



August 2015

Dear CAP Parents:

It is a pleasure to have your children at Christian Academy of Prescott (CAP). Here at CAP we understand the importance of developing a Christian worldview in all aspects of the learning experience. Moreover, the school is committed to nurturing the academic, social and spiritual needs of our students in a Christ-centered environment. We look forward to an exciting and fulfilling year of growth.

It is our hope that you'll find this handbook to be a useful tool and retain it for the entire school year. You are always welcome to contact the appropriate staff member with any questions.

We are thankful that you have chosen Christian Academy of Prescott. We consider it a privilege to serve the Lord by partnering with you in growing kids in Christ.

Sincerely In His Service,

A handwritten signature in black ink that reads "Susan J. Dandos". The signature is written in a cursive style with a long, sweeping tail on the letter "s" at the end.

Susan J. Dandos  
Administrator



# ABOUT OUR SCHOOL

## Mission Statement

“Growing Kids in Christ”

## Vision Statement

Our vision, in partnership with Christian parents, is to provide a nurturing, Christ-centered educational environment fostering academic, social, and spiritual excellence based on the truth that Christ is central to all learning and living. Our educational goals are based on Luke 2:52: “And Jesus grew in wisdom and stature, in favor with God and men.”

## Philosophy of Education

Our commitment is to help children develop character, values, peacemaking skills, respect for others, a biblical standard of ethics, and a Christian worldview. At Christian Academy of Prescott, our students are treated as individuals and are offered a variety of ways to succeed academically, socially, and spiritually.

**PARTNERSHIP WITH PARENTS:** We expect parents and students to recognize that attending CAP is a choice and a privilege, and that student success is a shared responsibility. Students are to arrive on time every day and be prepared to work hard. Parents are expected to support the teacher’s and student’s commitment to academic, social and spiritual excellence by reinforcing these values at home. Parents are expected to actively participate in the school through volunteer work.

**ACADEMIC EXCELLENCE:** We are dedicated to high standards of academic achievement and to helping all students reach their maximum potential. Our curriculum provides a challenging academic program for all students while also stimulating curiosity and creativity. Students who require additional instruction are given this opportunity. Our teachers create a nurturing, Christ-centered environment that fosters a love for learning, and they are committed to providing individualized attention to help all students succeed.

**SOCIAL EXCELLENCE:** We are committed to nurturing well-rounded, well-mannered and responsible citizens. Students are expected to apply biblical principles of justice, mercy, peacemaking, and love towards their fellow students, and to help and pray for one another in all things. All students participate in art, music, and physical education classes which we consider to be important components of a well-rounded education. CAP is also committed to community service, and all students are expected to participate in age-appropriate service and charitable giving activities.

**SPIRITUAL EXCELLENCE:** The spiritual development of our students is foundational to all we do. We endeavor to equip students with a deep understanding of scripture so that they may apply God’s Word to their daily lives. We strive to develop mature believers who are able to defend a biblical worldview with grace and truth.

## **Discrimination Policy**

Christian Academy of Prescott does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarships, and other school-administered programs.

## **School History**

Christian Academy of Prescott was founded in 1981 with 42 students in grades K-5. Over the next several years, the school expanded to include grades 6-8. The Preschool/Extended Care began in the early 1970's and continues to offer year-round classes for students ages 2-1/2 to 5.

## **Accreditation / Membership**

In 2008, Christian Academy of Prescott met the high standards of the Association of Christian Schools International (ACSI) to become an accredited school. ACSI is a Christian educational organization. Since 1978, it has advanced excellence in Christian schools by enhancing the professional and personal development of Christian educators and providing support functions for Christian schools.

Through a host of services, including teacher and administrator certification, school accreditation, legal/legislative help, and curriculum publishing, the association touches the lives of more than 5.5 million students worldwide. Headquartered in Colorado Springs, ACSI has 28 regional offices in North America and around the globe, and more than 23,000 schools from over 100 countries are members. Of the 23,000 member schools, Christian Academy is one of only 1,023 schools who has met, and continues to meet, the standards required of accredited schools.

## **Our Student Body**

Currently our student body is comprised of families that represent over fifteen area churches. The school is divided into four levels:

Preschool (Ages 2-1/2 through Pre-Kindergarten)

Elementary (Grades K-4)

Upper Elementary (Grades 5-6)

Junior High (Grades 7-8)

## **School Sponsorship and Affiliation**

CAP functions as a nondenominational Christian school. Although a ministry of First Baptist Church, Christian Academy has an independent 501(3)(c) tax-exempt status. It is governed by its own school board with an administrator to oversee day-to-day operations.

# TUITION

## Tuition Payments

All account balances are due on or before the 15th of the month. An account is declared delinquent on the 16th of each month, at which time a 10% fee is added. No child shall be allowed to attend classes once the family account becomes 30 days delinquent, unless acceptable payment arrangements have been made with the school Administrator. Extenuating circumstances must be discussed with the Administrator prior to the account becoming delinquent. There will be a \$25 charge on all insufficient funds checks.

Billing statements include tuition charges, Extended Care charges, late fees, scholarship money received and applied.

## Tuition Payment Plans

- 3% discount if tuition is paid for the entire year by August 3, 2015
- 10-month payment plan for the following school year beginning August 6, 2015

## Refunds and Withdrawals

No refund will be made in the case of absence from school due to illness or other reason. School expenses continue whether the child is present or absent. If it becomes necessary to withdraw your child from school, please notify the office as soon as you know when the child's last day will be. CAP requires a two-week advance notice of withdrawal. If this notice is not given, accounts will be charged. This applies even if the child has been absent from school previous to the date of withdrawal. Tuition charges continue until the date that official notice or withdrawal, either by phone or in writing, is given to the office. Refunds for tuition will be made on a prorated basis. Registration and processing fees are nonrefundable.

