

# Cornerstone Christian Academy Handbook



**Cornerstone Christian Academy reserves the right to make any changes in its Handbook (or any policies) as it deems necessary.**

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## INTRODUCTION

This document is an enunciation of who we are at Cornerstone Christian Academy (CCA). It is in part a declaration of our standard of conduct. It is our belief that “He who declares his standards of conduct has declared himself.” The things that one will or will not do define the quality of life that one will possess. The word “standard” means “a standing place.” It means that there is something unique and singular by which we are willing to be identified. It speaks of staying in line as a group of soldiers who march in rhythm without one break in formation. In addition, “standard” is used to refer to “something used as a rule or basis of comparison in measuring or judging” according to Mr. Noah Webster. The Bible tells us that there is a “way in which (our children) should go.” Something must be available as a yardstick to measure whether progress is being achieved. The objective in establishing CCA is to obey the Scriptural imperatives of Deuteronomy 6:5-7a

. . . love the Lord thy God with all thine heart, and with all thy soul, and with all thy might. And these words, which I command thee this day, shall be in thine heart:  
And thou shalt teach them diligently unto thy children. . .

and of Proverbs 22:6 to train up a child in “THE way he SHOULD go” (emphasis added). Teaching is training. Training for life must include preparation for eternity.

A Christian school is an extension of the Christian home in nurturing young people in a Christian environment for time and eternity. The school staff works closely with parents to educate the whole child.

Attendance at CCA is a privilege and not a right. The major goal of the Academy is not to reform, but to educate Christian youth of varying ability in the highest principles of Christian leadership, self-discipline, individual responsibility, personal integrity, and good citizenship. This Academy stands without apology for the Gospel of the Lord Jesus Christ and the highest standards of morality and Christian behavior.

### Note:

- **In this handbook, the terms parent, parents, father, and mother are intended to be generic terms referring to the adult or adults who have legal custody of the student(s) enrolled at CCA.**
- **CCA reserves the right to make any changes in its handbook (on any of its policies) as it deems necessary.**

## ORGANIZATION

### Statement of Organization

1. CCA utilizes the Accelerated Christian Education (A.C.E.) program. This internationally acclaimed program began in 1970 and is a “Back to Basics” educational program that teaches academics from a Biblical perspective. CCA’s kindergarten program utilizes the Abeka Curriculum. The Abeka approach to teaching reading is a simple, logical, phonics-based program, coupled with reading texts that are interesting, challenging, well-written, and geared to the development of Christian character. CCA also utilizes the A.C.E. Reading Readiness program. The Reading Readiness program is designed to develop the basic skills which prepare a child to be ready to learn to read. It is NOT a pre-school class but focuses primarily on getting the school-age child ready to read by increasing their ability to listen, to follow directions, and to pay attention in a structural setting.
2. The school staff is committed to academic excellence within the context of a distinctively Christian atmosphere. The staff of CCA is trained and qualified to supervise the learning process of students within their respective areas of assignment. Each staff member has subscribed verbally and in writing to the statement of faith presented in this handbook. Each one stands willing to assist parents in fulfilling the God-given responsibility of training and educating their children in the nurture and admonition of the Lord.
3. CCA functions as a ministry of Cornerstone Church and is under the pastoral leadership of Frank Gordo, Jr. The training and supervision of the church school staff is under the oversight of the principal.
5. The admissions committee consists of the pastor, principal, church administrator, and an advisory committee made up of the Academy staff. This committee reviews enrollment applications for new students and the applications for students desiring re-enrollment for the following school year.

## STATEMENT OF FAITH

WE BELIEVE:

1. in the triune God, God the Father, God the Son, and God the Holy Spirit.
2. in the deity and the humanity of our Lord Jesus Christ, His virgin birth, His sinless life, His blood sacrifice, His substitutionary death, His bodily resurrection, His ascension to the right hand of the Father, and His imminent return to this earth.
3. that restoration of divine life and fellowship with God for fallen man comes only through the new birth, which comes only through repentance and faith in Jesus Christ.
4. in the Baptism of the Holy Spirit, with the supernatural sign of speaking in tongues as the Holy Spirit gives utterance. The gift of the Holy Spirit is for every born-again believer and is for the enduement of power for service.
5. that Jesus Christ is the same yesterday, and today, and forever, and that God the Father has never ceased to be a God of miracles.
6. that the Holy Bible is God's Word, our only rule of faith and practice, not to be added to nor taken from.
7. that salvation includes ministry to the whole man, following the example of Jesus who brought wholeness to man's spirit, soul, and body.

## PHILOSOPHY OF CHRISTIAN EDUCATION

The Bible makes some outstanding statements about training and educating children:

Jesus said to him, "I am the way, the truth, and the life. No one comes to the Father except through Me." (John 14:6)

"Train up a child in the way that he should go and when he is old, he will not depart from it." (Proverbs 22:6)

"And these words which I command thee this day, shall be in thine heart: And thou shalt teach them diligently unto thy children, and shalt talk of them when thou sitteth in thine house, and when thou walkest by the way, and when thou liest down, and when thou risest up." (Deuteronomy 6:6-7)

"Beware lest anyone cheat you through philosophy and empty deceit, according to the tradition of men, according to the basic principles of the world, and not according to Christ." (Colossians 2:8)

"And you, fathers, do not provoke your children to wrath, but bring them up in the training and admonition of the Lord." (Ephesians 6:4)

"[A child] is under tutors and governors until the time appointed of the father." (Galatians 4:1)

From these Scriptures several things are clear:

**First**, Jesus Christ is the foundation of all learning and understanding concerning life. He is the way, the truth, and the life. True education takes place when Jesus is given first place and is honored as the One "in whom are hidden all the treasures of wisdom and knowledge." (Colossians 2:13)

**Second**, a child is to be trained only in the way that he should go. The standard to which a child should be trained is faith in Jesus Christ and obedience to His Word. A child's education should be consistent with this standard.

**Third**, the Word of God is to provide the philosophical basis of a child's training and education. All academic disciplines are to be presented from the standpoint of the absolute integrity and morality of the Bible.

**Fourth**, the Scriptures warn that philosophies that are contrary to Christ can spoil or capture a child's mind. Children should not be trained and educated in humanistic philosophies that deny the role of God as Creator, a man's accountability to God, and the absolute moral standards of the Bible.

**Fifth**, the Bible teaches that the training and education of children is a parental responsibility. God is holding fathers, not the state, responsible for the training and education of their children. Tutors and governors (teachers and aides) are to assist parents in training their children in the way they should go. CCA is dedicated to assisting Christian parents in educating their children according to the principles of God's Word.

## ACCREDITATION

Accreditation by a state governmental agency is an administrative mechanism designed as an attempt to attain uniform education for all children in governmental schools. It was established as a governmental means of causing local public school districts to meet what the state educational agencies determined to be a minimum academic and facility standards for government schools. Accreditation teams investigate and approve or disapprove facilities and curriculum in educational institutions according to criteria developed by secular educational administrators who may or may not be Christians.

CCA does not seek accreditation by the State of Texas because:

1. It would necessitate bringing its procedures and policies under the jurisdiction of the State of Texas. To do so would jeopardize its uniquely Christian philosophy of education, its Christian curriculum, and its Christian policies and procedures.
2. It would also bring state control over church-school facilities. Cornerstone Church has diligently followed local fire codes, facility codes, health codes, and asbestos codes in preparing the church facilities to house its church-school.
3. Accreditation by definition is “to give official authorization to or approval of.” CCA exists as a ministry of Cornerstone Church and is under the authority and the direction of the Word of God and the Lord Jesus Christ. The church and its ministries therefore should not come under state control.
4. Accreditation of a private Christian school is not necessary for a graduate of that school to enroll in most colleges or universities. Most registrars of such institutions are interested in the academic merits of applicants who are evaluated through nationally-standardized tests to determine academic aptitude.

