

2017-2018

Parent & Student Handbook



CELEBRATION
Christian Academy
School of Champions



6080 Foreland Garth
Columbia, MD 20145

www.celebrationchristianacademy.org
410-997-2384

MASCOT: Lion

SCRIPTURE: Revelation 5:5

COLORS: Blue & White

Dear Parents,

Greeting and welcome to the 2017-2018 school year of the Celebration Christian Academy. We are looking forward to meeting our new students and very excited to have our returning students, ready to learn. Our goal is to provide your child with an engaging learning atmosphere in which they can receive Christian guidance, as well as academic excellence. We endeavor to ensure that our students thrive academically in a loving school environment and will look forward to each new school day!

The staff has been anxiously awaiting students' arrival and preparing classrooms and curriculum aligned to their new grade level standards. You will see some new, and many familiar faces at CCA this year. We want to work with you, and your student, so that together we can engage in the learning process. Your student will receive the best education possible when you and our dedicated teachers work as a team. It is often a parent's enthusiasm, encouragement and daily involvement that inspire children to do their very best.

Our goals this year are designed to improve our school and enhance student learning. We are honored that you have entrusted your child to us and we will do all we can to make this an incredible school year for each student. Look for continued communication through newsletters, emails, and our Celebration Christian Academy Facebook page. Please take the time to *like* us on Facebook. You are an important part of our success and we appreciate and value your feedback and support.

I wish you and your family the best this school year at CCA!

WIN!

Robin Davis, Principal

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ABOUT CCA

VISION

The vision of Celebration Christian Academy is to disciple our students for Jesus Christ, creating young people of exceptional character, outstanding academic preparation, and a courageous heart for the knowledge of God.

MISSION

The mission of Celebration Christian Academy is helping students *win in life* through effective teaching and learning that are biblically sound, academically rigorous, socially engaged, and culturally relevant.

CORE VALUES

Spirituality

1. CCA's top priorities are for students to have a close personal relationship with God and develop a Christian worldview.
2. CCA's greatest emphasis is on student development of moral character and personal virtue.
3. Christian school graduates are significantly more likely to pray and read Scripture, alone and with their family. CCA has the highest belief in biblical accuracy in scientific and historical matters.
4. Christian school graduates are more likely to attend religious services and respect the authority of church leadership.

Academic

1. Since 1992, CCA has scored significantly higher in every grade level on national achievement tests.
2. CCA students read at least one grade level above the national averages as measured on a national achievement test.
4. CCA requires more course credits in English, math, science, biblical studies, civics, social studies, art and music, and physical education than most other programs.
5. CCA graduates attend the best middle schools in Howard County-public and private.
6. Christian school graduates are more likely to attend a college or university and obtain more years of higher education than their public school peers.

Cultural/Community

1. CCA accepts families and children of all nationalities and cultures.
2. Christian school graduates give more of their time to volunteer in their congregations, on mission's trips, and on relief/aid trips.
3. CCA students learn the importance of involvement in community service, politics, and fine arts than nonmember Protestant Christian schools.
4. Christian school graduates have a strong sense of direction in their lives and are more confident in their ability to deal with life challenges than their peers.

EDUCATIONAL PHILOSOPHY

There is no contradiction between academic excellence and a biblically centered education. As a representative of Jesus Christ, called to the care and nurture his children,

Celebration Christian Academy strives to be excellent in all things. Our program and activities are filtered through the worldview of our faith and belief in Jesus Christ. We believe the Bible to be the inspired Word of God and our source for absolute truth. (2 Timothy 3:16).

Foundational to *winning in life* is a personal relationship with our Lord and Savior, Jesus Christ. The fruits of our Christian faith and biblical foundation, as a school, are students equipped to *win in life*, be defenders of our faith, and go out into the world to help others *win in life*. CCA is unabashedly a Christian school that is prepared also to compete academically with the best educational institutions our region has to offer, while setting ourselves apart as salt and light in the world. Our educational commitment is to students who can set the pace in whatever environment they find themselves, being exceptional in knowledge, speech, attitude, and heart.

WHAT WE BELIEVE

1. We believe the Bible is the inspired Word of God

(2 Timothy 3:16)

The Word of God expresses the clearest, wisest and ultimate counsel of God in matters of faith, conduct, and character. At Celebration Christian Academy, we endeavor to teach; to share God's Word to man; and above all, to live that Word in the world as ambassadors of Christ (2 Corinthians 5:20).

2. We believe that eternal life is God's quality of life and is His gift to you in Jesus Christ (John 3:16; 1 John 5:10-12)

Your allegiance to Jesus means that your life, your soul, the real you, lies in the possession of God (John 10:9-11; 28-29). No man can take you from God nor deny God from taking full possession of you, now or forever (2 Corinthians 5:17-21).

3. We believe that every person will spend eternity in heaven or hell

(Matthew 25:31-46)

Jesus said there was both a heaven and a hell with an impossible, unbridgeable gulf between the two after death (Luke 16:19-31). How we live here, who we claim as "God" here, will determine our destiny (Mark 8:38; Luke 9:26). Each person must make his choice (2 Corinthians 5:6-11; John 1:12; Revelations 3:20). We stand ready to assist you in the living out of your Christian commitment. Jesus went to prepare a place for you (John 14:2-3). Our intention is to do all we can, while possible to enable you and others to be at the Great Homecoming where God our Father is waiting.

4. We believe that all believers should seek the infilling of the Holy Spirit

(Luke 11:13; Acts 1:8; 2:1-4; Romans 12:1-2; Ephesians 4:22-30)

You are not a Christian because of what you did. Salvation is a gift not a merit. The Holy Spirit drew you to God in faith. Having begun by yielding to the influence of God's Spirit - you must continue to be open to His leadership in all areas of your life. Then we please God because the Spirit of Jesus reigns in our lives (Romans 8:9). The best evidence of the Spirit's presence is when His fruit of love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control are present in our lives (Galatians 5:22-23).

