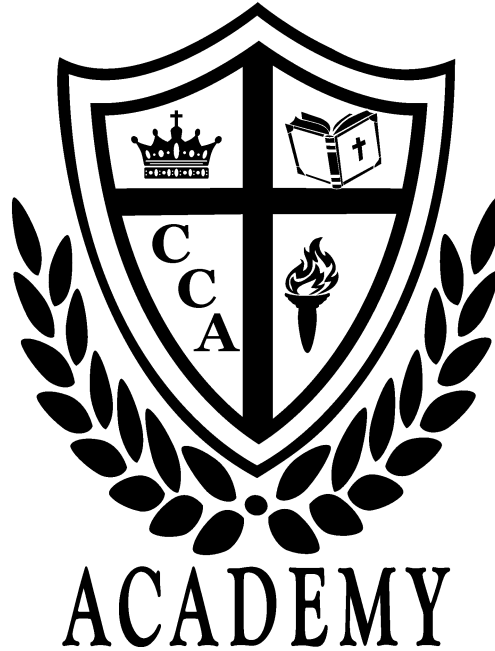


# CENTRAL CHRISTIAN



## 2017-2018 Student Handbook

801 Harrison Road  
Martin, Tennessee 38237  
Phone: 731-587-9877  
Web: [www.ccamartin.org](http://www.ccamartin.org)

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# Mission Statement

## Vision

Central Christian Academy seeks to lead students to faith in Jesus Christ and to develop young men and women who adhere to a Biblical worldview, prepared to participate as godly members of home, church and community.

## Mission

The mission of Central Christian Academy is to glorify God through the training and nurturing of students in their spiritual, academic, physical, emotional, and social development. This is achieved through a Christ-centered education based on Biblical truths, leading to Godly character which will impart wisdom, knowledge, love and a Christian worldview, that will impact our world for Christ.

## Philosophy

Central Christian Academy's education philosophy is the centerpiece of how we teach, what we teach and why we teach this way. It governs our curriculum and our programs. It defines our objectives and illustrates our purpose to exist. Our philosophy is expressed by the following principles:

All instruction at Central Christian Academy is based on a Biblical worldview. The framework from which we view reality and make sense of life and the world is based on the inerrant Word of God in the Bible. It is the central guidepost by which all of life's teachings are expressed whether they are spiritual, relational, civic, moral or academic.

We believe all truth is God's truth, and the Bible is the source of all that truth. No subject can be taught in the totality of its truth if God, the Creator, is excluded.

God's truth tells us that all of us are sinners from birth, separated from God and incomplete. However, we are created in the image of God and in spite of our sin, each of us is regarded as unique and capable of godly character and expression through a personal relationship with Jesus Christ. In Christ, we are chosen, holy, and dearly loved (Colossians 3:12).

Our emphasis, therefore, is on the profound message of God's grace through Christ in the students, transforming them, so that they might grow in grace and more fully express the image of God in their lives and that they might know the mystery of Christ in them, the hope of glory (Colossians 2:27).

Love, service, and obedience are three virtues modeled at Central Christian Academy to instill in its students a love for God that will guide them to voluntary submission to God's authority. We strive to promote virtue, leadership, and a strong life-long commitment to God, family, the Christian community, and country. Authority, compassion, and mutual respect are important principles we

seek to uphold.

We exist to assist parents and grandparents in their God-given mandate to educate their children as stated in Deuteronomy 6:6-9 and Deuteronomy 4:9.

We encourage active and responsible citizenship by teaching the true Christian heritage and principles upon which the United States of America was founded.

Our teachers do not simply pass on knowledge, but mentor and disciple according to the Word of God. Knowledge alone can puff up and build pride until it becomes arrogance (I Corinthians 8:1), but the fear of the Lord is the beginning of wisdom (Psalm 111:10).

## Statement of Faith

**WE BELIEVE** that there is only one God, eternally existent in three persons: The Father, the Son, and the Holy Spirit (Isaiah 45:22; Matthew 28:19; II Corinthians 13:14).

