

# Citizens Christian Academy

Student and Parent PreK Handbook



*Together...Cultivating Hearts. Challenging Minds. Impacting Culture*

*Revised August 2024*

# Preface

Citizens Christian Academy Parents and Students,

Our Parent and Student Handbook has been compiled to articulate community expectations at CCA. Like a family, there are guidelines and expectations that are in place which enable CCA the ability not only to teach students self-discipline, sense of community, and responsibility, but also to establish a reputation within our community. In an effort to create a nurturing environment, part of that process involves creating a healthy tone and climate with appropriate boundaries. This allows students freedom within those boundaries while allowing the school to operate in a manner conducive to educating students.

Due to the many guidelines, practices, and procedures articulated in this Handbook, covering everything from car line to student discipline to academics, it is important for every family to read the handbook. CCA reserves the right to interpret the content of this Handbook, including the rules and regulations governing the academic and non-academic conduct of students. This Handbook is not a contract, nor is it intended to be so construed. Revisions to the Parent/Student Handbook are made each year and CCA reserves the right to modify and/or amend the content of the Handbook at any time during the year.

The goal of this handbook is not to overwhelm our students with “rules” but rather to communicate up front, the boundaries that have been set forth by our school to allow it to operate effectively and efficiently.

Sincerely,

*Sally Bryant*

Sally Bryant  
Head of School

## School Administration

The Head of School serves as the executive officer to the Board of Trustees and is charged with the responsibility of implementing policies of the Board as well as adherence to the budget. The Head of School is also responsible for the organization and daily operation of the school, supervision of the faculty and staff, the student body, instructional program, and all other affiliated activities. The Head of School is responsible for interpreting and reconciling any provisions or inconsistencies in this handbook.

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## Board of Trustees

Citizens Christian Academy is governed by a Board of Trustees which delegates all executive and administrative functions to an appointed Head of School. The primary function of the Board of Trustees is as follows: the establishment of the philosophy, the broad goals, adoptions and adherence of the annual budget, and the overall policies of the school; the employment and evaluation of the Head of School to operate the school within those goals and aims; and the preservation and enhancement of the assets of the school, buildings, and regular income. Once policy has been established, the Board of Trustees delegates the daily operation of the school, including the nomination of staff personnel to the Head of School. In order to serve on the Board of Trustees, the Trustees must have children or grandchildren attending CCA. The Board of Trustees consists of the following members:

Chris Malphus, Chairman	Bridgetown District	<a href="mailto:chris@malphuselectric.com">chris@malphuselectric.com</a>
Kerry Van Moore	Nicholls, West Green, and Bacon District	<a href="mailto:kerrymoore@gmail.com">kerrymoore@gmail.com</a>
Trevor Smith	Pridgen and Ben Hill District	<a href="mailto:trevorsmith.sqp@gmail.com">trevorsmith.sqp@gmail.com</a>
Eric Snipes	Douglas District	<a href="mailto:eric@dixiefc.com">eric@dixiefc.com</a>
Jay Vickers	At Large	<a href="mailto:jlvickers@securitasfinancial.com">jlvickers@securitasfinancial.com</a>

## **GENERAL SCHOOL INFORMATION**

### **Non-Discrimination Policy**

Citizens Christian Academy recognizes that our community is stronger as we embrace the richness found in the diversity of traditions, heritages, experiences, and background of each individual. Citizens Christian Academy admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Citizens Christian Academy does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, athletics, or other school-administered programs.

### **Organization**

Citizens Christian Academy (CCA) was chartered as a nonprofit organization by the State of Georgia in 1969 and founded by Coffee Parents, Inc. CCA is governed by the Board of Trustees. Citizens Christian Academy is a co-educational day school serving students in grades preschool through 12.

### **Mission**

Together...Cultivating Hearts. Challenging Minds. Impacting Culture.

