



Parent / Student Handbook

Important Contact Information

School Hours

School office hours: 7:00 a.m. - 4:00 p.m.

Summer office hours: 9:00 a.m. - 1:00 p.m.

Extended care hours: 7:00 a.m. - 7:45 a.m. & 3:15 p.m. - 6:00 p.m.

School hours: 8:00 a.m. - 3:00 p.m.

Address

4706 Park Center Ave NE

Lacey, WA 98516

(360) 493-2223 phone

(360) 412-0910 fax

Website: www.foundationcampus.org

Email: cca@foundationcampus.org

Directions

From I-5 Heading North - Take exit 109, turn left onto Martin Way, turn right onto College Street at first light, turn right onto Park Center Avenue, turn left to the Foundation Campus. CCA is located in the brick building.

From I-5 Heading South - Take exit 109, turn right onto Martin Way, turn right onto College Street at first light, turn right onto Park Center Avenue, turn left to the Foundation Campus. CCA is located in the brick building.

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WELCOME to Community Christian Academy

We are excited you are part of our student body this school year! We believe that God has given the responsibility for your child's education to *you*. We consider it a privilege and an awesome responsibility to partner with you in providing the best quality environment for your child to learn and grow. Our mission is to prepare students to impact their world for Christ. Our approach in fulfilling this purpose is to provide: 1) a sound education; 2) a biblical worldview; and 3) a godly, dedicated and professional staff. This approach provides for a wholesome environment in a Christ-centered atmosphere that is conducive to learning.

We believe communication between CCA staff and its families to be very important. This handbook provides an explanation of many of our policies and procedures to assist you throughout the year. Should you have any questions, please don't hesitate to ask your child's teacher or contact me through the school office.

We look forward to a great year! May God richly bless you!

In His Service,

Rick Graham

Rick Graham
Principal

Introduction

Mission Statement

It is the mission of Community Christian Academy to prepare students to impact their world for Christ by equipping them with a sound education, empowering them with a Biblical worldview, and inspiring them through Godly leadership.

Motto

Equip. Empower. Inspire.

History

COMMUNITY CHRISTIAN ACADEMY was incorporated as an independent Christian school April 7, 1998. CCA was formerly Nazarene Christian School which was founded in 1980 in the Olympia First Church of the Nazarene on 22nd Street. It started as a preschool/day care and added grades each year until reaching the fifth grade level. The school moved to Israel Road in 1989 where it served children from age two and one-half years to the fifth grade level. Sixth grade was added in 1996. In April of 1998, the school and day care moved to the present campus on Park Center Avenue. Seventh and eighth grades began in September of 1998. In January of 2000, Northwest Christian High School joined CCA making the Foundation Campus available to preschool age children through twelfth grade. As the school has continued to grow, renovation of an existing wing now houses CCA's Junior High department. In 2007, a second high school sized gymnasium with a stage was completed for the Elementary and Junior high grades

Statement of Purpose

The purpose of Community Christian Academy is to provide a wholesome environment and a Christian atmosphere that is conducive to learning. We are established to provide an alternative means of education for families of the community, upholding a standard of excellence while fulfilling state requirements. These educational experiences have for their foundation the person of Jesus Christ and the Word of God, which encourage vital Christian living.

Parent-Teacher Fellowship

We encourage you to become involved in PTF. Each year PTF raises funds for special "extras" for the school and has activities that provide a dimension of family fun and fellowship that we don't have elsewhere in regular school programs. Our goal is to have a parent representative from each classroom. PTF is a good place to make new friends and get involved.

Statement of Faith

We Believe:

1. In one God, Creator and Sustainer of all things, eternally existent in three persons—Father, Son and Holy Spirit (Deuteronomy 6:4; Mark 12:20).
2. In the virgin birth of Christ, His vicarious death, bodily resurrection and ascension (Isaiah 7:14; Romans 8:34; Acts 1:9-10).
3. In the divine inspiration of the Bible, our all sufficient rule of faith and conduct (II Timothy 3:15-17).
4. In the necessity of the rebirth of man and in his consequent salvation from spiritual death and hell, through repentance as acceptance of Jesus Christ as Savior (John 3:1-7, 16-18; I John 5:11-12).
5. In the observable evidence of the new birth, the inward evidence being the direct witness of the Holy Spirit and the outward evidence being a life of holiness and love of God and man.
(Romans 8:16; I Peter 1:15-16; Matthew 22:36-40).
6. In Christian baptism (Matthew 28:19; Acts 2:38).
7. In the resurrection of the dead, that the bodies of both the just and the unjust shall be raised to life and united with their spirits—"They that have done good to the resurrection of life; and they that have done evil to the resurrection of damnation"
(Matthew 25:31-46; Luke 16:19-31; II Corinthians 5:10).
8. In the second coming to earth of the Lord Jesus Christ, who will receive all believers unto himself, both alive and dead, so that we shall be with the Lord forever.
(Matthew 25:31-46; John 14:1-3; Acts 1:9-11; Revelation 22:7-20).

