

“Rooted in Christ”

“So then, just as you received Christ Jesus as Lord,
continue to live your lives in Him,
ROOTED and built up in Him, strengthened in the faith
as you were taught, and overflowing with thankfulness.”
Colossians 2:6-7



CHANDLER CHRISTIAN ACADEMY

Kindergarten - 8th Grade
Handbook
2018-2019

Administrator: Mrs. Ruth M. Zappe
Director of Educational Services: Mrs. Sharon Sitek
www.chandlerchristianacademy.org

“Educate for the future/Equip for Eternity”

July 2018

Dear Parents:

We are excited about this new school year! The administration, teachers and staff welcome both our returning students and those that are new to the Chandler Christian Academy family. We consider it privilege to partner with each family in helping your children attain the best education both academically and spiritual to prepare them for their life’s journey.

The information in this handbook is a comprehensive guide to the policies of our school. If you have any questions about the material contained in the handbook please feel free to contact the school office.

We believe God has given Chandler Christian Academy the mandate to train students to love and serve Him in all they do. Jesus wants every student to know Him personally and accept Him as their personal Savior and Lord. The staff meets every morning before school to pray for the needs of the school and pray that we will be sensitive to the needs of each child. We appreciate you joining us in prayer that together we could accomplish His purpose in each student’s life.

Our theme this year is “**Rooted in Christ**” based on Colossians 2:6-7 “**So then, just as you received Jesus Christ as Lord, continued to live your lives in Him, ROOTED and built up in Him, strengthened in this faith as you were taught, and overflowing with thankfulness.**” We are praying that each student will grow in their knowledge and relationship with Jesus Christ.

Trusting and leaning on His Word – the Bible



(Mrs.) Ruth M. Zappe
Administrator
Chandler Christian Academy

Chandler Christian Academy

Kindergarten – 8th grade Handbook

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Chandler Christian Academy reserves the right to revise policies, procedures and the contents of any of its handbooks at any time, as deemed necessary.

MISSION STATEMENT

"To equip and train future leadership academically, socially, and spiritually, through the power of the Holy Spirit, to love God and others so that the world will see and know God's glory."

VISION STATEMENT

"Educate for the Future/Equip for Eternity"

STATEMENT OF PURPOSE

Chandler Christian Academy exists to provide a quality Christian and academic education for children. We strive to meet the needs of all students by providing a teaching and learning environment that is totally Christian, and by providing those required subjects that are taught at the appropriate grade level. Our students are presented with an integrated view of life with all its possibilities and challenges, thus enabling them to wisely use their acquired knowledge as they meet the perplexities of modern life. A child's training in early years is essential to the establishment of good habits of study, conduct, attitudes, ideals, honesty, loyalty, self-satisfaction, self-worth, discipline of character, obedience to and reverence for God and established authority. A Christian school does not take the place of the home, but rather it is an extension of the training program begun in the home. Parents are accountable to God for the spiritual, intellectual and moral growth of their children.

The purpose for Chandler Christian Academy is to provide spiritual and academic excellence in an environment that will fully equip each child in knowledge, attitude and action in order to live a fruitful Christian life. Within the structures of such a challenging task, our students are taught academic standards in content areas such as reading, writing and math. Learning begins in preschool with the introduction of developmentally age appropriate activities and continues as children are prepared for the next step in their learning. The emphasis is placed on learning by doing. Students are also taught discipline, belief in God and a love for people and country. Parents choosing to enroll their children in Chandler Christian Academy must be in total agreement with and supportive of this Statement of Purpose.

PHILOSOPHY OF CHRISTIAN EDUCATION

We believe that the basic foundation for a Christian education is in the Word of God and that the Scriptures are the source of all knowledge. John 14:6 reads, "I am the Way, the Truth and the Life." The true aim is to give glory to God. We also believe that all scripture is given by inspiration of God and is profitable for doctrine, for reproof, for correction and for instruction in righteousness. (II Timothy 3:16)

We believe that it is a God-given privilege for parents and teachers to be able to "train up a child in the way he should go," to instruct him in righteousness, to provide an education that will include and reflect the important Christian principles we believe and hold in common with others of like faith.

This philosophy affects the curriculum, the methods of teaching, the teacher, disciplinary procedures and personal interrelationships of all persons involved with the school, thus

setting the atmosphere for the entire school environment. This philosophy is designed to develop the individual child spiritually, mentally, socially, physically, and culturally just as Christ grew in stature, wisdom, knowledge and favor with God and man. Our students are taught to develop according to these principles as preparation for leading well-balanced lives.

STATEMENT OF FAITH

- We believe the Bible to be directly inspired by God. It is the only infallible, free from all error, authoritative Word of God. (I Timothy 3:16, II Peter 1:20-21, I Corinthians 2:10-13)
- We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit. (Matthew 28:19-20, John 14:16, Psalms 2:6-9, I Corinthians 12:4-6, Matthew 3:16-17, Genesis 1:26)
- We believe man was created by a direct act of God. (Genesis 1:26-27, Genesis 2:18)
- We believe in the Deity of the Lord Jesus Christ. (John 1:1-5, 14 & 34, John 6:69, Matthew 1:20-23, Luke 1:31-33, Romans 1:3-4, Ephesians 1:2-23)
- We believe in the virgin birth. (Matthew 1:23, Isaiah 7:14)
- We believe in His sinless life. (Hebrews 1:9, 7:14)
- We believe in His death on the cross to save from sin all who will believe. (Matthew 26, 27 & 28, Galatians 3:13, I Corinthians 5:7, I Peter 1:18)
- We believe in His miracles. (Luke 4:18, Acts 2:22)
- We believe in His ascension to the Father's right hand. (Luke 24:51, Acts 1:9)
- We believe in His personal return in power and glory. (John 14:1-6, I Thessalonians 1:7-10, Matthew 25:31, Titus 2:13, I John 3:2, Acts 1:11)
- We believe all have sinned and sin leads to condemnation. (Romans 3:23, Romans 6:23, Galatians 3:22)
- We believe Jesus Christ died for all mankind, but that only those who repent and believe are saved. (James 3:14-17, Romans 8:32, I Timothy 2:6)
- We believe that for a person to have his sins forgiven, he must believe and trust in the Lord Jesus Christ as his personal Savior. (Romans 6:23, Galatians 3:22)
- We believe that salvation is by the grace of God, not by any works or good deeds of men. (Ephesians 2:8-9, Galatians 2:16, Romans 4:4-5)
- We believe in the present ministry of the Holy Spirit who lives in the born-again Christian and enables him to lead a godly life. (John 16:7-15, Ephesians 1:13-14)
- We believe in the resurrection of both the saved and the lost: they that are saved unto the resurrection of eternal life and they that are not saved unto the resurrection of eternal separation from God. (Romans 6:6, John 11:25, I Peter 1:3, Luke 15:19-31, I Corinthians 6:14)
- We believe that biblical marriage is limited to a covenant relationship between a man and a woman. (Romans 1:21-27, I Corinthians 6:9-20)

