



# Christian Core Academy Parent/Student Handbook

Providing a strong academic base to reach the core of student's hearts with  
the transforming power of Jesus.

Reaching the Heart  
Educating the Mind  
Changing the Culture  
Transforming the World

# CONTACT INFORMATION

## **CCA Board of Directors**

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# MISSION STATEMENT

Christian Core Academy partners with parents to reach the hearts of students with the love of Jesus Christ and educate them through a Christian worldview, in order to change culture and transform the world.

Our desire for our children is that they:

- Love the Lord God with all their heart, soul, and mind. (Matt. 22:37)
- Be educated in a way that honors God and His truth. (Eph. 6:4)
- Discover their unique gifts with which God has equipped them in Christ and that they use those gifts not for their glory and edification, but for the glory of the Lord and the furthering of His kingdom. (Eph. 2:10)
- Be able to intelligently defend their faith and know why they believe what they believe. (1 John 4:1)
- Be counterculture in a way that points the world to the Lord, Jesus Christ. (Matt 5:14, Rom. 12:2)

# VISION STATEMENT

Christian Core Academy (CCA) partners with parents to reach the hearts of students and train their minds in order to change culture and transform the world.

## Reaching Hearts

- And I will give them one heart and put a spirit within them. And I will take the hearth of stone out of their flesh and give them a heart of flesh, Ezekiel 11:19
- So then, if anyone is in Christ, he is a new creation; what is old has passed away - look, what is new has come! 2 Corinthians 5:17
- A regenerated heart is the starting point for living the Christian life. CCA staff points our students to Christ in every aspect of their education as the source of new life, new thinking, and new behavior as well as the source of their identity. In essence, we are not interested in raising moral students who conform because of pressure, but students who have an authentic relationship with Christ and live from their identity in Him.

## Training Minds

- And be not conformed to this world: but be ye transformed by the renewing of your mind, that ye may prove what is that good, and acceptable, and perfect, will of God. Romans 12:2
- Wrong thinking produces wrong conclusions. CCA staff trains the mind of our students using God's truth about themselves, their fellow humans, and the world around them. Challenging academic content and a comprehensive Christian worldview Bible curriculum allows our students to begin with a correct base in order to come to the right conclusions.

## Changing Culture

- When it goes well with the righteous, the city rejoices, and when the wicked perish, there is joyful shouting. Proverbs 11:10

## Transforming the World

- Heal the sick, raise the dead, cleanse the lepers, cast out demons. Freely you receive, freely give. Matthew 10:8
  - CCA as a school teaches our students to be Christ centered and others focused. We continually strive to have our students look beyond themselves and see how to minister to and love other people.
- CCA Vision Statement – Revised September 2020

# CCA STATEMENT OF FAITH

We believe that the Bible (both Old and New Testaments) is the Word of God, fully inspired by Him and without error in the original manuscripts. The scriptures contain the complete revelation of His will and plan for salvation. They are intended to teach, guide, correct, and nourish the believer, and are the final, divine authority for all matters of Christian faith and life. 2 Timothy 3:16; 1 Peter 2:1-2; 2 Peter 1:20-21

We believe in one living and true God, Creator of all things, perfect in every way, without beginning or end, and eternally existing in three persons—Father, Son, and Holy Spirit—and that these are equal in every divine attribute and perfection. Genesis 1:1, 26; Psalm 90:1-2; Isaiah 45:5-6, 21-22; Acts 17:24-28; 2 Corinthians 13:14

We believe that Jesus Christ is the true God and true man, having been conceived of the Holy Spirit and born of the Virgin Mary. We believe in His sinless life, miracles, and teachings. We believe in His substitutionary and atoning death on the cross, His bodily resurrection from the dead, His ascension into Heaven where He is now exalted at the right hand of God and intercedes for His people as our High Priest, and His personal visible return to earth as promised in the Scriptures. John 1:1-3, 14; Luke 1:26-37; Romans 3:21-25, 6:23; 1 Corinthians 15:3-4, 20-24; 1 Timothy 2:5; Hebrews 4:14-16

We believe that the Holy Spirit is a person who convicts the world of sin, righteousness, and judgment, regenerates the believer into new life in Christ at the moment of salvation, sanctifies the believer in Christlikeness, and seals the believer unto the day of redemption. We believe that the Holy Spirit indwells every believer in Christ, and that He guides, instructs, and empowers them for godly living and service. John 14:16, 26; Acts 1:8; Romans 8:16, 26-27; 1 Corinthians 2:4, 10-16, 3:16, 6:19-20, 12; Ephesians 1:13-14, Titus 3:5-6