## Tuition Assistance / Scholarships

For more information on Tuition Assistance and School Tuition Organizations (STOs), please see the Appendix.

# ATTENDANCE

The right and privilege of attending Christian Academy of Prescott carries with it the responsibility of both parents and students to recognize the direct relationship between academic success and regular school attendance. Attendance is important for the following reasons:

- No student can achieve his/her full potential if parts of assignments and/or class time is missed.
- Good work and attendance habits developed at school prepare students for future academic and professional success.
- Class attendance demonstrates respect for our teachers and recognizes the important work they do on a daily basis.

## **Absences**

In the event a child is unable to come to school due to illness or emergency, parents are to call the office (445-2565) by 9:00 AM. If parents know in advance that their child will be absent for any reason, they are to fill out a notification form and file it with the office so the staff knows the child is absent and not missing or truant. Parents are discouraged from taking students out of school for any reason other than family emergencies.

Approved excused absences include: illness of student, bereavement, dental or medical appointments, church-sponsored missions trips (NOT camps or retreats), or other family emergencies.

**Any student who is absent more than 10 days in a semester or 20 days in a year will be subject to review for academic standing** and for possible remedial work or retention at the end of the year. The State of Arizona requires that absences exceeding ten (10) consecutive days be reported to the County Superintendent of Schools.

## **Arrival Time**

Students may not arrive at school before 7:35 AM, as Christian Academy cannot be responsible for them during unsupervised times. Classes begin promptly at 8:00 AM.

## **Tardiness**

All students should be at school 5-15 minutes before classes begin. Attendance is taken during the first five (5) minutes of class. A student is tardy after 8:00 AM. After that time, a parent or guardian must accompany the student to the office to get a Tardy Pass.

If a student is taken off campus to eat lunch with a parent or other authorized person, they must be back on time for class or will be considered **tardy**. Please help your child be responsible by having him/her back on time.

Excused tardies include:

- Car Trouble
- Traffic Accidents
- Verified Medical/Dental/Eye/Professional Appointments

Students may earn a Dress Down Day the last Friday of every month if they have no tardies.

## **Truancy**

Any student discovered to be absent when the parents believe him/her to be at school is considered truant. If a student is discovered to be truant, a meeting will be arranged between the parents or guardian and the Administrator. All tests or other work missed will not be made up. Repeated truanancies will be considered grounds for expulsion.

# **ACADEMICS**

## **Development of Study Skills**

The Kindergarten envelope system is to teach students to organize their school lives and provide a means of communication between teacher and parent.

Each student will be issued one envelope at the beginning of each month. Parents will have to pay \$1.00 for a replacement.

- The envelope is designed to use one side as a record of behavior and the other for homework/assignments.
- The envelope is to be taken home each afternoon and returned each morning with parent initials.
- The envelope will contain notices from teachers and the CAP office, Bible verses, homework, make-up work, spelling lists, reading assignments, etc.
- Teachers and parents will use the envelope to increase communication. Messages from home should be written in the comment section or a written note can be sent to the classroom teacher inside the envelope.
- Each teacher will notify parents and students of consequences for not having their envelope properly signed each day.
- The envelopes are to be the student's responsibility. However, kindergarten students and 1st graders will need considerable help at first. As the school year progresses, parents and teachers should allow the younger students to become responsible for their own envelopes.

In grades 1-4 the classroom teacher uses a folder for homework, communication, and to foster responsibility. Each teacher will inform the parents of the procedure to be used in his/her class.

Students in Grades 5-8 are required to keep an assignment notebook in which they will keep a record of their assignments, dated projects, etc. The purpose of the notebook is to teach the students to be responsible for knowing what their assignments are in each class and when they are due. It also promotes communication between the teacher and the parents, enabling parents to ensure that their child completes the assignments and turns them in on time.

## **Homework**

Our intent with the homework policy is to teach students to improve their study skills and to increase time spent on learning. According to the National Assessment of Educational Progress, students in elementary school who reported spending up to half an hour per day on homework tended to have the highest proficiency levels while, in middle school, students who spent one to two hours each day on homework tended to have the highest proficiency.

**K-4 students may expect at least 10-30 minutes of homework a night.** You can expect a mandatory reading requirement as homework as well as math, spelling, review of weekly Bible verse, and/or language arts work.

**Students in grades 5-8 may expect at least 1-2 hours of homework each evening.** They can also expect a mandatory reading requirement as homework in addition to math, spelling, and/or language arts, that is not completed during class.

Homework assignments will be made for the purpose of drill, research, or completion of unfinished classroom assignments. Teachers will regulate this according to the needs of the child and the nature of the study being covered.

While parents may assist in seeing that the work is done and help explain the work when necessary, all work must be done by the child, and he/she must take responsibility for it. Each student is responsible to see that graded papers are taken home for parents to see. Papers with unsatisfactory work are to be inspected by the parent, signed and returned to the teacher.

Homework is:

- practicing what is being taught in the classroom
- reinforcing the learning process begun in class
- teaching increasing responsibility for own work
- allowing parents an opportunity to participate in child's learning
- special projects or long-term projects and papers
- completing unfinished class work
- developing study habits

### **Homework Requests**

Parents may request their student's homework on the second day of an absence. Assignments may be picked up in the school office after 3:00 PM. Assignments cannot be mailed or faxed. As a general rule, a student has two (2) days to make up missed work. Normally, make-up privileges shall not exceed one (1) week.

### **Make-Up Work**

Excused: the student has two (2) days to make up work for every school day of excused absence. Work not completed on time will receive one (1) grade reduction for every day the work is late. Exceptions or special arrangements may be made for prolonged absences.

Unexcused: the student has one (1) day to make up work for every school day of unexcused absence. Work not completed on time will receive one (1) grade reduction for every day the work is late. Upon parent request, work may be given prior to the absence **at the discretion of the teacher**. The classroom teacher will decide what work can be made up at home and what work must be done at school. Students receive a "0" for all work not made up within the required time frame. Truants receive "0" for all work missed.