**WE BELIEVE** that man, made in the image of God, is a fallen creature by virtue of his rebellion against his Creator and thus deserves eternal judgment from a righteous God (Genesis 1:27, Genesis 3:17-19).

**WE BELIEVE** that Jesus is the Son of God, uniting in the single person of the Son two distinct and complete natures: divine and human. Born of the virgin Mary, He lived without sin as the perfect man to fulfill God's plan for all humanity. The sacrificial death of Christ paid the full penalty of man's sin and provided salvation for all believers. Christ's bodily resurrection from the grave, showing His triumph over sin and death, offers the promise of resurrection and eternal life to all who have faith in Him. (Isaiah 7:14; Luke 1:35; Hebrews 4:15; Romans 5:8; Luke 24:6-7).

**WE BELIEVE** that salvation is by grace through faith. Justification before God, which gives us freedom from punishment and gives life with God, is available only as a gift from God through faith in Jesus Christ (Ephesians 2:8). At the time of conversion the Holy Spirit baptizes every believer into the body of Christ (Galatians 3:27) and enables him to:

- grow in maturity and conformity to the image of Christ (Romans 8:29),
- grow in love for God and for fellow man, and
- bear witness to the saving power of Christ in the world (Matthew 28:18-20).

**WE BELIEVE** that the Bible is the inspired and infallible Word of God and "is useful for teaching, for reproof, for correction, and for training in righteousness" (II Timothy 3:16).

**WE BELIEVE** that Jesus Christ is the ultimate fulfillment of all Scripture and that all Scripture points to Christ Who is the Living Word (Matthew 5:17).

**WE BELIEVE** that the authority of Scripture depends not on the truth or understandings of humankind, but on God Himself, Who is the Truth, and thus Scripture must be received as the Word of God. We believe that it is only by the Spirit of God that anyone can interpret the Scripture with power and humility, efficacy and insight. (II Timothy 1:13-14).

**WE BELIEVE** in the Biblical view of marriage between one man and one woman (Genesis 2:24; Matthew 19:5 and Mark 10:7).

**WE BELIEVE** in the resurrection of both the saved and the lost: the saved unto the resurrection of eternal life and the lost unto the resurrection of eternal death (I Corinthians 15:1-58 ; John 5:28, 29; Revelation 20:11-15).

**WE BELIEVE** in the spiritual unity of believers through and in our Lord Jesus Christ (I Corinthians 12:12-27; Ephesians 4:3-6) and in the Church which is His Body (Ephesians 1:22, 23; Matthew 16:17, 18).

# Procedures

## Admissions

### Enrollment Requirements

The following enrollment requirements contain nine points that all must be met before admittance to CCA is granted.

1. It is recommended that students entering kindergarten be five years on or before August 15 and students entering pre-kindergarten must be four years on or before August 15. An entrance exam and interview will be done to determine if admittance will be granted to students not meeting this requirement.
2. Students must have successfully completed the previous grade and submitted a copy of last's years report card upon enrollment.
3. All records from previous schools must accompany the student.
4. An interview is required for all incoming students to determine spiritual and academic growth and potential.
5. Students must comply with all county, state, and federal health laws and regulations to be admitted to CCA.
6. All enrollment fees and application fees must be paid before admittance is granted.
7. All required health, academic, and enrollment records must be completed and returned to CCA within the first 2 weeks of the school year.
8. Attending CCA is a privilege, not a right. CCA does not admit students who have been expelled or suspended from another school or who are under disciplinary action by another school.
9. CCA admits students of any race, color, or ethnic origin.

## Tuition and Fees

### Tuition

**2017-2018 annual tuition is \$3900 per child.** A discount of 5%, or a tuition of \$3705 per child, will be given to families who pay the full tuition by the first day of the school year. Families with more

than one student enrolled in CCA must pay the full tuition for all children by the first day of the school year to receive the 5% discount.