We believe that man was created in the image and likeness of God, but that through Adam's sin, man fell, and thereby incurred physical, spiritual, and eternal death. As a result, all human beings are born with a sin nature and are under the just condemnation of God. Because of sin, man is alienated and separated from God and unable to remedy his lost condition. Genesis 1:26, 3; Romans 5:12-9; 1 Corinthians 15:22; Ephesians 2:1-10

We believe that salvation is the gift of God brought to man by grace and through personal faith in Jesus Christ, whose blood was shed on the cross for the forgiveness of our sins. We believe that those who repent and forsake sin and trust Jesus Christ as Savior are regenerated by the Holy Spirit, become new creatures in Christ, are freed from condemnation, and

receive eternal life as God's children. John 1:12-13, 3:3-6, 3:16, 14:6; Romans 10:9-13; 2 Corinthians 5:17-21; Ephesians 2:8-10

We believe that the baptism and the Lord's supper are ordinances to be observed by the church. We believe that water baptism is an outward expression and a celebration of a person's new life in Christ. We believe that the biblical pattern for baptism is immersion by water in the name of the Triune God. We believe that the Lord's supper was instituted by Christ for the remembrance of His death and for the proclamation of His death until He comes again. Matthew 28:18-20; Acts 2:38-41, 8:12-13, 10:47; Matthew 26:26-29; 1 Corinthians 11:23-26

We believe in the universal church, which is a living, spiritual body of Christ made up of all persons who have been regenerated and baptized by the Holy Spirit through saving faith in Jesus Christ, of which Christ is the head. We believe in the establishment of local churches as the pattern of the New Testament clearly defines. We believe in the autonomy of each local church under the headship of Christ to decide and govern its own affairs. We believe that God has given the local church the primary task of taking the good news of Jesus Christ to the world and helping believers grow and glorify the Lord. 1 Corinthians 12:12-14; Ephesians 1:22, 2:19-22, 4:14-16; Acts 1:8; 1 Peter 2:9-10; Matthew 28:18-20

We believe in the personal and visible return of the Lord, Jesus Christ, to the earth and establishment of His kingdom. We believe in the resurrection of the body and in the final judgment: of the believer to everlasting blessedness and joy with the Lord, and of the unbeliever to everlasting conscious punishment and suffering apart from the Lord. Matthew 16:27, 24:4-31; John 14:3, 1 Corinthians 15:40-58; Philippians 1:23; 1 Thessalonians 1:10, 4:13-18, 5:1-11; Titus 2:13; Revelation 20:4-6, 11-15

## **ADMISSIONS**

Christian Core Academy (CCA) admissions policy does not discriminate as to race, color, nationality, or ethnic origin. CCA will admit a student of any religious affiliation, provided the student will abide by all CCA standards of discipline, dress, academic and spiritual instruction. CCA expects parents to be supportive of all practices and policies, to cooperate respectfully with the authority of the teachers, and to enable the child to cooperate fully with all programs and activities of CCA. CCA does not encourage parents to place students in CCA against their will. Students are admitted with the understanding that a student who cannot adjust to the program at CCA may need to find another school that is better able to meet the needs of that student. CCA reserves the right to deny admission to students when the student's academic or other records, references, or the initial interview

and/or entrance examination results are unfavorable and indicate questionable success.

CCA RESERVES THE RIGHT TO REFUSE ENROLLMENT OR RE-ENROLLMENT TO ANY STUDENT WITHOUT CAUSE.

## **ENROLLMENT/REGISTRATION**

Christian Core Academy serves students who range from Pre-K through 8<sup>th</sup> grade. Students are enrolled at CCA upon completion of a school tour, enrollment forms, entry testing (1<sup>st</sup>-8<sup>th</sup> grade), and payment of all registration and testing fees. Returning students are required to complete an enrollment form in order to secure a place at CCA for the following year. Registration checks are non refundable.

## **ATTENDANCE**

In order for your child to achieve maximum academic results, consistent attendance is required. The school operates from:

K-8<sup>th</sup> 7:50 AM - 12:15 PM

There are also required assignments on Friday for grades K-8th.

Excessive absences affect the student's grades and attitudes. Students will be expected to make up all missed tests, class work, and homework after returning to school from an absence. They will have as many days to complete the work as they were absent, plus one. An excused absence and make-up work can be requested in advance for an absence other than illness for such activities as ski trips, youth activities, family outings, or any activity not sponsored by the school.