Academics

Christian Training

Community Christian Academy does not stress any specific denominational doctrine, but emphasizes a Biblical foundation and basic principles of Christian conduct and character. However, in the area of sectarian differences, students are advised to seek guidance from their parents and/or minister. Children are taught to obey their parents, to respect their teachers and those in authority, and to appreciate our great Christian heritage.

Non-Discrimination Statement

Community Christian Academy is committed to a policy of nondiscrimination on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarships and other school administered programs. We reserve the right to select students on the basis of academic performance, religious commitment, and personal qualifications, including the willingness to cooperate with the administration of CCA and abide by school policies.

State Approval & Teacher Certification

Community Christian Academy is fully approved by the State Superintendent of Public Instruction, meeting all requirements for academic excellence at the elementary level. It is also a member of the Association of Christian Schools International. Community Christian Academy classroom teachers in grades K-8 hold a Washington State teaching certificate. In rare cases, if they hold a current ACSI teaching Certificate, we may hire quality teachers with experience who are in the process of completing their WA State teaching Certificate.

Curriculum

The following is a list of the adopted curriculum:

- Bible Curriculum—Bob Jones, ACSI Publishing, and Lifeway
- Math—grades 1-4 Bob Jones; grades 5-8 Saxon
- Reading—Houghton Mifflin & Bob Jones
- Writing—Houghton Mifflin/Great Source The Write Source & Write Traits
- English—Houghton Mifflin, Wordly Wise, Bob Jones and various novels
- Spelling—grades 1-6 ACSI Press; grades 5-8 Wordly Wise
- Science—Bob Jones
- Social Studies—ABEKA & Bob Jones
- Health—ABEKA
- Kindergarten—ABEKA/Houghton Mifflin

Reporting Student Progress

Student progress information is shared with the parents and students formally four times a year. Parent-teacher conferences are held at the end of the first quarter and at the end of third quarter. Report cards come to parents in February and June. Do not feel limited to these times for feedback. We encourage you to call the school or come by after school whenever you need information.

P.A.S.S.—Parental Access Support System

The PASS System is an online progress report. This feature allows you to view pages that contain a snapshot of your student's information stored in the Schoolmaster database. To access this information, family members use the student's Schoolmaster ID number and PIN (personal identification number). Information regarding your student on this site includes, Attendance, Current grades, and Student Schedule. The Student Schedule section allows access to your child's teachers gradebook, for use in checking on the progress in individual subjects.

Chapel Programs

Each week chapel programs are held in the school chapel to focus on Jesus' love for us through praise and thanksgiving. The program's focus is a time to sing, praise, and gain a greater awareness of who Jesus is, and how His love affects our lives. A variety of presentations are done throughout the year. These include skits or role plays by the students as well as talks or object lessons by the staff. Occasionally, special speakers are invited to share.

Library

CCA has a library which is available for student use until the end of May. Primary grade students visit on a regular schedule to check-out and return books as well as learn library skills. Our students also occasionally access the Timberland Library. When special reports are due or students need reading material, library times are scheduled during school hours to meet those needs. Parents are welcome to visit and use our library!

Spanish

Spanish is a special part of the academic enrichment program at Community Christian Academy. In grades K—4th, although there is instruction, no formal assessment (grade) is given on the report cards. Fifth and Sixth grade receive an assessment on their report cards. Seventh and eighth grade Spanish is an enrichment elective and there is a grade given on the report card.

Music

Music education is an important element in your child's academic schedule. Every child receives music instruction two times per week, including voice training in expressive singing, music theory—how to read and write music, instrument usage, music appreciation, history and the value of music in our daily lives. Many times, drama is also introduced through our music program. Students are **REQUIRED** to participate in two school-wide performances during the year. Students in grades 4-6 attend Musicale each Spring. Jr. High students are given the opportunity to attend Musicale, off-campus performances and to serve on the worship team for chapel.

PE

At CCA, we believe in educating the whole person. Physical education is vital for students to succeed in other areas of their education. Students participate in PE at least two times each week, utilizing large motor skills to learn the basic rules and elements of a variety of sports. Each Spring, we participate in the Presidential Physical Fitness program and students are tested on the physical condition. At the end of the year, students can receive a Presidential or National Fitness Award for their efforts based on the level of physical fitness they have achieved.

