealt with whether on or off campus. Minimum Suspension: Five (5) Days with possible expulsion.

CCA is considered a drug/alcohol-free zone and therefore practices a zero tolerance policy as it relates to the possession, use and or distribution of illegal drugs or a controlled substance on its campus.

6. Tobacco Products: The possession, use, or distribution of tobacco product(s) such as but not limited to electronic cigarettes, cigars, chewing tobacco etc. is prohibited.

Minimum suspension: three (3) days. CCA is considered a tobacco-free zone.

7. Electronic Device or Medium: A misuse of an electronic device or medium or a significant abuse of such privilege may result in disciplinary action beyond confiscation of a device. These items are not allowed to be on or used during the school day. Any cell phones seen or heard during the school day by an administrator or staff member will be confiscated. See "Cell Phone Policy, p. 30

8. Fighting: Students are responsible for settling confrontations in a peaceful manner and without the use of violence. Fighting or play fighting will not be tolerated on or near school grounds or at any school-sponsored activity. Fighting may result in suspension.

9. Violation of Fire Safety Regulations: Violations of fire regulations, including tampering with fire alarms, using matches, lighters, or firecrackers, will be considered serious offenses. Minimum Suspension: One (1) day.

10. Gambling: Card playing for the purpose of gambling, or any other form of gambling, is forbidden. Minimum Suspension: One (1) Day.

11. Immorality: Students are expected to maintain moral purity as is outlined in God's Word. Unacceptable sexual behavior includes but is not limited to inappropriate contact and any issue associated with pornography, whether on or off campus. Minimum Suspension: Five (5) Days.

12. Insubordination/Disrespect: Insubordination or disrespect, including lying to a staff member or administration; will result in an automatic Saturday School, with possible suspension.

13. Stealing: Knowingly taking items that do not belong to you, with the intent to deprive the owner of its use, constitutes stealing. Minimum Suspension: Two (2) Days.

14. Vandalism: Destruction or defacing of property belonging to the school or others, including school-owned textbooks, will result in disciplinary action as well as assessing compensatory damages. Minimum Suspension: One (1) Day, plus full restitution, including labor and cost of repairs.

15. Possession of Weapons: (See "Weapons," page 16.)

16. Repeated violation of minor infractions will be considered a major infraction.

### **SUSPENSIONS**

A student may be suspended from CCA for a violation of rules and/or regulations approved by the Board, or when a student's presence is considered detrimental to others or to the program of the school.

- A student may be suspended for, but not limited to, the following reasons:
- Damaging, harming, or stealing another's property.
- Defying the authority of a teacher or administrator.
- Habitual profanity or vulgarity.
- Using tobacco, alcohol, or non-prescription drugs.
- Physically assaulting or causing bodily injury to an employee of the school or another student.
- Verbally assaulting, harassing, interfering with or threatening a student or school employee.
- Leaving school without permission.

### **FINAL STEPS OF DISCIPLINE**

A student may be expelled from school for a serious breach of conduct, and /or repeated problems with behavior or academic performance.

Expulsion procedure:

- Parents and Principal will meet to discuss problem.
- Principal will make the final decision.

***ALL OF THESE STEPS GO ON THE STUDENT'S PERMANENT RECORD.***

At the end of each semester, students will be evaluated in order to determine if there is progress in the development of a Christ-like attitude. Any evidence of a continuing attitude or behavior problem could result in a student being asked to withdraw from Cleburne Christian Academy. This evaluation is done by the faculty in consultation with the administration.

## **STUDENT CODE OF CONDUCT**

At the beginning of the school year and throughout the school year as needed, the Student Code of Conduct shall be made available on the school's web site at [www.ccacleburne.org](http://www.ccacleburne.org) and/or as hard copy to students, parents, teachers, administrators, and to others on request. Revisions to the Student Code of Conduct included in the Parent/Student Handbook shall be made as needed and are approved by school administration. Revisions made during the year will be communicated electronically.

### **'PARENTS' DEFINED**

Throughout the Parent/Student Handbook, Student Code of Conduct and discipline policies, the term "parents" includes a parent, legal guardian, or other person having lawful control of the child.

### **CODE OF CONDUCT: 24/7/365**

Students are expected to represent CCA in a positive manner even when they are not on school grounds and/or attending school functions (including extracurricular activities). Students and their parents acknowledge and understand that students are subject to discipline for conduct occurring off-campus or during non-school hours, including weekends, holidays and summers. The administration will deal directly with any student who violates the Student Code of Conduct or draws attention to CCA in a negative manner which any result in disciplinary action or a student's dismissal from the school.

A student may be removed from participation in extracurricular activities or may be excluded from school honors or more for violation of extracurricular standards of behavior for an activity or for violation of Student Code of Conduct relating to 24/7/365.

### **SCHOOL ATTENDANCE AND TARDIES**

Students are expected to arrive at school on time and to be in their seat at 8:00 a.m. sharp ready for class. Students not in their seat at 8:00 a.m. (no matter how long they have been on the campus) are required to check in the office to obtain a tardy slip in order to be admitted to class. This tardy policy also applies to students who arrive on campus at 8:01 a.m. going forward. (See "Tardiness" articles for more information and for the tardiness discipline chart, page 37.) Students in middle and high school who move from class to class during the school day must report to their classes on time. Tardiness is on a class-by-class basis, and secondary students are eligible for multiple tardies for the same school day. The levels of discipline apply regardless of whether the tardies are accumulated over the course of a term or in the same day.

### **SAFETY AND SECURITY**

Physical aggression, hostile behavior, intimidating acts of harassment, extortion, violent behavior, or possession of weapons of any kind shall not be tolerated. Anyone who demonstrates such behavior shall be held accountable for his or her actions in accordance with the Parent/Student Handbook, the Student Code of Conduct, and civil and criminal law.

### **ALCOHOL/DRUGS/TOBACCO**

The possession, use, distribution of illegal drugs, controlled substances and/or misuse of over-the-counter drugs, alcohol and tobacco products are prohibited. Students connected to, in the presence of or associated with any drug-related persons or events may be required to submit to drug testing and subject to expulsion. Violation of this rule will be dealt with whether on or off campus. CCA is

considered a drug, alcohol and tobacco- free zone and has a zero tolerance policy as it relates to the possession, use, and/or distribution of illegal drugs, alcohol and controlled substance on its campus.

#### **SEARCH OF STUDENTS**

Students, their lockers, and their motor vehicles shall be subject to searches by school officials including but not limited to students outer clothing, pockets, locker or belongings.

Students also understand and agree that CCA shall have the right to monitor or examine any electronic device at the school or any CCA activity. Additionally, CCA may monitor or examine any postings on the Internet or other electronic medium which includes but is not limited to text messages and postings on personal web sites, social networking sites, for example "Facebook" or other private or public domains. Such monitoring includes but is not limited to all verbiage, pictures, depictions, graphics and videos. No expectation of privacy is extended nor should be expected from students.

Students understand and agree that they are responsible for and may be subject to disciplinary action for inappropriate material sent, posted, made available, shown to others or possessed by the student themselves.

#### **VEHICLE USE ON CAMPUS**

Speed limit on campus is 5 mph at all times. This is for the safety of our students and staff. Any student or parent that does not follow these traffic regulations may have their privileges to drive on campus revoked.

#### **WEAPONS**

The possession, use, distribution or attempted distribution (by sale, gift or otherwise) of any type of operable or inoperable weapon such as firearms, knives (or any kind of pocket knife or multi-tool), switchblades, mace, tear gas, bullets, fireworks, and other explosives are expressly forbidden. Whether designed as a weapon or not, an object will be considered a weapon if it can be used as a weapon. Use of a toy designed to look like a weapon is prohibited on campus. Pending administrative approval, exemptions for this may be granted for school projects. Possession is considered as a major infraction with punishment of 5-day suspension with possible expulsion.



## **HARASSMENT**

The environment at CCA must be one in which all individuals are free to work, learn and develop relationships without fear or intimidation or humiliation as a result of unwanted or unacceptable behavior from others. This includes verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her actual perceived identity with regard to race, color, gender, age, disability, political beliefs, national or ethnic origin, any other distinguishing physical or personality characteristics, or any other characteristic protected by law. It is essential to the well-being of all that students, teachers and staff members treat each other with due respect for rights, individuality and personal dignity.

Cleburne Christian Academy is committed to providing an environment free from any form of sexual harassment. Sexual harassment is a violation of both the law and CCA's policy and will not be tolerated. Males and females can both be victims and perpetrators of sexual harassment. It is an issue that may affect any member of the CCA community and will be dealt with promptly by the administration. Report any harassment immediately to a teacher, Principal or the Main Office.

## **GENERAL POLICIES**

The policies within this section are applicable to all students of Cleburne Christian Academy.