### **Plagiarism/Cheating**

The penalty for plagiarism or cheating is an automatic "0" and will be reported to the school Administrator. Students are required to do their own work.

### **Progress Reports**

Progress Reports will be available on the Headmaster Online system. Please respond to the email stating that you have viewed your students Progress Report. Paper copies will be sent home if it has been requested.



# REPORT CARDS

## K-1 Grading Scale

O.....	Outstanding Progress
S.....	Satisfactory Progress
N.....	Needs Improvement
I.....	Improving

## Grades 2-4 Grading Scale

98-100% .....	A+
93-97% .....	A
90-92%.....	A-
87-89%.....	B +
83-86%.....	B
80-82%.....	B-
77-79%.....	C+
73-76%.....	C
72-70%.....	C-
67-69%.....	D+
63-66%.....	D
60-62%.....	D-
Below 59%.....	F
Inc.....	Incomplete

## Grades 5-8 Grading Scale

98-100%.....	A+
93-97%.....	A
90-92%.....	A-
87-89%.....	B+
83-86%.....	B
80-82%.....	B-
77-79%.....	C+
73-76%.....	C
72-70%.....	C-
67-69%.....	D+
63-66%.....	D
60-62%.....	D-
Below 59%.....	F
Inc.....	Incomplete

Report cards are mailed home at the end of each quarter. Please sign and return the receipt to the classroom teacher or to the front office.

### Incompletes/Failures

Parents will be sent a deficiency notice by email or US mail in advance of report cards if a student has a D+ or below. An Incomplete must be made up within three (3) weeks of

receiving the report card. Classroom teachers are required to have a written comment on each student's report card each 9-week period that Parent-Teacher Conferences do not occur.

## STUDENT CONDUCT

### General School Rules

Students are expected to display high standards of moral, ethical, and social conduct. Christian Academy of Prescott is a community of Christian learners and educators. Christian standards concerning heart attitude, personal, and social behaviors are both expected and upheld. Therefore, we share in the responsibility to live in a way that would bring honor and glory to God. Attitudes and behaviors that contribute to effective education for the community are valued and nurtured.

We set clear, biblically-based behavioral expectations and apply consistent consequences for poor behavior. Students are expected to apply biblical principles of justice, mercy, peacemaking, and love toward their fellow students, and to help and pray for one another in all things. Disruptive behavior that is detrimental to the learning environment or defiance of authority figures (teachers, staff, or parent volunteers) will not be tolerated. Students are to arrive on time every day and be prepared to work hard.

- Students are not to chew gum on school property.
- Students are to speak to peers and all adults with a respectful tone and attitude. There is to be no teasing, name calling, or put-downs. Good manners and respect for others is expected at all times.
- The use or possession of alcohol, tobacco, drugs or pornography—either at school or outside of school— is grounds for suspension or expulsion.
- The use of improper language (vulgarity, obscenity, profanity), will not be tolerated and could be grounds for immediate suspension.
- Gambling is not permitted at any time.
- No running on campus. Climbing on fences or buildings is not allowed.
- All distracting and dangerous items such as knives, lighters, and matches are to be left at home. Electronic devices such as I-pods, I-pads, MP3 players and other gaming systems are not allowed. Cell phones must be turned into the school office before school and will be returned at the end of the school day.
- Avoid plagiarism. Students must do their own work.
- All school rules apply on field trips and at school-sponsored events, both on and off campus.
- Proper behavior is required when being transported in any school vehicle.
- Student-to-student harassment and bullying will not be tolerated. In such cases parents of the victim will be advised that they may contact the police to file a report.

- Students should keep their hands off others, which includes pushing, hitting, holding, wrestling, horseplay, etc.
- Students should exhibit cheerful obedience to authority (parents, teachers, bus drivers, etc.) and school regulations when the person in authority is not immediately present. Such obedience should be willing and immediate.
- Students are responsible for doing assigned or expected tasks.
- Cooperation with others in playing and working at school and on the playground is expected of CAP students.
- Students should display courtesy and respect for other students, teachers, and visitors. Students should learn to be quiet in class, raise their hands to speak, not interrupt others, and eat with proper manners.
- Students are to have respect for school property. Students are to put all trash in trash cans, pick up paper on floors and grounds, and keep desks neat.
- Damage to equipment or school property will not be tolerated. When school property or equipment is damaged unnecessarily and needlessly, parents will be notified and a fair charge will be made.
- Students are to respect the property of others. Never take anything that belongs to someone else without permission; return in good condition anything borrowed.
- Truthfulness and honesty in word and life is expected.
- Promptness in attendance and assignments is expected.
- Students should display morally good conduct in respect to recreation and social relationships

**Parents are expected to hold their students accountable for poor behavior. We expect parents to recognize attending CAP is a choice and a privilege, and that student success is a shared responsibility.**

## **DISCIPLINE**

### **Academic and Behavioral Probation**

All students new to Christian Academy are on probation for the first academic year following admission. Each student will be reviewed at this time by his/her teacher and the Admissions Review Committee to determine the current level of success in academic, social and spiritual conduct.

Any returning students with serious academic, behavioral or attitude problems may be put on probation at the discretion of the Administrator and the student's teacher. The probation may last four to nine weeks, at which time the student's progress will be re-evaluated. Continuation of problems beyond two (2) probationary periods in one (1) year may result in automatic dismissal from Christian Academy.

