



PARENT & STUDENT HANDBOOK

(Revised 12-16-25)

VISION STATEMENT

Every student impacting the world for Christ.

MISSION STATEMENT

*Partnering with families to reach, equip,
and send the next generation of
Christian leaders.*

Core Values

- ❖ *Kingdom
Education*
- ❖ *Academic
Excellence*
- ❖ *Spiritual
Formation*
- ❖ *Biblical
Worldview
Integration*
- ❖ *Evangelism*
- ❖ *Gospel Service*
- ❖ *Leadership
Development*

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GENERAL INFORMATION

School Verse: 2 Timothy 3:16 “All Scripture is breathed out by God and profitable for teaching, for reproof, for correction, and for training in righteousness.”

School Colors: Hunter Green & Gold

School Mascot: Bucky

Administrative Staff:

- Dr. Ed Rose, Lead Pastor, Central Baptist Church
- Mrs. Jennifer Spain, Elementary Principal

School Website: www.ccawendell.org

Main Number: 919-365-7714



Purpose of the Handbook

This handbook is an informative guide for families, one that allows family members to have the CCA way at their fingertips. Its purpose is to serve as a beacon for CCA foundational principles and guidelines to form a covenant between our school and parents. Our commitment is to build God’s Kingdom by teaching students through a Christ centered, Bible-based, ministry focused lens which includes outstanding academics. We want every student to develop a personal relationship with Jesus Christ while experiencing academic excellence and learning respect for themselves and others. CCA strives to partner with families in building up our students and their families to be true believers in Jesus Christ.

FOUNDATIONAL PRINCIPLES OF THE MINISTRY

Vision: Every student impacting the world for Christ.

Mission: Partnering with families to reach, equip, and send the next generation of Christian leaders.

Core Values:

1. **Kingdom Education:** “A disciple is not above the teacher, but everyone when he is fully trained will be like his teacher.” **Kingdom education:**
 - Is a life-long, bible-based, Christ-centered process.
 - Aspires to lead a child to Christ (salvation), build a child up in Christ (discipleship), and equip a child to serve Christ (ministry).

- Recognizes that the Bible is the foundation of all knowledge.
- Sees Jesus Christ as our preeminent authority and Lord of truth.
- Acknowledges the work and guidance of the Holy Spirit in our lives.
- Focuses on what God intends every child to be.
- Results in the formation of a biblical worldview.
- Equips students to fulfill God's highest purpose, to glorify Him.
- Teaches students how to interact with the world.

2. Academic Excellence: "Commit your work to the Lord, and your plans will be established (Prov. 16:3). **CCA prepares students who will:**

- Develop a biblical worldview and be well prepared in all academic disciplines.
- Understand the Christian mind should imitate the mind of Christ.
- Integrate God's principles in academic pursuits.
- Emphasize the accurate interpretation of God's Word.
- Master Communication Skills.
- Show proficiency in mathematics and science.
- Understand God's role in history.
- Appreciate literature and the arts.
- Reason and think critically.
- Analyze and appropriately use information.
- Integrate faith and learning in all academic disciplines.
- Understand the Bible is an essential core subject in the academic curriculum.

3. Spiritual Formation: "Let the word of Christ dwell in you richly, teaching, and admonishing one another in all wisdom, singing psalms and hymns, and spiritual songs, with thankfulness in your hearts to God" (Col. 3:16). **CCA prepares student who will:**

- Act with honesty and transparency in all they do in word and deed.
- Develop a sense of respect and ownership in actions and commitments.
- Extend and receive forgiveness in all interactions.
- Strive for the highest quality in all they do.
- Reach their full potential in Christ.
- Trust in God to live a life pleasing to Him.
- Respect authority and treat others with kindness.
- Understanding sin, repentance, forgiveness, justification, and Christ's Lordship.

- Study and apply God's Word to deepen their walk with Christ.
- Live above reproach and inspire others to love one another.
- Make disciples.
- Prepare for works of service.
- Develop an eternal view of life.
- Think and process information in the context of a biblical worldview.
- Develop students spiritually, intellectually, socially, and physically through all activities.

4. Biblical Worldview Integration: "All Scripture is God-breathed and is useful for teaching, rebuking, correcting, and training in righteousness" (II Tim. 3:16)

- Recognize that the Bible is the foundation of all knowledge and must be integrated into education.
- See Jesus Christ as our authority and Lord of Truth; He must have the preeminence.
- Acknowledge the work of the Holy Spirit in our lives and the guidance He gives.
- Focus on what God intends every child to be for they are fearfully and wonderfully made (Psalm 119:14) and are creations in Christ Jesus (Eph. 2:10).
- Endeavor to help in the formation of a worldview that is patterned after the worldview of one's teachers as they live a life patterned after God's Word (Luke 6:40)
- Equip students to fulfill God's highest purpose for man, to glorify Him for life and eternity.
- Teach students how to interact with the world.

5 Evangelism: "And He said to them, Go into all the world and preach the gospel to all creation" (Mark 16:15). **We believe in the Great Commission and we:**

- Encourage students to disseminate the Gospel to as many people as possible.
- Believe the ultimate purpose in living is to know and glorify God.
- Live with an eternal perspective of Heaven and Hell.
- Begin with our school families and reach beyond to the rest of the world.

6 Gospel Service: "Now it is required that those who have been given a trust must prove faithful" (I Cor. 4:2). **CCA strives to:**

- Approach our work and relationships with a humble spirit, ready to learn and serve.
- Support families in their desire to raise Godly young men and women.
- Challenge students to encourage the walk of other believers through act of service.
- Encourage others to live by God's standard of obedience in scriptural student and in application of God's Word in all areas of study.
- Cultivate a spirit of sensitivity to the needs of others.
- Encourage the gift of giving of one's time, talents, money, and resources.

7 Leadership Development: “Therefore, my dear brothers and sisters, stand firm. Let nothing move you. Always give yourselves fully to the work of the Lord, because you know that your labor in the Lord is not in vain” (I Cor. 15:58). **Leaders:**

- Are committed followers of Christ, actively engaged in church, and agree with Central Christian Academy’s Statement of Faith.
- Equip themselves with the tools and empowerment to grow and lead.
- Celebrate what God is doing in and through the school.
- Act as role models in and out of school.
- Lead from a biblical perspective.
- Support BCA ministry statements.
- Live before an all-seeing God and understand their lives are subject to public scrutiny.
- Reflect love, justice, humility, and service throughout the community.
- Have a Christlike sensitivity relevant to a diverse school community.
- Set the bar high as standard-bearers for accountability.

EXPECTED STUDENT OUTCOMES: PORTRAIT OF A CCA GRADUATE

1. A MIND FOR TRUTH

“You shall teach them diligently to your children and shall talk of them when you sit in your house, and when you walk by the way, and when you lie down, and when you rise” (Deut. 6:7).

CCA desires to raise up godly leaders who have a Mind for Truth.

- Students whose lives are oriented on and effectively represent a biblical worldview (Matt. 7:24-25).
- Students who have acquired the finest education attainable in a school whose expectations are constantly being increased (Jeremiah 29:11, Prov. 24:14).
- Students who participated in a wide variety of co-curricular opportunities conducted in an atmosphere and with attitudes and behaviors that exalt Christ (Phil. 4:8-9, Phil. 2:5, Phi. 2:14, Rom. 15:5).
- Students who possess a well-developed intellect and love for life-long learning (Matt. 22:37, 2 Tim. 2:15).
- Students who utilize excellent written and verbal communication skills (Col. 4:6).
- Students who exercise godly wisdom in decision-making and problem solving (Psa. 111:10).

A Mind for Truth Benchmarks:

- Students articulate biblical respect for all vocational callings.
- Students have a working knowledge of biblical theism and other worldviews.
- Students learn across disciplines.
- Students are proficient in transferring learning from one subject to another.
- Students utilize higher order thinking skills.
- Students can think logically.

- Students can justify conclusions.
- Students can evaluate a variety of problems.
- Students utilize multiple strategies in problem solving.
- Students can utilize a variety of resources including technology.
- Students can develop thoughtful questions in problem solving.
- Students give evidence of responsible stewardship of Creation, life, time, and finances.

2. A HEART FOR GOD AND OTHERS

“So as to walk in a manner worthy of the Lord, fully pleasing to him: bearing fruit in every good work and increasing in the knowledge of God” (Colossians 1:10).

CCA desires to raise up a generation of godly leaders who have a Heart for God.