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### **Vision**

**Patriots...**

**Persevere**

**Accomplish**

**Trust in God**

**Respect Others**

**Impact our Community**

**Obey God's Word**

**Treasure our Liberty**

**Strive to Achieve Excellence**

## **Academy Motto**

Citizens Christian Academy has adopted the following motto:

*“Libertatem Propter Veritas”*

“Liberty Through Virtue” was a cornerstone ideal of the founding fathers’ visions for America. The belief that a nation could be predicated on personal liberty was dismissed as folly by some; yet, the founders knew that when personal liberty was tempered by Christian virtue, a country could be forged through respect and love of our fellow man. Mutual respect for human dignity demands mutual respect for the personal liberty of each individual American. According to the founders, Christian virtue and individual liberty would merge, and forge a nation of free citizens with a singular purpose and commitment to one another: e pluribus unum.

## **Statement of Faith**

We believe the Bible to be the inspired, the only infallible and authoritative Word of God. (2 Tim. 3:16, Heb. 1:1, 2 Peter 1:21, Ps. 119:160)

We believe that salvation can be neither deserved nor earned, but that it is a gift of God, bestowed in mercy upon those who accept it by faith. (John 6:40, Gal 2:16, John 1:12, Phil. 3:9)

We believe in the spiritual unity of believers in our Lord Jesus Christ. (Eph. 4:11-16, Heb. 2:11, 1 Cor. 12:12-13)

## **Admission Requirements**

### **Admissions**

Prior to enrollment, all records will be reviewed, and if needed, additional academic testing may be required which is at the sole discretion of administration. Upon review of records, parents will be notified of the admission decision. If accepted, families are encouraged to participate in a personal tour with the administration to complete the enrollment process.

Students who have been expelled from a previous school or have discipline infractions for any reason must have administrative and/or board approval prior to acceptance at CCA.

### **General Policies for All Students**

1. CCA reserves the right to dismiss, at its sole discretion, any student (or family) whose doctrinal, moral or religious practices do not adhere to the school’s Statement of Faith and/or who jeopardizes the climate and well-being of others.
2. CCA reserves the right to dismiss, at its sole discretion, a student whose presence in the school is considered detrimental to the best interests of the student, the safety and well-being of others, or to the academic climate of the school.
3. Enrollment at CCA is understood to be a calendar school year.
4. A student must meet the academic standards of the school.
5. Final acceptance of students and grade level placement will be determined by the Administration.

## **Enrollment**

Enrollment is complete when a contract for enrollment is executed, all documentation has been submitted, and all necessary fees have been paid. The contract for enrollment establishes the financial obligation of the parent(s) or guardian(s) and sets out the terms by which the contracting party shall be bound. The terms of the contract shall govern the parties as to the obligations therein, and if any term in this handbook is inconsistent or contradicts the contract, the contract shall control. In order for an application to be considered complete, all students are required to provide immunization records, birth certificates, social security cards, etc...prior to attending school.

## **Re-enrollment**

Students are re-enrolled on an annual basis subject to an evaluation of their conduct and financial account status. A pattern of poor conduct, excessive absenteeism or tardiness, or the parents' failure to meet financial obligations can jeopardize a student's continued enrollment. Entrance into the next grade will be based on the classroom performance of the student, observations of the teacher, and appropriate testing.

Contracts for re-enrollment are available in late spring in the business office to all students who are eligible to return for the following year.

A student's enrollment contract for the next year may be held for disciplinary, academic, or financial reasons. Parents will be notified by the Business Office if re-enrollment is to be withheld. All students must have a zero balance prior to registration for the next school year.

## **Withdrawal from School**

When a student finds it necessary to withdraw from school during the school year, the following procedures should be taken:

1. Obtain and complete a withdrawal form from the front office.
2. Return textbooks and technology.
3. Clear any debts owed to the school.
4. Transcripts will not be sent until all school property is returned and all debts are cleared.

## **Accreditation**

The policies, programs, and curriculum of Citizens Christian Academy are under continuous review by the Board, Administration, and Faculty in order to meet or exceed the standards required by our accrediting agencies. CCA maintains accreditation of the Georgia Accrediting Commission and is also a member in good standing with the GIAA (Georgia Independent Athletic Association) which sanctions all interscholastic competitions.

## **Attendance**

A successful school experience begins with good attendance habits. Students and their parents share in the responsibility of ensuring that every effort is made to attend school daily. Parents may view their child's electronic attendance record via Praxi.

