

# STUDENT / PARENT HANDBOOK

## 2020 – 2021



## CAMAS CHRISTIAN ACADEMY

Grace Campus  
Preschool – 4<sup>th</sup> Grade

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717 SE Everett RD  
Camas WA, 98607  
360-833-0558

IMS Campus  
5<sup>th</sup> – 8<sup>th</sup> Grade

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4727 NE Everett Dr.  
Camas WA, 98607  
360-833-0558



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# Section 1 – Introduction

## 1:1 Mission Statement & Core Values

### Mission Statement

We are a community united  
in Christ using Biblical Truth  
to develop integrity,  
achievement and unshakable faith  
to fulfill our individual  
God-given purpose.

### Core Values

Unity  
Biblical Truth  
Character Development  
Academic Excellence  
Lasting Relationships  
Authentic Worship  
Student Leadership  
Arts Enrichment  
Developing God-Given Gifts  
A Loving Community  
Walking In Your Purpose in Christ

## 1:2 Educational Philosophy

Providing a positive learning experience for every child.

CCA fully accepts the responsibility of providing the finest education to preschool, elementary, and junior high School children in the Camas, Washougal and surrounding areas. We have an excellent teaching staff with many combined years of experience. At CCA our teaching staff are highly qualified based on the age group they are teaching, with extensive experience, degrees, and certifications. Our staff maintains high educational and moral standards, as we believe these characteristics are essential to our program.

Our curriculum provides opportunity for children to learn and grow academically, socially, spiritually and physically. In addition to this, we include music, dance, art, PE, and much more into each school week. We align curriculum so students are prepared to meet the Common Core State Standards outlined by the state

## Section 1 – Introduction

of Washington. We use a combination of the Washington State Early Learning Development Guidelines and benchmark, Essential Academic Learning Requirements (referred to as the EALR's), and Common Core standards as outlined by the state of Washington, as well as grade-level curriculum expectations. \* Each child will be given the opportunity to explore, observe and ponder as developmentally appropriate. They will be taught that each of us has been created uniquely and that all life is to be valued. Each child will be valued as an individual and taught to treat others as they would want to be treated.

We believe that the foundation for a child to become a lifelong learner comes from a combination of family and school support, particularly in the early years. We understand that every child has individual strengths and weaknesses and that each will change and grow with every new day. CCA will strive to give each child the personal attention required to take the next step in life.

\*CCA has our own Grade-Level Standards and Benchmarks for K-8<sup>th</sup> grade. Available upon request.

### 1:3 Statement of Faith

- ✓ We believe in the one true God, our eternal Creator, the infinitely perfect Being, existing in three persons: Father, Son, and Holy Spirit. (Isaiah 40:28; 44:6-8; Matthew 28:18; Hebrews 1:10-12)
- ✓ We believe in God the Father, the Ruler of the universe and our heavenly Father. (1 Timothy 6:15-16; Hebrews 1:3-4, 2:5-9)
- ✓ We believe in Jesus Christ, the only begotten Son of God, truly God and truly man, our crucified and risen Savior and Lord. We believe in His virgin birth, sinless life, miracles, vicarious and atoning death through His shed blood, His literal, bodily resurrection, ascension to the right hand of the Father, and His personal, bodily return in power and glory. (John 1:1-18; Isaiah 7:14, 9:6; Matthew 1:18-24; 1 Corinthians 15; 2 Corinthians 5:21; Hebrews 1, 9, 10)
- ✓ We believe in the Holy Spirit, the third Person of the Triune God, Who indwells us when we place our trust in Christ. (Ephesians 1:13; Ephesians 4:30; 2 Corinthians 1:22)
- ✓ We believe the Bible to be the inspired and only infallible, authoritative, all sufficient Word of God. (2 Timothy 3:16; 2 Peter 1:21)
- ✓ We believe that Jesus Christ died, bearing the penalty for our sins, and was buried; that He rose again providing forgiveness, and eternal life, by God's grace alone, for all who trust in Him. (1 Cor.15: 1-7; Romans 10:9-10)
- ✓ We believe God has a plan and purpose for every person which is only to be found in Jesus Christ. (Ephesians 2:10)
- ✓ We believe God created human beings as either male or female. (Genesis 1:27, 2:21-22; Mark 10:6-9)
- ✓ We believe marriage is instituted by God and is between one biological male and one biological female. (Genesis 2:23-24; Matthew 19:4-6)

## Section 1 – Introduction

- ✓ We believe in the grace of God, who has saved us, not because of who we are or what we have done, but as a gift received by faith alone. (Ephesians 2:8-9; Titus 3:4-7)
- ✓ We believe that Christ has commissioned us to make disciples of all nations, including our children and grandchildren to posterity. (Matthew 28:18-20; Mark 16:15)

### 1:4 Accreditation

As of December 2012, Camas Christian Academy has received full accreditation by AdvancEd formerly the Northwest Accreditation Commission. As we strive for the best possible school, we will continue to focus on school development in all areas to continue to hold our accreditation. Reaccreditation was approved on May 2018 for another 5 years.

### 1:5 Academic Standards

The Camas Christian Academy School Board, administrators, and staff are very aware of the current debate surrounding the Common Core State Standards. State standards have existed for the last fifteen years (including Washington State), but the release of the Common Core in 2012 has resulted in various responses from groups and individuals across the country.

CCA students are consistently learning and performing at a higher level than either the Common Core or Washington State Standards. There is no legal obligation for us to follow these standards or participate in the related assessment programs. However, CCA follows their own selected standards, which are higher than the Common Core or Washington State Standards combined.

There is a strong commitment in our staff development program at CCA to stay current in our profession and ministry. CCA staff regularly attend workshops, read professionally, and work collaboratively in order to improve as educators. As part of this work, we do carefully review existing standards to make sure our students are equally or more prepared than students at schools who are following the Common Core standards.



### Staff Directory

#### Administrative Staff

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Cindie Boyles	Principal/Head Administrator
Diane Finchum	Finance Director
Kate Maxwell	Educational Systems Administrator
Erin Ring	Development Director
Ashley Schlauch	Curriculum Director/Student Council
Beth Teas	Office Administrator/Registrar

#### Elementary & Middle School Staff

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Marilyn Fuqua	Reading & Math Specialist
Candi Chriss	Kindergarten
Brittany Lanz	Kindergarten
Denese Lawson	1 <sup>st</sup> Grade
Laura Crang	1 <sup>st</sup> /2 <sup>nd</sup> Grade
Coral Lehman	3 <sup>rd</sup> Grade
Lisa Dieker	4 <sup>th</sup> Grade
Nicole Jones	4 <sup>th</sup> /5 <sup>th</sup> Grade
Lynn Anderson	MS, Science, MA, Spanish
Kate Maxwell	MS, LA, MA
Nicholas Mancillas	MS, SS, PE, Athletic Director
Brannon Baumbouree	MS LA, Elementary PE

#### Preschool Staff

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Charis Wiegand	3 Year AM Class
Victoria Madrid	PreK AM & PM Class
Cher Schmidt	PreK All Day TK

### Specialist

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Scott Baier	Music Education/Arts
Heather Krane	Music Education/Arts
Hayden Kane	Band/Tech /Arts
Marc Roy	Hip Hop/Dance/MS Bible/Electives/Arts
Mike Sayer	Electives
Stacey Silva	Arts Director/Dance/Arts
Erin Waller	Drama/Electives/Arts
Amy Roy	Development/Dance/Arts

## Section 3 – Enrollment / Registration Process, Tuition & Fees

### Enrollment / Registration Process, Tuition & Fees

#### 3:1 General Requirements/Non-discrimination Statement

Students are expected to pursue spiritual, academic, social, and personal goals as well as contribute to the well-being of other students. CCA does not discriminate on the basis of race, color, national or ethnic origin in the administration of its admissions policies, educational policies, and other school-administered programs. Acceptance is based on former school records, results of a personal interview, and entrance testing. Academic aptitude and emotional health will be taken into account.

Detailed admissions policies, procedures, and forms are available in the school office.

#### 3:2 Class Size

*Preschool:* Class sizes range from typically 10-14 students per teacher and teacher assistant. Classes are capped at 14 students.

*For Kindergarten-8<sup>th</sup> Grade:* Class sizes range from typically 12-20 students per teacher. Classes are capped at 20 students.

In the event a student desires to enroll in a class, which has reached its maximum class size, the student will be put on a waiting list and placed into the class in chronological order of their placement on the waiting list.

The administration reserves the right to increase class size in our Preschool-8th Grade program as needed when parameters permit. Additional aide support may be added to facilitate growth.

#### 3:3 Enrollment Process

The first step in the enrollment process is to complete an inquiry form online at [www.camaschristianacademy.org](http://www.camaschristianacademy.org). You will then be provided a link to submit an enrollment application. The enrollment process is complete once the following is received:

- ✓ Online application
- ✓ Required documents detailed in the application
- ✓ Enrollment fees (if applicable- *non-refundable*)
- ✓ First tuition installment
- ✓ Payment plan selection
- ✓ ACH Agreement Form

Once all forms/fees have been turned in and the application has been processed, families will be sent an enrollment confirmation letter confirming class placement and payment plan decision.

#### 3:4 Immunization Requirements

## Section 3 – Enrollment / Registration Process, Tuition & Fees

The Washington State Health Department requires that all preschool and school age children be immunized before or within 30 days of enrollment. A signed copy of your child's immunization record must be on file with us within 30 days of school or your child will not be allowed to attend class. Please note that you have the right to opt out of immunizations by filling out the certificate of exception form. All immunization must be turned in on the immunization form. We can no longer accept a print out from your doctor's office.

