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**Carter Christian Academy**

**Family Handbook: 2019-20**

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***Carter Christian Academy seeks to acknowledge differences in culture, God given gender, language, and special needs of students and their families. C.C.A. does not discriminate against any ethic, culture, God given gender, or alternate faiths.(James 2:9) C.C.A.’s admittance process is based upon what CCA has to offer in order to meet the needs of each student spiritually, physically, and educationally. Each student is viewed as special and unique; therefore, if C.C.A. is not equipped with what a student needs, the Administrator will advise the family on what we prayerfully believe would be the best option for that family. Families of alternate faiths, who do not follow after God and His Word, must fully understand and agree to C.C.A.’s Mission & Vision statements. They must understand that their children will be taught the word of God and encouraged daily with the Bible. Any refusal or disagreement with the Mission & Vision statement, will cause denial/cancellation of the student’s application or enrollment.***

1. **Mission Statement**

The mission of Carter Christian Academy is to provide a secure Christ-Centered environment in which students will have the opportunity to acquire a personal knowledge of God, develop Christian Character, and achieve academic excellence.

## Vision Statement

## The vision of Carter Christian Academy is to produce student leaders who have a personal relationship with Jesus Christ, demonstrate Godly character and stewardship, and impact their world through Biblical thought and action in obedience to the Great Commission (Matt. 28:19-20). Through Christ-centered academic excellence that is an extension of the Christian home, CCA is devoted to instilling a lifelong enthusiasm for learning, leading, and serving.

## Organization

The policy making group of CCA is its Board of Directors. Qualifications for membership are:

1. All Board Members shall be professing believers. Further, each Board Member shall be committed to preserving the ideals and purpose of the School, as described in the Philosophy of Education.
2. Eligibility for Board membership requires that a nominee shall be a Godly person, graced in their judgments, through their thorough meditation on and willing submission to the Word of God. Further, their reputation in the community and the testimony of their life shall evidence their qualifications reflective of Biblical leadership.
3. In their speech and behavior, a Board Member shall demonstrate that they are not quick-tempered, not overbearing, one who is found faithful, love what is good and one who is found faithful in their love of the brethren. They shall possess a wholehearted commitment to the School and the cause of Christian education.
4. CCA is a lay-operated ministry and independent from any particular church.
5. Board members shall individually commit themselves to continuous prayer for the family, leadership, life and ministry of the Carter Christian Academy, Inc.

Board members serve on one or more of the following standing committees:

1. Financial Committee
2. Strategic Planning Committee
3. Education and Curriculum Committee
4. Facilities Committee
5. Personnel Committee
6. PTF Committee
7. Sports Committe

## Affiliation

CCA is a member of the Association of Christian Schools International. CCA is accredited by ACSI (Association of Christian Schools, International) and is certified through the state of Kentucky by the Kentucky Non-Public Schools Commission.

## Statement of Faith

We believe the Bible, both Old and New Testaments, to be the inspired Word of God; inerrant and authoritative in the original writings; the final point of reference and authority in all matters of Christian faith and life; God’s Holy Word being the objective standard which judges either sin or fruitfulness.

*(I Tim. 3:16-17, II Pet. 1:20-21)*

We believe in one God, Creator of all things, eternally existing in three co-equal persons: Father, Son, and Holy Spirit. That they created the earth in six literal days and rested on the seventh.

*(Deut. 6:4, Heb. 1:3, II Cor. 13:14)*

We believe the Father is sovereign and immutable in all His ways, sending His Son to accomplish His will on earth as it is in Heaven. We, therefore, acknowledge our dependence upon God as a school, a community, and a country.

*(Deut. 4:39, I Ch. 29:12, Ps. 29:10, Ps. 33:12)*

We believe Jesus Christ is fully God and fully man and recognize His virgin birth, sinless, life, sacrificial death, bodily resurrection and ascension, and reign at His Father’s right hand in glory.

*(Isa. 9:6-7, Dan. 7:14, Mt. 28:18, Jn. 1:1-2, Col. 2:9, Heb. 1:3, Heb. 12:2)*

We believe in the ministry and power of the Holy Spirit, as He convicts, regenerates, seals, indwells, guides, and instructs individual Christians: empowering the Church, the Bride of Christ, to reveal the glory of Jesus.

*(Jn. 14:15-17, Jn. 16:7-15, Rom. 8:11, II Cor. 1:22, Titus 3:5, I Pet. 1:12)*

We believe in the necessity of salvation for sinful man through faith in Jesus Christ, His shed blood, and atoning death upon the cross, which is the only means to the forgiveness of sin and eternal redemption. This grace engenders love, and out of this love grows a desire to serve both God and our neighbor.

*(Acts 4:12, Rom. 3:21-26, Rom 5:8-10, Eph,. 2:4-10)*

We believe that it is of the utmost importance to give our Lord Jesus the preeminence in all things, as Prophet, Priest, and King, in view of His having been given, by His Father, all power and authority in heaven and on earth.

*(Heb. 1:1-2, Heb. 6:19-20, Col. 1:12:20, Ps 29:2, Jn. 4:23-24, Phl. 4:4)*

On Earth, we are as it were, ambassadors for Jesus. Our command is to re-establish a testimony for God and His law in this nation and to equip our children to do likewise. We therefore believe it is our duty to teach them to maintain fidelity in their allegiance with God, as did our forefathers. We unapologetically believe in patriotism that promotes devotion to God and country.

*(II Ch. 7:14, Ps. 33:12, Mt. 28:18-19, II Cor. 3:6)*

We believe in the rightful submission to God ordained governmental authorities but will hold that God’s law is higher than man’s law and will always obey the higher law when the two are in conflict. Human governments established by God and are God’s servant; to “do good” and to “punish wrongdoing.” We therefore recognize the legitimate authority of human government, as it is established by God.

*(Dan., 2:20-21, Dan. 5:21, Acts 5:21-29, Rom, 13:1-7, Titus 3:1-7)*

## STATEMENT OF PURPOSE AND PHILOSOPHY OF EDUCATION

God is the Creator and Sustainer of all things. Because man has been created in the image of God, man’s ultimate purpose, meaning, and very definition of being must all come from God. Thus man, as a finite creature, is dependent upon the divine revelation for all ultimate truth. *(Gen. 1:1; Gen. 1:26-27, Gen. 2:1, Ex. 3:14, Isa. 55:6-9, Col. 1:15-17)*

Concerning the “nature of truth:” Truth reveals God and is a revelation from God. God reveals Himself (generally) through His created universe, (specifically) in the Scriptures and (personally) in His Son, Jesus Christ. *(Deut. 8:1-3, Isa. 40:6-8, Jn. 1:14, Jn. 14:6, Rom. 1:19-20, II Tim. 3:15-17)*

Since the moment Adam and Eve disobeyed God in the Garden, man’s essential nature has been corrupted by sin and, in sin, man’s understanding has been darkened. At enmity with God in His Spirit, man has embraced the falsehood that man’s ways are better than God’s ways. From the time of the fall, man has believed he could explore, understand, relate to, and even teach the laws and facts of the created universe, independent of God’s revealed truth and without need of the “the grace of God to comprehend and receive it.” *(Gen. 3:1-7, Gen. 3:14-19, Gen. 6:5, Rom. 1:21-22, Rom. 3:10-11)*

As Christians, we believe we are commanded by God to adopt, maintain, and perpetuate (teach our children) a totally Christian worldview or Christian Philosophy. We believe our philosophy to be centered upon God (our creator); that God is Truth; that God’s Word is completely trustworthy (inerrant), and that God can be known. From this Christian Philosophy of Life we derive our Philosophy of Christian Education. *(Ex 13:8, Deut. 6:6-9, Ps. 78:1-11, Ps 111:10, Prov. 22:6, Rom. 11:35, Rom. 12:2, II Cor. 10:3-5, Col. 2:8, Col. 3:1-2, Jam. 1:5)*

Living in a created world means living in a reality of created facts, which can be rightly understood only in relationship to their Creator. We hold firmly to the philosophy that man’s reason does not determine God’s revealed truth about Himself and all that he has created. Rather, God has graciously given man reason in order that God’s truth (by the power of His Holy Spirit) might be discovered, understood, categorized, and passed down from generation to generation in the systematic approach of training and discipline that is Christian Education. *(Ps. 119:89-91, Prov. 1:7, Prov. 3:5-7, Prov. 22:6, Eph. 6:4, II Tim. 2:15, II Tim. 3:16-17)*

Biblical Truth must validate experience and knowledge at all times. In all subjects the Bible is the key to true understanding. The Bible gives us the perspective we need to see God, as He is, ourselves as we are, our relationship to others and to the world that we live in, and it provides the necessary principles without which there can be no true understanding. Thus, Biblical Truth will under gird that teaching of all subjects and provide the standard qualifying all other texts, materials, and supporting media used in our classrooms. *(Prov. 1:7, Prov. 9:10)*

Moreover, we hold the Scriptures to be Divinely inspired, authoritative, and inerrant. The Word of God is our heritage and our birthright. Our Philosophy of Christian Education and every policy and practice hereunto will regard the Word of God as the final authority in all matters of faith and practice. *(II Tim. 3:16)*

Carter Christian Academy, Inc.’s purpose is to provide a distinctly Christian academic environment in which God’s mandate to train, instruct, and nurture each student in the Truth may be fulfilled. The School’s administration and faculty shall seek to minister to each student, providing a Christ-like example while promoting that student’s spiritual, physical, academic, and social development. We recognize that children are a heritage of the Lord *(Ps. 127:3).* We believe that, to the parent(s) of every CCA student, God has delegated a special “stewardship responsibility” for the instruction, nurture, and discipline of children. The process of “training up a child” starts in the home. The Bible declares: “Train up a child in the way he should go, and when he is old he will not depart from it” *(Prov. 22:6)*. God has additionally granted (in Christ Jesus) the authority of the parent(s) to train and instruct their children (particularly in matters of Christian faith and life). Again, the Scriptural mandate is clear and repeated: “These commandments that I give you today are to be upon your hearts. Impress them on your children” *(Deut. 6:6-7)*. In addition, the Scripture teaches: “Fathers do not exasperate your children; instead bring them up in the training and instruction of the Lord” *(Eph. 6:4)*.

At Carter Christian Academy, Inc., we hold to the Biblical position that while parents can never delegate away their responsibility (before God) to instruct and discipline their children, they may share the authority (given to them by God) for the teaching of their children with our faculty. Children will be blessed as parents and teachers share in their instruction, so long as the instruction is provided with God-given and rightly shared authority. Jesus said, “Let the little children come to me, and do not hinder them, for the Kingdom of Heaven belongs to such as these” *(Matt. 19:14)*. The Academy is committed to the mission stated below:

“THE MISSION OF THE CARTER CHRISTIAN ACADEMY IS TO PROVIDE A SECURE, CHRIST-CENTERED ENVIRONMENT IN WHICH STUDENTS WILL HAVE THE OPPORTUNITY TO ACQUIRE A PERSONAL KNOWLEDGE OF GOD, DEVELOP CHRISTIAN CHARACTER, AND ACHIEVE ACADEMIC EXCELLENCE.”

For this reason, the parent(s) of Academy students will be expected to clearly communicate with them God’s design in, and the necessity for respect of, teachers’ authority in the classroom at all times. Academy students, learning to be in submission to the authority of their teachers in the classroom, even as they learn to submit to the authority of their parents at home, actually engage in the larger process of learning obedience to God.

We desire to create an optimal learning environment, based on academic excellence, which compliments the Christian home. We strive to promote an atmosphere where students learn to live their lives for Christ, developing their character and achieving their highest potential (in Him). As we seek to train students, we believe that the School and the home need to work cooperatively in providing the best educational experience for every student.

Our goal is to bring out of each student their natural creative desire to learn and to assist him or her in developing the required academic disciplines. It is critical that individuals master the basic academic skills needed to be productive in our society.

As to their spiritual nurturing, our goal is to develop within each student an inclination to study, learn, and apply God’s Word in every area of their lives. We will diligently work to instill in our students a sense of appreciation for the heritage that is theirs in Christ.

Ultimately, in all that we teach, in all that we shall say, do, play, and promote; we shall direct all to the glory of God, exalting the name of our Lord and Savior Jesus Christ. We will, at every point, seek to promote an experience of education and discipleship in the lives of Carter Christian Academy, Inc. students; imparting God’s truth, thus preparing them for faithful service in the cause of Jesus Christ and the Gospel, that their involvement’s in the home, church, workplace, and community might manifest the glory of Jesus Christ for the world to see. *(Ps 22:23, Ps. 57:5, Matt. 5:16, I Pet. 4:11, Rev. 4:11)* (1997)

## CHRISTIAN SCHOOL GOALS

1. For the Spiritual and moral growth of the students, the school seeks:
   1. To teach the Bible as God’s inspired Word and to develop attitudes of love and respect toward it.
   2. To teach basic Biblical principles, rather than a church or denominational doctrine.
   3. To lead the pupil to a decision of confessing Christ as Savior and Lord.
   4. To develop a desire to know and obey the will of God as revealed in the Scriptures.
   5. To equip the student to carry out the will of God daily.
   6. To impart an understanding of each Christian’s place in the church.
   7. To develop in each student the mind of Christ toward Godliness and sin and to teach students how to overcome sin.
   8. To encourage the development of self-discipline and responsibility in the student based on respect for and submission to God and all other authority.
   9. To help the student develop for himself a Christian world view by integrating life and studies with the Bible.

### (Phil. 4:8, Phil. 2:5-8; I Pet. 2:13-15; Prov. 20:11)

1. For the student’s personal and social development, the school aims:
   1. To help the student develop his personality based both on a proper understanding and acceptance of himself as a unique individual created in the image of God and on the fullest possible development of his own capabilities.
   2. To teach the student to treat everyone with love and respect since they, too, are made in God’s image.
   3. To make the student a contributing member of his society who realizes his dependence on others and their dependence on him and the need to serve others.
   4. To promote an understanding of time as a God-given commodity. It is the individual’s responsibility for effective use of time.
   5. To show a realistic and Biblical view of life and work, and provide skills for personal relationships and future endeavors.
   6. To develop both good and proper attitudes toward marriage and the family and also the understanding and skills needed to establish God-honoring homes.
   7. To promote physical fitness, good health habits, and wise use of the body as the temple of God.
   8. To impart Biblical attitudes towards material things and to encourage individual responsibility of using them for God’s glory.

### (II Tim. 2:20-21; Rom. 12:10; I Cor. 12:20-26; II Tim. 2:15; Is. 40:31; I Tim. 6:6-10)

1. Academically, the school endeavors:
   1. To promote high academic standards within the potential of the individual as uniquely created by God and to help the student realize his full academic potential.
   2. To help each student gain a thorough comprehension and command of the fundamental processes used in communicating and dealing with others such as reading, writing, speaking, listening and mathematics.
   3. To teach and encourage the use of good study habits.
   4. To teach the student how to do independent research and to reason logically.
   5. To motivate the student to pursue independent study in areas of personal interest.
   6. To develop creative and critical thinking and the proper use of Biblical criteria for evaluation.
   7. To promote good citizenship through developing the understanding and appreciation of our Christian and American heritages of responsible freedom, human dignity, and acceptance of authority.
   8. To discuss current affairs in all fields and relate them to God’s plan for man.
   9. To produce an understanding and appreciation for God’s world, an awareness of man’s role in his environment and his God-given responsibilities to use and preserve it properly.
   10. To instill an appreciation of the fine arts through the development of the student’s understanding and personal expression.

### (Ps. 139:13-16; Neh. 8:8; I Thess. 5:21; Rom. 13:1,2,4; Ps. 24:1)

1. Working with the homes from which the students come, the school desires:
   1. To cooperate closely with the parents in every phase of the student’s development especially as it relates to the school program.
   2. To help the parents to understand the school’s purpose and program.
   3. To aid families in Christian growth and to help them develop Christ-centered homes.
   4. To assist parents in keeping up with the changing culture and its effects on the home and the implications for their children.
   5. To encourage regular attendance and involvement in the local church.