## **Absences**

Twelve (12) absences over the school year may jeopardize promotion to the next grade. If there are extenuating circumstances, such as a prolonged illness, requests for exceptions must be submitted in writing to the administration. The administration must approve exceptions. Students who are in attendance until 11:30 a.m. on a “full” day of school are counted present for the entire school day. Students who are late, but arrive by 11:30 a.m. are counted present for the entire day. Students who arrive after 11:30 a.m. are considered absent. Students must be in attendance half days in order to be counted present. Only students who do not miss any days of school (excused or unexcused) will be awarded Perfect Attendance.

Work missed due to absence must be made up within three school days after the absence. Teacher discretion as to the amount and appropriateness of makeup work is advised at any grade level. Please contact teachers directly to receive make-up assignments. Student work can then be picked up at the front office receptionist desk.

### **Early Release of Students**

Any person, including the parent, who is picking up a student early, must report to the school receptionist located at the front entrance. For the safety of each child, any person picking up a student prior to the regular school dismissal time must present photo identification and sign the student out at the front desk. Any person other than the parent or legal guardian must have prior written authorization and must also present photo identification to the receptionist. The receptionist will call the student out of class. The school requests that prior notice be given to the teacher, whenever possible, so that the child and teacher will be prepared for the early release.

### **Notification for Extended Absences**

When you know in advance that your child will be absent for more than one day, please notify your child’s teacher so that assignments may be given in advance.

## **Preschool Information PreK2-Prek4**

At Citizens Christian Academy, we provide a quality preschool education that strives to inspire lifelong learners serving students from PreK2 – PreK4. CCA teachers provide a nurturing environment where academic, spiritual, emotional, and social growth are our goals for each student. We look forward to seeing your child grow in each of these areas throughout the school year.

### **Admissions**

Enrollment is open to children who are two years of age before September 1st. Citizens Christian Academy’s Pre-K program serves students who have turned 2 years of age to 4 years of age. Admission requirements for children entering Prek3 and PreK4 include being potty trained prior to beginning school. Potty trained would not include wearing pull-ups or diapers to school and would include minimal, if any, accidents during the school day.

### **Parent Orientation**

Citizens Christian Academy holds a parent orientation/open house at the beginning of each school year. Parent/Teacher Conferences are held twice per year but welcome and encourage feedback at any time.



## Tuition

A non-refundable student registration fee for each child is required by April 1st of each school year. This fee is in addition to the Tuition and Fees below...

- a) Tuition per child: \$10,800.00
- b) Golden Dome Scholarship applied: (-) \$3,900.00

Tuition Cost: \$6,900.00

Building Maintenance & Utility Fee: \$500.00 per child

Building and Maintenance fee may be paid in (2) \$250.00 installments. The first payment is due on or before Sept. 1. The second payment is due on or before Nov. 1st.

### **Payment Plans**

- a) Annual: Total tuition is payable in full by August 1st.
- b) 10 months: Monthly installments shall begin on Aug. 1st and continue through May 1st.

### **Additional Fees**

Parents agree to pay all fees assessed throughout the school year for supplies, textbooks, technology, sport, or academic participation and uniforms.

### **Payments**

- a) Method of Payment  
Tuition may be paid at the front office by check or cash. All payments made online by credit or debit card will result in a 3.5% surcharge.
  
- b) Due Date and late Fees
  - i) **Monthly Tuition Account**  
Tuition payments are due on the first day of each month. The account shall be considered past due after the tenth of the month. Any payment made after the tenth of the month shall be considered late and shall be subject to a 1.5% late fee and a \$10.00 penalty.
  
  - ii) **Lunch Account**  
Lunch accounts must remain current each month. Lunch accounts shall be subject to the same provisions as monthly tuition accounts.
  
  - iii) **Sixty Days Past Due**  
When an account reaches 60 days past due, parent(s) must bring said account current within 15 days thereafter, or the student will be dismissed from school, unless satisfactory arrangements are made and agreed upon in writing. In the event of dismissal, the undersigned understands and agrees that CCA shall have the right to withhold student transcripts and records until all past due balances have been paid. This shall include all debts owed to CCA, including but not limited to tuition, lunch accounts, fees, assessments, raffle tickets, and/or any other debt.

iv) In the event that CCA has to use an attorney to collect any outstanding debt related to this contract of enrollment, it is hereby agreed, acknowledged, and understood that the undersigned shall be fully and completely responsible for any and all costs of collection; including, but not limited to all attorneys' fees and any of the cost incurred by CCA.

v) The provisions of this paragraph shall be strictly enforced.