In addition to tuition, there is an application fee of \$50 per child and a registration fee of \$300 per child (\$200 for returning students) when enrolling a student in CCA.

## Attendance

Attendance at Central Christian Academy is a privilege. In order for the student to receive maximum benefit from his or her education, students must be in regular attendance throughout the school year. Any pattern of absences which totals more than 10 days of instructional time in a semester is cause for serious concern and may lead to a repeating of the grade.

## School Year Length

Central Christian Academy complies with the State Department of Education's requirement of 180, seven-hour days.

## Hours of Operation

8:00 - 3:00 for all grades

Students should arrive no earlier than 7:30 in the morning and leave no later than 3:15 in the afternoon.

## Attendance Procedure

1. Parents must notify the office on the day of the absence and submit a written note on the day of return, which states the reason for the absence.
2. When a student has accumulated 6 absences in a semester, the teacher will notify the parents in writing (warning).
3. When a student has accumulated 10 absences in a semester, the headmaster will notify the parents in writing of their child's truancy.
4. When a student receiving a CCA awarded scholarship has accumulated 10 absences at any point of the school year, the scholarship will be terminated for the remainder of the year. Such a decision can be appealed to the CCA Board.
5. When a student has accumulated 20 absences at any point during the year, the student will be retained in the current grade for the following school year.
6. Any absence, for whatever reason, shall be charged against the student's record, except when a student participates in an approved school activity. Such absence is not counted against the student's record.

7. In order to assist school personnel in discriminating between truancy and absence for good and sufficient reasons, it is required that parents submit to their child's teacher, a written note that states the child was absent for "good reason." The parents must sign this note.
8. Teachers will provide students with the opportunity to make up work that was missed during an excused absence. The parents are responsible for contacting the teacher regarding make-up work.
9. School work due to an absence will be available at the end of the school day if requested by the parent/guardian.
10. When parents are aware of special problems concerning their child, which are of a continuing nature and related to patterns of absence, the parent must apprise the school of the special nature of the problem. The teacher and/or headmaster, in cooperation with the parents, will make reasonable attempts to arrange for alternative educational experiences in an attempt to ensure that minimum course requirements are met.
11. If it is absolutely necessary to schedule medical or dental appointments during school hours, these appointments should be late in the afternoon.
12. Requests for extended absences need to be submitted in writing to the headmaster for approval. Work missed by the student will be made up upon return. Two days of assignments may be obtained prior to the pre-approved absence. Tests will be given on a make-up basis. The parent will be responsible for obtaining all make-up work from the classroom teacher upon the student's return to school.

Note that a student must be present for at least 3.5 hours to be counted present. Any student leaving before 11:30 and not returning to school or arriving after 11:00 will be counted absent.

## Tardiness

Being late to class is disruptive to the other students and the teacher. Students must take personal responsibility for being in the right place at the right time. All tardiness is to be avoided. Any student arriving after the school start time of 8:00 must report to the headmaster's office.

1. When a student has accumulated 10 tardies, the teacher will notify the parents in writing of their child's tardies.
2. When student has accumulated 20 tardies, a meeting will be scheduled with the headmaster.
3. Five tardies shall count as an absence.

## Early Dismissal

Parents, or designated representatives, who are picking up students prior to the end of school should go directly to the headmaster's office, sign for the student, and receive a dismissal slip from the office.



People not known by sight to office personnel should be prepared to show picture identification. Office personnel will also verify that they are on the list of people authorized to pick up your child. The dismissal slip should be given to the classroom teacher who will then dismiss the student from class. Please make sure emergency information provided to the school is updated periodically.

## End of Day Dismissal

In order to ensure the safety of your student at all times, the school will maintain a list of people who are authorized to pick up your student(s). A signed written note or phone call from the parent will be required before students will be released to anyone not on the list of people authorized to pick up their student(s).