5. We believe that all Christians have a responsibility for witnessing

(Luke 24:48; Luke 9:26)

Your decision to be a Christian places you in a working relationship with God in ways that are neither detrimental to your health nor your limitations. Your faith is to be lived out in the world in terms of service; it is not just to be enjoyed (Matthew 5:13-14). Under the guidance of the Holy Spirit, seek what God would have you to do (Ephesians 4:7). For remember, an idle mind is the devil's playground (Hebrews 2:1-3; Matthew 25:24-30).

6. We believe that all Christians should observe the symbolic act of baptism
(Matthew 3:16)

Our Lord was baptized by John the Baptist). The baptism of Jesus symbolized the end toward which His life was directed. It symbolized the destruction of sin and death, which are the enemies of fellowship with God. Jesus gave instructions for new converts to be baptized. Your baptism is a public witness to the death of sin and the commencement of the new life that has occurred within you. Baptism is thus for each person who has decided to follow Christ. It is not a purifying rite; rather, it stands as a witness to a moral birth that has already occurred (1 Corinthians 12:3; 1 Peter 3:21). It has been written, "Baptism is an outward sign of an inner work."

7. We believe that all Christians should receive Communion and participate in Foot Washing (1 Corinthians 11:23-26; John 13:4-16).

The Lord's Supper (Communion) represents the presence of the Risen Christ who is Lord of the Church and the Coming King to claim His subjects. By taking the cup and the bread, believers testify that they are partaking of His life and are in sacred union with God through Christ. In Foot washing, we affirm our togetherness and the ministry of the service to each other and to the world. Our master Himself gave us this example and made it a symbol of humble service one to the other. (Corinthians 11:23-26; John 13:4-16)

ADMISSIONS POLICY

STATEMENT OF NONDISCRIMINATION

Celebration Christian Academy does not discriminate on the basis of race, color, physical ability, national or ethnic origin in the administration of its educational policies, admissions policies, financial aid program, athletics, or other school-administered programs.

All new students are admitted under a Performance Plan, which their academic progress and their behavior are evaluated during their first quarter of attendance. Celebration Christian Academy is not equipped to facilitate special needs students.

Enrollment in Celebration Christian Academy is a privilege, not a right. Parents must understand that continued enrollment of their children is dependent on their support of the academy, its staff, and its policies.

It should be noted that CCA supports the biblical view of marriage defined as a covenant between one man and one woman, and that God immutably bestows gender upon each person as male and female to reflect His image. Therefore, faculty, staff and student conduct is expected to align with this view.

K3 – KINDERGARTEN SCREENING

As part of the application process all children enrolling in our K3, K4, and Kindergarten programs will need to have a developmental screening conducted. Developmental screening is a brief method completed by a parent, caregiver, or pediatrician to quickly identify a child's progress through foundational early childhood developmental milestones. A child's development can be measured by how a child learns, speaks, moves, behaves and relates. Skills such as smiling, waving, and talking are developmental milestones. Parents should consider this process as part of required documentation in order for the child to attend our childcare program. Once your registration fee is received, the Ages & Stages Questionnaires (ASQ – 3) can be picked up in the office or emailed.

CRITERIA FOR ADMISSION

Celebration Christian Academy admits children into:

K3 Program – three year olds on the basis of age by September 1st and must be fully toilet-trained. Exceptions may be made based on the child's readiness.

K4 Program – four year olds primarily on the basis of age by September 1st and able to use the restroom independently.

SPECIAL NEEDS

Celebration Christian Academy accepts students with special needs and provides access to special needs assessment and evaluation through Howard County Public Schools and support services for children with diagnosed disabilities and medical healthcare needs. If a parent feels as though their child has a special need they can call the Howard County Diagnostic Center at (410) 313-7046. They will then be able to make a referral for evaluation based upon place of residence with Howard County.

STANDARD OF CONDUCT

DRESS & GROOMING

No aspect of Christian testimony is as obvious as the witness of our appearance. We hold that Christians should present themselves so that Christ would be pleased and honored. We encourage each student to gain recognition through personal development and conscientious work.

Celebration Christian Academy is a uniform school. Our reasons for the uniform requirement are:

1. Uniforms prevent Christian youth from being a stumbling block through immodesty and sloppiness.
2. Uniforms statistically result in a higher level of discipline and academics.
3. Uniforms help to improve students' self-image, as they are less likely to compare themselves with other students.
4. Uniforms assist in building school spirit.
5. Uniforms eliminate competition in dress.
6. Uniforms standardize and neutralize externals while enhancing individualization in internal values.

CCA DRESS CODE

All uniforms should be neat & clean. Uniforms can be purchased either online

(<http://www.dennisuniform.com>) or at a Dennis Uniform retailer near you.

Girls

Mon & Fri

- Gym wear t-shirt
- Gym wear navy blue shorts or navy blue sweatpants
- Optional navy blue sweatshirt
- Black or dark sneakers

Wed

Chapel Dress Uniform:

- Collared peter pan blouse
- Cross-tie
- Plaid jumper
- White tights or white knee-hi
- Optional uniform cardigan
- Saddle shoes or black dress shoes

Tue & Thu

Any combination of:

- Khaki or navy uniform skorts, Bermuda shorts or pants
- White or navy long or short-sleeved polo shirts
- Optional uniform cardigan or fleece
- Black shoes/sneakers

Boys

Mon & Fri

- Gym wear t-shirt
- Gym wear navy blue shorts or navy blue sweatpants
- Optional navy blue sweatshirt
- Black or dark sneakers

Wed

Chapel Dress Uniform:

- Button down oxford dress shirt
- Navy blue necktie
- Navy blue dress pants
- Optional uniform cardigan, pullover or sweater vest
- Black dress shoes with black dress socks

Tue & Thu

Any combination of:

- Khaki or navy uniform shorts or pants
- White or navy long or short-sleeved polo shirts
- Optional uniform cardigan, pullover, sweater vest, or fleece
- Black shoes/sneakers

**Sneakers must be a dark solid color. Leggings and knee-highs must be all white. Shirts must be tucked inside of pants. Pants must be without cargo pockets and with a belt.*

CLASSROOM CONDUCT

A safe, caring, and respectful atmosphere conducive to learning is created and maintained at the Academy. Students' behavior may not interfere with the teaching or the learning process. Each teacher develops class management procedures for the students, which are presented and taught to the children at the beginning of every school year. Each teacher communicates his/her classroom management plan to the parents in the beginning of the academic school year.