- Students who experience the love of Jesus Christ through example and teaching; to learn the importance of showing love to others (Luke 6:40, I Peter 4:8).
- Students who passionately love Jesus more than anything else in this world. (Matt. 22:36)
- Students who show true character by their submissive hearts before Christ (Matt. 22:37).
- Students who express love for others that is seen in their relationships (Rom. 12:10).
- Students who live out convictions seen in strong morals and ethics (Rom. 12:1-2).

A Heart for God Benchmarks:

- Students have a visible and articulated testimony.
- Students are engaged in church and youth groups.
- Students are engaged in spiritual growth activities.
- Students seek to fulfill the Great Commission.
- Students act appropriately.
- Students seek to be just and equitable.
- Students are peacemakers.
- Students serve well in family, social group, teams, etc.

3. A HAND THAT SERVES

“I appeal to you therefore, brothers, by the mercies of God, to present your bodies as a living sacrifice, holy and acceptable to God, which is your spiritual worship. Do not be conformed to this world, but be transformed by the renewal of your mind, that by testing you may discern what is the will of God, what is good and acceptable and perfect (Romans 12:1,2).”

CCA desires to raise up godly leaders who have a Passion for the World.

- Students who are equipped and empowered to fulfil their unique purpose and call. (Psa. 33:11, Jer. 1:5)
- Students who exist to exalt Christ and will be satisfied with nothing less (Psa. 34:3, Ex 15:2, Psa. 99:9).
- Students who serve others with generosity (Matt.20:26-28).
- Students who understand their God-given purpose and talents (I Peter 4:10).
- Students who lead by example with a positive influence on the home, culture, and world for the glory of God.
- Students who seek to fulfill the Great Commission (Matt. 28:19-20).

A Hand That Serves Benchmarks:

- Students know God and help others know God.
- Students apply the unifying principle of God as the Creator and Savior.
- Students supply the principle of Creator-Savior to all content disciplines.
- Students understand the inherent tension between popular culture and a biblical theistic worldview.
- Students evidence a commitment to bring life, beliefs, and behavior into conformity with the teachings of Christ.
- Students engage in community responsibly, both politically and socially.
- Students actively advocate for cultural and racial reconciliation.

Kingdom Education Ministry

"Education is the study of God and His creation through which He reveals His nature to the learner so that he can know Him and glorify Him." (Dr. Glenn Schulz, founder of Kingdom Education). *Our focus* is to partner with each family to assist in establishing a distinctive biblical foundation for their child. *Our promise* to CCA families is to uphold God's word while educating their children and offering a continuous standard of academic excellence.

14 Principles of Biblical Philosophy of Kingdom Education by Dr. Glen Schultz

1. The education of children and youth is the primary responsibility of parents.
2. The education of children and youth is a 24 hour a day, 7 days per week process that continues from birth till maturity.
3. The education of children and youth must have as its primary goals the salvation and discipleship of the next generation.
4. The education of children and youth must be based on God's word as absolute truth.
5. The education of children and youth must hold Christ as preeminent in all of life.
6. The education of children and youth must not hinder the spiritual and moral development of the next generation.
7. The education of children and youth, when delegated to others by parents, must be done so with utmost care to ensure that all teachers follow these principles.
8. The education of children and youth results in the formation of a belief system or worldview that will be patterned after the belief system or worldviews of the person's teachers.
9. The education of children and youth must lead to true wisdom by connecting all knowledge to a biblical worldview frame of reference.

10. The education of children and youth must have a view of the future that includes the eternal perspective.
11. The education of children and youth must have as its primary focus the increase in the knowledge of God.
12. The education of children and youth results in performing work in fulfillment of God's will for their lives.
13. The education of children and youth must be characterized by the pursuit of biblical excellence based on godly character resulting in competent performance.
14. The education of children and youth must equip them to fulfill God's highest purpose for man, to glorify Him and enjoy Him in life and eternity.

Statement of Faith and Doctrinal Beliefs

CCA's statement of faith adheres to the doctrinal position of Central Baptist Church of Wendell, Inc. as found in the church's bylaws: Article II: Section 1: Faith 1.1 *The Bible & The Baptist Faith & Message*. The Church accepts the Holy Scriptures of the Old and New Testament as our rule of faith and practice (2 Timothy 3:16-17). It affirms the doctrinal positions set forth in the *2000 Baptist Faith and Message*. The Church does not condone same-sex relationships and will not allow its ministers or facilities to be used either to promote those relationships or to condone any channel of sexual expression outside of one man created by God and one woman created by God in covenant marriage. It affirms the doctrinal positions set forth in *The Danvers Statement on Biblical Manhood and Womanhood* and the *Nashville Statement, A Coalition for Biblical Sexuality*. Furthermore, the Church does not grant employment to persons who are living outside of the boundaries of its faith statements. CCA affirms the Association of Christian Schools International (ACSI) Statement of Faith as a member school of ACSI.

Final Authority in Matters of Belief and Conduct Statement:

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe.

Goals Statement

The goal at CCA is to offer a superb educational experience while building a strong, biblically sound foundation in all students so that they become eager, loving disciple makers.

CCA as a Ministry:

CCA is an extension of Central Baptist Church, and, therefore, it is a school in which God's guidance and direction are continually sought. Our school is committed to leading children and youth to a saving faith in Jesus Christ and developing Christian character. We promote high academic standards, encourage good study habits, and strive to help our students achieve skills in creative and critical thinking. CCA promotes honor of the body as the temple of the Holy Spirit and teaches good health habits and bodily fitness. We pledge to teach the Bible as God's inerrant Word and will give our students opportunities to experience a personal, saving relationship with Christ as their Lord and Savior. Basic doctrines of the Christian faith will be taught, and we will encourage each student to apply these principles in daily Christian living. We will help each student develop the whole personality, based on a proper understanding and acceptance of him/herself and on the full development of his/her capabilities in Christ. We will encourage the wise use of time as God's stewards. The school will foster attitudes and values needed to establish God-honoring relationships and teach the use of material things for the glory of God.

Communication:

Communication is vital and requires close communication between the home and the school. As in any activity children undertake, the interest and involvement of parents have a tremendously positive influence on their performance. Opportunities also exist for parents to involve themselves in school activities as needed and approved.

Admission Is a Privilege:

It is important to understand that because admission and attendance at CCA is a privilege and not a right, this privilege may be forfeited by any student (or family) who does not conform to the standards and regulations of the institution. CCA is a religious institution which provides education in a distinctly Christian environment and believes that its biblical role is to work in conjunction with the home to mold students to be Christ-like. On those occasions in which the atmosphere or conduct within a particular home is counter or in opposition to the biblical lifestyle the school teaches, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student. This includes, but is not limited to, behaviors or religious beliefs contrary to the CCA Statement of Faith.

Biblical Morality Lifestyle Statements**Marriage, Gender, & Sexual Immorality Statement:**

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Gen 1:26-27). Rejection of one's biological gender is a rejection of the image of God within that person. We believe that the term marriage has only one meaning: the uniting of one man and one woman in a single, exclusive union as delineated in Scripture (Gen 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor. 6:18; 7:2-5; Heb. 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Lev 18:23; Lev 20:15-16; Matt 15:18-20; 1 Cor 6:9-10)

The Sanctity of Human Life Statement:

We believe that all human life is sacred and created by God in His image.

Marriage Policy Statement:

Because God has ordained marriage and defined it as the covenant relationship between a man, a woman, and Himself, CCA will only recognize marriages between a man and a woman at the chromosomal level.

Parent Statement of Support:

Parents or legal guardians, who choose to enroll their children at CCA, are agreeing to support these and other basic biblical values derived from God's Word. Parents understand and agree that CCA will teach these principles and biblical values.

Student Code of Conduct:

Respect everyone! Show proper respect to everyone, love the family of believers, fear God. (1 Peter 2:17)

Biblical Principles for Student Adherence:

- Respect God (I Corinthians 6:19-20; Matthew 15:8-9)
- Respect yourself (Psalm 119; I Corinthians 6:19)
- Respect everyone (Philippians 2:3; Proverbs 18:24)
- Respect property (Proverbs 3:9)
- Do your best (Colossians 3:17)
- Do what is right (Philippians 4:8)
- Treat others like you want to be treated (I Thessalonians 5:15; Matthew 7:12)

FINANCES

Tuition and Fees

- **Application fee:**
\$175 is due upon application and is non-refundable.
- **Tuition:**
See page 38 of the handbook.
- **Capital and Resource Fees (nonrefundable):**
These non-refundable annual fees of \$1,500 are used to cover capital expenses, curriculum, security, technology, resources, materials, and special activities.
- **Incidental/Additional Fees:**
Before and aftercare programs are billed incidentally and are outside of tuition and fees.
Students will, on occasion, need to pay for special supplies and expenses that are important for their educational experiences (sports, field trips, tech/lab fees etc.). These fees will be set up in FACTS to access when needed.
- **Tuition Reimbursements:**
Families that are eligible for reimbursements will be reimbursed in the Spring semester after

March 1st.