## Lunches

Lunches are to be provided by the parents. All lunch boxes must be free of inappropriate pictures/themes. Emergency snack-type lunches will be provided to students who forget their lunch. There will be a \$3 fee for emergency lunches.

## Conferences

Regular parent-teacher conferences will be held in October and February. Student performance and behavior will be discussed and parents will be informed of any needs that their child may have.

When the need arises, parents are encouraged to plan an additional conference with their student's teacher. The headmaster is also available for conferences, but classroom issues should first be discussed with the teacher.

## Inclement Weather (Snow Days)

In case of inclement weather, Central Christian Academy will announce its school closing or delay on local radio stations, WBBJ-7 and on its Facebook page. If Weakley County Schools close for inclement weather, then CCA will also close.

## Complaint or Problem Procedure

Occasionally, during the course of the year, misunderstandings or problems can arise between the teacher and a student, teacher and parent, parent and the school, or any of several other possibilities. This is often the result of a lack of communication between those involved. Central Christian Academy's policy for dealing with these situations and complaints is consistent with the principles found in Matthew 18.

1. All questions, problems or complaints regarding a teacher should be brought to the teacher first before anyone else is involved.

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2. If the situation is not resolved at this level through direct contact, it should then be brought to the headmaster.

## Prayer

The faculty of Central Christian Academy meets together regularly for devotions and prayer. The teachers and students pray together throughout the course of each day, including the Opening Assembly, Bible class, mealtimes, etc. Parents are encouraged to pray for the school on a daily basis.

# Academic Matters

## Grading Scale

For K4, students are graded on a skills checklist according to the following scale:

- + = meets grade level expectation
- ✓ = making progress toward grade level expectation
- = skills are limited, frequent support is needed
- = not graded at this time

For K-5th grades, students are graded by subject according to the following scale:

A+	=	99, <u>100</u>	C+	=	82, <u>83</u> , 84
A	=	96, <u>97</u> , 98	C	=	79, <u>80</u> , 81
A-	=	94, <u>95</u>	C-	=	77, <u>78</u>
B+	=	91, <u>92</u> , 93	D+	=	74, <u>75</u> , 76
B	=	88, <u>89</u> , 90	D	=	70, 71, <u>72</u> , 73
B-	=	85, <u>86</u> , 87	F	=	0–69

## Report Cards

Report cards will be distributed every 9 weeks during the school year.

## Make Up Work

It is the student's/parent's responsibility to contact the school regarding assignments missed due to absence.

## Achievement Tests

Central Christian Academy will administer the Iowa Test of Basic Skills each spring for students.

## Homework

Homework will be assigned by teachers to reinforce the material covered in class. The amount of homework should be approximately 10 minutes per night per grade level. For example, a 2nd grader should have approximately 20 minutes of homework per night. No homework will be assigned on Wednesday night as to not interfere with Wednesday night church services. Teachers will explain their classroom policies at the beginning of the school year.

# Retention

At the conclusion of the school year, the teachers will discuss with the headmaster which students will be promoted or retained. The decision will be communicated to the parents on the student's final report card. A student who is absent more than 20 days during the school year will be retained.

# Student Records

The school maintains a cumulative academic record for each student. These records are kept in the headmaster's office. All material in these records is treated as strictly confidential and is available only according to the following policy:

1. Parents or guardians have the right to inspect and review any and all official records, files and data directly relating to their student(s).
2. All requests to inspect and review the official records relating to their student(s) are to be made in writing by the parent or guardian to the principal. Such requests will be honored within one (1) school day following receipt of the request. All records will be reviewed or inspected in the presence of the student's teacher or the headmaster so that proper explanation can be given.
3. Parents shall have an opportunity for a hearing with the headmaster to challenge the content of their student's school record to ensure that the records are not inaccurate, misleading or otherwise in violation of the privacy or other rights of the student, and to provide an opportunity for the correction or deletion of any such inaccurate or misleading information.
4. There will be no release of a student's personal records, files, or any data in those records to any individual, agency or organization other than the following:
  - a) staff members of the school or a transfer school who have legitimate educational interest
  - b) court or law enforcement officials if the school is given a subpoena or court order.
  - c) certain federal, state, or local authorities performing functions allowed by law
5. Should a student withdraw from CCA, the student's records will be kept with other inactive students' records on that campus for a period of five (5) years from the date of withdrawal. After that time, the student's records will be destroyed.