- Students are to greet teachers in the morning by saying: "Good morning, Sister (last name)." Our office administrators are to be greeted as Sister (last name). Students are to use titles of the pastoral and ministry staff (i.e. Bishop Davis, Pastor Davis, etc.)
- Students are to face adults making eye contact and giving full attention when speaking or receiving instruction.
- Students are not to speak out in class unless they raise their hands, and the teacher gives them permission. However, as directed by the teacher, the students can be taught and allowed to talk and move appropriately during activities.
- Students in all grades can learn to put away materials and get ready for the next activity both quickly and quietly.

HALLWAY PROCEDURES

When students are moving as a class from location to location within the Academy, their processions should be orderly, in a single file line with girls at the head of the line and boys following. As the students walk, hands should be either clasped behind their backs or at their sides at the discretion of the teacher. Students should always move quietly through the building with talking occurring at a very low level if at all.

RESTROOM PROCEDURES

Teachers will establish a restroom break routine in the beginning of the year. Pre-school and kindergarten classes may take their restroom breaks together at designated times during the day, while elementary classes tend to have more individual flexibility.

CHAPEL CONDUCT

During assigned chapel time, students are expected to behave respectfully and speak quietly. A special reverence is reserved for the sanctuary. Students will leave Chapel with their classes in an orderly line.

LUNCHROOM CONDUCT

- During lunch students may sit anywhere with their classmates, being careful to be courteous and respectful of others as they find their seats.
- A peanut butter table is designated for students with any peanut butter products in their lunch.
- Students will stand and bless the food together with the other classes assigned to that lunch period. All students are encouraged to bow their heads, fold their hands, and close their eyes
- Students are to eat quietly with no talking for the first 15 minutes. Students may talk quietly with a neighbor for the remainder of the lunch period
- Encourage students to use good table manners
- Students are not to share their lunch with another student unless asked to share with a student who does not have a lunch. (A student may have a food allergy or restriction)
- Students will be taught responsibility by allowing them to help in the cleaning of tables and the floors

RECESS & PHYSICAL EDUCATION CONDUCT

- Students will play on the playground areas.
- Students will show pride in their school by keeping the building and ground free of litter.
- Students will take turns on playground equipment.
- Students will leave personal toys/electronics at home (i.e. tablets, ipods/mp3 players, video games, etc.) during the regular school day.
- Students will settle differences peacefully.
- Students are not to take any food to the playground.
- Students are never to leave the playground without permission.

On days when the grassy areas are too wet or muddy, students may be restricted to the WIN Center. If the temperature or wind chill factor outside is 32^o (freezing) or below—or the temperature is above 90^o, students will remain in the WIN Center for recess and during After Care. The teacher may take the students out

for a brisk walk no longer than minutes. Jackets, hats and gloves are required for students when the temperature or wind chill factor is 45 ° or below.

DISCIPLINE POLICY

The general aims of our discipline policy are to develop self-discipline in students and create the conditions for an orderly community, in which effective teaching and learning can take place. Integral to the aims of our policy is a Biblical perspective in terms of student and staff attitudes and behavior. Galatians 5:22-23 gives us our foundation for what to expect of ourselves relative to the Fruit of the Spirit. The Scriptures abound with examples of Godly living, which inform our expectations.

EXPECTATIONS

CCA creates high expectations for every child to reach his or her full potential. We have established a system of services and supports within CCA and in conjunction with the Howard County Public School System to assist children of varying abilities and their families.

Students at the Academy are expected to demonstrate **Love, Joy, Peace, Patience, Kindness, Goodness, Faithfulness, Gentleness, and Self-Control** (Galatians 5:22-23).

These Biblical expectations are broad, but cover a multitude of areas with regard to practical daily application.

POSITIVE BEHAVIOR PRACTICES FOR PRESCHOOL

CCA teachers use a variety of strategies for defining, teaching and supporting a positive school environment. Some of the strategies include the physical classroom layout, environmental cues, use of schedules and routines, engagement in large and small group activities, and the use of simple rules. Additionally, CCA teachers skillfully apply strategies for preventing challenging behavior by removing distractions, adding breaks, assigning peer buddies, and using quiet areas in room.

The Classroom Management Plan for **Preschool Children** Includes:

- Providing clear instructions
- Using redirection to refocus the child in order to assist changing current behavior
- Giving positive feedback
- Offering choices that include selecting new materials, moving to new environments, and giving them the words to problem solve by following these steps; what is the problem, think of a solution, what would happen, give it a try.
- Promoting active participation with modeling
- Encouraging verbal communication (use words to describe feelings)
- Monitoring and anticipating difficult play activities and providing other options
- Removing the child from the environment to spend time with them, speaking in a calm voice to help them understand the situation to be able to reenter the environment.

Teachers will make every effort to affirm positive behavior through special recognition, verbal encouragement, special awards and rewards. Parents will also be notified of exceptionally good behavior through a *Good News* notification. A character trait will be

presented each month at chapel and be reinforced in class and shared with parents so that it can be emphasized at home as well.