### (Deut. 6:7; Eph. 6:4; Heb. 10:25)

## Core Values

Carter Christian Academy affirms the following core values:

* 1. That the Scripture is recognized as the revealed Word of God and is taught as truth.
  2. That a rigorous process of the integration of faith and learning in all academic disciplines is maintained.
  3. That a Christian administration and faculty model Christ in teaching and leading.
  4. That high academic standards are maintained; internal and external evaluation is welcome.
  5. That the curriculum and other programs are characteristically innovative.
  6. That the school community exhibits love, justice, humility and service among board members, administration, faculty, students, parents and the larger community.

**7.** That organizational practices are thoroughly Christian; business, development, marketing, personnel, and government relations.

## Expected Student Outcomes

**Students who graduate from Carter Christian Academy:**

### (Spiritual Formation)

* Understand and commit to a personal relationship with Jesus Christ
* Know, understand, and apply God’s Word in daily life
* Are actively involved in a church community, serving God and others
* Can articulate and defend their Christian worldview while having a basic understanding of opposing worldviews
* Are empowered by the Holy Spirit, pursuing a life of faith, goodness, knowledge, self- control, perseverance, godliness, brotherly kindness, and love
* Personally respond to carrying out the Great Commission locally and around the world in a culturally sensitive manner
* Possess apologetic skills to defend their faith

### (Academic Formation)

* Are well prepared in all academic disciplines and are skilled in reading, writing, speaking, listening, and thinking
* Are proficient in mathematics and science
* Have a knowledge and an understanding of people, events, and movements in history (including church history) and the cultures of other peoples and places
* Appreciate literature and the arts and understand how they express and shape the students’ beliefs and values
* Have a critical appreciation of languages and cultures of other peoples, dispelling prejudice, promoting interethnic harmony, and encouraging biblical hospitality for the alien, or stranger
* Have the skills to question, solve problems, and make wise decisions
* Know how to utilize resources—including technology—to find, analyze, and evaluate information

### (Social Formation)

* Embrace and practice justice, mercy, and peacemaking in family and society
* Understand, value, and engage in appropriate social (community) and civic (political) activities
* Value intellectual inquiry and engage in the marketplace of ideas (open, honest exchange of ideas)
* Respect, and relate appropriately with integrity to, the people with whom they work, play, and live
* Have an appreciation for the natural environment and practice responsible stewardship of God’s creation
* Are good stewards of their finances, time (including discretionary time), and all other resources
* Understand that work has dignity as an expression of the nature of God
* Are committed to lifelong learning

### (Physical Formation)

* Treat their bodies as a temple of the Holy Spirit
* Understand the worth of every human being as created in the image of God
* Are prepared to practice the principles of healthy, moral, family living
* Understand the value of physical exercise

## Asbestos Information

*Carter Christian Academy* has established and maintains an asbestos abatement management plan, a copy of which is available for inspection and public review by contacting the plan administrator.

The *School Board* of *Carter Christian Academy* has appointed Mr. Mike Hay, School Board member, as the plan administrator and has instructed that copies of the management plan be kept in his school office. Anyone wishing to inspect the school’s management plan may do so by contacting:

***Mr. Mike Hay***

***Asbestos Abatement Management Plan***

***Board member Carter Christian Academy***

***3547 St. Hwy. 773***

***Hitchins, KY 41146***

## Admission Information

Application forms are to be filled out completely by a parent or guardian and turned into the administrative office with the registration fee, which is non-refundable.

An interview may be scheduled with prospective students for grades K4-12. The administrator will meet with the student and parent to get better acquainted, explain policies of CCA, and share information about procedures which would enable the school to best meet the needs of the student and family.

The student will complete the Brigance Comprehensive Inventory of Basic Skill II. This is a test that shows grade level benchmarks for Reading, Math, Spelling, Writing, Vocabulary and more. Students who are no less than 1 grade level below in 2 subject areas will be considered for admission. Placement testing will be conducted for K-2-K-4 by the Preschool Department.

Once the admissions process is completed, the application information will be reviewed. The Administration office will promptly notify the parents regarding the admissions request.

Upon acceptance into the academy, applicants will need to furnish the following:

-Certified Copy of Birth Certificate,

-Copy of Social Security Card,

-Updated Immunization Certificate,

-Health Emergency Form,

-Complete Eye Exam (Not only a screening- those entering Preschool and again in Kindergarten)

-Parent/Student Agreement Form (Signed by all parents and students grades six and up),

-Field Trip Permission Form,

-Request for Student Records (If transferring from another school).

If applicable, results of psychological or other special testing are also required.

Students in grades K-12 and their parents must sign a CCA Computer Policy. Students entering grade six must have proof of a current health physical and immunizations. Carter Christian Academy recruits and admits students of any race, color or ethnic origin to all its rights, privileges, programs and activities.

In addition, the school will not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, employment, scholarship and loan programs, and athletic and other school administered programs.

1. **Admission Procedure for Families with Past Due Accounts**

Families who have past due accounts cannot begin school unless the past due amount is paid in full. Any family who has been late in paying tuition for more than three (3) months of any academic year may be asked to render a one-month tuition deposit. Exceptions to this policy must be approved by the Board on a case by case basis.

1. **Re-admission Policy**

Students who are re-admitted can only do so if their accounts with CCA are current. These students will be treated as a new admission, having to follow all initial admissions processes, and may require placement testing.

1. **Non-Discrimination Policy**

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

1. **Teacher/ Student Ratio**

Teacher/ Student Ratio is set at 1:18 for grades 3-12. This is subject to change annually.

### Specific Grade Requirements for Admission

**All students are admitted to Carter Christian Academy on nine-(9) week’s probation.** All students may be provisionally admitted (probation) pending requests for materials, result of academic progress, results of social adjustments, and/or other items enumerated by contract. At such times the parent, child, administrator, and faculty member will enter into a contractual agreement stipulating the expectations and the time frame for its accomplishment. Failure to meet expectations may constitute grounds for reassignment or dismissal. Students seeking admission to Carter Christian Academy must have the current year testing on file before being officially accepted, if acceptable testing has not been arranged.

* 1. **Pre-Kindergarten** – Prospective students shall be four years of age by August 1st. Maturity has proven to be a very valuable tool in deciding placement level. After school is in session, admission will be granted by interview with administrator and teacher**.**
  2. **Kindergarten** – Prospective students shall be five years old by August 1st. *A Reading Inventory Test* will be administered to determine placement level. After school is in session, testing will be given before any admissions are considered.
  3. **First – Twelfth Grades** – Prospective students will be tested to determine placement level. It is necessary that certain criteria be met before entering first grade.

### 4. There may be a full day waiting period to prepare students and classroom for entry.

1. **Special Needs Student Policy**

According to Federal Law PL94-142, students with disabilities are defined as:

*Children with mental retardation, hearing impairments including deafness, speech or language impairments, visual impairments including blindness, serious emotional disturbance, orthopedic impairments, autism, traumatic brain injury, other health impairments, or specific learning disabilities, who by reason thereof need special education and related services. – Individuals with Disabilities Act of 1990 (IDEA, 101(A))*

In addition to the above definition, Carter Christian Academy includes the following areas for special needs students: A student that has been diagnosed with Mild ADD, Mild ADHD, and/or a student that is working one or more years below appropriate grade level in more than one main area of academic achievement (i.e., reading, math, spelling, and language). CCA is only equipped to accommodate the following Special Needs Students; Mild ADD, Mild ADHD, SLD and Mild Learning Disability.

The following apply to special needs children:

* 1. The student must have a current Psycho-educational Report before acceptance.
  2. All records concerning counseling, discipline, emotional problems, acts of violence, suspension and /or expulsion from past educational settings will be made available to the school upon request.
  3. Tutoring may be required for special needs children to attend CCA.
  4. All special needs children will enter Carter Christian Academy on a nine-week probationary contract.

Special Academic Services, Program Overview:

Carter Christian Academy offers special services to families in order to provide a God-honoring learning environment for children with special academic needs. While the school recognizes that it may never be able to reach the needs of each individual child, these special services are offered as a means of reaching many who learn differently. All of the services that are described below are provided separately from the regular Carter Christian Academy classroom. Enrolment at Carter Christian Academy is required for these services, unless otherwise indicated. The cost for all services is determined annually by the school administration.

Program Components:

**Component 1: Enrollment in the Response to Intervention Program**

Tier 1: All teachers will provide instruction from research-based curriculum that has the highest probability of success with most students. This instruction is available to every student.

Tier 2: Students in this tier will be provided with additional time, intensity, strategic instruction, and targeted intervention. These students will be identified through testing and the teacher’s summative and formative assessments.

Tier 3: Students in the third tier will be provided with additional time, intensity, intensive instruction, and comprehensive intervention. These students may also take advantage of our resource room (see component 2). Students who are placed in tier 3 intervention will be identified through testing and the teacher’s summative and formative assessments.

**Component 2: Resource Room**

The resource room is a small classroom where children with an Individualized Educational Plan (IEP) or a 504 receive special and individualized instruction. A resource aide will be available during this time to meet the special needs of these students, as outlined in their specialized plan. As per the instruction of the regular classroom teacher, CCA’s resource aide will provide special instruction to students that the teacher refers. Resource services range from a quiet place for test taking to extra instruction from the resource aide (as outlined in their specialized educational plan, which has been decided upon by the ARC committee).

### Admission or Continued Enrollment of Students with Court Records

Admission or continued enrollment of a student with a prior court record, at any grade level, must be approved by the full Board of Directors upon recommendation of the Administrator. In most cases an individual with a court record would fall under the “unacceptable” category in the prioritization of admissions. However, there may be exceptions in cases such as traffic violations or other “minor misdemeanors.” In each instance the full support and cooperation of the parents must be evidenced.

## Academic Information

### Curriculum Guides

Guides for each elementary grade and secondary subjects are available upon written request.

### Requirements for Graduation

A student must have a minimum of 23 credits to graduate from Carter Christian Academy. A full credit is considered 120 hours or days of instructional time. All students are expected to take the *ACT* and/or SAT College *entrance exams.* A student enrolled in Carter Christian Academy for all four high school years will be allowed to have no more than four non-Faith classroom instructional credits in major academic subjects on their high school transcript.

### High School Diploma

Bible 4 credits

English/Language Arts 4 credits

Mathematics 4 credits

Science 3 credits

History 3 credits

Physical Education 1/2 credit

Health 1/2 credit

The Arts 1 credit

Electives 3 credits

Total: 23 credits

(Required Classes)

\*Algebra I, Geometry, ACT Math Skills, and Consumer Math

\*World Civ., US History, and Government

\* Biology, Physical Science/Chemistry, and Earth/Space

### Only students who have completed ALL 23 credits required for graduation, and is a full-time student at CCA may walk across the stage during graduation. (All credits must be from CCA or an accredited institute.)

### Electives for Secondary Students

Electives offered vary from year to year. A listing may be obtained by contacting the office.

### Transfer Students

A student transferring to the regular program of Carter Christian Academy is responsible for our standards toward graduation for the years in which he attends CCA. He must have successfully met the requirements of the school last attended. Carter Christian Academy, however, does not accept transfer credit for classes with a grade lower than a C, and all credits must be from an accredited institute. Transfer credits are not counted toward a student’s cumulative G.P.A. Courses taken at a college while attending CCA are counted toward the G.P.A.

### Summer School Credit

Students must secure written permission from the administration before enrolling in any summer program. Carter Christian Academy will recognize up to one full credit each school year, providing the summer school program is appropriately accredited and an official transcript containing the final grade is on file in the student’s permanent record.

Summer courses should be taken to make up failed credits or to earn elective credits. They may not be taken as a means of accelerating through basic, required courses unless permission is granted by the administration. **Summer school may or may not be provided. It is determined annually by the administrator. If it is not provided the students must make up their credits the following school year.**

### Independent Study Courses

The following guidelines will be utilized for the regulation of Carter Christian Academy students desiring to take courses by way of independent study:

* 1. Courses taken in summer school or at home (homeschool) will be considered as independent study courses and will fall under this policy.
  2. Prior permission to take an independent study course while a student is enrolled at Carter Christian Academy may only be granted by the Administrator or his designee.
  3. Independent study courses must be arranged through CCA. A Carter Christian Academy staff member or an individual approved by the Administrator must supervise them. The only exception to this would be for a legitimate summer school credit obtained at an approved institution. An official transcript showing the credit and grade must be forwarded to Carter Christian Academy before credit will be given.
  4. The following guidelines will be used when granting permission to take an independent study course:
     1. Students may not take an independent study course which is offered at CCA and which is available in the student’s schedule.
     2. Students may take an independent study course if the course is not offered at CCA.
     3. Students may take an independent study course if the course has been failed by the student as a part of his/her regular schedule at CCA.
     4. Students may take an independent study course if the student because of transfer or other extenuating circumstance missed the course.
     5. The transfer of independent study credits taken by a student before arriving at Carter Christian Academy will be evaluated on a case-by-case basis.
  5. Students desiring to graduate before the completion of four years of high school will need to make application in writing of their intent to the administration. Permission to take independent study courses for this reason will only be granted after a formal interview has been conducted with the parent(s), student, Guidance Counselor, and Administrator or his designee
  6. Students may take no more than one independent study course per semester/summer, unless special permission is granted by the administration.
  7. Certain fees will apply to these courses as determined by the administration. The fee will include supervision of the course by a staff member and any material costs.
  8. Independent study courses taken outside the regulations listed above while a student is enrolled full-time at CCA will not be accepted toward the graduation requirements.
  9. Depending on the reason for the independent study course, a fee may be assessed for materials and supervision.

### College Courses/Dual Credits

Carter Christian Academy junior and senior students are encouraged to take college classes if they are academically prepared. Carter Christian Academy will accept courses in Bible, English, and history as dual credit courses toward high school graduation requirements. Carter Christian Academy will accept one high school credit in each of the three areas (Bible, English, and History) in each of the students’ junior and senior years for a total of six (6) high school credits accepted. One semester of a three (3) credit college course will count as one-half high school credit. Students wishing to take college courses for dual credit will need to get that approved through the school guidance counselor. Only college credits from an accredited college/university will be accepted. College courses taken for dual credit will be weighted according to the school grading system

### Grading System

1. Grades: A=100-90, B=89-80, C=79-70, D=69-60, F=59-0

1. Elementary and secondary report cards are issued every nine (9) weeks. Mid-term progress reports and grade averages are sent home after four (4) and ½ weeks. The purpose of the mid-term reports is to alert parents to situations or trends that may need to be addressed before the end of the grading period.
2. For grades that are taken for high school credit and dual credit, quality points are assigned as follows in order to determine a grade point average:

A=4.0 B=3.0 C=2.0 D=1.0 F=0

2. (Dual Credit) A=5, B=4, C=3, D=2, F=0

1. All courses that are taken at Carter Christian Academy during the high school years will count toward the student’s G.P.A. If a student fails a course and takes it over again or simply chooses to repeat a course, both grades will count toward the student’s cumulative G.P.A
2. **Academic Honors and Standards**
   1. **Valedictory Award**

The student with the highest academic standing in the senior class, with a minimum GPA of 3.75, will be designated as class valedictorian. Only Students who have attend CCA ALL four years of High School will be eligible for Valedictory Award.

### Salutatory Award

The student with the second highest academic standing in the rank, with a minimum GPA of 3.5, will be designated as class Salutatorian. Only Students who have attend CCA ALL four years of High School will be eligible for Salutatory Award.

### Elementary Honor Rolls

* 1. Principals Honor Roll – Students achieving all A’s.
  2. Honor Roll – Students achieving all A’s and B’s.

### Secondary Honor Rolls

1. Principal Honor Roll – Students with a G.P.A. of 3.75 or higher.
2. Honor Roll – Students with a G.P.A. of 3.25 to 3.74.

### Academic Eligibility – Extra-Curricular Activities

1. **Academic Eligibility**
   1. A student athlete must keep at least a C/70% average in each subject for eligibility. Beginning the third Monday in each grading period, grades will be checked weekly by the athletic director or school administrator. A student will be reinstated as soon as their grades meet the required standard.
   2. A student that is not academically eligible at the time grades are checked will not be allowed to participate in games. Athletes are expected at each practice even when the athlete is not academically eligible. Ineligible athletes will be required to attend home games in business casual attire and will not be allowed to attend away games.
   3. A student receiving a D or below on their report card will not be eligible to play for 2 weeks.