## **Suspension**

The Administrator will contact the parents when a suspension is issued and a conference will be arranged. Work missed during the time of suspension must be completed for 50% credit. The following behaviors will result in immediate suspension:

- Use of obscenities (swear words), profanities (using the Lord's name in vain) or racial slurs (Exod. 20:7)
- Physical abuse (fighting) with another student
- Theft, vandalism, or destruction of personal or school property
- Defiance of authority

## **Expulsion**

Upon the recommendation of the school Administrator, the School Board may move to dismiss a student as a result of the following:

- Excessive, uncorrected behavioral problems or two (2) suspensions.
- Consistent negative attitude and behavior patterns detrimental to the goals of the school and disruptive to the educational process
- Possession or use of alcohol, tobacco or illegal drugs (I Pet. 5:8)
- Possession of a firearm, knife or any other weapon, or threatening use of any weapon (Matt. 26:32)
- Serious physical threats or acts of violence that would jeopardize the safety of students or staff

## **Correction and Consequences**

Most correction will be handled by the teacher through a progressive discipline policy beginning with a verbal warning, moving to restricting a child's privileges or freedoms. Parents will be notified if continued problems exist.

In cases where a problem persists and there is no behavioral change, a child will be sent to see the Administrator. An appropriate consequence will be administered as well as a behavior improvement plan. Parents will be called and the matter discussed.

Consequences may include, but are not limited to: loss of recess, loss of extracurricular activity, letters of apology, manual labor task, or being sent home for the day.

Students who consistently fail to respond to efforts of correction may be suspended or finally expelled. Much care is taken to ensure that correction is handled properly and without anger. We expect reasonable cooperation from students and parents regarding behavior expectations, correction, and consequences.

# STUDENT DRESS CODE

The school Administrator is the final judge of what is appropriate and reserves the right to make modifications of the dress code for special occasions, such as fun/reward situations. DRESS CODE APPLIES ON ALL SCHOOL DAYS AND ALL SCHOOL FUNCTIONS. The same standards apply on Dress Down Days, with the exception of colored polo shirts. A Dress Code Violation Form is filled out whenever a student breaks the dress code.

## General Standards for Boys and Girls

- All clothing, including jackets, must be no more than one size larger and fit the student's natural size.
- Clothing with logos are allowed; however, logos must be smaller than credit card size
- Undergarments, including undershirts, should not be showing.
- Sandals, clogs, and heelies may not be worn.
- Heels may be no higher than 1 inch in height.
- Socks or tights must be worn with shoes.
- Belts (optional): solid brown, black or navy
- Hats are not allowed in the buildings.
- Shirts, blouses, and dresses must have sleeves.
- Hairstyles should be neat, clean and natural. Coloring, bleaching or streaking of hair is not allowed. Styles that call attention to the student are not permitted (i.e. extreme faux hawks, tails, hair in face, and extreme messiness).
- No face or body piercings
- Tattoos (**even if temporary**), or any writing or drawing on the body, are not allowed. (Note: students who have tattoos prior to entering CAP must keep them covered by clothing at all times.)

## Additional Standards for Girls

- Acrylic nails are not allowed. Nail color must be tasteful in appearance.
- Hoop and dangling earrings or ear cuffs are not allowed.
- No more than two (2) earrings per ear are to be worn, and earrings may be worn on the earlobes only.

## Pants/Jeans/Capris

- Must fit no lower than 1 inch below the waist and be without holes or ragged edges
- Denim Jeans: solid blue, relaxed, slim, boot cut or regular fit. Jeans are expected to be modest in fit and style.

- Uniform Slacks: navy or khaki
- Capri Pants: navy, khaki, or denim

### **Shirts**

- **All students are required to have at least one (1) forest green polo shirt for chapel every Friday and field trips.**
- Uniform Polo Shirts: long or short sleeve, solid colors only (no black)
- Uniform Turtleneck/Mock Turtleneck : long or short sleeve, solid colors only (no black)
- Uniform Oxford Shirts (long or short sleeve): pale blue or white only
- No other type of shirt is permissible, including long-sleeve patterned shirts underneath polo shirts.
- On T-Shirt Tuesday, only t-shirts designed for CAP are allowed. Any other kind of t-shirt will be considered a dress code violation.

### **Shorts**

- Uniform Shorts: navy or khaki
- Denim Shorts: hemmed, natural fit
- Minimum length: 3 inches above top of kneecap

### **Skorts/Jumpers/Skirts**

- Uniform Skirts: pleated or straight; navy or khaki
- Uniform Jumpers: navy or khaki.
- Minimum length: 2 inches above top of kneecap

### **Outerwear**

- SOLID-COLOR (no black) jackets, hoodies, and sweatshirts may be worn in the classroom. Any logos must be smaller than credit card size.
- Other coats may be worn outside; however, they may not have inappropriate logos.
- CAP sweatshirts are available for purchase through the school in the fall. Available in forest green only.
- May be worn with polo, turtleneck/mock turtleneck or oxford shirts
- Sweaters: solid colors (no black)

### **Quality of Clothing**

JC Penney, French Toast, Old Navy, Lands End, or any other brand of equivalent quality

### **Other**

Book bags, hats, notebooks, or other items with inappropriate messages or art work are not allowed.

# COMMUNICATION

## Monday Folders

To simplify the number of announcements sent home, a weekly school newsletter will be sent home on Mondays with the youngest or only child in a yellow "Monday Folder." Parents may also request to receive the weekly newsletter by e-mail. Monday Folders will contain assorted school and classroom information.

## Parent Communication

In accordance with Matthew 18:15-17, parents who have a complaint with a teacher or program/activity under the supervision of a staff member should first bring the problem in private to the person involved and give them a chance to resolve it. Most problems can be solved at this level if all parties are willing to work together.

If your concern relates to a school policy, a safety concern, or you feel you could not reach a resolution with the staff member, the next step is to request a meeting with the school Administrator.

After these avenues have been thoroughly exhausted, parents may request a meeting with the School Board at their monthly meeting, provided written request is received by the Administrator or Chairman of the Board within two (2) weeks of the action by the administration.

For a complaint to be considered relating to grades or attendance, a letter of appeal must be written to the administration within one (1) month of the semester in question.