Although CCA does require qualified teachers, it does not seek state certification of teachers because:

1. Christian schools in Texas are not required to have state-certified teachers.
2. State certification does not necessarily qualify a teacher to teach in a Christian school.
3. State-certified teachers are trained to teach in secular schools with secular curriculums and procedures and not in Christian schools with Christian curriculums and procedures.
4. State accreditation and certification does not guarantee quality education as proven by the continual decline of academics in America during the last 40 years.

## Accreditation (continued)

CCA is not regionally accredited, but is a ministry with sincerely held religious convictions against government control and oversight over the academic aspects of our institution. While the State of Texas does not require CCA to obtain any state or regional accreditation in order to operate or grant diplomas; individual public school districts, colleges, and universities establish their own admissions policies. What this means is that, although state law does not require that a private Christian school student or graduate come from an accredited Christian school in order to be eligible for admission into a public school, college, or university, those individual schools do have the authority to impose such a requirement. While most of the schools gladly accept students from unaccredited Christian schools, some do not, requiring the student to undergo additional testing or retake core subject courses. Because we have no control over the policies adopted by public high schools, colleges and universities, we cannot make any guarantee for graduates of CCA with regard to admission into college or transfer of our credits back into the public school system. Parents are encouraged to personally check with their local school districts or colleges in which their children are interested to find out what their particular policies are regarding admissions and transferring credits.

## ADMISSIONS POLICY

CCA is a ministry of Cornerstone Church of Dumas. It is a primarily for members of Cornerstone Church Dumas who are in unity with our vision for Christian education and biblical child training. The admission committee might possibly make exceptions for Christian families in our community who are faithful members of a local Christian church, are in agreement with our church's statement of faith and our philosophy for Christian education and child training, and have a letter of recommendation and full support of their pastor.

CCA is racially nondiscriminatory and provides equal opportunity and privileges for all its students. The selection of students is based upon interviews with the parents and the student. A statement from the parents and the student declaring that they will abide by and cooperate with the rules, regulations, and standards of the school and the Word of God will be required. Family life and general behavior of the student will be carefully considered. Parents (and students ages 7-18) should be born-again Christians (according to Romans 10:9-10 KJV) and be attending a Bible-believing church as a family. However, in the event that only one parent is a born-again Christian, consideration of enrollment will be given if the following can be agreed upon:

1. The Christian parent must be faithful in church attendance with his/her children and be supported in this endeavor by the other.
2. Both parents must be in full agreement with each other concerning the financial commitments that must be made to the school.
3. Both parents must also be in agreement with the school's general policies of conduct, Scriptural discipline of their children, school procedures, and appearance guidelines.
4. Both parents must agree that in the event that problems arise and a breach of agreement between the parents, students, and school can not be worked out, the school reserves the right to terminate the student's enrollment.

CCA is not a reformatory and is unable to accept juvenile delinquents or problem children. It is not the primary purpose of the school to evangelize non-Christian children, but rather to train and disciple Christian children of the membership of Cornerstone Church Dumas. CCA is not equipped to handle children who are severely handicapped, terminally ill, or have severe learning disabilities.

### NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS

CCA admits students of any race, color, national and ethnic origin to all of the rights, privileges, programs, and activities generally accorded or made available to students at the school. CCA does not discriminate based on race, color, or national or ethnic origin in administration of its educational policies, admissions policies, and other school-administered programs.

## ADMISSIONS PROCEDURES

1. Pick up information packet from CCA.
2. CCA is a ministry primarily for members of Cornerstone Church Dumas who are in unity with our vision for Christian education and biblical child training. The admissions committee might possibly make exceptions for Christian families in our community who are faithful members of a local Christian church, are in agreement with our church's statement of faith and our philosophy for Christian education and child training, and have a letter of recommendation and full support of their pastor.
3. THOROUGHLY read the school handbook.
4. The pastor must interview parents and prospective student.
5. Complete and submit the Student Application and the various forms.
6. The Admission's Committee will accept or reject the application.
7. Upon acceptance, medical history and immunization records must be submitted along with the enrollment fee.
8. Each year resubmit a re-enrollment application (along with the re-enrollment fee) for review for the next school year.
9. Both parents must commit to attend each of the Parent-Teacher meetings and keep their financial commitments to the school.
11. In addition to paying tuition, each family is required to participate in the fund raising activities of the school. Each family must commit to make a good faith effort in achieving the school's fund raising goals set for the family, either by participation in the fund raising programs of the school, or by the family giving financially toward its fund raising goal, or by a combination of both. Regardless of the manner of involvement, we will need maximum participation from every family. (This applies to all parents seeking enrollment or re-enrollment of their children.)

## CCA FEES & TUITION

### Enrollment Fees

- A. Pre-K and Kindergarten Enrollment fee for ALL students.....\$150.00
- B. Learning Center Enrollment fee for all NEW students .....\$75.00
- C. Re-enrollment fee for RETURNING Learning Center students.....\$25.00

Each of the above fees is due upon registration and is non-refundable. Registration dates will be on or around June 15th each year.

Returning students must pay regular enrollment fee if re-enrollment papers are late.

### Tuition

- A. A.C.E. Reading Readiness Program . . . \$1125.00/year
- B. ABEKA Kindergarten Program . . . . . \$1350.00/year
- C. Learning Center level 1 . . . . . \$1860.00/year
- D. Learning Center (levels 2- 12) . . . . . \$2076.00/year

### Family Discounts On Tuition

- A. First Child . . . . . \$2076.00 (12 @ \$173.00 per month) (No Discount)
- B. Second Child . . . . . \$1764.60 (12 @ \$147.05 per month) (15%)
- C. Third Child . . . . . \$1453.20 (12 @ \$121.10 per month) (30%)
- D. Fourth Child . . . . . \$1038.00 (12 @ \$86.50 per month) (50%)  
(and each

### Payment Plans

- A. Full tuition payment by August 15th of current school year.
- B. Semester tuition payment by August 15th for the fall semester and January 15th for the spring semester.
- C. Monthly tuitions payments for Kindergarten or Pre-K tuition are payable by the 10th of each month. Kindergarten and Pre-K tuitions are divided into 9 monthly payments (September to May). **Monthly tuitions must be paid by submitting to the church office 9 postdated checks dated for the 10th of each month.**
- D. Monthly tuition payments for Learning Center tuition are payable by the 10th of each month. Annual tuition is divided into 12 monthly payments (August-July). **Monthly tuitions must be paid by submitting to the church office 12 postdated checks dated for the 10th of each month.**

## **Additional Fees**

There may be additional fees from time to time that are not foreseen or are not consistent enough to be detailed in the handbook. Such fees may include (but are not limited to) P.E. fees, fees for field trips, and fees for achievement testing.

**Returned checks will be assessed a \$15 fee.**

**Tuition is refundable if unused. However, if a student attends ONE day of school in a month, he/she must pay an entire month's tuition.**

**Overdue accounts will not be carried past 30 days.** Parents must keep in mind that the school is unable to purchase curriculum for their children if they do not keep their balances current. There is no provision in the school budget to pre-purchase student curriculum. Please also note that financial commitments have been made to school staff on the basis of the financial commitments made by parents at enrollment or re-enrollment. Therefore at the end of a 30 day period, a reminder will be sent notifying parents that the school will not issue any more curriculum until arrangements have been made to take care of the past due tuition. The student WILL be permitted to attend class until the completion of the curriculum he/she is currently working in. If at the completion of the final PACE the needed arrangements still have not been made to take care of the delinquent account, it will be at the discretion of the pastor and church elders to determine what must be done to rectify the situation. A student WILL NOT be permitted to attend class until the proper financial arrangements have been made.