## **COMMUNICATION WITH FACULTY & STAFF**

CCA faculty and staff welcome constructive communication from parents at any time. Any of the following methods may be used to contact a staff member:

1. Staff Mailboxes - Notes or letters may be left in the main office for placement in the staff mailboxes.
2. E-mail – Each CCA staff and faculty member has an e-mail address. A directory of all CCA staff and faculty is provided at the beginning of the year. Every attempt will be made to respond to all e-mail messages within 24 hours during the school week.
3. If you would like to arrange a conference, please make your request in the form of a note or e-mail so that a time may be scheduled. Instructional time in the classroom is valuable. Please refrain from requesting unscheduled conferences. Unscheduled conferences prohibit teachers and administrators from adequately addressing your questions and concerns. Teachers and administrators have conference times built into their schedules when they would be happy to meet with you.
4. Our staff's family time is precious. We ask you to refrain from calling or texting our staff at home.
5. In seeking to solve any problem or misunderstanding originating in class, students and parents should work with teachers first, then administration, if needed.

Concerns involving students and classroom procedures are most appropriately directed to the teacher. Questions concerning school policy should be directed to the Principal.

## **DISASTER DRILLS**

Practice drills will be provided for fire and tornado safety precautions. Fire drill charts are posted in each classroom.

Evacuation practices will be conducted and recorded in an orderly fashion. Fire drills will be held throughout the year in conjunction with state and local requirements. Students will be informed of proper escape routes and procedures on the first day of school.

Pulling the fire alarm with undue cause will result in reporting to the county fire department, and/or disciplinary action. Careless or malicious initiating of a false alarm is an extreme offense that could lead to serious injury in an attempt to evacuate the building.

Deliberate offenses will be handled with the utmost severity. The student and his/her family will become financially responsible for fees resulting from a false alarm.

The Crisis Management Plan adopted by Cleburne Christian Academy is available for review in the office by appointment.

## **FACILITIES USAGE**

All non-Cleburne Christian Academy events taking place on the CCA campus must be approved by the CCA administrative office. An Event Request Form may be obtained from the School office. Only when the event is approved will it be placed on the school calendar. Fees will be assessed according to the Fee Schedule in the Handbook.

## **FINANCIAL POLICY**

CCA is a work of faith. It has no single church or group of people on whom it depends upon for its existence or continuance.

Tuition and fees are reviewed annually by the School Board, and rates for the coming year are published at the time of re-registration. Every effort is made to keep tuition rates at a reasonable level so that families of limited means are not excluded. However, tuition and fees are expected to cover the basic expenses of operating the school. The parents must fund other elements of a quality school program such as extracurricular activities, field trips, supplemental learning materials and equipment.

As a Christian institution, we keenly sense the duty to meet our own financial obligations to staff and vendors on time. This is only possible when parents make their tuition payments on schedule. Monthly payments are due in the school office on the first day of each month; a \$25.00 late fee is assessed if payment is not received by the 6th of each month, and a second late fee will be assessed if payment is not received by the 16<sup>th</sup> of the each month.

The Administration and the CCA Board, who reserves the right to dismiss students when satisfactory arrangements for payments are not forthcoming, will review accounts delinquent 30 days or more. The school reserves the right to retain the student's cumulative records/report cards until payment has been received. Accounts must be current at the start of each semester in order to start school on those dates.

**ALL ACCOUNTS MUST BE PAID IN FULL BY JANUARY 1ST IN ORDER TO BEGIN THE SECOND SEMESTER OF CURRENT SCHOOL YEAR.**

**TUITION PAYMENT POLICY**

<b>Dates</b>	<b>Action Required</b>
June 1st	Activity, Insurance, Technology Fees
August 1st	First month tuition

**DELINQUENT ACCOUNT POLICY**

After 6th of the month	Late Fee of \$25.00 assessed
After 16th of the Month	Additional Late Fee of \$25.00 will be assessed.
After 30 <sup>th</sup> of the Month	without meeting with Principal, student may be withdrawn from CCA

**FUND RAISING/PARENT INVOLVEMENT EXPECTATIONS**

Cleburne Christian Academy makes every effort to keep tuition affordable for our families. We will not increase tuition for the 2015-2016 school year. Our annual budget is created with the understanding that certain portions of our fiscal needs (This can be several hundred dollars annually per student) must come from sources other than tuition and fees. These fiscal needs are met in part by tax-deductible gifts from our families and community; however they are primarily met through annual fundraising endeavors. In lieu of a tuition increase for the 2015-2016 school year, families are expected to fully participate in all school fundraising opportunities. At this time fundraising opportunities include, but are not limited to the Fall Festival (fall), Enchilada Dinner (January), Auction (Mid-Spring) and the Spring Fundraiser (March/April). We encourage all families to participate in our school fundraising endeavors with a goal that all tickets and sales are the responsibility of each family. Failure to participate in fundraising may preclude your child's involvement in some enrichment or extracurricular activities.

## STUDENT HEALTH

### FIRST AID & MEDICATION

#### FIRST AID

Administrative staff and teachers are provided with first-aid kits equipped with Band-Aids and antiseptic to assist students with the cleansing of minor cuts and abrasions. If there is an injury requiring more than a Band-Aid, the parent will be contacted. With the exception of an emergency, the student must have a pass from a teacher to be sent to the office for medical attention.

#### MEDICATION

##### Written Requests Administration of Medicine

CCA ascribes to the rules and regulations as laid out by the Texas Department of State Health Services in the Texas School Health Guidelines as follows:

*According to Section 22.052, Education Code, any medication administered to a student in a Texas school must have a written request/authorization from the student's parent or legal guardian and must "appear... to be in the original container and ... be properly labeled."*

*Written request from a parent or guardian shall contain:*

- *The student's name;*
- *The name of the medication to be given;*
- *Date of permission and number of days the medication is to be given;*
- *Time of day the medication is to be given; and*
- *Signature of parent or legal guardian.*

*According to the Texas Department of Health, parental consent is "good until revoked" The majority of school districts will accept parental consent as valid for one year past the date of signature, although in health care settings consent for treatment is valid until either revocation or a treatment change occurs. Schools can set their own policies regarding the length of valid parental consent using the above information as a guideline. In the event of a treatment change, a school should obtain the information from the provider and parent and follow the same guiding principles as with any new medication.*

#### ORIGINAL CONTAINER

*A properly labeled original container shall, if prescription, be dispensed from a pharmacist and shall contain a clear and legible label with:*

- *Name and address of the pharmacy;*
- *Name of the patient (student);*
- *Name of the prescribing practitioner;*
- *Date the prescription is dispensed;*
- *Instructions for use; and*
- *Expiration date of the medication.*

*Unless otherwise directed by the prescribing practitioner, in addition to the information listed in this section, the label shall bear:*

- *Brand name, or if no brand name, then the generic name of the drug dispensed;*
- *The strength of the drug; and*
- *Name of the manufacturer or distributor of the medication (name of the manufacturer or distributor may be reduced to an abbreviation or initials if they are sufficient to identify the manufacturer).*
- *Combination drug products without a brand name must list the principal active ingredient on the label.*

*If the medication requested by the parent or guardian is OTC (over the counter/non-prescription), the medication must be provided by the parent in what “appears to be the original container,” which should include recommended dosage and directions.*

- \* The exception is with regard to asthma inhalers. See “Asthma Treatment” section below.

You may pick up a Medicine Dosage Permission sheet from the main office. Over-the-counter medications will not be given on a routine basis without a signed note from the child’s physician.

CCA will not keep over-the-counter medicines on hand for student’s use. If a student needs to receive a dosage of an over-the-counter medication, the school must receive a signed consent form from the parent. These over-the-counter medication requirements also include Advil and Tylenol and any other over-the-counter medicines. Over-the-counter medications will not be given without consent of the parent.

#### **\*ASTHMA TREATMENT**

Texas State Law now allows students with asthma to carry and self-administer their own inhalers provided certain conditions are met. The Texas School Health Guidelines indicate that the child may self-administer their asthma medicine under the following conditions:

- The prescription asthma medicine has been prescribed for that student as indicated by the prescription label on the medicine,
- The self-administration is done in compliance with the prescription or written instructions from the student’s physician or other licensed health care provider

In addition, the parent must send a note of permission for the student to self-administer and the physician/licensed health care provider must send a written signed statement with the following information:

- Student's name
- An indication that the student is capable of self-administering,
- Name, purpose and dosage amount of medication
- Times for administering and period for which the medicine is prescribed

CCA also requires that an asthma action plan be developed and signed by both the child's physician and the parent or legal guardian.