# Curriculum

Central Christian Academy instructs students in a Biblical worldview using A Beka Book curriculum.

# Books and Supplies

Textbooks and workbooks are furnished by CCA. The cost of these items are NOT included in the tuition. Each student is responsible for his/her other supplies. Supply lists will be provided prior to

the beginning of the school year on [www.ccamartin.org](http://www.ccamartin.org). Students will be responsible to pay for lost or damaged books. Students must have a school bag or backpack to transport items between home and school.

## Field Trips

Field trips are a valuable learning opportunity for students. Teachers will plan field trips that relate to their curricular studies. Parents will be notified in advance of the trip, and must provide written permission for each field trip the student takes. Children will not be able to participate without a signed permission slip. Students not attending a field trip will remain in the parent's care and may be given an alternative assignment by the teacher. Additional fees may be necessary for some trips. Parents are encouraged to go on field trips to provide transportation as well as supervision. All students will be required to wear seatbelts unless riding on the bus. For safety reasons, younger siblings cannot accompany parents on field trips.

# Student Conduct

The mission of Central Christian Academy is to glorify God in all things. As such, students and parents are expected to conduct themselves in a manner that is honoring to God.

## Code of Conduct

Students of CCA and their parents must abide by the following principles:

1. Agree to uphold and support the academic standards of CCA.
2. Acknowledge that discipline is necessary for the benefit of the student and the school and, therefore, agree to cooperate with the discipline plan of CCA.
3. Understand that the standards of CCA do not tolerate profanity, obscenity in word or action, dishonor to the Holy Trinity or the Word of God, disrespect to the CCA personnel, or continued disobedience to the policies of CCA.
4. Pledge that if an unfavorable attitude to the school or personnel develops, attempts to rectify the problem will be done through the proper grievance channels as outlined in this handbook.
5. Understand that postings on social media (e.g., Facebook or Twitter) are viewed publicly and, thus, should reflect Christ-like principles and morals.
6. Understand that if any damage is done to the school's or church's property or personnel, any monetary costs will be covered by the party responsible.

Students of CCA are expected to:

1. Come to school prepared to learn.
2. Be respectful in his/her attitudes and actions.
3. Take responsibility for his/her actions.
4. Model a Christ-like behavior by exhibiting humility, honesty, patience, forgiveness, diligence, self-control, and a love for others.

## Discipline

The teachers and headmaster of Central Christian Academy use a variety of disciplinary methods to maintain a positive and safe school environment. Students at CCA should demonstrate the character

traits of order, respect, joyful spirit, obedience, and self-control. Central Christian Academy expects full cooperation from both students and parents. The Bible teaches, “Train up a child in the way he should go; and when he is old, he will not depart from it.” (Proverbs 22:6)

Discipline at CCA is viewed as an opportunity to teach. A Biblical approach is followed as the teachers and headmaster assume the role of shepherd. Creating a safe and nurturing environment is a priority. Disruptive behavior will be dealt with in the context of pastoral counseling with a goal of bringing the student to true repentance and restoration. While grace will play a major role and forgiveness issued, continually disruptive students will not be permitted to remain in school. The following reflects the heart of the Biblical philosophy, which is incorporated into the various methods used in the discipline process.

### **Biblical Discipline:**

- reflects the character of a creative and redemptive God.
- sees the child as created in God’s image and as a fallen sinner.
- understands the importance of relationships.
- grows and matures the student from the inside out.
- teaches the child to make wise choices in response to a loving God.
- does not ignore misbehavior.
- issues just rewards and punishment.
- affirms the child unconditionally.
- partners with parents.
- is based on Biblical principles.