If your child will be absent, parents need to email the school administrator no later than 8:30AM. If we do not receive a phone call by 8:30 the school will place a phone call to you in order to confirm your child's absence. This is for your child's safety so please make sure you call every time your child will be absent.

Due to our shortened day please make every effort to schedule appointments outside of school hours, in the afternoon or on Fridays.

# **CURRICULUM**

Christian Core Academy follows the Core Knowledge Curriculum written by E.D. Hirsch. School administrators have and will substitute any teachings/readings/materials that contradict the Christian faith. Curriculum maps are posted on the CCA website for your convenience, and we encourage all parents to familiarize themselves with the content that is being taught to your children. Parents can expect their children to be educated with a Christian worldview and biblical doctrines according to our Statement of Faith.

# **COMMUNICATION/CONFLICT RESOLUTION**

It is the goal of the CCA staff to stay in close communication with the parents of the students. We ask that parents use the following method to communicate with teachers:

1. If you have questions, concerns, or ideas, please contact the teacher by email first.
2. If follow-up is needed, please make an appointment for a conference outside of class time.
3. If the parents cannot come to an agreement with the teacher, please respectfully request that the teacher set up a meeting with both parties and the Director of CCA.
4. If further discussion or mediation is needed, the Director will set an appointment with all parties and a board member. Please keep the communication between you, the teacher, and the board so as to protect the privacy of all parties involved.

# **INCLEMENT WEATHER**

In case of severe weather, the following procedures will be followed to ensure the safety of the students:

1. A decision whether the school will open will be made by 5:30AM. An all-school email will be sent out informing the parents of the school closure. It is the parent's responsibility to check their email for school closure information.
2. If the weather turns severe during class time, an email and text message will be sent out informing the parents of an early pick-up. It is the parents'

responsibility to monitor the weather conditions and check for the email or text regarding early dismissal.

3. In case of possible inclement weather, if possible, students will take home all textbooks and materials needed to complete work assigned by the teacher through email. Teachers are responsible for emailing the daily assignments to the students, being cognizant of what materials the students have at home. Students are responsible for turning in the work as soon as they return to class.

## **DRESS CODE**

All students, staff, and visitors to CCA are asked to adhere to modest clothing standards. We believe self-discipline results in self-respect, which is characterized by modesty and good taste in personal grooming. The way we dress as a CCA community will affect the atmosphere of the school, academic achievement, student attitude, and student and staff behavior. We do not suggest that a specific dress code is mandated by the Bible. The Bible does not say precisely what kind of clothes a Christian student should wear. However, the Bible does say to students of every generation that their appearance must be modest and appropriate. All young people are to be examples of the believers (1 Timothy 4:12). We encourage students to wear clothing which covers the chest, shoulder, and upper thigh adequately for modest dress standards. With that in mind, students are prohibited from wearing hats or hoodies on their heads while inside the school building. Students should not wear pajamas to school, unless indicated for a special school function.

## **DISCIPLINARY CODE**

GRACE-BASED CLASSROOM MANAGEMENT GUIDE (adapted from article by Jared Kennedy):

Start With An Inventory of Your Classroom Environment

Grace-based classroom environments are filled from top to bottom with the gospel of the Savior. Take an inventory of your classroom environment, how well does it align with the traits below?

- Sin-Aware.
  - We don't pretend that kids are basically good and just need a little direction. Instead, we expect absolutely everyone

(including ourselves) to arrive with big problems only Jesus can fix.

- Delighting in Jesus.
  - We won't let kids use Jesus to get something else they want more. We don't approach teaching, prayer, and worship as things to be done because they're important and necessary—after which we turn to more 'fun' activities when it's time to enjoy oneself. Rather, we communicate that nothing is more enjoyable than Jesus.
- Grace-Aware.
  - We celebrate and model the work of Christ for us and in us, and we give God the credit for every good change that happens in a kid's life or our own life. We expect God to bring growth. This creates a place of mercy and openness, because, when God gets the credit for spiritual progress, there's no need for either one-upmanship or defensiveness, only deeper faith.
- Focused on the Heart.
  - We're never satisfied with merely manipulating outward behavior, but instead we recognize that kids who look obedient still need Jesus. We don't let either rule-keeping kids or rule-breaking kids use their behavior as a way to avoid Christ. We seek heart-level growth in both.

## 9 Key Strategies for Creating a Stable Environment

The effective formation of our children requires a stable environment. For this reason, it's important for our classrooms to supplement parental training by upholding high standards for behavior, respect, and discipline.