### 3:5 Tuition

Class	Age or Grade Level	Time	Days	Yearly Tuition
3YR- 3 day	3 years by Sep 1 <sup>st</sup>	8:25am-11:25am	3 days M/W/F	\$3,465
3YR-2 day	3 years by Sep 1 <sup>st</sup>	8:25am-11:25am	2 days T/TH	\$2,400
4YR- AM	4 years by Sep 1 <sup>st</sup>	8:25am-11:25am	4 days M/T/W/F	\$4,335
4YR- PM	4 years by Sep 1 <sup>st</sup>	12:15pm-3:15pm	4 days M/T/W/F	\$4,335
PreK/TK	PreK, 4 years by Sep 1 <sup>st</sup>	8:25am-3:15pm	4 days M/T/Th/F	\$6,690
K	All Day Kindergarten	8:25am-3:15pm	5 days M/T/W/Th/F	\$7,415
1 <sup>st</sup> -5 <sup>th</sup>	Elementary	8:25am-3:15pm	5 days M/T/W/Th/F	\$7,765
6 <sup>th</sup> -8 <sup>th</sup>	Middle School	8:20am-3:30pm	5 days M/T/W/Th/F	\$8,070

### 3:6 Fees

**Enrollment Fee:** There is a \$215.00 non-refundable enrollment fee for each preschool student and a \$325.00 enrollment fee for each Kindergarten, both payable when registering and due before a class spot can be secured for your student.

**School Supply Fee:** Preschool - \$100 per student

TK-8<sup>th</sup> Grade - \$150 per student

**Continuation Enrollment Commitment Fee:** There is a \$50 fee per student to continue enrollment each school year.

**Semester Fees:** Semester fees are billed once students have chosen elective courses, extracurricular programs and/or opportunities that require fees in order to participate.

### 3:7 New Student

Prior to admittance, all students will need to complete the Enrollment/Registration process. All new students are on a trial period for five months.

Children who have a history of disruptive behavior will go through an interview process. If such students are accepted, they will be put on probation. It is expected that students who attend CCA will maintain a positive attitude toward the school, their teachers, and fellow students.

## Section 3 – Enrollment / Registration Process, Tuition & Fees

Students with IEP's (Individualized Education Plan), academic difficulties, or defined learning challenges will be accepted only if CCA can provide a specific program that meets their needs. In some cases, students with significant academic disabilities may be accepted after counseling with parents outlining the limited program and reduced expectations for academic progress. Parents may desire the atmosphere of Christian education more than the focused academic help provide by public school programs.

### 3:8 Refund Policy

In the case of your withdrawal from our program, a prorated tuition amount will be refunded within 60 days of notice. Enrollment fees are non-refundable unless your family relocates outside of a realistic commute distance prior to the start of school. If the school year has already started, ten percent of the annual tuition amount is non-refundable. This helps cover preplanned, set expenses for the school year, such as insurance, curriculum and supplies.

## Section 4 – Schedules and Office Hours

### Schedules and Office Hours

#### 4:1 School Office Hours

The Camas Christian Academy office is open from **7:45am to 3:45pm** on school days. During non-school days hours will vary, please see the office for open hours during these times.

#### 4:2 Before & After School Care

##### *4:2a Preschool & Elementary School (Preschool - 5<sup>th</sup> grade) Grace Campus*

- CCA Students in Preschool through 5<sup>th</sup> grade MUST be under the direct supervision of a CCA Employee at all times when on campus and MUST be checked into CCA's Before Care and/or Aftercare Services if on school property before &/or after the official school day start and end times.
- A parent/guardian MUST make prior arrangements with the CCA office for their child to attend Before Care &/or Aftercare (on either a daily or on-going basis).
- Before Care and Aftercare Services are \$7/hour per student and will be billed on a monthly basis. Childcare invoices MUST be paid monthly in order to remain in good standing and eligible for this monthly service.
- You MUST walk your child into the school and personally check them into the Before Care Classroom if arriving on campus between 7am & 8am.
- Students will NOT be accepted into Before Care **before 7:00am** or **after 8:00am**.
- Aftercare services are available for students from 3:25pm until 6:00pm.
- Fifth grade students that utilize before and after care will be transported to the IMS campus and Grace campus as necessary.

##### *4:2b Middle School (6<sup>th</sup> – 8<sup>th</sup> grade) IMS Campus*

- May be dropped off outside the front doors anytime at or after 7:45am; where upon they must check-in with CCA's Admin before waiting in the lobby for class to start at 8:20am. If their first class teacher is present they may ask to wait in that classroom.
- 6<sup>th</sup> – 8<sup>th</sup> Grade students will be picked up from Grace Campus on M/T/W/F, if you have younger children they may join their siblings in car line. Otherwise, Middle School students may walk out to their parents in the parking lot.
- On Thursdays, pick up will be at IMS. You may park and they can walk to you or you are welcome to get in the carline. Carline for IMS is to enter through Everett Drive and follow the line East to West exiting out past the mobile home onto Everett Street.

#### 4:3 Daily Hours / Schedules

Age or Grade Level	Time	Days
PK 3 year – 3 day	8:25am-11:25am	3 days M/W/F
PK 3 years – 2 day	8:25am-11:25am	2 days T/TH

## Section 4 – Schedules and Office Hours

PK 4 year – AM	8:25am-11:25am	4 days M/T/W/F
PK 4 year – PM	12:15pm-3:15pm	4 days M/T/W/F
PreK / TK	8:25am-3:15pm	4 days M/T/Th/F
Kindergarten	8:25am-3:15pm	5 days M/T/W/Th/F
Elementary	8:25am-3:15pm	5 days M/T/W/Th/F
IMS (5 <sup>th</sup> -8 <sup>th</sup> Grade)	8:20am-3:15pm	5 days M/T/W/Th/F

### 4:4 Snow / Inclement Weather Schedules

In inclement weather we will follow the Camas School District transportation decisions. If weather conditions require the Camas School District to close schools, we will also be closed. If Camas has a delayed start, we will also have a delayed start for our FULL DAY TK-8th grade students, but the AM preschool will be closed. Please keep in mind that it is your choice to have your child attend school on these days. The conditions of rural roads can be very hazardous. The safety of both you and your child far surpass the risk that may be involved in transporting for one day of school. In the event of early release due to inclement weather, parents will be notified via the Parent Square application.

## Section 5 – Transportation, Security & Attendance

### Transportation, Security & Attendance

#### 5:1 Building Security - Grace & IMS Campus

All doors are to remain locked at all times, except the one church entrance that enters into their office area.

All adult foot traffic is to enter the front doors and will be directed to the main office to sign in. Push the doorbell when you arrive and an authorized adult will open the door.

#### 5:2 Drop Off Procedures

You are not allowed to park in the back of the building. No adults, other than staff, are allowed to be on the back breezeway.

- **Preschool-4<sup>th</sup> grade students are NOT to be dropped off in the front of the building EVER.** Please park and walk your student to their classroom, zero period or before care.
- **Middle School students will ONLY be dropped off at Grace campus for Zero period classes** and can be dropped off at our school doors at the appropriate time. Middle school students dropped off at IMS can be dropped off at or after 7:45am at the front doors of IMS. Please be sure to pull off of Everett Drive and cross the parking lot, East to West, exiting past the mobile home to exit onto Everett Road.

Car line drop off is open in the back of the building from 8:10am-8:20am when a staff member is outside and then again at 12:10pm for PM preschool. If a staff member is not outside to receive students, please do not drop your student off, as the doors will be locked. You must pull around the front and park in the front parking lot and walk students to the office for Elementary/MS and walk preschool to their classroom. For the safety of our students and staff, please do not get out of your car for any reason, and please refrain from using your cell phone while in the car line.

If you wish to park and walk your student to class, please park in the front parking lot on the south side of the building and enter the south doors, the main school doors. All adult foot traffic is to enter the building through the school double doors. DO NOT drive up and drop preschool/elementary age students off in the front of the building. You must park and walk your student in if you are wanting to drop off preschool and elementary age students before 8:10am or after 8:20am.

Any preschool or elementary students being dropped off before 8:10am, for before school classes and/or before care, need to be walked into the building and visually dropped off with staff. Please park in the front and walk them to their destination. You need to be aware that public meetings and Bible studies are held on campus. In order to maintain a high level of student safety, we are asking that you walk your student to their destination if



## Section 5 – Transportation, Security & Attendance

it is not during the 8:10-8:20am supervised drop off in the back of the building. Also, please remember that school starts for all preschool, elementary and MS students promptly at 8:25am, and students who are not in their classrooms are considered tardy.

### 5:3 Pick Up Procedures

Drive up pick up starts at 11:25am and 3:15pm. Please be in line by 11:25am and 3:15pm sharp if you wish to pick up in the car line in the back of the building. For the safety of our students and staff, **please do not get out of your car for any reason**, and please refrain from using your cell phone while in the car line. The 3:15pm car line ends at 3:25pm at which time students will go to aftercare and parents will be charged accordingly.

If you wish to pick your child up inside the building, please be in the lobby by 11:20am or 3:10pm sharp. If your student goes out the back doors with their class, you **will not** be allowed to go outside and pick them up. You will need to wait in the lobby until the teacher returns to the building and/or a staff member can get your student for you.

**No adults are allowed on the back breezeway except for school staff at drop off or pick up.** If you need to visit with your teacher, please make arrangements to do so outside of pick up and drop off times.

#### 5:3a Car Lines (Grace Campus)

- You must have a car tag in your front or driver side window to be in the car side pick-up line. NO EXCEPTIONS! In order to keep the line moving, we need to clearly be able to see who is in line.
- Please make sure the tag is visible to staff members while you are waiting in line so they can get your student(s) ready to go. Feel free to stick the tag in your window (using the provided sticky tack). Anywhere on the driver's side (front or side window) about mid-way up will work. Be sure to not block your view. Otherwise, the tag can be kept in your door pocket during the day. It just needs to be in the window while you are in line. If you lose your sticky tack throughout the year, just ask for more.

Form two car lines at pick up only. Please get in line by your youngest student.