## **Classroom Discipline**

Teachers will first give verbal warnings, followed by loss of privileges (“time-outs”) for intervals of 1 minute of time per year of age for the student (e.g. 4 years = 4 minutes) for K4 only. All other grades will use intervals of 5, 10, 15, or 30 minutes depending on the offense. If “time-outs” are ineffective, the teacher will bring the student to the headmaster’s office. The headmaster will talk with the student and a note will be sent home to the parent regarding the behavior issue. If behavior problems continue, corporal punishment may be used. In extreme instances of disobedience, the student may be sent home.

## **Corporal Punishment**

### **K4**

Corporal punishment will not be given on a student in the K4 classes. If behavior problems continue after speaking with headmaster, the parents of the student will be asked to come to school for a meeting. If behavior continues, the student will be sent home for the remain of the day.

## K5 and Up

Corporal punishment is a Biblically based method of correction for students in certain situations and may be used. As the parents are the primary entity responsible for corrective discipline, they shall be consulted and one parent will be asked to come to school and administer the corporal punishment. When it is not possible for the parent(s) to administer the corporal punishment, the headmaster shall wield the paddle in the presence of another adult. It will be used only when a student is defiant toward lawfully, constituted authority. When it is administered, the following rules shall be observed:

1. The parent(s) shall be contacted prior to the discipline being administered.
2. The administration of corporal punishment shall be witnessed by at least one other member of the school staff.
3. The student shall be clearly informed of the reason for the discipline, and this shall be in the presence of an adult witness.
4. Corporal punishment shall not be inflicted in the presence of other students and may not otherwise be degrading or unduly severe in its nature.
5. Under no circumstances shall a student be struck about the head or shoulders. The punishment shall be administered only by striking the student on the buttocks.
6. The faculty members present shall discuss the action and pray with the student immediately after the discipline.
7. Corporal punishment will not be given on a student during before/after school care.

## Suspension

In cases of persistent disobedience, a student may be suspended out-of-school for up to five days. Make-up of tests or homework given during that time is not permitted. Suspended students will not be allowed to participate in extracurricular activities during the time of suspension. The headmaster administers all suspensions.

## Expulsion

The following infractions are considered to be serious violations of school policy. Depending on the frequency and severity of the violation, these infractions may result in suspension or expulsion from CCA. These infractions include, but are not limited to the following:

1. Fighting, hazing, or bullying.
2. Destruction or defacing of school property.
3. Cheating or aiding cheating.



4. Lying or stealing.
5. Insubordination—open defiance or continuous misconduct.
6. Foul language, gestures, or actions.
7. Persistent dress code violations.
8. Showing continuous disrespect to CCA, its staff, or its policies.
9. Leaving school grounds without permission.
10. Sexually immoral conduct on or off campus.
11. Use or possession of drugs, alcohol, or tobacco on or off campus.
12. Practicing or promoting homosexuality on or off campus.
13. Practicing or promoting a lifestyle that is contrary to God's word.
14. Any female who is pregnant or any male who fathers a child.
15. Felony violations of state, city, or federal law.
16. Any student that is not in accord with the Statement of Faith.

Expelled students may reapply for admission the following school year, but readmission is not guaranteed. Re-admission considerations will be determined on a case-by-case basis.

## Cheating

Cheating is a serious offense. It involves taking information from another source and presenting it as your own information. Thus, it involves both the components of stealing and lying. If it has been determined that a student has cheated, that student will be given a zero on the assignment. The parents will be notified in writing, with a copy of such notice going to the headmaster.