# SAFETY

## Drop-Off and Pick-Up

**PLEASE enter the alley from Goodwin Street and exit on Union Street.** Keep cars in a single line traffic pattern. Please require your children to enter and **exit your vehicle using the right side passenger door.** At no time should students approach or exit a moving vehicle. Speed must be limited to 5 mph while exiting through the alley.

**Please do not leave your vehicle unattended in the loading lanes** and be considerate of those behind you by moving through the exit promptly. If you wish to accompany your child to the classroom or leave your vehicle for any other reason, please park in the designated parking spaces.

## Fire Drills / Lock-Downs

The purpose of monthly fire and lock-down drills is to instill thoroughly in the mind of the student the correct procedure for clearing or locking buildings so that in case of emergency, it may be done with no confusion. Great stress is laid upon the execution of each drill. Running and talking are not permitted. Students shall remain quiet and with their group until the teacher has taken roll and the all-clear signal is given.

In the event of an emergency that threatens the “local” area, all students will be quickly moved to a safe area or locked down in their classroom buildings. If the emergency necessitates students to remain in the buildings, we ask that students and staff not leave until we receive an all-clear signal from the local authorities. Once clear, we will begin dismissal as follows:

1. Children will be dismissed immediately to parent/guardian, person on the release list, or a CAP parent that is willing to take your child to their home with parent’s permission.
2. A vehicle line will be formed and students will be released similar to our rainy day dismissal procedure. Please remain in your vehicle and be patient as we want to ensure the safe and quick dismissal of all students.

In the event of a natural disaster (storm, power outage, etc.), students will be kept at the school until a parent (or designated adult) comes to pick them up or until it is deemed safe and appropriate to allow a general dismissal of all students. In the event of a major emergency, no student will be released without parent permission.

### **Fingerprinting**

For the security of our students, all adults (room mothers, chaperones, aides, van and bus drivers, volunteers, maintenance personnel, etc.) must be cleared through Protect My Ministry, a legal background check. Forms are available in the school office. Fingerprints may be requested by the Administrator. Teachers are required to be fingerprinted.

### **Child Abuse/Neglect**

Educators are often the source of referral for child abuse victims because of their extensive contact on a daily basis. They are often the first persons to whom children disclose abuse or who suspect abuse because they recognize resultant behavioral changes. In accordance with state law and school policy, school staff are obligated to report the reasonable suspicion of physical abuse, sexual abuse, or child neglect. If school personnel fail to report the occurrence of child abuse or neglect, they are guilty of a misdemeanor (ARS 13-3620). The school will not contact parents in advance of making a report to authorities.

### **Student Anti-Harassment Policy**

Christian Academy of Prescott is committed to provide an academic environment that is free from all forms of intimidation, exploitation, and harassment of any kind, whether based on sex (gender), race, color, national or ethnic origin, age, or disability. The school includes bullying in its definition of harassment.

Christian Academy is prepared to take action to prevent and correct any violations of this policy. This policy applies to the actions of administration, teachers, staff, parents, volunteers, and students. Anyone who violates this policy will be subject to discipline up to, and including, termination and expulsion. Any administrative personnel who receive a complaint of harassment and fail to appropriately report it or take corrective action pursuant to this policy, are also subject to disciplinary action up to, and including, discharge.



## **Tobacco, Alcohol and Illegal Drugs**

The use and/or possession of tobacco, alcohol, and illegal drugs is strictly forbidden at CAP. If any of these items are found to be in a student's possession, they will be confiscated immediately and parents will be notified. The student may be subject to suspension or expulsion.

## **Weapons and Violence**

Christian Academy has a NO TOLERANCE policy involving threats or perceived threats of violence. One of the school's first responsibilities is the protection of all students, faculty, and staff from harm. If the school determines that a threat of violence is credible, the administration will report the threat to the appropriate authorities. Any students making such threats will be subject to suspension or expulsion.

Weapons, look-a-likes, and dangerous objects are strictly forbidden on school grounds and will be confiscated immediately. All incidents will be treated seriously and with the utmost concern.

Parents will be notified and required to meet with the school Administrator to discuss the incident, its ramifications and consequences. The student may receive a warning, suspension or may be expelled.

No one, including school board members, staff, administration, faculty, parents, or students are allowed to carry a weapon of any kind onto school grounds.

# **HEALTH REQUIREMENTS / SERVICES**

There is no school nurse available at CAP. However, all staff and faculty are CPR and First Aid trained and certified. The administrator, office staff and teachers will make the determination of the child's needs when illness or accident occurs.

## **When to Keep Your Child Home**

Every possible provision is made to provide a wholesome, healthy atmosphere at school. We have found that there is a definite correlation between a child's health and his enjoyment of school and ability to profit from it. A sick child cannot learn effectively and is unable to participate in classes in a meaningful way. **If your child appears to be ill, please do not send him/her to school.** Keeping a sick child home prevents the spread of illness in the school community and gives the child opportunity to rest and recover.

Consider the following guidelines when making the decision as to whether your child should come to school:

Fever. Child should remain at home with a fever greater than 100°. He/she may return to school after having been fever free for 24 hours without the use of fever-reducing meds.

Diarrhea/Vomiting. Child should stay home and return to school only after being symptom free for 24 hours.

Conjunctivitis (eye infection): Following a diagnosis of conjunctivitis by a health care provider, the child may return to school after the first dose of prescribed medicine.

**Rashes.** Common infectious diseases with rashes are not contagious in the early stages. A child with a suspicious rash should return to school only after a health care provider has made a diagnosis and authorized the child's return to school.

**Colds.** Consider keeping your child at home if he/she is experiencing discomfort of cold symptoms, such as nasal congestion and cough. A continuous green discharge from the nose may be a sign of infection. Consider having the child seen by your health care provider.

The school reserves the right to require the parents to procure medical help through a licensed physician when classroom behavior and/or academic performance demonstrate a need.