### **Tuition Reimbursement**

In the event a child is withdrawn from CCA at any time during the school year, the following conditions shall apply.

- a) Parents making annual payments shall be reimbursed 100% of their annual tuition if the student is withdrawn prior to the first nine weeks test. Student withdrawal occurring between the first and second nine weeks test shall require a 50% reimbursement, and withdrawal occurring between the second and third nine weeks tests shall require a 20% reimbursement. There shall be no reimbursement for withdrawals occurring after the third nine weeks test.
- b) There shall be no tuition reimbursement for withdrawal of students making monthly payment.

### **Transportation & Field Trips**

Due to insurance issues, PreK2 - PreK3 students cannot be transported by CCA vehicles. Parents/Guardians will be required to provide transportation to and from field trip sites, as well as participate in the field trip opportunities with the student. Prek2 - Prek3 students are not permitted to ride with their teacher or paraprofessional to or from field trips. Prek4 students may be transported by CCA to and from field trip opportunities. A field trip permission form must be completed and on file in order for your child to participate.

### **Academics**

#### **Grading**

While Pre-K students do not receive formal grades, PreK2 - PreK4 students will receive benchmark data twice per year as a way to track their academic progress from the beginning of the year until the end of the year. Benchmark data is conducted in August/September and again in April/May. Results of this data will be shared with parents throughout the year.

### **Dress Code Standards**

#### **Clothing:**

It is helpful for your child to dress in clothing that is easy to maneuver (no difficult buttons or belts on pants, etc.) Accidents may happen, so a change of clothing (including underwear and socks) is a necessity. Please send an extra set of clothing in a gallon-sized zip-loc labeled with your child's name.

#### **Jewelry:**

Jewelry will be limited to earrings only. Necklaces, rings, and bracelets may not be worn as they can be a choking hazard. Any jewelry other than earrings will be placed in your students bookbag.

**Shoes:**

To help keep students safe, please send your child to school wearing shoes appropriate for outdoor playing. All shoes must fit appropriately and have backs. Tennis shoes are preferred. Flip Flops can be difficult for children when playing outside and are discouraged.

## **School Day PreK2 - PreK4**

**Operational Days and Hours**

Citizens Christian Academy's Pre-K program operates as a regular school day. This includes 180 days from August to May. PreK student hours are from 8:00 a.m.- 2:30 p.m. with morning drop off occurring between 8:00-8:15 . Afternoon pickup will begin at 2:30 in front of the gym.

**After School Care**

Fee: \$10.00 per day/child, regardless of how long the student is in attendance for that day - students may attend AfterCare as many days as desired and billing will be handled through Praxi. After school care times are: 3:15 p.m. - 5:30 p.m.

**Before School Care**

Parents may not drop off students earlier than 7:30 a.m. The school building opens for students each morning at 7:45a.m. Students may not be dropped off prior to 7:30a.m. as there is no supervision available. Early drop off is an option for students who arrive at school prior to 7:45a.m. and will be available at a cost of \$3.00 per day. Students who arrive before 7:45a.m. must be dropped off at the cafeteria where CCA personnel will supervise them until . PreK Early drop off students will be escorted to their classrooms by CCA personnel at 8:15a.m.

**Early Release of Students**

Any person, including the parent who is picking up a student early, must report to the school receptionist located at the front entrance. Any person other than the parent or legal guardian must have prior written or verbal authorization and must also present photo identification to the receptionist. The receptionist will call the student out of class. The school requests that prior notice be given to the teacher, whenever possible, so that the child and teacher will be prepared.

**Naptime**

All full day preschoolers rest at least 40 minutes each day. Students are not required to sleep, but are expected to rest quietly so others may sleep, if desired.