# Dress Code

The school uniform requirements are the following:

1. Blouse/Shirts: Polo, short, long, or 3/4 sleeve or button up dress shirts may be worn. Under-shirts or camisoles may be worn under blouses/shirts. Shirts worn under a white shirt cannot have a logo or writing.
2. Jumpers: Stripes, plaid, khaki, black, navy, or gray. 1 inch above the knee when standing is the shortest length.
3. Shorts/Skortts: Stripes, plaid, khaki, black, navy, or gray. 1 inch above the knee when standing is the shortest length.
4. Pants/Capris: Stripes, plaid, khaki, black, navy, or gray.
5. Socks or tights: Student choice.
6. Shoes: Any shoe or boot with heel not to exceed two inches. No backless shoes, but sandals, clogs, and crocs with a heel strap are acceptable. Athletic shoes required on P.E. days.\*
7. Accessories: CCA pullover with logo; solid color cardigan; v-neck vest; fleece jacket with logo; nylon jacket with logo.
8. Jewelry: Rings, necklaces, and earrings must be tasteful. Use common sense and take into consideration the many activities in which elementary students are involved. Studded jewelry, collars or hair scarves are prohibited. Earrings are to be worn in the ear lobe with a maximum of two per ear while at school. Body piercing is not permitted.
9. Hair: Hair should be neat, clean and combed. Extreme hair styles are not permitted.
10. Make-up: Make-up is not permitted in grades K4-5th. No tattoos.
11. Every Monday is "CCA Pride Day." Students may wear CCA or Christian t-shirt, CCA or Christian crew-neck sweatshirt, with denim bottoms.
12. Hoodies can be worn as a jacket to and from school but they must remain in their cubbies/lockers throughout the day—except for outside recess time. They are not approved to wear throughout the school day.
13. Any questionable attire may be deemed unacceptable by an Administrator.

\*Additionally, Central Christian Academy students will participate in P.E. or recess each day. If sandals or dress shoes are worn, tennis shoes must be brought to be worn for recess or P.E. Tennis shoes are required to have fasteners (laces, Velcro, etc).

# Health and Safety

## Medicine

Medicines will be administered by personnel of CCA for all students. Safe and proper storage of all medication will be given. The following is the policy for CCA regarding medication:

1. A written authorization form must be signed by the parent or legal guardian before any student will be permitted to take prescription or over-the-counter medication.
2. Prescription medications must be in the original pharmacy labeled container which displays clearly the following:
  - a) Student name
  - b) Prescription number
  - c) Medication name
  - d) Dosage
3. Non-prescription medications to be given at school are to be brought in with original label listing the ingredients, dose schedule, and child's name on the container. CCA will NOT provide any other medication than what you provide.
4. Medications shall be given by the parents of students to the headmaster.
5. All medications shall be stored in the school office with the exception of emergency medications to address life-threatening situations which will be stored in the respected student's classroom or on their person. Emergency medications include, but are not limited to: asthma inhalers, EpiPens, etc.
6. On a regular basis, a registered nurse will monitor storage and proper documentation of medication administered by CCA personnel to ensure that medications are handled properly as required by Tennessee law.
7. All unused medications must be collected by the parents at the end of the school year. Any uncollected medication will be disposed of.

## Fire and Tornado Drills

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

# Personal Searches

A student's person or personal effects (backpack, purse, pockets, etc.) may be searched by a staff member to determine if the student possesses contraband. Searches may be performed without notice, without consent, and without a search warrant.

Personal searches may be completed by the headmaster with at least one other staff member present.

# Lice

Central Christian Academy shall enforce a nit-free policy in regard to head lice. All students found to have head lice or nits shall be removed from class. Parents will be called to pick up their child immediately from the school office. The school office personnel will check all students returning to school following a case of lice before being admitted to class. Students must be louse and nit free in order to return to school.

## Protocol for Identifying Head Lice

- When a student is suspected to have head lice, the teacher will send the student to the office. The teacher will not check the student.
- The school secretary will call the parent to report the teacher's suspicion and the need to check the student.
- The parent may choose to come to school for the head check or may wait for confirmation.
- The school principal and secretary will check the head, using protective gloves.
- If lice or nits are detected, the parent will be called to remove the student from school for treatment.
- The child will remain in the school office until the parent arrives.
- If lice is found during the school day, every student in the class will be checked privately and the parents will be notified.
- The school office will provide lice treatment information and a letter explaining the procedure for returning to school.
- The school will inform parents of other students in the class by letter.