Before and After School Care Program Information and Costs

Before Care Program operates from 7 am – 7:45 am.

The monthly rate is \$80 per student. The daily drop-in rate is \$15/per student per day.

After School Care Program operates from 3:30 – 6:00 pm.

The monthly rate is \$240 per student. The daily drop-in rate is \$30/per student per day. Parents who pick up after 6:00pm will be charged a late pick-up fee of \$1/per minute per student. Parents who pick up after 3:30 pm will accrue a daily Aftercare child per student regardless of the length of stay in the Aftercare Program. As an additional security measure and to utilize FACTS Childcare Incidental Billing we require a parent, their Emergency Contact, or approved pick up list members to utilize the Kiosk to check in and check out their student(s). For the Before Care Program a parent will check in their student and for the After Care Program must check out their student(s).

To utilize a program a parent must provide 48-hour notice by updating their account via the FACTS Web Form, email the Admissions Director, and receive written e-mail confirmation prior to utilizing the service.

To disenroll from program(s) a parent must provide 48 hours' notice by updating their account via the FACTS Web Form and emailing the Admissions Director.

All families will be billed by the 5th of each month for the prior month's usage of the childcare service. If a family fails to pay their childcare invoice in full the service may be terminated until the account is paid in full.

Families will be asked to complete a web form annually preceding the new school year to update which programs they will be utilizing.

Delinquent Accounts:

- Accounts will be assessed **\$35** for NSF (non-sufficient funds) through FACTS
- No account can be more than 15 days behind. A **\$35 late fee** will be assessed through FACTS.
- Report cards and transcripts will be held if accounts are past due or until the account is paid for in full.
- All delinquent accounts must be made current each year to continue education at CCA.

Tuition Assistance:

Opportunity Scholarship and Education Student Accounts (ESA+) Program

CCA accepts funds from the Opportunity Scholarship and the Education Student Accounts (ESA+) program. Funding from both programs is entirely independent of CCA.

The Opportunity Scholarship program is an income-based program that provides annual scholarships which are submitted on their website. Each family will manage the scholarship process through their portal. The application for each school year opens February 1 for the upcoming school year until the end of February with a priority deadline. First priority is given to eligible students who received a scholarship during the previous school year AND renews their scholarship by the deadline. Annual renewal is required by the deadline. Scholarships are awarded by lottery.

Families who apply after the priority deadline may be eligible to receive a scholarship although they are not guaranteed to. Scholarship funds are awarded based on the date they submitted their application on a lottery basis.

The Education Student Accounts (ESA+) program is available to meet the needs of students with disabilities. See <https://www.ncseaa.edu/k12/esa/> for more detailed information about the ESA+ program.

Parents with applicants who do not turn 5 years on or by April 16 must submit the 4-year-old eligibility forms and all subsequent requirements requested by the NC Opportunity Scholarship and ensure once forms are submitted that their application is marked as completed.

Please Note: Full tuition and fees are due until tuition assistance and scholarships are determined.

*The NCSEAA Scholarship Funds apply to Tuition and Fees, they do not cover lunch, field trips, or Before Care/After Care Programs.

CCA must stay abide by the NC Opportunity Scholarship guidelines. Therefore, CCA cannot bill a renewal recipient for the Tuition and Fees in full which makes them ineligible for 2 % discount on tuition and the Pay In Full option.

Parents with questions are encouraged to call the NC Opportunity Scholarship Parent Help Line: 855-330-3955. Hours are Monday – Thursday 8 am – 6pm and Friday 8 – 5 pm.

Note Regarding Tuition Assistance

We offer two additional financial assistance options, however, before applying to the options below you must first apply to the NC Opportunity Scholarship for each of your K – 12th grade students.

- **Full Time Christian Service Discount**

Area pastors or other ministers who serve in ministerial roles within local churches or parachurch organizations are eligible to receive a 25% discount on tuition (fees are paid at 100%) for each child enrolled at CCA. Limited spots will be available based upon enrollment. Pastors/Ministry Staff would need to:

- Submit a letter from the church or ministry stating that the employee is in full-time ministry (30+ hours per week) and receiving benefits from that ministry.
- Submit a copy of ordination certificate or license from a local evangelical church.
- Commit to partnering with us by praying for and promoting CCA within their network of friends.
- Participate in the PVO (Parent Volunteer Organization)

- **CCA Tuition Assistance Program**

CCA partners with an independent third party, FACTS Management Company (FACTS), to assist in determining a family's financial need. Tuition assistance is awarded annually, and families must reapply for tuition assistance through FACTS each year.

Families requesting tuition assistance must first apply for the NC Opportunity Scholarship (<https://www.ncseaa.edu/k12/opportunity/>). Once you have submitted the NC Opportunity Scholarship application, you may then apply for CCA tuition assistance online and submit the required documentation to FACTS Grant & Aid (<https://online.factsmgt.com/aid>).

CCA tuition needs are determined by FACTS Management and is based on the demonstratable financial need of the family and CCA's Tuition Assistance fund availability.

CCA agrees to certain principles:

- Tuition assistance awards will be made without regard to race, color, nationality, or ethnic origin.
- Tuition assistance will be determined based on the demonstratable financial need of the family.
- The tuition assistance process is completely confidential.
- The parents of each applicant must submit the financial information required by FACTS each year.

FACTS requires that all tuition assistance applicants submit the following items to determine financial need:

- Completion and submission of the Tuition Assistance Application and any supporting documentation required by FACTS
- Copy of your most recent 1040 Federal Tax Returns
- If a parent or guardian is self-employed, a copy of the most recent business tax return in addition to your personal tax returns is required. Some additional tax forms (K-1, Form 1065, etc.) may be required by FACTS to complete their financial needs assessment for some families.
- Copy of W-2 forms

New Students Applying for Tuition Assistance:

- New families applying for tuition assistance must first submit a completed application to CCA.
- Application for the Opportunity Scholarship must be submitted when families apply for CCA tuition assistance.
- Scholarships from the Opportunity Scholarship and/or ESA+ program will be considered in determining if any additional CCA tuition assistance will be awarded.

Please Note: Full tuition and fees are due until tuition assistance and scholarships are determined.

ADMISSIONS & ENROLLMENT

Admissions Policy and Application Process

Parents will:

1. Schedule your student(s) 30-minute evaluation with our principal at no cost.
2. School administration considers the application, reviews testing and academic information, and makes a final decision on admission. Upon request submit any supplemental documentation which may include standardized achievement and/or ability tests. The final decision of the school administration is then communicated to the applicant via our Admissions Director will notify parents regarding their student's enrollment decision.
3. Complete an online application and submit a one-time, non-refundable \$175 application fee per student.
4. Parents will need to gather and upload the following documents to the enrollment packet:
 - 1) A copy of their student's birth certificate
 - 2) Immunization records
 - 3) Student Medical Report (the one CCA offers or the one they receive from their physician's office)

5. Request academic records, disciplinary records, and teacher recommendations from previous school(s) if applicable, to be sent to CCA.

Continuous Reenrollment:

Students in good standing that are attending CCA are automatically assumed to begin a new school year at the end of their previous year. Parents of current students who have siblings desiring to attend the next school year will go through the same enrollment process as new students, except they are not required to attend a Parent Interest Meeting.

Student Withdrawal:

It is expected that students who enroll at CCA will attend for the entire school year. We realize that unforeseen events may occur that will necessitate a student leaving school during the year. In such cases, students **withdrawing** should follow these steps:

1. Notify the Administrative Office regarding withdrawal.
2. Meet with the Administration to discuss withdrawal and submit your request in writing.
3. On the last day of school, a withdrawing student shall report to the school office, obtain their withdrawal form, have each classroom teacher sign the withdrawal form, turn in all textbooks to each classroom teacher, and return the withdrawal form to the school office.
4. A withdrawal student's family must pay all tuition and fees accrued through the date of withdrawal as well as a **\$500 early withdrawal fee**. Withdrawal fees only pertain to families that are on a monthly payment plan. Paid in full families are not charged a withdrawal fee.