**We should all keep in mind that though Christian education is a wonderful privilege, the pipeline through which it flows can not be maintained without the financial support of those who use it.**

### **Note:**

- **If a family's pay period falls where it is impossible to pay their child's balance on the due date, this information must be communicated at the time of enrollment or re-enrollment. It is possible with mutual consent to reach an agreement on the dates of payment as long as the dates are consistent throughout the year.**
- **Payments for the academy's tuition and fees must be made directly to the academy and not through church offerings. Payments designated for any particular individual's tuition and fees can not be considered a tax-deductible contribution even if given by another family member or friend.**
- **Cornerstone Church reserves the right to use academy funds for any church-related needs it deems necessary.**
- **CCA reserves the right to make any exceptions or adjustments in its fees and tuition policy it deems necessary in the case of illness, hardship due to the loss of a family member, job loss, or catastrophe.**

## FUND-RAISING GOAL

It would be extremely difficult to charge a tuition fee sufficient to cover the entire operation of Cornerstone Christian Academy. Cornerstone Church of Dumas subsidizes the school expenses in many ways throughout the course of the school term.

In order to more fully fund the school expenses and to be the best stewards possible of all funds coming into the ministry, each family is asked to raise an amount of money above and beyond the annual tuition payment. This fund-raising goal is reviewed annually. Each family is asked to raise this amount through fund-raising projects sponsored by the school, through giving to the school above the tuitions and beyond their tithes and offerings, or a combination of the two. Meeting this annual fund-raising goal is one of the items reviewed annually in the re-enrollment process.

**The fund-raising goal for the school year is \$500.00 per family.**

## PARENTAL INVOLVEMENT

In order for CCA to support the home and act as its extension, it is needful to establish how that relationship is best established and maintained. Each family, parents included, should feel that CCA is “our” school. Such personal identification gives the home and the school a sense of mutual purpose and direction. CCA does not become “your” school because everything is done exactly as each parent would prefer. That would require us to satisfy the personal preferences of dozens of families. Obviously, it would not work.

CCA becomes “your” school to the extent that each family prays for its staff and administration, honors their financial obligations, works in harmony with the staff, keeps open the lines of communication in both directions, encourages their children in their various activities, supports school teams and choirs, actively assists wherever possible, and speaks positively and supportively about CCA. These and similar actions and attitudes help build a solid front which prevents differences from becoming disagreements. **CCA is “your” school not because it does everything right, but because you recognize it as the tool God has provided you to enable you to honor Him in training your children.**

According to the Bible, (Deut. 6:6-17, Psalm 78:1-8, Eph. 6:1-4) the training and education of children are parental responsibilities. Natural fathers are to bring up children in the way they should go, but there is a Scriptural support of the concept that tutors can stand “in loco parentis” (a Latin phrase for serving “in place of parents” Gal. 4:2). The staff of CCA counts it an honor and a privilege to assist parents in educating their children in the nurture and admonition of the Lord. **However, since the church-school is actually serving “in place of parents,” parents must determine if they are in agreement with the concepts of Biblical child training that are taught in the church-school as well as the general policies such as rules of conduct, procedures, and appearance guidelines of the school.** Parental agreement and support are essential to the success of both institutions (home and school).

### Parent-Teacher Fellowships

During the course of the year, there are Parent-Teacher Fellowship meetings and Parent-Teacher conferences as needed. The purpose of these meetings is to promote a good relationship between parents/guardians and the faculty/administration of CCA. These meetings help parents properly understand school policy and procedures.

**Both parents are required to participate in these meetings.**

**Note: If a situation exists where it is actually impossible for the mother or father to attend a PTF meeting, the school is to be notified in advance and arrangements made to listen to a tape or otherwise review the items covered in the meeting. Parents that fail to keep their commitments by missing two or more of these meetings without giving a legitimate reason may forfeit the privilege to re-enroll their child for the following school year.**

## Parental Involvement (continued)

We can not over-emphasize the need for open and immediate dialogue between the home and the Academy. We understand that there are many routine aspects of Academy life that may be unfamiliar to parents, and we are glad to explain and discuss any questions arising. Although the term is constantly used, there is never too much communication. We are accountable to each home for their children, and we want to maintain a healthy respect for that accountability.

### Slanted News

One of the ways in which the Academy's interaction with each family is critically affected is in what is commonly called "**slanted news**". This simply refers to the subjective, limited perspective each student has on school life in general and personal issues in particular. It is so crucial that each parent keeps this uppermost in his/her mind when dealing with student information. To accept as total and accurate each student account of school occurrences is often eluding important details. We do not mean to imply that young people are devious and deceptive. It is simply a fact that their immaturity and limited understanding frequently leads them to inaccurate conclusions.

If information brought home seems inconsistent with known school philosophy or policy, we urge parents to check it out with the appropriate staff immediately. This may alleviate unnecessary concerns; help correct faulty student perspectives, or assist staff in straightening out oversights and errors. Let us keep in mind that the devil always preys on the uninformed. Close parent/school communication and involvement will prevent this.

## PARENT/TEACHER CORRESPONDENCE

At CCA various slips, notes, and letters are used to keep parents informed of their child's progress and training. Some of the ways used to communicate are the following:

- **Communication Envelopes**

Numerous written communications are sent home to the parent in a Communication Envelope. This will be sent with either the oldest child in the family, or the student to whom it specifically applies. On each such occasion, parents are requested to sign and date the envelope and return it the following morning. Parents may send checks, notes, etc., in the returned envelope. **Always carefully read and note the contents.** A student earns a demerit for each late return or unsigned Communication Envelope. This system is our one assurance that our communication to the family is arriving at its intended destination. Contents of this envelope should be considered off-limits to the students. It is not for their eyes; it is for the parents.

- **Homework Slips**

The responsibility for scholastic achievement is placed on the students in the A.C.E program. No student should have homework all the time, but if a student fails to meet daily goals at school, he/she will need to take the work home to complete it. Also, a student might have homework if he/she needs to work ahead or study for Check-ups or Self-tests that are scheduled for the next day's goals (i.e. study notes & study sheets). If a student has homework, he/she should request a Homework Slip. The Homework Slip will have the page numbers or other instructions for the work that the student needs to complete. This slip is to be signed by the parent, and the student is to return it the following school day.

- **Corrective Action Notice**

When a student receives a detention, a Corrective Action Notice will be sent home with the child. This slip is to be signed by the parent and returned the following school day. The slip will notify the parent when the child is to serve the detention, how long the detention is, and what action the detention is trying to correct.

- **"OOPS" Slip**

If a student scores a grade on a Self-test or PACE test that is not passing, an "OOPS" slip will be sent home. This slip is to be signed by the parent and returned to school the following school day.

- **Corporal Correction Report**

A Corporal Correction Report is sent to the parents when Scriptural discipline (paddling) is administered to the child. The report explains the offense, the number of strokes administered, the signature of the staff member who administered the correction, and the signature of the staff who witnessed the correction.

- **Congratulation Slips**

Each time a student passes a PACE test, he/she will receive a star for his/her Progress Chart and a Congratulations Slip. This slip is to be taken home and presented to the student's parents but does not need to be returned. This slip notifies parents of their child's success and score on the passed PACE. This gives parents an excellent opportunity to encourage and compliment the student.

- **Progress Reports (Report Cards)**

Student Progress Reports are sent home on the Wednesday following the end of the quarter. This report contains the numbers of all the PACEs passed during the quarter and the scores obtained on those tests. It also contains a record of any absences for the quarter and a report of the student's desirable traits and habits. The report is to be signed by a parent and returned to school by the following Friday.