1. Be well prepared and organized.
2. Give clear expectations.
3. Be consistent.
4. Model the way.
5. Praise children for good behavior.
6. Give the reason for the why behind the what.
7. Have a strategy for involving parents when a child persists in negative or disruptive behavior.
8. Don't motivate by comparison.
9. A few DON'T'S: No teacher should ever use corporal punishment. Spanking is not appropriate for someone else's child. Also, never ridicule, humiliate, or deny a child food or drink.

## Managing Particularly Disruptive Behaviors or Persistently Negative Behavior

What should you do when a child is acting in a particularly disruptive or persistently negative way?

1. The teacher or classroom helper should clearly and gently identify and explain to the child the inappropriateness of his behavior, and offer instruction regarding the correct way to conduct himself. - Walk to or stand by a child who is being disruptive. - Make eye contact with the child. Get on their level. Know their name & speak their name as you speak to them about their unruly behavior. "Johnny, we don't throw paper airplanes during the Bible story. We'll stand up & play games soon, but right now is a time to 'give me five.'"

2. If a negative behavior continues, use a time-out. Give one warning before implementing a time-out except in the case of physical harm done to another child—hitting, kicking, biting, hair pulling, etc. - (Director and parents should be notified immediately of any physical aggression.) The time out typically lasts one minute per year of the child's age. The purpose of a time-out is to stop negative behavior, talk about the offense, give correction, and teach forgiveness. - We want to encourage the child to turn away from their sin and if their behavior involves another child to ask forgiveness. This is something that we teach, and require because even though we may have to wait on God to work on His timetable in the child's life, modeling this is always good. Before returning the child to class, the teacher should take time to pray with the child.

3. Confidentially share the situation with the child's parents when class is over. Make sure you honor the child and at the same time, encourage the parents. Encourage the parent to follow up with the child after they return home. DO NOT talk to parents EVERY time that you have to correct a child, BUT you should inform parents any time that behavior management reaches the level of a time out.

4. Finally, if these three steps do not correct the behavior, contact the director, who will either talk with the child further or contact the parent and consult with the parent for help and support. If negative behavior continues to reach this level, the director will be responsible for helping the teacher implement a behavior plan.

# **DROP OFF 7:40AM & PICK UP 12:15 PM**

There is to be no parking in the diagonal parking in the front of the building and no pickup in the drop off lane.

- K-3<sup>rd</sup> Students must enter and exit the main doors and parents must come in and sign out their student from the classroom teacher or approved designated adult on the authorized pick-up form.
- 4<sup>th</sup>-8<sup>th</sup> Students will enter and exit the main doors. They do not need to be signed out by the parent. Students may not wander around the building or parking lot.  
After School Policies

- Once a student has left the building, he or she may not re-enter unless he/she has permission from an administrator or teacher on duty.
- Once students are signed out, they must remain with their parents. Students who are signed out may not proceed to the parking lot without their parents. Once they are in their car, they may not return to the building.
- Upper grade students who do not have to be signed out may proceed to the parking lot to their designated pick-up driver. However, they may not return to the building after reaching the car.
- If parents and children go to the playground after school, the playground door must be kept locked and there is no entrance to the building. Exit is through the gates and there is no entrance again. Do not ring the church bell.

In the event a child is not picked up during the designated hours of business, the child will remain with a member of the administrative team in the building until a parent or designated sign-out person is contacted and the child has been picked up. The same is true if a child is dropped off and a teacher is not in the room for the student. The student will remain with the administrator until the teacher returns. See further action in the pick-up after school section.

## **EARLY CHECK OUT PROCEDURES**

Any student needing to leave the school prior to 12:15PM must be checked out through the office by a parent or designated adult. As a courtesy to the teacher, please notify them in advance, if possible, of an early pick-up time for your child.

## **ELECTRONIC DEVICES AND PERSONAL BELONGINGS**

Students are not to bring electronic devices (computers/tablets) to school unless for a specific reason with permission from the teacher (i.e., middle school science, social media, yearbook or specific accommodation). Cell phones may be brought to school and must remain in the student's backpack during the school day and while on school grounds. Please do not use a student's cell phone to communicate with your student during the school day. Parents are to call or email the office to communicate through the office in case of an emergency. Likewise, if a student needs to reach a parent, they should do so through the office. If a student is discovered to have an electronic device or cell phone outside the previously mentioned terms, the device will be secured by staff and may be claimed by a parent in the office. Any student not using his/her electronic device or cell phone in accordance with CCA's policy will forfeit the privilege of having the device or cell phone at school.