### HEALTH RECORDS

The Health Record Form, which requires a doctor's signature confirming student's current immunization, must be provided each year for students in K4 and K5. Once students have all of their immunizations on file by K5 entry, a new Health Record Form will not be required unless state requirements change.

### ILLNESS

Sick children (temperature of 100 degrees or higher, vomiting, diarrhea, severe coughing, unknown rash, repeated visits to the office during the school day) will be sent home from school. For fevers less than 100 degrees, the parent will be called to discuss the child's symptoms and the proper action to take for the welfare of the child and the other students in the school. Students should be free of fever, vomiting or diarrhea for a minimum of 24 hours before returning to school. **Therefore, children sent home from school should not return the next day.** Students diagnosed by their doctor with strep throat must have been on antibiotics for a minimum of 24 hours before returning to school.

Children who are sent home with fever or rash should be kept home until they have been fever free for 24 hours without the use of fever-reducing medication. If you have concerns about a rash, you should contact your child's physician rather than bringing the child into the school.

Please be considerate of other students and staff by not sending a child to school with an infectious condition, fever, or persistent runny nose with green mucous, persistent cough, or persistent sneezing. Parents will be called and asked to pick up their child if he or she is sent to school with fever and or vomiting. Parents will be asked to pick up their child if they are found to have contracted conjunctivitis ("pink eye") or head lice. Children with bacterial conjunctivitis ("pink eye") must have been on antibiotic eye drops for a minimum of 24 hours before returning to school.

In the case of head lice, the child will be re-admitted to school only after he or she has been treated with the proper lice-killing shampoo and the eggs and live bugs have been combed out. Children sent home with head lice will need to be checked by administrative staff before going back into the classroom.

In some cases, a doctor's note may be required before the student returns to school. In the event any student has a communicable disease, the parents are expected to notify CCA, and to re-admit the student only after a doctor has given written permission for the child to return to school.

If your child needs over-the-counter medications (cough drops, pain relievers, etc.), please administer before you leave home. Our staff cannot administer over-the-counter medications before 10:00 a.m. for students in grades 7-12.

### **RETURNING AFTER HOSPITALIZATION**

Students will not be allowed to return to school following hospitalization for illness or injury until the school has an official written release from the physician authorizing the student to return to school. The physician must indicate any restrictions, activity or otherwise, for the student.

### **IMMUNIZATIONS**

Students must be vaccinated as required by the State of Texas as follows:

- DTP/Dtap: Five doses, including one received on or after the child turns 4; must be received by Kindergarten entry. Four doses are required for Pre-K students.
- MMR: One dose received on or after the child turns 1; must have a total of two doses by Kindergarten entry.
- Hepatitis A: All students in Pre-K 4 through 2nd grades are required to have two doses. Students younger than 43 months are required to have 1 dose.
- Hepatitis B: Three doses are required for all students in Pre-K through 12th grades.
- Polio: Four doses, including one received on or after the child turns 4; all 4 doses must be received by K entry. (Three doses for children younger than 4.)
- Hib: A complete series of Hib vaccine or one dose given on or after 15 months of age is required for all students under 5 years of age.
- Prevnar/PCV: Students in Pre-K are required to have had three doses of pneumococcal vaccine with only 1 dose required if the 1st dose was given on or after the 2nd birthday and the child is not deemed to be high risk by the physician.
- Varicella/Chicken Pox: Date of illness or vaccine must be documented for all students in K through 12th grades. All students entering K, 1st, 2nd, 7th, 8th and 9th grades will be required to have two doses. If the first dose is received after age 13, two doses are also required if the student has not had chickenpox disease.
- Dtap/Td booster: All students entering 7th and 8th grade will be required to have a booster dose of Dtap vaccine if it has been five years since their last dose of tetanus containing vaccine. Students in grades 8-12 are required to have a booster dose of Dtap if it has been 10 years since their previous dose of tetanus vaccine. Td is acceptable if a medical contraindication to pertussis exists.
- Meningococcal Vaccine: All students entering 7th, 8th and 9th grades will be required to have one dose of meningococcal vaccine if not previously received. **In addition, the immunization is required for those secondary students taking Dual Credit courses at CCA through Hill College. Copies of the immunization are required to be submitted to both CCA and to Hill College.**

Students who are not in compliance with state immunization guidelines will not be allowed to attend school or participate in school-sponsored activities. All students must show proof that the above immunizations have been received before the first day of school. Current immunization records and conscience exemption forms must be on file with the registrar prior to school attendance.

For more information about Texas immunization requirements, you may log on to the following website: [www.immunizeTexas.com](http://www.immunizeTexas.com).

### **MEDICATION CONSENT**

Any medications to be administered during the school day to any students must be brought to the main office by the parent along with a completed Medication Consent Form informing the administrative staff of the dosage and the time to be given. Medication Consent Forms are available from the clinic. All medication must be in its original container with specific directions. No medications will be administered without a completed Medical Consent Form.

Medications that are sent to school and must go home at the end of the school day are the responsibility of the parent. Parents should return to the office before pick-up to obtain their medications. When bringing prescription medications to school, please have your pharmacist label a second bottle for school use.

Although it is best to time dosages of over-the-counter medications to avoid dosages at school, the school will assist families by dispensing those types of medications (i.e. allergy medications) when absolutely necessary. At no time will the recommended dosages for over-the-counter medications be exceeded without a written signed request from the child's physician. These requirements also apply to any supplements or homeopathic remedies.

### **STUDENT EMERGENCY FORM**

A Student Emergency Form is required for every student at the time of enrollment or re-enrollment. If there are any major changes in your child's health and/ or medication or medical procedures, or any changes in phone numbers, please notify the office immediately. In an emergency, every attempt will be made to reach the parent; however, in the event that the parent cannot be reached, the contact person listed on the Student Emergency Form will be called.

### **EXTENDED DAY PROGRAM**

The CCA Extended Day Program is offered to CCA families as an option for after-school participation for CCA students. This program is offered after school only on full school days (not offered on early dismissal days) from 3:30 p.m. until 5:30 p.m. Parents need to notify the school office via phone call or email no later than 3:00 p.m. on the day that they need their child(ren) to participate in the EDP.

Students who stay for this program will receive a snack, time for homework and free time. The EDP teacher will have a cleared background check, as well as First Aid and CPR training and certification.

Parents are to register for the EDP program through the office. The cost per child is \$9.00 and payment is due each week on Friday and may be paid to the office on Friday before or during the school day or to the EDP teacher on Friday afternoon. A 10% discount will be given if EDP is prepaid for the month.

### **INCLEMENT WEATHER**



It may be necessary to close or delay the start of school because of ice, snow or other inclement weather. Additionally, the school may need to dismiss early due to inclement weather conditions. We will notify the area radio and televisions listed below of any delays, closures or early dismissals. It is, however, the decision and responsibility of the area radio and television stations to air such notices. We will endeavor to put notices on Facebook and Twitter and to send out mass text messages.

When school needs to be delayed or canceled due to severe weather conditions, we will follow the same schedule as Cleburne Independent School District when possible. Ultimately, the decision to delay, cancel or dismiss early for CCA is that of the CCA Principal.

**Radio Stations:**

KCLE-1120 AM

KCLE 92.1 FM

**TV Stations:**

FOX 4- KDFW

NBC5-Website only: [www.nbcdfw.com](http://www.nbcdfw.com)

We will try to have all updates on the CCA website as well at [www.ccacleburne.org](http://www.ccacleburne.org).

**DROP OFF / PICKUP PROCEDURES**

Please enter campus via the Glenhaven Drive entrance. Utilize a “circle drive” pattern. Refer to the traffic cones for guidance.

In the mornings between 7:30 a.m. and 7:55 a.m., a staff member or Safety Patrol member will greet parents at the main entrance to the school and escort the children into the building.

In the afternoon, school will dismiss at 3:30 p.m. A staff member will walk students out to their respective rides as they pull up to the traffic cones.

Students will be released only into vehicles with school-issued placards. Anyone who needs to pick up a child without a placard will need to exit the pickup line, park their vehicle, and go to the school office to obtain a temporary placard. Once a temporary placard has been received, please reenter the pickup line. The temporary placard is only valid on the day issued. Replacement permanent placards can be purchased for \$3.00 in the school office.

**STUDENT LUNCHES**

Students are to provide their own lunch each day. Students in K-4 through 2nd grade should not bring a lunch that requires refrigeration, re-heating or cooking of any kind. Students 3<sup>rd</sup> grade and up may bring food that needs to be re-heated, as long as it takes about a minute in order to allow time for all students. Microwave ovens are provided in the lunchroom area for the students’ use. All students are to provide their own drinks, napkins and utensils. Exchanging food items with others is not permitted among students.

CCA will not offer a regular Hot Lunch option. Hot lunches may be offered periodically for fund raising and morale purposes.