Field Trips

Field trips are encouraged throughout the year. Your field trip fee covers travel costs and entrance fees and needs to be paid before your student is allowed to go on a field trip. Usually the students bring their lunch, so money is not needed unless the student wants to purchase a souvenir. These excursions support the learning that is currently being taught in the classroom. All students are required to go unless they are significantly behind in their work or their behavior makes it unsafe. You will be notified before each field trip and possibly asked to go along as a chaperone. However, before you can go on a field trip as a chaperone you will need to fill out a Washington State Patrol background check. We also ask that chaperones not bring additional children and that students ride with their class.

Special Information for 7th & 8th Grades

Junior High is a special time, because it is a transition time between Elementary School and High School. Junior High students at CCA are able to experience some opportunities they may not have been given previously. Below are a few of the differences.

Multiple Teachers

CCA Junior High students have more than one teacher. The day begins with the homeroom teacher for roll call and then Bible class. Most of the remainder of the day will be split between the homeroom teacher and the other Middle School teachers.

Elective Classes

One of the privileges that CCA Middle School students receive is the ability to choose a new elective class each quarter. Students are asked to make a selection between several choices before the new quarter begins. Students rank their preference for their top three choices. Most of the time students are able to have their first choice. The elective classes are usually of a non-academic nature but definitely a learning experience and hopefully a lot of fun!

Chapel

Chapel for Junior High offers an opportunity for deeper reflection and commitment to God. Students not only have an opportunity to take part in this special devotional time each week, but have the opportunity to be an active part of chapel through leading worship or even an occasional opportunity to be a chapel speaker. Please note that the dress code is a little more formal on chapel days (see page 16).

Student Leadership

We are offering more opportunities for student leadership as our Junior High program grows. Students are encouraged to work with administration and faculty in taking on leadership roles at Community Christian Academy.

Attendance

Absences

As a state approved school, we are under the state regulations which allow for no more than 13 absences in a semester. Planned absences also have a negative impact on the classroom because of the additional load of teacher administrative duties that happen because of these absences. "Tracking" is a term teacher's use which refers to 1) planning out work ahead for the student and getting it to them, 2) grading a bulk of work from one individual after the same work was graded in a grouping, and 3) chasing down the completed assignments from the student after he/she returns. The first two of these issues are always in play for teachers when these absences occur, and many times the third one as well.

In an effort to accommodate families and at the same time effectively manage the additional administrative challenges related to these absences, the following policies are now officially in place here at CCA. Please help in our efforts to deliver the highest quality education to your student and others by following these policies.

For planned absences (typically a vacation or trip):

- The parent must give 2 weeks notice to the office and teacher(s) prior to the first day of the absence. **Please provide a written note to the office.**
- The absent student is allowed 24 hours to turn in work upon return for absences of 3 days or more. Work for planned absences of 1 or 2 days is due upon return.
- Additional work such as science labs, some tests, and some types of teacher monitored work may be given upon return at the teachers discretion.

For absence due to illness:

- The student has 1 day to return work to the teacher for each day absent.
- Please call the CCA Office or email cca@foundationcampus.org to report your student's absence **before 8:30 a.m.**
- Homework assignments may be requested on the day of illness only if the request is made before 8:30 a.m. This homework will be in the office for pick up no earlier than the end of the school day at 3:00 pm.

All absences are to be called or emailed into the office as soon as possible at 360-493-2223. **For recordkeeping purposes, please write a note to the office or send an email to cca@foundationcampus.org regarding any absences (planned and unplanned).**

Excused Absences*

Excused absences are for illness, family emergencies or other reasons for which arrangements have been made and approved in advance by your child's teacher. Absences of more than 10 days must be reviewed by the administrator, as they could affect the child's academic progress and standing. Notification regarding the above absences and doctor or dentist appointments should be given by a **note to the office or emailed to cca@foundationcampus.org**. For your child's protection, younger children should be met at the classroom door by the authorized person. Each time a student leaves campus, his/her parent or guardian must sign the student out in the office prior to the student leaving campus and must sign the student back in when returning the same day.

Tardiness

CCA Tardy Policy (revised for 2009)

Expectations:

1. Students are to be in their seats, or as otherwise directed by 8:00 AM.
2. If a student is tardy, it will be recorded.
3. 5th Grade – 8th Grade High tardies are recorded not only 1st period, but throughout the day.
4. **For a tardy to be considered excused, a note from the parent or guardian must be delivered to the office on the day of the tardy.**

Consequences:

1. Equivalent time to be made up, after school or recess.
2. 3 unexcused tardies = 1 absence for all grade levels. No more than 13 absences* allowed per semester.