### **Communicable Diseases**

The State Health Department requires written permission from a private physician or the Health Department to return to school after having a communicable disease, including, but not limited to, measles, chicken pox, mumps, scarlet fever, hepatitis, and impetigo.

Due to the danger of spreading an illness, your child may be sent home if he/she displays any of the symptoms listed above.

### **Disclaimer of Liability**

Neither the teachers, staff, employees, nor governing board of Christian Academy of Prescott will be liable or responsible for personal injury that occurs as the result of any student attending the school. Parents or guardians are responsible for obtaining proper insurance to adequately cover any personal loss or injury to a student.

Additionally, neither the teachers, staff, employees, nor governing board of Christian Academy of Prescott shall be liable for loss of any personal property owned by any student, parent, or guardian as a result of the student attending the school. The student, parent, or guardian shall purchase and maintain in force sufficient insurance to guard against loss of personal property.

### **Injury Report**

All injuries must be reported to school office personnel. An injury report will be prepared and the cause of injury investigated. An "Ouch Report" will be filled out and sent home with the student.

### **Medical Emergencies**

In case of an emergency, the school will immediately notify the child's parents, guardian or person specified by the parent. If the medical situation or injury warrants, the school will take immediate action such as calling paramedics or having the student transported by ambulance to the hospital.

### **Medical Release Forms**

Parents will be asked to sign a medical release form allowing the school to obtain emergency medical treatment for their child, if needed.

### **Prescription Drugs**

State laws regulating medication require that students must bring all medication in its original container to the office, with the exception of inhalers which are used for asthma. Most pharmacies will package prescriptions in two (2) separate containers with identical labels so that your child can take one to school for the required daytime dosage(s) and keep the other at home.

Under no circumstances should medicine of any kind (with the exception of inhalers) be kept in the child's backpack or lunchbox to be taken at their discretion.

Medications may not be dispensed to students by school personnel without written authorization from a parent/guardian and/or physician. This authorization must contain the following information:

- Name of student
- Purpose of medication
- Medication
- Dosage
- Time

### **Non-Prescription Drugs**

Over-the-counter medications (Tylenol, cough drops, allergy medicine, etc.) must be turned into the school office in a Zip-loc bag and taken under the supervision of office staff.

### **Asbestos Notification**

CAP maintains a policy to protect the health and safety of our students, faculty, building occupants and staff, including contractors who work in our facilities. We are current on having our facilities inspected for asbestos-containing building materials (ACBMs) by Western Technologies, Inc. The results have been evaluated and an ongoing operations and maintenance program is in place.

The school complies with relevant EPA and OSHA regulations in this area and monitors any asbestos activities. Copies of our program are on file and available for review in the school office.

## **GENERAL INFORMATION**

### **Birthday Parties**

Students may bring a special treat for the class on their birthdays. Students with summer birthdays may pick a day during the school year. Please request a day with the teacher so he/she can work out the best time. Parents are to MAIL INVITATIONS when having home parties unless ALL CHILDREN (or all boys or all girls) are invited. This eliminates any hurt feelings.

## **Cell Phones**

Cell phones are prohibited at CAP and will be confiscated if brought to the classroom. Students may leave cell phones at the office in the morning and collect them after school hours.

## **Chapel**

A highlight once a week is to come together for chapel. The chapels are varied from week to week and might include guest speakers, films, singing groups, plays and other special interest groups. Careful attention and respect should be given to those who are leading in chapel. Parents and visitors are encouraged to attend on Friday mornings at 8:00 AM in the FBC sanctuary.

## **Charitable Giving**

Christian Academy of Prescott is committed to providing the best quality Christian education possible while striving to maintain affordable tuition rates. The cost to secure the best educators, provide a comprehensive education experience, offer competitive teacher salaries, and stay current with technological advancements is a constant budgetary challenge not fully covered by tuition and fees. We ask your family to prayerfully consider how to partner with us in bridging the gap to reduce this shortfall. Please consider giving a tax-deductible donation to CAP. In addition, contributions to a School Tuition Organization (STO) can also benefit CAP (see Appendix for more information).

Checks should be made payable to the Christian Academy of Prescott. Receipts will be issued by the school office. CAP reserves the right to utilize material gifts in the way(s) most usable and practical to students.

## **Class Parties**

During the year students will have the opportunity to participate in three (3) classroom celebrations: Valentine's Day, Christmas and End-of-Year. Halloween is not observed.

## **Classroom Rules**

Classroom rules will be available from individual teachers at the beginning of the school year.

## **Classroom Supply Lists**

Students are expected to bring their own supplies according to instructions given by the teachers in a letter sent out during the summer. You may also check the school website for supply lists or contact the school office for a copy.

## **Closed Campus / Leaving Early**

Students are not to leave the campus after arriving at school until they leave for home after school. If a student will be leaving early for any reason, the person picking him/her up must come to the office and sign that student out. If a parent/guardian is not the one picking up the student, a note must be written by the parent/guardian giving permission for the child to leave with that person.

In the event the student needs to leave the campus during school hours for the purpose of a doctor appointment, etc., parents or a designated adult are required to sign the student out at the office.

## **Computers**

Technology education is held weekly in the computer lab in accordance with State of Arizona standards. A desktop computer is provided for each student. All parents and students must sign an acceptable use policy before students may use the internet in the computer lab.

## **eScrip**

You can help raise funds year-round for the school just by registering any one or all of your existing grocery loyalty, debit and credit cards at [www.escrip.com](http://www.escrip.com). Also visit the family of merchants for a complete list of participants in the program.

Participating merchants will make contributions to our school based on purchases made by you, just by using the cards you have registered. Your purchases are tracked and available to you online, allowing you to see just how much you are earning on the school's behalf!

## **Early Release**

On early release days students are dismissed at 11:20 AM.