## ATTENDANCE

In order to adequately complete the educational process for each student, a student must have good attendance in school. CCA understands and makes provision for those absences that are unavoidable such as personal illness, death, and family emergencies. It is necessary, however, for the Academy to enforce strict policies about absenteeism.

- **Excused Absences**

The school shall accept the following as excused absences: personal illness, death in the family, family emergencies, medical or dental appointments (Parents should keep in mind that medical appointments need to be made after school hours as often as possible.), severe weather, funerals, weddings (which are necessary to attend), merit leave, participation in approved extra-curricular activities, and approved college visitation (verified by parents).

No absenteeism will be excused without a note from a parent or physician explaining the absence.

It is also possible for a student to receive an excused absence in the event that an unusual (verifiable) educational opportunity (which would further promote a student's personal development) becomes available. Consideration will also be given for an excused absence (if in the opinion of the parents and school administration) that a traumatic or stressful situation demands concentrated parental attention with a son or daughter. **(This is not, however, referring to family vacation or recreation time.)** Merit leave (if acquired) should be the means used whenever possible to meet all extended periods of absence, weddings, funerals, college search days, approved extra-curricular activities, or whenever a number of individual absences have occurred due to sickness.

If an absence is foreseeable, a note or telephone call should precede the absence. A written excuse signed by the parent/guardian of the student must be presented to the supervisor when the student returns to school after an absence. If a written excuse is not received, the absence is considered unexcused. These notes are kept in the student's file and can be very important in verifying your child's absence.

- **Unexcused Absences**

Absences that occur for reasons other than those listed above are considered unexcused. Each day or partial day of an unexcused absence will result in a 30-minute detention and revocation of any student privileges and any points earned toward Outstanding Student. Forfeiture of privileges and points will be applied to the following week that the unexcused absence occurred. The detention slip will be issued the day the student returns to school. Regardless of when the detention slip is issued, the detention will be applied to the week that the unexcused absence occurred.

- **Excessive Absences**

Excessive absences (whether excused or unexcused) inhibit student progress. If it is determined that a student is having excessive absences and can not be corrected, it will be at the discretion of the school administration whether to suspend, dismiss, ask parents to withdraw, or refuse acceptance of a student's application for re-enrollment for the next year.

## Attendance (continued)

- **Arrival & Departure**

- School hours are from 8:30 a.m. – 3:30 p.m. Students should not arrive earlier than 8:00 a.m. and need to be picked up no later than 3:45 p.m. It is very important that students be on time and be picked up on time. It is understood that on occasion emergencies happen; however, parents, not staff, are responsible for children after dismissal, including making necessary arrangements for rides.
- The facilities will open at 8:00 a.m. We can not accept any responsibility for students arriving prior to 8:00 a.m. Students arriving earlier than 8:00 a.m. must not be left outside the building without adult supervision. Upon arrival, students are expected to put their lunches and coats away, go to the restroom, and go to the designated area and wait until 8:20 a.m. Upon entering the Learning Center, students prepare their previous day's goals to be checked if necessary. If the student is not in the Learning Center by 8:30 a.m., he/she will be considered tardy. A demerit will be issued for tardiness.
- School dismisses at 3:30 p.m. Students are expected to gather their appropriate belongings and go directly to the front entrance of the building. For your child's safety, students will only be released to parents or duly-authorized agents known to school staff. School staff MUST be notified of any last minute changes before students can be released. Staff will oversee dismissal until 3:45 p.m. After 3:45 p.m. CCA provides absolutely no supervision. Students that are not picked up by 3:45 p.m. will be taken to the lunch room and instructed to remain seated until an authorized ride arrives for them. Staff will not be available to supervise this time; however, unruly students may be required to enter a learning center and sit in an office until the ride arrives. Parents should inform staff on their arrival to pick up their child(ren). It is critical that parents make whatever arrangements necessary to remove their children from the building by 3:45 p.m. CCA can not accept any responsibility for student activities after that time.
- On early dismissal the above procedures will be followed with CCA staff overseeing dismissal until 15 minutes after dismissal.
- In the event that school or church staff children need to stay with their parents after school, the parent is responsible to supervise their children in their Learning Center, lunch room, or office.

- **Kindergarten Arrival & Departure**

CCA's Kindergarten program is from 8:30 a.m. – 12:00 p.m. Upon arrival students are to put backpacks and coats away and wait in the designated area. Students arriving after 8:30 a.m. are considered tardy. Upon dismissal, staff will escort the students to the main entrance of the building. Parents need to pick up students promptly at 12:00 p.m. Students this age require supervision at all times, and staff is not available to help with this.

- **Tardiness**

If the student is not in the learning center by 8:30 a.m., he/she will be considered tardy. A demerit will be issued for tardiness. If a student is tardy, he/she must report to the child's supervisor with an explanation. Continued tardiness will necessitate a conference with the parents and principal. The principal will decide the appropriate measures to take to correct the tardiness. Any student arriving at school after 10:00 a.m. will be counted one-half day absent. Excessive tardiness may cause the school administration to refuse acceptance of a student's application for re-enrollment.

## DRESS CODE

As a Christian school whose responsibility is to help mold the lives of our young people into that of tomorrow's world-changers, it is necessary that we uphold the highest standards of morality and decency while realizing an image of excellence. It is important for our students to come to school dressed to perform, work, and achieve. For this purpose, CCA has a uniform program and dress code. **The student's appearance has a direct effect on his/her attitude and performance in the classroom.** Students will be required to wear a stylish and contemporary uniform (K-12) while at school and at school functions. (Information on uniforms will be supplied in the enrollment and re-enrollment packets.) The school administration does not believe that wearing a school uniform takes away the individuality of a person nor does it make an individual any more holy. The purpose of the uniform is to help eliminate the competition and peer pressure among students, particularly teenagers, to dress better than someone else, to build *esprit de corps*, to promote modesty, to help students focus on their character rather than their clothes; and because it is well-defined, to help to eliminate confusion. Possibly the greatest advantage to wearing a uniform is helping to eliminate a parent's frustration in dealing with the changing trends of fashion from year to year.

We desire for our young people to understand the spirit of our standard. That spirit could be stated as follows: CCA's outward appearance is to reflect the inward purpose and quality of the student. Modesty and Christian virtue should be at the heart of what our young people desire to exhibit in their dress. If they are taught these values, they will embrace them, because they are right, and they make sense.

Infraction of the dress code will usually result in demerits; although, students who are chronically outside of the dress and grooming codes of CCA will be sent to the office and in some cases sent home. It is important that all students follow the uniform guidelines. The dress code is in effect between the hours of 8:00 a.m. and 3:45 p.m.

**In all of the dress standards, it should be clearly understood that the administration and staff of CCA reserve the full right to render any final decisions.** If judgments are needed, we will render them. Consultation will be welcome, but it would be best to consult before the fact, not after. In the end, our judgments must prevail.

Finally, it should be understood that for specific activities and programs, staff might articulate specific clothing requirements that differ from normal dress code. Such expectations will always be clearly stated in advance and will pre-empt the normal dress code regulations.

## Dress Code

### Grooming Guidelines for Boys

1. Boys must wear a standard haircut. Hair must be off the collar, off the ears, and in a manner that will not impair vision. No strange or faddish haircuts will be allowed. No dyed, tinted, or colored hair will be permitted. Sideburns may not be any longer than the middle of the ear and must be kept trimmed. This haircut code is explicit and narrow in its interpretation. It has been deliberately designed to be so. Recent trends in men's hairstyles have been effeminate, careless, and expressive of a lack of personal standards. CCA is not concerned with the latest trends or fads. We only support a standard, conservative haircut. Experience has already proven this to be a desirable approach in the business community and in helping to train young men for God.
2. Necklaces may not be worn during school hours or at school-sponsored activities. Boys may never wear earrings while enrolled at CCA.
3. Shirts must be buttoned and tucked into trousers at all times. Belts must be worn.
4. Hats or sunglasses may not be worn inside the building.
5. Boys must be clean-shaven.