The personal belongings of students are the sole responsibility of the student and parent for younger children. Coat hooks, cubbies, boxes, and lockers may be provided near, by, or within the classroom to assist with belongings. However, there is no expectation of privacy with the use of lockers and cubbies and these may be searched in case of safety issues or illegal activity. A lost and found is provided by the school for parents to look for lost items.

# SECURITY PROCEDURES

All staff members have been provided with a walkie talkie. Walkies should be turned up loud enough so the teacher can hear an announcement at any given time. It is expected for walkies to be fully charged throughout the day and will accompany the teacher to recess and all activities away from the classroom (except field trips). In the event a walkie is not transmitting properly, administration will check classrooms, and teachers will help notify neighbors of the situation.

1. HOLD is initiated when there is a safety concern in the hallways of the building. A Hold is used when it is necessary to restrict movement within the school or building. Examples that may prompt a Hold being called include a medical emergency or a physical altercation occurring in the hallway.

2. SECURE is initiated when there is a threat OUTSIDE the building. A Secure is often implemented due to emergency situations that take place in the neighborhood close to the schools. Examples that may prompt a Secure being called include a bank robbery near a school, police activity, or a dangerous animal in the area.

3. LOCKDOWN is used when there is an active threat or dangerous incident on the campus. Students and staff must find immediate shelter inside the nearest classroom as quickly as possible. Lock the door and turn out the lights. Stay out of the line of sight, and gather in a space so someone in the hallway couldn't see you when looking through a doorway. Huddle behind large items for extra protection, and consider barricading the doorway if it can be done quickly. Be very quiet. Be prepared to move quickly. Don't open the door for anyone--stay until law enforcement comes to your classroom and leads you to safety.

4. EVACUATE is used to get students and staff out of the building by a route designed to avoid contact with a potential threat, such as a suspicious package, a threatening person in a specific confined area, a bomb threat, or a hazardous material spill. An Evacuation protects staff and students from a threat where the exact location in the building is known.

5. SHELTER is issued for severe weather or hazardous material incidents. A Shelter directive is used to relocate students to a safe area away from a potential weather- or HAZMAT-related danger.

It is with our best intention to keep every student as safe as possible. While teachers and staff have been given the emergency protocols/procedures and will participate in frequent drills throughout the year, we understand that we cannot anticipate every emergency/situation that may occur. Staff has been given the guidance to follow the protocols as best they can, but if necessary, make a judgment call that is in the best interest of the students.

### Emergency Numbers:

Colorado State Patrol (303) 239-4501

Law Enforcement/EMS 911

Poison Control 1-800-332-3073

Social Services (970) 498-6990

Road Reports (303)639-1111

## **FEES AND FINANCIAL PROCEDURES**

Christian Core Academy is an independent Christian school, operated solely on the tuition and contributions it receives. The following fees represent CCA's goals of offering a reasonable academic opportunity and maintaining financial credibility with its staff and creditors. However, behind the financial procedures is a deep awareness that it is God alone who causes a school to stand or to fall. God's provision has brought us each step we have taken, and it is with deep gratitude that we anticipate each new step.

- Keep an open communication with the school regarding your financial obligations. Make sure you understand your financial responsibilities and that the school office is aware of any changes you may need to make. If for any reason payment is to be late, notify the school immediately.
- Registration fees are paid for enrollment for the following year. This fee is NON-REFUNDABLE.
- Tuition is subject to change, at the discretion of the board, on an annual basis. Full tuition may be paid by semester with a 2% discount applied.
- Transactions returned will be assessed at CCA's bank service fee charge.
- Tuition for students is an annual fee. Parents will pay their tuition by semester or in segments. Please see our withdrawal policy for early withdrawal procedures.

## **FIELD TRIPS**

Classes may take trips to interesting and educational places from time to time as a vital part of the instructional program. Parents will be notified beforehand as to when the field trip will take place and a permission slip will need to be filled out and signed before the student is allowed to participate in the field trip. Small fees may be charged to cover expenses. The school may require certain dress for field trips.

Parent drivers will be needed to transport students. The parent driver will need to produce a copy of his/her driver's license and a copy of vehicle registration and proof of insurance and fill out appropriate paperwork. The parent driver will need to produce a copy of his/her driver's license and a copy of vehicle registration and proof of insurance for each trip, even if they have previously provided this information. Proper child seating, based on age, is required, including car seat and seatbelt.

For children with a documented rescue medication, one parent will be required to chaperone the trip.