** CCA reserves the right to interviews, testing, and selective enrollment. Attending CCA is a privilege, not a right. Acceptance is not based on a first come, first served basis. Acceptance is based upon academic needs, balancing male/female ratios, teacher recommendations, principal recommendations, etc.*

ADDITIONAL INFORMATION

Birthdays:

Parents may celebrate their child's birthday by coming to have lunch with them. Invitations brought to school must be for the whole class or all the same gender, leaving no one out.

Campus Visitors:

A campus visitor is anyone who is not currently enrolled as a student or employed as a faculty or staff member. Parents are welcome to visit school during the school day. All visitors should check in at the front school office upon arrival and receive a visitor's pass before going to other areas on campus during normal school hours.

Contacting Teachers:

Parents are always welcome to communicate with their child's teacher. Teachers are not expected to respond to emails sent to them on weekends or holidays. They will respond the next school day.

If a teacher conference is needed, please schedule an appointment with the teacher by sending an email or contacting the teacher through their class communication system. If questions or concerns arise, please contact your child's teacher first. If the concern cannot be mitigated at that time, administration can be contacted to help with the concern.

EMERGENCIES

Emergency information is required on the student application. If an emergency occurs, parents will be notified immediately. If there is a change in this information, the parent is responsible for contacting the school office in writing or online via the CCA website. An emergency contact person and number to call, if parents cannot be reached, are very important. Please make sure the emergency contact has written permission to obtain medical treatment for the child in case of an emergency when parents are not present.

Fire, Tornado, Lock Down:

Drills are practiced at CCA on a regular basis.

Inclement Weather Policy/Early Dismissals:

In the case of inclement weather, CCA will communicate cancellations, delayed start times and early dismissals through email, school app/website, and on WRAL TV. In the event of early dismissal or cancellations, all after-school activities, including Aftercare, will be canceled.

On Campus Safety:

We have a full-time security team on our campus. Our number one priority is the safety of our students and staff. Students should not be on-campus after weekday school hours, holidays, or weekends unless they are engaged in an approved CCA activity, and an adult is present.

SCHOOL POLICIES

Non-Discriminatory Policy:

CCA is operated as an educational institution and extension of Central Baptist Church for the benefit of the families in our community. CCA admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

Pledge of Allegiances:

All three pledges are recited every morning at CCA.

- The Bible
- The Christian Flag
- The American Flag

School Counseling:

CCA is committed to caring for each of our students and their needs. CCA recognizes that there are a wide variety of situations that may arise in the life of a student. CCA will put procedures in place for our students in need of counsel, whether that be spiritual counseling &/or suggesting families to seek the next level of health counseling. Our church staff pastors are available as needed.

Phone Policy:

Students may use the office telephone with permission from the office staff. Teachers must not issue a phone pass unless there is an emergency. Parents may leave a message with their respective teachers or school office.

Report Cards:

All students will receive progress reports throughout the school year and a final report card at the end of the year.

ATTENDANCE

To gain the most out of CCA, it is important that students attend school faithfully. We recognize that certain absences are unavoidable and that parents may take their children out of school when they consider it necessary. Such absences, however, do place an extra burden upon both the student and the teacher to complete missed work and may jeopardize the student's opportunity to receive credit for a given subject.

Arrival, Dismissal, and Early Dismissal

- **Arrival:** Parents may walk their students (elementary grades) to the classroom during the first week of classes at 7:45AM. Students are not allowed to enter their classroom until this time. More details will be provided before the start of school.
- **Dismissal** is at 3:00PM. Parents will have a unique car tag to display in front window and the car tag will match the student's tag. Students who are not picked up by 3:30 will be taken to the After Care Program where parents will be charged a \$15 Emergency After Care fee per child through their FACTS account.
- **Early Dismissal** Students that leave school before the end of the school day must be excused by signing out at the school office/front desk.
- **Please note:** A student must be present at least half of the school day (11:30 am) to be counted.

When arriving after 8:15 AM, the student MUST be signed in at the front desk so as not to be counted absent for the day. Parents should escort their child to the front desk/office. Students must receive a LATE Admission Slip from the Front Desk Attendant to be admitted to class when they are tardy.

Before and After Care plus Costs:

CCA will provide before care and aftercare this year for students. This is a service ONLY offered to students who are enrolled in CCA and need childcare on a regular daily basis throughout the year. Fees are billed at the beginning of each month. A late fee of \$35 will be charged if payment is not received by the 5th of each month. Continued late payments may result in disenrollment. Please note the following information regarding these programs:

- Parents can request to be added into Before/After Care/ or both programs, need to allot 48 hours' notice to add into the program along with Admissions Coordinator and CCA's AS Teacher confirmation and 7 days' notice for no longer continuing in the program (all in written form- email).
- Before Care 7:00-7:45AM daily: Fees are \$80/month/child
- After Care 3:00-6:00PM daily: Fees are \$240/month/child (\$1 charge/minute if late)

Late Arrival Policy:

Students not in the classroom at 8:10AM are tardy. Parents with students arriving after 8:10AM are required to check in at the school office. The teacher will be notified that the child is on the way to class.

Tardiness:

Promptness is an important aspect of character and a measure of school citizenship. Students will be considered tardy to class if they are not **in the classroom** and prepared for class by 8:15AM.

This does not mean entering the building by 8:15 am because the student must have time to be in their classroom and ready to start the day at 8:15 am. This is why the carpool doors will close and lock at 8:10 am. This gives students five minutes to unpack, put their work away, upper grades go to their lockers and be in their class by 8:15am. Students who are tardy should have a written explanation from a parent explaining the nature of the tardy. Consideration for excused tardies will be given to students who arrive late due to inclement weather, *unavoidable* transportation difficulties, and medical appointments. **Every three tardies (excused or unexcused) will result in one unexcused absence.**

Absences:

- **Excused Absences:** Following any absence, the parent must send a written excuse (not a text message) to the front office on the day the student returns. This will be their admittance back to each class after an absence that is considered excused. An absence is considered excused when it meets one of the following circumstances:
 - Personal illness
 - Medical/dental appointments that cannot be scheduled so as not to interfere with classes as indicated by a doctor's note.
 - *Serious* family emergencies or death in the family
- **Unexcused Absences:** Absences that do not fall under the excused absences circumstances are considered unexcused. Work that is turned in late because of an unexcused absence will be considered late and could be subject to an additional academic penalty. Homework, tests, and previously assigned projects will be due on the day the student returns without make-up privileges. Students with an unexcused absence on the day of an exam will not be allowed to take that exam.
- **Accumulated Absences:** If a student has more than 30 absences, excused or unexcused, during a school year, the student will be retained. This includes the accumulation of tardies that roll into absences. An absence from school for a school-sanctioned activity will be excused and will not be counted toward a student's total absences. (Example: Spiritual Emphasis trips, field trips, CCA athletic away games, etc.).

Participation in Extracurricular Activities after an Absence:

Students participating in elective extracurricular activities will be expected to attend school for the full day (more than 4 hours) on which the activity occurs. If the activity is on a Saturday, the student

should attend school the full day on Friday. Absences excused due to doctor appointments, emergencies, and administrative exceptions are excluded in this policy.

Make-Up Work:

A student who is absent, with either an excused or unexcused absence, will be responsible for making up all work missed during the absence(s). If a student is absent one day, the student should be prepared for all tests and homework upon returning to school. Students with multiple excused absences will be given the number of days absent, plus one additional day, to make up for the work missed.

HEALTHCARE AND MEDICINE

Emergencies:

If a student becomes ill at school, parents will be notified immediately. Emergency information is required on the student application. If there is a change in this information, the parent is responsible for contacting the school office in writing. An emergency contact person and number to call, if parents cannot be reached, are very important. Please make sure the emergency contact has written permission to obtain medical treatment for the child in case of an emergency when parents are not present. CCA is aware of working family demands but needs cooperation to keep illnesses down, especially during the winter, so students and staff can be fully involved within the program.

Illness:

For the well-being and health consideration of all our students and staff, parents are asked to keep students with a fever or contagious illness at home. Students may not return to campus until they have been fever-free for 24 hours without the use of fever-reducing medication (i.e., Motrin, Aspirin, Tylenol). Students may not return to campus until they are not experiencing vomiting (24 hours free), flu-like symptoms, diarrhea (24 hours free), colored nasal discharge, persistent cough, strep throat (24 hours on medication), or pinkeye (24 hours on medication).