## **OFFICE PROCEDURES**

Office personnel are on duty from 7:30 a.m. until 4:00 p.m. during every school day, unless otherwise noted. Parents are welcome to drop by the main office during this time to pay tuition, to leave a lunch for their child, to drop off their child after school is in session, to pick up their child for an appointment, to pick up their child before school dismisses, and to purchase Friday shirts and PE shirts, among other things.

## **LOST AND FOUND**

All personal articles, outer garments, class materials, binders, notebooks, lunch boxes, etc. should be labeled with the student's name. Anything turned in to the office will be returned to the student as named on the item. If the item is unnamed, it will be turned in and held in the main office until claimed or donated. At the end of each semester, all items remaining will be donated.

## **CAMPUS SECURITY**

Cleburne Christian Academy maintains a closed campus. All visitors must enter the Office (Room 11) at the main entrance. Parents who wish to visit the classroom during the instructional day must have an appointment with the teacher. All other doors leading into the buildings must remain locked during the school day to provide maximum security for all students and to comply with the CCA Crisis Management Plan. Non CCA guests are not allowed in the classroom or in the lunch areas without prior approval from administration.

CCA believes that the safety and security of students and staff is a major priority. Safe schools require a collaborative effort of the Board, administrators, teachers, students, parents, and community. A variety of prevention and intervention strategies, programs, and activities must be in place to ensure the welfare of the students and staff.

Students should not expect authorization to return home for forgotten items.

Students who drive their own vehicles to and from school each day will need to pay \$5.00 for and procure a parking authorization placard. Student parking is by permit only. Students are not permitted to visit their vehicle during the course of the school day without permission from the office.

## **CRISIS MANAGEMENT PLAN**

The CCA Crisis Management Plan is available on our website and has detailed procedures to be followed to implement school safety and security measures. Those measures shall include routine campus security procedures as well as directives to administrators to follow when responding to threats of serious harm.

The routine campus security measures shall include, without limitation:

1. Controlled access to campuses
2. Additional staff training
3. Increased communication to students, parents and to the community
4. Increased student and community awareness
5. Physical inspections and monitoring using various means including canine security units

## **VISITOR SIGN-IN/SIGN-OUT**

All visitors to the school campus must sign in and out at the Main Office. Upon signing in, each visitor will receive a visitor badge to be worn at all times while on campus. Before leaving the campus, each visitor must sign out and return their badge to the Main Office.

## **LEAVING SCHOOL GROUNDS**

CCA is a closed campus. All students are to be checked out from the school office before leaving campus for any reason and for any amount of time unless escorted by a parent or guardian. This policy also applies to students who drive their own vehicles.

Parents entering the campus during class time to pick up their child for medical appointments or for other reasons must report to the office first. A sign out sheet will be available to indicate the time the student leaves and anticipates returning. The student will be retrieved from the classroom by a staff member or student aide and brought to the office to be dismissed. Teachers will not release students without written authorization from the main office.

It is the policy of CCA for students to remain on campus throughout the school day unless excused through the office. Please do not plan to take students off campus unless it is necessary. If you want to have lunch with your child, you are welcome to join them on campus during their lunch period. You may bring food or treats to share with them during the lunch period.

## **EARLY DISMISSAL**

If a student arrives at school by 8:00 a.m., but needs to leave campus later in the day for an appointment, and then return to the campus, he/she will be counted present for the day. If, however, a student arrives at school by 8:00 a.m., but checks out prior to 10:30 a.m. due to an appointment or illness and is out for the remainder of the day, he/she will be counted absent for the day. Parents will not be allowed to check students out early after 3:00 pm except in emergency circumstances.

## **ATTENDANCE**

### **ARRIVAL & DISMISSAL**

School day time for all students K3 through 12<sup>th</sup> grade is Monday through Friday, 8:00 a.m. - 3:30 p.m. Students may be dropped off no earlier than 7:30 a.m. and must be picked up immediately upon dismissal through the pick-up line or by release to a parent from the office, unless they are involved in a school-sponsored activity. Any student not picked up by 3:45 p.m. will be sent to the Extended Day Program charged \$5.00 if the child is picked up by 4:00 p.m., according to the CCA atomic clocks. If students are picked up at or after 4:01 p.m., the EDP fee is \$9.00 and may stay until 5:30 p.m., at which time the EDP service will conclude for that day.

### **ATTENDANCE EXPECTATIONS**

Attendance at school provides a student with experience that 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” and every absence represents a loss to the student as well as extra work for the teacher and student.

**The Compulsory Attendance Law of the State of Texas states that students are required to be in attendance for 90% of the scheduled school days to receive credit for their instruction.** Students who are absent for 10% or more of the scheduled school days will be denied credit for classes enrolled. CCA reserves the right to request written doctor notes for excessive absences.

A student may not miss more than 9 total days per semester. Once a student has missed 7 or more total days, a doctor's note will be required. An attendance committee will review absences over 7 per semester to determine the educational progress of the student. Saturday School may be assigned for credit recovery.

## **ABSENCES**

When your child is absent from school, please call or e-mail the school. The following procedures apply to absences:

1. Please call (817-641-2857) or e-mail the office at [attendance@ccacleburne.org](mailto:attendance@ccacleburne.org) by 9:00 a.m. on the day of the absence.
2. Teachers and the main office will maintain an accurate record of attendance and tardiness.
3. For Secondary Students, attendance is recorded by class period.
4. Students who are not present for two full academic subjects of the school day may not be permitted to participate in extracurricular activities on that particular day without administrative approval.
5. The student or parent should check Gradelink or e-mail the teacher requesting missed assignments. Please understand that teachers do not always check their e-mails during the school day, resulting in some responses to e-mails being delayed.
6. Students will have one day for each day absent to make up work, provided the absence is excused. A plan for making up work for an extended absence should be arranged with each teacher.
7. An absence that is initiated from the school and given prior approval by the administration is not reflected on the report card. These include school-scheduled field trips, activities, and school sporting events where the participant is involved.

## **EXCUSED AND UNEXCUSED ABSENCES**

### Excused Absences:

The following absences will be considered excused if the school receives a note from the parent within three days after the student returns to school. If a note is not received within three days, the absence will be considered unexcused which carries an academic penalty on course work missed. These absences include illness of student or a doctor's appointment, death in the immediate family, unavoidable family emergency, or a court appearance.

- **Pre-Approved Absences:** For the following absences to be excused, they must be cleared in advance with the Principal or assistant Principal. With advance notice, these absences

will still be counted on the report card, but without penalty for make-up work or tests, if submitted on time. Students are permitted five pre-approved absences during the school year. Absences exceeding this amount are at the Principal's discretion. Pre-approved absences include family vacation, church retreat, or a mission trip.

- **Make-up Work:** Students must make up all work missed due to approved absences. Students are required to meet with the teacher to make arrangements for missed work. A student who misses any portion of the day must have a note from the doctor or approval from the Principal or assistant Principal in order to participate in any extra-curricular activities that day. A student will have one day for each day he/she is absent to make up any work or tests missed in class, provided the absence is excused.
- **Doctor Appointment.** A student who misses school due to a doctor's appointment will be asked to bring a doctor's note in order for the absence/tardy to be considered excused.

If a student misses less than three days, a parent note must be submitted to the office upon the student's return to school. If a student misses three days or more, a doctor's note is required.

#### Unexcused Absences:

Absence for reasons other than those stated in the Excused Absences section above, including family trips for which the school was not provided a full seven (7) days written notice, will be considered unexcused unless an exception is approved by the Principal due to an extenuating circumstance. **Suspensions are considered an unexcused absence.**

A student who has an unexcused absence may not receive full credit for their work. Work not made up will receive a grade of Zero. The student shall receive a 10- point-per-day penalty for all make up work.

All students will be given three (3) days after absence to bring a note from the parents stating the date and the reason for this absence. Failure to bring a parent/guardian signed note after an absence may result in an unexcused absence.

#### **RESTRICTION ON CHILD PICK-UP**

To facilitate student dismissal, all parents will be required to provide information about their vehicle (make, model). This information will be verified at the time of student pick-up.

If parents are divorced or separated and one parent is not allowed to see or pick up the child, the school must have on file a certified copy of the Final Judgment. If anyone besides the parents is allowed to pick up the child, authorization **MUST** be on file in the school office. When an unusual circumstance arises and an unauthorized person will be picking up child, we must receive a telephone call so we may notify student and dismissal personnel.

Only those authorized by the parent(s) at the time of enrollment may pick up a child, regardless of whether or not they have a placard. Parents must notify the office via email or handwritten note of any changes to the list that was provided at the beginning of the school year.