Chaperones are required to pass a background check before attending a field trip.

The school does not provide transportation to and from the building on a daily basis, or to events.

## **VIDEOS IN THE CLASSROOM**

We would like to be sensitive to our parents and the way they are choosing to raise their children. No video, video clip, or movie will be shown without parental permission. Your child must have a signed permission slip in order to participate in any video, video clip or movie that will be shown in the classroom. If permission is not received the student will be given an alternate assignment.

## **HOMEWORK**

CCA course of study is based on students completing their independent work at home. The students in K-5, in partnership with parents, will be responsible for writing down assignments in his/her assignment notebook, completing and returning homework and obtaining parents' signatures. The signature states that the homework is complete and approved by the parent. Middle school parents need to monitor their students' homework, but the student is ultimately responsible for the completion of the work and for turning the work in on time.

The general rule for homework is it will be given Monday-Friday.

- Kindergarten 15-20 minutes + 10 minutes of reading to a parent
- 1st grade 30-40 minutes + 10 minutes of reading to a parent
- 2nd grade 1 – 1 ½ hours + 20 minutes of reading to a parent
- 3rd grade 1 ½ - 2 hours + 30 minutes of reading to a parent
- 4th grade 2 – 2 ½ hours (Reading is incorporated in curriculum)
- 5th – 6th 2 ½ -3 hours (Reading is incorporated in curriculum)

Friday: 1<sup>st</sup>-6<sup>th</sup> requirements. Work assigned should correspond to daily requirements.

### COLLECTION/LATE POLICY

Homework is especially important in regards to the CCA school model as the work itself is not considered a supplement but part of our instruction, so it is imperative that students complete the homework and return it by the due date. To help students with the responsibility, each teacher will implement a homework policy for the classroom. The following will be implemented as well:

- 1) Teachers will give clear, direct instructions with specified due dates for homework and allow time for students to turn in homework at the beginning of class and time to write homework in planner at the end of class.
- 2) Students (2nd grade and above) will keep a daily planner. Parents of students in grades 2-5 must sign a daily planner to indicate the student completed all the homework.
- 3) Elementary students will bring home a homework folder weekly of graded assignments. This folder will need to be signed and returned to the teacher.
- 4) Teachers will enter grades weekly into the online grading platform and parents will be responsible for checking the platform for missing assignments or low grades for their students.

# **GENERAL HEALTH AND SAFETY** **GUIDELINES**

All staff must be alert to the health of each child, known allergies, or special medical conditions. Under the supervision of the school administrator, all staff must be alert to the whereabouts of all children. Systems are in place for accounting for children at regular intervals. All staff will follow proper procedures for hand washing, using disinfectant, and following universal precautions to prevent infections. All staff are familiar with evacuation routes and procedures. When a child might require CPR, a minimum of one staff person has successfully completed training in CPR.

The parent is required to administer any prescribed medicine from a physician. Though CCA's policy is that parents need to come to the school to administer any necessary medication to their children during school hours, CCA is able to keep "rescue" type medications on hand for quick use in the event of an emergency. Medicine is stored in a designated, locked area.

It is the parent's responsibility to properly demonstrate the use of this medication to any CCA staff who would need to know, and it is also parents' responsibility to assess and make sure these staff members are properly equipped to effectively give this medication when needed, as well as any needed follow-up procedures such as calling 911, etc.

## **ILLNESS**

Due to the nature and size of our school, typical health services are not available. Please do not bring sick children to school. It is the parent's responsibility to notify the office if a child has been injured at home and may need special considerations at school. Keep school records up to date, especially phone numbers and emergency contact information! If a student becomes ill at school, they will be allowed to rest comfortably until parents are able to pick them up.

It is CCA's expectation that any medications needed by the student be given by the parent, with the exception of emergency "rescue" medications that need to be kept close at hand, such as an inhaler or Epi-pen. When these are used, it is the parent's responsibility to properly train staff members who need to know and sign off that they are comfortable with the training given on our provided form.

Any child with a fever of 100.4 or above will not be allowed to remain in the classroom. Please also see our policy adopted from PSD's recommended stay home policy for further reasons as to why a student should not be

coming to school and/or are being sent home. If a head injury is sustained, the parent will be contacted. In case of more serious injuries, or if the parent cannot be contacted, the school will immediately call 911 for emergency assistance.

