



# Champions

CHRISTIAN ACADEMY

**2011-2012**

**Student / Parent Handbook**

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## INTRODUCTION

**Champions Christian Academy** is committed to providing an exemplary educational environment that promotes excellence and inspires faith in every student.

**Champions Christian Academy** aims to educate and inspire every child to realize his or her full potential, unique purpose, and God-given destiny. We believe that through faith, service, and excellence, every child has the potential to be a leader, influencer, and difference-maker in the world today.

We aim to prepare and equip children with the foundation to be successful in every arena of life – including Education, Social Confidence, Character and Integrity, Marriage & Family, Church Leadership, Business, Civic and Government.

### Statement of Faith

- ✓ We believe and teach that the Bible is the Word of God, supernaturally inspired, and is the divinely authoritative standard for every age and every life.
- ✓ We teach that the Godhead exists eternally in three persons—Father, Son, and Holy Spirit.
- ✓ We teach that God is the absolute and sole creator of the universe, and that creation was by divine decree, not through evolutionary process.
- ✓ We teach that Jesus Christ in the flesh was born God and Man; that He was born of a virgin and lived a sinless life. He was crucified, died as a penalty for our sins, and was bodily raised from the dead on the third day to bring us victory. Later, He ascended to the Father's right hand where He is head of the church and intercedes for all believers. He is coming again personally, bodily and visibly to this earth.
- ✓ We teach that in His death, by His shed blood, the Lord Jesus Christ made a perfect atonement for our sin. Salvation is a free gift received in Faith.
- ✓ We teach that it is the goal of every Christian to grow in spiritual maturity through obedience to the Word of God and the indwelling of the Holy Spirit.

**Champions Christian Academy** exists to provide every student an exemplary education in a Christ-centered environment, preparing them to pursue higher education, while promoting service to others in the name of Christ.

### Philosophy of Education

- ✓ We believe in equality of all persons before God, that each student has a unique and valuable purpose.
- ✓ We believe the task of Christian education is most effective when shared by the school, the church, and the home.
- ✓ We believe that excellence creates opportunities for leadership and influence.
- ✓ We believe in the development of the whole child - physically, mentally, socially and spiritually.
- ✓ We believe that Biblical truth is the foundation of wisdom and knowledge.
- ✓ We believe in the importance of helping young people build genuine Christian maturity and devotion.

### Objectives

We will seek to lead students to commit their lives to Jesus Christ and see the importance and implications of His Lordship for whole and effective Christian living.

In all that we do and learn, we will challenge ourselves and our students toward educational excellence, a deepening Christian faith, and a commitment to service.

We will assist parents in promoting family strength and unity.

We will work to accomplish these efforts in an atmosphere of academic excellence and a community of grace, believing that God would expect no less from us as His Servants.

### **Oversight**

*Champions Christian Academy* is a ministry of Champions Church. The Board of Elders oversees the operations.

### **Teacher Qualifications**

God has blessed *Champions Christian Academy* with outstanding teachers. Each of them feels called by Him to be here, and is qualified both spiritually and professionally to teach those entrusted to them. Every applicant goes through a rigorous process before they are hired to teach. They must be born again believers with a clear Christian testimony. Our teachers must have a high school diploma. A Bachelor's degree and teaching certification are desirable. Our teachers are required to continue learning through a variety of methods so that they might become even better equipped in their area of expertise.

### **Office Hours**

The *Academy* office is open from 8:00 am to 4:00 pm Monday through Friday. Appointments can be set for hours outside the regular daily schedule if needed.

## **ADMISSION**

### **Preschool Program**

Children may enroll who are ages 3 or 4 years old by September 1<sup>st</sup> of the current year. They must also be completely potty trained and able to attend to their own bathroom needs. Parents are interviewed to determine if their child meets the social and academic readiness benchmarks for acceptance and success.

### **Nondiscriminatory Policy**

*Champions Christian Academy* does not discriminate against anyone based on gender, race, color, nationality, or ethnicity.