#### **CLASSROOM VISITS/OBSERVATIONS**

We welcome visitors to our classrooms. However, we want to minimize disruption to classroom instruction. Therefore, we ask that parents who wish to visit classes do so within the following guidelines:

1. In order to accommodate your schedule and that of the school, we ask that you please contact the teacher 24 hours in advance to schedule your visit to the class you wish to observe. **All visits are by appointment only, including “quick” unscheduled before or after school visits.**
2. At the time of your visit, please sign in with the Main Office and obtain a visitor’s badge. You must sign out and return your visitor’s badge at the conclusion of your visit.
3. Lunch visits are welcome and are offered only during your child’s actual 30 minute lunch period. Once your child’s class is dismissed from his/her lunch period to recess or class, we respectfully ask that all visitors end their visits and report to the office to check out.

This procedure helps your child’s teacher to have the full teaching time for the entire class.

#### **DISCRETIONARY ABSENCES DURING SCHOOL TIME**

Discretionary absences must be limited to no more than 5 total days per year. Families are encouraged to plan their absences around the school breaks. For students who must be absent during the school session, the following guidelines will apply:

Parents must submit a letter to the administration requesting the absences seven (7) school days prior to the departure date. This letter should state the reason for the request and the days the student will miss. Classwork, projects, and test must ALL be made up upon the student’s return according to the number of days missed. Failure to follow proper advance notification procedures will constitute an unexcused absence for each day that the student misses. It is advisable for parents to discuss their child’s academic standing before planning an extended school time absence.

Discretionary absence time will not be granted during final semester exams or during standardized testing. Please refer to the current school year’s published calendar for those dates. The Administration shall review and approve all requests for discretionary time and reserves the right to deny any request deemed inappropriate. The policy may be applied to a variety of reasons, such as out of town church activities, mission trips, etc. but all discretionary absences must be approved by the Administration.

#### **PARENTAL RESPONSIBILITIES**

The ultimate responsibility for student behavior and realization of academic goals rests with the parents. Parents are urged to support the school by helping us enforce all school rules and regulations, and by accepting responsibility for any willful misbehavior on their child’s part. We ask that parents give proper attention to health, personal cleanliness, neatness or dress, and requiring them to complete all assigned homework.

Parents should comply with the request of the school. This includes carefully reading all communications and signing and returning them, upon request.

Orientation and conferences promote a good understanding between parents and the staff of CCA. Every parent is encouraged to participate in the following informative and helpful programs.

- Orientation- held before the opening of school.
- Conferences- scheduled at any time at the request of the parent, student, or teacher, or scheduled after report cards.

## **PARENT-TEACHER ORGANIZATION (PTO)**

The Parent-Teacher Organization is an organization of parents and teachers working to promote welfare in home, church, school, and community. It is the desire of this organization to bring into closer relationship the home and the school, in which parents and teachers may cooperate intelligently in the training of the child. It is also the desire of this fellowship to seek divine guidance in securing for our children the highest advantages in physical, mental, moral, and spiritual education.

The objectives of the PTO are:

- To promote unity in our school family through coordination of parent programs, communication, fellowship and encouragement of one another, our administration and teachers.
- To continually improve and enhance the quality of our school.
- To be a positive public relations agency to our community.
- To procure funds that provide for needs of the teachers and staff.

## **HOME AND SCHOOL COOPERATION**

The philosophy of CCA is predicated on cooperative harmony between home and school. Parents become involved in actively supporting the school through prayer, and a variety of other ways as well. As partners in the Christian education of your children, we anticipate wholesome relationships in the following areas:

### **RELATIONSHIP OF PARENTS TO TEACHER**

- To communicate directly and frequently with teachers, who are available to discuss any academic or behavior problem concerning your child.
- To first report to the student's teacher with any classroom concerns, then to Administration if needed.
- To promptly return (with proper signatures as required) report cards, excuse slips, and other communications.
- To attend all called parent-teacher conferences
- To support standards and principles for which the school is established.
- To support teachers and school program by prayer.

### **RELATIONSHIP OF PARENTS TO SCHOOL PROJECTS**

- To participate regularly in school service projects. A number of important jobs can be done through collective parent effort. This effectively reduces operating expenses and provides an outlet for Christian service.
- To assist the school by making available the benefit of the experiences, technical, expertise, and equipment or skills.

### **GRADELINK**

Cleburne Christian Academy utilizes a school management system called Gradelink. Gradelink serves as our parent portal through which parents may check daily attendance, discipline, and real-time grade reporting. Gradelink is customizable so that you may receive e-mails when your child's grade falls to a certain point, or when they are marked absent or tardy to class. It also serves as a hub for parent/teacher communication. More information regarding Gradelink and its usage will be provided at Parent Orientation, along with login credentials for each family.

### **HOMEWORK POLICY**

Homework is required and will be assigned in accordance with the school's curriculum. A weekly list of the homework will be provided by the teachers. Homework is designed to reinforce the principles taught in the classroom. It is part of the learning process deepening the students' understanding of the material in developing self-discipline by teaching the child how to manage their time. Students should have a specific place to study away from distraction.

### **HOMEWORK PURPOSE**

The primary purpose for homework is to support classroom learning and reinforce the concepts taught in the lessons, as well as to help students to gain confidence. It is assumed that homework will be a regular part of school life, with increasing time and application required as a student progresses through each grade. In general, homework is for skill practice, enrichment or more in-depth attention to a given unit of study. Some assignments are given days or weeks in advance and students may choose to use weekend time to work on them. Whether or not a student spends less or more time depends on the organization, use of time, homework environment and other factors. For good communication and to avoid late homework, we ask that you review your child's assignments via the Planner. (See "Planners" below.)

If at any time there is a question or concern regarding an assignment, please contact your child's teacher.

### **PLANNERS**

Students in 3rd through 12th grade are expected to utilize school-approved planners. Students will use Planners for recording their daily assignments and serve as an excellent communication tool between teachers, students and parents. Planners are used as a method of organization to keep track of their assignments and long-range projects.

### **UTILIZING THE PLANNER**

Planners of students in 3rd through 6th grade will be checked to be certain that the information that was recorded is accurate; parents will sign the planner each day, indicating their having seen the assignments. Students in 7th through 12th grade are responsible for the information they must record into their own planners. The secondary students are required to use this tool, although their planners will not be checked by teachers. This is a process to encourage our students to organize and prepare themselves as they mature. This process is designed to help students establish self-discipline and organizational skills. Planners are included in the Book Fee, but **must** be replaced by parents if lost. Replacement cost for planners is \$15.00.

### **SPECIAL NOTE ON PLANNER USE:**

Parents should check to see that assignments are understood when homework is started. Parents of lower elementary students are also asked to listen to their children read or help with



certain drills. Aid your child in good study habits, such as providing a proper place to study, supplies needed, organizational skills, etc.

Please do not supply answers or correct your child's paper. It disguises the need for re-teaching or review at school. Students will go over their homework and correct it in class – this is a very important part of the reinforcement for learning. We suggest your child be responsible for obtaining your required signature in their planner daily. If your child does not finish the assignment, please note this and sign the planner.

We encourage open communication between the School and our Families. If you would like to schedule a conference with your student's teacher(s), please contact the school office when school is in session (Monday through Friday from 8:00 a.m. until 4:00 p.m.) and we will be happy to accommodate you.

### **PHYSICAL LIMITATIONS**

When any student has a physical challenge that limits activity or prohibits a particular activity, the school requires a note from the family medical doctor indicating the reason for limitation and the period of time for which the limitation is valid. Likewise, if a student needs to be excused from participation in P.E. due to an illness, a note is required from a doctor or parent.

### **FIELD TRIPS**

Every effort is made to enrich the lives of our students. Field trips will be scheduled periodically throughout the school year. These scheduled field trips may require assistance from parents in transportation and chaperoning the children. All drivers must present current driver's license, insurance, registration, and inspection. Field trips are a part of the school curriculum, and participation is required. Normal daily uniform code applies to field trips except when Friday T-shirts are worn.

Any parent wishing to chaperone a field trip must have the completed background check on file.

1. CCA activities are for current CCA students only. No other students are allowed to attend. Siblings are not allowed to attend, even if they are CCA students.
2. Any student on disciplinary probation may be excluded from the field trip.
3. School rules, regulations and policies are in effect on all field trips on or off campus.
4. The sponsoring teacher will communicate the dress code.
5. If parents choose not to allow their child to participate in a scheduled field trip, parents should make other arrangements for their child's care and an absence will be documented.
6. Parent chaperones are secured in advance for all field trips and must have the completed background check on file. Parents who do not have a completed background check on file will not be allowed to chaperone.

### **FIELD TRIP PROTOCOL**

- Students are to behave in a manner that is pleasing and honoring to God and themselves. We are representing God, CCA, our families, ourselves and our churches.