##### 11:25 am Pick up time

- First line- Preschool RM 2
- Second Line Preschool RM 3

##### 3:15 pm Pick up time

- First line- All Preschool, Kindergarten and First Grade students
- Second line- 2nd-5th Grade Students

##### 3:15 pm Pick up time (Middle School)

6th-8th Grade can be picked up in the carline if you instruct your student to meet you out back. Otherwise, they will come out and find you. If you have younger student to pick up at 3:15 you will want to loop around the building and get back in carline to pick up your Intermediate/Middle School student on Mon, Tue, Wed and Fri. Thursday pick up is at the IMS Campus.

#### 5:3b Car Tags

Each family will be given two car tags. Car tags are to be placed on the dashboard/driver's window on the driver's side. If you need more than two car tags due to babysitters or grandparents you can request additional car tags

## Section 5 – Transportation, Security & Attendance

at the office. Car tags are used to help the teacher quickly identify which car the child belongs to and MUST be used in the car line.

- Middle school pick up at IMS does not require car tags.

### 5:4 Authorized pick ups

Only authorized adults may pick children up from school. Authorized adults include any family or friends listed by the child's legal guardian on the Student Information Sheet (registration packet). Special permission may be given for other adults to pick up children only by written request, by a personal phone call to the administration, or an email sent to the office, made by the child's legal guardian as listed on the Student Information Sheet.

### 5:5 Sign-in

If a student is arriving late and no staff members are outside, the student must be WALKED IN to the building, SIGNED IN at the school office, and WALKED TO class. For the safety of our students, do not drop off a student outside the building if a school staff member or an identified parent volunteer is not outside.

### 5:6 Sign-out

If a student must leave early, please notify the office in writing/email. Upon departure, please stop by the office and complete the SIGN-OUT sheet before picking up your student.

### 5:7 After-school Activities

Please do your best to schedule all outside-school activities and appointments before or after school hours.

### 5:8 Attendance & Tardy Policy

At Camas Christian Academy, being at school daily and on time is an essential aspect for success. It is the responsibility of each family to assure that the student is in the classroom on time every day. Being on time maximizes the teacher's ability to provide the most meaningful instruction possible. Being tardy affects the teacher's ability to begin the day and is disruptive to other learners in the classroom. The following policy has been put in place to deter tardiness issues and allow CCA actions that are meant to improve a student's chronic absences or tardies.

Absences:

- If a student misses more than 20 days of school during the year, the administration reserves the right to retain that student due to lack of attendance or expel the student following the 20<sup>th</sup> absence.
- Each student will be handled with on a case-by-case basis with consideration being given to the circumstances warranting the absences and the student's grades.

Tardies:

- First and second tardies will receive a verbal warning directed to the parents of TK-5th grade students and to the student's 6th -9th grade.

## Section 5 – Transportation, Security & Attendance

- Third and fourth tardies will result in an email home in addition to lunch detention for 6th -9th Grade students.
- Fifth tardy will result in a parent meeting in addition to after school detention for 6th -9th grade students.
- Once the parent meeting has occurred, tardy warnings will begin at the first step with the goal that no further warnings or detention will be necessary
- Greater than 20 tardies in a grading period may result in an expulsion

Camas Christian Academy reserves the right to deny extracurricular activities (including clubs, plays, field trips, sports, etc.) due to excessive tardies or absences.

## Section 6 – Curriculum

### Curriculum

#### 6:1 Learning Goals

All curriculum is available for review upon request. Each year we hold a curriculum night for all of our students and parents.

We use a combination of learning goals and benchmarks to ensure that students receive a complete education. As a Christian school our highest goal is to filter all standards through a biblical worldview as the highest standard. Through evaluation of curriculum guides, the Essential Academic Learning Requirements (referred to as the EALR's) as previously outlined by the state of Washington and the Common Core State Standards as a baseline to plan our entire curriculum at Camas Christian Academy. We have developed our own Grade-Level Standards and Benchmarks for K-8<sup>th</sup> grade.

We choose to keep an individual focus so that all of our students can have the opportunity to excel and grow at individual rates.

#### 6:2 Chapel

Each month we focus on a different Biblical attribute during chapel and class, such as friendship, obedience, trust, and other positive Christian traits. In addition to reciting the Pledge of Allegiance to the American Flag and Pledge to the Christian Flag, chapel will include topical Scripture reading, Biblical lessons, singing (hymns, contemporary Christian, and children's songs) and drama presentations by the students and/or teachers. Guest speakers are sometimes invited to share, as well.

##### 6:2a Flag Pledges

###### **Pledge to The American Flag**

I pledge allegiance to the flag  
of the United States of America  
and to the Republic for which it stands:  
One nation under God, indivisible,  
With liberty and justice for all.

###### **Pledge to The Christian Flag**

I pledge allegiance to the Christian Flag  
and to the Savior  
for whose Kingdom it stands.  
One Savior, crucified, risen, and coming again  
with life and liberty to all who believe.

#### 6:3 Christian Character Development

##### 6:3a Preschool

The following attributes are taught throughout the year:

## Section 6 – Curriculum

*Kindness*  
*Love*

*Courage*  
*Compassion*

*Thankfulness*  
*Faithfulness*

*Joy*  
*Patience*

*Self-Control*  
*Obedience*

### 6:3b Elementary & Middle School

Our curriculum contains a character education piece that is focused on developing positive attributes within our students. It is supported Biblically and includes memory verses from the Bible. In addition, classes will bless their food before eating snack or lunch. In addition to reciting the Pledge of Allegiance to the American Flag and Pledge to the Christian flag, chapel will include topical Scripture reading, Biblical lessons, singing (hymns, contemporary Christian, and children's songs) and drama presentations by the students. Guest speakers are sometimes invited to share, as well.

### 6:4 Integrating Subject Matter with Bible

Biblical truths and principles are integrated into every area of the curriculum. Secular materials are evaluated in the light of God's Word. We teach students to evaluate stories, scientific information, and social studies concepts from a Biblical perspective.

At CCA, we avoid the use of ghosts, monsters and witches. It is up to parents to decide on the appropriateness of the use of such holiday symbols in their own families.

### 6:5 P.R.I.D.E 5

By instilling a sense of school pride, students identify with each other at a deeper level, creating a spirit of unity and like-mindedness. **PRIDE 5** is a visual, verbal reminder of citizenship and attitude expectations for students and staff school-wide.

#### **PRIDE 5 stands for:**

**P - Polite** -- "Finally I want all of you to live together in peace. Be understanding. Love one another like members of the same family. Be kind and tender. Do not be proud." *1 Peter 3:8*

**R - Responsible** -- "Each of you should carry your own load" *Galatians 6:5*

**I - Invested** -- "You are the children that God deeply loves. So be just like Him. Lead a life of love, just as Christ did. He loved us. He gave Himself up for us..." *Ephesians 5:12*

**D - Disciplined** -- "Your father's commands are like a lamp. Your mother's teaching is like a light. And the training that corrects you leads to life." *Proverbs 6:23*

**E - Encouraging** -- "Don't let any evil talk come out of your mouths. Say only what will help to build others up and meet their needs. Then what you say will help those who listen." *Ephesians 4:29*

### 6:6 Enrichment - Preschool & Elementary

Our Music and Dance instruction is structured to allow students to build on skills as they progress through our program. No doubt, students will LOVE what they are learning, but parent involvement at home is a MUST for our enrichment to be effective and long-lasting.

**Music:** Musikgarten and Game Plan instructional materials guide Preschool- 5th graders, creating a systematic, skill-building approach to teaching music to children. All Preschool thru 5th graders receive weekly music instruction. All Elementary students will have choral instruction during the day. Recorders will be used with some age groups. Additionally, 5<sup>th</sup> & 6<sup>th</sup> grade students participate in Band. It's the

## Section 6 – Curriculum

parent's responsibility to obtain an instrument outside of CCA. PLEASE: Ensure that your student practices as expected; doing so will help them progress at the same rate as their peers. Practice expectations to be signed, mandatory parent meeting. All students will participate in various musical productions and outreach performances throughout the year.

**Dance:** All students at CCA have the opportunity to participate in dance enrichment. Students who are 3 yr-4th grade receive dance instruction once a week. Preschool students need to wear comfortable clothes so that they can easily participate in physical activity.

### 6:7 Electives – Middle School

Available electives change from semester to semester. Lists of upcoming electives available will come out prior to the upcoming semester.

### 6:8 Reading Support

Students who are identified and qualify for reading support services may access tutoring weekly on campus during school hours. This additional one-on-one or small group support can be provided for an additional cost to the student's family.

### 6:9 Holidays

During the year, we will teach, celebrate, and observe the following holidays: Veterans Day, Thanksgiving, Christmas, Martin Luther King Jr. Day, Easter, Valentine's Day, Presidents Day, Saint Patrick's Day, Mother's Day, Memorial Day, and Father's Day.

### 6:10 Additional Educational Resources

Each student's local public school district is able to provide educational evaluation and resources to students who attend private schools. If a student needs a referral, the school can provide the parent with information regarding the process for arranging for this assistance. Testing can be done in the areas of learning needs, attention deficit, reading, speech therapy, psychological evaluations, and other special needs. Upon request, the school can provide information regarding additional outside services for testing and counseling, as well as special tutoring resources.

## Section 7 – Grading & Awards

### Grading & Awards

#### 7:1 Progress Reports - Preschool

Developmental Reviews will be provided twice a year. Developmental Reviews will be sent home with students in February and mailed to families in June.

Student Performance Indicators	
Needs Support	1
Developing	2
Demonstrates Consistently	3

#### 7:2 Report Cards – Kindergarten, Elementary & Junior High

Report Cards will be provided two times a year on a semester system. Report Cards will be sent home with students in February and mailed to families in June.