### **Discipline**

The Lord has established *CCA* to meet the needs of students who are pursuing a deeper relationship with Him in an academically challenging environment. Students with a history of behavioral are not generally granted admission. Students with special needs will be considered on an individual basis.

### **Probation**

All new students and returning students with questionable behavioral and/or academic needs will be on probation the first six weeks. During that time, the student must complete assignments, learn to follow classroom procedures, participate in class and cooperate with teachers and classmates within an appropriate learning environment. Students who are unable to adjust academically, socially or emotionally may be asked to consider another school.

### **Special Needs**

*CCA* will not be able to accommodate students requiring one-on-one supervision for a learning disability.

### **Registration**

A non-refundable registration fee of **\$95.00** per student is required to be submitted with the registration form for new students. For returning students, the registration fee is waived if the curriculum fee is paid in full by **June 1<sup>st</sup>**.

## Curriculum Fee

Upon acceptance to CCA, each student will be charged a fee to cover the cost of curriculum textbooks and materials. Payment of the fee will reserve the student's placement in the appropriate classroom. Returning students who have paid their fee by June 1st will not be required to pay another registration fee.

## Tuition

Tuition may be paid annually, in two (2) semester payments, or nine (9) monthly payments. Annual payment is due by August 20<sup>th</sup>; semester payments are due on August 20<sup>th</sup> and January 5<sup>th</sup>. Payments are due on the 1<sup>st</sup> of each month beginning September 1<sup>st</sup> and continuing through May 1<sup>st</sup>.

Monthly payments not received by the 5<sup>th</sup> of the month will incur a late fee of **\$40.00**. *If more than one payment is delinquent and arrangements have not been made with the Administrator, the student may not be allowed to come to school until the account has been made current.*

## Testing

Achievement Tests – The Stanford Achievement Test is administered to students in grades K-8 each spring. The test helps to identify student strengths and weaknesses, as well as provide grade level aptitude, proficiency and performance information. A copy of the test results becomes a part of the student's permanent record. A copy is given to parents with interpretation instructions. The actual cost per student will be charged at the time the tests are ordered (beginning of second semester).

## ACADEMICS

### School Hours

7:40-8:00	Classrooms are open to students
8:00	School day begins
8:10	Students are tardy
3:00	Dismissal of classes

\*Students not picked up after 15 minutes after dismissal will be escorted to After-school Care and parents will be charged \$5.00 per hour or partial hour.

## Curriculum

The core curriculum for students includes language arts, mathematics, social studies, science and Bible.

*Champions Christian Academy* places emphasis upon the development of the basic tools of inquiry and intellectual development that will help students learn throughout their lives. Students will master the skill of effective oral and written communications in English.

CCA consistently reviews the curriculum to ensure student needs are being met with a Christian perspective that is second to none.

Biblical studies are taught with an emphasis on teaching and nurturing youth in their relationship with Jesus Christ. Spiritually, the goal of the *Academy* is to encourage all students to receive Jesus Christ as personal Savior and to challenge them to think Biblically. They will be encouraged to seek God's abundant and supernatural life.

## Enrichment Classes

*Art* – Students have the opportunity to experience a variety of mediums and techniques as they are woven into the curriculum daily.

*Music/Drama* – Students are taught to praise God with joy and to express what they are learning through drama, movement and song.

*Physical Education* – The goal of the Physical Education program includes character building, skill building and activities that encourage a healthy lifestyle. Christian attitudes and actions are an integral part of activities. *Kids Zumba* will be the featured class for this school year.

*Computer* – Each classroom has computers which are used to reinforce skill being learned in the classroom.

## Grading

*Champions Christian Academy* emphasizes learning and the acquisition of skills more than a particular grade or score. However, grades will be given and a report card sent home to parents each 6 weeks. The grading scale is as follows:

### Pre K – Kindergarten

E = Excellent

S = Satisfactory

N = Needs Improvement

IE= Improvement Evident

### First-Third

A = 92-100

B = 83-91

C = 75-82

D = 70-74

F = Below 70

### Citizenship grades for all grades

E = Excellent

S = Satisfactory

N = Needs Improvement

U = Unsatisfactory

## Report Cards

Report cards are issued each 6-week period indicating the student's achievement in all subjects. Parents are to sign and return the reports cards within a week of receiving. There is a \$10 charge for replacement of a lost report card.