In addition to consequence #2 for fourth grade and above: 3 unexcused tardies = 1 detention (to be served at home – see CCA detention policy)

Clarification regarding “Excused tardy”:

As we implement this policy, we will try our best to be reasonable. We ask that parents do the same. Please understand that we are not trying to “pry”, but simply writing a note which states: Please excuse _____ for being tardy is not sufficient. **Being held up by a car accident, plumbing problem, sick family member, etc. can be valid excuses. The problem comes when tardiness becomes a regular occurrence. Excusing tardiness becomes more difficult when it becomes routine.**

*** Total absences policy**

In keeping with State guidelines, the total number of absences allowable in one semester is thirteen.

Vacations

The elementary school is closed for two days in October (ACSI Convention for teachers), Veteran's Day, Christmas, MLK Day, President's Day (two days) and Spring breaks as well as the other state and federal holidays. Instead of a mid-winter break there will be a day off in March and one in May. If you need day care, we encourage you to plan ahead in making arrangements for your child during those times.

Half days of school

Several times during the school year, students are released early. On these days extended care is provided at an additional cost for the early afternoon until the regular extended care program begins. Please note that this policy applies to all half days of school, including parent/teacher conference days in the November and April. We ask that you sign your child up for these half day extended care sessions a week before so that we can plan accordingly.

Conduct & Expectations

Students at all grade levels are equipped with CCA's behavior goals through use of "The Five B's." This is a simple, effective way for us to guide your children in conducting themselves in a Godly manner while attending school and hopefully, in your home and community as well. We encourage you to review "The Five B's" with your children at home, including memorizing the Scripture verses that support each principle.

The Five B's



Be Respectful (Hebrews 13:17—To God and authority—adults in charge)

1. Exhibit respect in body language and verbiage
2. Answer or respond respectfully
3. Do not argue or talk back
4. Display a positive attitude



Be Safe (Safety for self and others)

1. Follow school safety rules
2. Respect personal space
3. Obey the "HANDS OFF!" rule
4. Walk in the building
5. Practice equipment safety
6. Use common sense



Be Responsible (Philippians 2:3-5—Make responsible, godly choices)

1. Obey all school rules
2. Show kindness to others
3. Display a positive attitude
4. Decide "What would Jesus do?"
5. Use appropriate language
6. Apply Biblical teachings in attitude, actions, and speech



Be A Good Neighbor (Ephesians 4:32—Respect others and their property)

1. Let love for others be a guide
2. Take care of all textbooks and equipment
3. Respect personal space and property
4. Listen when others talk, do not distract



Be Wise (Proverbs 8:10-11—Value wisdom and learning)

1. Maximize the learning experience by being:
 - a. An active participant
 - b. Mentally focused
 - c. Spiritually guided
2. Turn in work on time
3. Be prepared for class
4. Make choices that produce good results
5. Be positive in talk and attitude

Behavior Plan of Action

Positive Support

Individuals will receive recognition for demonstrating the 5 Be's:
Stickers, Prizes, Awards, Work coupons
Classes will earn points toward a goal or activity:
Game time, Silent ball, Visit time, Extra recess

Discipline Consequences / Detention:

Level One: Students will receive a 'behavioral mark' for contrary behaviors. (Primary students' marks may be reflected in the color cards used at that level.) **Detention** is time at home writing the school rules (the amount of time to complete this task will be adjusted to the age level.)

- Three marks in a class period = a detention
- Fifteen marks accumulated in a one week period = a detention
- Failure to return the detention assignment = an additional detention
- Displaying threatening or dangerous behavior = detention or suspension
- Bringing dangerous objects to school = detention or suspension
- Three detentions = a parent conference

Level Two: Four detentions within a semester = suspension (spending time out of school doing school work missed during the suspension plus an extra assignment.) Suspensions are to be served at home — NO "in house" suspensions.

- The first suspension = one day
- The second suspension = two days
- The third suspension = three to five days
- At the beginning of the new semester, the record of detentions will be wiped clean.
- Suspensions will stay on the record for the year.
- Some dangerous, threatening or defiant behaviors can also lead directly to suspension.

Level Three: Three suspensions = parent conference to discuss the procedure for expulsion.

- The fourth suspension = expulsion
- Some dangerous, threatening or defiant behaviors can also lead directly to expulsion.

Dress Policy Statement

PHILOSOPHY

There is no doubt that the reason any dress policy is controversial is that it is always subject to personal tastes. Therefore, there is no perfect dress code. For that reason, great lengths have been taken to rest this policy on general biblical principles. You are encouraged to read the references cited for the four principles listed here: 1) Honor God in all we do (Col. 3:17 & 1 Cor. 10:31); 2) Look to your leadership (Rom. 13:1 & Heb. 13:17); 3) Consider others first (Philip. 2:3-4 & Rom. 12:10); 4) Pursue holiness (Rom. 12:1&2). It is our desire at CCA that students live and conduct themselves in a manner pleasing to God. Standards for appearance can be a means of building character in the lives of our students. Over the years, teachers and administrators have noticed a definite relationship between children's dress and their behavior. Careless, immodest, or extreme dress is often accompanied by poor or inappropriate behavior. This policy is intended to serve as a tool in fostering academic excellence and positive character development.