## Protocol for Students to Return to School Following Lice

- Students must be louse and nit free to return to school.

- Students must be checked by the school secretary or headmaster before returning to the classroom. One parent must accompany student to the office for the head check.
- Students should return to school as soon as possible.

## Lice Procedures for Classroom Teacher

- Teachers will not check students for lice.
- A student suspected of lice should be sent to the school office with an office pass.
- If lice is detected, the teacher will treat the classroom pillows, beanbags, or other cloth items.
- The teacher (or custodian) will spray Rid-X spray on all furniture, coat racks, and vacuum all carpeted areas.

## Instructions for Head Lice

For self-protection, CCA requires that parents of students with head lice do the following:

- Examine your child's head to be sure you know what the nits look like. They are tiny grayish white eggs attached to the hair, near the scalp, especially behind the ears and at the nape of the neck.
- Check all other family members to see if they are infested. Any family member with evidence of head lice must also be treated.
- Use an effective head lice treatment. Your pharmacist or physician can recommend effective products.
- Remove all nits (lice eggs). Multiple applications may be required to finish treatment. For self-protection, school require all traces of the nits, whether dead or alive, to be removed before allowing a child to re-enter the classroom. Special combs for this task are usually provided with lice treatment products.
- Wash all clothes, bed linens, and towels in hot (130°F) water and dry on a hot cycle for at least 20 minutes. Items that cannot be safely washed should be dry cleaned, or stored in air tight plastic bags for a minimum of two weeks.
- Clean combs and brushes in hot, soapy water. Water should be at least 130°F, and it is advisable to let combs and brushes soak in hot water for 10 minutes.
- Vacuum everywhere to make sure your home is free of lice. Vacuum carpets, pillows, mattresses, upholstered furniture, and anything that might hold lice. Do a thorough job and discard the vacuum bag promptly.
- Head lice survive only on humans, and do not affect family pets.

## Illness

Students should not return to school if they have experienced fever (temperature of 100°F or higher), diarrhea, or vomiting within the last 24 hours. If students experience any of these conditions, parents will be called to pick them up. A child with conjunctivitis (pink eye) must use a prescription antibiotic cream or drops for 24 hours before returning to school.

## Reporting of Child Abuse

State law requires that staff of CCA report the reasonable suspicion of physical abuse, sexual abuse, or child neglect. The school will not contact parents in advance of making a report to authorities.

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# Agreement Form

All CCA parents/guardian must read the *Student Handbook* and agree to support the rules and procedures. By signing this form, you are agreeing to read the *Student Handbook*

## Attendance

A student who misses more than 10 days of instructional time in a semester may lead to the student repeating of grade.

## Child Abuse Policy

State law dictates that the staff of CCA are “mandatory reporters” of suspicion of child abuse. The staff member(s) will document the suspected abuse and report it to the headmaster who will contact the authorities. CCA will not contact parents in advance of making a report to authorities.

## Communicable Disease Policy

CCA desires to maintain a healthy environment for students by instituting controls designed to prevent the spread of communicable diseases. Any student or potential student who is diagnosed to be carrying any communicable or potentially lethal disease may not attend CCA. This policy is both to protect the uninfected students and staff as well as protect the infected student from becoming infected by others at CCA.

## Heath and Accident Policy

Parents or guardians are responsible for all medical bills associated with accidents involving their children.

## Permission to Use Images

By checking this box, I give CCA permission to use photos and other images of my child on its website and social media and in print for news and advertisement purposes.

Names of Children Enrolled at CCA: \_\_\_\_\_

Guardian's Name: \_\_\_\_\_

Guardian's Signature: \_\_\_\_\_ Date: \_\_\_\_\_