## **Student Discipline**

Mutual respect is considered a necessary ingredient in a healthy, learning atmosphere. Students are expected to demonstrate respect for each other and for those in authority. Students are also required to respect school property as well as the property of others. The teacher is esteemed as a mentor, but is responsible for establishing classroom rules concerning general student behavior. Students who do not respond to the teacher's discipline may be referred to the administration who will determine further disciplinary action. When a student is sent to the office for disciplinary reasons, parents will be notified.

CCA reserves the right to dismiss a student who jeopardizes the spiritual climate and spiritual well-being of others. The school also reserves the right to dismiss a student whose presence in the school is considered detrimental to the best interests of the student, to the learning in the classroom, or to the safety and well-being of others as determined at the sole discretion of administration.

### **Dismissal**

A student may be dismissed by escalating the disciplinary levels. A student may also be dismissed for a single “major” violation with approval of the Head of School. Dismissal is never considered lightly, yet the responsibility for the safety and well-being of all students sometimes makes it necessary.

## **Health Services**

### **Health Information Sharing**

Parents and student agree, as a condition of continued enrollment, to consent to the release of any of the student’s health related information to employees or agents of the school as determined by the Head of School or his or her designee, to meet the medical or safety needs of the student and the community or the legal responsibilities of the school.

The school will maintain appropriate administrative, technical, and physical safeguards to protect the security of all health-related information within its care or custody. While it is the obligation of the school to safeguard student medical information, we must also balance matters of privacy and confidentiality with safeguarding the interests and well being of our students and our community. Thus, parents/guardians and students consent to allow employees and agents of the school, who have a need to know, to receive and/or share medical and/or psychological information necessary to serve the best interests of the student and/or community. In the event of a disclosure required by law, every effort will be made to notify the student and/or parents/guardians in advance.

### **Immunization Forms**

Every student must have an up-to-date Georgia Certificate of Immunization record on file in the school office, signed by a responsible health source. The new forms that are required are Form 3231 (which replaces 3227 and 3032) and Form 3300 (revised 8-2007). Student health forms are audited annually by the state. Any student who is not in compliance will not be allowed to attend school until proper forms are submitted per the Georgia Health Department.

### **Medical Information**

CCA students are required to have Student Medical Information and Permission to Treat on file. This information alerts us to allergies, medical conditions, and physical limitations of your child. It also authorizes us to treat certain illnesses and administer over-the-counter medications should your child become ill or injured during the school day. Any changes in allergies, medical conditions, or health of your child during the school year must be updated with the CCA front office. The student’s medical information should be reviewed and updated each school year.

In the case of an accident or sudden illness of your child, and we are unable to reach you (or another designated emergency contact) by telephone, a representative of CCA will accompany your child to the most appropriate medical facilities and we will consent for emergency medical treatment. Please update any changes to your child's emergency contact information with the front office.

## **Medications**

Students needing medications during the school day will need to keep those medications in Health Services to be administered by a school designee. All medications must be in the original labeled container, accompanied by the Parent/Guardian Authorization to Give Medication During School Hours Form, and brought to the front office by the parent. Please do not send medication to the front office with your child. Pharmacists can provide a duplicate labeled container with only the school doses if needed. Medications must be up to date. Students are not permitted to carry medication on their person while on campus – the only exceptions to this are students with certain medical conditions such as diabetes, asthma, or severe allergies. These students must first obtain permission from the school to carry these medications. Students disregarding these policies may be subject to immediate disciplinary consequences. Records are kept of all medications administered. The Parent/Guardian Authorization to Give Medication During School Hours Form is available at the front office.

Over-the-Counter (OTC) medications are available in the nurse's office for the students during the school day. The medications available include: Acetaminophen (Tylenol), Ibuprofen (Motrin/Advil), Antacids (Tums/Pepto Bismol), Benadryl (oral & topical), Neosporin/Triple Antibiotic Ointment, and Caladryl. These medications are only administered as needed with parent/guardian permission. However, no medication will be given 30 minutes prior to the release of school as this will not allow proper time for observation from the school nurse for any adverse reactions. Students in 1st-12th grade are allowed to bring cough drops with them to school to be taken as needed. Students in PreK2, PreK3, PreK4, and Kindergarten are not allowed to bring cough drops to school because they may be a choking hazard.

