

TABLE OF CONTENTS

Table of Contents -----	1
Overview -----	2
Statement of Philosophy -----	2
Mission Statement -----	2
Vision Statement -----	2
Guiding Principles -----	3
Accreditation -----	3
Admissions -----	3
Financial -----	4
Student Insurance -----	5
Application Procedure -----	6
Academics -----	6
Student Records -----	6
Student Progress Reports -----	7
Student Progress Policy -----	7
Attendance -----	7
Procedures -----	7
Excused Absences -----	8
Closed Campus -----	8
Non-Custodial Parents -----	8
Before & After School Care -----	9
Redemptive Discipline -----	9
Students -----	10
Unauthorized or Inappropriate Items -----	10
Bully-Free Environment Policy -----	11
Search and Seizure -----	11
Student Expression -----	12
Academic Probation -----	12
Uniform Policy -----	12
Personal Appearance -----	12
General Policies -----	13
Student Health -----	13
Severe Weather -----	13
Library -----	13
Telephone/Cellphone Use -----	13
Personal Items -----	14
Meals -----	14
Parental Participation -----	14
Computer Use Agreement -----	14
Learning Equipment and Materials Use Agreement -----	15
Grievance Procedure -----	15
Non-Published policy -----	15
Interpretation -----	16

OVERVIEW

Canyon Christian Academy (CCA), a Seventh-day Adventist school offering Preschool ages 3 - 5 and Kindergarten through Grade 8, strives to provide excellence in education spiritually, scholastically and socially.

A STATEMENT OF PHILOSOPHY GUIDING SEVENTH-DAY ADVENTIST EDUCATION

The Seventh-day Adventist Church recognizes God as the ultimate source of existence and truth. In the beginning, God created in His image a perfect humanity, a perfection later marred by sin. Through Christ and His Spirit, God determined to restore humanity from its lost state. Through the Bible, He has revealed His will to the world, a revelation that supersedes human reason. Through His Church on earth, He seeks the lost for His kingdom.

The basic tenets of the Seventh-day Adventist Church, as well as the inspiration of the Holy Spirit, are directed toward God's restorative plan for fallen humanity. The Church conducts its own system of education to engender belief in these tenets, within the context of one's personal relationship with Jesus Christ, and to foster a desire to share that relationship with others.

Made in God's image, every human being, although fallen, is endowed with attributes akin to those of the Creator. Therefore, Seventh-day Adventist education seeks to nurture thinkers rather than mere reflectors of other's thoughts; loving service rather than selfish ambition; maximum development of one's potential; and an appreciation for all that is beautiful, true, and good.

An education of this kind imparts far more than academic knowledge. It is a balanced development of the whole person. Its' time dimensions span eternity. In Seventh-day Adventist education, homes, schools, and churches cooperate together with divine agencies in preparing learners for citizenship here on this earth and in the New Earth to come.

MISSION STATEMENT

CCA is committed to providing a Christ-Centered Education that nurtures the individuality of the student within a climate of Academic Excellence.

VISION STATEMENT

CCA desires to be known as a school where students receive quality education that encourages service for God, family, community and country. It is our desire that students at CCA will choose to develop a personal relationship with their God and Savior, as revealed in the word of God, and will not only learn but choose to apply Biblical principles in their personal lives, their interaction with others, and their contribution within the community where they live.

GUIDING PRINCIPLES

Co-operating together, students, parents and staff fulfill the mission by:

1. Developing a personal relationship with our God and Savior and sharing that relationship with others.
2. Discovering and applying the principles of the Bible.
3. Establishing and maintaining trust in all relationships.
4. Allowing the Holy Spirit to demonstrate His fruit in their life
5. Investing their time and talents in the constructive pursuit of excellence and gaining academic subject matter proficiency.
6. Recognizing that the success of the group depends upon the contribution of each individual.
7. Choosing responsible actions and attitudes that result in privilege and freedom.
8. Experiencing the joy of prayer and growing in God's grace.