### Grooming Guidelines for Girls

1. Hemlines should be no shorter than the bottom of the knee. (Parents, please remember to adjust hemlines as needed to maintain this standard).
2. Girls must keep their hair neat and clean and styled in a conservative manner that will not impair vision. No strangely dyed, tinted, or colored hair, strange haircuts or strange hairstyles will be allowed. Hair bows and headbands that coordinate with the uniform are permissible.
3. Jewelry can not be excessive. Small, simple earrings (one per ear) are permitted with the uniforms. Jewelry that is contrary to our Christian school philosophy is prohibited.
4. Shirts must be buttoned and tucked into skirts, culottes, or slacks at all times. Belts must be worn on slacks with belt loops.
5. Sunglasses may not be worn inside the building.

**Note: No nose, tongue, or body piercing, or tattoos will be allowed.**

## Dress Code

**Footwear:** All footwear for boys and girls must have the appearance of the dress look not the work shoe or hiker shoe look. No excessively thick-soled or “clunky” shoes are allowed. All shoes, athletic and dress, must have non-scuffing soles. Girls may wear a dress shoe, a loafer-type shoe, or an approved white tennis shoe (Ked type), but no boots of any kind (no lace-ups or pull ons). Boys may wear dress boots, dress shoes, or an approved **solid** black, low top, athletic shoe with a non-scuffing sole. In the interest of safety and good hygiene, **sandals are not permitted**. Socks and/or hose must be worn at all times.

**PE & Athletic uniforms:** All students must wear the designated uniform for that particular school year. Athletic shoes and socks are required. Students should have a separate pair of athletic shoes for PE. A quality, cross-trainer shoe is recommended for sports and PE.

**(All athletic shoes must have a non-scuffing sole.)**

**Outerwear:** All coats, jackets, and sweaters worn to school must be clean and in good repair. The only jacket that the students (K-12) will be allowed to wear in the Learning Center is the uniform fleece jacket or a solid navy sweater/jacket. Students may be asked to remove their jackets once the Learning Center has warmed up to keep from getting too warm or sleepy.

**If a difference of opinion should arise, we ask that parents and students yield to the discretion of the principal to make the final decision.**

**In summary, an over-all view of your child’s clothing should reveal it to be modest, neat, clean, well-fitting, and in good repair. We hope that the appearance and dress of each student will be of such a nature each day that it will be a credit to the Lord, to the student and his/her family, and to the school.**

## MEDICAL

### Illness

For the welfare of your children and the benefit of others, please keep them home when they are running an elevated temperature or if they have vomited within the previous twelve hours. When the child is well enough to participate in a normal school day, they may return.

Students that are recovering from illness at home can continue to work in his/her PACEs. A student is allowed to work up to any Check-up in any PACE. If illness persists for two days or more, then students are allowed to skip over the Check-ups and continue working up to the Self-test.

If a child develops a fever after he or she comes to school, the parent will be called immediately to pick up the child. Please make sure that the school office has current home, work, and emergency numbers.

### Medication

#### Non-prescribed Drugs

- Students should not bring any medication to school unless it is necessary.
- If a student must bring a medication to school, with a parent's consent, a staff member may administer medication to a student.
- Parents should send a note with Junior High and Elementary students explaining the reason for the medication and instructions to the teacher administering the medication.
- High School students are responsible for taking medication as necessary.
- No student may give any medication of any kind to another student for any reason. No student is to sell or give another student medication. If a student gives medication to another student, all privileges to take any medication at school on their own will be forfeited; in addition, further disciplinary action will be taken.

**The school office should be notified of any unusual health problems or any medication a student is taking.**

### Immunization Records

All students must have current immunization records. The school must have on file each student's immunization records for polio (IPV); diphtheria, tetanus, and pertussis (DPT or DT); measles, mumps, and rubella (MMR); Hepatitis A; Hepatitis B; varicella (chicken pox); and other necessary immunizations. These records should be taken care of through your physician or local health department authorities. Parents should bring the immunization records to school for placement in the student's file before the first day of classes each year. Students will not be allowed to attend classes if immunizations are not current as required by Texas state law.

## INCENTIVE PROGRAMS

It would be impossible to list all of CCA's various incentives, since constant evaluation results in adjustments. CCA's incentive programs listed below are to encourage academic achievement, the development of good study habits, the reading of good literature books, Bible memorization, and to reward students for maintaining high PACE test scores. Listed below are some of the basic incentives that are part of daily CCA life.

### Field Trips

Each Learning Center selects a number of educational experiences in which students participate. Frequency varies with the age of the students in the Learning Center.

### Honor Merits

Students receive honor merits for the following:

- No demerits, detentions, absences, or scriptural discipline during a school week. (Merit Leave days are excused absences, and a student may still receive an honor merit if no other form of absence occurs during a school week.)
- Quoting extra (approved) memory work.

### Merit Program

The use of positive incentive is helpful in motivating and controlling students. One positive incentive is use of Merit Money.

Students earn Merit Money for various academic and behavioral achievements such as completing goals at school or for receiving no demerits for the day or week. Students accumulate merits and cash them in periodically at the Merit Store Sale.

### Merit Leave

Merit Leave is an extra incentive we offer students who meet certain requirements during the year. By meeting these requirements, students may merit extra needed days off from school. Parents and students should use discretion with these privileges so as not to construe truancy to the public. This means that no student should be out in public during school hours without a parent or guardian unless they have explicit written permission from a parent or guardian and a valid reason for not being in school. Parents must realize that it is their legal responsibility to keep absences (including excused absences) to a minimum.

## Incentive Programs Merit Leave (continued)

- **Privilege Day (Full Day).**

To merit a full day of privilege away from school on Friday, a student must meet the following requirements:

1. Full week's goals completed by Thursday at dismissal.
2. Must not have failed a test that week.
3. Have recited each assigned memory work and turned in a book report on time each month.

If a student earns Friday off, but for some reason cannot stay at home, they can still come to school in modest street clothes and choose to participate in some or all of the following:

- Work on book reports or Bible Club
- Assist teachers with special duties
- Work ahead
- Monitor in Pre-K or Kindergarten
- Work on Convention events

- **Thousand's Club (various incentives)**

To earn Thousand's Club, a student must make ten 100's on his/her PACE tests.

**Note: There must be at least one day's notice given prior to taking any merit leave. Please take note that all merit leave must be used by the last Friday in April unless announced otherwise. Unused merit leave does not carry over to the next year.**

**Any privilege may be revoked if a student or parent abuses it.**

## **A.C.E. Incentive Programs**

When a person assumes greater responsibility in life, he/she earns greater privileges. This principle is taught through the A.C.E. Incentive Program which is designated by the letters A, C, or E. Each letter represents a privilege level that may be earned by meeting certain responsibilities that are outlined as follows:

### **“A” Level Responsibilities**

1. Complete 1 1/2 PACEs weekly.
2. Maintain academic balance.
3. No more that 45 min. detention during preceding week.
4. Previous interval’s Bible memory and book report on time.

### **“C” Level Responsibilities**

1. Complete 2 PACEs weekly.
2. Maintain academic balance.
3. No more that 30 min. detention during preceding week.
4. Previous interval’s Bible memory and book report on time.
5. Approved book report/project/other report.

### **“E” Level Responsibilities**

1. Complete 2 PACEs weekly.
2. Maintain academic balance.
3. No detention during the preceding week.
4. Previous interval’s Bible memory and book report on time.
5. Approved book report/project/other report.
6. No Scriptural discipline needed the previous week.