UNACCEPTABLE BEHAVIOR

Dishonesty - **Lying, cheating, or stealing**

- **Disobedience** - Defiance, fighting, profanity, teasing, destruction of school property or the property of others, and insolence
- **Disorderliness** - Interrupting the class routine, i.e. leaving seat without permission, getting out of line when required to be in line, leaving playground or school grounds without permission, speaking out of turn, etc.
- **Discourteousness** - Distracting or disturbing noises, excessive talking at inappropriate times, or teasing
- **Slothfulness** - Wasting time or displaying no effort to work earnestly
- Lack of preparedness - Incomplete homework or lack thereof, not prepared for class, or not in proper uniform
- **Poor Attitude** - Presenting a negative spirit in actions, words and/or facial expressions (sneering, haughtiness, rolling eyes, etc.)

CLASSROOM DISCIPLINE PLAN

1. Each teacher will have a classroom discipline plan that will include:
 - a. Rules that students must follow at all times
 - b. Positive recognition that students will receive for following the rules
 - c. Consequences that result when students choose not to follow the rules
2. Teachers will teach their classroom discipline plan to their students.
3. The Principal should also be notified when it is necessary to notify a parent of bad behavior.

RANGE OF CONSEQUENCES

The consequences for unacceptable behavior will reflect the severity of the action. All consequences should be prayerfully considered and implemented, and the dignity of the student should always be considered. It is important to keep in mind that all discipline should consider the long-term impact on the student and should lead to a student understanding what they did wrong, the Biblical principal they violated, the appropriate conduct that is expected and how they can accomplish it. The goal in applying discipline is to reach the heart of each student since behavior is motivated from within the child's heart.

Discipline may be administered via the following action, but not necessarily in the following order:

1. Instruction to the student and redirection. The teacher might consider the following:
 - a. Walk to the student's desk and stand beside them for a moment.
2. Verbal admonishment or warning from teacher (staff). The teacher may consider the following:
 - a. Use a soft authoritative voice.
 - b. Have the student sit away from the class, but not with their face up against a wall.
 - c. Firm talk outside in the hall.

- d. Pray with the student.
3. Dismissal from classroom.
4. Removal of special privileges.
5. Written correction notice (to be signed by parent and returned)
6. The teacher may consider the following disciplinary actions and make a recommendation to the principal:
 - a. Trip to Principal's Office
 - b. After School Detention
 - c. Parent Conference
 - d. Develop Individual Behavior Plan
 - e. Suspension
 - f. Probation
 - g. Expulsion

SUSPENSION & EXPULSION

Students may be suspended from the Celebration Christian Academy for any of the following reasons:

- Defiance or rebellion toward Academy faculty
- Fighting
- Using vulgar language
- Using matches
- Stealing
- Lewd behavior or language.

Parents may be requested to withdraw a child from school for any of these reasons:

- Student and/or parent cannot accept the philosophy, vision, or mission of the school
- Student and/or parent consistently act contrary to school philosophy, vision, or mission
- School program does not meet the needs of the student
- Parent has not met financial obligation

FINANCIAL INFORMATION

SMART TUITION PROGRAM

Celebration Christian Academy uses the SMART TUITION Payment Company. An account must be set up, by the parent, upon enrollment with CCA for automatic debits through SMART for tuition and other school expenses. SMART provides itemized information regarding expenses due.

Each student *must* be enrolled in the SMART Tuition payment program (<http://www.smarttuition.com/>) to be enrolled in the Academy regardless of the payment option that they have chosen.

In the case of any outstanding balances on your account by the specified due date, SMART Tuition may contact you via e-mail and telephone and a late fee of \$80 will be assessed to your account. A \$30 fee will apply for any failed electronic transaction or

dishonored checks. If tuition is 30 days late, the parent will be notified that the child may not return to school until tuition is paid.

For *any* account issues please contact SMART Tuition directly at 1-888-868-88-8828.

TUITION & FEES

Non- Refundable Registration Fee	\$300
...each additional child	\$150
Annual SMART Tuition Fee	\$53
Before Care	\$1,500.00
After Care	\$2,500.00
Tuition for K3-K4	\$6,500.00
Delinquent Payment Fee	\$80.00
Retuned/Dishonored Check Fee	\$30.00
Late Pickup (per occurrence, per student)	\$25.00

WITHDRAWALS & REFUNDS

Parent/guardian are obligated to pay the entire tuition for the full academic year and all fees and incidental expenses incurred by the student is unconditional, and that no portion of tuition, fees, and expenses, paid or outstanding will be refunded or canceled, notwithstanding the subsequent absence, dismissal, or withdrawal of the student. Additionally, CCA reserves the right to collect all outstanding tuition and fees owed by any student regardless of whether or not the student completes the current academic school year at CCA. If the student withdraws from CCA and the school waives its right to collect the outstanding balance of tuition and fees owed, the parent will be given the option of paying an early withdrawal fee equal to the amount of one month of their tuition payment.

ARRIVAL / DEPARTURE

HOURS

School Hours:	Monday – Friday	8:15 am – 3:15 pm
Before Care:	Monday – Friday	7:00 am – 8:15 am
After Care:	Monday – Friday	3:15 pm – 6:00 pm

It is important to support and cooperate with safe and orderly drop-off and pick-up procedures. Parents are also encouraged to volunteer and assist in ensuring this safety.

- School zone speed limit should *never* exceed 15MPH
- Students, families, staff and all pedestrians *always* have the right of way
- Three-point turns in the middle of the road or illegal U-turns are *never* permitted. Turns are to be made at the end of the road
- Cars must be pulled completely to the side to allow traffic to move fluidly. Cars are not allowed to “pull-over” to allow students to “hop-out”
- Parents are *not* to park on the areas marked as a red “no parking” zone or in the reserved parking areas for the Pastoral and Administrative Staff

The school day officially begins at 8:30 am. Students who do not attend Before Care should arrive to school no earlier than 8:15 am.

Before 8:30 am parents/guardians are to escort their child(ren) to the WIN Center and are welcome to participate in morning Praise Rallies.