### Christian/Community Service Recognition

Students who graduate from Carter Christian Academy with a total of 60 hours of Christian/Community Service will receive special recognition. The guidelines for this policy will be established and tracked by the school administration in conjunction with a counselor, or designated personnel, to assure consistency and accuracy. The Education Committee of the board will provide oversight to this policy.

### Progress Reporting System

The purpose of our reporting system is to give parents and children an indication of the progress that is being made. Each child’s ability, attitudes, application, and achievement are taken into account in the grading; however, the students are marked primarily on actual achievement rather than on effort put forth.

The student will receive a report card every nine (9) weeks. Parents are asked to sign and return the envelope only. Students will be given a mid-term progress report for each nine weeks. The purpose of the mid-term progress report is to alert parents to situations or trends that the teacher believes need attention. When a mid-term progress report is issued, it must be signed and returned by the parent. If your child is in danger of failing, a meeting will be arranged between parents, teachers, and an administrator. Progress reports may be sent at any time for any reason that the teacher deems necessary.

### Parent-Teacher Conferences

In order for parents to know their child’s progress, firsthand, there will be at least one afternoon set aside for parent/teacher conferences each semester. Parents are urged to ask for conferences at any time if they feel it is necessary. The teachers and administration welcome such opportunities. Please call the office for a conference time.

At the end of the year, the school will mail the final report card or announce when it can be picked up. All accounts (tuition, lost book cost, fund-raising bills, assignments, etc.) must be paid in full before report cards, transcripts, diplomas, etc. will be issued.

### Late Work & Make-Up Work Policy

### These policies are put into place by each individual teacher. Please check your teacher’s individual homework policy.

### Part-Time Students

Part-time students may receive a discount on tuition as determined by the administration. The discount will be applied to middle or high school students who because of home schooling, work, college classes, or attendance at a Vocational-Technical School take less than four (4) credits (HS) or classes (MS) each day. Students taking less than four (4) credits during their senior year will not be able to graduate with a Standard or Honors CCA diploma. Students taking less than four (4) credits/classes will pay a rate of $20 per class per week.

1. No scheduled games or practices will take place on Sundays for all CCA players. All other activities can be held after 1:00pm.

### Academic Fairs and Competitions

Students will be given grades as they meet expected goals on their projects.

### Science Fair (When available to students, or determined by the Science Teacher)

* + 1. All students enrolled in a science course will be required to do a science project. Eleventh and twelfth grade students may choose (not required) either a science or social studies project.
    2. Science project rules and regulations will be guided by the science faculty member.
    3. The science faculty will choose judges for the school fair.
    4. First and second place winners in grades 3rd-8th will advance to the ACSI Science Fair.
    5. Students who place first and second at the school fair will have an additional test grade of 100 for first place and 95 for second place entered in their grade book for science.
    6. It is the student’s responsibility to be sure that his/her project meets specifications required by ACSI.

### Promotion and Retention of Students:

Students who are performing at or above grade level will be promoted to the next grade level. This promotion is recommended by the student’s teacher and approved by the administration. From time to time, students who are not performing at grade level may have to be retained in the same grade level for another school year. The following criteria will be used to determine when a student will be retained:

* 1. Students in pre-kindergarten and kindergarten may be retained at the discretion of the teacher and elementary principal if it is determined that the student is not ready academically or developmentally for the next grade level.
  2. Students in first through eighth grade who receive three failing grades in major courses for the year will be retained.
  3. Students in grades nine through twelve will be promoted to the next grade level based upon completion of the appropriate high school level credits. The completion of six (6) credits will qualify a student for sophomore status; the completion of twelve (12) credits will qualify a student for junior status; the completion of eighteen (16) credits will qualify a student for senior status. Seniors will graduate when they have accumulated enough credits based on the graduation requirements (Requirements for Graduation).
  4. Students who do not meet the standards for attendance set forth in the attendance policy will be retained from moving to the next grade level.

### Academic Integrity

Plagiarism/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. Students must understand the seriousness of cheating. Teachers are required to take precautions in terms of test security and the structure of the classroom for testing in order to protect students from unnecessary temptation. Students should always be reminded of the consequences of cheating. Please read the “Academic Integrity Guidelines” in the appendices. This document will be discussed with students each year and students will sign a statement of understanding. **(See Appendix B)**

## Discipline Information

The teachers and administrators of Carter Christian Academy use a variety of disciplinary methods to maintain a positive and safe school environment. Carter Christian Academy expects full cooperation from both students and parents. The Bible admonishes, “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 administrators assume the role of shepherd. Creating a safe and nurturing environment is a priority. The Bible also admonishes, “Above all else, guard your heart, for it is the wellspring of life.” (Proverbs 4:23) Addressing the heart of the student is paramount in providing the proper direction for school behavior and for life. 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. Please see the Disciplinary Procedure Appendix for a detailed description of disciplinary procedures.

**Biblical Discipline:**

* Reflects the character of a creative and redemptive God.
* Considers the heart as the root of all behavior.
* 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.
* Addresses the “what” and the “why” of a child’s behavior.

**Each individual teacher has developed their own classroom behavior management policies and will implement them according to their plans.**

### General Rules

* 1. Students are to be thoughtful and mannerly at all times. Respectful words and tone are expected in all interactions when addressing teachers, staff, and students. Only language that is pleasing to God is to be used.
  2. Students are expected to refrain from the use of tobacco, alcoholic beverages, and illegal drugs at all times, both on and off campus. Violators may be expelled.
  3. Wholesome male-female relationships are encouraged. Students, however, must refrain from all physical displays of affection at school, traveling to and from school or school activities, or at school functions.
  4. Students should be in the halls only at the beginning and close of school and while moving from one class to another unless they have special permission or special duties that require them to be there. Students may not visit other parts of the building that are not outlined by a teacher Students are asked to be courteous at all times and to keep to the right when moving in the halls. Running and shouting in the halls are never permitted.
  5. Tardiness – Anyone not in his or her seat when the final bell rings is tardy. The classroom teacher and the administration will deal with excessive tardiness.
  6. For safety reasons, do not place books, papers, bags, etc. in walking areas or halls.
  7. Students are to obtain a teacher’s permission before leaving a classroom or before being absent from a particular class for another activity. The class will be dismissed by the teacher, not by the bell. If an entire class is detained, the faculty member must assure admittance for each student to the next class.
  8. Students must get permission from the administration to leave school early and must check out at the office at the actual time of departure, by signing the sign-out log.
  9. Personal grooming should not be attended to in class.
  10. When running errands to other rooms, enter without knocking and quietly stand in the doorway until recognized by the teacher.
  11. Personal property of others should always be respected. Students’ property (purses, desks, book bags, lockers, etc.) is off limits to other students. Students are not to touch or read anything on or in a teacher’s desk or filing cabinet except as directed by the teacher.
  12. Students are asked to sit in a respectful manner and not to sit on desk tops or tables or lean back in chairs or desks.
  13. Students are to enter and exit chapel reverently.
  14. During chapel services, an appropriately reverent attitude is expected during assemblies; respectful attitudes and conduct are required.
  15. No weapons of any kind will be permitted on school grounds at any time. Violation of this rule may result in expulsion from school and legal charges being filed.
  16. Students will not be allowed to use electronic devices, including cell phones, IPod, IPad, Laptops, etc. during the school day or before and after care. If students are seen with these items, the items will be removed until the end of the day and can be picked up before going home.
  17. Motor vehicles must be kept in designated areas and must not be ridden or driven except in traveling to and from school unless special permission is granted by parents, faculty, and the administration. Students are not permitted to visit their cars during the school day as outlined in the Driver’s Covenant (see appendices). Vehicles must be registered with the administration.
  18. Lockers at Carter Christian Academy are the sole property of CCA and are provided as a convenience to the student. Use of lockers is at the sole discretion of Carter Christian Academy and as such the privilege may be revoked or suspended with or without cause. The lockers are not to be defaced in any way either on the interior or the exterior. Lockers may be inspected at any time by the faculty or administration of FCA. Inspections that discover inappropriate items, trash, or glass objects will result in disciplinary proceedings. Students are not to gain access to other students’ lockers at any time.
  19. Lost and/or damaged equipment will be paid for by the one(s) responsible.

1. **Bullying Policy: K-4 through 12th grade**

Carter Christian Academy seeks to educate our students from a biblical perspective which teaches us to love one another as Christ has loved us (I John 4:11). Bullying is not a behavior, which reflects Christ-like love or respect; therefore, we prohibit any incidents of it. See Appendix for full policy.

Definition:

Bullying is when a person(s) uses power in a willful, deliberate manner bringing repeated hurt or harm to another individual.

Bullying needs to be evaluated upon intentional harm to the victim and the frequency of occurrences.

It is a pattern of repeated behavior rather than a single act.

Bullying is targeted at a specific victim or victims.

Bullying done through texts, emails, or internet/social networks (or cyber-bullying) is considered to be as serious as bullying a student through traditional venues.

Description:

Bullying generally falls into one of four categories: physical, verbal, emotional/mental, and social.

Physical - Use of body to harm another’s body or personal property.

Verbal - Use of words or threats to harm another.

Emotional/Mental - Use of nonverbal harm to another’s self-concept. (i.e. ignoring, isolating, excluding).

Social - Use of peer relationships to harm another’s group acceptance.

Procedure:

When a report of bullying comes to the attention of the school (teacher, counselor, administrator) the following will occur:

1. School official will investigate the report of bullying by:

Talking with student(s) being bullied

Talking with teacher(s)

Talking with student(s) accused of bullying

2. Based on information gathered, administration will meet to determine action to bring appropriate resolution to all parties involved. If bullying is found to be present, consequences will be determined (see below for disciplinary action).

3. Administration will notify parents of both parties regarding the situation and the steps that will be taken for resolution. This may take place via phone or in person.

4. School officials will monitor the situation to ensure that resolution has occurred. A continued offense will be handled according to the disciplinary actions listed below.

5.If a teacher sees behavior that could potentially lead to bullying, they will document each behavior, how it was addressed and when, and contact the parent of the child with the behavior in question. After 3 repeated offenses, the behavior will be considered bullying and the steps outlined above will be followed by the staff and Administrator.

1. **Disciplinary Actions:**

To ensure the spiritual and educational benefits for all students, each student will be required to conform and to obey all rules and regulations of CCA. Our primary objective will be to develop respect for authority and to develop self-discipline on the part of the student. All students are subject to the authority of any staff member at any time on the school grounds or during school functions. Students will be courteous and respectful to teachers, aides, secretaries, and visitors at all times. Disrespect or disobedience to staff members will not be tolerated.

Infractions of CCA rules will have immediate consequences as determined by the supervising personnel. Teachers will document all infractions that are not redirected after warning. Parents will be asked to work with the school to redirect and change the behavior on an individual level. When student behavior is not changed this constitutes a “major infraction” and will be dealt with by the school administrator according to policy.

Major Infractions:

If a student . . .

1. Truancy from school or class

2. Profanity, obscenity, suggestive language or gesture

3. Willful destruction of property

4. Cheating or lying

5. Fighting

6. Repeated dress code violations

7. Disrespect shown toward individuals

8. Major property damage (costing more than $25)

9. Rebellious or irreligious attitudes

10. Leaving school or class without permission

11. Unwillingness to complete assigned school work

12. Repeated failure to have needed books and supplies for class

13. Repeated tardiness

14. Willful rebellion against staff instructions

15. Stealing

The following infractions will result in immediate suspension and/or ultimately expulsion from CCA.

If a student . . .

1. Drinking or possession of alcoholic beverages

2. Smoking or possession of tobacco of any type

3. Use, sale or possession of illicit drugs

4. Sexual misconduct

5. Use or possession of a weapon

6.Threats of harm to school, staff, or students

Teachers are generally responsible for the conduct of students throughout the school day. Breaking the rules (referred to as infractions) will result in disciplinary actions. An attitude of continual disobedience of infractions will result in punishments normally reserved for major infractions, including removal from the school. Please keep in mind we are all working together in Christ to develop a lifestyle that will bring honor to the Lord Jesus Christ.

1. **Disciplinary Action Alternatives**

Disciplinary alternatives can be, but are not limited to the following: parent conference, time-out, and lunch or recess detention, after school detention, work-detail, non-participation in extracurricular activities, paddling, suspension and expulsion. Each classroom also has classroom management and discipline rules.

1. **Corporal Discipline Policy**

CCA reserves the right to use Corporal Discipline with any student if he/she is rebellious involving major offenses or continued offenses should it is deemed necessary. This method of discipline is used only after careful consideration of all circumstances in each case.

**Biblical Justification**

* Proverbs 13:24 “He who spares the rod hates his son, but he who loves him is careful to discipline him.”
* Proverbs 19:18 “Discipline your son, for in that there is hope; do not be a willing party to his death.”
* Proverbs 20:30 “Blows and wounds cleanse away evil, and beatings purge the inmost being.”
* Proverbs 22:15 “Folly is bound up in the heart of a child, but the rod of discipline will drive it far from him.”
* Proverbs 23:13-14 “Do not withhold discipline from a child; if you punish him with a rod he will not die. Punish him with the rod and save his soul from death.”

**Procedure**

* An attempt will be made to contact parents or guardians about the discipline that will be administered.
* The Administrator or Parent will administer the swat or swats in the administrator’s office.
* A witness will always be present.
* The child will be told the reason for the swat or swats.
* A wooden paddle will be used. Swats will not be administered with the hand.
* No more than two swats will be administered at one time.
* The Administrator will pray with the child and let them know than he/she is loved despite the offense.

1. **School-wide Discipline Policy**

In order for children to reach the goal of self-discipline they must first know what is expected of them. At the beginning of each school year, the children will be given a brief, but thorough, summary of what is expected of them both by their classroom teacher and the school administrator. These expectations will be built around the following principles:

1. Everyone in school is to be a good steward of property and facilities; this includes:
   * Taking responsibility for equipment and supplies when used.
   * Returning equipment and supplies when finished.
   * Taking good care of physical facilities (the building, desks, chairs, tables, etc.).
   * Being responsible for personal items (jackets, books, school bags, lunch boxes).
   * Taking responsibility for keeping the building (we are guests in the church) and grounds neat and clean.
2. Everyone in school is to be kind and respectful to others in the hallways, classrooms and cafeterias; this includes:
   * Speaking in a normal voice and avoiding excessive noise, loud talking and yelling.
   * Walking in single line and speaking in soft voices in all hallways.
   * Keeping areas around desks and tables free from trash and clutter by cleaning up at the end of the day.
   * Cleaning up around your seat and table after you eat lunch or any snacks.
   * Remaining in the seat or designated area until given permission to leave by a teacher or responsible adult.
   * Using the restroom for its intended purpose and avoiding excessive noise, loud talking or horseplay while in the restroom.
3. Everyone who attends chapel is to show respect for song leader and speaker by facing them when they lead or speak and not talking or bothering classmates.
4. Everyone attending school is to arrive on time and enter the building appropriately; this includes:
   * Practicing safety at all times, both in the parking lot and hallways.
   * Not hanging over any stair rail at any time for any reason.
5. Everyone on the playground is to reflect an attitude of kindness and respect for classmates, teachers, and playground equipment.

Each teacher is responsible for his/her own classroom discipline. When it is evident that there is an ongoing problem, the Administrator should be informed. At that time the Administrator and teacher will agree on further action.

1. **Administrator’s Discipline Policy**

Students are sent to the Administrator’s office for the following reasons:

If a student . . .

* Repeated efforts to correct a classroom behavioral problem have failed;
* The student has acted or spoken in a manner disrespectful to his/her classroom teacher, specialty teacher, or substitute teacher (See Categories of Misconduct); or
* The student has endangered himself/herself and/or others (Category III violation). If at all possible, documentation should be provided when a student is sent to the office. Documentation will be kept on file every time a child meets with the Administrator for discipline reasons.