- Staff sponsors are responsible for the behavior of all students while under their care and have the authority to correct a student. Chaperones are under the authority of the CCA staff sponsor.
- Students are expected to follow the directions of the CCA staff adult leaders.
- Girls and boys are to be in separate seats on the bus. This rule may not apply in personal vehicles being used for transportation, but whenever possible, girls and guys will be separated while traveling.
- Students are to be supervised at all times. Students cannot wander off. Students will be responsible for being where they are supposed to be on time and doing what they are expected.
- Elementary Students are not permitted to have cell phones with them. The staff leaders will be responsible for making necessary phone calls. Parents will be provided with a leader's cell number in case of an emergency.
- Students are not allowed to leave early from a field trip without approval from a CCA administrative team member.

#### **CLASSROOM PARTIES**

- Teacher and class parents are to plan class parties.
- Submit the date and time of the party to the school office for approval.
- If room parents are used, discuss the plans at least 2 weeks in advance.

#### **APPROVED PARTIES**

**Thanksgiving** - This is an excellent opportunity to teach children the principles of giving thanks.

**Christmas** - The central theme will emphasize the birth of Christ. Decorations should be in view of this theme. NO Santa Claus decorations. The discussion of Santa Claus is a family decision.

**Valentine's Day** - Students are allowed to exchange Valentine cards and have a party. The children may construct and decorate their own Valentine box/bag. Send a list of student names home with each child. **THEY MUST ADDRESS CARDS FOR EACH STUDENT IN THE CLASS.**

**Easter** - The theme is to be about the resurrection and new life. Easter Bunny, etc. will not be used.

Teachers may acknowledge individual birthdays, but there will be no birthday parties during the school day. If a parent desires to furnish a special treat, it may be served with lunch. (Please contact the teacher one week prior.) Students are allowed to hand out invitations at school for a party **ONLY IF THE ENTIRE CLASS IS INVITED.**

#### **VISITORS**

CCA welcomes prospective students who wish to visit classes for deciding whether to enroll in our school. The parents of such students must arrange the visit in advance through the school office. On the day of the visit, the guest must register in the school office. Visitors are asked to follow the CCA policies and appropriate dress code of CCA.

### **CUMULATIVE RECORDS**

A student's cumulative record is a valuable file with academic and legal significance. While CCA is NOT subject to the provisions of the Family Education Rights and Privacy Act (FERPA), we safeguard the privacy and security of educational records. This means that cumulative records are securely stored, and that all information in a student's file may be reviewed by a parent or the student if they're 18 years of age or older upon written request. This information is available to school personnel only on a need-to-know basis.

Additionally, CCA is NOT a qualifying entity under the Health Insurance Portability and Accountability Act of 1996 (HIPAA); medical documents for students are considered a part of their educational documents (student records) and are not subject to HIPAA privacy requirements. Such records are, however, securely stored and treated with the same confidentiality as student records.

### **CARE OF SCHOOL PROPERTY**

Students are expected to exercise responsible care in the use of school property, including textbooks, desks, chairs, equipment, and the school grounds and buildings. Students are expected to place all trash in the containers provided. Classrooms should be left in a neat and orderly condition. This involves picking up paper, straightening desks, and replacing other items that have been used. Students will be held financially responsible for destruction of school property. All equipment destroyed must be paid for before report cards will be issued.

### **CHAPEL**

Chapel is conducted every Wednesday. The purpose of Chapel is to promote spiritual growth in the students through group praise and worship, and special speakers. Community church pastors, youth directors, and lay workers present the programs. We endeavor to include all students' home churches in this program. CCA Logo shirt is required on Chapel day.

### **SNACK TIME FOR PRIMARY GRADES**

There will be a snack time for K3, K4, K5, 1<sup>st</sup> and 2<sup>nd</sup> grade students. Drinks are limited to water only. Snacks with high sugar content are discouraged as these tend to have a negative effect on some children. Suggested snacks include fruit (already peeled and cut), raisins, carrot sticks, graham crackers, granola, and pretzels. Snacks that require utensils or heating are not permitted.

### **NAP TIME**

The K3 and K4 class has a regular nap time each day. The K5 class will have nap time during the first semester only, after which time there will be other activities in lieu of the actual nap time. This is to assist in preparing our young students for First Grade.

### **TELEPHONE USE**

The school telephone is for the normal business operational needs of the school. Students will be allowed to use the phone if a legitimate need arises and with administrative approval.

## CCA CELL PHONE POLICY

For safety purposes, students are permitted to possess personal mobile telephones; however, these devices must remain turned off during the instructional day, including during all testing. A student must have approval to possess other telecommunications devices such as net books, laptops, tablets, or other portable computers. If a student uses a telecommunications device without authorization during the school day, the device will be confiscated. If a student elects to take a cell phone to school, it must be kept turned off, (not on “silent” or “vibrate” modes), and concealed in the backpack at all times while under school supervision. This includes prohibited use of cell phones to make or receive phone calls or text messages during pick-up after school. Cell phones are only allowed to be used if given direct permission from a school official. Cell phones and other electronic devices are subject to search and seizure provisions for examination. Appropriate disciplinary actions may result from inappropriate material or use.

If a cell phone or electronic device inadvertently rings or vibrates or is visible at school while student is under school supervision, the following steps will be taken:

**1st Offense** - A warning will be given and documented and parent is contacted.

**2nd Offense** - The cell phone or electronic device will be taken and returned to the parent or guardian.

**3rd & Subsequent Offenses** There will be a \$15.00 fee assessed and must be paid before the parent retrieves the device.

## SAFETY DRILLS

Fire and tornado drills are conducted regularly at CCA. When it becomes necessary to evacuate the buildings at the time of a drill or emergency, the fire bell will be sounded. This is a continuous loud bell sound. Students are to proceed quickly and quietly out of the building in an orderly fashion to the place designated for that building or room. When a tornado alert or drill is in effect, a repeated horn will be sounded. All students are to then proceed to the previously designated building and position themselves in classrooms as rehearsed and instructed.

## ACCEPTABLE USE POLICY

These guidelines are provided so that students and parents are aware of the responsibilities students accept when they use district-owned computer hardware, operating system software, application software, stored text, data files, electronic mail, local databases, removable media, digitized information, communication technologies, and internet access. In general, this requires efficient, ethical, and legal utilization of all technology resources.

1. Expectations
  - a. Student use of computers, other technology hardware, software, and computer networks, including the Internet, is only allowed when supervised or granted permission by a teacher or campus administrator.
  - b. All users are expected to follow existing copyright laws.
  - c. Although the School has an Internet safety plan in place, students are expected to notify a staff member whenever they come across information or messages that are inappropriate, dangerous, threatening, or make them feel uncomfortable.

- d. Students who identify or know about a security problem are expected to convey the details to their teacher or campus administrator without discussing it with other students.
2. Unacceptable conduct includes, but is not limit to, the following:
- a. Using the network for illegal activities, such as copyright, license, or contract violations or downloading inappropriate materials, viruses, and/or software, including but not limited to hacking and host file sharing software.
  - b. Using the network for financial or commercial gain, advertising, or political activities.
  - c. Accessing or exploring online content that does not support the curriculum and/or is in appropriate for school assignments, including but not limited to pornographic sites.
  - d. Vandalizing, tampering, or accessing without permission, equipment, programs, files, software, system performance, or other technology. Use or possession of hacking software is strictly prohibited.
  - e. Causing congestion on the network or interfering with the work of others, e.g., chain letters, jokes, or pictures to lists or individuals.
  - f. Unauthorized or non-curricular use of online video, music or streaming content.
  - g. Gaining unauthorized access anywhere on the network.
  - h. Invading the privacy of other individuals.
  - i. Using another user's account, password, or ID card or allowing another user to access your account, password or ID.
  - j. Coaching, helping, joining or acquiescing in any unauthorized activity on the network.
  - k. Posting anonymous, unlawful, or inappropriate messages or information on a school-owned system.
  - l. Engaging in sexual harassment or using any language of a sexual or otherwise objectionable nature (e.g., racist, terrorist, abusive, threatening, demeaning, stalking or slanderous) in public or private messages.
  - m. Falsifying permission and/or authorization of identification documents.
  - n. Obtaining copies of or modifying files, data or passwords belonging to other users on the network without authorization.
  - o. Knowingly placing a computer virus on a computer or network.
  - p. Transmissions of any material that is in violation of any federal or state law. This includes but not limited to confidential information, copyrighted material, threatening or obscene material, and computer viruses.
  - q. Downloading or uploading information to computer systems without the express permission from the system administrator (includes photos, music, programs and fonts).
3. Acceptable Use Guidelines
- a. General Guidelines