In compliance with state law, all children in Colorado schools must have complete up-to-date immunization record on file at school each year. This record includes proper shots for measles, mumps, rubella, diphtheria-pertussis-tetanus (DPT), Hepatitis B, Varicella (chickenpox), and polio. Parent-signed non-medical exemptions should be submitted each school year and require one of two items: (1) a certificate of completion for the online education program set forth by the State of Colorado (found at [cdhpe.colorado.gov/vaccine-exemptions](http://cdhpe.colorado.gov/vaccine-exemptions)) or (2) a non-medical exemption form signed by a medical doctor, doctor of osteopathic medicine, advanced practice nurse, delegated physician's assistant, or pharmacist. Medical exemptions only need to be submitted once. (See C.R.S. 25-4-903 (4)).

Students may not continue enrollment without up-to-date immunization records. Immunization records must be current for students to remain in school. Since we do not have a professional who is able to determine whether or not records are up to date for a student's age, we need parents, along with their health care provider, to annually fill out our form stating they are up to date. If they are not up to date, a plan must be made to get up to date, and if parents choose to not give certain immunizations, an annual exemption form must be filled out, per Colorado law.

We do accept non-medical and medical exemptions for children who are not immunized without discrimination. We are still required to provide a record of the student's immunization status (as declared by the parent) to the State of Colorado. This can be done by filling out medical exemption form signed by a doctor, or a non-medical exemption form and (a) having a qualified medical doctor sign the form, or (b) completing a video course issued by the Colorado State Health Department and submitting the completion certificate with your non-medical exemption form for your student(s).

## **COMMUNICABLE ILLNESSES**

A child diagnosed with a communicable disease such as hepatitis, measles, mumps, meningitis, diphtheria, rubella, salmonella, giardia, tuberculosis, shigella, whooping cough, chicken pox, or other contagious illnesses will be excluded from school for a period of time as prescribed by the child's physician or by local health department. All staff members, parents, and guardians of children in care will be notified of the communicable disease at the director's discretion. Children's confidentiality will be maintained. The administrator will report the illness to the local county department of health.

## **TOILET TRAINING AND SLEEP**

Toilet learning is an important time in a child's development. There is an expectation that children be potty trained when they attend any level at CCA.

With a shortened school day, there is no rest or nap period.

## **LEGAL REPORTING OBLIGATION OF A SCHOOL**

In accordance with Colorado state law and school policy, school staff is obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, sexual abuse, or child neglect in accordance with C.R.S. 19-3-304. In this serious and legally narrow area, the school will not contact parents in advance of making a report to authorities, which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interest of the affected child; and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review. If at any time a childcare worker reasonably suspects child abuse, it is the responsibility of that childcare worker to report or to cause a report to be made immediately upon receiving such information to the 1-888-CO-4-KIDS.

## **PARENT/STUDENT ORIENTATION**

An orientation will be held at the beginning of the school year for students and parents to outline expectations, policies, school rules and other pertinent information. There will also be a back-to-school event where students will be allowed to bring their supplies and meet their classroom teacher. This is an important part of the CCA partnership between teachers and parents. It is mandatory that at least one parent attends this event.

## **PARKING LOT SAFETY**

Please keep your child safe in the parking lot by adhering to the following:

- Drive slowly when in the parking lot. 10 mph or below is the optimum speed for a parking lot.
- Do not allow your K-4<sup>th</sup> grade students to be unattended in the parking lot at any time.
- Older students may not be in the parking lot unless they are proceeding to their designated ride.
- Students may not return to the building after exiting the facility.
- Please do not send your student back to the car or building to retrieve items unaccompanied.
- Please do not use cell phones in the parking lot when dropping off and picking up.

## **PARENT-TEACHER CONFERENCES**

Parent-teacher conferences will be held the first and third quarter of the year. Other conferences may be scheduled with the classroom teacher as needed during the year.

## **SNACKS/ FOOD AT SCHOOL**

A snack is allowed at school. The snack is provided by the parent and allowed at the designated time in the school day. Please consider the nutritional needs of your students when preparing snacks to send to school. Sugary snacks lower your student's ability to learn and participate in class and can become a distraction to the other students.

The school will not withhold food or beverages as a punishment, nor will teaching staff ever threaten to withhold food as a form of discipline.

Birthdays are an important and significant event in the life of a child. They afford the opportunity for children to be given special recognition. Additionally, special events related to subject study may allow the opportunity for food to be brought to school. Accordingly, students who wish to bring treats for the class on their birthday /event may do so. Lunch is not provided by the school.