## Homework

Homework is minimal in the early grades, but when given provides reinforcement, and the opportunity to instill in students a sense of responsibility. It gives parents an opportunity to be involved in their child's education. Homework will never be given as busy work or punishment.

## Weekly Communication Folder

Students will take home a pocket folder each day containing items of communications requiring parents' attention and work the student has done for review. Parents are to sign the contents, and the student shall return the folder the following school day.

## Textbooks

Students are responsible for the care of textbooks used. Normal wear is expected. However, the student will be charged for the cost of replacing or repairing a textbook if it has been abused or damaged beyond use.

## ATTENDANCE

### Excused Absences

Excused absences are given for sickness, medical appointments, family emergency, a death in the family, or circumstances, which cause reasonable concern for the parent for the safety or health of the student. If a student is absent for one of these reasons, the **parent should call the Academy office no later than 10:00 am.** Otherwise, the absence will be considered unexcused.

Other absences, such as family trips, may be excused with **prior administrative approval. Please submit requests for these absences in writing to the school office with at least one week's notice.** Teachers are encouraged but not required to give the student make-up work ahead of time. Students are expected to turn in such work upon returning to school unless other arrangements are made. They must also turn in any long term assignments that are due on the day they return to school. Students who will miss an announced test during their absence must take the test the day they return. *Parents should attempt to minimize planned absences as much as possible.*

**Students who miss more than 10 days in a semester or more than 15 days in a school year face the possibility of losing the ability to promote to the next grade level.**

### Unexcused Absences

Unexcused absences are those considered unsubstantial. Students with unexcused absences will receive a deduction of grade for assignments and tests that were missed that day.

**Truancy**, defined as a willful, unexcused absence from class, will not be tolerated and repeated offenses will be grounds for suspension.

### Tardiness

A student is tardy if he/she is not physically in the room at 8:10 a.m. Students arriving later than 8:30 should report directly to the school office for a tardy notice.

A student who has accumulated 4 unexcused tardies in one semester will be expected to meet with the Administrator to address the issue. A parent conference may follow.

Tardiness may be excused for medical appointments, car trouble, or other situations deemed unavoidable. The school Administrator will have the final authority in this determination.

### Early Departure

If a student needs to leave school early for any reason, the parent must write a note or call indicating the time of departure, and who will be coming to pick the student up. Parents or others picking up children during school hours must come to the office to pick up their student.

### Inclement Weather

Should school need to be cancelled or delayed in opening because of snow or other inclement weather conditions, an announcement will be aired on local TV stations. Every attempt will be made to get the announcement aired by 6:30 a.m. Please do not call the school or teachers at home. CCA will generally follow the delay or cancellation decision by Wylie ISD.

### School Withdrawal

Should a parent choose to remove their child from school for any reason, the parent is still responsible for the full semester's tuition. *Champions Christian Academy* hires teachers for the

academic year, August through May. When a child is accepted for admissions, it is based on the assumption that the child will complete the academic year.

Partial refunds will be considered for families experiencing catastrophic illness in their immediate family or moving over 45 miles from the school due to employment changes.

**Notification of intent to withdraw must be submitted to the *Academy* in writing at least two weeks prior to the withdrawal date.**

## HEALTH AND FIRST AID

### Immunizations

Students must be current on all immunizations as required by Texas law in order to attend the *Academy*. Parents are responsible for providing proof of immunization at the time of application or as immunizations are updated.

For more information about Texas requirements, log on to [www.immunizeTexas.com](http://www.immunizeTexas.com).

### Illness

Sick children (temperature 100 degrees or higher, vomiting, diarrhea, unknown rash) will be sent home from school. Students with contagious illnesses should be kept home until they are no longer contagious. Children should be fever-free (without medication) for 24 hours before being sent back to school. If you are not sure whether or not your child is contagious, please consult your physician.