The following Dress Code is in effect for school and for any campus event and/or off-campus event where CCA or NCHS are being represented (i.e., field trips, sporting events, school programs and concerts, etc.).

GENERAL APPEARANCE

Students' appearance should be neat, clean, modest, and conducive to a positive consistent Christian witness. Hair should be neat and clean and any coloring should be of a "natural" color and hardly noticeable. Boy's hair length should be above the collar and no shaved styles. Tattoos are not allowed.

CLASSROOM ATTIRE

Any text/writing on clothing must not be suggestive or in any way a violation of Christian values. As tee shirts go, Christian tee shirts are preferred, but please do not wear Christian shirts that might be scary for young children, (i.e. graphic depiction of blood). Insignias or logos are allowed on shirts except when the insignia or logo is suggestive, or in any way violates Christian values. No political pictures or sayings are allowed on tee shirts. Commercial characters that are generally inoffensive and uncontroversial in the Christian Community such as Looney Tunes, Mickey Mouse, Barney, Winnie the Pooh, etc., are acceptable. Commercial characters that might be considered controversial because of "new age" or cultic implications such as Harry Potter, Pokeman, Star Wars, "Skulls" etc., are not acceptable. The administration will make the call on any items that are questionable.

Shirts Collar and buttons, Polo, Henley and turtle neck; long or short sleeved. Tee shirts are acceptable only if they are neat, not oversized or undersized, and meet the criteria as mentioned above. Shirts must be long enough that when arms are fully extended and raised above the head, no abdominal skin shows. Nothing sheer, form fitting or low cut is acceptable. Sleeveless tops are not allowed unless over or under a top with sleeves.

Sweaters & school sweatshirts are acceptable; however those with a V-neck, vests or cardigans must be worn with a shirt or blouse. Length must conform to the same standard as shirts.

Pants Made of twill, denim, corduroy or Docker-type material are acceptable. NO baggy or saggy pants or pants with tears or holes are allowed. **NO "Skinny Pants." Please no sweatpants; including valor, nylon or mesh type sports pants.** Pants need to be the appropriate size (not more than one size larger and not tight fitting). Leggings may only be worn with a dress, skirt, or skort of the appropriate length over them. (see below)

Shorts must be walking style only of the same acceptable fabrics as pants (**no athletic/mesh type shorts, no board shorts or swimsuits**), shorts can be no shorter than three inches above the knee for all grades & not especially long, baggy or saggy. **Shorts can only be worn in September and from May 1 to the end of the school year.**

Skirts: Girls may wear jumpers, skirts, and dresses that are no more than three inches above the knee (measured from the floor while in the kneeling position). Skorts must be no more than four inches (measured from the floor while in the kneeling position). Tights or shorts must be worn under dresses or skirts in grades K-5.

Footwear must be worn at all times. Sandals may be worn but no flip-flops. Sport shoes and socks are required for P.E. NO shoes with wheels on them, also known as "Heelys", are allowed on campus.

Earrings are only allowed to be worn by girls, are limited to no more than two earrings in each ear and to be worn only in the earlobe. Single earrings (or pairs together) must be no larger than a dime for each ear. Tattoos and any other body piercing are not allowed.

Hats, caps, & sunglasses can not be worn inside the school building. They can be worn outdoors only. No bandanas please. Hoods on hooded sweatshirts cannot be worn on the head in the building.

DRESS CODE VIOLATIONS :

The first time a student arrives at school outside of these guidelines, he/she will either be given a warning, must call their parents to bring the appropriate clothing, or will be required to change into loaner clothing. In the case of an inappropriate top, the student will be given a tee shirt to wear for the day. The best policy is to bring any item that you are unsure about to the office and let the administration determine whether it meets our dress code requirements before the student wears it to school.

CHAPEL ATTIRE :

Chapel days are as follows: 4th - 6th Grades Tuesday 8:00 am , K-3rd grades Wednesdays 8:00 am and Jr. High (7th & 8th Grades) Friday 8:00 am.

On Chapel Day, requirements for seventh and eighth graders are:

No pullover or zippered sweatshirts allowed. Jackets & sweaters are allowed but the types of shirts that are approved for chapel day must be worn under them (see below). **Shorts are not allowed.** The Chapel dress code is in force for the entire day with the exception of PE and Sports.

Boys: Either a full button down dress shirt or a polo shirt is required. The shirt must have a collar. There is no requirement on the pants, but slacks are recommended.