## **Students with EpiPens Prescribed for Allergic Reactions**

Students with EpiPens prescribed for allergic reactions will need to provide a set of EpiPens to the nurse's office to be available for the student if needed during the school day and to be sent on their field trips. If the EpiPen is prescribed for a food allergy, the student needs to have a Health Plan for the current school year on file in the front office. The Health Plan should be filled out and signed by the prescribing physician or written by the school nurse and signed by the parent/guardian.

## **Illness Guidelines**

It is the priority of CCA to keep all of our students healthy and in school. One way that we can all work together is to prevent the spread of illnesses. Students absent from school for the following reasons require a physician's statement confirming the student's ability to return to school and any necessary limitations or restrictions:

- Measles, Mumps, Chickenpox, Ringworm, Scarlet Fever, COVID-19
- Strep infection, Mononucleosis, Hepatitis, Conjunctivitis (pinkeye)
- Absence due to an extended illness or surgery
- If your child is not feeling their best, please follow these guidelines to determine whether or not they should be in school or call the school nurse:

**Fever:**

Any student who has a temperature of 99.5 or higher will be sent home immediately. Students must be fever-free without the use of fever-reducing medicines like Tylenol or Ibuprofen for 24 hours before returning to school.

**Vomiting or diarrhea:**

A child with vomiting or diarrhea should stay at home and return to school after being symptom-free for 24 hours. During the school day, your child will be sent home with one episode of vomiting or diarrhea during the school day.

**Pinkeye:**

Pinkeye, or conjunctivitis, is commonly caused by a bacterial or viral infection or an allergic reaction. The primary symptom of pinkeye is bright pink or red eyes, followed by a watery or a thick yellow-green drainage. Pinkeye may affect one or both eyes and may be very irritating and uncomfortable. Bacterial and viral pink eye are both extremely contagious and spread through eye-to-hand, hand-to-eye contact. Allergic pink eye is not contagious. An actual diagnosis should be made by your child's physician. Your child's physician may prescribe antibiotic drops or ointment. Ask your child's physician when they may return to school.

**Strep Throat:**

Students diagnosed with strep throat must receive 24 hours of antibiotic therapy and have no fever for the preceding 24 hours before returning to school.

**Chickenpox:**

Students diagnosed with chickenpox must remain home from school until all lesions are scabbed over.

**Colds:**

Please keep your child home from school if they have a low-grade temperature (over 99.5 degrees) and are experiencing discomforts that would interfere with their ability to perform at

school (consistent runny nose, severe lack of energy, uncontrollable coughing, or a cough that you would not want your well child around).

**COVID-19:**

CCA will follow guidance from the CDC and local health officials.

**Head Lice:**

Students with head lice should stay home until they have been treated with a lice-removal product and the nits (eggs) are removed. CCA has a "No Nit" policy. Students are to be checked by the nurse and determined to be "nit-free" before returning to the classroom. Head checks should continue at home for 10-14 days following the initial outbreak.

**CPR/FIRST AID TRAINING FOR STAFF**

At least one teacher in Prek2-Kindergarten is CPR certified along with the code blue team within the school. Each year, training in CPR and first aid are made available to staff and student employees at no cost to the individual.

## **Student Medical Needs and Accommodations Requests**

We understand that there may be circumstances when a parent may request that the school provide an adjustment or accommodation for a student's medical needs or physical, mental, or learning disability. As the range of requests have grown over the years, the school believes that it is appropriate at this time to outline the school's policy and general guidelines for addressing such requests.

### **General Policy:**

In general, it is our school's policy to provide accommodations or adjustments for a student's minor needs in circumstances in which the administration determines, in its sole discretion, that doing so is within the reasonable ability of the school and/or its staff and will not result in an unacceptable impairment to the rights of other students (or employees) or a fundamental change to our educational environment or mission. We also ask parents to realize that, given the size of our school and our available resources, we may not be able to provide all or any requested accommodations. To the extent we agree to provide accommodations, we may require a sharing of responsibility for the accommodation.