### Accidents

All accidents which may occur during the school day or on any school-sponsored trip should be reported to the office immediately where an incident report will be completed. Minor injury that only requires first aid or the administration of a nonprescription medication (such as acetaminophen) will be administered and documented by the school office personnel. Any student who has a more serious injury or illness requiring immediate emergency medical attention will be taken to the hospital and the parents will be notified by phone.

All injury insurance needs to be covered by the family. The *Academy* does not provide this coverage.

### Prescription and Medication Procedure

All prescription and non-prescription medications brought to school by the parent must be in their original containers labeled by the pharmacist or physician along with a completed Medication Consent Form. All such medications must be held in the school office, and cannot be in the student's possession. Medications must be taken in the presence of school office personnel and only according to the instructions on the container.

## APPEARANCE CODE

We desire that the students of *Champions Christian Academy* reflect the best possible image of themselves, their school, and the Lord. We desire **neatness as well as modesty**. Each student's appearance will be judged on an individual basis. The Administrator will make the final decision of appropriateness in a student's appearance.

### Dress Code

Preschoolers should be dressed for an active day. **Closed toe, rubber-soled shoes are required for safety's sake. Rain boots, sandals, "crocs" and cowboy boots are not permitted.** Please include an extra complete set of clothes (top, bottom, underclothes, and

socks) to be kept in your child's backpack in case of any accidents or spills that may occur during the school day. Label all items that come to school with your child.

During cold weather, please send a heavy coat for outside activities as outdoor play is an important part of the day and will occur each day except in cases of severe weather. During the Fall and Spring a light jacket or sweater is needed for early morning outside play.

*Champions Christian Academy* requires uniforms in grades K-3rd for the following reasons:

1. Peer pressure regarding dress is alleviated, lessening distractions and allowing students to be more focused on their studies.
2. Clothing costs are generally lower in the long run, since pressure to buy certain brands is lessened, and since uniforms can be handed down or resold.
3. Studies have shown that uniforms foster a more disciplined atmosphere in the school.
4. School unity is promoted by helping to establish a school identity and by leveling students from different socio-economic levels.

### **Uniforms for Girls**

Tops – Polo style, long or short sleeves in forest green, navy, red or white

Turtlenecks permitted during cold weather in same colors.

Skirts or Skorts – Appropriate length below or just above the top of the kneecap in navy, khaki or tan

Jumpers – in navy, khaki or plaid (available from J.C. Penney catalog) with white (only) blouse

Slacks or Capri pants – (no denim) navy, khaki or tan

Walking style shorts – (no denim) navy, khaki or tan

Shoes – Tie or Velcro shoes in black, brown or navy; or athletic sneakers

*No sandals, clogs, mules, open-toe, or open-heeled shoes permitted.*

Socks – White or navy

### **Uniforms for Boys**

Shirts – Polo style, long or short sleeves, in forest green, navy, red or white

Turtlenecks permitted during cold weather in same colors.

Pants – Twill or cotton fabric, regular or cargo style, in navy, khaki or tan

Walking style shorts – (no denim) in navy, khaki or tan

Shoes – Tie or Velcro shoes in black, brown or navy; or athletic sneakers

*No sandals, clogs, mules, open-toe, or open-heeled shoes permitted.*

### **Non-Uniform Days**

Occasionally a non-uniform day will be declared allowing students to wear street clothes or special outfits appropriate for the activities of the day. However, every effort should be made to uphold the high standard set by uniforms.

*Baggie or saggy pants; see-through, tank, spaghetti strap or halter top; tight-fitting shirts or shirts with inappropriate pictures/wording will not be permitted.*

## **CODE OF CONDUCT**

*Champions Christian Academy* trains its students to strive to live above reproach, showing respect for God, country, family, faculty, and fellow students. Students who fail to cooperate spiritually or scholastically will jeopardize their privilege to attend CCA.

**Infractions** of discipline include the following:

- Being disrespectful to a teacher, peer, or visitor;
- Fighting or roughhousing;
- Exhibiting inappropriate or boisterous behavior;
- Speaking out in class without permission;

- Being out of an assigned seat unnecessarily;
- Being unprepared for class by not bringing homework or other materials;
- Violating the dress code;
- Cheating, lying or committing plagiarism;
- Destruction or vandalism to *Academy* property;
- Any behavior deemed unacceptable by the Administrator.