Depending on the severity of the offense, the following steps will occur when a child first meets with the school administrator:

Step 1: The student will discuss the behavior problem and the Administrator will arrange a corrective solution. The student will be reminded of the standard of behavior expected. The student will be warned of further consequences that will result from continued behavioral problems.

Step 2: After this visit the Administrator will contact the parents by phone, informing them of the problem and corrective actions taken.

Step 3: Should the student be sent to the Administrator office a second time, detention will be given to the student. At this point, the parents will be called for a conference with the teacher and administrator.

Step 4: If the behavior has not been corrected after serving detention, and the student is sent to the Administrator a third time, a three-day suspension or Corporal Discipline will be administered. (CCA reserves the right to use corporal discipline with any student for major offenses or continued offenses when deemed necessary.)

Step 5: After a suspension is given and it is apparent that none of the correction procedures have been effective, permanent expulsion will be recommended to the CCA Board of Directors.

1. **Categories of Misconduct**

Misconduct in Kindergarten and up have been classified in three categories, depending on the severity of the violation:

CATEGORY I: Because we are instructed by Jesus Christ not to be a stumbling block to others, Category I offenses are if a student does any minor disturbances which prevent classroom order and instruction from taking place, such as talking out of turn, bothering other students, failure to complete work and disturbing the teacher during instructional periods.

Consequences: Additional work assigned, loss of recess or classroom free-time, loss of special privileges, notes and phone calls home from the teacher, parent-teacher conferences, student-Administrator conference or Category II consequences for repeated offenses.

CATEGORY II: Because we are instructed by Jesus Christ to be humble and to respect those in authority over us, Category II offenses are if a student’s activities and attitudes show a lack of respect for authority and school standards such as cheating, foul language, fighting or stealing. Frequent and repeated violations of Category I offenses are also considered a Category II offense.

Consequences: Student-Administrator conference; Parent-Student-Administrator conference; detention; Corporal Discipline; suspension or Category III consequences for recurrent offenses.

CATEGORY III: Because we are instructed by Jesus Christ to obey our governing authorities, Category III offenses are if a student violates local, state or United States laws such as bringing a weapon or drugs to school, vandalism or physical attacks on others. Other Category III offenses are activities that seriously threaten the safety of the student or his/her classmates, activities that show gross disrespect for authority or property, activities that violate Biblical moral codes or conduct, and frequent or repeated violation of Category II rules.

Consequences: Immediate suspension from school and recommendation for expulsion to the CCA Board of Directors, as well as requirement of psychological screening completed by a licensed psychologist (at the cost of the parent) before returning to school.

1. **Class Detention** - During Detention, the student will be separated from the class nearby. The child will do school work given by his/her classroom teacher. If a child misbehaves in detention, the child will serve an additional period on the next day.
2. **Suspension from School** - A student may be suspended for a period of one to five days at the discretion of the Administrator after a parent-teacher-administrator disciplinary conference is held. Very specific changes in attitude and action will be expected prior to re-admission. Work missed during any suspensions will be treated as unexcused absences.

The reasons that would give cause for suspension are:

* Continued deliberate disobedience or disrespect displayed.
* A rebellious spirit that remains unchanged after a lot of prayer and counseling by school staff and parents.
* A continued negative attitude and bad influence upon other students.
* Failure of the student to comply with the disciplinary actions of the school.
* Failure of parents to obtain recommended professional help for the student.
* The student's involvement in a Category III offense.

1. **Expulsion from School** - Expulsion will be recommended if it is apparent the school will not be able to meet the needs of a student, a student's behavior has not improved after proceeding through the appropriate steps of correction or the student's involvement in a Category III offense. When expulsion is recommended, a date of withdrawal from school will be set and the withdrawal procedure followed. Recommendations for expulsion will require the approval of the CCA Board of Directors. Depending on the severity of the situation, the student may be immediately suspended from school until the School Board acts upon the recommendation for expulsion.

* The following procedure will be followed:
* The administrator will make recommendations for expulsion to the school board.
* The Board will act upon this recommendation at its next meeting and, if approved, set the expulsion date.
* The School Board has the authority to expel any student for noncompliance with the rules and policies of the school.
* If a student is expelled from CCA, tuition will be prorated (See Tuition policy).
* Student will not have the option to reapply if they are permanently expelled from CCA, or participate in extra-curricular activities associated with CCA.

1. **Disciplinary Probation**

Disciplinary probation is for a maximum of one grading period. A parent-teacher-student-administrator conference will be required at the beginning of the probation period. If the child has not improved to a satisfactory level by the end of the probationary period, an extension may be given or the student may be referred to the school board.

1. **Disciplinary Suspension**

A student may be suspended out-of-school for up to five days. Suspended students will not be allowed to participate in extracurricular activities during the time of suspension. Once the suspension period is over, the student may be placed on disciplinary probation. The administrator, with the approval of the school board, administers suspension.

**Social Media**

* Students who are enrolled at CCA may not bring reproach on CCA by posting inappropriate pictures, messages, videos, profanity, or suggestive language/gestures on social media, this includes vulgar song lyrics and slandering remarks. This is considered a category two offense and if repeated it becomes a category three offense. If the offence is committed during, school functions/sports events it is considered a category three offense.
* Parents/guardians may not post slandering remarks concerning CCA on social media. Matthew 18 should be followed, should there be any issues with the board, teachers, or staff. Parents who are found posting slandering remarks will be asked to meet with the administrator/principal to review the Matthew 18 policy, and given a warning. Thereafter, if the parent should continue the slandering behavior, they will meet with the board concerning their actions.

1. **Pregnancy Policy**

While we are first and foremost an academic institution, CCA is also a Christian community. While a majority of our students strive to be obedient to Christ, they will make mistakes and it is our intention to be a community that extends love and grace in an appropriate way. We evaluate each situation with a sincere desire to find a Christ-honoring solution that is best for both the student and the entire community As a result, we believe a repentant young woman who is healthy enough to be in school is best served by allowing her to continue her studies alongside Christian classmates who overwhelmingly desire to help her through this challenging time in her life.

1. **Library Use Policy**

In order to promote literacy, each student will be encouraged to check out library books on a weekly basis. Checking out books is a privilege and will serve as a tool to help teach students responsibility. Students have a two-week period for checking out books. They may renew the books one time for another two weeks. A late fee of .05 cents per day will be charged for students, grade 4-12. Students will not be allowed to check out any books until they have returned their overdue book and paid their fines. If a book is lost, the student will pay the cost of the book for its replacement and will not be allowed to check out any materials until payment is made. Fines will not exceed the cost of the book. All fine money will be used to replace or purchase new material for the library.

1. **Use of Electronic Devices/Cell Phone during School Day**

In order to maintain an environment conducive to learning and concentration, and to protect the privacy of all students, student access to personal electronic devices during school hours, at school functions, or on school property is prohibited.

**Students may not bring cell phones, cameras, or video recording devices to school.**

If your child will need access to one of these after school hours and must bring it on school property, the parent or caregiver must request an exception from the school administrator in advance. If an exception is granted, the parent or caregiver who drops the child off in the morning must turn the electronic device in to the administrator. The child will then need to go to the administrator's office at the end of the school day to request the device.

This device then must stay turned off while on school property. It is never appropriate for one student to take photographs or video of another student during school hours, at a school function, or on school property with a personal electronic device. Any digital images must be taken with the school camera at the request of the teacher.

If a student breaks either the spirit or the letter of this policy, the response will be the following:

* First Offense: Student device will be confiscated, the policy will be individually explained to the student, and the student's family will be informed of the infraction.
* Second Offense: Student will have his or her device confiscated. A parent or caregiver may then retrieve the item during a meeting with the teacher to clarify the policy.
* Third Offense: Student may be subject to suspension or expulsion. The appropriate response will be determined by the administrator and school board.

When your child is at school, he/she will be busy learning, exercising, or building relationships with peers and has no need for electronics. While computer literacy is certainly necessary in today's job market, ready access to personal electronics has been shown to lower a student's ability to concentrate, focus, and retain material taught. We want your child to have the absolute best learning experience at CCA, and we want to do all we can to make that possible.

CCA also wants to respect the personal privacy decisions that every parent has made for his/her family. Because not all families are comfortable with having digital images of their children taken, it is important that these privacy requests be respected and enforced. This can only be done if the teachers and administrator are aware of and in control of all electronic devices with photography/video capabilities.

### Policy on Moral Conduct

The potential for the serious moral misconduct of students is as real in a Christian school as it is in the world. This is particularly true in a society where the restraints on such conduct have been generally undermined. This policy deals with the issues of moral misconduct and the responsibility of Carter Christian Academy to maintain Christian standards and discipline within those standards. While corrective discipline is primarily the responsibility of the parents and their local church, the school must maintain Biblical standards of conduct and present a Biblical role model. Any sexual conduct outside of a heterosexual marriage is prohibited by Scripture.

When instances of serious moral misconduct become known to the board, the parties involved shall be confronted immediately with discretion. In so doing, the school is responsible for its testimony of the Lord Jesus Christ as viewed by nonbelievers and the treatment of serious moral misconduct as viewed by other students. The school is also responsible to set and maintain standards on behalf of the parents.

The parties involved will be expelled. The duration of the expulsion shall not be less than one full semester following the semester in which the expulsion took place, and no student shall be considered for re-admission until genuine repentance has taken place. If pregnancy is involved, no less than 12 weeks shall intervene between the delivery and readmission of either party (under no circumstance shall this lessen the normal duration of an expulsion).

Conditions for Re-admission:

* 1. Moral misconduct is no longer practiced.
  2. Genuine repentance has been demonstrated.
  3. Parents have submitted their student to Christian counseling and/or the local church for discipline.
  4. Any other condition may be applied that the Board of Directors may deem appropriate for the particular case.

The biblical and philosophical goal of Carter Christian Academy is to develop students into mature, Christ-like individuals who will be able to exhibit a Christ-like life. Of necessity, this involves the school’s understanding and belief of what qualities or characteristics exemplify a Christ-like life. Even though parents may personally believe differently, while enrolled at Carter Christian Academy, all students are expected to exhibit the qualities of a Christ-like life espoused and taught by the school and to refrain from certain activities or behavior. Thus, Carter Christian Academy retains the right to refuse enrollment to or to expel any student who engages in sexual immorality, including any student who professes to be homosexual/bisexual/transgendered or gender confused or is a practicing homosexual/bisexual/transgender, as well as any student who condones, supports, or otherwise promotes such practices (Leviticus 20:13, Romans 1:27).

### Parent Information

1. **Health Services**

**Minor emergencies:** The office staff will deal with first aid. For more serious emergencies that involve no immediate danger, the pupil will be kept at school until the parent can be reached. In case of severe problems, pupils will be taken or sent to the nearest emergency room.

Illness: Students should not be sent to school with a temperature, throwing-up or any other signs of illness. Should a child become ill while at school, the office will immediately contact the parent/guardian or other emergency contacts. **If there is any change in your telephone number or the individuals listed for emergency contact, please inform the office.**

**Medications:** Medication of any kind, including aspirin or vitamins, should never be sent to school without a Carter Christian Academy “Administration of Medication Form.” Should a student require medication while at school, parents should send the CCA Medication Form including exact dose and time schedule. Medications sent to the school for a student **MUST** be kept in the office **in the original over-the-counter container or prescription bottle** and will be administered by the office staff only**. *(See Appendix)***

**Incident:** An incident is a physical or verbal act that is defined as intentional or accidental that occurs to a student, visitor, or faculty member.

**Incident Reporting:** An incident report must be filled out by the witnessing employee directly after the incident occurs. The witnessing employee must sign and date the report and follow up by notifying the administrator and the student’s parent(s). Student’s parent(s) must sign and date the incident report when they come to pick up their child.

**Playground:** A playground release and waiver of liability form must be signed by student’s parents in order for the students to have access to the playground. The waiver is for ages (kindergarten) 5 through 12 years of age, and another for k-3 & k-4. (*See Appendix)*

### Holiday Celebrations

Halloween – There will be no recognition of Halloween by the school. It is our policy that no witches, ghost, black cats, etc., be made or displayed in the classrooms. There will be recognition of the autumn season with special emphasis on Thanksgiving.

Christmas – Christmas is a Christian holiday to celebrate the birth of Jesus Christ. Santa Claus is left out of the school celebration. Christmas trees, homemade decorations, cards and or gift exchanges, and class parties will be permitted in such a way that they give glory and honor to our Lord.

Easter – Easter is a Christian holiday to celebrate the resurrection of our Lord Jesus Christ. The “Easter Bunny” is to be left out of the school celebration of this great event. Great emphasis is to be placed on the reality of our risen Savior whose victory over death offers us eternal life.

### Parent-Teacher Fellowship

The Parent Teacher Fellowship provides a framework in which both parent and teacher, through mutual understanding of the problems involved in Christian education and of the needs of the child, may work together for his best interest in developing intellectual, spiritual, physical, social, and emotional maturity. All money raised by the PTF will be used for Educational and classroom needs. ***(See Appendix)***

### Grievance Procedure

Any parent, guardian, teacher, or staff member of Carter Christian Academy having a complaint or unresolved problem relating to the school should follow the “grievance procedure”.

* 1. The person with the complaint or problem should first go directly to the person with whom they have the problem, whether it be a teacher or staff member, and try to resolve it privately.
  2. If the problem is not resolved privately, the person with the complaint should go to the Administrator of the school and seek assistance.
  3. If the problem is still not resolved, the person with the complaint should then go to the President of the Board, who will then have the prerogative of doing one of two things (or both):
     1. Act as a mediator himself and try to resolve the problem without bringing it before the committee.
     2. Bring it before the whole board for their consideration and assistance.

The Board will then meet with the parties involved, consider everything that has happened up to that point, and then afterwards make a final ruling on the matter. The Board’s decision will be final.

### Work Days

From time to time “work days” will be scheduled to carry out special projects at the school. Parents who can do painting, plumbing, cleaning, electrical or mechanical work, typing, etc. may be asked to do special jobs throughout the year.

### Withdrawal of Students

When parents or guardians decide to withdraw a student(s) from Carter Christian Academy, they should immediately notify the school office. Return of textbooks, library books, athletic uniforms, and/or any other school property will be requested. Arrangements will be discussed concerning the transfer of student records. Finance personnel will review the family’s account for any adjustments and/or final closeout. If desired, an exit interview may be conducted with the Administrator. Families may be asked to complete an exit questionnaire to assist the school in its annual evaluation.

### Parental Pledge

Parents and guardians will be required to sign a parental covenant each year. ***(See Appendix*)**

### School Closing Procedure

If there is an emergency closing of school due to bad weather or other emergencies, the news will be broadcast over several Go-Radio and WSAZ. The school does not follow the local county school closing schedules.

### Before/After Care

The beginning times for the school day and for before and after-care are published annually. According to insurance stipulations, students must be under adult supervision while they are on school property. Therefore, **ALL STUDENTS** who are on school property before the official start and end of the school day **MUST BE IN OUR BEFORE/AFTER CARE** program unless they are practicing with a team or working with a teacher or parent. Before/After Care costs will be communicated to parents annually and billed on a monthly basis.

### Office Hours

The office is generally open from 8:00 a.m. to 3:45 p.m. Monday through Friday. Summer office hours will be announced each year at the end of the school year.

### Visitors and Volunteers

Any person other than students, staff, faculty, administration, and board members are considered visitors and are asked to come directly to the office to sign in before going anywhere on campus.

The office will issue a visitor or volunteer pass for each approved guest. Before inviting a friend to visit the school, a student should get prior approval from the administration.

It is desirable that visitors comply with the dress standards of CCA while visiting or volunteering.

### Student Accident Insurance/Liability Insurance

Each student attending Carter Christian Academy is provided with an accident insurance policy that supplements their own medical insurance. Carter Christian Academy also maintains a liability policy with a minimum of $1 million in coverage. All Carter Christian Academy campuses are included with this policy.