Immunizations & Physicals:

North Carolina state law requires CCA to have on file current immunization and medical records for each student. Kindergarten students must have a physical form and an up-to-date immunization record on file to enroll. The Tdap and meningococcal vaccinations are required before a student enters the 7th grade. A booster dose of the meningococcal vaccination is required before a student enters the 12th grade. Please keep your child's records up to date with the school office.

Religious Exemption (North Carolina Department of Health and Human Services) G.S.130A-157

If the Bonafide religious beliefs of an adult or the parent, guardian, or person in loco parentis of a child

are contrary to the immunization requirements contained in this Part, the adult or the child shall be exempt from the requirements. Upon submission of a written statement of the bona fide religious beliefs and opposition to the immunization requirements, the person may attend the college, university, school, or facility without presenting a certificate of immunization.

There is no form for requesting religious exemptions in North Carolina. To claim a religious exemption, the parent or person requesting exemption must write a statement of their religious objection to immunization, including the name and date of birth of the person for whom the exemption is being requested. This statement would then be provided to schools, childcare programs, camps, etc. in place of an immunization record. If a family is requesting a religious exemption for more than one child, a separate statement should be prepared for each child.

Statements of religious objection to immunization do not need to be notarized, signed by a religious leader, or prepared by an attorney. They do not need to be submitted to the state for review or approval.

Infectious Diseases:

Any child who is diagnosed as carrying a disease classified as communicable is not allowed to enroll or remain a student at CCA if the disease is present. Once the school has written verification from a physician that a student is diagnosed as disease free, the student may be considered for enrollment or re-enrollment. CCA believes that these measures serve to minimize the further spread of diseases.

Medications:

All medications (prescription or over the counter) must be stored and administered by the designated front office personnel. The parent must provide the medication and provide the proper school form indicating the date, dosage, and time to be administered. Medications must be in original packaging and a bottle no taller than 3 inches or in a labeled zip-lock bag with instructions.

Student Records:

All student records are kept in the office. ***All records are confidential.*** Teachers use discretion in reviewing a student's record. When a student withdraws during the year, a withdrawal form must be completed. A parent or guardian must complete a transfer of record form before records can be released. Student accounts must be current, or records and report cards will not be released. A transcript of a student's grades will be provided upon request to the student's parent or guardian. Transcripts given to a parent or student are unofficial copies. Records and transcripts will not be released when a student's tuition and/or fees account are not paid in full or other school accounts are delinquent.

Tree Nut and Peanut Allergies:

We may have students at CCA with severe allergies to tree nuts and peanuts and nut products. If these students encounter any product containing tree nut or peanut products, the consequences could be most severe. Although CCA cannot guarantee a tree nut- and peanut-

free environment, we take measures to ensure our student safety. Students with known allergies are required to provide their own allergen safe snacks for all classroom celebrations (i.e.: birthdays, holidays, etc.) ***Please do not send in any snack for a classroom function or party that contains tree nuts or peanuts or snacks processed in facilities that manufacture or use such products. We ask all parents to assist us in making CCA a safe environment for all students.***

TECHNOLOGY

Internet & Public Domains:

A student's home and personal Internet use can have an impact on the school, staff, and other students. CCA, to serve as a lighthouse to the community, may issue students a Saturday detention, suspension, or dismissal if they are involved as a host or participant in content on the Internet that devalues or disrespects persons, institutions, or biblical values. Postings on social media websites that are in the opinion of the administration inappropriate will result in disciplinary action.

If a student's personal internet expression includes bullying, threats, violence, inappropriate or racial comments, sexting, or inappropriate pictures and/or language, students will face school discipline, and if applicable, the proper authorities will be notified. Any pornographic, profane, or morally questionable material submitted online will result in school discipline, up to and including dismissal. Sexting is the act of sending, receiving, or forwarding sexually explicit or suggestive messages, photos, or images via cell phone, computer, or another electronic device. Students engaged in such activities are subject to state laws and school discipline.

CCA considers sending, sharing, possessing, or even viewing pictures, text messages, or e-mails that contain a sexual message or image a violation that will result in school discipline up to and including dismissal. Students are required to immediately report any such activities to a staff member.

Student Technology Responsible User Policy:

Elementary classes have access to iPads in the classroom. Technology should be used for academic purposes only. In keeping with the school's responsibility to provide a safe learning environment, all students using the school computers and school-issued iPads must abide by all CCA rules. Any student who violates the CCA rules regarding technology in an unauthorized manner is subject to school discipline. CCA websites are monitored administratively. The use of the internet and computer equipment within CCA is a privilege. CCA reserves the right to monitor and review any material on any machine at any time for the school to determine any inappropriate use of computer/iPad resources. Computer and iPad users are responsible for

the security of their files and passwords. Sharing of any usernames or passwords to anyone other than parent or legal guardian is not permissible and may result in the restriction of account privileges. Computer and iPad users will be held accountable for any activity under their account. Any security problems should be reported immediately to the school/site administrator. Internet users may encounter material that is controversial which the user or administrator may consider inappropriate or offensive. The school has taken precautions to restrict access to inappropriate materials through a filtering and monitoring system. However, it is impossible on a global internet to control access to all data that a user may discover.

It is the user's responsibility not to initiate access to such material. Any site or material that is deemed controversial should be reported immediately to the appropriate administrator. CCA expressly disclaims any obligation to discover all violations of inappropriate internet access. The filtering software may not at any time be disabled when students are using the Internet if such disabling will cease to protect against access to inappropriate materials. Authorized staff may temporarily or permanently unblock access to sites containing appropriate material if the filtering software has inappropriately blocked access to such sites. Any user violating this policy or applicable state and federal laws will receive disciplinary action and can be restricted from internet use. Computer and iPad infractions may result in detention, suspension, withdrawal and/or referral to legal authorities dependent on the gravity of the offense. Determination of the discipline is at the discretion of the administration. Any violation in which a user willfully abuses the internet privilege by immoral or malicious activities will result in a suspension or withdrawal. If the student is suspended, the restriction of internet privileges will be determined by the administration. Penalties will be carried over to the next school year if applicable in the restrictions given.

Computers, Laptops, iPads, Tablets, E-Readers, Electronic Devices:

All students shall abide by all rules and regulations set forth by the administration regarding all electronic devices. The rules are subject to change often and students agree to obey.

CCA seeks to provide an environment free of distractions for student safety, liability, and protection of personal property.

- Elementary students may not bring cell phones, Smart watches, or other electronic devices to school.
- Students must remember that language in reference to texts, pictures, photographs, music, or recordings on phones, iPads, or any other electronic devices that is vulgar or not in harmony with the philosophy of CCA is subject to disciplinary action.

FACILITIES & SCHOOL PROPERTY

Lunch Policy:

CCA does not have an onsite cafeteria and therefore all parents will be responsible for sending two healthy snacks and a healthy lunch each day with their child. Students will eat in their classrooms, or the designated areas assigned by teachers and administration.

Food & Water Bottles:

Students are responsible for their own food and are allowed to bring solid colored water bottles with their name/initials on the bottle.

Lost & Found:

The school is not responsible for lost, stolen, or damaged goods belonging to students. If a student loses an item they should go to the front desk and ask there first to see if it can be located.

Textbooks & Supplies:

Students are responsible for all the textbooks and supplies that are given to them. If these are damaged and need to be replaced, the family is responsible for the cost of replacement.

ACADEMICS & GRADING

Christian Philosophy of Academics

CCA offers an outstanding academic program with a solid biblical foundation using the aBeka curriculum in grades K-2 and Bob Jones curriculum in the upper grades. We believe that instruction with biblical integration supports and enhances our program of academic excellence. Christian education teaches substance over style, truth over relativism, knowledge and learning as opposed to information and standardized testing. Most importantly, we teach what it means to build one's life upon Jesus Christ. Christian education is more than a right-sounding slogan; ***it is a philosophy and a proven method of teaching that is designed to transfer Christian faith and culture to the next generation.***

Homework & Tests

Homework is assigned regularly and contributes to a student's education through individual work, responsibility, comprehension, completion of projects, and the establishment of good study habits. Students are responsible for understanding what the homework assignment requires and the completion of the assignment when due. Parents are responsible to provide

a suitable place, set aside adequate time, provide a proper environment necessary for good learning, and ensure the completion of each assignment.