#### 7:3 Grading Scale: Kindergarten – 4th Grade

Student Performance Indicators	
Needs Support	-
Developing	\
Demonstrates Consistently	+

#### 7:4 Grading Scale: 5th Grade – Middle School

Student Performance Indicators		
<i>Student Percentage Grade</i>	<i>Student Letter Grade</i>	<i>Student GPA</i>
97-100%	A+	4.0
93-96%	A	4.0
90-92%	A-	3.67
87-89%	B+	3.33
83-86%	B	3.0
80-82%	B-	2.67
77-79%	C+	2.33

## Section 7 – Grading & Awards

73-76%	C	2.0
70-72%	C-	1.67
67-69%	D+	1.33
63-66%	D	1.0
60-62%	D-	.67
0-59%	F	0.0

### 7:5 Honor Roll

Students in grades 5th-8th may make Honor Roll. The Honor Roll, computed on a 4.0 scale, will be made up after each grading period.

Requirements for the Honor Roll are as follows:

- Honor Roll 3.5 to 4.0
- Student conduct grade must be satisfactory in order for the student to make the Honor Roll. The core subjects are used in computing the Honor Roll.

### 7:6 Incomplete Work/Failing Grades

An Incomplete becomes an F at the end of two weeks after the grading period if all incomplete work is not made up.

Following each grading period, the parents of any student who has received a failing grade in any subject may be required to have a conference with the teacher, principal, and student.

### 7:7 Parent-Teacher Conferences

All parents of Elementary and Middle School students will have a scheduled conference with the classroom teacher during the first semester. Additional conferences may be requested at other times during the school year as deemed necessary by teachers or the parents.

### 7:8 Handling Complaints and Criticism

If a parent has a concern about a teacher or classroom situation, the parent first needs to talk with the teacher. Face-to-face discussion between parties is the best approach. Parents who come to the office with complaints about a teacher will be asked to talk directly with the teacher first. (If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. Matthew 18:15-16.) When the principal's attendance is desired, schedule an appointment with the principal through the school office.

### 7:9 Awards Certificates



## Section 7 – Grading & Awards

Students will have the opportunity to earn tickets for good behavior awards throughout the school year. Awards can be earned by demonstrating PRIDE 5 (polite, responsible, invested, disciplined, encouraging) and can be given by any CCA staff member.

Students will also be presented with awards at Award Ceremonies following each semester, including on the last day of school. Awards will be given out for each specialist class (P.E., Dance, Music, etc.) as well as different subject areas (Math, Reading, Writing, Bible, etc.) and behavior (Most Improved, Responsibility, etc.)



### 7:10 Assessments & Testing

CCA uses a variety of tools, assessments, and strategies to monitor student academic progress. In the classroom, teachers use formative and summative assessment tools to check for understanding and concept mastery. In addition to classroom assessments, CCA uses the MAP Growth assessment three times throughout the school year. **MAP® Growth™ measures what students know and informs what they're ready to learn next.** By dynamically adjusting to each student's responses, MAP Growth creates a personalized assessment experience that accurately measures performance. Timely, easy-to-use reports help teachers teach, students learn, and administrators lead. CCA uses assessment data to drive individual, group, and whole school planning and instruction.

## Section 8 – Student Guidelines



### Student Guidelines

#### 8:1 Dress/Appearance Code – Kindergarten & Elementary

<div>  <b>2020-2021 CCA UNIFORM POLICY- KINDERGARTEN-4<sup>TH</sup> GRADE</b>  </div> <div><i>*Includes Transitional Kindergarten (TK)</i></div>			
<p><b>Two days a week-ALL</b> Physical Education Attire</p> <p><u>Shirts:</u></p> <ul style="list-style-type: none"> <li>CCA Logoed PE Shirt in navy or grey</li> <li>Order online at <a href="http://www.landsend.com">www.landsend.com</a></li> <li>School code: 900134610</li> </ul> <p><u>Athletic Pants/Shorts:</u></p> <ul style="list-style-type: none"> <li>Navy or grey</li> <li>NO black</li> <li>Free of logos</li> <li>White stripes okay</li> <li>Loose fitting only</li> <li>Longer shorts-finger-tip length</li> <li>No yoga pants, tapered leg, or leggings allowed</li> <li>Navy blue leggings may be worn under loose shorts</li> </ul> <p><u>Shoes- Athletic Shoes:</u></p> <ul style="list-style-type: none"> <li>Every student must have two pairs of PE shoes; one to be worn to school and one to be left at school for gym use only</li> <li>Plain as possible-white, grey, black or navy preferred</li> <li>No lights, sparkles, sounds, etc</li> </ul> <p><u>Socks- Athletic Socks:</u></p> <ul style="list-style-type: none"> <li>Solid white, grey, black, or navy</li> </ul> <p><u>Sweatshirt:</u></p> <ul style="list-style-type: none"> <li>Plain navy or grey sweatshirt</li> <li>Zip or pullover sweatshirt style</li> <li>CCA logoed sweatshirt</li> <li>Order online at <a href="http://www.landsend.com">www.landsend.com</a> or turn in a sweatshirt at the office to have a CCA logo put on it for \$7</li> </ul>	<p><b>Two days a week - GIRLS</b> Performance Dress Attire</p> <p><u>Shirts:</u></p> <ul style="list-style-type: none"> <li>Lands' End school uniform OXFORD light blue shirt, long or short sleeve</li> </ul> <p><u>Jumper:</u></p> <ul style="list-style-type: none"> <li>Lands' End school uniform in CLASSIC NAVY PLAID</li> <li>4<sup>th</sup> Grade- May wear a Lands' End school uniform plaid skirt in the CLASSIC NAVY PLAID (must be knee length or longer) <i>*multiple styles to choose from</i></li> </ul> <p><u>Sweaters:</u></p> <ul style="list-style-type: none"> <li>Girls may wear sweaters in solid navy, grey, white or tan/brown</li> </ul> <p><u>Tights/Knee Socks/Leggings:</u></p> <ul style="list-style-type: none"> <li>Navy, grey or white</li> <li>Tights, leggings, or bike shorts must be worn under jumpers at all times</li> </ul> <p><u>Shoes/Boots:</u></p> <ul style="list-style-type: none"> <li>Brown, black, navy or grey dress shoes or dress boots (no UGG style boots)</li> <li>No tennis shoes, sandals, sparkles or light up shoes</li> </ul> <p><u>Hair Accessories:</u></p> <ul style="list-style-type: none"> <li>Silver, gold, white, grey, black, navy, light blue and yellow only</li> </ul> <p><u>Make-Up:</u></p> <ul style="list-style-type: none"> <li>No makeup may be worn at school (exception: special performances &amp; spirit days)</li> </ul>	<p><b>Two days a week - BOYS</b> Performance Dress Attire</p> <p><u>Shirts:</u></p> <ul style="list-style-type: none"> <li>Lands' End school uniform OXFORD light blue shirt, long or short sleeve</li> </ul> <p><u>Bowtie:</u> TK-4<sup>th</sup> Grade</p> <ul style="list-style-type: none"> <li>Lands' End CLASSIC NAVY</li> </ul> <p><u>Necktie:</u> 4<sup>th</sup> Grade (optional)</p> <ul style="list-style-type: none"> <li>Lands' End school uniform plaid tie in CLASSIC NAVY PLAID</li> </ul> <p><u>Pants/Shorts:</u></p> <ul style="list-style-type: none"> <li>Navy dress pants/shorts- plain or pleated front. May be any brand as long as they are solid dark navy</li> </ul> <p><u>Sweater/ Sweater Vest/Belt:</u></p> <ul style="list-style-type: none"> <li>A dark colored belt must be worn if not wearing a sweater vest</li> <li>Sweaters may be worn in solid navy or grey (no belt needed)</li> </ul> <p><u>Dress Socks:</u></p> <ul style="list-style-type: none"> <li>Plain black, navy or dark grey only</li> <li>Short crew socks in the above colors may be worn with shorts</li> <li>NO white socks</li> </ul> <p><u>Shoes:</u></p> <ul style="list-style-type: none"> <li>Brown, black, navy or grey dress shoes</li> <li>Tennis shoes may be worn if they are completely black, no white or other colors and no sandals may be worn</li> </ul>	<p><b>One day a week-ALL</b> Daily Dress Attire <i>*may wear performance dress</i></p> <p><u>Shirts:</u></p> <ul style="list-style-type: none"> <li>Solid color polo shirt in navy, grey, white or light blue or PE Shirt</li> </ul> <p><u>Girls: Pants, Shorts, Skirts, Dresses:</u></p> <ul style="list-style-type: none"> <li>Solid navy, grey, or denim</li> <li>May also wear skirts in Lands' End CLASSIC NAVY PLAID</li> <li>NO PE pants</li> </ul> <p><u>Boys: Pants/Shorts:</u></p> <ul style="list-style-type: none"> <li>Navy or grey "Docker-style" pants or shorts. Belt optional</li> <li>NO PE pants</li> </ul> <p><u>Shoes:</u></p> <ul style="list-style-type: none"> <li>Dark dress/casual shoes or plain dark tennis shoes</li> <li>No heels or sandals</li> </ul> <p><u>Girls Socks/Tights:</u></p> <ul style="list-style-type: none"> <li>Anklet socks, knee socks, or tights in solid navy, grey or white</li> </ul> <p><u>Boys Socks:</u></p> <ul style="list-style-type: none"> <li>Solid white, grey, navy or black</li> </ul> <p><u>Jeans: Denim color only</u></p> <ul style="list-style-type: none"> <li>Jeans may be worn but must be accompanied by a CCA logo polo shirt or PE shirt</li> </ul> <p><u>Sweatshirt:</u></p> <ul style="list-style-type: none"> <li>CCA logoed sweatshirt</li> <li>Plain navy or grey sweatshirt</li> </ul>