The school day officially begins at 8:30 am. After 8:30am the front doors will be locked and parents/guardians are to access the Academy through the rear entrance and must sign-in their children as “late-arrivals” in the Administrative Office.

Morning Schedule is as follows:

- 8:15 am Praise Rally in the WIN Center
- 8:29 am Students are escorted to their classrooms
- 8:31 am Students must be signed in by their parents/guardians as “late-arrivals” in the Administrative Office

Departure Schedule is as follows:

- 3:00 pm Students pack-up
- 3:15 pm Students who are registered for After Care are escorted to the Fellowship Hall and signed into After Care. All other students are escorted to the WIN Center for dismissal.
- 3:30 pm Students who have not been picked up are signed into After Care

ATTENDANCE, TARDINESS & ABSENCE

STUDENT ATTENDANCE

Teachers take attendance and account for student’s tardiness online daily, where parents and the front office have immediate access.

TARDINESS

Parents should make every effort to have their children to school on time.

When a student is tardy, the student’s academic performance may be impacted. Additionally, it is a disruption to the other students and the teacher.

Please note that students who are tardy more than twice in one week are not eligible for the Joshua or Esther Award.

Students with more than 5 unexcused tardiness in a grading period will be attributed an absence. Additional absences will be recorded for additional increments of (5) unexcused tardiness.

Students arriving after 8:30 am must be signed-in as late at the Administrative Office by a parent/guardian and then escorted to their classroom by their parent/guardian or faculty/staff with their late pass. **Students will not be allowed to enter the classroom *without* a late pass**, and they will not receive a late pass without a parent/guardian present.

Excessive tardiness disrupts the continuity of classroom instruction. Additionally, because we strive to help children *win in life*; responsibility and punctuality are both extremely important to fulfilling this goal. We model many of the habits our children develop and often tardiness is not only modeled, but also sets a poor tone for the child’s academic day.

If the student is late because of a doctor's appointment, the parent is expected to obtain a note from the doctor's office. If a pattern of tardiness develops, the teacher will communicate with the parent(s) verbally and in writing to encourage the parent to have their child arrive on time. The Principal may also be in communication with the parent as well.

ABSENCE FROM SCHOOL

When students are absent, **parents must write a note specifying the reason for the absence. The note should be brought to school on the day the student returns.** If the parent does not provide a note, teachers are to ask the parent, through the journal, to send one. The following are considered excused absences from school:

- Illness - for absences in excess of four (4) consecutive school days, a note may be required from the student's physician. (This will be determined by the Principal or Assistant Principal)
- Medical or dental appointments
- Death in the family
- Court Summons
- Inclement weather: this includes school closings due to a violent storm (snow, ice rain, fog, etc.).

All other absences are unexcused unless approved in advance. One-week notice is requested. **Unexcused absences may result in no credit for assignments, quizzes, or tests missed.**

EARLY DISMISSAL

Students may be dismissed early from school at the request of their parent/guardian by way of a written note to the teacher, no later than the morning of. Students should not be allowed to leave the school grounds in the company of anyone other than the parents/guardians or person on the emergency list with proper identification, or with parent/guardian's written consent.

SCHOOL CLOSINGS & DELAYS

Celebration Christian Academy generally follows Howard County Public Schools with regard to closings and delays that are weather related. Under some circumstances, however, the decisions for closings or delays will be at the discretion of the Principal. Additionally, our delays and closing information will be posted at www.celebrationchristianacademy.org, and you will receive text notifications. If you would like to receive text information and have not been, please be sure to email us at ccacademy@wininlife.com.

SCHOOL CLOSING

- Students **do not** attend school.
- All school-sponsored activities are cancelled.
- All after-school, evening activities, and scheduled in-school facilities are cancelled.

LATE START/EARL DISMISSAL

When the Academy has a 2-hour delay, Before Care is not provided and students are to report directly to their classrooms at 10:15 am. There will be no snack time on the days that school opens 2 hours late.

When the Academy dismisses early for emergency situations, After Care is not provided. All other after-school and evening activities, both school and non-school sponsored are cancelled. The CCA building will be closed.

STUDENT RESOURCES & ENRICHMENT

CURRICULUM OVERVIEW

Instructional objectives for each subject and grade level are located within the Curriculum Handbook.

HOMEWORK

Purpose and Expectations for Homework

- To reinforce skills and material taught in class (Parents are able to see what skills students are learning.)
- To strengthen study skills
- To develop responsibility

Homework Guidelines

- Assignments must be handed in on time, done properly, and written neatly. Only emergencies are reasons for excused assignments. A note explaining the problem is needed in order to excuse a student for unfinished homework.
- Students must redo poorly written work. Parents will be notified of any problems concerning homework through the student's journal. Incomplete homework can impact a student's grades.
- For homework to be most effective, parents are expected to insure that all homework assignments are completed and reviewed at home.

IN-CLASS ASSISTANCE / AFTER-SCHOOL HELP

Students may need remedial help at some point during the school year. If a teacher determines that a child needs remedial help, with the parent's permission, the teacher will provide additional one-on-one help with the student after school between 3:30 pm & 4:00 pm.

ADDITIONAL STUDENT SUPPORT

Celebration Christian Academy anticipates working with returning students and new students. Specific needs of individual students must be tended, met, and monitored with their adjustment within the Academy. Students identified as requiring access to special needs may be assessed and evaluated through Howard County Public Schools. If a parent feels that his/her child has special needs, the parent may call the **Howard County Diagnostic Center** at (410) 313-7046. The center will then be able to make a referral for evaluation based upon the student's place of residence within Howard County.

STUDENT PORTFOLIOS

Examples of students' work are to be kept in individual student portfolio folders. The portfolios will assist the teacher in communicating a child's progress with parents throughout the school year.

ROOM PARENT VOLUNTEERS

Parents/guardians and interested community members are encouraged to donate their time and services for the benefit of our students. Teachers should match volunteer interests with classroom needs. A record of volunteers who serve our school will be kept.