Subjects of Focus for All Grades

- **Bible:** Students are equipped to not only understand the Bible academically but to apply the Bible personally in their lives. We start preparing our students as early as 2 years old in our preschool program. When students enter CCA in Kindergarten they will study and learn from the Abeka curriculum each day and will continue to learn the Bible. We want all our students to eventually be comfortable sharing the gospel and their faith with others.
- **Reading & Writing:** Central Christian Academy strategically focuses on grammar, spelling, vocabulary, literature, critical thinking, and writing instruction. Students are exposed to various genres of literature. Reading is essential and students have reading assignments, research projects, writing topics, and class discussions. Our goal is to build and empower well-read Christian leaders who are effective writers and influential speakers motivated by a biblical worldview.
- **English & Literature:** The administration and faculty of CCA want to provide students with a solid foundation of varied literature and writings and teach them to evaluate these writings for literary excellence as well as biblical truth. By allowing students to examine various aspects of our history and culture through literature in the light of God's truth and under the guidance of a Christian teacher, they will have the opportunity to further develop a Christian worldview.
- **Science:** Primary emphasis in life sciences will be on physiology and functions of living things, interrelationships of all organisms, and man's place within God's scheme of creation taught from a creationist's viewpoint. The course of study will expose students to various theories related to the origin of life while teaching students to evaluate these theories for scientific facts as well as biblical truth.
- **Math:** Central Christian Academy will foster students to help them develop a deep mathematical knowledge with logical reasoning. We believe this will allow students to solve real- life problems at the highest level. Our small class sizes allow for each student to be challenged at their individual level. Planning, instruction, and assessment are all implemented through the lens of a biblical worldview. We want to model after Romans 5:2-4, where students engage in problem solving "... which produces perseverance; perseverance, character; and character, hope."
- **Social Studies & History:** CCA will provide a Christian perspective on world events,

past and present, with an emphasis on the role of Christians in the future. Beginning in middle school, we will teach United States history, laying a solid foundation of the values and principles for which our nation was founded. The importance of positive citizenship, humility, and compassion. Our students graduate knowing the story of mankind with a desire to serve and advance the Kingdom of God.

- **Physical Education:** This is a mandatory Kindergarten through 5th grade program. At the youngest age, students develop a foundation that teaches basic motor skills. Slowly, as students develop physically and mentally, we add challenging activities, giving them the opportunity to explore and use their imagination. We promote physical activities that use creative thinking skills that help build the qualities needed for traditional and lifelong sports. At CCA we believe that a strong PE program helps students gain positive attributes which in return will build confidence to serve and lead a healthy lifelong lifestyle focused on Jesus Christ.
- **Art/Music:** General art and music where students are taught fundamentals and the basics. At least once a week CCA students worship in song in our Chapel. Students can also take lessons on our campus through *Central Arts Wendell*.
- **Spanish:** Spanish is the central foreign language taught in all grades. Our teachers offer engaging and challenging activities so that our students gain a love of learning Spanish through listening, speaking, reading, and writing.

DRESS CODE

Dress Code Discipline Policy:

Students may never be out of uniform at any time during the school day unless he or she has written permission from administration or in the event of special non-uniform days as approved and announced by administration. The administration reserves the right to send home any student if his/her dress is not within the uniform guidelines or is deemed inappropriate. Parents may also be notified to bring appropriate uniform items to school for the student to remain on campus for the school day. Uniform violations will be recorded in the FACTS Family Portal and consequences are cumulative. The *first offense* merits a verbal warning. The *second offense* merits a phone call to parents to provide appropriate uniform attire and/or students sent home to retrieve appropriate uniform attire. The *third offense* merits detention. ***All students should be in dress code attire Monday-Friday. Clothing must be stain free and clean every day.***

Bottoms:

- Khaki shorts: (Female & Male) shorts may not be more than 2 inches above the knee
- Khaki skirts/jumpers: (Females) with shorts underneath (the skirt may not be more than 2 inches above the knee)
- Khaki Pants (Female & Males)

Tops:

- Colors: Navy Blue, Hunter Green, or Red.
- Short or Long Sleeve button up, collared shirts tucked into bottoms.
- CCA t-shirts purchased from the school can be worn any day with Khaki bottoms

Shoes:

- All students should wear black, white, or brown closed-toe shoes. Tennis shoes are acceptable any day as long as they do not light up or have wheels.

Dress Code on Field Trips:

- Same as above

NOTE: ADMINISTRATION WILL ANNOUNCE ANY CHANGES IN DRESS CODE FOR NON-SCHOOL DAY EVENTS.

CODE OF CONDUCT

Philosophy and Goals

A safe, faith filled, orderly, and welcoming school environment is essential for student learning. To that end, this Student Code of Conduct is intended to (1) create clear standards and expectations for families regarding their student(s) behavior; (2) promote integrity and self-discipline among students; (3) encourage the use of behavioral supports and interventions, and (4) provide clear guidance to teachers and administrators as to how, when, and to what extent students may be disciplined for violating conduct rules.

Consistent with these goals, the CCA School Board endorses and adopts the following general principles relating to three key domains of student behavior and conduct.

Principle 1: A Faith Filled, Loving Climate

CCA will foster a positive school climate in which all students will be engaged in learning by preventing problem behaviors and intervening effectively.

Principle 2: Expectations and Consequences

CCA strives to have a clear plan for behavior incidences. This will help students improve their behavior,

increase engagement, and boost achievement.

Principle 3: Continuous Improvement

CCA will commit to their families that the Code of Student Conduct will be held in high esteem to ensure fairness and equity and promote achievement for all students.

Role of Students, Parents, and Staff in Promoting Positive School Climates

Positive school climates require ongoing support and collaboration among staff, students, parents, and the community at large.

Students have the right to attend school in a safe and orderly environment and to have conduct rules applied fairly to them without regard to race, gender, religion, disability, or other defining characteristics. They also bear the responsibility to understand conduct rules, behave appropriately, and be individually accountable for their own actions and decisions.

Parents or legal custodians have the right, in a reasonably prompt manner, to be informed of disciplinary actions taken with their children. They have a responsibility to provide the school with current, accessible telephone numbers or other contact information through which they may be reached during the school day. They are encouraged to partner with CCA staff to develop strategies to benefit the child and support their child in engaging in positive behaviors at school.

Teachers and administrators have the right to perform their professional duties for the betterment of each student in a safe and orderly environment. These teachers and administrators also have the responsibility to maintain safety and order at school and are expected to reinforce and implement clear and consistent behavioral expectations consistent with this Code. They are also expected to teach and encourage good citizenship and to communicate with parents regarding any serious or persistent behavioral issues.

CCA will set rules to identify school-wide behavioral expectations, make them known to students, and link behavioral and social-emotional practices to core instruction.

These rights and obligations are interrelated, but they are also independent. To create and maintain the safe, orderly, and positive climate that the entire school deserves, all stakeholders must work together while remaining individually accountable for their own actions and should strive for continuous improvement over matters within their respective control.

Applicability of Code

All CCA students are expected to comply with this Code. This Code applies to any CCA student who is on CCA's campus, or at any school-sponsored activity. The students' conduct should also comply to this Code off school property including cyberspace, for instance social media outlets.

Interventions, Supports, and Responses to Behavioral Concerns

Notification to Parents: When a significant behavioral intervention is imposed (redirection or a warning), the school will attempt to notify the parent or legal custodian in a prompt manner. The school will also attempt to notify the parent or legal custodian of any in-school disciplinary consequence that results in removal from normal classroom or school activities which may include things such as loss of extracurricular times or lunch detention, in-school suspension, or suspension from school-sponsored extracurricular activities. In severe discipline cases such as out of school suspensions, the administration will provide formal written notice to parents or legal custodians.

After-school detention: If it is needed, can only be authorized by the school principal. Parents will be given adequate warning of this discipline action occurring.

Range of Interventions and Consequences: When student behaviors interfere with a safe, orderly, and respectful school environment where instruction and learning can flourish, CCA should consider a range of potential interventions and consequences to address the problematic behavior and to reinforce positive behaviors with non-disciplinary interventions. Examples of non-disciplinary interventions include, but are not limited to: (1) student-parent-teacher or student-parent-administrator conferences; (2) behavior contracts; (3) positive reinforcement reward systems; (4) oral or written warnings

When, in the judgement of the school's administration, a student's behavior cannot be appropriately and sufficiently addressed through non-disciplinary interventions, the school administration is authorized to impose disciplinary consequences such as class detention, in-school-suspension, and out-of-school suspensions of up to ten days in length and may recommend out-of-school suspensions of a longer length and expulsion, to Senior Leadership and School Board. Recognizing that exclusionary discipline can exacerbate behavioral problems, diminish academic achievement, and hasten school dropouts, the Board urges schools to use non-exclusionary measures when feasible and to reserve exclusionary discipline for more serious misconduct, such as behavior that threatens the safety of students, staff, or visitors or threatens to substantially disrupt the educational environment.