Teachers have a discipline plan for the classroom to create an environment in which learning can take place. They use discipline methods which draw on their own strengths for effective results. Consistency is the underlying factor in creating this environment.

Disorderly conduct will not be tolerated. Failure to correct inappropriate behavior may result in suspension and/or expulsion. If a serious offense occurs (including but not limited to physical violence), the Administrator reserves the right to override normal discipline steps and move immediately to suspension and/or expulsion.

## **OTHER PROCEDURES**

### **Chapel**

In addition to the regular Bible classes, weekly chapel assemblies are conducted as part of the school program. This is an extended time for worship that features songs, musical groups, guest speakers, as well as student, teacher and administration participation. Parents are welcome to attend, but are asked to sit in the guest designated section.

### **Prayer**

Our school is a testimony to the power of prayer. Our teachers pray daily for their students and the *Academy*. We depend on the prayer support of our school families and friends. We believe in miracles and teach the students concerning the authority and power of the believer. If your family has a prayer need you would like to share with the elders and teachers of the *Academy*, please call the office or send a written note with your child. We desire to minister to and support our CCA families.

### **Lunch**

Lunch is a special time for students to eat and visit with classmates. Students are expected to practice good manners and appropriate lunch table behavior.

Lunch, including a drink, utensils and napkins are to be sent from home each day. Items in lunches should be nutritional and non-perishable. **A refrigerator or microwave is not available for student use.**

The option of purchasing pizza or other hot meal items will be made available once during a week. Order forms will be sent home for an entire month. Payment must be included for the order to be accepted.

### **Birthdays**

We welcome birthday celebrations at morning snack time. Please consult with your child's teacher to confirm snack time. You may bring a nutritious treat, cookie, muffin or cupcakes. Please do not bring cakes, drinks, candles, pizza, party favors, presents, etc.

Please avoid food items with peanuts or peanut butter and red food color due to allergy concerns.

Teachers are happy to pass out party invitations to parties outside of school provided all children in the class receive an invitation.

### **Field Trips**

Parents who are attending or driving to a field trip may be responsible for any costs/fees involved. Siblings are not permitted to attend with a parent unless the field trip is designated as

a family event. Classroom teachers will select chaperones on a rotational basis. Parents who drive must have a valid driver's license and proof of insurance on file in the *Academy* office. For each child under age 8, a car seat must be provided by the parents. Written permission slips must be signed by a parent and any admission fees paid before a child may leave for a field trip. Children must wear seat belts at all times while traveling to and from field trip locations.

A medical emergency information card with authorization for *Academy* personnel to act on behalf of the student must be on file at the office.

### **Holidays**

*Christmas* – At Christmas we celebrate Jesus, and the giving of gifts represents the ultimate gift of God's Son. During December the focus will be on the real meaning of Christmas, and not on Santa Claus.

*Easter* – Easter is an important event in Christianity. During one or two weeks prior to Easter, students will study scriptures to help with understanding who Christ is and the details of His death and resurrection.

*Halloween* – We do not celebrate Halloween because it magnifies demons, witches and sacrifices to them.

*Thanksgiving* – Thanksgiving is taught accurately historically and Biblically.

### **Traffic Flow**

During drop-off and pick-up times, cars should enter the parking lot from Wagon Wheel and exit onto Buffalo Gap Road. Parents may choose to park along the curb for drop off and pick up purposes. However, if you will be leaving your vehicle for more than 10 minutes, please park in a designated parking slot.

### **Pets**

For safety reasons, no pets will be allowed in the *Academy* buildings unless otherwise authorized.

### **Photographs**

Unless otherwise notified by the parents and/or guardians, permission to use photographs of students participating in school functions for advertisement is implied.

### **Classroom Visitation**

Parents are encouraged to visit their child's classroom. Please give the teacher prior notice regarding the time of the intended visit.