Girls: Option 1: Dress, skirt or full-skirted gauchos with either a full button down blouse or a **modest, dressy top**. Tank tops are **only allowed as part of a layered ensemble**. For example; tank tops may be worn under sweaters or blouses, but **not** worn as shirts with shrug type sweaters.

Option 2: Pants may be worn with either a full button down blouse, or a modest, dressy top, or a polo shirt.

Students are required to come to school dressed in chapel attire. Changing right before chapel is not acceptable.

On Chapel Day 4th – 6th graders are expected to wear the following:

4th, 5th & 6th grade students will wear the school polo shirt to chapel. This is the same shirt that will be worn on field trips and the teacher will keep it in the classroom. There is no specification for pants or a skirt on chapel days other than it is to conform to the regular classroom attire.

Consequences for student being out of Chapel dress:

1st Time – student receives a warning and parent will be called.

Subsequent violations - student receives a detention OR parent brings chapel clothes before 10:15am.

Note: Remember that every 4th detention (per semester) is an automatic suspension. Students are required to come to school dressed in chapel attire. Changing right before chapel is not acceptable. Revised 9/24/08

P.E. ATTIRE

P.E. for K – 6th Grades

Please make sure your student has a pair of athletic shoes to keep in their lockers for P.E. days. Sandals, boots and other non-athletic shoes are not allowed during P.E.

P.E for 7th and 8th grades

All 7th and 8th grade students are required to dress down in a solid color basketball length shorts (green, red, black, navy) and a plain grey t-shirt without logos/writing (unless it is a grey “Pathfinder” t-shirt). It is recommended that students have two t-shirts to rotate weekly in order to keep our school smelling nice.

Student Policies

Lockers

Each student is provided with a locker in which to keep school items and/or hang a coat. Locks are not allowed on the lockers, so personal items or items of value are not to be stored in them or even brought on campus. The school is not responsible for lost or stolen items. Any locker decorations must be approved by the student's teacher. Tape and/or stickers are not allowed on lockers.

Telephone

If you are calling after hours or if we are experiencing an excessive amount of phone traffic in the office, your message will be received by our answering service and then immediately faxed to us. Students may only use the telephone for emergency calls regarding illness, injury or a school schedule change (i.e. sports). Any other calls are not allowed. PLEASE NOTE: forgetting homework or sports equipment or wanting to go home with a friend is not considered an emergency.

Cell Phones

We encourage students to **not** bring cell phones to campus. Cell phones are a distraction, tend to create problems, and can become lost, stolen, or broken. Our land lines at school are available for students to call parents if needed as well as for parents to call and leave messages for their child and to even speak with their child if desired. The office staff is committed to delivering messages promptly and faithfully. If a student does bring a cell phone to campus, the following rules apply:

For a student to have a cell phone on campus, parent authorization must be on file in the office (see form below). 5th through 8th grade students who bring a cell phone to campus must hand it to the home room teacher upon entering the classroom. The teacher will keep the cell phone in a safe place until the end of the school day at 3:00pm at which time the student will receive the cell phone back from the teacher. Students in grades 4 and below are to hand their cell phone to the school receptionist before going to class and may pick the cell phone up from the receptionist after 3:00pm. Cell phone usage before and after school is **allowed only with permission from a school staff member** (administrator, faculty, office staff, extended care, or coach) and are otherwise to be kept off, out of sight and not used. On field trips, at the teacher's discretion, cell phones will either be collected by the teacher at the beginning of the field trip, or students will be allowed to keep their cell phone in their pocket in the *off* mode. Consequences of not following the cell phone policy are listed below:

- Upon the first infraction, the parent will be called and will need to pick the cell phone up from the school office.
- After a second offense, the student will not be allowed to have a cell phone on campus for the remainder of the year.
- If a student brings a cell phone on campus after a second offense, the student will receive a detention and possibly suspension if he/she continues to bring a cell phone on campus

Please be sure to turn in the Cell Phone Policy — Parental Authorization Form to the CCA office.

Displays of Affection

Inappropriate displays of affection on campus are not conducive to a positive learning environment and are therefore not permitted. These activities may include, but are not limited to holding hands, back rubs, kissing, hugging, walking arm in arm, play fighting, and/or wrestling, etc.

Personal Electronic Items

Electronic items such as games, Ipods, cameras etc. are not allowed at school. If your child needs to bring such an item for the purpose of using it after leaving campus, they may check the item in to the office for safekeeping until leaving at the end of the day. CCA is not responsible for such items being lost, damaged or stolen if the child does not follow this policy. Any student breaking the above rules will have the electronic item taken and a parent must pick it up from the office.

Food policy

Students are encouraged to bring snacks to school for consumption at break time. Food is not allowed in the classroom in grades K – 6 with the exception of birthday celebrations or a special treat given by the teacher. Junior High students are allowed to have food in the classroom only during the mid- morning break.