THE MATTHEW 18 PRINCIPLE AT CCA

A Christian school is made up of people- parents, administrators, teachers, and students. Like any other collection of earthly mortals, the people associated with a Christian school have the potential for misunderstanding, disagreement, and even wrongdoing. Nevertheless, it is God's will that we live and work together in harmony. Jesus said, *"A new command I give you: Love one another. As I have loved you, so you must love one another. By this everyone will know that you are my disciples, if you love one another."* (John 13:34-35, NIV).

Due to our human nature, we may at times irritate others, resulting in misunderstandings or strong disagreements. In Matthew 18, Jesus gives His formula for solving person-to-person problems. It is called "the Matthew 18 principle" (for solving school problems). The following are the words of Jesus:

"If your brother or sister sins, go and point out their fault, just between the two of you. If they listen to you, you have won them over. But if they will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses.' If they still refuse to listen, tell it to the church." (Matthew 18: 15-17)

There are several clear principles that Jesus taught in solving people-to-people problems:

- 1. Keep the matter confidential.** The very pattern of sharing the problem only with those directly involved establishes the principle of confidentiality. The Bible has much to say about those who gossip or malign others with their words. *"With their mouths the godless destroy their neighbors, but through knowledge the righteous escape."* (Proverbs 11:9, NIV).
- 2. Keep the circle small.** *"If your brother or sister sins, go and point out their fault, just between the two of you..."* The first step and most often the only step needed in solving a person-to-person problem is for one of the two people involved to initiate face-to-face dialogue. Most problems are solved at the two-people level. **The administration will not give a hearing to disagreements before those directly involved have made a prayerful and earnest attempt to resolve the issue first. Taking an issue or grievance "over the head" of a staff member directly to the administration violates both the letter and spirit of the Matthew 18 principle.**
- 3. Be straightforward.** *"Point out their fault."* Jesus tells us to be forthright and to love honestly. Sometimes it is difficult to be straightforward and tell someone the very heart of the matter. But restoration and improvement can only come when the issues are lovingly, yet clearly, presented. The Scripture says *"Faithful are the wounds of a friend..."* (Proverbs 27:6).
- 4. Be forgiving.** *"If they listen to you, you have won them over."* This implies that once the matter is resolved, we should wholeheartedly forgive and restore the person whose fault has offended us. Most school problems are resolved at the two-people level. Forgiveness and restoration are the normal happy conclusion. In the rare case that this result does not occur, the following steps should be taken:

- 5. The parent and teacher should agree to share the matter with the school administrator.** At this stage the counsel of Jesus would be *"take one or two others along, so that 'every matter may be established by the testimony of two or three witnesses'".* Both parent and teacher should communicate their version of the issue or issues with the school's administration. Each person should come to the meeting in a spirit of prayer and humility, willing to submit to the Lord's will in the matter and also willing to submit to reproof and correction if needed. Those of us who bear the name of Christ should joyfully conform to the will of Christ. An open and honest discussion among people who are sensitive to godly principles will most often reach an amiable solution.

Because Board of Directors policy delegates authority for operational (student, parent, staff, discipline, curricular) decisions to the Administrator, his/her decision should be considered final and not subject to review by the Board unless a Board policy has been broken or other extraordinary circumstances.

In summary, the Matthew 18 principle requires that parents talk to teachers about student problems before they talk to administrators. If unresolved at the two-people level, the matter is prayerfully and in an orderly fashion moved upward in the school organizational structure. This is the Lord's way of solving people-to people problems, and the procedure we follow at Chandler Christian Academy.

ADMISSION POLICIES

Admission to Chandler Christian Academy is by written application/registration, a personal interview with the administrator and a student assessment test for grades K-8, to determine grade placement. Registration will be accepted upon the results of the interview and assessment. The Enrollment Application Packet contains forms that must be completed and returned to the school office with the initial tuition fee. A birth certificate and a copy of current immunizations must be presented at the time of registration. As a private school, CCA reserves the right to refuse admittance for any reason deemed necessary by the administrator.

Parents must read and sign the commitment form stating that they understand and support the purpose, educational philosophy and policies of Chandler Christian Academy as presented in the Handbook.

The school is open to all children regardless of race, color, gender, nationality or ethnic origin whose parents show evidence of genuine, positive interest in Christian education. At least one parent/guardian professes to believe in Jesus Christ as their personal Lord and Savior in addition, attend a Bible-believing church. All rights and privileges are afforded to all students.

All existing preschool students will be evaluated by the child's teacher. The teacher, in consultation with the administration, will determine if the child is ready for Kindergarten.

All students are required to have completed immunization records when they enter CCA in compliance with the Arizona State Department of Health regulations. For those entering the elementary grades, report cards and other school records are required from all previous schools. The consent form to request records form is included in the registration packet.

Chandler Christian Academy strives to meet the needs of all students but may not be able to meet the special needs of some children. An interview with the Administrator will be necessary to begin the process to determine if the special needs of an individual child can be met at Chandler Christian Academy.