### **“A” Level Privileges**

1. Extra break-time.
2. May engage in approved activities in their offices by themselves after goals are checked off.
3. 10 Outstanding Student points.

### **“C” Level Privileges**

1. Extra break-time.
2. May engage in approved extra-curricular activities after goals are checked off.
3. May leave seat w/o permission in the Learning Center.
4. 20 Outstanding Student points.

### **“E” Level Privileges**

1. Extra break-time.
2. May engage in approved extra-curricular activities after goals are checked off.
3. May leave seat w/o permission in Learning Center.
4. 30 Outstanding Student points.

**(Students in PACEs 60 and above are required to present special reports orally)**

## GENERAL CONDUCT

The goal of CCA is to assist parents in training up their children in the way they should go. While it would be impossible to make rules to govern all situations that may occur during the day, each child is expected to conduct himself/herself in a manner consistent with his/her identity with our Lord and Savior, Jesus Christ (whether on campus or off campus). General school rules will be adequately presented to each student during student orientation at the beginning of the school year and at different times throughout the school year. Any action or attitude that is not in keeping with the Word of God or is in direct disobedience to school policy or proper authority will not be tolerated and will result in proper Scriptural discipline which is tempered by love, good judgment, and understanding. Improper actions would include worldly dancing, worldly web-sites, movies, videos and television, pornography, homosexuality, fornication, kissing or petting, drinking of alcoholic beverages, tobacco in all forms, illegal drugs, drug or substance abuse, committing a serious offense or criminal act, or rebellion to parents, school administration, or proper authorities. **(THIS IS NOT INTENDED AS AN ALL-INCLUSIVE LIST.)** Regardless of whether the proscribed activity takes place **AT** or **AWAY** from school, the student is equally subject to discipline from school administration for those actions, up to and including expulsion.

### Gripping

Gripping will not be tolerated. Demerits may be issued for gripping, and habitual gripping will result in proper Biblical correction. If the problem can not be corrected and is considered by the administration to be in the best interest of both the school and the home, the child will be dismissed from school. Should your child come home complaining about a situation at school, please follow these procedures:

- a. Give the school staff the benefit of the doubt. (see “Slanted News” page 15)
- b. Realize that a child’s story is emotionally biased and is lacking all the information, and he/she is seeing things from only one point of view.
- c. Recognize that the school has reasons for every rule, and that rules are enforced without partiality.
- d. Be supportive of the staff and administration. Call or come by and get the facts.

In summary, it is understood that the staff is not perfect, but catering to a child’s complaints will only serve to undermine the authority of the staff. This could lead to rebellion against authority which will have harmful long-term effects.

### Care of Church-School Property

A good citizen, among other things, takes pride in the care of school property, realizing that the appearance of the facilities is either a credit or a discredit to him/her, as well as the student body in general. Any student that intentionally or recklessly damages or destroys school property shall be required to compensate for the full extent of the damage and shall be subject to disciplinary measures. Students should remember that the buildings, grounds, and equipment we are privileged to use belong to the Lord.

## General Conduct

### Cheating

Cheating in any manner will not be tolerated. Please see page 36 for further explanation.

### Language

Students in CCA are expected to refrain from talking about cheating, swearing, smoking, gambling, rock music, worldly dancing and worldly entertainment, topics of a sexual nature, drinking alcoholic beverages and using drugs. This is a high priority at CCA. Eph. 4:29 is our standard: "Let no corrupt word proceed out of your mouth, but what is good for necessary edification (building up), that it may impart grace to the hearers." Students are to use words that are pleasing to the Lord. Curse words, slang words which are euphemisms for curse words, obscene language or gestures, vulgar expressions, or offensive slang expressions will not be tolerated. Students are not allowed to use expressions to cut down other students (regardless of the manner it was intended).

### Off-Limits

- Other students' offices
- Other students' lockers
- Supervisor's and Monitors' property
- Learning Center when staff is not present (without permission)
- Storage areas and other areas not designated for school use
- Office areas (without permission)
- Own office before or after school (without permission)

### Telephone Use

Students will not be allowed to come to the telephone and help themselves. If a student does need to use the telephone, a staff member will either make the call or grant permission to the student to make the call. Parents, please do not ask to get a student out of class unless it is necessary. This not only disturbs the student's class work, but the work of the whole room. Cell phones and pagers are not allowed during school hours.

### Dating

It is the position of our church and school that teen dating is not profitable for youth because they are not in a position in life to manage relationships that gravitate toward romance. It is our view that courtship for the purpose of marriage is appropriate for young adults who are ready to assume the responsibilities of marriage. Therefore, CCA will enforce a firm no dating policy on CCA campus.

## General Conduct

### Personal Items

Students should bring to school only those items necessary for normal school activities. Although the school can not be responsible for lost items, the school staff will attempt to maintain an up-to-date lost and found. **ALL PERSONAL ITEMS, INCLUDING UNIFORMS, MUST BE LABELED.** Any computer disks, books, magazines, cassette tapes, CD's, thumb or flash drives, or any other personal item must be approved by the principal before they are permitted at school. No firearms, weapons, or knives of any type are permitted on school property. All personal items such as: caps, shirts, emblems, pictures, lunch pails, notebooks, and all other items must be in conformity with Christian standards.

### Search and Seizure Policy

CCA supports all staff in the maintenance of law, order, discipline and decorum in its school and during authorized school functions which take place off school property.

CCA, therefore, prohibits the possession, on school property or at authorized school functions, of substances or objects which may threaten good order, discipline, decorum and public safety. Such materials or objects may include, but are not limited to:

- Alcoholic beverages
- Illicit drugs
- Stolen property
- Weapons, either restricted or prohibited by law
- Any object which may be used as a weapon and which may cause serious injury
- Hate literature, racist material, pornography, etc.

Students and visitors to the school may on occasion have in their possession materials or objects (such as alcohol, illicit drugs, stolen goods, and weapons). The school therefore authorizes the principal or his designates, on the basis of reasonable grounds to believe that a student or visitor is in possession of a prohibited substance or object, and in accordance with these procedures, to conduct searches and, where necessary, to seize prohibited substances or objects.

**Note: The school administration reserves the right to search any student's office, locker, pockets, automobile, personal belongings, or his/her person (obviously by the appropriate gender) if it is suspected that a student has illegal, dangerous, unauthorized, or unapproved items or materials at school or on the premises.**

## CONTROLS

CCA is honored that you have asked our staff to assist you in training your child for Christian service. CCA is dedicated to the training of young people in a program of study, activity, and living that is Christ-centered. The Word of God teaches that “All things should be done decently and in order” and that each one should accept the given responsibility to “Walk honorably before all men”.

The absence of controls signals the absence of order. Controls are not meant to restrict a student but rather to direct him/her. Whatever can not be controlled can not be directed. At the same time, we do not want controls to dominate the life of CCA. We want each student to clearly understand what is permissible and what is not, and what the rewards and consequences are for each action. We teach our students that when they choose an action, they knowingly choose its corresponding consequences as well.

At CCA, standards of behavior are maintained through kindness, love, and genuine regard for the students. However, if disciplinary action becomes necessary, it is firmly and consistently carried out through our program of demerits, detentions, Scriptural discipline, and parent-teacher conferences. When we speak of discipline, we are referring to a much broader interpretation than just punishment. Discipline refers to those methods of instruction and training that result in moving behavior and character toward predetermined goals, such as those that are imposed by parents, teachers, society, and the Bible. Discipline is also encouraging children, guiding them, and helping them feel good about themselves. Discipline is ministering love, acceptance and forgiveness, and training students to make quality decisions.