THE PRINCIPLES FOR LIFE AT CCA ARE;

I attend Canyon Christian Academy to:

LEARN

I will:

GLORIFY GOD

HONOR MY PARENTS

BE A BLESSING TO OTHERS

ACCREDITATION

Canyon Christian Academy is accredited by:
Adventist Accreditation Association
National Council for Private School Education

ADMISSIONS

CCA is a Christian school operating a Preschool (ages 3-5) and Kindergarten through grade 8. CCA welcomes students of any race, color, national or ethnic origin. It does not discriminate in the administration of its educational policies or any of its school-administered programs.

Acceptance is granted to those who desire a Christian education and agree to hold high standards of conduct and thought. The school, however, is not equipped to handle young people who have significant

behavioral or academic challenges. All applications are subject to the approval of the School Board. All new students are accepted on a nine (9) weeks academic/behavior probation.

CCA does not admit individuals who engage in sexual misconduct, which includes non-marital sexual conduct, homosexual conduct, or the encouragement or advocacy of any form of sexual behavior that would undermine the Christian identity or faith mission of CCA and the Seventh-day Adventist Church.

Open Registration is held throughout the year. For early registration incentive contact the school.

1. CCA is operated by the Seventh-day Adventist Church and functions within its belief system and educational philosophy.
2. Students who are accepted after having been dismissed from another school will be under an nine (9) weeks probationary status and must interview with the teacher and principal prior to registration.
3. A student will not be admitted without financial clearance from a former school.
4. The School Board of CCA is the final authority for the decisions of all admissions and/or dismissals from the school program.

FINANCIAL

It is the purpose of CCA to keep the cost of Christian education as low as possible. In order to maintain a high quality of education for your child, it is necessary that tuition payments be kept current while your child is enrolled. The following statements outline general financial policies:

1. The enrolling individual(s) (parent, custodial parent, guardian, etc.) is fully responsible for the financial obligations of students accepted at CCA. Such responsibilities include, but are not limited to, payment of the account, damage to property, and fees.
2. Parties who agree to share responsibility for tuition and fees must both (all) sign the financial agreement.
3. In the case of separation or divorce, the custodial parent is 100% responsible for tuition and fees. The custodial parent is responsible for communication with the non-custodial parent regarding financial matters.
4. Returning student's account from the previous school year must be settled before the student is permitted to enter for another school year.
5. Payment of the registration fee reserves student's space for the school year, the registration fee is non-refundable. Student is not officially enrolled until the registration fee is paid.
6. Registration and enrollment fees and any other school-related fees must be paid before the first day of school, prior to admission.
7. Tuition is divided into 10 equal monthly payments and is due on the 1st of each month, beginning with the month of August and running through the month of May. Registration/ Enrollment fee is due the first of July. Every family is given a ten-day grace period on tuition payments. Tuition payments are considered late if not in the office on the 10th of the month, at which time a \$25 late charge will be added to your past due account. Payments sent by mail must be received by the 10th of the month to avoid the late charge.

8. Payment methods accepted for tuition and fees are check, cash, money order, cashier's check, and debit or credit cards through the payment portal on our website, for which a 3% charge will be billed to your account the following month.
9. A student transferring from another school must, at the time of registration, present a statement showing that his/her account at the other school is paid in full.
10. Parents/guardians are expected to be diligent in meeting their financial obligations to the school. If circumstances dictate a change in normal payment procedures, or if you have a financial emergency and are temporarily unable to pay, please contact the Finance Committee to make alternative payment arrangements before you withdraw or get behind in payments.
11. All matters concerning financial issues should be directed to the Finance Committee. Neither the administration nor any other staff member of CCA is authorized to make financial decisions on behalf of a student and/or parent.
12. A \$35 charge will be made for any check returned for insufficient funds. After two returned checks in a school year, further payments must be made by cash, cashier's check or money order.
13. Parents will be asked to withdraw their student(s) from school when the account has become delinquent in excess of 30 days and no acceptable financial arrangements have been made.
14. Accounts 60 days or more past due may be turned over to a collection agency. Fees associated with the collection efforts will be the responsibility of the parent or legal guardian.
15. In the event that a student is withdrawn during the school year, it is the responsibility of the parent or guardian to officially notify the school office in writing a minimum of 2 weeks before the date of withdrawal. Otherwise all charges will continue until proper notification is made.
16. Participation in graduation ceremonies requires the family's account be paid in full or financial arrangement made.
17. Students will not be allowed to take part in extra-curricular activities which cost additional monies if they are not current with their tuition.
18. Any account not meeting the above expectations will be reviewed by the Finance Committee.
19. **Financial aid** is awarded based on the financial need of a family and the funds available. To determine your family's eligibility, you must complete an application for financial aid. All requests for students in grades K-8 need to be submitted to the Financial Committee at least 30 days prior to registration to allow for processing.