RECESS

Students are provided recess periods per the class schedules. Students will be taken outside for recess *daily*. The only exceptions are in the case of inclement weather (rain, sleet, snow, etc.) or extreme weather conditions (temperatures below 32 degrees F or above 90 degrees F).

FIELD TRIPS

Parents are welcomed to accompany the students as chaperones. Approximately 4 or 5 field trips will be scheduled per class over the course of the school year. Permission slips will go out in advance for specific field trips. Additional field trips (such as to the park, garden, walks, etc.) may be taken by classrooms.

CHAPEL

Student Chapel is conducted weekly in the WIN Center. Teachers actively participate in the Chapel worship experience with students. This is also a time of praise and worship as well as Biblical teaching. A weekly Bible verse is provided to students in Chapel that they are expected to learn through scripture and songs. Students are expected to dress appropriately for chapel. They are also taught to give by bringing an offering each week.

AFTER CARE

Students in the extended day program are provided with snacks, playtime and homework assistance. Counselors are there to assist them and ensure their safety. Teachers check them in and parents must use their password and ID# to check them out.

GRADES, ACADEMICS & AWARDS

K3-K4	
Grades	
E	Excellent
G	Good
S	Satisfactory
N	Needs Improvement

ACADEMIC CORE SUBJECTS

K3 - Bible, Language Arts, Penmanship, Reading, Mathematics, Social Studies, Science

K4 - Bible, Language Arts, Penmanship, Phonics & Reading, Mathematics, Social Studies, Science

JOSHUA, ESTHER AND EXCELLENT HEART & BEHAVIOR AWARDS

Each month one boy and one girl from each class will have the opportunity to receive a Joshua Award and Esther Award during Chapel service for demonstrating the Godly characteristic emphasized for that month.

Each month a student who has truly been proactive in demonstrating their cooperation toward creating an environment conducive to learning and cooperation will also be honored with the Excellent Heart & Behavior Award.

PARENT COMMUNICATIONS

CCA parent communication may take several forms: daily journal, pass-a-note, parent notifications, good news, incident reports, progress reports, conferences, and report cards.

DAILY JOURNAL

The *Daily Journal* is the primary method of maintaining good communication between teachers and parents/guardians. It is important for parents/guardians to be abreast of the status of their student's academic progress as well as behavior.

PASS-A-NOTE

Pass-a-note is an online communication option through Sycamore Education, which enables teachers to send virtual notes/messages to students' parents and monitor if they have read it or not.

PARENT NOTIFICATION, GOOD NEWS & INCIDENT REPORTS

Parent Notifications are sent home when students require disciplinary action, receive a low test/quiz score, have an incomplete/missing homework, excessive tardiness, etc.

Good News notifications are sent home to communicate exceptionally good behavior or academic achievement that we believe should be highlighted.

Incident Reports are sent home to communicate any incidents that may have occurred where a student visited the office. This report should include a brief description of the incident and the actions taken.

PROGRESS REPORTS

Progress reports are issued quarterly. The report will assist the parents in monitoring their children's progress. If a child is not mastering a concept or struggling in any area, this should be indicated on the progress report as well.

REPORT CARDS

Report cards are issued quarterly. If a child is experiencing challenges mastering a concept, the teacher must indicate this on the report card.

PARENT CONFERENCE

Parent/Teacher Conferences have been calendared for Friday, November 10th & Friday, January 26th

PARENT INVOLVEMENT

PTA

Parents help us achieve our goals by supporting our fundraisers and joining the Parent and Teacher Association. We encourage parents to partner with us by joining the PTA to maintain our standard of excellence. Please e-mail to pta@wininlife.com or sign-up in the office to donate your time and services for the benefit of our CCA students and teachers.

The CCA parents play a major role in planning and supporting fundraisers, events, and more. So, get involved. Look for flyers and announcements concerning Academy events. Support them by your presence and by inviting friends and family to participate.

VOLUNTEERS

Parents/guardians, family members and interested community members are encouraged to donate their time and services for the benefit of our students. Teachers will match volunteer interests with classroom needs. A record of volunteers who serve our school will be kept in the Administration Office.

ROOM PARENTS

Parents/guardians and interested community members are encouraged to donate their time and services for the benefit of our students. Teachers should match volunteer interests with classroom needs. A record of volunteers who serve our school will be kept.

HEALTH ISSUES

MEDICATIONS

The taking or administering of medication during school hours is discouraged. Ideally, all medications should be given at home. However, some illnesses may require medication if the child is to remain in school. In such cases, students will be able to have medication available and administered in a manner compliant with school health policy.

A **Medication Administration Authorization Form** must be on file in order for any medication to be administered to a student in school or during school-sponsored activities. The form must be signed by a physician and a parent/guardian for each medication needed along with the medication in its original labeled container.

INJURIES

All injuries are reported to the Academy office and parents are notified of any serious injuries or if an injury has occurred above the shoulders.

A copy of an *Incident Report* will be sent home for any incidents, accidents, and injuries.

WHEN A CHILD WILL BE SENT HOME

A student will be sent home in the case of diarrhea, vomiting, headaches and signs of a fever, which could indicate a viral infection. The student may return to school 24 hours after there is no sign of diarrhea, vomiting or fever.

WHEN TO RETURN TO SCHOOL AFTER AN ILLNESS

Absence of fever, adequate energy for a full day, tolerating a normal diet, and medication compliance are general checkpoints to make the decision to return to school.

A clearance from a medical doctor is also required if you have been out for more than 3 days or there has been physical limitations due to injury or illness.

With respiratory illnesses, the cough is usually the last symptom. As long as the cough is not disruptive and there is no fever, the student can remain in class. Practicing effective hand washing and using tissues will prevent the spread of disease. (Fever means a body temperature greater than 100.8. To return to school after a fever, the temperature should be less than 100.8 for twenty-four (24) hours.)