An attitude of Christian humility and cooperation by students and parents in support of policies, principles and their enforcement is required. Administration shall make the determination as to what constitutes adherence to and violation of school policies and principles. CCA reserves the right to suspend or expel any student who violates the Discipline Policy or Standard of Dress.

SCHOOL BOARD

Board meetings are open to interested parents, the first 15 minutes of each meeting for citizen's comments. To address the Board, the speaker must present his/her topic in writing to either the Administrator or the Board Chairman one week prior to the Board meeting. The opinions and concerns expressed must reflect only those of the speaker.

SCHOOL OFFICE HOURS

Our school office hours are from 8:15am to 4:00pm Monday through Friday.

DEVOTIONS

Each day from 8:00-8:15am all teachers and staff meet together for a time of devotions and prayer. Please make arrangements to meet with a teacher other than this time of day so they can keep their commitment to this important time of day.

SCHOOL HOURS

Kindergarten – 5th grade who arrive prior to 8:00am, and preschool students who arrive before 8:30am, will go straight to Extended Care and will be charged Extended Care fees. Middle school students (Grades 6-8) who arrive between 7:00am-7:30am report to the Extended Care room, at 7:30am they will report to room 114 until school begins at 8:25am. Once a student arrives on the school campus, he/she must not leave until the school sessions are over. If a student is not picked up by 3:10pm he/she will be checked into Extended Care and his/her account will be charged accordingly. Extended Care is available before and after school hours from 7:00am-6:00pm.

School for K-8 begins at 8:25am and ends at 3:00pm. Kindergarten students will report to the Early Education Playground if they arrive at 8am and will remain there under supervision until the class is escorted to the Elementary Playground for pledges and prayer with the K-5 grade students. The middle school (Grades 6-8) students will join the K-5 students on Fridays for pledges and prayer...Monday-Thursday they will have prayer and pledges in their homerooms.

K-5 students will be considered tardy if they are not present in line on the playground at 8:25am. Middle school students will be considered tardy if they are not in their homeroom at 8:25am. Any student who is tardy is required to secure a tardy slip from the reception center before entering their classroom.

ATTENDANCE/TARDINESS

Regular attendance is absolutely essential to successful schoolwork. Absences are hard on everyone involved, including parents, students, and teachers, and should be avoided except for illness and emergencies. Students have one day per each day absent to make up missed schoolwork or receive zeros for those assignments. **Projected absences should be put in writing and turned into the administration for approval.**

Absences:

Please call the attendance line by 9am to inform the school of the absence.

If absent for more than one day, please come in and get missed work from the teacher. Failure to do so will result in a zero grade on missed work.

Tardiness to class is to be avoided as it causes disruption to the class and to the student's composure, thus getting the day off to a bad start. Promptness sets the tone for the entire day. If a student must leave school before the final hour, a note stating the reason should be brought from home and given to the teacher. The person picking up the student must sign out the student in the reception center. School office staff will contact the student's classroom to have them meet you in the reception center.

MAKE-UP ASSIGNMENTS

Each teacher will set a policy for makeup work. Parents may request that homework be compiled when absences are reported before 9:00am. Teachers will only have absent student work ready for pick-up at the end of the day. Missed work will be completed under the direction of the teacher.

AFTER SCHOOL/EXTRACURRICULAR ACTIVITIES

We offer a variety of Extracurricular Programs at Chandler Christian Academy. For more information contact the school office.

MIDDLE SCHOOL ATHLETIC PROGRAM

All students in the middle school (Grades 6-8) are eligible to try-out for the CCA athletic teams. We are members of the Valley Christian school league. There are a variety of sports offered through this league. The sports we have participated in are Girl's Volleyball, Cross Country, Boy's Basketball, Cheerleading and Co-ed Golf. If there are not enough 6-8 grade students for a team, we will allow 5th grade to participate. There is an athletic fee with each sport. More information will be given by coaches. Go CCA Lions!!

Students with failing classes may not participate on any games scheduled during the week until satisfactory grades are reached. Grades will be evaluated every Friday to see if a student has made progress in order to be out of probation the following week.

PARENTS ON CAMPUS

The administrator has an open door policy. Feel free to step by administration building. For security reasons we ask all non-staff to check in-and-out at the Reception Center before observing in a classroom. You will receive a visitors' badge to wear while you are on campus. Thank you in advance for your cooperation.

INSURANCE

Students are included for coverage under a Student Accident Policy issued to Chandler Christian Academy by Brotherhood Insurance Company. In the event of an on campus accident, the student's health insurance is primary coverage and the above accident policy is secondary.

TRANSPORTATION

Beginning in the Fall of 2017, Valley Christian High School is providing transportation from CCA to VCHS each morning. Pre registration is required – contact the school office if you are interested.

FIELD TRIPS

Parents will receive information from the teacher whenever a field trip is scheduled. A permission slip will be signed at the start of each school year that covers all field trips that students will go on during that school year. If parents plan to drive for a field trip, an up-to-date "Volunteer Driver Affirmation" form must be filled out and on file in the front school office. Each class will designate one field trip as a service project. Field trips are for the students only, no siblings allowed.

VOLUNTEER DRIVERS

Volunteer drivers for field trips are to take the students directly to and from the field trip destination. If a route is designated by the teacher, the volunteer driver is to take the designated route. Stopping for food and/or drink is prohibited. No siblings are allowed to attend field trips. Any driver found in violation of this policy may not be allowed to drive on field trips for the remainder of the school year.

Students with failing classes may not participate of any field trips. They will remain at school, working toward their academic success.

ASSOCIATION OF CHRISTIAN SCHOOLS INTERNATIONAL (ACSI)

ACSI is a strong national and international organization of Christian Schools with headquarters in Colorado Springs, CO. The purpose of ACSI is to give guidance to its membership schools and to provide students with academic enrichment opportunities such as Math Olympics, Spelling Bee, Geography Bee, Creative Writing, Speech Meet, Art Festival, and Yearbook. Chandler Christian Academy is a member school and in the process of accreditation.