For multi-student families or prepay reduced tuition will be as follows:

- * 5% for 2nd child from the same family.
- * 10% for the 3rd child
- * 15% for the 4th or more children from the same family.
- * 2% for semester and 5% for paying the entire year in advance.

STUDENT INSURANCE

A limited student insurance (a secondary coverage) is included in the registration fee. This coverage is provided for any accident occurring during school hours on or off school campus, and during school-sponsored activities such as field trips and sporting events.

In case of an accident, it is the parent or guardian's responsibility to sign an insurance form at the school office and to provide copies of itemized medical bills, not statements, along with the Explanation of

Benefits from their private insurance company to be forwarded along with the form to our main office for processing within 90 days of the accident.

APPLICATION PROCEDURE

New Students must have had a physical exam within the prior 6 months.

Students entering 1st Grade must be at least 6 years of age on September 1 of the current year.

With the exception of 1st graders all students entering CCA for the first time will be tested to determine their level of performance in reading, math, and English. This test will determine at what performance level the student may be placed for their success.

Students will be accepted only after completing all forms and requirements in the Registration Packet.

ACADEMICS

CCA provides a learning process that leads the student to proficiency in all academic areas. The standards that are expected to be met in each subject area are set forth in the *Southwestern Union Education Code* by the Office of Education of the North American Division of Seventh-day Adventists. Specific subject area standards/proficiencies may be accessed by going online to adventisteducation.org, under Curriculum under Elementary choose Standards, under Elementary Subject Standards choose all Elementary Subject Standards.

Excellence and subject proficiency are expected in all subject areas. Students and parents will be given information during the school orientation at the beginning of the school year concerning how progress in course performance will be reported.

CCA is a part of a pilot program of Standards/Proficiency based education within the education program of the Southwestern Union Conference of Seventh-day Adventists Office of Education and will be working closely with them to meet and exceed their requirements and expectations.

This framework of education provides for a student who is having difficulty the opportunity to become proficient before moving on and those who master the skills and concepts to move on with greater dispatch.

If a student's teacher and school administration determine that the student is not able or willing to demonstrate mastery of the core subjects, a parent-teacher conference will be arranged to discuss and endeavor to formulate a plan to provide for the student's scholastic advancement.

STUDENT RECORDS

As required by the Amended Family Educational Rights and Privacy Act of 1974, CCA hereby gives public notice to all parents of students in attendance that it is its policy that:

A record of each student's progress is kept for every student by the school. This is required by the Southwestern Union Conference of Seventh-day Adventists Department of Education. This report will contain academic progress, photograph documents and any other pertinent or relevant information.

The student's folder will be transferred directly to another school at the direct request of that school's assigned registrar when the student's account with CCA is paid in full. Official record of student proficiency will be released only when satisfactory financial arrangements are made.

STUDENT PROGRESS REPORTS

A report of each student's progress will be available quarterly following each nine-week evaluation period. Parent-teacher conferences are usually held following first and third quarters of the school year. This allows parents and teachers the opportunity to discuss the progress of the student and to be able to address the needs and expectations of all involved.

STUDENT PROGRESS POLICY

Students are expected to achieve proficiency in all subject areas. Time requirements may be adjusted to meet each student's needs. Excellence and subject mastery are to be achieved in all subject areas. Large projects will be turned in as agreed upon by the teacher and the student. These projects will be noted well in advance.

ATTENDANCE

School begins at 8:00 and dismisses at 3:00 p.m. daily, except for Fridays when classes are dismissed at 2:00 p.m.

New Mexico Compulsory Attendance Law requires that all children of school age attend school until they reach the age of 18, or until they have completed the 10th grade or its equivalent, and have been legally withdrawn from the school district in which they are enrolled.