Food brought to school for either snack or lunch should be healthy. Please do not bring candy, soda pop, or other types of foods that are high in sugar. For many students, consuming these types of foods causes problems ranging from the inability to focus to disruptions. This policy does not preclude teachers (at their discretion) from occasionally allowing treats as rewards or on special occasions. If your child is diabetic, please consult the teacher and we will make exceptions as necessary. Chewing gum is not allowed even if it is sugarless.

Additional Programs

Lunch

Students have a choice:

1. Students have a choice: Parents can order lunches from the published menu prior to each new month indicating which meals or days their child would like to receive hot lunch (a menu and order form will be sent home in the Monday folder or one may be obtained from the office). Menus are due back by the set due date. NO LATE orders are accepted.
2. Students may bring their own lunch from home. Individual milk/juice tickets are available for purchase in the main office. All students eat lunch in the cafeteria together with their friends.

Band

Playing a musical instrument not only correlates with academic success, but also afford the pleasure of making music with one's peers, and performing in concerts. Students entering the 4th - 8th grades can play in either the beginning or advanced band, depending on experience. The cost for band is \$ 40.00 per month.

Piano

Piano lessons are offered to students in grades 1 - 8th grades. Each lesson is 1/2 hour in length once per week. The lesson is scheduled in consultation with the student's classroom teacher in order to minimize the academic impact. The cost for piano is \$75.00 per month and new students need to make a 3-month commitment to lessons.

Sports

CCA has a growing athletics program. These sports activities are yet another way for our students to learn and exhibit leadership, discipline, self-control and teamwork. When a CCA student joins a team, he or she is expected to honor the obligation and finish the season. However, students must maintain their academic focus and be a positive role model in the area of citizenship. Our sports program is available to CCA students in grades 5 through 8 and the cost is \$ 60.00 per sport. Students can choose from the following sports:

Boys: Fall sports: Flag Football* and Cross-Country
Winter sport: Basketball (starts in November)
Spring sport: Track & Field.

Girls: Fall sports: Cross-Country
Winter sport: Basketball (starts in January)
Spring sport: Track & Field

*Girls may participate on the boys' flag football team

Extended Care

Program Overview

CCA's extended care program covers the hours before or after school when children need supervision. The activities offered are playground time, crafts, quiet reading, puzzles, games, etc. Students may bring a snack to enjoy in the afternoon. Parents may pay by the month or by the hour for this service.

School policy dictates that students (preschool – 8th grade) must be supervised by an adult at all times when on campus. Students are not allowed to wait for their ride anywhere on campus without adult supervision.

Before school care: Any time between 7:00a.m. - 7:45 a.m.

Students who arrive at school between 7:45am and 8:00am; may be dropped off at building entrances and go directly to their classroom. **Those who arrive before 7:45 must go to extended care for supervision, in the cafeteria; this incurs a \$3.75 fee.**

After school care: Any time between 3:15 p.m. - 6:00 p.m.

After school, students are to be picked up at their designated location between 3:00 and 3:15 pm. Students remaining after 3:15 will be taken to the extended care area until their ride arrives. At 3:30, extended care fees are charged at the following hourly rate schedule: 3:30 to 4:30 = \$3.75, 4:30 to 5:30 = \$3.75, 5:30 to 6:00 = \$2.00 (prices are subject to change). Students are to be picked up by 6:00 pm sharp.

Charges for late pick up is a fee of \$5.00 for each five minutes (or portion thereof) after 6:00 pm.

The \$ 3.75 per hour only apply to those on the hourly plan, this plan is billed at the end of each month. Monthly rates are also available as an option September through May and 40 hour blocks of time may be purchased for use (see rates below).

Prepaid on the 1st of the each month \$ 150.00 /Month

This option is available for September – May for those families wishing to prepay their extended care. This option is available to those families prepaying at the first of each month and agreeing to continue this plan for the entire school year.

40 hour blocks of time are available on a prepaid basis for \$140.00/each

These blocks are not refundable and must be purchased prior to using the hours.

Extended Care for Half days of school

Several times during the school year, students are released early. On these days extended care is provided at an additional cost for the early afternoon until the regular extended care program begins. Please note that this policy applies to all half days of school, including parent/teacher conference days in the November and April. We ask that you sign your child up for these half day extended care sessions a week before so that we can plan accordingly.

Safety & Security

Care of Your Child

We must have on file the names of all authorized persons who may pick up your child. Identification will be checked before the child may go with any individual unfamiliar to the staff. If their name is not on the authorization card in the office, we will not release your child to them. For your child's safety, we must be notified in advance of any changes.