## Attendance

Attendance at school is vitally important for a child’s academic preparation. Carter Christian Academy recognizes that it is primarily the parent’s responsibility to ensure that their child(ren) are at school regularly and are on time for the school day. As such, parents should strive to have their children at school whenever possible. **Students will be allotted one day for each excused absence to get their daily work turned in or will result in a grade of zero. Teachers will decide the make-up dates for tests and quizzes.** Students who are suspended from school will automatically receive an unexcused absence for each day of suspension. Unexcused absences will result in a grade of zero for all daily work missed. Tests and quizzes will be allowed to be made up. The following definitions are provided for your information:

### Definitions - absences will be defined in the following manner: Half-Day Absence:

* 1. If the student arrives after 10:00 a.m. and before 12:30 p.m.
  2. If the student leaves after 11:00 a.m. and before 3:30 p.m.

### Whole Day Absence:

1. If the student is not in school at all.
2. If the student arrives after 12:30 p.m.
3. If the student leaves school before 11:00 a.m.

### Tardiness:

1. If the student arrives at school after the designated start time, but before 10:00 a.m.
2. If the student leaves school after 1:30 p.m., but before the designated dismissal time.

### Excessive Absences from School

* 1. All students at Carter Christian Academy missing more than 15 day may be retained. Students with appropriate documentation for a medical condition that are considered truant will be reviewed by the Education Committee to determine retention of student.

**Grievance:**

* 1. If a parent would like to appeal their student being held back due to excessive absences, they may fill out a grievance form and appeal to the Education Committee.
  2. The process includes:
     + Fill out a Grievance Form listing the dates missed, reason for the absences, and explanation of any situations that might affect student performance. Data will be gathered from all teachers and presented to the education committee.
     + The Education Committee will set up a meeting time and have the parent and staff present their information. The Committee will meet under closed session and present the decision to the parent.
     + If a parent does not agree with the consensus of the Education Committee, they may submit to the Board for final decision.

### Truancy

### As outlined in the Kentucky state laws, truancy is defined as an excess of 7 unexcused absences for the school year. Excessive absences interfere with the quality of student education and is a serious deterrent to their academic and spiritual growth. Students who have documented medical conditions, which might require increased absence from school, will be urged to seek out alternate educational routes that will work with the student’s needs.

### Carter Christian Academy will follow these procedures for excessive absences:

### Parents of a student with 3 unexcused absences will be sent a notification by letter, warning of truancy implication, and a copy will be placed in the students’ academic file.

### Parents of a student with 6 unexcused absences will be sent a notification letter that will serve as final notice of truancy, a copy will be placed in the students’ academic file, and receive a home visit.

### Upon completing the 7th unexcused absence, a petition will be filed with the Truancy court. If the student is 12 or under, the petition will be filed in the parent’s names. If the student is between the ages of 13-18, the petition will be filed under the student’s name and they will be assigned to a court worker.

### Tardiness

Tardiness to school is disruptive to the classroom and burdensome to the office staff. Parents are asked to sign in their child when they arrive after the designated start of school or when they leave school early. Each five (5) tardies will result in a day marked “absent”. These days will count toward the totals referred to above as excessive absences.

The student or parent/guardian may be referred to the court for violation of compulsory attendance laws.

## Student Information

### Student Drivers

Student Driver Guidelines

Student drivers, who wish to leave school before the dismissal time, will need permission from home by way of a written note from the parents. If leaving early is going to be a regular occurrence for a junior or senior, then a form is available on file in the office that will permit them to leave each day when their classes are completed. Student drivers who have permission to leave early may not leave early if they are returning to school at dismissal time for practice or to pick up siblings unless special permission is obtained. All students leaving before dismissal time must sign out even if a form has been submitted.

Student Travel to School Events

All students participating in school events will ride in the vehicles designated by the school. When traveling from Carter Christian Academy to a school event student drivers may only transport themselves or their siblings with prior permission by a parent/guardian. Students may be transported by their parents, or an adult designated by their parents, **only at the discretion of, and after prior arrangements have been made with the coach, sponsor in charge, or the school administration.** When a non- parent/guardian is transporting a school student that parent must have permission to transport students, including a form on file in the office indicating a proper driver’s license, vehicle registration, and insurance information.

Student Drivers to and from School

Driving to school is a privilege, not a right. Any student driving to and from school or to any school event must have a “Driver’s Covenant” on file in the school office with a parent signature affixed. The Driver’s Covenant” outlines the student and parent responsibilities as it relates to safety and other driver guidelines. That covenant can be found in the family handbook and in the school office. ***(See Appendix)***

### Student Council

Students in grades 7-12 may take part in student council elections each year. The president of each class is automatically a member of the student council. One other member is also elected from each class to represent the class to the council.

### Student Class Fundraisers

Students in grades 7-12 are required to participate in class fundraising. Students who do not participate in fundraising efforts will not be permitted to attend the Middle/High School functions.

### Homework Policy

A general guideline to the amount of homework is: Grades 1-2 (15-20 min), Grades 3-4 (20-40 min.), Grades 5-6 (40-60 min.). Elementary teachers will not give homework on Wednesday evenings so that some may attend mid-week church services.

### Telephone Use

Students may not use the office phones. In cases of emergency, students may request to use their homeroom phone during homeroom times only. Students will not be permitted to call home for assignments that have been forgotten.

### Lost and Found for Personal Items

Items found on school property unattended will be placed in the lost/found located in the library. To promote responsibility with students and to minimize incidents students will be charged .25¢ per item to retrieve their belongings. Any items left in the lost/found for twenty school days become the property of the school. This policy applies for grades 3-12.

### Lost/Damaged Property (School)

Students are responsible for taking proper care of school property and the property of other individuals. Appropriate restitution may be required if property is lost or damaged.

### Chapel

Chapels are held weekly to give opportunity to worship, sing, and fellowship together. Special speakers are invited to come from time to time. Periodically there will be assemblies scheduled for special occasions and programs. Parents are welcome to attend chapels and special programs.

### Bible Translations

Bible memory work is assigned from the KJV translation.

### Student Participation in Special Church Programs

Students may be asked to participate in special programs that will promote the school in the local churches. It is recommended that participation be kept to one program per month.

### Field Trips

Various classes take trips to interesting and educational places in the area from time to time as a part of the instructional program. Parents will be notified beforehand and must sign a permission slip for a student to participate. Small fees may be charged to cover expenses.

Upon approval, teachers then plan field trips with the following rules:

* 1. Students may not attend without a permission slip granting the student permission to attend. There must be one adult for every five students (elementary division).
  2. There must be at least one adult for every twenty (20) students (secondary division). Each chaperone must be approved by the administration. A briefing for all chaperones may be held one week prior to a trip.
  3. Boys and girls must have separate sleeping accommodations for overnight events
  4. The entire trip should be detailed and planned out one month prior to the trip, showing all objectives, the time spent, and how it is integrated into our curriculum.
  5. Student accident and liability insurance shall be required.
  6. Parents/volunteers must hand in a completed chaperone form and driver information if driving. *(See Appendix)*
  7. Approved drivers who transport students are not liable for any injuries.

1. **School Bus/Vehicle Policy**

Procedures are in place for routine safety inspections, service, and repair of school-owned vehicles and for reporting accidents- including communication with all constituents.

CCA has one school owned vehicle which has maintained motor vehicle insurance. This vehicle may be used for school trips, sporting events, or ministries. Maintenance Personnel will inspect the vehicle every 6000 miles or as needed. If there is ever an accident in this vehicle, the driver is to take the following steps:

1. Promptly call the police department to report the incident.
2. Check for passenger safety.
3. Call insurance company.
4. Notify the school office who will then call all persons who need to be notified in a prompt manner.

## DRESS CODE

**Section I: Basic Dress Code for grades 5th-12th**

Clothing should be neat, clean, and modest in keeping with a Christian atmosphere.

**Section II: Miscellaneous Information**

**Shoes:**

-Athletic shoes must have enclosed toes and heels. No heelys (shoe skates).

**Accessories:**

-No visible tattoos are permitted (permanent or temporary).

-Pierced jewelry is only allowed in the ears for girls (no more than 3 in each ear). No pierced jewelry is permitted for boys.

**Clothes:**

-No sagging, fraying, or oversized clothing is appropriate.

-Shirts should cover the midriff at all times.

-No thin strapped tops

-No cleavage.

-Leggings are not to be worn in place of pants. These are considered undergarments only. Leggings must be accompanied by a skirt or shirt that is mid-thigh.

-No gothic, skulls, alcohol, tobacco, or weaponry may be worn on any type of clothing

-Shorts, skirts, dresses and holes in jeans should not be shorter than 3 inches above the knee

-No holes uncovered 3 inches above the knee. All holes above 3 inches must be backed with fabric (not underwear) so that no skin shows.

-Compression pants or underwear must not be shown above the pants line during the day or during a physical activity. The shirt must be tucked into the pants if these are exposed.

**Outerwear:**

-There are no restrictions on coats or jackets. However, jackets, coats, and hoods may not be worn in the classroom without each classroom staff’s permission.

**Hair:**

-Policy for boys on hair is not to exceed the middle of the ear on the sides, top of collar in the back, and top of eyebrows in the front.

-Hair must be natural colors with no hair dye strips, highlights, or all-over color that isn’t a natural hair color.

**Headwear and Hoods:**

-Hats, bandannas, sweatbands, or sunglasses are not to be worn.

**Chapel Days:**

On Chapel days, students are expected to wear clothing that they would normally wear at their church services.

**NO EXTREMES IN FASHION OR HAIR, AS DEFINED BY THE SCHOOL ADMINISTRATION, ARE PERMITTED.**

* **Addressing the Dress Code-** 
  + Staff members who view a dress code violation will approach a student in a kind, respectful way. They will state the violation and ask the student to fix the infraction.
  + The student may cover up with a jacket, put on a t-shirt or change clothes.
  + If the student is unable to fix the infraction, they may call home for a change of clothes.
  + Staff members who viewed the violation will report it to the Administrative Assistant for documentation that day.
  + If the student refuses to fix the infraction, they will be sent to the Administrator for further discussion.
  + If a student reverts back to the original violation throughout the day, the staff who views the violation will ask the student to see the Administrator for further discussion.
  + Parents must be notified by the staff member viewing the violation even if the student fixes the infraction.
  + After 2 violations of the same infraction, or repeated issues with the dress code, the student and parent will be asked to meet with the Education Committee to discuss school policy.

**Basic Dress Code for grades K-4th**

**Shoes:**

-No heelys (shoe skates).

**Accessories:**

-No visible tattoos are permitted (permanent or temporary).

-Pierced jewelry is only allowed in the ears for girls (no more than 3 in each ear). No pierced jewelry is permitted for boys.

**Clothes:**

-Shirts should cover the midriff at all times.

-No thin strapped tops

-No gothic, skulls, alcohol, tobacco, or weaponry may be worn on any type of clothing

-Shorts and holes in jeans should not be shorter than 3 inches above the knee

-No holes uncovered 3 inches above the knee. All holes above 3 inches must be backed with fabric (not underwear) so that no skin shows.

**Hair:**

-Policy for boys on hair is not to exceed the middle of the ear on the sides, top of collar in the back, and top of eyebrows in the front.

-Hair must be natural colors with no hair dye strips, highlights, or all-over color that isn’t a natural hair color.

**Headwear and Hoods:**

-Hats, bandannas, sweatbands, or sunglasses are not to be worn.

**Chapel Days:**

On Chapel days, students are expected to wear clothing that they would normally wear at their church services.

**NO EXTREMES IN FASHION OR HAIR, AS DEFINED BY THE SCHOOL ADMINISTRATION, ARE PERMITTED.**

* **Addressing the Dress Code-** 
  + Staff members who view a dress code violation will approach the teacher of a student with the infraction and the parent will be called by the homeroom teacher. The staff member will not approach the child.
  + The homeroom teacher will keep a record of the infraction and after 2 violations of the same infraction, the parent will be asked to meet with the Education committee to discuss school policy.

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### At School Functions

1. Students are expected to be respectful of authority and be obedient to school staff.
2. Student behavior will be such that it glorifies the Lord and does not bring reproach to Carter Christian Academy.
3. Students will remain in the building where the activity is occurring under the supervision of the school staff.
4. Students are expected to dress modestly at all school functions and within the school dress code.
5. With modesty in mind, the following dress code guidelines will be enforced at all CCA formal events:

* Gentlemen must wear either a suit and tie or a tuxedo.
* Ladies must be sure that their dresses:
  + Do not show skin lower than 1 inch below the bra line in the back.
  + Show no cleavage.
  + Bra must not be visible.
  + Do not hug the rear or thighs. Ladies should be able to pull the fabric away from their leg and from their rear.
  + Are knee-length or longer when standing.
  + Are no shorter than 4 inches above the knee at the shortest non-sheer point (this includes slits) when sitting down.
* Ladies must have their dresses pre-approved before attending the event (dresses must be worn for approval, no pictures.)
* Students bringing a date from outside CCA are responsible for making sure their date’s attire meets the requirements. Female guests must also have their dresses pre-approved.
* The following will result in non-entry to the event:
  + Failure to attain pre-approval,
  + Failure to wear the approved dress, or
  + Altering the dress after approval
  + Failure to not get pre-approval for a guest from an outside school 2 weeks in advance (in order to fill out required paperwork)

## Financial Information

### Parent/School Stewardship

Carter Christian Academy cannot operate without support of the parents in finances, work, and prayer. CCA is a faith operation. Each year a small percentage of operational costs must come through gifts from parents, grandparents and friends of CCA. Each year an annual fund is pursued which will cover additional expenses and miscellaneous projects throughout the school. From time to time a capital campaign may be used to solicit funds for the purpose of major building projects.

### Payment Plan

The standard CCA tuition payment plan is a ten-month payment. The payment schedule begins in August and ends in May. Families who wish to deviate from this payment schedule must make an alternative request, in writing, stating their desired payment schedule and reason for the deviation. The administration will consider each case on an individual basis. Families who wish to pay the entire year in advance may receive a discount for doing so. This discount is determined annually.

### Late Payment Fee

If a payment is not made by the 10th of the month, there will be a $25 late fee added to the account. If new arrangements are made and the payment is not made by the new promised date, there will be an additional $50 fee added on to the account (see more information below on section E.).

### Delinquent Accounts

Any accounts overdue two months, as of the 15th of the month, will be sent a letter reminding them of the school’s need for the tuition and the board’s policy that the student must be withdrawn if arrangements are not made to pay past due tuition. If new arrangements are broken an additional $50 late fee will be added to the account. Any account that is not up to date and current by the end of the first semester, student(s) may not return to school until the account is paid up to date. Student records will not be released until account is paid in full. Any amount owed on the account as of July 31st will be referred to 3rd Party Collections. The student on the account will not be able to re-enroll nor records released until the account is paid in full.

### Outstanding Accounts of Families Who Have Withdrawn

The following procedure will be enacted for families who have withdrawn their student(s) from the school and who have outstanding account balances: Two letters will be sent by the school regarding the outstanding balances. If no effort is made to pay the school, a bad debt may be reported to the credit bureau after ninety (90) days. Families with outstanding balances are subject to a recurring $25 late fee each month the balance is carried until the account is paid in full.

### Pastoral Discount Policy

This tuition discount is for pastoral families that select Carter Christian Academy. We at Carter Christian Academy desire to honor the commitment and sacrifice of those who serve the Lord with a servant attitude in the role of local pastors. The board reserves the right to evaluate the applicability of the pastoral discount to each candidate.

**Eligibility**

1. At least one parent with financial responsibility must be an ordained minister currently leading a church as a senior or assistant pastor (Full-time and bi-vocational). This scholarship is not available for ministers engaged in other ministry activities, non- profit organizations, schools or similar endeavors.
2. Families must submit proof of current employment with a church and a letter from the governing body of the church specifying the role and nature of the applicant's position with the church.
3. Be supportive of the philosophy and Mission of Carter Christian Academy and policies of the school.
4. Be able and willing to promote Carter Christian Academy in a proactive manner.
   1. Bulletin inserts and pulpit announcements
   2. Allow Carter Christian Academy to set up a table at the church and distribute promotional materials
   3. Give permission to use your name and position to help promote CCA.
   4. Attend fundraising events when able
5. Remain current in all tuition payments and other fees or costs associated with the education of their student.
6. Advise the school Office of any status changes so the appropriate changes to the account can be made.