DONATIONS

Any financial gifts or non-cash donations to the school will be gratefully received and receipts will be given. All checks should be made payable to Chandler Christian Academy. All gifts are tax deductible. **Federal ID Number: 32-0265411**

ACADEMICS

We believe each child has strengths in one or more areas. Chandler Christian Academy strives to provide an accelerated, well-rounded, academic program. We offer a strong phonics based reading program for grades K-3. For grades 4-8 the program is literature-based. Other core subjects include Math, Bible, Science, Social Studies, and Language Arts. CCA strives to offer the following special classes: Music, Physical Education, Spanish, Computer, and Art.

The Christian school curriculum centers on the basic core subjects. It is taught with a great emphasis upon student motivation. Content areas are studied, understood and integrated with the revealed truth of God's Word. God's Word is taught as the foundation of all human knowledge and understanding. The goal is to equip young people to be spiritually self-motivated and individually responsible to God.

Curriculum used as follows:

Grade	Reading	Language	Spelling	Math	Science	Social Studies	Writing	Spanish	Bible
K	BJUP	BJUP		Saxon	A Beka	A Beka	BJUP	Dino Lingo	Positive Action
1	BJUP	BJUP	BJUP	Saxon	BJUP	A Beka	BJUP	BJUP	Positive Action
2	BJUP	BJUP	BJUP	Saxon	BJUP	A Beka	BJUP	BJUP	Positive Action
3	BJUP	BJUP	BJUP	Saxon	BJUP	A Beka	BJUP	BJUP	Positive Action
4	Literature Studies	Daily Grammar	Purposeful Design (ACSI)	Saxon	BJUP	A Beka	Write Source	BJUP	Positive Action
5	Literature Studies	Daily Grammar	Purposeful Design (ACSI) & Literature vocab.	Saxon	BJUP	BJUP	Write Source	BJUP	Positive Action
6	Purposeful Design (ACSI) & Lit. Studies	Daily Grammar	A Beka Spelling & Vocab	Saxon	BJUP	BJUP	Literature Based	BJUP	Positive Action
7	Purposeful Design (ACSI) & Lit. Studies	Daily Grammar	A Beka Spelling & Vocab	Saxon	BJUP	BJUP	Literature Based	Vista Higher Learning	Positive Action
8	Purposeful Design (ACSI) & Lit. Studies	Daily Grammar	A Beka Spelling & Vocab	Saxon	BJUP	BJUP	Literature Based	Vista Higher Learning	Positive Action

STANDARDIZED TESTS

Each spring achievement tests will be given to students in grades 2-8 to evaluate their academic progress. Notification will be given concerning the time and place for the administration of this test.

REPORT CARDS

Report cards are issued four times during the school year. At the end of the first quarter a conference with at least one parent is required so that the teacher may personally present the report card and discuss the student's progress. We recommend that you discuss the progress and needs shown on the report card with your child. There is a \$5.00 replacement fee for lost report cards.

GRADING SCALES

Elementary Grades 1-8:

90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
59 – Below	F
Incomplete	I

Special Class Grades

Outstanding Progress.....E
Satisfactory Progress.....S
Improving.....I
Needs Improvement.....N

At Chandler Christian Academy, we believe that communication between home and school ensures success. Progress Reports will be sent home in the middle of each grading period. If a student is experiencing some difficulty at that time, we urge parents to cooperate with the teacher in order to bring grades up to a satisfactory level.

PROGRESS REPORTS

Progress Reports will be issued after the first five weeks to all students. Progress Reports will be issued as deemed necessary thereafter. Third – eighth grade parents may view students' grades online – information will be sent home at beginning of the school year.

CCA HONOR ROLL (3rd – 8th GRADE EACH QUARTER):

- Average of 90% or above in all core subjects for a quarter combined. The 4th quarter will be determined by students' grades as of 5 days before the date of the awards assembly.
- Core subjects: Reading, Math, Language Arts, Science, Social Studies, Bible, and Spanish for Middle School.
- Students who earn grade of "D" or "F" in any core subject or earn a grade of "N" in specials will be ineligible for Honor Roll.

CCA ALL YEAR HONOR ROLL (3rd – 8th GRADE):

- Average of 90% or above in all core subjects for the 4 quarters of the school year. The 4th quarter will be determined by students' grades as of 5 days before the date of the awards assembly.
- Core subjects: Reading, Math, Language Arts, Science, Social Studies, Bible, and Spanish for Middle School.
- Students who earn grade of "D" or "F" in any core subject or earn a grade of "N" in specials will be ineligible for All Year Honor Roll.

CCA MERIT AWARD (3rd – 8th GRADE ALL 4 QUARTERS):

- Average of 95% or above in all core subjects for the 4 quarters of the school year. The 4th quarter will be determined by students' grades as of 5 days before the date of the awards assembly.
- Core subjects: Reading, Math, Language Arts, Science, Social Studies, Bible, and Spanish for Middle School.
- Students who earn grade of "D" or "F" in any core subject or earn a grade of "N" in specials will be ineligible for the CCA Merit Award.

ACADEMIC EXCELLENCE (8th GRADE):

- Middle School students, with an average of 90%, all core subjects combined in 6th, 7th grade, and through third quarter of 8th grade will awarded "Academic Excellence".
- Core subjects: Reading, Math, Language Arts, Science, Social Studies, Bible, and Spanish for Middle School.

VALEDICTORIAN & SALUTATORIAN (8th GRADE):

- The Valedictorian & Salutatorian (the highest two eighth grade students – academically)
- Determined by averaging the core subject grades from 4 quarters of 7th grade and the first 3 quarters of 8th grade
- Core subjects: Reading, Math, Language Arts, Science, Social Studies, Bible, and Spanish for Middle School.

CHAPEL

K-8th Grade will have chapel once a week. Parents and guests are welcome to attend these services.



DROP-OFF AND PICK-UP

The staff is required by the Arizona Department of Health Services to use the following identification process for anyone who comes to pick up a child from Extended Care:

1. The staff person will check the child's Permission-To-Pick-Up Form to verify if the person has permission to pick up the child.
2. The staff person will ask to see the person's driver's license to further identify that this person really is the person on the form.
3. If the identification is positive, then the child can be signed out with a record of the time and a legible signature.