STUDENT SAFETY

A security system, including surveillance cameras, is installed throughout the building to monitor the entrance points. Also, safety procedures are in place to keep students safe at all times. Visitors are required to sign in and wear a Visitor Badge during school hours.

Students may only be picked up by the persons authorized by parents/guardians for pick-up. At the time of pick-up a valid picture ID must be presented and will be photocopied and added to file. Pick-up authorization may be updated online at any time through the parent portal.

STUDENT ACCOUNTABILITY

To ensure student safety CCA takes student accountability seriously. The following guidelines are followed to maintain account of students:

- Teachers take attendance at the beginning of each morning and maintain account of their students throughout the day;
- Special activity instructors take attendance of their group and maintain account of their students during their scheduled activity session;
- A buddy system is practiced at all times and passes are given from teachers to travel to designated location.

MISSING STUDENT

The following steps are followed in the event a student is suspected as missing:

- Check attendance sheets to verify student's presence that day;
- If student was present, teacher must immediately check the surrounding area where the missing child was last seen;
- If student is not located, the administration will authorize an intensive search of the school and the surrounding area;
- Fellow staff and other personnel will be questioned;
- Parents of missing student will be notified;
- Principal will immediately report incident to the appropriate authority and parent/guardian;
- All relevant information will be disclosed to include student's physical description and attire.

EMERGENCY PROCEDURES

During emergencies, it is necessary to follow the procedures to shelter in place, provide a lockdown/modified lockdown for security-related emergencies, or evacuate children. In some emergency situations, children are safer in school than in the home or on the highway. Teachers will ensure the safety of their students until parent/guardian or authorized student pick-up.

Following an emergency, our goal is to return to normal as quickly and safely as possible. CCA staff will assist students and staff to deal with the emotional effects of an emergency. In addition, support materials may be provided to you to help discuss the emergency with your students.

SHELTER IN PLACE

The following actions are considered appropriate for situations such as hazardous materials releases, nearby fires, natural disasters, severe weather, and bio-terrorism.

1. An announcement made by runner of sheltering-in-place status
2. All staff and students report to assigned classrooms as quickly as possible
3. Doors and windows are shut immediately
4. All students and staff are accounted for
5. If incident warrants, tape is placed around doors, windows, and vents; and wet towels are placed at the bottom of doors
6. The HVAC system is shut off
7. A "Shelter in Place" sign is placed on the outside of the main door
8. Students and staff standby until given directions by Academy office staff or designated person

LOCKDOWN

The following actions are considered appropriate for, but not limited to, situations that involve extreme violence and/or gunfire and that immediately and directly affect the school.

1. A "lockdown" announcement will be made by a runner.
2. If it is safe to do so, all students and staff are moved into the building.
3. All interior and exterior doors are locked. No one is to enter or leave the building.
4. If it is safe to do so, blinds and shades are drawn. If the room is without window coverings, lights are turned off.
5. A " **Lockdown** " sign is placed on the outside of the main door.
6. If the situation warrants, students and staff sit or lie on the floor.
7. All students and staff are accounted for.
8. Staff and students remain in lockdown until a staff member they recognize assures them it is safe to unlock doors.

MODIFIED LOCKDOWN

The following actions are considered appropriate responses to violence, criminal activity, or any other situation that has the potential to affect the school site.

1. A "modified lockdown" announcement will be made by a runner
2. All students and staff are accounted for
3. Outdoor activities (recess, physical education, etc.) cease immediately and do not resume until further notice
4. All exterior doors are locked and main doors monitored with access restricted identification required for all entering

5. If the situation warrants, blinds and shades are drawn or if the room is without window coverings, lights are to be turned out.
6. A" **Modified Lockdown**" sign is placed on the outside of the main door.
7. Normal activity continues within the building
8. School remains in modified lockdown until notice to resume normal routine is given by Academy office staff or designated person

EVACUATION

This action is considered appropriate for, but is not limited to, situations such as floods, fires, hazardous materials incidents, or other situations that may render the school site unsafe.

EMERGENCY DRILLS

An emergency drill will be conducted quarterly and procedures will follow as outlined below:

1. Fire alarm or horn signal is sounded. If the situation allows, an announcement will be made.
2. Teachers will lead their students quietly to the nearest exit. Groups will line up quietly and walk briskly to assigned exit.
3. Students are to remain in their group at the assigned area and wait quietly while teachers account for their students. Once all students and staff are accounted for they are to remain in the assigned area and await instructions from the administration or designated person.
4. It is important that staff members model appropriate behavior during evacuation.
5. When the drill has been announced as being over, teachers are to lead their group them back to their activities.

1ST LEVEL ROOMS EXITS

A. ROOM # 2, 8 & the Fellowship Hall

1. Teachers will immediately get Student Safety & Emergency Procedures Clipboard. Exit the side door past the water fountain.
2. Follow the concrete path outside proceeding to the curb. Then cross the street to the grassy field and walk on the grass strip toward the large grassy area adjacent to the main parking lot.

B. ROOM # 3 & 4

1. Teachers will immediately get Student Safety & Emergency Procedures Clipboard. Carefully go down the stairs and exit the back entrance.
2. Cautiously cross the parking lot toward the large grassy area behind the building.

C. Computer, Music Room & Administrative Offices

1. Teachers will immediately get Student Safety & Emergency Procedures Clipboard. Exit the right side door.
2. Follow the grassy field and remain with your class.

2ND FLOOR ROOM EXITS

A. CLASS ROOM # 28, 26/27 & the Sanctuary/WIN Center

1. Teachers will immediately get Student Safety & Emergency Procedures Clipboard. Exit through the WIN Center out the building's front door.
2. Meet under the large tree in the grassy area near the parking lot.