**Discount**

Tuition rates for Pastors children include a 50% discount on tuition only. The full book fee and registration fee per student is required upon registration.

***(See* Appendix)**

**Fundraising Policy**

*See Appendix D*

## General Information

### Pledges

AMERICAN FLAG

“I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation, under God, indivisible, with liberty and justice for all.”

CHRISTIAN FLAG

“I pledge allegiance to the Christian flag, and to the Savior for whose Kingdom it stands. One Savior, crucified, risen, and coming again, with life and liberty to all who believe.”

BIBLE

“I pledge allegiance to the Bible, God’s Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its word in my heart that I might not sin against God.”

### School Pictures

Each fall and spring, all students will have their pictures taken. Orders may be selected and prepaid from the proofs sent home.

### Music Selections

Music selections at Carter Christian Academy fall into one of four categories**:** classroom, chapel, concerts, and extra-curricular activities. While it is understood that music selections will vary with the intended purpose of the event at which it will be played or performed, music should always bring honor and glory to the Lord. It is the intent of the school to bring honor to the Lord and not to offend. The final decision on music selections is made by the school administration.

### Internet Policy: Guidelines for Internet Use

Carter Christian Academy believes that the Internet has much to offer students with its wide variety of resources. It is our goal to educate students about efficient, ethical, and appropriate use of the resources available through the Internet. Within the context of our mission statement, our students will be allowed to use the Internet as an aid to and in accordance with meeting the goals of our curriculum. Specifically, students will have the opportunity to enhance their learning through:

* + A wealth of additional resources for reference and research
  + Consulting with experts in a variety of fields
  + Learning to conduct searches, evaluate resources, and locate relevant material
  + Interacting with up-to-date primary sources

Carter Christian Academy will do everything in its power to educate students in the methods for accessing the resources available through the Internet in an ethical and appropriate manner.

This includes providing:

* + A reliable connection that is protected by the best censorship software currently available to schools for this Internet. Software will block sites that are objectionable for content, language, and a variety of other reasons that the school defines as inappropriate. As an example; a site that will release personal information obtained from any person “visiting” that site.
  + Supervision of students, by an adult, while they are using the Internet. The Internet connection will be unavailable for student use whenever there will not be adequate supervision.
  + Training of students for the purpose of educating them as to the acceptable and unacceptable uses of the Internet. Students will be given general instruction for accessing the resources available on the Internet. They will be educated in the implementation and methods used to conduct a search for information within the Internet, downloading information from the Internet and printing a hardcopy of the information.

The Internet user is held responsible for his/her actions whenever using the Internet. School personnel have the authority to end an Internet session if they perceive a violation of the CCA’s rules, mandates, or policies has occurred. Misuse or abuse of the Internet by a student will result in the suspension or revocation of these privileges as well as possible disciplinary action.

The Internet is provided as a service to further and/or complement the education of our students. In light of this priority, certain restrictions must apply. Current restrictions are as follow:

* + The use of chat rooms, Facebook, Youtube, games and all other sites which are posted my administration are prohibited.
  + No disc may be used that is not provided by the school.
  + Material printed from the Internet will be printed at a cost of $.10 per page.

Access to the Internet is a privilege for students, not a right. All students using the Internet will agree to adhere to the following Code of Ethics:

* + I will strive to act in all situations with honesty, integrity, and respect for the rights of others and to help others to behave in a similar fashion. I will remain conscious that I represent Carter Christian Academy while using the Internet. I will make a conscious effort to be a good testimony to my fellow students, faculty members, and others I communicate with while on the Internet. I agree to follow Carter Christian Academy’s basic rules, mandates, and policies for student use and conduct while accessing the Internet. I will strive to apply Philippians 4:8 to my electronic communications. “Finally brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable-if anything is excellent or praiseworthy- think about such things.”

### Procedures for Reporting Suspected Child Abuse and Neglect

If there is any known or suspected abuse or neglect by an adult of a child attending Carter Christian Academy, such knowledge shall be shared in the following manner:

1. The person with such knowledge shall first contact the Department for Community Based Services.
2. The Administrator and other appropriate personnel will be notified.
3. The Administrator will inform the President of the Board of Directors concerning the disposition of the case.
4. The Academy will make every effort to support the family’s minister’s involvement and minister to the family.
5. If a state social worker requests an interview with a student without the presence of a parent, the school is required to allow the interview of the student. The school’s legal counsel should be contacted for advice.
6. In accordance with Scripture, this policy balances the principles of the God-given right of parents and the role of state authority. And it further acknowledges that the goal of Christian discipline is restoration and reconciliation of the family. (10/14/19)
7. **LUNCH ROOM- CAFETERIA**

* **Students will pray over their meal, with the teacher, before every lunch.**
* The cafeteria, besides being a lunchroom, is also a place where good human relations can be developed. Here each student is expected to practice the general rules of good manners, which one should find in the home.
* Students should arrive with a nutritious lunch from home or place an order upon school starting from the Hitchins Post menu.
* Emergency Lunches: On the occasion your child forgets a lunch, an “emergency lunch” will be provided. Please remember that this “lunch” could consist only of snack-type items. A fee will be charged to cover the cost.
* Parents/Guardian are not permitted to bring lunches after the school day has begun.
* Lunch Period- All students must report to the lunchroom during their lunch period and remain until dismissed by their teacher. Do not leave the lunchroom without permission.
* Cafeteria Courtesy- Some simple rules of courteous behavior which are expected and will make the lunch period pleasant and relaxed are:
  + Practice good dining room manners at the table.
  + Leave the table and surrounding area clean and orderly. All students are responsible for the cleanliness of the cafeteria. The rule of thumb is to leave the area in a better condition than when you found it.
  + Put trash in the proper place.
  + Throwing food in the lunchroom will result in disciplinary measures.
* Lunch Visitors: All visitors who would like to eat lunch with a student must do so on Friday’s only, visitors must sign in at the office and must be on the approved list of lunch visitors filled out by the student’s parents. If a visitor is not on the student’s list they will not be permitted to eat lunch with the student. The school will ask the visitor to speak with the parents if they wish to be added to the student’s lunch visitor list.
* Nutrition Guidelines
* CCA encourages parents to send healthy choices when packing your child’s lunch or encourage your child to choose the healthier menu items when ordering from Hitchins Post.
* NUTRITIONAL AND HEALTH STANDARDS
* Carter Christian Academy’s lunch/snack nutritional guide is to encourage students to make healthy lunch/snack choices. To help in making those choices we have provided a list of choices and their nutritional value. If students choose to order lunch, we encourage them to choose the healthier option.

|  |  |
| --- | --- |
| Food Item | Calories |
| Hot Dog | 150 |
| French Fries | 365 |
| Corn Dog | 200 |
| Pizza Slice | 285 |
| Pizza Roll | 300 |
| Sandwich | 200 |
| 6-Nuggets | 360 |
| Grilled Cheese | 250 |
| Chips | 160 |
| Salad w/o dressing | 40 |
| Salad w/ dressing | 200 |
| White Milk 1% | 103 |
| Chocolate Milk | 209 |
| Water | 0 |
|  |  |

* **Packed Lunches from Home**
* Students who choose to bring a packed lunch from home are encouraged to pack healthy balance meals. We have refrigerators to keep lunches fresh and microwaves to heat up any food items.
* Snack Shack will also be provided again this year.
* **HEALTH AND SAFETY**

School personnel work diligently to maintain a safe and healthy environment for all students. Parental cooperation with school health and safety policies is necessary in order to avoid accidents and properly care for students. For the health and safety of your child, please see that all telephone numbers and emergency contacts are kept up-to-date. (For detailed crisis interventions, see the Emergency Management Plan located in the school office.)

1. **Drugs or Alcohol on School Premises or at School Functions**

Those who bring or are in possession of drugs or alcohol on school premises or any school function will be immediately referred to the administrator and school board for immediate discipline and will be recommended for re-interview, suspension, or expulsion.

1. **Spontaneous Alcohol Testing Policy:**

Spontaneous alcohol testing may be given randomly at any school event or if the student is reasonably suspected of use. Testing may occur at dances, athletic events or any other extracurricular event on or off school premises. Any positive result constitutes a violation of this policy.

1. **Fire and Tornado Drills**

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

**See appendix O for CCA’s Vehicle Flow Chart for Picking Up Students**

***THE BOARD OF DIRECTORS OF CCA RESERVES THE RIGHT TO CHANGE ANY POLICY OR STATEMENT WITHIN THE PARENT/STUDENT HANDBOOK AT ANY TIME.***

## Appendices

### Chaperone Form

1. **Academic Integrity Guidelines**
2. **Student Driver Covenant**
3. **Fundraising Policies**
4. **Harassment Policies**
5. **Harassment Agreement**
6. **Student Internet Use Agreement**
7. **Parent Internet Waiver**
8. **Medication Administration Form**
9. **Physician Statement of Need**
10. **Parental Covenant**
11. **Faith Family Fellowship By-laws**
12. **Pastor Discount forms**
13. **Playground Policy and Waiver Vehicle Flow Chart for Picking Up Students**

**Appendix A**

**Chaperone Form**

Dear Chaperone,

We thank you for your willingness to chaperone our students. Supervision of students is sometimes a challenging, yet rewarding experience. We are mainly concerned about the safety and well-being of our students. We also expect our students to behave properly so that our school is well represented. We would ask that you keep your group of students together and with you at all times.

Parent volunteers must also adhere to the school guidelines which encourage modest dress, prohibit the use of tobacco products, drugs and alcohol, profanity, etc.

If you are willing to accept this responsibility, please sign and return this entire page to the school office.

Sincerely,

School Administrator

Please return by

I have read and understand the expectations of a parent volunteer/chaperone, and will serve as a chaperone for this activity.

Parent Signature

Date

### Appendix B

**Academic Integrity Guidelines**

**Intro:** Carter Christian Academy students are expected to maintain integrity in all areas of their lives. Academic class work, homework, and examinations are opportunities for students to practice integrity. The entire area of academic integrity can be broken down into two types of offenses: cheating and plagiarism. The guidelines and definitions below will be used when determining if cheating and/or plagiarism has occurred. Students found “attempting” to cheat or plagiarize will also incur consequences as described below.

### Cheating:

The following definitions are not meant to be exhaustive:

* Copying another individual’s homework or class work and presenting it as if it is your own
* Copying or soliciting information from a fellow student for purposes of answering questions on a quiz or test
* Stealing, buying, selling, or transmitting a copy of answers to any examinations or papers of any kind for any class

### Plagiarism

Plagiarism (papers, projects or any assignment prepared for the class) shall include the following:

* Omitting quotation marks or other conventional markings around material quoted from any printed source
* Paraphrasing a specific passage from a specific source without properly referencing the source
* Replicating another student’s work or parts thereof and submitting it as an original
* Purchasing a paper and (mass) representing it as your own work
* Resubmitting a work that was prepared by the student for another class without the teachers’ permission

### Consequences

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

* + The student will receive a zero (0) for the assignment.
  + The student will meet with the administrator or principal.
  + The elementary student may be suspended or some other consequence.
  + The middle or high school student will be suspended.
  + The parents will be notified.
  + If the student holds any position of leadership in a club (i.e. National Beta Club), or athletic team, the student may be required to forfeit that position for four and one-half weeks, or a time recommended by the administrator.
  + A second offense in the same class may cause the student to fail that class for the nine-week period. A conference with the student, teacher, parent, and an administrator will be held.

**Please sign below stating you understand and will adhere to these guidelines**

**Parent/Guardian \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Students\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Appendix C**

**Memo of Understanding**

**Student Driver Covenant**

**In an effort to comply with school board policy and provide a clear record of understanding, the following covenant will be signed each year by the student driver, a parent of the student driver, and the school administrator or his designee. The student and parent shall initial each item and have all appropriate signatures affixed at the bottom.**

1. I understand that it is a privilege to transport myself to and from campus, and violation of campus rules and regulations could result in loss of this privilege. **Student Initials:****\_\_\_\_\_\_\_** Parent Initials: \_\_\_\_\_
2. I understand that my vehicle is only to be used for personal transportation to and from campus. It is not to be used for personal errands, favors, etc.

**Student Initials: Parent Initials: \_\_\_\_\_\_\_**

1. I understand that once I have arrived on campus I may not re-visit my automobile without permission of the staff of CCA. Further, my vehicle may not be used for storage of materials which must be later retrieved. Once on campus, students must promptly leave the vehicle. **Student Initials: \_\_\_\_\_\_\_Parent Initials: \_\_\_\_\_\_\_**
2. I understand that I must park in areas so designated by CCA officials. Failure to do so could result in loss of privilege. **Student Initials: Parent Initials:**
3. I understand that I have an obligation to arrive on-time. Failure to do so on a consistent base could result in the loss of privilege.

**Student Initials: \_\_\_\_\_\_\_ Parent Initials: \_\_\_\_\_\_\_**

1. I understand that I may not transport any other student other than siblings or members of my immediate household from school to any school event. (With permission)

**Student Initials: \_\_\_\_\_\_\_ Parent Initials: \_\_\_\_\_\_\_**

1. I understand that I must operate my vehicle in a safe and gentle manner while on campus and obey all designated traffic flow patterns. Failure to do so on a consistent base could result in the loss of privilege.

**Student Initials: \_\_\_\_\_\_\_ Parent Initials: \_\_\_\_\_\_\_**

1. I understand that No loitering at any time is permitted in vehicles or in the school parking lot. Students are not to socialize in or near vehicles in the parking lot upon arrival or prior to departure. **Student Initials: \_\_\_\_\_\_\_Parent Initials: \_\_\_\_\_\_\_**
2. I understand that I may not drive any other student’s or any other person’s vehicle to or from the campus or to any school event.

**Student Initials: \_\_\_\_\_\_\_ Parent Initials: \_\_\_\_\_\_\_**

### Appendix D

**Fundraising Policies**

INTRODUCTION: Carter Christian Academy seeks to honor the Lord through all of its development and fundraising activities. Biblical principles give us a clear picture of God's instructions about giving. The following policy guidelines are presented in light of these Biblical principles.

1. Guidelines for Fund-Raising and Development
   1. Pray without ceasing. (1 Thess. 5:17)
   2. Communicate the need. (2 Cor. 11:7-9, Ex. 25:1-3)
   3. Do what is right. (2 Cor. 8:20, 21)
   4. Do things decently and in good order. (1 Cor. 14:20)
2. The highest priority will be the development of “friends” of Faith who will see the value in the mission of the school and support that mission financially. These annual donors will become the basis of development activities to support the “Annual Fund” and any “Capital Campaigns” that may be pursued.
3. It will be the goal of the school to raise financial support that will be used for specific purposes other than general budget support. As the budget permits, development and fundraising activities by the school will be solely for capital needs, retirement of debt, and/or specific programs or personnel needs.
4. Giving through methods other than cash giving will be allowed. (i.e., land, stocks, life insurance, deferred gifts, annuities, etc.)
5. Organizations within the school may conduct various fund-raising projects to raise funds for their organization for a specific purpose that is of benefit to the school body: (i.e., senior class, choir, booster club, etc.) Each organization is responsible for organization and promotion of these fundraisers according to the following guidelines:
   1. These fund-raising projects must be coordinated with the Director of Development and approved by the Administrator.
   2. Promotion of these projects should be such that they do not interfere with regular giving to the school.
   3. Organizations will be ordinarily limited to one school-wide project or campaign.
   4. The funds will be used for areas not already covered by the budget.
6. Prohibited Activities
   1. Any game of chance or other activity that is or suggests gambling.
   2. Any illegal or morally questionable activity.
   3. Raffles, bingo, slots, and video equivalents.
7. Any outside organization that requests the use of the CCA name being used in any commercial activity must be approved by the board of directors.

Parents and students may be asked to participate in sales campaigns. Any sales campaign will include only items which would be considered consistent with the policies and philosophies of the school constitution and by-laws.