**Remember: Discipline is not what you do to a child, but what you do for a child.**

**The Christian life is not a game, with one set of rules for school and church and another set of rules for every-day life.**

## Controls

### Demerits

The demerit system is used as a type of reprimand for an offense that calls for more than a rebuke, but not serious enough for Scriptural discipline. It recognizes breakdowns in procedure, and disturbances and violations of a relatively minor type. While the issue involved may be quite minor, repeated demerits often signal something at the character level which needs attention. Students will be given ample time to be trained in the meaning and use of demerits. **Normally, demerits are used to remind, not correct.** Each demerit results in a deduction of 10 points from the student's accumulated points toward "Outstanding Student." Three or more demerits in one day will result in a detention to be served after school. The duration of the detention is determined as follows:

- 3 demerits - 10 minute detention
- 4 demerits - 20 minute detention
- 5 or more demerits - 30 minute detention

**Children will receive demerits; if they didn't, they'd be perfect. Let's let kids be kids without ever condoning wrong in any form.**

The following is a list of the more common offenses for a student receiving a demerit:  
**(It is not intended to be an all-inclusive list.)**

#### **Offenses receiving one demerit per offense:**

- Chewing gum
- Eating candy in Learning Center
- Running in the school
- Writing or passing notes
- Calling names or teasing
- Leaning back in chair
- Loafing (not doing school work)
- Incomplete school supplies
- Gripping
- Food or drink in off limits
- Being off limits
- Incomplete PE outfit
- Being messy
- Incomplete school uniform
- Failure to return slips
- Leaving chair out
- Communication envelope not returned (one per day)
- Unexcused tardiness
- Turning around in office

(continued on next page)

## Controls

### Offenses receiving one demerit per offense (continued):

- Minor scoring violations (three violations in one subject equals one demerit)
- PACEs left at home (one demerit per PACE)
- Disturbing
- Not setting goals
- Not setting goals correctly
- Talking without permission in the Learning Center
- Failure to return slips with signature
- PACEs, goal cards, and slips not laid out to be checked
- Lack of participation in assembly
- Being loud in hallways after being cautioned
- Damaging property
- Throwing dangerous objects
- Violating 6-inch rule

### Offenses receiving two demerits per offense:

- Asking permission from another staff member after a refusal
- Not returning or having parent sign Corrective Action Notice
- Not returning or having parent sign Oops Slip

**Anything that would normally result in a demerit that is chronic or accompanied by a bad attitude may require Scriptural discipline rather than demerits or detentions.**

## Detentions

A detention is used as a type of correction for offenses that are not yet serious enough for Scriptural discipline. Detentions recognize breakdowns in procedure and violations of a more serious type than demerits. Repeated detentions reflect character weaknesses and as a result more serious consequences will follow, and more parental involvement will be required.

Each goal detention results in 30 points being deducted from the student's accumulated points toward "Outstanding Student." Detentions are served outside established school hours.

The offenses receiving automatic detentions are:

- Incomplete goals (*can include* incomplete vocabulary, study sheets, study notes, failure to turn PACEs in for tests, and unfinished projects)
- Regular book reports not completed
- Regular memory work not completed
- Unexcused absences
- 5 or more demerits in one day.

## Controls

The following table outlines the detention program, and its ramifications, based on a quarterly time frame.

Level I:	more than 60 minutes	Disqualified from Privilege Day
Level II:	90 minutes	Parent-teacher conference
Level III:	120 minutes	Scriptural discipline
Level IV:	150 minutes	Parent-teacher conference, 1 to 3 day school suspension
Level V:	180 minutes	Parent-teacher conference, up to one-week school suspension, and the loss of Convention participation and/or awards for balance of the year
Level VI:	210 minutes	Parent-teacher conference, dismissal from CCA

The administration reserves the right to modify this schedule if needed to help younger or immature students acclimate to the learning style and/or curriculum, particularly students new to CCA. Alternatives to detentions may include in-school suspensions or Scriptural Discipline (see next page).

## Controls

### Scriptural Discipline

At CCA, standards of behavior are maintained through kindness, love, and genuine regard for the students. However, if disciplinary action becomes necessary, it is firmly and consistently carried out, tempered by good judgment and understanding.

CCA is not a reformatory institution. Consequently, you need to keep in mind that you need not enroll your child with the idea that he/she will be reformed. CCA is here to work with the home, but not to take the place of parents who have experienced difficulty in fulfilling their role.

**The following is a list of Scriptures that support a need for the principles of a Scriptural discipline:**

- Proverbs 10:17** He who heeds discipline shows the way to life, but whoever ignores correction leads others astray. (NIV)
- Proverbs 12:1** Whoever loves discipline loves knowledge, but he who hates correction is stupid. (NIV)
- Proverbs 13:24** He who spares the rod hates (is an enemy or foe to)his son, but he who loves him is careful to discipline him. (early) (NIV) (Strong's Concordance)
- Proverbs 22:15** Folly (unwise conduct) is bound up in the heart of a child, but the rod of discipline will drive it far from him. (NIV)
- Proverbs 29:15** The rod of correction imparts wisdom, but a child left to himself disgraces his mother. (NIV)
- Proverbs 29:17** Discipline your son, and he will give you peace; he will bring delight to your soul. (NIV)

There is no doubt as to the Biblical validity of this form of correction. There should also be no doubt that a child's training can not be completed without at least the occasional necessity of Scriptural discipline. Discipline, if properly administered, is not something done **TO**, but rather **FOR** a child and **WILL NOT** make a child hard and rebellious. It will help them to be repentant, teachable, and gain self-control rather than having to be controlled later on in life. Some so-called "Social Developments" which have come from liberal ideology have tried to make Scriptural discipline seemingly abusive, violent, and primitive. The advent of "rights" of all kinds has pushed Scriptural discipline to the brink of criminal behavior, especially in public or group institutions. We also believe that a child has rights--including the right to proper training that will prepare them to enter adulthood matured in character as well as being prepared for the marketplace.

In order to carry out your desire for character development, it is necessary to follow Scriptural admonition to correct a child when his/her behavior is in violation of proper or reasonable rules and procedures. Because the Scriptures mandate Biblical correction, it will be exercised under the following guidelines when warranted:

## Controls

### Scriptural Discipline (continued)

1. The offense will be clearly discussed with the student.
2. The staff member will discuss spiritual applications with the student.
3. A reasonable number of swats (not to exceed three) will be administered by the principal using a flat, wooden paddle. A witness will be present.
4. The student will not be physically restrained. If the student refuses to submit to the paddling, the parent will be asked to come and discuss the matter. At this time, it will be determined what will be in the best interest of each party (school and student/family). If the matter can not be resolved, it will be at the school administration's discretion to determine what appropriate measures should be taken next.
5. After administering the swats, the staff member will pray with the student, reassuring him/her of their love.
6. A written report will be made of the offense with the date, number of swats, and any additional comments. A copy of this report will be sent home for a parent's signature and must be returned to the supervisor the next school day.