The child will only be released to people on the Permission-to-Pick-Up Form. If a parent wishes to make a change to this form, it is necessary to do so in person, in the school office. If you need to pick up your student early, please sign them out at the reception center. School office staff will contact the student's classroom to have them meet you at the reception center.

ANIMALS

Please do not bring your pets on campus when you come to sign in or sign out your child. Even good natured, well-mannered pets can become agitated by so many people, and react with unexpected behavior. Safety is our primary concern.

Some teachers may allow pets to be brought to the classroom for Show & Tell when arrangements have been made in advance. This assures a smaller number of students who can be prepared to deal with pets safely. You will have to show proof of current immunization for rabies for each cat or dog.

PARENT VOLUNTEER HOURS

Chandler Christian Academy families are encouraged to participate in school activities. Participation in a variety of activities helps to keep tuition costs down and fosters involvement among families. The yearly requirement is twelve (12) hours per family. If the participation hours are not met, the family will be billed \$10 per hour not completed. The hours not completed will be billed on the April tuition statement but can be adjusted if more hours are served in the final months of school. All hours must be completed by the last day of school. Hours may not carry over to the following school year.

Examples include, but are not limited to:

School activities:

Help in classroom
Health Safari
Auction Committee
Building Repair/Technology
Music Programs
Room Parent



These hours need to be RECORDED in the parent participation book at the reception center when they are completed.

CCA STANDARD OF DRESS FOR KINDERGARTEN -8th GRADE

The mission of CCA is to equip students with a Christ-centered academic, social, physical, and spiritual foundation that enables them to make a difference in the world. CCA seeks to integrate the knowledge of God's creation with training in righteous living and morality to develop true wisdom and character in students.

CCA endeavors to promote excellence in all areas of education, including dress. To this end careful consideration has been given to the formation of the dress code. A benefit of the dress code is the atmosphere created by well-dressed young people in the classroom on the campus. How a student dresses can reveal the level of importance that one places on a particular activity, their attitude toward life, and their respect for themselves, their peers, and God. We want the dress of our students to positively reflect our Christian values as well as promote a sharp, positive, and appropriate image to those in our community. Our desire is a dress code that promotes modesty and neatness without excessive restriction on individual expression.

It is important that the dress code is accepted fully and enforced consistently. Enforcing the dress code is not the sole responsibility of the school. The cooperation of students, parents, and staff is necessary to maintain the dress code. Parents are expected to cooperate with the school in monitoring their child's daily attire at school and school events home and away. If parents and students have questions concerning whether or not a piece of clothing is acceptable attire, they may see the administration before wearing the clothing to school.

Students will be expected to follow the dress code at all school events (home and away), unless otherwise specified by administration. Students not in compliance with the dress code will be subject to disciplinary action.

The administration of CCA will be the final judges of dress code compliance and reserves the right to decide what is proper and fitting regarding attire for school and school events.

General Dress Code

All students

1. CLOTHING that is inappropriate or sloppy in appearance is unacceptable. Clothing that exposes cleavage, midriff or is worn inappropriately is unacceptable. Clothing must not reveal underwear, bras, or boxers, this includes over-sized, ripped, or worn-out clothes (containing holes), pajama apparel, and slippers, and the like.
2. SHOES: Shoes are required for all activities at CCA. Heels on shoes should be worn for comfort and safety. Shoes designed for laces must have laces and be tied properly. No slippers. Flip flops may be worn in Grades 6-8 only.
3. INAPPROPRIATE MESSAGES: Any clothing, book bag, hats, notebooks, jewelry or other paraphernalia with sexual innuendo, inappropriate messages or pictures, occult

symbols, alcohol, drugs, substance abuse or other questionable pictures or messages are unacceptable.

4. JEWELRY: Earrings may be worn by females. The only body piercing allowed is earrings for girls. All other pierced jewelry is unacceptable. Jewelry with pagan religious, occult/new age symbolism, or dangling chains from clothing are unacceptable.
5. HAIR: Hair should look neat, natural, and styled with emphasis on cleanliness and moderation. Hairstyles or hair coloring must be a natural hair color. Any hairstyle that draws undue attention is unacceptable.
6. HATS/SUNGLASSES: Hats and/or sunglasses may be worn outside the buildings but not inside. This includes females.
7. SHORTS/PANTS: There should be no writing across the seats of pants. Shorts must not be greatly oversized or tightly fitted. Athletic-type shorts are only acceptable in P.E. or as part of approved athletic team apparel. Sweat pants or warm ups will be allowed if they are not sloppy in appearance, do not have messages across the buttocks, and meet the requirements in #1.

Boys

1. SHIRTS: Shirts must be of appropriate length and display good taste. See-through, sleeveless, muscle, body suits and/or tank tops are unacceptable clothing.
2. HAIR: Hair length must be approximately collar length and well styled.
3. PANTS/SHORTS: Pants must not be greatly oversized or tightly fitted. Shorts must extend to the knees or longer. Pants/shorts must be worn at the natural belt line, "sagging" is not allowed.

Girls

1. BLOUSES/SHIRTS: Blouses/shirts must be of appropriate length (no visible midriff). A minimum of a 2" (2 inch equals the width of a credit card) strap is required on all blouses, shirts and dresses. See-through, tube tops, racer-back shirts, body suits, tank tops or exceptionally tight fitted blouses are unacceptable. Sweaters, jackets, or the like must be buttoned or zipped up if the attire underneath does not meet dress code requirements.
2. SKIRTS/DRESSES/PANTS/SHORTS: Hems and slits on skirts, dresses, and shorts may not exceed 3 inches above the top of the knee. Exceptionally tight-fitted slacks/pants/skirts/ or dresses are unacceptable. Leggings/jeggings are unacceptable as pants, but may be worn under dresses or tops that are mid thigh length. Spandex of any form is unacceptable.

NOTE: Students who are not in compliance with the dress code will be sent to the office and parent will be contacted. Repeated offenses will be considered in defiance of school policy. This will result in a parent conference with appropriate action taken by the administration.