## Section 8 – Student Guidelines

### 8:2 Dress/Appearance Code – IMS

<div>  <b>2020-2021 CCA UNIFORM POLICY-<u>BOYS</u>-IMS CAMPUS</b>  </div> <div> <b>INTERMEDIATE 5<sup>TH</sup>-6<sup>TH</sup> GRADE &amp; MIDDLE SCHOOL 7<sup>TH</sup>-8<sup>TH</sup> GRADE</b> </div>			
<b>Monday, Tuesday, Wednesday</b> Daily Dress Attire	<b>Thursday</b> Performance Dress Attire	<b>Four days a week</b> Physical Education Attire	<b>Friday</b> Casual Dress Attire
<u>Shirts:</u> <ul style="list-style-type: none"> <li>Polo-style or dress shirts in any color, stripes or pattern</li> <li>MUST have a collar</li> <li>Must be free of logos and ads</li> <li>Long or short sleeved</li> </ul> <u>Pants/Shorts:</u> <ul style="list-style-type: none"> <li>Navy, grey, khaki or black "Dockers-style" pants or dress shorts</li> <li>Dark belt optional</li> </ul> <u>Shoes and Socks:</u> <ul style="list-style-type: none"> <li>Appropriate coordinating dress/casual shoes with coordinating socks</li> </ul> <u>Sweaters &amp; Cardigans:</u> <ul style="list-style-type: none"> <li>May be worn with daily dress</li> </ul> <u>School Logoed Hooded Sweatshirts:</u> <ul style="list-style-type: none"> <li>CCA logo sweatshirt ONLY in navy or grey, zip or pullover</li> <li>Order online <a href="http://www.landsend.com">www.landsend.com</a> or turn in a sweatshirt at the office to have a CCA logo put on it for \$7</li> </ul>	<u>Shirts:</u> <ul style="list-style-type: none"> <li>Lands' End school uniform <u>OXFORD</u> light blue shirt, long or short sleeve</li> </ul> <u>Necktie:</u> <ul style="list-style-type: none"> <li>Lands' End school uniform plaid tie in the <u>CLASSIC NAVY PLAID</u></li> <li>May also wear the Lands' End <u>CLASSIC NAVY</u> bowtie</li> </ul> <u>Pants/Shorts:</u> <ul style="list-style-type: none"> <li>Navy dress pants or shorts- plain or pleated front. May be any brand as long as they are solid dark navy</li> </ul> <u>Sweater/ Sweater Vest/Belt:</u> <ul style="list-style-type: none"> <li>A dark colored belt must be worn if not wearing a sweater</li> <li>Sweaters may be worn in solid navy or grey (no belt needed)</li> </ul> <u>Shoes/Socks:</u> <ul style="list-style-type: none"> <li>Dress shoes in brown, black, navy or grey</li> <li>Plain dark colored socks in black, navy or dark grey only</li> <li>Tennis shoes may be worn if they are completely black, no white or other colors and no sandals may be worn</li> </ul>	<p><i>*to be brought in a separate PE bag and changed into prior to PE</i></p> <u>Shirts:</u> <ul style="list-style-type: none"> <li>CCA logo PE Shirt in navy or grey</li> <li>Long or short sleeved</li> </ul> <u>Athletic Pants/Shorts:</u> <ul style="list-style-type: none"> <li>Navy or grey only</li> <li>NO black</li> <li>Free of logos</li> <li>White stripes okay</li> <li>Loose fitting only</li> <li>Mid-thigh or longer shorts</li> <li>No tight or tapered leg pants</li> </ul> <u>Athletic Shoes:</u> <ul style="list-style-type: none"> <li>Clean/gym floor ready tennis shoes <b>MUST</b> be brought to school on PE Days along with PE clothes to wear during the scheduled PE time</li> <li>Shoes are to be as plain as possible (white, black, navy or grey are preferred)</li> </ul> <u>Athletic Socks:</u> <ul style="list-style-type: none"> <li>Students <b>MUST</b> bring athletic socks to be worn on PE Days</li> <li>Solid white, grey or black ONLY</li> </ul> <u>School Logoed Hooded Sweatshirts:</u> <ul style="list-style-type: none"> <li>May be worn daily</li> <li>Navy or grey only</li> </ul>	<p><i>*may also wear performance dress or daily dress in addition to casual dress</i></p> <p>All clothes must fit our modesty policy per our handbook.</p> <u>Sweatshirts/Hoodies:</u> <ul style="list-style-type: none"> <li>In addition to CCA gear students may wear a sweatshirt, hoodie, or jacket of your choice as long as it is school and size appropriate</li> </ul>
<b>Additional Dress Requirements</b>			
<u>Hip Hop and Dance Team</u>			
<p>*Students in Hip Hop and/or Dance Team will be given practice dress requirements directly from their teacher</p>			
<u>Worship Team Attire</u>			
<u>Tuesday:</u> <ul style="list-style-type: none"> <li>Chapel/Dress Attire (including ties for the boys)</li> <li>Any color scheme</li> </ul>			
<u>Thursday:</u> <ul style="list-style-type: none"> <li>Performance Dress Attire</li> </ul>			

## Section 8 – Student Guidelines



### 2020-2021 CCA UNIFORM POLICY-GIRLS-IMS CAMPUS



#### INTERMEDIATE 5<sup>TH</sup>-6<sup>TH</sup> GRADE & MIDDLE SCHOOL 7<sup>TH</sup>-8<sup>TH</sup> GRADE

Monday, Tuesday, Wednesday Daily Dress Attire	Thursday Performance Dress Attire	Four days a week Physical Education Attire	Friday Casual Dress Attire
<p><b>Dress Shirts:</b></p> <ul style="list-style-type: none"> <li>Dress shirts in any color, plaid, stripes or pattern may be worn</li> <li>Must be free of logos, advertisements, and cartoons</li> </ul> <p><b>Dresses/Skirts/Skorts:</b></p> <ul style="list-style-type: none"> <li>"T-Shirt" style dresses may be worn if accompanied by coordinating accessories in order to dress it up</li> <li>May be of any color and print</li> <li>Must be modest length and non-form fitting (per modesty policy)</li> <li>Must be worn with leggings, tights or bike shorts underneath</li> </ul> <p><b>Pants &amp; Dress Shorts:</b></p> <ul style="list-style-type: none"> <li>Pants and dress shorts in any solid navy, grey, black or khaki</li> <li>Shorts must be knee length and non-form fitting</li> </ul> <p><b>Shoes and Socks:</b></p> <ul style="list-style-type: none"> <li>Appropriate coordinating dress/casual shoes with coordinating socks/tights</li> </ul> <p><b>Sweaters &amp; Cardigans:</b></p> <ul style="list-style-type: none"> <li>May be worn with daily dress</li> </ul> <p><b>School Logoed Hooded Sweatshirts:</b></p> <ul style="list-style-type: none"> <li>CCA logo sweatshirt ONLY in navy or grey, zip or pullover</li> <li>Order online <a href="http://www.landsend.com">www.landsend.com</a> or turn in a sweatshirt at the office to have a CCA logo put on it for \$7</li> </ul>	<p><b>Shirts:</b></p> <ul style="list-style-type: none"> <li>Lands' End school uniform OXFORD light blue shirt, long or short sleeve</li> </ul> <p><b>Skirts:</b></p> <ul style="list-style-type: none"> <li>Lands' End school uniform plaid skirt in the CLASSIC NAVY PLAID (must be just above the knee or longer) <i>*multiple styles to choose from</i></li> <li>No jumpers allowed</li> </ul> <p><b>Sweaters:</b></p> <ul style="list-style-type: none"> <li>Sweaters and cardigans may be worn in solid navy, grey, white, or tan/brown</li> </ul> <p><b>Tights/Knee Socks/Leggings:</b></p> <ul style="list-style-type: none"> <li>Navy, grey or white</li> <li>Tights, leggings, or bike shorts must be worn under skirts at all times</li> </ul> <p><b>Shoes/Boots:</b></p> <ul style="list-style-type: none"> <li>Dark colored dress shoes or dress boots in brown, black, navy or grey</li> <li>No excessive heels, tennis shoes, UGG style boots or sandals</li> </ul>	<p><i>*to be brought in a separate PE bag and changed into prior to PE</i></p> <p><b>Shirts:</b></p> <ul style="list-style-type: none"> <li>CCA logo PE Shirt in navy or grey</li> <li>Long or short sleeved</li> </ul> <p><b>Athletic Pants/Shorts:</b></p> <ul style="list-style-type: none"> <li>Navy or grey only</li> <li>NO black</li> <li>Free of logos</li> <li>White stripes okay</li> <li>Loose fitting only</li> <li>Mid-thigh or longer shorts</li> <li>No yoga pants or leggings</li> </ul> <p><b>Athletic Shoes:</b></p> <ul style="list-style-type: none"> <li>Clean/gym floor ready tennis shoes MUST be brought to school on PE Days along with PE clothes to wear during the scheduled PE time</li> <li>Shoes are to be as plain as possible (white, black, navy or grey are preferred)</li> </ul> <p><b>Athletic Socks:</b></p> <ul style="list-style-type: none"> <li>Students MUST bring athletic socks to be worn on PE Days</li> <li>Solid white, grey or black ONLY</li> </ul> <p><b>School Logoed Hooded Sweatshirts:</b></p> <ul style="list-style-type: none"> <li>May be worn daily</li> <li>Navy or grey only</li> </ul>	<p><i>*may also wear performance dress or daily dress in addition to casual dress</i></p> <p>All clothes must fit our modesty policy per our handbook.</p> <p><b>Sweatshirts/Hoodies:</b></p> <ul style="list-style-type: none"> <li>In addition to CCA gear students may wear a sweatshirt, hoodie, or jacket of your choice as long as it is school and size appropriate</li> </ul> <p><b>Additional Dress Requirements</b></p> <p><b>Hip Hop and Dance Team</b></p> <p>*Students in Hip Hop and/or Dance Team will be given practice dress requirements directly from their teacher</p> <p><b>Worship Team Attire</b></p> <p><b>Tuesday:</b></p> <ul style="list-style-type: none"> <li>Chapel/Dress Attire (including ties for the boys)</li> <li>Any color scheme</li> </ul> <p><b>Thursday:</b></p> <ul style="list-style-type: none"> <li>Performance Dress Attire</li> </ul>



## Section 8 – Student Guidelines

### CCA Modesty Policy

Uniform Dress Code Requirements and Modesty Policies are established based on Camas Christian Academy's commitment to provide each of our students with the tools needed to be successful. CCA strives to create an educational atmosphere that first and foremost honors God and maximizes learning for all students. Our uniform policy at CCA is in place for the following reasons: (1) to ensure student attire remains modest, biblical and honoring to the Lord, (2) to help keep student focus on learning, (3) to maintain discipline, and (4) to reflect neatness, orderliness and consistency. Modesty, moderation, neatness, self-respect and cleanliness are the overriding principles of the CCA dress code/modesty policies and are values and guidelines expected to be embraced and followed by all CCA students whenever at school or at any off-campus, school-related activities. All Camas Christian Academy students are to arrive at school in compliance with the Dress Code/Modesty Guidelines and remain thus throughout the day, and at all school-related activities (including after-school care and after-school classes) and events.