- i. Students are responsible for the ethical and educational use of technology in the School and when a School-owned device is used away from the School.
- ii. Students will have access to available forms of electronic media and communication that is in support of education and research, and in support of the educational goals and objectives of the School.
- iii. All technology policies and restrictions must be followed.
- iv. Access to the District's computer online services is a privilege and not a right. Each student will be required to sign and adhere to the Acceptable Use Guidelines Agreement.
- v. When placing, removing, or restricting access to data or online services, school officials shall apply the same criteria of educational suitability used for other education resources.
- vi. Any parent wishing to restrict their children's access to any School computer online services will need to provide this restriction request in writing. Parents will assume responsibility for imposing restrictions only on their own children.

b. Network Etiquette

- i. Be polite.
- ii. Use appropriate language.
- iii. Do not reveal personal data (i.e. home address, phone number, or phone numbers of other people).
- iv. Remember that the other users of technology are human beings whose culture, language, and humor have different points of reference from your own.
- v. Users should be discrete when forwarding e-mail and it should only be done on a need-to-know basis.

c. E-Mail

- i. E-mail may be used for educational or administrative purposes only.
- ii. E-mail transmissions, stored data, transmitted data, or any other use of school-owned technology by students or any other user is subject to being monitored at any time by designated staff to ensure appropriate use.
- iii. All e-mail and all contents are property of the School, and sender or receiver has no expressed or implied right to privacy.

4. Consequences

The student in whose name a system account is issued will be responsible at all times for its appropriate use.

Non-compliance with the guidelines published here, in the Student Handbook / Student Code of Conduct, and in the Board policy may result in suspension or termination of technology privileges and disciplinary action. Use or possession of hacking software is strictly prohibited and violators will be subject to consequences in the Student Handbook / Student Code of Conduct. Violations of applicable state and federal law, including the Texas Penal Code,

Computer Crimes, Chapter 33, may result in criminal prosecution, as well as disciplinary action by the School.

The School cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws. In addition, contents of e-mail and network communications are governed by the Texas Public Information Act, and therefore, may be subject to public disclosure as required by law.

Any attempt to alter data, the configuration of a computer, or the files of another user without the consent of the individual or campus administrator will be considered an act of vandalism and subject to disciplinary action in accordance with the Student Handbook / Student Code of Conduct.

## 5. Web Program and Social Media Tools

### a. Approved for Classroom Use

- i. CCA students, under the supervision and guidance of its teachers, will use the approved Web program and social media tools commonly used in K-12 education today as part of instruction in their classrooms. Such tools may include but are not limited to: Gradelink
- ii. Students use these tools to support communication, collaboration, creation, research, and information fluency skills. Tools such as these are hosted on the Internet making some of the students' work and/or other information relating to students visible to parents/guardians, and in some circumstances, other Internet users around the world.

### b. Safety

When using the approved Web Program and social media tools, safeguards are in place to protect and assure the safety of the students. Please be aware that in some instances:

1. Individual or identifiable profiles (which include personally identifiable information of students such as first and last name, home address, email address, etc.) may be used that are open to the public.
  2. Public viewing and commenting might occur on school-approved sites.
  3. Classroom lessons or projects may require publicly identifiable student information (first and last name, email address, etc.) to be made available on the Internet.
- c. Use of these tools must be in accordance with the Cleburne Christian Academy's Policies and Procedures including but not limited to these Acceptable Use Procedures.

## 6. Specific Prohibitions

Students are specifically prohibited from accessing or utilizing the following sites from school computers or school internet services:

Facebook, Snapchat, Instagram, Twitter, MySpace, mp3juices.com, Pirate Bay, Bit Torrent, You Tube, Dafont.com.

Any streaming or download site for music, video, or data is prohibited, as are subscription or purchase based systems such as Netflix, Hulu, iTunes, Pandora, Spotify, Radio.com, etc.

Students may not listen to music while working on lab computers (streaming or on their flash drives).

*Students who post to social media sites during normal school hours will be subject to disciplinary action, whether the school internet service is utilized or student's personal internet is utilized.*

### **DRESS CODE AND GROOMING STANDARDS FOR ALL STUDENTS**

No aspect of a Christian's testimony is so readily observed as the matter of appearance. We hold that Christians should present themselves so that Christ would be pleased and honored. Appropriate clothing encourages responsible behavior. One's personal appearance is a manifestation of self-esteem and each reinforces the other.

We make no apology for the fact that we seek to use every means at our disposal, including clothing and hair regulations, to encourage students to think and act like ladies and gentlemen.

We desire to teach our children to glorify God with proper attitudes about cleanliness, neatness, hair, clothing, and general appearance.

Students are expected to come to school with neatly combed or brushed hair, bathe regularly, and wear deodorant (as needed). Students who do not meet hygiene guidelines will be asked to leave campus and to return only when those deficiencies have been corrected.

Every effort has been made to provide clear and concise guidelines within this dress code policy. In the event that there are differing interpretations of the dress code policy, the interpretation of the school's Administration will be considered final and not appealable.

### **GROOMING STANDARDS**

Students are expected to come to school with neatly combed or brushed hair, bathe regularly, and wear deodorant (as needed). Students who do not meet hygiene guidelines will be asked to leave campus and to return only when those deficiencies have been corrected.

### **GIRLS**

Bangs should not cover students' eyes. Hair will not be an unnatural color (i.e. pink, purple, blue, and green, etc.). Girls may have single pierced ears. Head wear may be worn en route to the campus, but must be removed upon arrival to and dismissal from the campus.

### **BOYS**

Bangs should not cover students' eyes and hair should be no longer than shirt collar length. Symbols shaved in the hair are not acceptable. Hair will not be an unnatural color, (i.e. pink, purple, blue, and green, etc.). Facial hair and piercings of any kind are not permitted. Head wear may be worn en route to the campus, but must be removed upon arrival to and dismissal from the campus.

### **DRESS CODE**

The uniform dress code will be strictly enforced. Three uniform violations will warrant disciplinary action by the teacher or Administrators.

- All shoes, including leather or leather-like sandals are acceptable, excluding sandals without straps on the heel, clogs and flip-flops.



- Socks may be worn with all shoes.
- All shirts must be tucked in at all times.
- Belts are not required if the pants do not have belt-loops.
- Girls must wear shorts under all skirts at all times.
- Girls' skirts must be knee length. When kneeling on the floor, the hem of the skirt must touch the floor.
- No piercings are allowed, except for one set of ear piercings for girls only.
- Clothing with holes or tears is not permitted.
- Appropriate undergarments must be worn, but not seen, at all times.
- All clothing must fit appropriately, being neither too tight nor too loose.

## **Boys**

### **Daily Uniform**

Shirt - Navy or red polo with or without CCA logo

Pants & Shorts - Khaki or navy blue

Belt – Any solid color; no oversized buckles

Socks – May be worn when footwear dictates

Shoes – Closed toe and heel; tennis shoes are acceptable; See specifications in General

## **Section**

## **GIRLS**

### **Daily Uniform:**

Shirt - Navy or red polo with or without CCA logo

Pants/Capris/Shorts - Khaki or navy blue

Skirts/Skorts (Optional) - Khaki, navy blue or approved plaid; knee-length

Jumper – Solid navy or red; approved plaid. Approved polo underneath.

Belt – (to be worn with items that have belt loops) any solid color; no oversized belt buckles

Shoes - Closed toe and heel; tennis shoes are acceptable; Sandals with straps on heel; See specifications in General Section

## **SHORTS**

Shorts may be worn every day except Wednesday. All shorts shall be of modest length. Modest length has been determined to be 1 ½ inch to 2 inches ABOVE the knee. Any shorts found to be above this length will be treated as a dress code violation. Cargo shorts (with multiple exterior pockets) are not approved. Athletic shorts of any kind are not approved, except for P.E.

## **PHYSICAL EDUCATION UNIFORM**

Students K5 through 9<sup>th</sup> grade will take Physical Education (P.E.). The uniform consists of our official red P.E. t-shirt to be purchased from the school office. Shorts are to be navy mesh, knee-length basketball-style and must be purchased separately from a department store or sporting goods store, such as Wal-Mart, Academy Sports & Outdoors, Target, etc.

## **HEAVY COATS**

Heavy coats of any kind may be worn to and from school, but not in the classroom. They must not display a large brand or label, but may have a small emblem on the chest no larger than a standard business card. It is recommended that students bring approved hoodies or sweaters if needed for comfort.

## **JACKETS / SWEATERS**

In the classroom, all students may wear any solid cardinal red or navy blue hoodie or the official CCA Hoodie, which is a zip-front, hooded fleece jacket that includes our official embroidered logo from our Academy Uniforms. All students may also wear solid cardinal red, white or navy blue sweaters in sleeveless pullover vest, long sleeved V-necked pullover, or V-necked cardigan styles.