STUDENT CONDUCT

Discipline and Scripture

RESPECT FOR GOD:

Psalm 86:12- I will praise you, O Lord my God, with all my heart; I will glorify your name forever.

Luke 10:27- Love the Lord your God with all your heart and with all your soul and with all your strength and with all your mind.

RESPECT FOR OTHERS:

1 Peter 2:17- Show proper respect to everyone; love the brotherhood of believers, fear God, honor the king.

Leviticus 19:18- Do not seek revenge or bear a grudge against one of your people, but love your neighbor as yourself.

RESPECT YOURSELF:

Psalm 19:14- May the words of my mouth and the meditation of my heart be pleasing in your sight, O Lord, my Rock and my Redeemer.

Proverbs 12:22- The Lord detests lying lips, but delights in men who are truthful.

Psalms 8:3-5- When I consider your heavens, the work of your fingers, the moon and the stars, which you have set in place, what is man that you are mindful of him, the son of man, that you care for him? You made him lower than the heavenly beings and crowned him with glory and honor.

Ephesians 4:25- Therefore, each of you must put off falsehood and speak truthfully...

RESPECT GOD'S FACILITY:

1 Chronicles 29:11- Yours, O Lord, is the greatness and the power and the glory and the majesty and the splendor, for everything in heaven and earth is yours. Yours, O Lord, is the kingdom; you are exalted as head over all.

1 Corinthians 4:2- Now it is required that those who have been given trust must prove faithful.

ENCOURAGE OTHERS:

Hebrews 3:13- But encourage one another daily, as long as it is called today, so that none of you may be hardened by sin's deceitfulness.

1 Thessalonians 4:18- Therefore encourage each other...

DO WHEN ASKED:

Philippians 2:5- Your attitude should be the same as that of Christ Jesus.

Student Rights and Due Process

Inherent in the discipline process is the following:

- Attendance at CCA is a privilege, not a right.
- Students and parents may expect to be treated in a manner that is safe, dignified, biblical, and handled with appropriate confidentiality.

- Christians are to follow the format laid down in Matthew 18:15-17 to resolve complaints or problems.
- If a student or parent disagrees with a decision or practice at CCA they may follow the established Grievance Policy (available in the office), which sets forth the specific steps that may be taken.

Means of Discipline

Teachers, for the most part, will handle discipline cases within the classroom. Such discipline may range from reprimand to detention and may include conferences with parents.

The administration will handle cases referred to them by staff, as well as cases occurring outside the classroom, and may use a wide range of disciplinary means.

Probation

Probation may be academic or disciplinary or both. Probation is a period of time during which the student is expected to make significant academic or behavioral progress in order to show that he/she has changed sufficiently to allow them to stay at CCA. During this time the student must demonstrate real change in behavior and personal growth. Probation may include the loss of privileges, such as attending a certain extracurricular activities for a period of time. Students who successful complete a period of probation may be restored to full student privileges.

Detention

Detentions are issued by staff for minor infractions and offenses by the students. Using the detention system allows teachers to alert parent of infractions.

Detention for Middle School

Detention will be served every Tuesday and Thursday in room 113 starting immediately at 3:00pm and ending at 3:45pm.

When a student is issued a detention, the document goes home to be signed by a parent or guardian and must be returned to school at the immediate following scheduled detention day.

For example, if a student receives a detention on a Friday, he or she must bring the detention signed on the following Tuesday. Failure to show up to serve will result on another consecutive detention in addition to the current one.

Coaches and instructors of any extra-curricular activity will honor any requirement from CCA to keep students from participating in practices, games or any other activity.

Suspension

The administrator may suspend any student for violating the discipline policy set forth above and for neglecting to comply with previously imposed discipline. This time away gives students the opportunity to think about their choices with the hope that they will repent and change their hearts and actions. In general, suspensions are two types:

1. In school: Suspended students will be assigned to a room in the school for the term of the suspension. Such suspension shall be made either when it is judged in the best

interest of the student or when a parent is not continuously at home to supervise the student. Suspended students are not to have any contact with other students without the expressed permission of administration.

2. At home: Such suspension shall be made only when either (or both) parent(s) are home to continuously monitor the suspended student and when it is in the best interest of the school to have the student off campus.

LIFESTYLE BEHAVIORS

Since the school bears the name of Jesus Christ, a high standard of conduct is expected of staff and students. **Public conduct should be consistent with our basic concept of life, and since we profess to love God above all and our neighbor as ourselves, we should reflect that love in all of our actions, as well as in our attitudes toward each other and our work.**

1. Cheating- any dishonesty in schoolwork will be reported to the parent (s) and the administration by the teacher. Dishonesty will result in a grade of "zero" for that assignment. Further disciplinary action may be taken by the administration.

2. Social Media and Personal Communications Policy- Chandler Christian Academy believes students should portray Christ-like character on and off this campus. This also includes the area of social media. It is impossible to make an all-inclusive list of inappropriate or offensive behaviors, however, following is a list that includes some things that would be considered inappropriate or offensive. If a student chooses to participate in them, appropriate disciplinary action will take place.

Personal electronic devices should not contain any content of sexual or graphic nature. Photos, videos, online content, text/picture messages, links to websites, tweets/re-tweets, comments, images, or posts that deal with any of the following areas:

- The personal use of possession of alcohol, drugs, and tobacco products, or items that condone drug-related activity. This includes any drug paraphernalia.
- Content that is of a sexual nature.
- Actions that might be considered cyber-bullying, including content that is unsportsmanlike, derogatory, demeaning, or threatening toward any individual or entity. Examples of these include comments regarding our school, another school, coaches, or students as well as against any race or gender.
- Content that depicts or encourages unacceptable, violent, or illegal activities. Examples of these include hazing, sexting, sexual harassment/assault, full or partial nudity, inappropriate gestures, stalking, gambling, discrimination, fighting, vandalism, academic dishonesty, underage drinking, and illegal drug/alcohol use.