## **Emergency Contact Information**

It is important that the school office be informed of any changes in student information: business, home and cell phone numbers, mailing address, e-mail address, and emergency and medication information. If parents are going to be out of town, please let the office know who is responsible for your child during your absence.

## **Extended Care**

Hours are from 3:00-5:30 PM at an hourly rate of \$5.00 per child and \$4.00 per hour for each additional child. After 5:30 PM, however, there will be a \$1.00 per minute late charge per child. Students present on campus after 3:15 PM will automatically be signed into Extended Care at the parent's expense. The person dropping off or picking up a student must sign the Extended Care Sign In/Out Form and be 16 years or older. By law, we must have first initial and legal last name of parent/guardian signing in/out student. Children will not be released to any person not on the Emergency Information Form.

Parents are asked to provide one (1) healthy snack for those students who are staying for afternoon Extended Care. STUDENTS IN GRADES 6-8 WHO HAVE NOT BEEN PICKED UP BY 3:15 PM WILL BE ESCORTED TO THE PUBLIC LIBRARY.

## **Field Trips**

A \$25.00 field trip fee will be charged to your child's account at the beginning of the year. We believe this will eliminate the need for cash payments throughout the year. Each class will participate in two (2) field trips, as well as local school-wide trips.

Classes take trips to interesting and educational places in the community and state as a vital part of the instructional program. Parents are notified in advance and are encouraged to help chaperone. However, due to the nature of most educational field trips, siblings will not be permitted to attend. This frees parents to supervise groups of students adequately and experience an enjoyable activity with their child.

A permission slip for students to participate in field trips is signed as part of the application form to attend Christian Academy of Prescott. Field trips are part of required course

participation and are not optional. School vehicles are used for field trips.

### **Financial Responsibility**

Students and their parents are liable for damage to facilities, equipment, curriculum materials and personal property.

### **Insurance**

Every student is a participant in an accident insurance plan through ACSI which provides secondary coverage for any accident occurring in the school, traveling to and from school, and at any school-sponsored activity. This is included in the registration fee.

### **Lost and Found**

Items found on school property will be placed in a bin in the hallway next to the office. Please encourage your child to claim belongings as soon as they are discovered to be missing. Unclaimed items will be donated to a charitable organization at the end of each quarter.

We strongly suggest that each piece of clothing, lunch boxes, lunch sacks, backpacks, jackets, and other personal belongings be marked with the student's name to insure return of the item when lost.

### **Lunches**

Children may bring a sack lunch and a drink (no soda or candy). Please pack a wholesome variety of foods in your child's lunch box so that he/she will receive the necessary diet for growth. We do not encourage sharing due to allergies and restrictive diets.

### **Media Center**

A centralized FBC/CAP media center is provided for the convenience of all students. In addition, students also have access to the Prescott Public Library across the street. Students will have the opportunity of going to the FBC/CAP Media Center once each week to check out books. The Prescott Public Library will be visited once a month. The reference materials and periodicals may not be checked out.

Students are responsible for the care of the books while in their possession and returning them on time. If a book is lost or damaged, the student will be required to either replace the book or donate the cost of the book to the library. As in any library, students are expected to choose a book quietly and wait for the librarian or teacher in charge to check it out properly. Our librarians are interested in helping the students learn how to use the library more effectively. It is expected that students cooperate with them in every possible way.

### **Media Release**

Pictures of individual students and various groups are taken at CAP during the year for use on our website and in various promotional materials. Names will NOT be posted with any pictures or group that appear on our website. Parents are asked to complete the Media Release Authorization form to indicate which types of media are allowed and/or restricted.

## **Messages for Students**

Only messages of serious importance will be conveyed to students during school hours. Parents may leave phone messages or items (lunches, homework, etc.) at the office. They will then be given to the teacher.

## **Movies**

Students are only allowed to watch “G-rated” movies unless special permission is given by the parent at the request of the teachers. With the exception of instructional videos, documentaries, or appropriate movie clips, teachers must request permission from school administration for all movie showings. The teachers are to keep the frequency of movies to a minimum throughout the school year.

## **Office Phone Use**

A phone is available in the office for emergencies and unforeseen schedule changes only. Forgotten lunches and books are not considered emergencies. If a student is ill, the office personnel will contact parents. Students may not use the phone for forgotten homework or to get permission to go home with a friend.

## **Parent-Teacher Conferences**

Conferences with teachers are held in the fall and spring for all students. **It is mandatory that at least one parent attend in the fall.** In the spring, conferences are mandatory for Grades K-4 and at the teacher’s or parents’ request for Grades 5-8. Teachers are also available for conferences throughout the school year at parents’ request.

## **Parent-Teacher Fellowship (PTF)**

PTF is an organization of parents and teachers working to bring the home and school into closer relationship. This group is involved with fundraising activities and other social events for the benefit of CAP. Parents are strongly encouraged to be an active part of this organization. The elected officers of PTF will report to the CAP School Board.

## **Personal Belongings**

Trading cards and electronic devices such as I-pods, Ipads, tablets, personal gaming systems, and cell phones are not allowed at school except for a specific class project with teacher approval. Kindles (no Fires) may be used in class for reading only. If a student needs to bring a cell phone, they are required to leave it with office personnel until school is dismissed.

Toys should not be brought on campus unless the principal or teachers give special permission. Bicycles, skateboards, scooters, and roller blades are also not permitted.

## **Pictures**

School pictures are scheduled for early fall and should be back in time for Christmas. Individual and class pictures will be used in the school yearbook. Parents are welcome and encouraged to take photos during school events as well.

Spring pictures are available as well. Graduation portraits for Kindergarten and 8th grade will be taken at this time. Pictures for other grades are optional.

## **Re-Enrollment**

Registration for the next school year begins in the spring. Completion of re-enrollment forms and payment of the re-registration fee will ensure a place for the child during the next school year. Parents risk the possibility of losing a place for their child by delaying the re-enrollment process.