New Mexico Statute #22*12-2 states "Any parent, guardian or person having custody and control of a person subject to the provisions - of the *Compulsory School Attendance Law* is responsible for the school attendance of that person"

Procedures:

Daily:

1. Record will be taken in each classroom at the beginning of each school day.
2. The school may attempt to contact parents of students who are absent.

Tardiness:

1. Students arriving after the beginning of the school day must have a note explaining the reason for the tardiness, signed and dated by the parent or a call from the parent to the school office.
2. Any tardy will be considered unexcused unless it involves an unforeseeable circumstance and is justified by the parent.
3. Excessive tardiness may lead to the student having to spend extra time after school to make up for lost class time, and/or other interventions may be implemented to help the families with time management due to the importance of punctuality and the effect it has on the student, teacher, and the rest of the class.

Absences:

1. Students who have been absent for either the morning or for an entire school day must have a note explaining the reason for the absence, signed and dated by the parent or doctor or a call from the parent to the school office.

2. Absences will be considered unexcused until they are justified by the parent or doctor.
3. More than 5 unexcused absences in a single quarter or 10 in a single semester will result in a certified letter being sent home indicating the child is considered "habitually truant." Interventions will be implemented at this time to prevent the parent from being considered in noncompliance with provisions of the New Mexico Compulsory School Attendance Law.

EXCUSED ABSENCES:

Any legitimate absence accompanied by a parental note of explanation will be considered to be excused. Legitimate absences do not include family vacations. Examples of legitimate absences include.

1. Verified illness or quarantine
2. Medical and legal appointments
3. Funeral

Pre-arranged absences involving more than one school day must be cleared through the homeroom teacher.

1. Notify all the teachers in writing.
2. Teachers will give instructions to the student and parent concerning missed work or work to be completed either prior to or following the planned absence.
3. Students will be allowed a reasonable amount of time to make up missed work required by the teacher. Reasonableness will be at the discretion of the teacher. This period of time will be discussed with the parent and student prior to the expected absence. Parents should contact the school office as soon as possible on the morning that the student is sick or some other emergency situation has arisen.

CLOSED CAMPUS

Students are to remain on campus at all times during school hours unless accompanied, or given permission by, a parent or teacher. Once a student arrives on campus, he/she may not leave until the student's classes have been dismissed for the remainder of the day.

Visitors are welcome on campus during regular school hours. Parents are welcome to visit their child's classroom. We do request, however, that prior arrangements be made with the teacher of the classroom to be visited. They must stop by the office and sign in.

NON-CUSTODIAL PARENTS

Divorced, separated and blended families are realities of contemporary life that affects CCA's responsibilities to its students. It is the responsibility of both parents to keep the school current with all necessary and legal documents regarding custody arrangements.

The following guidelines have been adopted to assist the school in situations where a non-custodial parent wishes to become involved in school related activities of a child or wishes to have contact with or take custody of the child while the child is at school:

1. Ordinarily, the school will not resist or interfere with a non-custodial parent's involvement in school-related affairs or access to the parent's child or the child's records unless the school is presented with a court order or comparable legal document restricting such involvement or access. The school will not otherwise choose sides between parents.
2. If there is a restraining order in place, the custodial parent is responsible to present the school with a copy of the order along with a picture of the restricted party.
3. A non-custodial parent may not take custody of a child or remove the child from school premises unless the parent presents either a written court order or a written authorization signed and verbal notification by the custodial parent permitting such custody.
4. If the actions of parents, custodial or non-custodial, become disruptive to the operations of the school, the school has the right to restrict access by such parents and to take other necessary actions.

Concerning student activities that require parental consent, the school will accept consent only from the custodial parent unless authority to grant consent is given to the non-custodial parent by a court order or comparable legal document.

BEFORE & AFTER SCHOOL CARE

All students must be supervised while on our school campus. Parents are encouraged to arrange to have their child picked up as soon after school dismisses as possible. CCA does not offer a Before or After Hours Care program at this time. If you are interested in this service please let us know and we will put you on our list for this program. If we get enough interest in a Before/After Care program we will move forward to establish it.