Chandler Christian Academy seeks to help our students build a positive legacy. Students should always remember that they live in a digital world and create digital footprints with anything they do online- the internet is permanent. Please keep in mind that college admissions counselors and future employers do read online profiles and do make decisions based upon the information they find. Students should be careful about sharing personal

information online and the digital reputation they build. CCA expects students to model Christ even through their online activities.

3. Theft- Theft of personal property or of school property is a serious offense and will not be tolerated.

4. Defacing or Damaging School or Staff Property- Malicious or careless acts which result in damage to or destruction of school, students' or staff members' property will result in both appropriate disciplinary action and the replacement or repair of such property by the student and his or her parent(s) or guardians(s).

5. Fighting- Fighting among students is absolutely prohibited. In almost all cases students involved in a fight will be suspended regardless of "who started it."

6. Disrespectful and/or Disruptive Actions, Language or Attitudes- Disruptions in class, unruly behavior, and defiant conduct will not be tolerated.

7. Hazardous Items- Matches, lighters, fireworks, firearms, knives, and other such items that expose students, school personnel, or property to danger are forbidden.

8. Obscene Behavior- Obscene behavior, which includes cursing, lewd, offensive, or vulgar language or gestures, whether physical, written or spoken, are not permitted.

9. Public Display of Affection- Inappropriate public display of affection will not be tolerated.

ZERO TOLERANCE POLICY

At Chandler Christian Academy we believe that all children deserve a safe, Christ-like learning environment. To this end, a zero tolerance policy exists for all forms of harassment; verbal, emotional, or anything that creates a hostile environment. Such behavior will be dealt with severely and may be grounds for required withdrawal, depending on the action and/or severity of the harassment and will be at the discretion of the administrator.

PERSONAL PROPERTY

All personal property such as toys, skateboards, etc. are not allowed at school and will be confiscated. Any confiscated items will only be returned to the parent or guardian.

Use of cell phones during the school day is prohibited. Phones must be turned off during school hours 8:25-3:00 and kept out of sight. Cell phone usage is not allowed from the time the student arrives on campus until dismissal. Students who violate this policy shall be deemed to have created a disruption to the instructional environment and are subject to disciplinary action. Students should not be using their phones to take pictures.

Students may not bring electronic sound devices, iPods, Tablets or video games. Any confiscated device will only be returned to the parent or guardian. Students are not allowed to use ear buds during the school day unless they have received permission from a teacher.

If any personal property items are brought to school without permission, they will be confiscated and placed with the teacher to be returned at the end of the day to a parent or guardian. The school will not be responsible for loss or theft of any of the above items.

LUNCHES

School lunches are available daily. School lunch orders are due on Thursday by 1pm the week before. If a school lunch has not been pre-ordered, a lunch from HOME must be provided. CCA uses a variety of vendors for our lunch program please see our website: **CCA.asionyx.com** to order or for more details contact the lunch coordinator. Families who order lunches online may pay at time of order with PayPal™ or will be billed on their monthly tuition statement. If the lunch account is not paid in full after 45 days, the lunch program will not allow access to order lunches. If a child is at lunchtime but does not have a lunch, a sack lunch will be given to him/her and the child's account will be charged \$5.00. **Please note food allergies on the blue card in the registration packet.**

ARIZONA IMMUNIZATION LAW

Arizona state law requires that verifiable documentation of immunization is required before a student is registered and admitted to Chandler Christian Academy. This documentation must show the date and type of each dose administered or laboratory evidence of immunity for Polio, DPT, HIB, Mumps, Measles and Rubella. Parental recall of dates and types of immunizations received will not be accepted.

MEDICAL AND EMERGENCY INFORMATION

Parents will be notified when a child has a temperature of 100 degrees and will be asked to remove the child from school. In order to keep the spread of disease and absences to a minimum, do not send children to school with "low grade" fevers. Children must be "fever free" for 24 hours before they will be admitted to class. If a child should become ill or injured at school, a member of the staff will notify the parents. For this reason, it is imperative that we have accurate up-to-date phone numbers and addresses on file in the school office. Even though we do have a school nurse and staff who are certified in CPR and First Aid, in the event of a medical problem or injury that is severe or life-threatening, 911 will be called.

For the protection of the health and well being of all children and staff, the following rules must be adhered to in regard to sick children.

- ❖ Fever: A child with a fever is to be excluded until fever-free for 24 hours. A fever is defined as a temperature greater than 100 degrees. Children who are sent home with a fever may not return to school the following day.
- ❖ Vomiting: A child may return to school 24 hours after the last episode.
- ❖ Colds: A cold's symptoms are described as an irritated throat, watery discharge from the nose, and sneezing. A cold may or may not include a fever. Children are most often contagious in the early, runny stage of the cold. A green discharge can signal infection. A child may return to school after 24 hours of medication.

- ❖ Conjunctivitis Bacterial (Pink Eye): Your child may return to school after antibiotic treatment has begun and eye ooze has stopped. Viral: May return with doctor's note that the child is no longer contagious.
- ❖ Head Lice: We have a strict no-nit policy. No child may be present while there are any nits present in his or her hair. If a case of lice is discovered at home, please report it to the school. We will keep details of reports and incidents confidential, but we do need to alert parents about them. Discovery of lice requires that the child be sent home and treated. All nits must be removed before he child can return. Upon their return, the child's scalp will be inspected by a staff member.

MEDICATION

Because of insurance, liability mandates, and state law, students may not bring medication of any kind to school and administer it to themselves. ALL MEDICATION MUST BE BROUGHT TO THE ADMINISTRATION BUILDING in the original container and a medication release form must be filled out and signed by the parent.