We believe that our Dress Code & Modesty Policy helps educate our students on the importance of taking pride in their own appearance while at the same time creating unity among their peers. We recognize that learning to dress appropriately for any given academic/learning environment improves self-discipline and helps students focus their attention upon learning while reinforcing their identity in Christ and who God created them to be as an individual. Modestly is very important at CCA. Uniform and clothing choices should ALWAYS reflect a concern for others over calling attention to one's self. We believe that our dress code and modesty policy specifically helps guide and support students in learning to make conscious choices to dress modestly and appropriately. In turn, this evokes in them a greater sense of self-respect and is in-turn results in a physical representation of the respect they have for those around them.

All wardrobe/dress code related decisions are at the discretion of school administration.  
(See CCA's "2020-2021 Uniform Policy" document for grade specific uniform and clothing requirements)

#### PreK – 4<sup>th</sup> Grade Modesty Policy

- All PreK – 4<sup>th</sup> grade CCA students are expected to embrace and abide by the uniform guidelines detailed in the 2020-2021 Uniform Policy document at all times while attending daily scheduled classes as well as when participating in a school related function, activity or field trip on or off-campus. Clothing should be clean, neat, and appropriately sized at all times. Clothing that is excessively tight, baggy, dirty, or sloppy is not allowed. Modesty is very important. These guidelines and requirements include, but are not limited to: skirt length, footwear choices, approved accessories, clothing colors, etc... *All wardrobe related decisions are ultimately at the discretion of school administration.*

#### 5<sup>th</sup> – 8<sup>th</sup> Grade Modesty Policy

- 5<sup>th</sup> – 8<sup>th</sup> grade students are invited to dress professionally as guided by the example of their teachers and the CCA administration. *The intent of these guidelines is to allow some variety of tastes within the wardrobe framework of modesty, decency, and appropriateness.* Each student is expected to embrace and abide by the uniform guidelines detailed in the 2020-2021 Uniform Policy document at all times while attending daily scheduled classes as well as when participating in a school related function/activity/field trip, on or off-campus.
- *Modesty is very important.* Students must be in modest dress at all times while on campus or off campus when attending school events, or participating in co-curricular activities. This means that, in addition to following the uniform policy guidelines, daily clothing choices should ALWAYS reflect a concern for others over calling attention to one's self. Clothing should be clean, neat, and appropriately sized at all times. Clothing that is excessively tight, baggy, dirty, or sloppy is not allowed. *Modesty Guiding Principle – It is a violation of the dress code to show underwear, bra straps, midriff, lower back, or cleavage at any time (including while leaning over or raising the arms).*

## Section 8 – Student Guidelines

- 5<sup>th</sup> – 8<sup>th</sup> grade ladies ONLY may wear dresses, skirts, skorts or dress shorts of modest length (lower thigh or longer) or loose, non-tight, dress pants with appropriate professional dress tops. No skinny style or form fitting slacks or leggings of any kind may be worn without a dress tunic that falls at least to the lower thigh.
- Outer wear worn inside the classroom should follow a professional model (e.g., no sweatshirts or hoodies unless it is a CCA issued school logoed sweatshirt). Shoes should be coordinating dress shoes, not athletic, Vans or tennis shoes of any variety. Students will be required to wear dress “performance” uniform on Thursdays and at some school events/programs; yet students are always welcome to wear “performance” uniforms on daily dress days as well.
- Clothing and/or any pictures, drawings, symbols, or values advertising/promotional material that promote drugs, alcohol, tobacco, anti-Americanism, racism, or sexual promiscuity is not allowed.
- Students are expected to arrive daily within dress code compliance and remain in said attire until they depart from school for the day. Parental review and support before a student leaves for school is an important aspect of meeting dress code standards.
- These guidelines and requirements include, but are not limited to: skirt length, footwear choices, approved accessories, clothing colors & sizes, etc... *All wardrobe related decisions are ultimately at the discretion of school administration.*

If attire is not appropriate, student will be required to change into suitable clothing in order for the student to continue the day of classes. Students will not be permitted to attend class until they are in approved wardrobe. Consequences for not following the dress regulations will result in discipline outlined by CCA’s Administration. The administration is the final authority in determining and interpreting dress code policies including, but not limited to, the definitions of modesty, moderation, neatness, appropriate size and cleanliness.

Please feel free to contact the CCA office with any questions that you may have regarding our uniform dress code and modestly policy.

## Section 8 – Student Guidelines

### 8:3 Student Expectations & Disciplinary Policies

“For these commands are a lamp, this teaching is a light, and the corrections of discipline are the way to life.”  
*Proverbs 6:23 NIV*

#### 8:3a General Discipline Policy & Steps

Camas Christian Academy supports a safe environment for all students and staff. Respect for others, self and property is upheld through positive instruction, example and clear procedure for handling challenges. It is our goal to provide a caring atmosphere where directions are given in a positive manner so that students may make appropriate choices and solve problems independently. Physical or verbal reprimands, restriction from snacks or extended isolation are never used as a means of discipline.

##### Disciplinary Steps:

1. *Give Instruction* - We explain what is expected of the child and will give an example and demonstrate when appropriate.
2. *Warning* - The child is reminded of what is expected of them and is told that the next time their behavior is unacceptable, they will have to leave the activity for an appropriate amount of time.
3. *Time-Out* - The child will be moved away from the other children for a private conversation about the unacceptable behavior. The child is removed from the activity and can return when ready to participate in a positive manner.

##### Further Disciplinary Steps:

4. *Parent Contact* - If the behavior continues the child will lose privileges and a parent will be contacted. This may include leaving early so that we do not compromise our standards.
5. *Conference* - Parents will conference with their teacher and director to come up with a behavioral plan that is child specific and agreed upon by all.
6. *Suspension* - If the behavioral plan fails then a child may be suspended from class. Suspension can range from one week to the remainder of the school year.
7. *Expulsion* – The school reserves the right to expel a student.

#### 8:3b Weapons Policy- Possession/Threat/Use of Weapons

CCA considers student possession of/use of/or threat of the use of weapons as a serious offense and will not tolerate such by students on school property, at school events, or any other time while enrolled as a student. Statements made by a student claiming or boasting of a weapon at school or school events will be dealt with in the same manner as a "threat" below.

**Student Action:** Students who possess a weapon or carry, exhibit, display, draw, or threaten any of these items apparently capable of producing harm in a manner which, under the circumstances, manifests intent to intimidate another or warrants alarm for the safety of others shall be subject to discipline up to and including expulsion.

##### Definitions:

**“Possession”** includes, but is not limited to: having a weapon on school property or at a school sponsored event located: (a) in a space assigned to a student such as a desk or cubby; (b) on the student's person or property, such as on the student's body, in his/her clothing, purse, backpack, or sports bag; or (c) under the student's control or accessible or available, such as hidden by the student.

**“Threat”** includes, but is not limited to: (a) a statement of personal bodily harm with a weapon; (b) a statement indicating friends or acquaintances with weapons who will commit bodily harm; or (c) the statement of possessing a weapon at school or a school function.

**“Weapon”** includes, but is not limited to: (a) a firearm, which is a weapon or device from which a projectile

## Section 8 – Student Guidelines

may be fired by an explosive; or (b) an air gun, which includes any air pistol or air rifle, designed to propel a BB, pellet, or other projectile by discharge of compressed air, carbon dioxide or other gas, or any items which appear to be a realistic firearm or air gun; or (c) slung shot, which is a piece of metal, or stone fastened to a short strap, chain, or thong, used as a weapon; or (d) a slingshot, which is a forked piece of wood, metal, plastic, or similar substance, having an elastic band fastened to the prongs for shooting small stones and pebbles, or (e) a sand club, chains, or metal knuckles; or (f) a device commonly known as "ninja stars," multi-pointed metal objects designed to embed upon impact; or (g) any knife which is a cutting or stabbing instrument with a sharp blade set in a handle; or (h) a dirk, which is a type of dagger; or (i) any device commonly known as "nunchaku sticks," consisting of two or more lengths of wood, metal, plastic or similar substance, connected with wire, rope, or other means, or, (j) a stun gun; or (k) any explosive device including fireworks, or (l) a "bow and arrow" or a "crossbow," a weapon for shooting arrows, or (m) a laser pointer.

**Incident Reporting and Action:** Any faculty member, staff member, or administrator with knowledge of "who shall: (a) submit a report to the appropriate jurisdictional police authority; and (b) remove the involved student(s) from school pending full investigation by school and law enforcement authorities.

### 8:3c Prohibition of Harassment, Intimidation, and Bullying

CCA is committed to maintaining a school environment in which all individuals treat each other with dignity and respect which is free from all forms of intimidation, including provoking, exclusion, mean teasing, exploitation, disparaging social media posts, and harassment, including sexual harassment. Bullying or harassment is defined as verbal, visual, or intimidating physical conduct that denigrates or shows hostility or aversion toward an individual for any reason. CCA will treat allegations of harassment or bullying seriously and will review and investigate such allegations in a prompt and thorough manner.