### Appendix E

**POLICY 4515 STUDENT HARASSMENT, BULLYING, AND INTIMIDATION POLICY**

### Harassment, Bullying, and Intimidation

* 1. Carter Christian Academy prohibits any form of harassment, bullying, or intimidation among students of Carter Christian Academy. Carter Christian Academy will act promptly and confidentially to investigate all harassment and bullying complaints, whether verbal, written, or electronic, and will take appropriate disciplinary action based upon the results of the investigation.
  2. Examples of harassment, bullying, and intimidation are (but not limited to):
     1. Verbal/written/electronic: name calling, put downs, racist remarks, excessive or persistent teasing, threats, spreading rumors, sending inappropriate notes, texts, e-mails, and/or pictures via any form of media, including cell phone and/or the internet
     2. Physical: pushing, shoving, biting, hair pulling, scratching, spitting, tripping, damaging or stealing another student’s property, rude gestures, initiating and/or forcing inappropriate touching
     3. Social: isolating a student from activities, ignoring, being unfriendly, or alienating others
     4. Psychological: acts that instill fear or anxiety in a student
     5. Any of the above acts that are inappropriate, severe, persistent, or pervasive enough that they create an intimidating, threatening, or abusive environment for another student.
     6. Bullying is never justified and is NOT excusable as “kids being kids” or “just teasing.”
  3. The administrator shall develop such administrative procedures as necessary to implement this policy, including the establishment of a procedure for reporting, investigation, and a process of notifying all parties involved of the results of the investigation.

### Potential Consequences

* 1. Students found to be guilty of harassment, bullying, or intimidation may receive consequences as outlined in the Family Handbook, up to and including expulsion from school.
  2. Parents wishing to appeal disciplinary action shall make their appeal in writing to the Board of Directors within seven (7) days of the notification of a consequence.

(Please note that a “student agreement” will be sent home the first week of school and must be signed by each student and at least one parent. See next page.)

### Appendix F

**Carter Christian Academy Code of Conduct**

**Harassment, Bullying, and Intimidation Guidelines and Student Agreement**

It is the intent and policy of Carter Christian Academy (CCA) to maintain a safe learning environment that is free from harassment, bullying, and intimidation. Students are expected to conduct themselves in a Christ-like manner, and to demonstrate a level of respect and dignity toward others.

### Examples of harassment, bullying, and intimidation are (but not limited to):

* 1. Verbal: name calling, put downs, racist remarks, excessive or persistent teasing, threats, spreading rumors, sending inappropriate notes and/or pictures via any form of media, including cell phone and/or the internet
  2. Physical: pushing, shoving, biting, hair pulling, scratching, spitting, tripping, damaging or stealing another student’s property, rude gestures, initiating and/or forcing inappropriate touching
  3. Social: isolating a student from activities, ignoring, being unfriendly, or alienating
  4. Psychological: acts that instill fear or anxiety in a student
  5. Any of the above acts that are inappropriate, severe, persistent, or pervasive enough that they create an intimidating, threatening, or abusive environment for another student.
  6. Bullying is never justified and is NOT excusable as “kids being kids” or “just teasing.”

### Reporting and investigation:

1. Anyone witnessing an occurrence of harassment, bullying, or intimidation is expected to report it to the teacher or adult who is supervising the students involved. If the adult is involved in any way, the incident can be reported to the school administrator, a teacher counselor, or Elementary Principal. If the school administrator is involved, the incident should be reported directly to the Board of Directors.
2. Any employee of CCA who has been told of a possible incident of harassment, bullying, or intimidation will report the incident to his or her direct supervisor.
3. All reported incidents will be investigated. Once an incident is reported, investigated, and verified as an occurrence of bullying or harassment, a written report will be made by the administrator and tracked for future reference. The consequence assigned will also be documented.

### Notification:

1. The parents of those who are being accused of bullying will meet with the Administrator to discuss the allegations and possible consequences.
2. The administrator will notify the parents of those who have been victimized to assure them appropriate action is being taken.

I have read the Board Policy on “Student Harassment, Bullying, and Intimidation,” and I intend to do everything in my power to implement these procedures, including reporting any form of harassment, bullying, and intimidation of which I am made aware.

**Signature of Student Please print your name Date**

**Signature of Parent Please print your name Date**

### Appendix G

**Student Contract for the Use of the Internet**

Any student using the Internet and his/her parents/guardians must understand that he/she uses the Internet at his/her own risk. Carter Christian Academy cannot assume responsibility for:

* The reliability of the information provided by or obtained from a site researched on the Internet by the student. Students are responsible for confirmation of accuracy and reliability of information obtained. Students must evaluate and cite sources appropriately.
* Costs incurred by a student when requesting a product or service, available through the Internet for a fee. This responsibility stands whether the student is or is not made aware of any costs assessed in connection with student requests.
* Any consequences of disruption of service that may result in a lack of available resources through the Internet. Though every effort will be made by Carter Christian Academy to ensure a reliable connection, there may be times when the Internet is not accessible; such as times of heavy usage by other Internet users outside of school. The availability of the Internet to a student is also predicated by an availability to access the Internet with the school; availability being subject to use by teachers, classes, or other students.
* Guaranteeing privacy of e-mail transactions. The school will endeavor to allow its students privacy of their e-mail transactions. The student must understand that the school cannot guarantee this privilege. The school must reserve the right to investigate possible misuses or monitor any e-mail that is sent or received using a school computer.

Students’ agreement an acknowledgement of the school policy and directive with respect to acceptable use of the Internet:

* I have read these policies set forth by Carter Christian Academy for the acceptable use of the Internet on school equipment and/or grounds. I understand that if there is any section in this policy that I do not understand it is my sole responsibility to obtain a full and comprehensive understanding of such section prior to signing this document. I understand that if I violate the rules, my privileges for access to the Internet can and will be terminated and I may face other disciplinary measures. I agree to use the Internet in accordance with the code of ethics described in the aforementioned policy. I agree to be financially responsible for any and all fees and expenses incurred during my use of the Internet.

Student’s Name: Grade:

Student’s Signature: Date:

### Appendix H

**Parent Waiver for Student Internet Use**

Parent/Guardian’s agreement to an acknowledgment of the school policy and directive with respect to acceptable use of the Internet:

If you give permission for your son/daughter to access the Internet during school hours and in accordance with the guidelines set forth herein, please sign the following waiver:

* In capacity of parent and/or legal guardian of above named student, I have read the policies set forth by Carter Christian Academy for the acceptable use of the Internet on school equipment and/or grounds. I grant permission to the school to allow my son/daughter to access the Internet in accordance with the school guidelines set forth herein. I understand that the school’s computer resources are designed to serve the educational needs of its students. I acknowledge that there is unacceptable and controversial material on the Internet that might be accessed despite all the precautions taken by the school. I understand that my son/daughter will be held responsible for violations of this policy and the incurrence of any fees or expenses accrued while using the Internet on the school’s equipment or grounds.

Parent’s Name:

Parent’s Signature: Date:

Please return signed with both student and parent signatures by the first week of school to each student’s homeroom teacher.

Thank you for your cooperation.

### Appendix I

**Request for Medication Administration**

**(To be completed by parent or guardian)**

Student’s Name: Date of Birth:

Address: Phone:

School: Grade:

Parent’s Name: Daytime Phone:

Emergency contact information:

Medication to be administered:

Dosage to be administered:

Time or interval at which each dosage is to be administered:

Name of physician authorizing administration:

Address: Phone:

Date to begin administration:

Date to cease administration:

I request that the school, Carter Christian Academy, administer the above medication to my child in accordance with my request and the physician’s statement of need. I agree to notify the school in writing of any changes in my child’s condition with respect to the administration of medication or with any changes to the information provided on this form. I understand that it is my responsibility to send an appropriate supply of medication to school in its original container. Medication provided to the school in any container other than the original will not be accepted. I understand that the school will have limited liability while administering medication to my child in accordance with a physician’s statement of need. The school agrees to keep a written log of medication administered to my child in school throughout the current school year.

Parent’s Signature Date

### Appendix J

**Physician Statement of Need**

Student’s Name: Date of Birth:

Address: Phone:

School: Grade:

Medication to be administered:

Does this medication have a generic name also?

Dosage to be administered:

Time or interval at which each dosage is to be administered:

Date to begin administration:

Date to cease administration:

Possible adverse reactions:

List of severe reactions that should be reported to the physician:

Special instructions for storage of medication:

Special instructions for administration of medication:

Physician’s name:

Physician’s address:

Physician’s phone number:

Emergency contact information for physician:

Physician’s Signature

### Appendix K

**PARENTAL COVENANT WITH CARTER CHRISTIAN ACADEMY**

The following statements must be read, understood, and agreed upon by the parent(s)/guardian(s) in order that a harmonious relationship between home and school can take place. Please be advised that admission into Carter Christian Academy will not be granted unless parent(s) can agree totally with each of the following statements and sign their names on this form.

1. We are in full and complete agreement with the Statement of Purpose and Philosophy of Education of Carter Christian Academy (Article II of the constitution) and confirm our desire for Carter Christian Academy to assist us in the total education of our children.
2. We will encourage our children to recognize the importance of maintaining high academic standards.
3. We will fully cooperate with the school by making every effort to attend the Parent / Student Orientation held at the beginning of the year, Parent / Teacher Fellowship meetings, and other essential school functions.
4. We pledge our loyalty to the aims and ideals of the school and will bring any and all questions and criticisms directly to the source of the concern so that they may be properly considered, rather than choosing to publicly voice our criticisms. (Matthew 18)
5. We believe that God is the head of our school and that all discipline should be given in love. We also believe that we should follow Biblical truths regarding discipline. We agree to support the teachers and administration at all times and to encourage proper attitudes and respect for the teachers and staff of FCA.
6. We agree to strive faithfully to meet our tuition obligation every month in which it is due. We understand that once our July payment (1/12 of total tuition due) is made, that payment is non-refundable. We also understand that the August tuition payment becomes non-refundable once our child attends at least one day of school. We recognize that tuition alone does not totally cover the budget and we pledge ourselves to give as regularly as possible to meet the financial needs of the school as God provides.
7. We understand that if our account becomes 60 days in arrears, we may be asked to remove our children from CCA.
8. We understand that if we drop our children off before the official school day begins, or pick them up after the official school day ends, we will be charged for Before/After Care at a nominal cost per half hour or fraction thereof, per child.
9. We agree to faithfully pray for the total ministry of the school, and to perform services when qualified and needed.
10. If the need arises, or if we are ever asked to do so, we agree to remove our children from the school quietly and with the proper attitude.
11. We hereby authorize Carter Christian Academy; its nurse, staff, or volunteer to administer first aid as needed during the school day for our children. We also give consent on behalf of our children to any emergency first aid or medical care by any physician, nurse, hospital, or attendant that is deemed necessary or expedient by said physician, nurse, hospital, or attendant as a result of any involvement in activities during the school day.
12. We give permission for our children to take part in all school’s activities, including sports, and school sponsored trips away from the school premise and absolve the school from liability to us or our children because of any injury to my child at school or during any school activity.

**Parent/Guardian Signature \_**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Appendix L

**Articles of Association of the Carter Christian Academy Parent Teacher Fellowship**

**Article I**

The Name:

The name of the association shall be the Parent Teacher Fellowship*.*

### Article II

Statement of Purpose:

The Fellowship shall provide a framework in which both parent and teacher, through a mutual understanding of the challenges and rewards involved in Christian education and of the needs of children, may work together to encourage and promote intellectual, spiritual, physical and emotional maturity.

### Article III

Membership:

The membership of this organization shall consist of parents, grandparents, and interested friends of students enrolled at Carter Christian Academy. Members of the faculty, staff and coaches shall be members by virtue of their position. Each member present shall be entitled to one vote on each matter submitted to the general membership. Simple majority shall rule.

### Article IV

Executive Board:

Section 1: The Executive Board shall consist of the Administrator (as an ex-officio member~~s~~), the four (4) elected officers, one teacher from the elementary level, and one teacher from the secondary level as selected by faculty.

Section 2: Meetings of the Executive Board shall be scheduled by the President. The President shall preside over these meetings.

### Article V

Officers and Elections:

Section 1: The officers of the club shall consist of a President, Vice-President, Secretary and Treasurer. The term of office shall be one (1) year.

Section 2: The officers shall be elected by written ballot annually at the spring meeting. If there is only one (1) nominee for any one office, election for that office may be by voice vote.

Section 3: Elected officers shall assume their official duties on July 1, but shall serve in conjunction with current officers following the close of the spring meeting.

Section 4: A person shall not be eligible to serve more than three (3) consecutive terms in the same office.

Section 5: A nominating committee consisting of the president, a past president and a delegate-at-large will meet in March to devise a list of nominees for each office. Suggestions for nominees may be made to the committee by any member providing the person being nominated has consented to allow his/her name to stand in nomination. The list of nominees will be

presented to the Nominating Committee of the Board. The Nominating Committee of the Board will then present the list to the CCA School Board for approval. It is desired that the Nominating Committee shall present at least two (2) candidates for each office.

Section 6: All officers shall be members of the Parent Teacher Fellowship who have given evidence of being a born again believer in Jesus Christ, who have a good Christian Testimony in their home churches and in the community at large.

Since they represent CCA and this organization, they should be persons of good moral character and reputation. They must have the recognizable abilities to fulfill their offices and have a commitment to the Christian school philosophy and this organization. They must be willing to commit themselves for the time needed to fulfill the duties of their offices. It is desirable that all the officers attend different churches to properly represent this organization.

Section 7: President

* 1. Shall preside at all meetings of the Executive Board and general meetings.
  2. Schedule said meetings as deemed necessary.
  3. Shall be responsible to conduct the affairs of the PTF and the Executive Board, in a manner consistent with the authority and responsibility pertaining to his office.
  4. He shall be an ex-officio member of all standing committees.
  5. The chairpersons of all standing committees shall report to, and be under the authority of the President.

Section 8: Vice-President

1. Shall coordinate with the administration all scheduled academic events for meetings.
2. Shall coordinate with the administration awards for all students who excel on a local, county or state level.
3. Make the membership aware of any academic items needed by the school faculty.
4. Carry out any such duties as assigned by the President
5. Shall act in the absence of the President.

Section 9: Secretary

1. Shall give notice of all meetings of the Executive Board and the Fellowship.
2. Shall attend all such meetings and keep a true and accurate record of all procedures.
3. Carry out any such duties as assigned by the President.

Section 10: Treasure

1. Shall have custody of all records and funds.
2. Shall keep a full and accurate account of receipts and expenditures.
3. Make disbursements as authorized by the general membership and Executive Board.
4. Shall present a financial statement at every meeting and verify the organization’s books with the school’s bookkeeper on a monthly basis.
5. Deposit all funds into a designated account.
6. Carry out any such duties as assigned by the President.
7. The account shall be audited or reviewed annually by the same accounting firm that represents the School Board.
8. All Financial Records shall be Permanent.

Section 11: A vacancy occulting in any office shall be filled for the unexpired term by a person elected by a majority vote of the Executive Board.

### Article VI

Fiscal Year:

The fiscal year of this fellowship shall begin on the first day of July each year.

Section 1: There shall be two (2) standing committees with a selected chairperson responsible for organizing and overseeing the activities of the committee.

Section 2: These committees are: Fundraising and Activities.

1. Fundraising Chairperson shall:
   1. Be under the guidance of the President and the CCA Fundraising Committee. All fundraising activities will be coordinated with the fundraising committee of the CCA school board.
   2. Design, organize, implement and coordinate all PTF sponsored fundraising activities.
   3. Shall be responsible for recruiting committee members to assist in the discharge of the duties and responsibilities of the committee.
2. Activities Chairperson shall:
   1. Be under the guidance of the President and be responsible for promoting and supporting all academic activities at Carter Christian Academy.
   2. Coordinate with the principals at the elementary and secondary divisions a system of honoring academic achievement.
   3. Seek to encourage and promote more fine arts activities among all CCA students.

Section 3: The committees shall keep regular minutes of their proceedings and report the same to the fellowship when requested.

### Article VIII

Meetings:

Section 1: Meetings shall be scheduled by the Executive Board and placed on the school calendar. Executive Board members shall be in attendance at all PTF meetings.

Section 2: All meetings shall be run in accordance with Roberts Rules of Order.