CCA Tuition & Fees

July 2018 – May 2019

Preschool – 8th Grade Enrollment and Tuition Fees

****Based on July to May Payment Schedule***

CLASS	INITIAL TUITION	TUITION (YEARLY) <small>Includes Initial tuition</small>	TUITION (MONTHLY)*
Pre-School: Beginners**	\$150.00	\$2,585.00	\$235.00*
2 day (T/Th)	\$150.00	\$3,762.00	\$342.00*
3 day (M,W,F)			
Pre-School: PK4***	\$150.00	\$3,762.00	\$342.00*
3 Day (M/W/F)	\$150.00	\$5,060.00	\$460.00*
5 Day (M-F)			
Pre-School: KinderBridge****	\$150.00	\$3,762.00	\$342.00*
3 Day (M,W,F)	\$150.00	\$5,060.00	\$460.00*
5 Day (M-F)			
Kindergarten (Full Day)	\$300.00	\$7,183.00	\$653.00*
Grades 1- 5	\$300.00	\$7,183.00	\$653.00*
Grades 6-8	\$300.00	\$7,414.00	\$674.00*
Age Requirements: **age 3 by August 31 ***age 4 by August 31 ****age 5 before December 31			
The "Initial Tuition" is used for curriculum, classroom supplies (K-8 students will purchase their student supplies), and secures your spot in a class. <ul style="list-style-type: none"> • ACSTO funds may be applied to cover the Initial Tuition for K-8th grade. • K-8 Students who register for the 2018-19 school year by January 31, 2018 will pay only \$200.00 for their Initial Tuition (discount of \$100.00). Additional Fees: <ul style="list-style-type: none"> • Kindergarten Graduation Fee - \$50.00 • 8th Grade Graduation Fee - \$50.00 • Non-refundable Assessment/Testing Fee for all new students, K-8 - \$50.00 			
Extended Care Fee (Preschool – 8 th Grade): \$5.00 per hour, per child Note: Extended care late fee for after 6:00 p.m. pick-up is \$1.00 per minute.			

ACSTO SCHOLARSHIPS

Arizona Christian School Tuition Organization is a tax-exempt charitable organization through which donations may be made to a particular private Christian school for a particular student. You must apply to receive this credit. For more information visit **www.acsto.org**, call **480.820.0402**, or please see the school financial office.

We encourage every family to apply to ACSTO yearly.

7TH AND 8TH GRADE SCHOLARSHIP

The CCA school board made the decision to immediately grant full tuition scholarships to all students attending 7th and 8th grade. This decision will allow all CCA students to attend 7th and 8th grade free of charge, after completing the \$300 initial tuition payment to cover supplies and materials, etc.

TUITION/EXTENDED CARE PAYMENTS

All monthly tuition and Extended Care payments are due on the first of the month and are late after the tenth of the month. A \$50.00 per month late charge will be added to all unpaid balances on the eleventh of each month. Students may be dismissed from Chandler Christian Academy for lack of payment after the account is one month in arrears. According to current government regulations, tuition payments are not tax deductible. Please save your statements as this is the only Extended Care tax information you will receive.

PAYMENT USING CREDIT CARDS

****CCA will only accept VISA and Mastercard. ****

There will be a 2% charge to use Mastercard or Visa to cover the school's processing fees.

WITHDRAWAL AND PROCEDURES

If a student is withdrawn from school for any reason, a **TWO WEEK written advance notice** must be given to the school office. If this notice is not given, accounts will be charged in full for the month in question. In addition, prorated participation hours not completed will be billed. If a student is withdrawn for any reason, no refund of the initial tuition fee will be made.

REFUND POLICY

No refund will be made in case of absence from school due to illness or other reason. The school expenses continue whether a student is present or absent. Two weeks' notice is required for tuition refund of the monthly student, if being withdrawn.

SIGNING IN AND OUT

All Extended Care children must be admitted and released with a legible signature, first and last name, of an authorized adult and the time of arrival and/or departure. **If a time is not recorded on the Sign In and Out sheet the account will be charged for the entire day.** Extended Care fees will be charged for times before 8:00am and after 3:00pm for grades K-8th.

EXTENDED CARE PROGRAM FEES (Preschool through 8th Grade):

The Extended Care Program fee is \$5.00 per hour, per child. The fee will be charged in one-hour increments. Extended care fees will be billed on your monthly tuition statement.

Parents: Please be advised there is a late charge of \$1.00 per minute per child for children picked up after the 6:00pm closing time

EXTENDED CARE INFORMATION

In 1983 Chandler Christian Academy organized a state licensed Extended Care Program for the convenience of the school's working parents. It was created to provide quality care before and after school for children who are currently enrolled in Chandler Christian Academy, from preschool through eighth grade. The CCA Extended Care Program

promotes spiritual, social, emotional, mental and physical development in a loving Christian environment using a variety of indoor and outdoor activities that are age appropriate. At the beginning of the day and at the close of the day, when we have few children, we may have a multi-age group of children. Throughout the day, the children are separated according to age, in their own areas, with their own Extended Care staff and a program designed for their age. Extended Care is available before and after school hours from 7:00am–6:00pm.

BREAKFAST/SNACK

Breakfast bars are provided from 7:00am-7:30am for Extended Care children who have not already had breakfast at home. An after school snack is provided for students in Extended Care.

CLUB HOMEWORK IS FROM 3:30pm-4:30pm

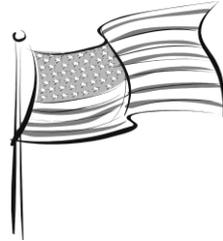
We are happy to provide Club Homework to give our Extended Care students, 1st through 8th grades, the chance to do their homework, or at least begin it, before they go home. Please talk to your child about their homework each day and ask to see what they did. It is still the child's responsibility to remember their assignments, remember how the teacher wants them to do a particular assignment, and do the work. If a child tells us they don't have homework or they have finished, we will trust them. Please remind your child to always have a book ready to read if she/he truly does not have homework to do.

EXTENDED CARE BEHAVIOR MANAGEMENT

The children who stay for Extended Care and/or Enrichment are expected to follow the Chandler Christian Academy-Wide Rules. Failure to follow the rules will result in parental contact.

Chandler Christian Academy Preschool and Extended Care is licensed and regulated by the Arizona Dept. of Health Services School office of Extended Care licensure (150 North 18th Ave., 4th Floor, Phoenix, AZ 85007, 602-364-2539). Inspection reports are available upon request.

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 words in my heart that I might not sin against God.

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