### 8:3d Cheating

Cheating occurs whenever a student copies another student's work, allows his/her own work to be copied, does another student's work for him or her, turns in material as his/her own work, or material copied from another source without proper documentation or engages in other conduct deemed cheating by Camas Christian Academy. Cheating is viewed as a serious offense and parents will be notified immediately. Corrective action can include, but is not limited to, automatic loss of credit on the test/assignment in question, a student caught cheating may be kept out of the class to determine whether the student will lose credit for the course.

## 8:4 Hall Passes

All students in the hallways when classes are in session are required to have a visible hall pass or tardy slip issued by a teacher or the office staff. The one exception is for a bathroom trip with a buddy.

### 8:4a Buddy System (Elementary Students)

When students are not in the classroom with a CCA teacher, staff, or volunteer (i.e. using the bathroom, running an errand, etc.) then students must use the Buddy System. At least two students must be together for the Buddy System. This includes before and after school care, as well as field trips and CCA sponsored activities.

## 8:5 Playground Rules & Discipline – Grace Campus

- ✓ Students may play soccer and football on the field, but not on the black top. We do not allow balls to be kicked on the blacktop area or thrown or kicked near the play structure.
- ✓ Tackling is not allowed at any time.
- ✓ Stay on the playground. If a ball goes into the road or in the trees, students notify the recess monitor and he/she will return it to the playground.
- ✓ Stay out of the bushes and no climbing or hanging on the trees.



## Section 8 – Student Guidelines

- ✓ Keep your hands and feet to yourself. Respect the rights of others and treat them as you would like to be treated. No fighting or rough play.
- ✓ Throwing rocks, sand, bark chips, or any object other than balls, Frisbees, etc., is not allowed. Keep sand and bark chips in designated areas and out of grass.
- ✓ No hanging on volleyball poles or nets.
- ✓ Stop playing immediately when signal is given (i.e. whistle or hand clap). Place balls/equipment in appropriate place, and quietly line up.

### Play-Structure Area:

#### *Slides:*

- ✓ Slide down the slide one person at a time by sitting on your bottom with your feet forward.
- ✓ Once you get to the bottom of the slide, clear the area so others can slide down.
- ✓ No climbing up the slide or sliding down head first.

#### *Climbing apparatus:*

- ✓ Hold on with both hands while climbing.
- ✓ No jumping from apparatus.
- ✓ No climbing on the top of the structure

### Playground Discipline:

*1st Warning:* The first time a student breaks a playground rule they are reminded of the rule and asked to repeat the rule.

*2nd Warning:* On a second infraction the student is asked to sit in timeout on the bench, until a given amount of time. The rule is talked about and repeated by the child for reinforcement. Depending on the problem the student may also have to do some work on the playground such as picking-up garbage.

For serious problems such as physical acts (fighting) or continued willful disobedience, the student will be removed from the playground and sent to the principal's office.

## 8:6 Middle School Policies

### 8:6a Technology: guidelines & expectations

Students at CCA are provided access to technology in the classrooms. Students must follow the established guidelines for acceptable use of technology in order to maintain the privilege of access to technology.

The technology resources available to CCA students may include, but are not limited to, hardware, software, data, electronic textbooks and materials, communication device, printers, servers, filtered Internet access, and local and wide area networks. All activities conducted using the School's technology resources are governed by this document and include, but are not limited to email, Internet, blogging, podcasts, interactive websites such as social networking, Web sites, chat rooms, video conferences, etc.

The use of CCA's technology resources is a privilege, not a right. Inappropriate use of these resources may result in disciplinary action. The principal and/or teacher may limit, suspend, or revoke access to technology resources at any given time.

Middle School students are not allowed to use personal electronics during lunch, recess or breaks without specific permission from their teacher. Any students in before or after care need to get permission from the staff to use any personal devices during these times.

### 8:6b Student Cell Phone Use

CCA discourages cell phones on campus. However, if parents deem it necessary for their child to have a cell

## Section 8 – Student Guidelines

phone while at school, the following rules must be adhered to:

Cell phone use is limited to communication between the student and the parent(s) only BEFORE AND AFTER school only. Any communication during the school day needs to be done through the school office. Cell phones are to be turned off and stored during the school day. Cell phones must be stored in the student's backpack. Student use of cell phones at CCA after school activities are for parent communication only.

If the student does not comply with these rules, the cell phone will be confiscated and must be picked up by the student's parent. The student will lose the privilege of having a cell phone at school if there are repeated violations during the school year.

### 8:6c Displays of Affection

Students need to be respectful of other's bodies and space while acting in a Christ-like manner. We encourage students to use positive words of affirmation, side hugs, high five and such.

Students may not display physical affection towards a "boyfriend" or "girlfriend" at CCA. Students are not to display affection in a physical way by holding hands, embracing, kissing, etc. This applies to both school and during school sponsored activities. We recognize that the boyfriend/girlfriend relationship is not age appropriate in a Christian school setting.

## Section 8 – Student Guidelines

### Parent Involvement

#### 9:1 Way to Communicate With Teachers

We encourage parents to talk to the teachers regarding questions, concerns, or comments. However, this should be done by first making an appointment with the teacher. These discussions should take place by appointment before students arrive in the morning, during a teacher's prep time, or after school. Parents are also welcome to call or Parent Square a message to teachers with questions, concerns, or comments.

##### 9:1a Parent Square

Daily, weekly and yearly communication will all go through parent square. We require that at least on parent actively use Parent Square.

##### 9:1b Weekly Note/Newsletter

When the school needs to inform parents that their involvement in school activities is needed, about school events, classroom events, or other communication, a note will be sent home with students or a Parent Square will be sent out to parents. Each week classroom teachers will also send home a note with students or an additional Parent Square post to parents specific to their classroom. Parent Square will be used for all communication this school year.

#### 9:2 GEMS (Parent Volunteer Association)

Similar to a PTA, see Addendum #1 - Volunteer Handbook - for more information.

#### 9:3 Service Hours

All families are required to volunteer for a minimum of 10 or 20 hours each school year (see volunteer handbook). Each family should complete a Volunteer Service Guideline form to indicate their volunteer preferences. Hours can be earned in any or all of three different environments: Classroom Helper/Room Parent, Office/Event/GEMS, and Fundraising. All volunteer hours should be recorded on Parent Square. If volunteer hours are not fulfilled parents will be charged at \$15 an hour in order to pay aide staff for hours needed to make all CCA activities and events a success.

##### 9:3a Room Parent

The Room Parent is selected by the classroom teacher. They work with the classroom teacher to help organize, inform and involve other class parents with special events, field trips and fundraisers in the classroom. This role helps to organize class parties as requested by the teacher such as Christmas and Valentine's. They also organize the teacher's birthday class gift, Christmas gifts, Teacher Appreciation Week and other events. These positions are filled at the beginning of the school year.

##### 9:3b Classroom Helper

Classrooms can benefit greatly from parents' help. Whether you read to a class weekly, assist with food (warming sack lunches or dividing snacks), or are part of a special project with your student's class, parents are highly encouraged to help in the classroom, anywhere from once a week to once a year, if possible. Doing so creates a good home-to-school connection between teachers, parents, and students. We also welcome any grandparents or other significant family members of your choice to help. Each adult who works

## Section 9 – Parent Involvement

in the classroom must submit a WATCH (Washington Access to Criminal History) form prior to helping in the classroom. Classroom Helpers should sign-up with classroom teachers and specialist.

### 9:3c Office/Event/Committee Helper

Our school-wide weekly, monthly, and periodic events require volunteer power. Many different tasks need to be done, some from your own home, some in small groups. Many tasks can be done ahead of time and others the day of each event. Our needs cover a wide range of skills and talents, including (but not limited to) desktop publishing, data entry, or sewing.

*Some specific needs include the following:*

- |                                 |                           |                           |
|---------------------------------|---------------------------|---------------------------|
| ➤ Organizing Uniform Swaps      | ➤ Book Fair               | ➤ Website Editing         |
| ➤ Open House                    | ➤ Decor/Planning          | ➤ Jump Rope 4 Heart       |
| ➤ Talent Show                   | ➤ Newsletter Editing      | ➤ Coordinating Volunteers |
| ➤ Production Props              | ➤ Production Coordinating | ➤ Production Costumes     |
| ➤ Luncheons/Large Meeting Prep. | ➤ Grandparents Day        | ➤ Preschool Feast         |
| ➤ Christmas Programs            | ➤ Mother's Day Tea        | ➤ Donuts with Dad         |

### 9:3d Field Trips

The preschool makes an annual trip to the Pumpkin Patch. Parents will drive and accompany your student(s) unless other arrangements are made with your classrooms teacher and or room-parent. Preschool offers parent attended field trips 2-3 times a year. Elementary and Middle School field trips will be scheduled by age level and/or classroom basis throughout the year and often require parent transportation. In addition to leaving the school for educational opportunities, we may have various visitors on campus such as, firefighters, police officers, dentists, veterinarians and parents with special talents.

### 9:4 School Visitors

Upon arrival at CCA, volunteers must sign in at the CCA office and wear a volunteer nametag. All campus guests/visitors, including parents, relatives, friends, and former students must sign in at the CCA office. A guest sticker must be worn by all guests/visitors while on campus.

### 9:5 Fundraising Activities

As a vital part of our school's working budget, and because we operate as a 501c3 non-profit organization, fundraising is our lifeline. However, our fundraising events are a lot of fun both to plan and participate in. This year we will have three main fundraising opportunities, each with their own goal and mission.

- Give More 24
- L.I.T.E. Auction in the spring

See web page for details or email Erin Ring at [ring@camaschristianacademy.org](mailto:ring@camaschristianacademy.org)

Many different tasks need to be done, some from your own home, some in small groups. Many tasks can be done ahead of time and others the day of each event.