### 

### Article IX

Amendments:

Recommended changes to these articles must be approved by a simple majority of the members of the PTF who are present and voting at a given meeting. Those changes must then be presented to the CCA School Board for their approval. A simple majority of the CCA School Board is needed to approve the recommended changes.

**Appendix M**

**CARTER CHRISTIAN ACADEMY PASTORAL DISCOUNT AGREEMENT**

We are thankful for you as a faithful area pastor. Your ministry of consistently preaching God’s Word is greatly appreciated. Furthermore, your show of support of Christian education by enrolling your children at Carter Christian Academy is an encouragement and a testimony to others. May you find this tuition discount to be a token of our appreciation to you for partnering with us in the challenge of educating our students in accordance with Biblical principles.

**Eligibility**

1. At least one parent with financial responsibility must be an ordained minister currently leading a church as a senior or assistant pastor (Full-time and bi-vocational). This scholarship is not available for ministers engaged in other ministry activities, non- profit organizations, schools or similar endeavors.
2. Families must submit proof of current employment with a church and a letter from the governing body of the church specifying the role and nature of the applicant's position with the church.
3. Be supportive of the philosophy and Mission of Carter Christian Academy and policies of the school.
4. Be able and willing to promote Carter Christian Academy in a proactive manner .
   1. Bulletin inserts and pulpit announcements
   2. Allow Carter Christian Academy to set up a table at the church and distribute promotional materials
   3. Give permission to use your name and position to help promote CCA.\*
   4. Attend fundraising events when able
5. Remain current in all tuition payments and other fees or costs associated with the education of their student.
6. Advise the school Office of any status changes so the appropriate changes to the account can be made.

**CARTER CHRISTIAN ACADEMY PASTORAL DISCOUNT AGREEMENT**

**Discount**

Tuition rates for Pastors children include a 50% discount on tuition only. The full book fee and registration fee per student is required upon registration. This discount agreement will be renewed annually and must accompany your new student application or re-enrollment forms.

My signature below signifies that I meet and agree to the six eligibility requirements stated at the top of this form.

Pastor’s Signature of Commitment

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of Church Currently Pastoring

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Full time (sole income): \_\_\_\_\_\_\_ or Part time (bi-vocational): \_\_\_\_\_\_\_

Church of Ordination or Licensing \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_

Telephone Numbers:

Church \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\* \_\_\_\_ I give CCA permission to use my name and position to promote the CCA ministry (optional).

Names and Grades of Students enrolling at Carter Christian Academy

1.

2.

3.

4.

**CARTER CHRISTIAN ACADEMY**

**PLAYGROUND SAFETY POLICY**

**October 2013**

**OUR VISION**

Pursuing an excellence driven, Christ-centered education

**OUR MISSION**

“THE MISSION OF THE CARTER CHRISTIAN ACADEMY IS TO PROVIDE A SECURE, CHRIST-CENTERED ENVIRONMENT IN WHICH STUDENTS WILL HAVE THE OPPORTUNITY TO ACQUIRE A PERSONAL KNOWLEDGE OF GOD, DEVELOP CHRISTIAN CHARACTER, AND ACHIEVE ACADEMIC EXCELLENCE.”

**Rationale:**

At Carter Christian Academy, we recognize the importance of maintaining playground safety. The playground environment offers opportunities for students to develop positive social, physical skills, and values. The playground environment must be a safe environment.

All staff members must:

* Take responsible care of health and safety of students who may be affected by the teacher’s actions or omissions at work.
* Cooperate with any requirements imposed in the interests of health and safety by the employer or any other persons by the state, so far as it is necessary to enable the requirements to be complied with.

Students or visitors may not:

* Intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety, and welfare of students
* Willfully hinder or obstruct, attempt to hinder or obstruct, or refuse any reasonable request to assist in the giving or receiving of first aid in respect of illness or injury of a person at work, or do any act or thing to avoid or prevent serious risk to the health and safety of a person at work.

The School Shall:

Take all reasonable care to provide suitable and safe premises.

Provide an adequate system to ensure that no child is exposed to unnecessary risk of injury.

Provide an adequate system that includes specific documentation policy, procedures, and monitoring processes.

Take all reasonable care to see that the system is carried out.

**Responsible Practices**

**A. Maintenance of Playground Equipment**

The playground will be inspected on a regular basis by the Principal or Administrative Assistant. Duty teachers will also monitor the condition of the playground environment and report any potential hazard to the Principal or Administrative Assistant.

If any of the following conditions are noted, they should be removed, corrected or repaired immediately to prevent injuries:

Missing or damaged equipment components

Deterioration or corrosion of structural components which connect to the ground.

Scattered debris, litter, rocks, or tree roots

Raised surfaces

Protective surfacing around playground equipment must be inspected regularly and maintained at the appropriate depth.

At Carter Christian Academy, ongoing efforts are made to make our playgrounds attractive and interesting for students. Such initiatives encourage students to take pride in their playground and to play in a positive and constructive way with one another.

Initiatives include:

Toddlers adventure playground

Basketball courts

Sandpits

Ball game equipment

Landscaping

Undercover areas

Student seating

Passive play Area

**B. Supervision of Students on the Playground**

Teachers roistered on playground duty have a duty of care to the students they are supervising. **Teachers have a responsibility to be prompt to their duty, and to remain on duty until they are relieved by another teacher**. Teachers must circulate within the duty area ensuring that all parts of the playground are adequately supervised. Teachers must take all reasonable care to ensure and maintain student safety on the playground, particularly by upholding the school rules. Variations to duty may be required in special circumstances in order to ensure the safety of students at all times.

**B. School Rules**

The school rules of Carter Christian Academy are regularly reinforced by the school staff. It is the responsibility of all staff to consistently uphold the school rules, particularly those relating to maintaining safety within the school.

The school Rules are as follows:

I will be respectful to everyone.

I will follow a “hands-off” rule, where I do not hurt others or throw things at others

I will play in the correct area at all times

I will walk on sidewalks to make it safer around the school for myself and others

I will gain permission from a teacher before leaving the school grounds

I will respect and look after school property

I should always use polite and respectful language.

I will stay out of school buildings unless a teacher is present.

I will care for the school environment

Detention

Children breaking school rules may be sent to the detention classroom at lunch.

Names are to be recorded, and parents contacted as necessary.

**C. Incident Report Form-** In the event of an accident on the playground, An incident report must be filled out by the witnessing employee directly after the incident occurs. The witnessing employee must sign and date the report and follow up by notifying the administrator and the student’s parent(s). Student’s parent(s) must sign and date the incident report when they come to pick up their child.

**D. Near Misses-**Staff are to report any “near misses” to the Administrative Assistant (Or other Executive if unavailable). A Near Miss Report should be filled out and appropriate action taken. If necessary, these should be brought to the attention of other staff members at a Staff Meeting to be discussed.

**Playground Duty: All teachers must be prompt to their duty and remain on duty until they are relieved by another teacher**

**Wee Warriors Carter Christian Academy Playground**

**Authorization, Release and Waiver of Liability Agreement**

**\*Please list all children who will be playing on Carter Christian Academy’s Playground\***

**Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth: \_\_\_\_\_\_\_\_\_\_**

**Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth: \_\_\_\_\_\_\_\_\_\_**

**Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth: \_\_\_\_\_\_\_\_\_\_**

**Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth: \_\_\_\_\_\_\_\_\_\_**

**Parent or Legal Guardian of Child or Children:**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_ Zip:\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(parent of legal guardian) for myself and for my child or children agree to all of the following:**

**1.** I wish for my child or children to play on the Carter Christian Academy Playground.

2. I understand that young children may get hurt while playing with other children and while engaging in physical activities, and that there is a risk of property damage, serious injury, or death inherent in my child participating on the CCA Playground, I also understand that there are risks inherent in any physical activity program, including the use of equipment such as those provided for use at the CCA Playground, which may or may not be obvious and which may pose serious threats to any person if used improperly. I acknowledge that the equipment at the CCA Playground is designed for use by children **ages 3 to 4 years**. Although I understand that the CCA Playground has attempted to create an injury free play area for my child(ren), a child needs constant attention, and I agree to be either personally responsible for providing that attention, or to allow CCA Faculty, Staff, and/or Volunteer to provide that attention.

3. In the event my child or children becomes injured or sick while participating in the CCA Playground activities, I hereby consent to the CCA Playground staff providing First Aid as well as summoning medical professional to administer First Aid or emergency medical treatment for my child or children.

4. I agree to follow any instructions or rules established by the CCA Playground with regard to my child or children’s activities, whether written or orally given by the CCA Playground personnel. I understand and agree that at any time, the CCA Playground reserves the right to require me to remove my child or children from any activity for any reason.

5. I agree not to hold Carter Christian Academy responsible for any injuries suffered by my child(ren) while involved in activities at Carter Christian Academy.

6. I agree to Release, Discharge, -NOT SUE AND TO SAVE AND HOLD HARMLESS Carter Christian Academy, its Administration, Faculty, Staff and volunteers, from any loss, liability, damage, or costs whatsoever arising out of or related to any loss, damage, or injury (including death) to me or my child or childrenarising out of or in any way connected with participation in the activities of Carter Christian Academy for any reason or cause. (Continue)

I HAVE READ THIS DOCUMENT AND AGREE TO ALL OF ITS TERMS. I UNDERSTATND IT IS A LEAGLLY BINDING AGREEMENT AND WAIVES CERTAIN LEGAL RIGHTS OF MINE, INCLUDING, BUT NOT LIMITED TO A RELEASE, WAIVER, PROMISE NOT TO SUE AND A HOLD HARMLESS FOR ALL CLAIMS, THIS AGREEMENT SHALL BE BINDING UPON MYSELF, MY CHILD(REN), AND OUR ESTATE, SUCCESSORS AND ASSIGNS.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_

**Carter Christian Academy Indoor/Outdoor Ball Court**

**Authorization, Release and Waiver of Liability Agreement**

**\*Please list all children who will be playing on Carter Christian Academy’s Ball Court\***

**Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth: \_\_\_\_\_\_\_\_\_\_**

**Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth: \_\_\_\_\_\_\_\_\_\_**

**Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth: \_\_\_\_\_\_\_\_\_\_**

**Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth: \_\_\_\_\_\_\_\_\_\_**

**Parent or Legal Guardian of Child or Children:**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State:\_\_\_\_\_\_\_ Zip:\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (parent of legal guardian) for myself and for my child or children agree to all of the following:**

**1.** I wish for my child or children to play on the Carter Christian Academy Indoor or Outdoor Ball Court.

2. I understand that young children may get hurt while playing with other children and while engaging in physical activities, and that there is a risk of property damage, serious injury, or death inherent in my child participating on the CCA Indoor or Outdoor Ball Court , I also understand that there are risks inherent in any physical activity program, including the use of equipment such as those provided for use on the CCA , Indoor or Outdoor Ball Court which may or may not be obvious and which may pose serious threats to any person if used improperly. I acknowledge that the equipment on the CCA Indoor or Outdoor Ball Court is designed for use by children (kindergarten) **5-18 years**. Although I understand that CCA has attempted to create an injury free play area for my child or children, a child needs constant attention, and I agree to be either personally responsible for providing that attention, or to allow CCA Faculty, Staff, and/or Volunteer to provide that attention.

3. In the event my child or children becomes injured or sick while participating on the CCA Indoor or Outdoor Ball Court, I hereby consent to the CCA Indoor or Outdoor Ball Court staff providing First Aid as well as summoning medical professional to administer First Aid or emergency medical treatment for my child or children.

4. I agree to follow any instructions or rules established by CCA with regard to my child or children’s activities, whether written or orally given by the CCA Indoor or Outdoor Ball Court personnel. I understand and agree that at any time, the CCA Playground reserves the right to require me to remove my child or children from any activity for any reason.

5. I agree not to hold Carter Christian Academy responsible for any injuries suffered by my child(ren) while involved in activities at Carter Christian Academy.

6. I agree to Release, Discharge, -NOT SUE AND TO SAVE AND HOLD HARMLESS Carter Christian Academy, its Administration, Faculty, Staff and volunteers, from any loss, liability, damage, or costs whatsoever arising out of or related to any loss, damage, or injury (including death) to me or my child or children arising out of or in any way connected with participation in the activities of Carter Christian Academy for any reason or cause. (Continue)

I HAVE READ THIS DOCUMENT AND AGREE TO ALL OF ITS TERMS. I UNDERSTATND IT IS A LEAGLLY BINDING AGREEMENT AND WAIVES CERTAIN LEGAL RIGHTS OF MINE, INCLUDING, BUT NOT LIMITED TO A RELEASE, WAIVER, PROMISE NOT TO SUE AND A HOLD HARMLESS FOR ALL CLAIMS, THIS AGREEMENT SHALL BE BINDING UPON MYSELF, MY CHILD(REN), AND OUR ESTATE, SUCCESSORS AND ASSIGNS.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_

**Wee Warriors Carter Christian Academy Playground**

**Authorization, Release and Waiver of Liability Agreement**

**\*Please list all children who will be playing on Carter Christian Academy’s Playground\***

**Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth: \_\_\_\_\_\_\_\_\_\_**

**Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth: \_\_\_\_\_\_\_\_\_\_**

**Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth: \_\_\_\_\_\_\_\_\_\_**

**Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth: \_\_\_\_\_\_\_\_\_\_**

**Parent or Legal Guardian of Child or children:**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_\_\_ Zip:\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (parent of legal guardian) for myself and for my child or children agree to all of the following:**

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2. I understand that young children may get hurt while playing with other children and while engaging in physical activities, and that there is a risk of property damage, serious injury, or death inherent in my child participating on the CCA Playground, I also understand that there are risks inherent in any physical activity program, including the use of equipment such as those provided for use at the CCA Playground, which may or may not be obvious and which may pose serious threats to any person if used improperly. I acknowledge that the equipment at the CCA Playground is designed for use by children **ages 3 to 4 years**. Although I understand that the CCA Playground has attempted to create an injury free play area for my child or children, a child needs constant attention, and I agree to be either personally responsible for providing that attention, or to allow CCA Faculty, Staff, and/or Volunteer to provide that attention.

3. In the event my child or children becomes injured or sick while participating in the CCA Playground activities, I hereby consent to the CCA Playground staff providing First Aid as well as summoning medical professional to administer First Aid or emergency medical treatment for my child or children.

4. I agree to follow any instructions or rules established by the CCA Playground with regard to my child or children’s activities, whether written or orally given by the CCA Playground personnel. I understand and agree that at any time, the CCA Playground reserves the right to require me to remove my child or children from any activity for any reason.

5. I agree not to hold Carter Christian Academy responsible for any injuries suffered by my child or children while involved in activities at Carter Christian Academy.

6. I agree to Release, Discharge, -NOT SUE AND TO SAVE AND HOLD HARMLESS Carter Christian Academy, its Administration, Faculty, Staff and volunteers, from any loss, liability, damage, or costs whatsoever arising out of or related to any loss, damage, or injury (including death) to me or my child or children arising out of or in any way connected with participation in the activities of Carter Christian Academy for any reason or cause. (Continue)

I HAVE READ THIS DOCUMENT AND AGREE TO ALL OF ITS TERMS. I UNDERSTATND IT IS A LEAGLLY BINDING AGREEMENT AND WAIVES CERTAIN LEGAL RIGHTS OF MINE, INCLUDING, BUT NOT LIMITED TO A RELEASE, WAIVER, PROMISE NOT TO SUE AND A HOLD HARMLESS FOR ALL CLAIMS, THIS AGREEMENT SHALL BE BINDING UPON MYSELF, MY CHILD(REN), AND OUR ESTATE, SUCCESSORS AND ASSIGNS.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_

**CAPS Distributing Procedures**

CAPS items are a gift to CCA to be shared with CCA Staff, and our local communities. On the day of delivery, the items will be placed in the IPAC to be inventoried. CAPS items will be stored in the spare room of the IPAC.

-CCA Staff has the first fourteen calendar days to select items and remove them from the IPAC, before items will be moved to the blessing box table.

-Kids for Christ (blessing boxes) will have the following seven calendar days to select items and remove them from the IPAC that has been placed on the designated table.