The *Academy* allows non-students who are considering enrolling to visit classes. Because of the disruption to the normal classroom routines, other children are not allowed in classrooms.

Visitors are asked to sign in at the *Academy* office and secure a visitors' badge to be worn while on the school grounds.

### **Leaving the Campus**

Students who leave during the school day for any reason must be signed out in the *Academy* office by a parent. If the student is leaving with anyone other than a parent, the school must be notified. Upon return, the student must be signed in.

### **Lost and Found**

Items that are found can be turned into the Academy office. Those that have not been reclaimed become the property of CCA and may be disposed of every two weeks as necessary. Please mark your child's belongings to ensure quick identification.

### **Telephone Use**

Students and faculty will not be called to the phone except in an extreme emergency. If parents need to contact or give an item to their child, they may do so through the office.

### **Electronic Devices/Personal Items**

In order to protect the learning environment, students are not allowed to bring CD players, hand-held video games, iPods, cell phones, pagers or other similar electronic devices.

If the parent insists on their child having a cell phone, it must be turned off during class time. To minimize classroom distractions, children may not bring toys, candy or gum to school.

## **COMMUNICATION**

Teachers at *Champions Christian Academy* are always willing to answer your questions and to work with you in a positive manner for the welfare of your child. Conferences for all students will be held after the first 6-weeks reporting period.

As a school family, we must utilize effective communications to best achieve the goals and objectives established for our school. If you have questions or concerns about a specific curriculum or program, please contact the teachers and/or administration.

Communication between teachers and parents is essential to the success of a child. Parents are urged to confer regularly with their child's teachers.

If a parent has a concern related to the school, the following steps should be taken in resolving the issue:

1. Parents call to set up a meeting with the teacher.
2. If the problem is unresolved, contact the Academy Head Teacher, and finally the Administrator, if necessary.
3. As a final recourse, the Board will mediate disputes (Matthew 18:15-20).

## **PARENT INVOLVEMENT**

The role of educating your child is a very important one. The faculty recognizes the importance of parental involvement and expects parents to support the authority of the faculty. We encourage parental involvement in *Champions Christian Academy* activities, including family fellowships and celebrations throughout the year.

Volunteers who desire to assist teachers and staff will find many opportunities, such as:

- Room parents
- Field trip chaperones
- Tutors
- Classroom clerical aides
- Lunchroom monitors
- Do-dads for minor work projects (repairs, expansion, beautification)

### **Fundraisers**

*Champions Christian Academy* is committed to seeking financial partnerships through voluntary gifts from all segments of our constituency. *Champions* will tie its reason-for-being to its reason-for-asking to be supported by those who believe in the mission.

CCA is committed to avoiding the sale of products to finance the school. The sale of products diminishes the very idea of the mission. It also relies on the public's desire for a tangible exchange of goods in return for money, rather than the tangible benefits of good work to the glory of God.

**PLEASE SIGN AND RETURN THIS PAGE  
TO CHAMPIONS CHRISTIAN ACADEMY OFFICE**

**PARTNERSHIP AGREEMENT**

*Champions Christian Academy's educational mission involves working with the home in the overall Christian education of students. As a family:*

***We understand*** that Champions Christian Academy is a ministry of Champions Church and accepts interdenominational students and people from all racial backgrounds who desire a quality Christian education.

***We agree*** to comply with the parental responsibilities including paying tuition payments on time and regularly.

***We agree*** to support the school with our prayers and with a positive attitude. Complaints or negative comments will be shared only with the teacher, administrator, or person involved, and not with others. This follows the Biblical principle given in Matthew 18.

***We understand*** that if at any time the Academy determines in its sole discretion, that our actions do not support the school's ministry, or they reflect a lack of cooperation and commitment to the home and school working together; it has the right to request the withdrawal of our student(s).

**HANDBOOK AGREEMENT**

***We have read the entire Student/Parent Handbook and agree to support the policies and procedures during this school year and as long as our child/children attend Champions Christian Academy.***

---

Parent Signature

Date

---

Student Signature

Date

---

Student Signature

Date