REDEMPTIVE DISCIPLINE

The administration and staff of CCA believe that the school should be governed by principles and expectations which can be enforced fairly and consistently. The objective of these is to teach the students to become self-disciplined by accepting the responsibility and consequences of their actions.

We expect students to know what is and what is not acceptable behavior and to follow and support the process of Redemptive Discipline when choices are made that require it.

Any endeavor involving more than one person must be based on trust to be successful. When trust is broken *Redemptive Discipline* provides a pathway to restore trust. In simplified form the process is as follows.

The individual that has broken trust must:

1. Own responsibility for their action by describing what they did and why it was a violation of trust.

2. Ask forgiveness for their action.
3. Repair the damage to the extent possible.
4. Make a pledge regarding their future behavior.

STUDENTS

Only those students willing to cooperate with the principles, mission, and expectations of CCA need apply for admission.

The following are more specific expectations:

1. All of the above apply to all school-sponsored activities.
2. The relationships between the opposite sexes should be conducted in a dignified and wholesome manner. A *"hands-off"* behavior is expected.
3. All eating will be confined only to designated areas and times.
4. Seventh-day Adventists choose to follow the Bible direction in Leviticus 11 regarding eating of flesh foods and we ask that student families follow these guidelines when choosing items for student lunches.
5. Students will not exchange food items with other students.
6. Students may not sell anything on campus without permission from a teacher.
7. All unauthorized items need to be kept at home such as but not limited to any and all kinds of music and video players, video games and playing cards.
8. Pictures or stickers are not to be posted on any part of student personal areas, books instructional materials or equipment (eg. electronic tablets), desks, or anywhere on school campus.

UNAUTHORIZED OR INAPPROPRIATE ITEMS BROUGHT TO SCHOOL WILL BE CONFISCATED.

All students are expected to maintain high standards of conduct. Conduct or habits contrary to the standards of CCA, even those that might take place off campus, may cause the student to be subject to review by the school administration. A student will be expected to follow the Redemptive Discipline process and may be suspended or lose the privilege of attending CCA for the following reasons:

1. Use of profanity or indecent language, including lewd conduct, gesture or suggestive words, possession of obscene literature or pictures
2. Threatening conduct or conversation
3. Theft, picking or breaking locks, doors, or windows to enter locked locations

4. Willfully causing damage to, or destruction of school property. Restitution and/or replacement of damaged property will also be required, even if the damage was only a matter of carelessness.
5. Constant and/or obstinate violation of any school regulation which constitutes insubordination.
6. Undermining the fundamental principles of CCA, antagonism towards the spirit or methods of the school, or continuous criticism and/or faultfinding.
7. Fighting or inciting others to fight.
8. Cigarette lighters, fireworks, matches, brought on to the school campus.
9. In possession of or bringing tobacco, alcohol, drugs, guns, vaping paraphernalia or knives on to the school campus.

Suspension consists of the student losing the privilege of attending CCA for a period of time as deemed appropriate. At this time a written response may be required of the student. The teacher, parents, and board chairperson will be made aware of the situation and all actions that might be taken from this point.

If a student demonstrates by behavior or attitude that they do not appreciate the privilege of attending CCA they may be asked to withdraw from the privilege of attending and participating in the activities of CCA.

BULLY-FREE ENVIRONMENT POLICY

Students, staff, and the school community are expected to conduct themselves in a respectful, Christian manner. Bullying is anti-social behavior and will not be tolerated. Bullying is intentional, repetitive, and harmful behavior targeting another student. It may occur on school property, at extracurricular activities, or on field trips. Each student is responsible for his own actions and is held accountable. Examples of bullying are as follows:

1. Verbal: name calling, put-downs, threats.
2. Physical: pushing, hitting.
3. Social: rumors, trying to isolate and make victim feel rejected.
4. Psychological: acts that instill a sense of fear or anxiety.

All school staff will be trained and watchful for bullying warning signs, closely supervising children at all times and in all areas of the school. Teachers will, on a regular basis, conduct class discussions and do activities to educate the students to respond assertively to the bully.