Special Requirements for Out-Of-School Suspension and Expulsion

Out-of-school suspension and expulsion are allowed only if specifically authorized by the Senior Leadership and the Principal unless school administrator(s) recommend a 365-day suspension for any student who violates the rule of Possession or Use of a Firearm. CCA administrators must adhere to the following requirements before imposing or recommending any out-of-school suspension or expulsion.

Suspensions of more than ten (10) days may be imposed only if they have been approved by Senior Leadership. Expulsion from school will be based on a recommendation of both the principal and Senior Leadership.

Inappropriate Behaviors

Academic Integrity - Engaging in or attempting to engage in cheating, plagiarism, falsification of any document presented or associated with CCA is completely against CCA's Code of Conduct.

A student may receive a zero on the assignment if the violation pertains to schoolwork and may be recorded on the student's discipline file in the office.

Disruption – The use of passive resistance, noise, threat, fear, intimidation, coercion, force, violence, or any other form of conduct that causes the disruption of any lawful function, mission, or process of the school, or urging any other student to engage in such conduct which unreasonably impairs the educational process.

Verbal Abuse or Disrespect towards other Students - Participation in serious or persistent verbal action that prevents an orderly and peaceful learning environment. Cursing, using vulgar, obscene, or abusive language including slurs or insults intended to mock a person's race, religion, sex, national origin, disability or intellectual ability or using sexually offensive or degrading language.

Verbal Abuse or Disrespect toward a Staff Member - Participation in any language directed towards a staff member which is disruptive, abusive or insulting is grounds for disenrollment.

Theft - Stealing, attempting to steal, or knowingly being in possession of stolen property is grounds for disenrollment.

Hacking and Unauthorized Computer Access – Failures comply with all CCA rules governing access to computers, computer networks, stored data, passwords, and other technology systems and resources including all forms of computer or network “hacking,” whether criminal or not.

Communicating Threats – The use of any language, sign, or act which constitutes a threat of force or violence or a disruption of the educational process. This includes threats over the internet or other communication devices and may be grounds for dismissal.

Bullying/Harassment or sexual harassment – Engaging in such behaviors in any way will not be tolerated and is grounds for disenrollment.

Fighting - Hitting shoving, scratching, biting, blocking the passage of, or throwing objects at another person is never tolerated and may be grounds for disenrollment.

Damage to Property or Vandalism - Intentionally damaging, vandalizing, or attempting to damage, vandalize, or deface any of the school's property or faculty/student private property while under school jurisdiction may be grounds for dismissal.

Assault or Attempted Assault - Assaulting or attacking or causing or attempting to cause physical injury to another student, school employee, or school volunteer or intentionally behaving in such a manner that could reasonably cause physical injury to any student, school employee, or school volunteer is strictly prohibited and may be grounds for disenrollment.

Fire Alarm - Setting off, attempting to set off, or aiding and abetting anyone in giving a false fire alarm is

prohibited. It shall also be prohibited to interfere with or damage any part of a fire alarm, fire detection system, smoke detection, or fire extinguishing system and it may result in disenrollment.

Sale or Distribution of Tobacco Products - Students may not sell or distribute any tobacco products on school property or at school events. If a student chooses to do so, they will face suspension.

Failure to Comply with a Lawful Directive - Failing to follow a directive after being personally notified by any school employee during any period when being subject to the authority of such school personnel may be grounds for further discipline action from school administrator.

Possession or Use of Drugs or Alcohol – Student or staff may never possess or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid, or any prescription drug not prescribed for the student by a physician or medical provider, other controlled substance, any alcoholic beverage, malt beverage, fortified wine, other intoxicating liquor, drug paraphernalia, or counterfeit drugs.

Threats of Death or Serious Bodily Injury – All threats of death or serious bodily injury communicated toward any student, school employee, or school volunteer by verbal, written or other communication are prohibited.

Use of a Weapon - Using in a threatening or dangerous manner any weapon or other object that can reasonably be considered a weapon, or a facsimile of a weapon is strictly prohibited.

Threat of Mass Violence on CCA Property

"Mass Violence" is defined as a means of physical injury that a reasonable person would conclude could lead to serious injury (including mental or emotional injury) or death to two or more people. Students responsible will immediately be expelled.

Causing or aiding and abetting, by any means of communication to any person, group of persons or any office of the school, or making a threat or a report that an act of mass violence is going to occur on educational property or at a curricular or extra-curricular activity sponsored by a school is strictly prohibited.

DISCIPLINE POLICY

Discipleship, Behavioral Expectations, and Discipline Plan:

CCA stands on the principles of discipleship. Christ commanded us in Matthew 28:19-20 to "...go and make disciples..." We live by this principle in all areas of Christian education. CCA is a Kingdom Education school. Dr. Glen Schultz defines Kingdom Education, "as a life-long, Bible based, Christ-centered process of leading a child to Christ, building a child up in Christ, and equipping a child to serve Christ." ***Kingdom education is built on the spiritual strength of the church, the home, and***

the school. These institutions, working together, can help lead our children to a long and abiding life in which the child follows the will of the Lord.

We also love the direction given in Deuteronomy 6: 4-8, "The Lord our God is one LORD: and you shall love the Lord your God with all your heart, and with all your soul, and with all your might. You shall teach them diligently unto your children and shall talk of them when you sit in your house, and when you walk by the way, and when you lie down, and when you rise."

At CCA we intentionally focus on discipleship in our Kingdom education model. Teachers pour themselves into the lives of their students. Because our teachers are disciple-makers, they replicate themselves in the lives of their students. This is lifestyle learning done daily in class and outside of class. A biblical worldview is taught in each content area. CCA students are taught to think biblically in all academic disciplines.

At CCA, God's Word is the key component. It is the foundation of all truth. Because we are a relational school, our faculty and staff spend time getting to know the students. The relationships that are built assist the teachers in getting to know their students, both academically and spiritually. Communication is another key in building trust between the teacher and the students. The goal is that our students become disciple makers. We believe discipline is an important part of discipleship. With biblical discipleship comes encouragement and sometimes involves correction. Each day brings choices for students. Sometimes students make good choices that will be celebrated. Other times students make choices that require correction in our school setting. In either circumstance, students hopefully will learn from their good and poor choices as they live life together. Because we want to instill discipleship effectively, biblically, and prayerfully, it is our goal to be consistent and equitable in our discipline practices. The principles that govern our policy of moral education and discipline are summarized into four core points:

1. It is vital that there be a positive, orderly, and safe environment in all school activities.
2. It is essential that the teacher or a staff member is always respected and in leadership command.
3. Discipline may be progressive depending on the age of the student and the severity of the offense and/or the number of offenses.
4. Discipline should work to build within students a value system and self-control based upon the Word of God.

Discipline is the process of teaching and training students in expected behaviors. CCA operates under a school-wide discipline plan. Under this plan, teachers and administrators diligently, consistently, and lovingly train students in the expected behaviors and then hold them accountable. No student has the right to behave in a manner that disrupts or interferes with the teacher's right to teach or another student's right to learn. *Parents are expected to support the school's discipline plan.* These behavioral expectations are in place in all class situations. Minor breaches of conduct are handled by the classroom teachers. These include talking, not being engaged in class discussion,

etc. Serious breaches of conduct include but are not limited to the following: fighting, threats of physical harm, extortion, profanity or verbal abuse of others, racial slurs or derogatory comments or actions, harassment including sexual harassment, dishonesty such as stealing or lying, vandalizing or destroying property, arson, immorality, unauthorized absence from school or assigned class, possession and/or use of controlled or illegal items or substances, such as weapons, look-alike weapons, drugs, marijuana, alcohol, tobacco, fireworks, pornography, and gambling on campus or at school activities. Students are not allowed to possess, record, or transmit images, video, audio messages, and/or text messages deemed inappropriate by the school administration, which includes inappropriate pictures, images, video, audio, or text which mentions or refers to Central Christian Academy, CCA personnel, and/or students on any publicly accessible locations or social networks.