B. CLASS ROOM # 22, 23/24 & 25

1. Teachers will immediately get Student Safety & Emergency Procedures Clipboard. Exit the building's front door.
2. Meet under the large tree in the grassy area near the parking lot.

*It is important **not to use elevators** during these drills. The exit should be expeditious; even if it means the campers do not have coats.

EMERGENCY NOTIFICATION

In the case of an emergency, the names authorized by the parents/guardians to receive emergency notifications will be notified. Emergency notification may be updated online at any time through the parent portal.

-911 authorities will be notified of emergency situations through the following:

- In the case of fire, rescue, police or -911 services a phone call will be placed immediately either through any cell phone or the land line located in the Administrative Office
- The Principal will be notified of the situation and the of the phone call that has been placed

Parents will be notified of emergency situations via the following:

- An emergency text will be sent to all persons on the Emergency Notification form and
- Notifications will be posted online at www.celebrationchristianacademy.org.

EMERGENCY TRANSPORTATION

If immediate medical attention is required that cannot await the arrival of an ambulance, student will be transported to the nearest hospital emergency room by the authorized personnel.



2017-2018 CALENDAR

August 28, 2017	School Staff Returns
September 1, 2017	Meet & Greet 1-4PM
September 4, 2017	Labor Day
September 5, 2017	1st Day of School
September 14, 2017	Back to School Night, 6PM Spaghetti Dinner
September 20, 2017	Joshua, Esther and Excellent Heart & Behavior Awards
September 27, 2017	GRANDPARENTS DAY! 10:00am
September 28, 2017	\$1 Dress Down Day
October 5, 2017	Muffins for Moms and Doughnuts for Dads (in the foyer from 8:15-9am)
October 18, 2017	Picture Day - Students must arrive promptly by 8:30AM and be dressed in their Chapel uniform
October 25, 2017	Joshua, Esther and Excellent Heart & Behavior Presentation
October 26, 2017	\$1 Dress Down Day
October 31, 2017	Annual Harvest Party 6:30pm
November 10, 2017	Professional Work Day for Teachers- School Closed Parent Teacher Conference 1:00-4:00pm
November 13-17, 2017	American Education Week
November 15, 2017	Academic: Joshua, Esther and Excellent Heart & Behavior Recipients Presentation.
November 16, 2017	\$1 Dress Down Day
November 17, 2017	Thanksgiving Program & Feast, 10AM Half Day, 12PM Dismissal. After Care will not be available.
November 20-24, 2017	Thanksgiving Break-School Closed
November 27, 2017	Classes Resume. Early Registration for 2018-2019 Begins.
November 30, 2017	Picture Retake Day Students must arrive promptly by 8:30AM and be dressed in their Chapel uniform Awards Recipients due to office
December 13, 2017	Joshua, Esther and Excellent Heart & Behavior Recipients
December 14, 2017	\$1 Dress Down Day

December 15, 2016	*Christmas Around The World Program, 6PM
December 18, 2017-Jan 1, 2018	Christmas Break (Happy Holidays)
January 2, 2018	Classes Resume
January 10, 2018	Parents will receive a letter explaining the spelling Bee rules and procedures.
January 15, 2018	Martin Luther King Jr. Day Schools and offices closed
January 17,2018	Academic, Joshua, Esther and Excellent Heart & Behavior Awards, 9AM
January 24,2018	K3-K4 Spelling Bee
January 25,2018	\$1 Dress Down
January 26, 2018	Professional work Day, School's Closed Parent Teacher Conference 1:00 – 4:00pm
January 31, 2018	Early Registration Ends
February 4, 2018	CHAMP Camp Early Registration Begins
February 12, 2018	Pajama Day
February 13, 2018	Career Day
February 14, 2018	Valentine's day/ Agape Day – 100 day of school
February 15, 2018	Wacky Tacky Day
February 16, 2018	Jersey Day
February 19, 2018	President's Day, School's Closed
February 21, 2018	Joshua, Esther and Excellent Heart & Behavior Awards, 9AM
February 22, 2018	\$1 Dress Down Day
February 23, 2018	Book Fair set up
February 26- March 2, 2018	Book Fair
March 2, 2018	Read Across America Day
March 21, 2018	Joshua, Esther and Excellent Heart & Behavior Awards, 9am
March 22, 2018	\$1 Dress Down Day
March 28, 2018	Science Fair
March 29,2018	Resurrection Program /Half Day, 12PM Dismissal. After Care will not be available.
March 30- April 6 2018	SPRING BREAK
April 9, 2018	Classes Resume Awards due
April 18,2018	Academic: Joshua, Esther and Excellent Heart & Behavior Recipients
April 26,2018	\$1 Dress Down Day
May 7- 11, 2018	Teacher Appreciation week
May 16, 2018	Joshua, Esther and Excellent Heart & Behavior Recipients.
May 24, 2018	\$1 dress down day
May 28, 2018	Memorial Day (School Closed)
May 31, 2018	Field Day – All Day
June 1 , 2018	Awards Day, 10AM - Attire: Sunday Best - Half Day/12PM Dismissal

	No After Care. LAST DAY OF SCHOOL FOR STUDENTS
June 11, 2018	CHAMP Camp Begins

Academy Song

Written by Jarrett Baker, Sr.

Celebration Christian Academy
Our hearts are filled with love toward thee
You have taught us well
We've learned so much
We were made to win in life

Celebration Christian Academy
Our foundation, firm, we stand as one
We have victory we are champions
For there is nothing we can't do
With the help of Jesus Christ

Our path is clear our future bright
We will proudly wear the blue and white
As we do our best and show God's love
We will always cherish you

Celebration Christian Academy
Celebration Christian Academy



CELEBRATION
Christian Academy
School of Champions

6080 Foreland Garth
Columbia, MD 20145
410-997-2384

I _____, have received a Parent & Student Handbook.

I _____, have received the Discipline Policy and Emergency Procedure information in the Parent & Student Handbook.

Child's Name _____

Parent Signature _____