## **SUPERVISION**

During the school day, no child will be left unsupervised. Staff will supervise primarily by sight. Supervision by sound is permissible as long as teachers check every 2-3 minutes on children who are out of sight (i.e., for those using the toilet independently, etc.) An attendance check will be completed at the beginning of each day and after recess, assembly, or event. Pre-K students will be checked by a name to face procedure at the beginning of the day, after recess, after assembly or outing, and after bathroom breaks. This procedure will be documented by the classroom teacher. Parents will sign children in and out of the room each day.

## **PHYSICAL ATTENTIONS**

Physical display of affection in girl-boy relationships is not allowed. Students are expected to keep their hands entirely to themselves. Class time is for study and students are to give their attention to the course agenda and not to other students. Writing or passing notes will be dealt with promptly.

## **PICK UP AFTER SCHOOL**

Students will be picked-up after school each day at 12:15, Monday through Thursday. Students in K-4<sup>th</sup> need to be picked up by a parent or authorized adult and signed out from the classroom teacher. Middle school students are allowed to be released to find a parent near the middle school wing or outside by the front door of the school. Parents who are late will be charged \$15 for every 15 minutes to compensate the teacher for the extra time. Please do not park in the visitor parking spaces closest to the building.

Teachers and staff members will ensure that all students have been picked up by checking the sign out sheet and checking the building. If a child is not picked up by 12:30, the administrator will call the adults on the authorization to release form. If there is no response, the administrator will

notify the count department of social services or police by 1:30 p.m. The administrator will provide the child snacks and activities to do while they are waiting for an adult to pick them up.

## **PLAYGROUND/ OUTDOORS**

During the school year students will be going outside for recess whenever possible and are expected to dress appropriately. Please make sure your child always has a jacket, gloves, and hat as the weather in Colorado can turn unexpectedly. Boots are also recommended for snow days. Students also need to bring a pair of inside shoes to leave at school. Inclement weather will be assessed based on the Poudre School District code with no children outside in temperatures 20 degrees Fahrenheit or below, rain, hail etc. Additionally, with the sunny Colorado days, sunscreen may be provided by the parent.

## **REPORT CARDS/GRADING Scales**

Report cards will be issued at the end of each nine-week period. The grade scale and description of terms used on the cards are as follows:

A+ 97%-100%	B+ 87%-89%	C+ 77%-79%	D+ 67%-69%
A 94%-96%	B 84%-86%	C 74%-76%	D 64%-66%
A- 90%-93%	B- 80%-83%	C- 70%-73%	D- 60%-63%

O = Outstanding

S = Satisfactory

I = Improvement

N = Needs Improvement

## **SAFETY**

Any student, by word or deed, threatening the safety or well-being of another student, faculty member, staff member, or the school at large will be subject to disciplinary action by the administration and/or board. Disciplinary action may include suspension or dismissal.

# **SCHOOL HOURS**

Monday - Thursday from 7:50AM to 12:15PM for K-8<sup>th</sup> Grade.

# **TARDINESS**

Arriving at school late disrupts the school prayer assembly and/or the classroom setting. Please be considerate and have your child at school on time so we can begin school in a timely manner. If your class has a field trip planned and the student is late, do not drop off the student. We strongly encourage students to be in their seats, ready to learn by 7:50 a.m.

Students transferring from CCA to another school need to give the school at least a one-day notice so records and grades can be prepared. The student's grades and records will be transferred to the new school when all accounts have been settled with the school bookkeeper and a request from the new school is received in writing.

# **VISITORS**

Parents are welcome to visit the classroom while the class is in progress. It is our goal to conduct class in such a way that parents are always welcome to visit, but we discourage casual, frequent interruptions to classroom activities. Parents should not interrupt class to relay messages, or to ask questions of teachers or students without prior permission. All visitors must sign in and volunteers at the school must wear a designated name tag.

# **WEAPONS**

For your child's safety, there are to be no weapons brought by students onto school property or to any school sponsored activity. Pocket knives are not permitted. If a weapon is discovered, the child will be suspended or expelled.

# **WITHDRAWALS**

If a parent wants to withdraw a child from CCA at any time during the school year, he/she must complete a reason for withdrawal form and give one month's notice. Early withdrawal will receive a penalty of one month's tuition.

# Parent/Student Handbook Agreement Form

Please sign and return to the school.

I, \_\_\_\_\_, parent of \_\_\_\_\_

\_\_\_\_\_ have read and understand  
The Student and Parent Handbook for Christian Core Academy.

\_\_\_\_\_  
Signature Date Parent

6<sup>th</sup> - 8<sup>th</sup> grade Students please sign:

\_\_\_\_\_  
Student Signature Grade Level  
Date