Statement on Bullying:

Bullying is defined as repeated negative behavior toward another individual; exerting power over another individual for the purposes of intimidation; repeated verbal, emotional, or physical intimidation of another individual, either in person or using technology and WILL NEVER BE TOLERATED. Students who repeatedly engage in harassment and/or bullying can be assigned serious consequences, up to and including expulsion. Administrators engage in conflict resolution with the highest priority on protecting the offended student(s) in every way possible and will protect anonymity only when possible. Students engaging in retaliatory action may be subject to serious consequences, up to and including expulsion.

Sexual Harassment Policy:

CCA is committed to providing all students with an environment that is free of and strictly prohibits all forms of sexual harassment which includes but is not limited to unwanted sexual advances; making or threatening reprisals after a negative response to sexual advances, visual conduct: leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons, or posters; verbal conduct: making or using derogatory comments, epithets, slurs, and jokes; verbal sexual advances or propositions, verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes, or invitation; and physical conduct: touching, assault, impeding, or blocking movement. Any form of harassment, including sexual harassment, is absolutely prohibited. Any incident of possible harassment should be brought immediately to the attention of the teachers or administration who will thoroughly investigate the matter in confidence. After reviewing all the facts, CCA will decide concerning whether reasonable grounds exist to believe that harassment has occurred. Disciplinary action, up to and including expulsion, will be taken against any student who is found to have engaged in harassment. Retaliation against an individual who reports or makes a complaint will not be tolerated. The school will impose appropriate corrective action against any individual found to have engaged in acts or threats of retaliation. CCA reserves the right to set discipline at whatever level is deemed proportionate to the offense including, but not limited to,

admonition, counseling, probation, suspension, and expulsion.

Communication with School Personnel:

When a disagreement occurs at CCA, as believers, we are instructed to resolve our differences according to the principles set forth in God's Word. We look to Matthew 18:15-17 and Matthew 5:24 for our guidelines. These passages were not written with a school in mind, but they do set forth a principle that we can follow. This principle instructs the concerned party to go first to the other party. In our school setting here at CCA, a parent is expected to speak first with the individual teacher if there is an issue. Our prayer is that a resolution will take place at this time. If a satisfactory agreement or resolution cannot be made, then the administrator should be contacted. If a disagreement occurs between parents at CCA, the same guidelines listed above should be followed. It is not acceptable for a parent to approach a CCA student, who is not his/her child, in anger or for disciplinary purposes. While we understand that in our culture the desire of parents may be to begin "at the top," comments or concerns should be presented to the appropriate faculty or staff in the order listed. Our students will be better served if everyone complies with the principles set forth in the scripture and by following this system. Email is the most effective way to communicate with all faculty and staff.

Emails and phone calls will be returned within 24 hours during the school week. Be reminded that faculty and staff may not respond to emails or phone calls in the evening, at night, or over weekends when they are with their families. The goal is to respond as quickly as possible as communicating with parents is a priority.

Drugs, Alcohol, Guns, Weapons:

These will not be tolerated on the campus of CCA. All violators will be escorted off campus by law enforcement officers and unenrolled from CCA.

Search and Seizure:

The CCA security team and administration always retain the right to search and seize any object(s) belonging to students that violate this handbook. Parents will be notified immediately if their child's item is seized.

STUDENT OPPORTUNITIES

Chapel Services:

All grade levels will attend Chapel each week.

Field Trips:

All parents complete a blanket permission form when submitting online enrollment forms for the school year. Each teacher will communicate the details of a field trip prior to the event.

This ensures that parents are adequately informed in advance of any anticipated field trip or excursion. All field trips are billed through FACTS.

PARENT ORGANIZATIONS

Advisory Committee:

This committee meets quarterly. Committee members serve for 1 year.

Parent Teacher Association (PTA):

The association will consist of active, involved parent volunteers who will coordinate and organize fundraisers, staff & teacher appreciation days, and annual off campus educational field trips.

Parent-Teacher Conferences:

Please contact your child's teacher directly and the school administration if you need to schedule a conference.

CENTRAL CHRISTIAN ACADEMY PARENT COVENANT

1. We have read and understand the school's philosophy of Christian education and the Statement of Faith and agree with the purpose and philosophy of Central Christian Academy.
2. We agree for our child to be taught in accordance with the CCA Statement of Faith and recognize that many CCA policies flow from the school's sincerely held beliefs.
3. We accept the challenge to "train up a child in the way he should go" (Proverbs 22:6); this training will be carried out in the home, and we trust CCA to extend that training more completely.
4. We have made a thorough investigation of the school's program, discipline, dress code, financial policies, etc. and we agree to make them our full-hearted choice for the coming school year.
5. We understand our obligation to be actively involved in the education of our children. We agree to uphold and support the high academic standards of this school by providing a place at home for study purposes and will give encouragement in the completion of homework assignments.
6. We will faithfully support the school through our prayers and a positive attitude; in keeping with Matthew 18:15, we are committed to giving a good report by sharing any complaints and negative comments only with the people involved. Unresolved issues will be taken care of by using the school's chain of command.
7. We understand the standards of CCA do not tolerate profanity, obscenity in word or action, dishonor to the Trinity and the Word of God, disrespect to the personnel of the school, or continued disobedience to the established policies of the school.
8. We believe discipline is necessary for the benefit of each student as well as for the entire school. We give permission to the teachers and administration to make and enforce school regulations in a manner consistent with Christian principles and discipline as set forth in the Scriptures. We further agree that we will cooperate and discipline our child in the home as needed.
9. We pledge, if for any reason, our child does not respond favorably to the school, we will do everything in our power to cooperate with the school to help our child make the necessary adjustments. If these adjustments cannot be made, we agree to quietly withdraw our child.
10. We understand that assessments will be made to cover damage to the school including property damage, book damage and the abuse of other personal property.
11. We will support the school by involvement in parent-teacher conferences, open houses, parent-teacher gatherings, volunteer activities, and other school-sponsored meetings and activities.

12. We give permission for our child to take part in all school activities. We understand the school does not provide students with medical/accident insurance and it is our responsibility to provide our own.
13. We understand and will fulfill our financial obligation to pay for the educational services the school provides for our child as outlined in the Parent/Student Handbook.
14. We understand that the school reserves the right to change a policy at any time without notice.
15. There must be communication between the home and the school concerning educational objectives, methods of achieving those objectives, obligations of each party, and the need for unity and harmony between home and school. Therefore, when parents and students seek admission to CCA, it will be assumed that they are in complete accord with the objectives, methods, and obligations which accompany such admission. Because of the importance of harmony and open communication between the home and the school, parents are expected to bring problems or areas of confusion or misunderstanding to the attention of CCA personnel immediately and privately.
16. We sincerely give our pledge to the above items. We understand that failure of the parents or child to comply with the established regulations and discipline, parental commitment, or failure to meet financial obligations will forfeit the student's privilege of attending Central Christian Academy.

Parent's Signature: _____ Date: _____

Parent's Signature: _____ Date: _____

THIS IS FOR YOU TO REVIEW; YOU WILL SIGN ANOTHER COPY UPON ENROLLMENT.

SHINING THE LIGHT AND TRUTH

2026-2027 TUITION INFORMATION & FINANCIAL INFORMATION

2026-2027



TUITION INFORMATION

At Central Christian Academy, we provide a Christ-centered education that fosters academic, spiritual, and personal growth. Our experienced teachers and staff work to create a nurturing and supportive environment where your child can thrive.

APPLICATION FEE: \$175 FOR NEW STUDENTS ONLY

TUITION:

	Kindergarten	Grades 1-2	Grades 3-6
Annual Fees (non-refundable)	\$1,500	\$1,500	\$1,500
Tuition	\$6,150	\$6,400	\$6,700
TOTAL	\$7,650	\$7,900	\$8,200

Annual fees are for capital and resources.
Tuition rates vary by grade level.

MONTHLY INSTALLMENTS:

12 equal payments (June 2026 – May 2027).

Students enrolling after payments begin will be responsible for catching up missed payments.

Once the NC Opportunity Scholarship funds are received and applied to your account, any remaining balance will be billed over the 12-month payment plan.

BEFORE & AFTER CARE:

Not held on half days, teachers’ workdays, school holidays, or summer vacation.

	BeforeCare	AfterCare
Time	7:00am–8:00am	3:30pm–6:00pm
Monthly Fee	\$80	\$240
Emergency Drop-In	\$15	\$30