The students will be trained to understand that they have a responsibility to report bullying. The staff will address the reports on a regular basis. The situation will be assessed to determine if the behavior meets the criteria for bullying or if the behavior is an isolated incident that can be handled through conflict resolution.

If appropriate the Redemptive Discipline process will be followed.

SEARCH AND SEIZURE

CCA shall maintain a safe, healthy environment of its students, faculty and staff at all times.

School authorities have the right to perform unannounced searches and to seize illegal, unauthorized material to determine whether there exists any danger to the student or the school. A student's personal

effects (e.g. locker, backpack, purse, etc.) may be searched whenever school authorities have reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. Illegal or unauthorized material is all substances or material prohibited by school policy or state or federal law including, but not limited to, controlled substances, drugs, alcoholic beverages, vaping paraphernalia, cigarettes, guns, knives, weapons or incendiary devices.

Students may be asked to empty their pockets, purse, wallet, locker, book bag, etc. without parent's permission or the student's permission. Registration of the child constitutes parental consent to such searches.

All student desks, lockers and computers are the property of CCA and are at all times under the control of the school. School authorities may perform general inspections of desks, lockers and computers at any time without notice, without consent and without a search warrant.

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action.

In the case of possession of illegal drugs or weapons, CCA will report the student to law enforcement agencies. Parents will be contacted immediately upon verification of the violation.

STUDENT EXPRESSION

We encourage students to express themselves in appropriate and uplifting ways. These expressions are not to disrupt the learning going on in any class. No messages shared by our students are to be vulgar, obscene or mocking of others based on race, origin, color, sex or religion. Insignias, buttons or pamphlets distributed at school must be approved by the administration prior to distribution.

ACADEMIC PROBATION

Academic probation will be required if the student shows a lack of effort, or seems unable to make sufficient and/or necessary academic progress, as deemed necessary for his or her particular proficiency level. Any student demonstrating an attitude or lack of effort that results in performance below their ability will be reviewed by the staff for probationary status. Students placed on academic probation may not participate in any extra-curricular or student government activities. Students placed on probationary status have 9 weeks to improve their performance. If the academic performance is still unacceptable, the staff may recommend to the CCA board that the student be dismissed.

UNIFORM POLICY

Uniforms will be required and information will be provided at registration.

PERSONAL APPEARANCE

1. Only clear nail polish may be worn.
2. Minimum of make-up may be worn and should look natural.
3. No extreme hairstyles or colors.
4. Non-ostentatious ornamentation and medical ID's are acceptable.

Students not complying with this policy will be sent home or to the office to make arrangements to comply with the school's expectation. Students must be able and willing to meet the expectations of the policy before they will be permitted to return to class.

GENERAL POLICIES

STUDENT HEALTH

All immunizations (unless a state exemption is provided) and physicals must be kept current. Hearing and vision screening should be done regularly. CCA reserves the right to require a student to obtain a physical if there is a medical concern.

If a student becomes ill during school hours, the parent/guardian will be notified and asked to come and pick up the child. If the parent/guardian is unable to pick the child up from school, the child will be isolated from the other students until arrangements have been made by the parent to pick the child up. In consideration for the health of all children and staff and to meet state regulations, the school must be informed of any contagious diseases your child might have. These diseases include measles, strep, chickenpox, and pinkeye. If your child has a fever, we ask that you wait a complete 24 hours after the fever is gone before returning the child to school.

A student who is found to have head lice will be sent home for treatment. The student will not be permitted to return to school until every single nit has been taken out of the student's hair.

If your child is injured at school, first aid will be administered and an attempt will be made to contact at least one parent/guardian or the designated emergency contact for further instructions. If a parent cannot be contacted by phone, the Alamogordo EMS will be called or the child will be transported to the nearest hospital emergency room. It is imperative for parents to keep the office updated on any changes to emergency contact information including change of address, phone number, or responsible adult.

No medication, prescription or over-the counter, may be administered by any teacher, student or school official without prior written authorization from the parent/guardian or doctor.

SEVERE WEATHER

If inclement weather requires that school be cancelled on a specific date, parents will be notified by Text no later than 6am on the date of closure.

LIBRARY

The school will provide a limited library with hard copy books and resource materials. These books will be supplemented using digital tablets and a school subscription to internet resource providers.