## **FRIDAY UNIFORMS**

Any CCA school approved T-shirt or college T-shirts that meet dress code criteria may be worn with jeans that don't have holes or tears. CCA T-shirts may be purchased in the main office. In addition to jeans, students may opt to wear hemmed denim shorts (no cut-offs or "rolled" shorts) that are of appropriate length (1-1/2" to 2" above the knee). Belts are to be worn with all jeans or shorts that have belt loops.

## **MEDIATION AND ARBITRATION**

CCA recognizes that a student's successful experience depends upon open communication between family and school. Individual parent-teacher conferences can be arranged when either the teacher or the parent wishes to discuss the student's progress. In accordance with the scriptural principles set forth in Matthew 18, discuss any problems with the individual directly involved and with who the matter may be resolved. Parents must arrange a conference with the teacher prior to meeting. This ensures that our teachers meet the needs of the children in their classes.

### **Principle of Matthew 18**

CCA recognizes that a student's successful experience depends upon open communication between family and school. Individual parent-teacher conferences can be arranged when either the teacher or the parent wishes to discuss the student's progress. In accordance with the scriptural principles set forth in Matthew 18, discuss any problems with the individual directly involved and with who the matter may be resolved. Parents must arrange a conference with the teacher prior to meeting. This ensures that our teachers meet the needs of the children in their classes.

In accordance with the scriptural principles set forth in Matthew 18, discuss any problems with the individual directly involved and with who the matter may be resolved.

MATTHEW 18:15-17 states:

*Moreover, if thy brother shall trespass against thee, go and tell him his fault between thee and him alone. If he shall hear thee, thou hast gained thy brother.*

*But if he will not hear thee, then take with thee one or two more, that "in the mouth of two or three witnesses every word may be established."*

*And if he shall neglect to hear them, tell it unto the church; but if he neglects to hear the church, let him be unto thee as a heathen man and a publican.*

#### **STEPS TO RESOLVING A PROBLEM**

1. Teacher and parent discuss the problem. The student may be present if the teacher or parent deems it necessary.
2. Teacher, parent and Administration meet to discuss the problem if no resolution was found in Step 1.
3. Teacher, Parent and Administration go to the Board if no resolution has been found. The Board's decision is final.

#### **CCA POLICY ON SOLVING PROBLEMS**

A school is made up of people and there is always the potential for misunderstandings, irritation, or even strong disagreement. Scripture outlines a procedure to follow when such difficulties arise. Matthew 18:15-17 describes the process and John 13:34 indicate the proper spirit.

Based on these passages the School Board, faculty, staff, parents, and students are exhorted to face problem situations in the following manner:

1. Strive for harmony through a spirit of Christian love.
2. If a conflict does develop, initially deal directly with the people involved. **Most problems are solved at this level.** Follow the pattern of sharing the problem only with those who are directly concerned. Be a good neighbor by not endorsing a bad report about another. Keep the matter confidential. These scriptural guidelines direct that parents confer with the teachers regarding student problems before talking to the Administration.
3. If the problem is still unresolved, then the school Administration should be consulted.
4. If the matter is still unresolved the Administrator will bring the matter to the President of the Board. The President may decide to pursue the problem with the Board.

It is our policy to deal with problems in the order just mentioned. The attitude of all involved should reflect love and conciliation with the goal of establishing an acceptable solution.

#### **INTERPRETATION**

Every effort has been made to provide clear and concise guidelines within this policy. In the event that there are differing interpretations of the dress code policy, the interpretation of the school's Administration will be considered final and not appealable.

## **SCHOOL – PARENT COMPACT**

Cleburne Christian Academy and the parents of the students participating in activities, services, and programs partially or potentially funded by Title 1 Grants agree that this compact outlines how they will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve high standards. This school-parent compact is in effect during the 2015-2016 school year.

### **SCHOOL RESPONSIBILITIES**

*Cleburne Christian Academy will:*

1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet student academic achievement standards.
2. Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child's achievement. Specifically, these conferences will be held at the end of each grading period (quarter).
3. Provide parents with frequent reports on their child's progress. Specifically, the school will provide interim grading reports (progress reports) at the midpoint of each grading period, report cards at the end of each grading period, and daily updated grading information through our parent portal (Gradelink).
4. Provide parents with reasonable access to staff, opportunities to volunteer, participate in their child's class, and to observe classroom activities. Parents are encouraged to use planners, e-mail, and/or phone messages to contact teachers. Opportunities to volunteer will be made available through the PTO and on a classroom-by-classroom basis with teachers. Visits to the classroom must be scheduled, but are always welcomed.

### **PARENT RESPONSIBILITIES:**

*We, as parents, will support our children's learning in the following ways:*

- Help my child get adequate rest and nutrition so he/she can come to school ready to learn
- Help my child attend school and be on time.
- Read with and/or to my child for 10 minutes each day.
- Provide a quiet study time at home and encourage good study habits.
- Limit my child's TV viewing and help select worthwhile programs.
- Communicate and work with teachers and staff to support my child's learning.
- Learn about my child's progress through conferences, looking at school work, and/or calling the school.
- Support the school in its efforts to maintain proper discipline.
- Model respectful treatment of others.
- Positively encourage and praise my children for their efforts academically, socially, and emotionally.

- Attend school sponsored activities that promote learning.
- Participate, as appropriate, in decisions relating to my child's education.
- Stay informed about my child's education by promptly reading all notices from the school or district.
- Serve, to the extent possible, on advisory groups or councils for the school.

**STUDENT RESPONSIBILITIES:**

*We, as students, will share the responsibility to improve our academic achievement in the following ways:*

- Work as hard as I can on assignments.
- Share what I have learned with my parents.
- Ask teachers questions when I do not understand something.
- Respect and cooperate with other students and adults.
- Follow all school rules.
- Limit my screen time (TV, video games, cell phones).
- Attend school regularly.
- Read for 10 minutes each school night.
- Give my parents all notices/information received from the school



# of a Cleburne Christian Academy Graduate

**CCA graduates will demonstrate:**

## **Christian Character**

- Exhibits a Christ-like attitude to those in authority and to peers alike
- Articulates their personal testimony
- Stands firm for Christ in their community and culture.

## **Academic Achievement**

- Possesses a rigorous and extensive foundation in the core subjects: mathematics, science, language arts, and social studies
- Demonstrates proficiency on state and national assessments
- Exhibits mastery of technology in both personal and academic pursuits
- Demonstrates fluency and literacy in a language other than English
- Participates in and appreciate the literary, visual, and performing arts

## **Strength of Character**

- Practices honesty, integrity, and trustworthiness
- Accepts responsibility for personal actions and decisions
- Possesses self-discipline and motivation
- Shows perseverance and resilience in the face of adversity

## **Communication Skills**

- Writes clearly and effectively for different audiences and for different purposes
- Expresses ideas and thoughts clearly in various situations
- Collaborates effectively with others; utilize active listening, critical evaluation, and appropriate response
- Contributes to team effort through communication of ideas and actions

## **Personal Independence**

- Has a positive self-worth and embrace a healthy lifestyle
- Practices personal financial responsibility
- Utilizes effective time management and organizational skills
- Participates in extracurricular activities for a well-rounded perspective
- Makes informed choices regarding higher education and career choices based upon self-knowledge



## **Citizenship**

- Embraces the importance of community service and civic responsibility
- Evaluates decisions based on ethical principles and respect for authority and the law
- Exercises tolerance and respect of global diversity and divergent points of view
- Has a strong Christian world view
- Understands world issues and current events

## **Leadership**

- Practices servant leadership, developing skills as both a leader and as a servant to impact their home, community, workplace, and the world.
- Works diligently as a servant leader to collectively achieve the fullest potential in the service of a common, higher calling.

## **Effective Problem Solving Skills**

- Utilizes comprehension, analysis, and creativity in decision making
- Utilizes logic, critical thinking, and deductive reasoning skills to solve problems and draw conclusions

# Cleburne Christian Academy

## 2015-2016 School Calendar

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- H Student/Teacher Holiday
- Early Release / Staff Dev.
- Staff Dev. (Student Holiday)
- New Teacher Inservice
- ★ First and Last Day of School
- Parent Teacher Conferences
- School-Wide Board Mtg (7 pm)

1st Quarter: 43 Days  
 2nd Quarter: 40 Days  
 3rd Quarter: 42 Days  
 4th Quarter: 47 Days

170 Instructional Days  
 12 Staff Development Days  
 182 Teacher Days

- Prayer Breakfast - 7:30 am
- End of Quarter
- Standardized Testing
- Semester Tests/Exams
- "Meet the Teacher"
- Fall Festival
- Enchilada Dinner