### 9:6 Change of Address, Email & Phone Number

## Section 9 – Parent

It is extremely important that a parent/student notify the office immediately if their address, telephone number, and/or email changes. It is essential that all information be kept up-to-date for parent-school communication and office use. Please stop in the office and or email [office@camaschristianacademy.org](mailto:office@camaschristianacademy.org).

### 9:7 Lost and Found location

CCA's Lost and Found is located in the Resource Room in a container labeled "Lost and Found". All found items will be placed in this location. If your child has misplaced something, please check this location. Unclaimed items will be donated. It is highly recommended that you place names on all coats, sweatshirts, lunchboxes, water bottles, etc.

### 9:8 Birthday invitations

Everybody loves birthday parties and no one likes to feel left out. If invitations are distributed at school, students need to invite the entire class or all classmates of the birthday child's gender.

### Food on Campus

**\*Due to some cases of severe Peanut and Tree nut allergies, do not send nuts of any kind or in any form without checking with your classroom teacher. Peanut free zones will be by classroom and need only.**

#### 10:1 Birthdays

We love to celebrate birthdays! The kids are allowed to bring in special treats to celebrate their special day. Please check with your individual teacher to avoid any allergies that may be in the classroom and to schedule the best time of day for treats to arrive.

#### 10:2 Snack

**Preschool & Kindergarten** - Once a month a snack signup goes home with a list of assigned snacks, this list will also be available online. These families are asked to send snack items to be shared among the younger students each day.

**Elementary & Middle School** - Students should pack an additional snack in their lunch, which will be eaten during class snack time. Throughout the year, individual teachers may plan creative cooking projects and will ask or assign kids to bring in specific items on those days. **ALWAYS REMEMBER to CHECK with your Classroom Teacher regarding possible classroom allergies!**

#### 10:3 Lunch – Transitional Kindergarten, Kindergarten, Elementary & Middle School

Our TK-8th grade students will need to bring a sack lunch with them on each full day of school. Microwaves are accessible, but are best to reheat, rather than cook food (max 1 minute) due to the high volume of students who may need to prepare food. Additional information will come home from the classroom teacher.

## Section 11 – Health & Medication Policies

### Health & Medication Policies

#### 11:1 Illnesses

For the health and well-being of your child and of the others at the school, keep your child home for the following symptoms:

- Unusual fatigue or irritability
- Fever (within 24 hrs, without Tylenol)
- Skin rash
- Sore throat or colored runny nose
- Nausea, vomiting or diarrhea (within 48hrs)

\* Students who get sick at school will need to be picked up within one hour. Students with a temperature of 100.0 or more will be asked to go home and follow our illness guidelines for return to school.

#### 11:2 Accidents

Minor cuts, bruises or bumps will be treated at CCA. If further attention is needed, the office will call the student's home or emergency number(s) on file in the office. In an immediate emergency, the office will call 911 and the student's home or emergency number(s).

#### 10:3 Allergies

Please be sure to notify us of any allergies that your student may have. If your student has a severe allergy, please turn in a detailed explanation and or a doctor's note. This information is distributed among teachers and classrooms.

#### 11:4 Medication Dispensing Policy

By state law, the school cannot administer any form of medication (including aspirin or other non-prescription medications) to students without a previously signed statement from the parent or guardian. Prescription medication will only be dispensed after the school has received written permission from a licensed physician. Request for Medication Administration and Physician Statement of Need forms are available in the school office. Medications must be in their original containers, clearly labeled with the student's name and dosage requirements. Medication consent forms are only valid for one school year, and all medication forms must be updated at the beginning of each school year. Parents/adults are to bring the medication to the school office. Students are not to carry any medication with them at school. (Exceptions to this rule will be on a case-by-case basis. These may include inhalers and epi-pens, and students must have written permission and a health care plan in place prior to carrying their medications.)

#### 11:5 Communicable/Contagious Diseases

CCA cooperates with the Public Health Department if there is an outbreak of a communicable disease. A communicable disease (contagious disease) means an illness caused by an infectious agent that can be transmitted from one person, animal, or object to another person by direct or indirect means, including transmission via an intermediate host, vector, food, water, or air. Communicable (contagious) diseases include, but are not limited to, chickenpox, conjunctivitis (pinkeye, bacterial), measles, mumps, hepatitis A, influenza, scabies, and tuberculosis. Please keep your child home from school if he/she has a communicable / contagious disease, and notify the school immediately. The following regulations are in effect for the more common diseases:

## Section 11 – Health & Medication Policies

- A. **Chicken pox:** Exclusion from school until free of symptoms and until all the vesicles have crusted (usually 5-6 days). Face and hands should be free of scabs.
- B. **Conjunctivitis (pinkeye):** A person with inflammation of the eye or eyelid shall be excluded from school until (1) the inflammation has cleared, or (2) a physician certifies that the student does not have conjunctivitis in an infectious stage, usually 24 hours after prescribed medication is given.
- C. **Impetigo:** Exclusion from school while lesions remain, or until a physician certifies the student is under adequate and continuing treatment. The student must have 24 hours of appropriate treatment prior to being admitted back to class.
- D. **Mononucleosis:** Medical release statement required to return to school.
- E. **Meningitis:** Medical release statement required to return to school.
- F. **Hepatitis A, B, or C:** Medical release statement required to return to school.
- G. **Scabies:** Student may return to school after 24 hours of prescribed treatment. (Please provide proof of treatment.)
- H. **Pertussis (whooping cough):** Student may return to school after five full days of proper antibiotic therapy and with a medical release statement.
- I. **Strep Throat:** Student may return to school after 24 hours of prescribed treatment and when free of fever.
- J. **Ringworm:** The student may return to school after 24 hours of prescribed medication treatment. The area affected by ringworm should be covered while at school until treatment is complete. (Please provide proof of treatment.)
- K. **Rubella (German Measles); Rubeola:** Medical release statement required.
- L. **Influenza A/B & Covid-19:** Quarantine at home as recommended and not returning to school until quarantine period is over in addition to being symptom free

### 11:6 Head Lice

CCA has a no nit policy. This means that any person with lice or nits will be excluded from school until adequately treated and all nits are removed. Nits, the eggs, are small, oval shaped specks that look like dandruff and are attached to each hair strand. They may be gray, white, brown, or black.

### 11:7 Chronic Disease/Life-threatening Illness

If your child has severe allergies, a chronic disease, or life-threatening illness, please inform the office staff and teacher. A written health care plan, signed by a nurse/physician, needs to be on file in the office. A health care plan determines the action that needs to be taken if your child has a health emergency or need. This plan is shared with staff on a need-to-know basis and will include training of the staff as needed.

### 11:8 Parent-Child Separation – Preschool

Separation is often harder on the parents than the child. For many of our preschool families, this will be the first time that you have left your child in a formal school setting. Although this can be a sentimental time for parents, please keep in mind that your smile, eyes, and body language communicate a lot. If a child senses any type of apprehension on your part, his own feelings of uncertainty will be enhanced. It is not unusual for a child to become teary when separated from a parent in an unfamiliar situation. Remember, this is a new environment with new faces. We will be quickly reassuring your child as we get him/her focused on new and exciting activities.



### Emergency & Legal Policies

#### 12:1 Communication with Families in Separated or Divorced Situations

Teachers are not required to meet with both parties in student custody cases. Please note the following policy: The board, teachers, and staff at CCA understand the difficulty that arises in many families due to divorce. It has been our experience that communication between parents in this situation is not always what it should be. However, for the sake of the child, who is our main concern, positive communication between parents must take place.

As a school, we believe our primary responsibility is to the primary residential parent. When someone other than the primary residential parent picks up the child from school, school communication will be sent home with that person on that particular day. When parent/teacher conferences are scheduled, only one conference will be scheduled for each student. It is the responsibility of the primary residential parent to coordinate schedules with others who should attend the conference. Each parent shall have full and equal access to the education and health care records of the child absent a court order to the contrary. Neither parent may veto access requested by the other parent. Educational records are limited to academic, attendance, and disciplinary records of public and private schools in all grades K-10th and any form of alternative school for all periods for which child support is paid or the child is the dependent in fact of the parent requesting access to the records.

The teachers and staff at CCA are aware of the difficult circumstances that arise when parents are working through custody issues over their children; however, it is important that we remain neutral in these issues. For this reason, we do not write statements in support of either parent.

#### 12:2 Child Abuse Reporting

CCA staff and volunteers acknowledge that they are fully aware of his/her obligation under state law regarding child abuse reporting requirements and that he/she will fulfill those obligations. Please notify the administrator immediately of any child abuse concerns.

#### 12:3 Fire Drills/Earthquake Drills

The purpose of fire drills is to thoroughly instill in the mind of the pupil the correct procedure for clearing buildings so that in case of an emergency it may be done with no confusion. Great emphasis is placed upon the execution of each drill. They should be brisk, quiet, and orderly in manner. Running and talking are prohibited.


During an earthquake drill, teachers have students drop to the floor (drop), get under their desks (cover), and hold on with one hand to one leg of the desk while placing the other hand over the back of their head and neck (hold).

Students are to remain silent during a drill so they can listen to the teacher's voice and directions.

#### 12:4 Emergency Lockdown

If a determination is made that the safety and health of students and staff are in jeopardy, an alert, "Critical lockdown!" will be issued to the staff. Upon receiving this message, the following steps are implemented by teachers and staff.

- A. Students are brought inside classrooms.
- B. Doors are locked and blinds are closed.



C. Students remain in the classroom until an “all clear” is issued.

### 12:5 Handbook Disclaimer

This handbook does not constitute an expressed or implied contract with the student or parent. The school reserves the right to revise or add to the handbook/policies at anytime, with or without parent notice.



## Appendix

### GEMS Volunteer Handbook