TELEPHONE/CELLPHONE USE

Students will not be called to the phone during any class period except in an emergency. Messages may be left at the office to be given to students during class breaks. Students may return calls during breaks or at lunch time.

The use of cell phones during school hours is prohibited. Students bringing them to school must turn them into the teacher and may retrieve them at the end of the school day. Cell phones found on or in use during school hours will be confiscated and held in the office until a parent can make arrangements to pick it up. In case of emergency, parents are to call the school office.

PERSONAL ITEMS

Space is provided for students to keep jackets, lunches, etc. Money and other valuables should not be stored at school. The school is not responsible for these.

MEALS

Parents are encouraged to provide an adequate breakfast for their children so that the students may function at their best during morning hours. Students may not exchange food items.

PARENTAL PARTICIPATION

CCA expects a willingness on the part of the parents to participate with the school in the education of their children. Such involvement includes:

1. Regularly monitor proficiency plans, newsletters and proficiency reports.
2. Provide a time and place for the student to do his schoolwork, free of distraction.
3. Refrain from engaging in conversation that will tend to undermine either the teacher or the school.
4. Make every effort to have your child in school. Try to plan family vacations around the school calendar.

COMPUTER USE AGREEMENT

Students will act responsibly with all computer/tablet hardware and software, exercising responsible behavior at all times while on the network and/or internet. Students are expected to respect other's passwords, folders and work files. Federal and State copyright laws are to be observed at all times.

Students will immediately tell an adult in charge if they encounter materials that violate these rules of appropriate use.

Students will show responsibility by observing the following guidelines:

1. Inappropriate or offensive material on the Internet will not be accessed at any time.
2. Rebooting computers or tablets or altering/changing passwords on the computers is not allowed without prior permission from the supervising staff member.
3. Disseminating information about yourself or others onto the Internet or through e-mails is not permitted.
4. Downloading any exe. files from the internet or loading software of any kind onto the computer's files without prior permission from an appropriate staff member is not allowed.
5. Student will not rename, move, or remove existing computer files without prior permission from an appropriate staff member.
6. Sending or using abusive messages or inappropriate language on the school computers is not allowed.

LEARNING EQUIPMENT AND MATERIALS USE AGREEMENT

CCA has made every effort to provide material for our students that is uplifting, character-building, interesting, and informative. Whenever possible, we have provided materials published by Christian presses to supplement our curriculum. In addition, we have tried to provide reading and resource material that will capture the interest of our students. Sometimes you might come across material that you would prefer for your child not to read. This is perfectly acceptable. Please just inform us with a note about your objections, and we will help your child select new material.

Students will abide by the following guidelines regarding school provided learning materials:

1. Students are responsible for any damage to the learning materials.
2. Check out all materials with name and date.
3. Return all materials in a timely manner.
4. Do not trade material.

It is understood that any and all learning materials use is at the discretion of teachers and staff of CCA. Any vandalism, violation of the above rules, or other misuse of the school's educational resources will result in the cancellation of privileges. It is further understood that the loss of said privileges will not be a valid excuse for a student on completing assigned schoolwork in a timely manner. Any damaged or lost materials or equipment is the responsibility of the student. All students will be charged for any costs incurred to replace or repair materials or computers.

GRIEVANCE PROCEDURE

Occasionally disagreements and/or misunderstandings may arise. Acknowledging Matthew 18 as divinely provided guidance, the following steps are to be followed in order.

1. Speak with the teacher or staff involved.
2. If not resolved, make an appointment to visit with the principal to discuss the details of the specific problem.
3. If then necessary, you can make an appointment with the School Board Chairperson.
4. A letter can be written to the School Board.

NON-PUBLISHED POLICY

Every effort is made to make a handbook as complete as possible, however, unforeseen situations arise and the constraints of the time and space make it impossible to include every conceivable situation. For

this reason, it is sometimes necessary for the school staff and/or the school board to make or adjust policy during the year. These additions carry the same weight and are just as binding as the written information in the handbook.

INTERPRETATION

CCA reserves the right to make clear any interpretation of policy, written or implied, and is not subject to legal interpretation of wording or intent.