Students presently enrolled at CAP will be reviewed by the Admissions Review Committee on an annual basis. Students will only be re-admitted based on a satisfactory record in academic subjects, personal conduct, and spiritual growth.

## **School Hours**

School hours are 8:00 AM to 3:00 PM, Monday through Friday.

## **School Weather Closures**

In the event that road or weather conditions make it unsafe to hold classes, parents should check the Prescott Unified School District (PUSD) website ([www.prescottschools.com](http://www.prescottschools.com)) for snow closure information. Closure or delay information is posted by 5:45 AM. You may also check local radio stations or PUSD #1 on Facebook.

If PUSD declares a snow day, CAP will also be closed. All children and school employees should stay home that day. If PUSD declares a shortened snow day schedule, CAP will do the same. All CAP classes will be delayed two hours as posted on the website.

## **Snacks**

Students may bring one (1) personal healthy snack to school to have during morning recess/break. Snacks are not provided by the school. Please do not send sodas or candy. We do not encourage sharing due to allergies and restrictive diets.

## **Student Directory**

Each family will receive a free copy of the Student Directory at the beginning of each school year for use in connection with the work and activities of the school. At the beginning of the school year, parents will be asked to complete a form indicating what information, if any, you wish to have published. Federal and State laws prohibit supplying the information in this directory to any individual or organization for the purposes of solicitation. Additional copies will be available for \$1.00 in the school office.

## **Student Records**

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records (20USC 1232g; 34 CFR Part 99). The law applies to all schools that receive funds under an applicable program of the US Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level.

## **Tests and Measurements**

Christian Academy of Prescott participates in the annual Association of Christian Schools International (ACSI) achievement testing program. In order to evaluate the student's capability to learn and his/her progress, all K-8 students are given the Terra Nova



achievement test in the spring. First grade will take the PTCS exam. Grades 3, 5 & 7 will take the InView exam.

Progress monitoring takes place throughout the year in reading and math. Results will be reviewed at Parent-Teacher Conferences.

### **Textbooks**

Textbooks are provided by the school and distributed at the beginning of the school year by classroom teachers. At the end of the year, books must be returned to the teacher. Books lost or not returned will be charged to the student's account. Books returned damaged beyond one (1) year of use will be assessed a fine.

Students are responsible for keeping books in good repair and are to refrain from writing in their textbooks or using sticky book covers. If books need to be repaired during the school year, students should see their teacher.

### **Transcripts**

Requests for transcripts and school records must be submitted to the school office. Standardized test scores will accompany transcripts if available. All financial obligations need to be paid before transcripts are released.

### **Visitors**

All visitors (including parents) must register in the school office and get a visitor's badge if they are visiting on campus during school hours. This procedure will help us better protect our children from unwanted visitors and also help us know who is on campus in case of an emergency. Exceptions to the sign-in procedure are programs, class parties, and all school-wide events. Parent involvement is welcomed and encouraged for all activities.

## **STUDENT ACTIVITIES**

### **Opportunities for Student Involvement**

Statistics show that overall student success in school is closely related to a student's involvement in school activities. Opportunities for students to participate in extra activities are outlined below:

#### **◆ Service**

Students in grades 5-8 are required to log 40 service hours in a school year. Students may acquire service hours by working in a church, helping a teacher, visiting a care facility, etc. Service hours are hours that the student spends helping others, without receiving payment, and are not part of regular home chores.

#### **◆ Leadership**

Student Government is offered for students in grades 7-8. Student Government is an elective class, and its purpose is to promote leadership and service.

#### **◆ After-School Programs**

Throughout the school year a variety of after-school programs are offered. Students in grades 3-8 are encouraged to participate in athletics, arts and crafts, robotics, music, and other various courses.



*Policies set forth in this handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind, express or implied. The provisions of the handbook may be amended or cancelled at any time, at the school board's sole discretion, with or without notice. These provisions supersede all existing policies and practices and may not be amended or added to without the express written approval of the school board of the Christian Academy of Prescott.*



## STUDENT STATEMENT

By signing this, I am indicating that I fully understand the rules of behavior as outlined in the 2015-2016 Student/Parent Handbook and that these rules apply for the entire year, on and off the Christian Academy of Prescott campus. I further understand that the rules and regulations are subject to revision by the school at any time and that each student/family is expected to be familiar with current school rules. I agree to abide by the rules and regulations of the school. I also realize that if I break the rules, my continued enrollment will be subject to immediate review.

_____	_____
Student Signature	Date
_____	_____
Student Signature	Date
_____	_____
Student Signature	Date

## PARENT/GUARDIAN STATEMENT

I/We understand and agree that Christian Academy of Prescott is a private evangelical Christian school where enrollment is a privilege and not a right.

I/We certify by signature below that I/we understand the general rules and regulations that are published in the 2015-2016 Student/Parent Handbook.

I/We further understand that the rules and regulations are subject to revision by the school at any time, and that each student/family is expected to be familiar with current school rules.

I/We agree to abide by the rules and regulations. In the role as parent and/or guardian, I/we promise to enforce these rules. I/We understand and agree that violations of any Christian Academy of Prescott rules and regulations will be dealt with by the school administration and may result in expulsion from the school.

In addition, I/we agree to accept fully responsibility for all obligations that may result from injury incurred by student as a result of participation in any school-sponsored activity. If I/we cannot be contacted in an emergency, call the physician listed on the emergency form and follow his/her instructions. If the school cannot contact anyone listed, the school is authorized to act in whatever manner is deemed appropriate by school personnel.

**I/We also agree to comply fully with the financial requirement of the school regarding payment of tuition and other fees and understand and agree that the student may be removed from the school if tuition payments become delinquent.**

_____	_____
Parent/Guardian Signature	Date
_____	_____
Parent/Guardian Signature	Date



# APPENDIX