**PLEASE MAKE SURE THE
EMERGENCY PICK-UP LIST FOR YOUR CHILD IS CURRENT**

Weather/Emergency Broadcasts

Listen to these radio/TV stations regarding weather delays/cancellations:

KGY 1240 AM Olympia, Tumwater, Lacey

MIXX 96 FM Olympia, Tumwater, Lacey

KMAS 1030 AM Shelton Area

KOMO TV channel 4

Information is also available on the NCHS Website: www.foundationcampus.org and click the high school link.

We will notify these stations if we are closed or have a late start. They usually start broadcasting about 6:00 a.m. Please call the school answering service **ONLY** if the options above are unavailable to you.

Security and Safety

Our building is equipped with the latest security technology. You are asked to carry a card that allows entrance into the building. This card is programmed to open the doors during our operational hours (CCA 7:00 am—6:00 pm). The main doors are keyed for these sensor cards. Between the hour of 7:00 am to 4:00 pm you may go to the main front entrance and push the button on the call box for the office to open the door. From 4:00 to 6:00 pm, you must have your security card to enter the building. If you need anyone else to pick up your child, please inform them of our security system and procedures. (Two cards per family; replacement or additional cards are available at \$10.00 each.)

Visitation/Volunteers

Parents are always welcome at school. If you wish to visit or volunteer in a class, please contact the office and/or teacher in advance. When you arrive please check in at the office, you may be required to show identification. You will need to fill out a Washington State Patrol Volunteer Background check and turn in at the office if you wish to be around children here on our campus. This includes joining your child for lunch, helping in the classroom, doing volunteer work in the building, etc. ***Background check forms are available in the office.***

When picking up your child after school, teachers welcome your visits. They enjoy answering any questions you may have. Please save any confidential conversations for a private conference with the teacher.

Accident or Illness

If your child becomes ill at school, she/he will be checked by the office attendant. You will be called to make arrangements to pick up your child if the child has a temperature of 100° or greater, has vomiting, uncontrollable coughing, diarrhea, or other symptoms of discomfort. **The child should be free of symptoms for the entire previous day before returning to the classroom.** Alternative phone numbers are very important in case we cannot reach you in an emergency. Please do not send your child to school if any of the above symptoms were present for the entire day previous to the day of return.

Medication

By law, we cannot give your child prescription or over-the-counter medications unless we have an “**Authorization for Medication**” form in the office which has been completed and signed by a licensed health professional. Only oral or life-saving medications can be administered. In addition, no creams, ointments, eye drops or nasal sprays can be administered. Forms are available at the school office or from your doctor’s office. Medicine must be in its ORIGINAL CONTAINER and LABELED with child’s name. Students are not allowed to carry medication of any kind.* If your child has a life-threatening allergy or other serious condition, please let the office know so the appropriate emergency forms may be filled out. * See office for rare exceptions.

Disaster Plan

Students practice regular procedures for emergencies. These procedures will be enacted immediately if an emergency occurs. Then students will be cared for until the parent or an approved adult arrives. Extra supplies are on hand in case of storm or earthquake. An emergency telephone line is available when other power is out.

Financial Information

Tuition

There are several payment options available for you to choose from:

1. Payment in full for the entire tuition amount on or before August 1st.
2. Monthly tuition payments of 10 equal amounts, beginning on the August 1st and ending the first of May.
3. Monthly tuition payments of 9 equal amounts, beginning on the August 1st and ending the first of April.

Timely and consistent monthly payments are vital to our ongoing ministry to you and to the community. Tuition payments are due on the 1st of each month. **You will not receive a monthly bill unless we have not received your payment by the 5th of the month, at which time a \$25.00 late fee will be assessed on the past due balance.** A \$25.00 fee will be charged in addition to late fees for returned checks.

If you encounter unexpected financial difficulties, please contact us immediately to arrange an alternate payment schedule. **Our policy states that unless other arrangements have been made, your student is considered no longer enrolled at the end of the month following an unpaid tuition payment due on the first.**

Family Stewardship

As a way of enabling all parents to have a chance to be involved we have developed a Family Stewardship Program. This program provides a way of organizing help, keeping tuition costs down, and building relationships with other families at the school. As part of this program we ask that each family fulfill 20 hours of stewardship commitment each school year. Additional hours of service are, of course, greeted with enthusiasm, and are greatly appreciated. *Please pick up a Parent Stewardship Agreement form from the office for further information.*

Contributions

CCA has a scholarship fund that supports students who could not continue to be enrolled otherwise, as well as a fund for adding special items to the school. Both of these funds enrich students' lives.

To make a contribution, make your checks payable to CCA and leave it with the secretary in the school office, or mail it to 4706 Park Center NE, Lacey, WA 98516. If you want the money designated as "tuition assistance," please attach a note to the donation. Thank you for your generous support!