### **Request and Documentation:**

For any type of accommodation (including administration of medication at school), the parent must contact the front office of the need. The front office will then advise the parent of the type of medical documentation needed, which generally will state the student's diagnosis, how the condition limits the student, the recommended accommodations, and the length of time that the accommodation(s) will be needed.

### **Release for Communications with Physician:**

Sometimes the documentation received from the physician may raise questions or be unclear as to the recommendations. For that reason, the parent(s) must sign a Release of Information form, permitting the school to contact the medical professional when necessary. In addition, if there is any cost associated with the physician's cooperation (i.e., to answer a set of questions submitted, etc.), the parent must agree to bear the cost of such a process.

### **Assessment of Request:**

Once the parent's request and medical documentation has been received by the school, appropriate persons within the administration will meet with the parents to clarify information and to discuss whether the school will be able to implement the accommodation requested. In some cases, the parent may be asked to provide (at the parent's cost) any special equipment needed, training for the school's staff, or other associated matters. In addition, the school may advise the parent that the School will allow a particular accommodation, but the full responsibility for doing so will rest with the parent. For example, if the student needs to be tested or have certain types of medicines administered during the day that the school believes is beyond the scope of the school's responsibility, the school may allow the parent to make arrangements to visit the campus for the purpose of testing and administering. Again, this would be at the sole discretion of the school.

### **Limitations on Requests:**

Please understand that the school does not have the personnel, training, or equipment to handle certain types of medical procedures best left to the student, parent, or physician. In addition, the school reserves the right to deny a request for accommodation or to modify any consent to

previously granted accommodation requests.

**Responsibilities for Implementing Accommodations:**

Depending on the nature of the request, the school may agree to provide the accommodation directly; may require the student to provide the accommodation (such as taking prescribed medications with observation by the school designee), or may require that the parent provide all aspects of the accommodation. In addition, to the extent that a student may need some type of adjustment or accommodation during off-campus activities, the School may condition the student's participation in such activities upon the parent agreeing to participate in the activity for purposes of monitoring and addressing the student's needs.

**Release and Waiver:**

Depending on the nature of the request and the type of the accommodations, the School may require the parent to execute a release and waiver in favor of the School as a condition to providing the accommodations.

**CHILD ABUSE POLICIES**

**Mandated Reporting**

As professionals in contact with young children and their families, we at CCA are required by law to help the DFCS become aware of children who may be abused or neglected. According to the law, public or private school teachers, educational administrators, guidance or family counselors; as well as day care/child care workers, are mandated reporters. Thus, it is policy of the CCA preschool program to report any and all suspected cases of child abuse and/or neglect to DFCS immediately by telephone and to follow up in writing within 24 hours of the same information reported. Our school will offer full cooperation of its staff during the investigation of the reported incident.



## **Alma Mater**

CCA, our Alma Mater,  
We will always love;  
Hold her standards high and honor  
Look to God above.

(Chorus)

May she ever stand a symbol  
Of the love we share  
And to all who have upheld her,  
CCA – All hail!

Through the years at CCA  
Memories linger still;  
All our lives  
We will recall,  
Things we did fulfill.

(To Last Chorus)

So we bid a fond farewell  
To our friends all here;  
We will not forget thee ever,  
Friends and times so dear.

(To Last Chorus)

(Chorus for Last 2 Verses)

Alma Mater, thee we honor,  
True and loyal be;  
And these memories, we will cherish,  
Fare thee well to thee.

## Appendix A

### CCA Faculty and Staff

Sally Bryant	Head of School	bryant@citizenschristianacademy.org
Amy Ables	Pre-K 2 Teacher	ables@citizenschristianacademy.org
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Paige Williams	1 <sup>st</sup> Grade Teacher	<a href="mailto:williams@citizenschristianacademy.org">williams@citizenschristianacademy.org</a>
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Kristy Drury	5 <sup>th</sup> Grade Teacher	drury@citizenschristianacademy.org
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Melanie Tucker	Middle/High Ag Teacher	tucker@citizenschristianacademy.org
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Matt Peavy	Middle/High School Bible	peavy@citizenschristianacademy.org
Scott Harper	SRO Officer	harper@citizenschristianacademy.org

### **Support Staff**

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Tracy Wimberly	Custodian	