The following is a list of the more common offenses for a student receiving Scriptural discipline:  
**(This is not intended to be an all-inclusive list.)**

**Disobedience to school authorities and school policy**

**Fighting with another student**

**Being disrespectful to proper authorities**

**Cheating in any manner**

**Lying in any manner (word or deed)**

**Excessive scoring violations**

**Willfully destroying personal or church property**

**Defiance and rebellion to school authorities or school policy**

**Stealing or borrowing without owner's permission**

**Repeated offenses after being cautioned**

**Obscene language or gestures**

**Endangering others or themselves**

**Gripping and complaining or chronic bad attitude after being cautioned**

**Being disruptive in class after being cautioned**

**Touching any student in an inappropriate manner**

**Vulgar or offensive slang expressions**

**Sticking another individual with any sharp or pointed object**

**Consistent failure to have required items for school activities**

**Note: If a student continues in disobedience after he/she has been disciplined, a parent/principal conference will be scheduled. Continued disobedience after the conference will result in suspension or dismissal of the student. The school administration reserves the right to make any exceptions to its discipline policies it deems wise, prudent, or necessary in any individual situation.**

## Controls

### **Disciplinary Probation, Suspension, Expulsion:**

The following is a list of the more common offenses for which a student may receive disciplinary probation, suspension, or expulsion regardless of whether the offense was committed **AT** or **AWAY** from school. The pastor and church elders will determine the appropriate disciplinary action. A record of the offense and the action taken will be placed in the student's permanent record file.

**The following is not intended as an all-inclusive list:**

**Continued willful violation of school policy or procedures**

**Continued disobedience after being cautioned or corrected**

**Continued violation of uniform and appearance standards**

**Committing a serious offense or criminal act**

**Committing an immoral or unethical offense**

**Use or possession of illegal drugs or drug abuse, drinking alcoholic beverages, use of tobacco in any form**

**Use of pornographic material**

**Watching movies, videos, television, video games, internet, or listening to music that promotes sex, drugs, violence, rebellion, or the occult**

**Excessive absences or tardiness**

**Rebellion to parents, school administration, or proper authorities**

**Willfully damaging personal, school, or church property**

**Habitual griping after being cautioned**

**Assaulting a staff member or other individual**

**Aggressive disruptive behavior**

**Bringing a firearm or any weapon on school/church premises**

**Showing disrespect for the Word of God, the flags, or our nation**

**Note: The student will be given the opportunity to explain his/her side of the story.**

In the event a student appears to be in violation of any of the above offenses, a meeting will be scheduled between the student's parents and school administration. All parties will have opportunity to fully discuss the matter. If the student has committed an offense, the school administration reserves the right to determine whether the student should be placed on probation, suspension, (and the length of the suspension), or be dismissed without any further notice given. In the event a student is placed on probation, he/she will be ineligible for any privilege status until the probationary period has been completed. It will be at the discretion of the school administration to determine the student's eligibility to represent the school at any student convention even after the probationary period is concluded. It will also be at the discretion of the school administration as to whether the student will attend school during regular school hours or be given a separate schedule. If in the opinion of the school administration, the needed correction does not appear to be taking place during the probationary period or by the conclusion of the probationary period, the school reserves the right to dismiss the student without further notice.

## Controls

### Violation of Scoring or Testing Procedures: Cheating

The administration of CCA believes that every child has the right to proper training that will enable them to enter the marketplace in later years matured in character and good personal habits. The staff of CCA is committed to assisting the home in the development of the child's character, integrity, and habits for those later years. Consequently, no child's training can be completed without at least the occasional necessity of some form of discipline.

As with any educational institution, wisdom dictates that caution be exercised in the administration of all forms of discipline. While we will not shrink from our duties as Christian educators, we are careful to avoid assuming too much authority in those areas of discipline matters where serious infractions occur. Our greatest concern is to return the child to the path of progress in the event that he/she gets into error. We believe the parent to be the one best qualified to correct the child and will respect the parent's ability to get to the root of the problem and mete out proper corrective measures whenever possible. However, if the required changes do not evidence themselves, we will seek alternate solutions suited to the family's need and the Academy's standards. Our desire is to both support and protect the integrity of the home and the Academy in all discipline situations. Should it become necessary to correct a student for knowingly, willfully, and deliberately violating testing or scoring procedures (cheating), the following steps will be taken to correct the infraction:

1. With the **first offense** of cheating, the student will be sent to the principal's office, and the matter will be clearly discussed with the student. Scriptural discipline will then be administered by the principal according to the guidelines previously stated in the handbook. If the violations have taken place within the PACE material, the student will then erase the section of material where the violations occurred and the section reworked. If the cheating should take place on the PACE test, the test will be picked up, and the student will be given a "zero" on the test. The student will then be issued a new PACE and will have to repeat the PACE. A notice of the offense and the Scriptural discipline will be sent home to the parents.
2. Upon a **second offense** of cheating, the student will be sent to the principal's office, and the matter will be clearly discussed with the student. At this point, the student's parents will be asked to come to school and discuss the matter with the principal. The school's administration will assist the parents in whatever appropriate corrective measures the parents deem necessary. The student will again have to correct any sections of material if the violations occurred within the PACE. The same corrective measures will again be followed as in step one should the violations occur on the PACE test.
3. Should a **third offense** of cheating occur, the student would then be suspended from school for the length of time the school administration deems necessary. A record of the suspension will be recorded in the student's permanent record file, and he/she will not be allowed to earn any level of privilege during the next four weeks of school. It will be at the discretion of the school administration as to whether the student will be eligible to represent the school at any student convention.
4. If a **fourth offense** of cheating should occur, the student and his/her parents will be asked to come to the school for one final review. The student will then be dismissed from school and will not be eligible for future re-enrollment. A record of the dismissal will be recorded in the student's permanent record file.

**Note: The procedures previously listed are primarily for students that are ages 13-18. However, if a cheating problem should develop with a primary learning student and can not be corrected, the same steps would eventually have to be taken as well.**

## LEARNING CENTER PROCEDURES

In order for a self-teaching, learner-motivated system to produce its best results, certain standards of conduct are necessary. Detailed procedures are explained to students during the student orientation at the beginning of the school year and at various times throughout the year as the need arises. Not all of this detailed information can be covered in this handbook; however, the following general information is important for all to remember.

1. Unauthorized verbal and non-verbal communication among students in the Learning Center (L.C.) is not permitted.
2. Students are not allowed to be out of their offices or turn around in their offices without permission.
3. The time in class is work time. Students are required to work in their PACEs until their daily goals are completed. Students are not to sit idle or daydream in their offices. Supervisors and monitors should only be asked questions that pertain to academics during class time. Personal questions should be asked during break times only.
4. Other than normal academic studies, students should not engage in non-academic pursuits not specifically permitted.
5. Student offices shall contain only those items placed or permitted by staff. In any situation, we will limit the number of items in the office, so as to minimize distractions and clutter.
6. Each L.C. is a resource center in itself. Resource books, literature supplements, casual reading materials, and craft materials are all contained in the individual L.C., appropriate to the age level. Each L.C. will act as its own library and resource center, with its own system of check-out, return, etc. Students should carefully observe their center's standards, so that others may use the same materials. Items overdue or lost may be charged to the parents.
7. The Christian flag is to be raised for all academic questions such as: explanation of instructions, help with example problems, help with scoring, scoring of pages marked for supervisor scoring, questions regarding goals and goal setting, requesting initials on Self Tests, questions about tests, or help with assignments. The Christian flag is also raised for permission to leave the learning center. Some L.C.'s may substitute a cube for the flag system. Students will be thoroughly instructed in the cube's use.
8. The American flag is raised for questions such as: reciting memory work, reciting vocabulary, requesting initials on Check-ups, permission to score or re-score a PACE, permission to sharpen pencils, permission to get resource or library books, or any non-academic question.
9. Breaks are given at regular intervals throughout the day. Visits to the restrooms, getting drinks, and throwing trash away should be done at these break times.
10. No toys, books, magazines, hobby items or pets should be brought into the Academy anywhere without first obtaining permission from the appropriate staff. We urge students and parents to closely observe this request, especially regarding books, magazines, and toys. Academy staff must be allowed to set the standards in these things, not students or parents. None of what is established as school policy should be interpreted as intruding on home standards.

## Learning Center Procedures

### Trail of A Pace

The students at CCA work in PACEs, instead of the traditional textbook. Most PACEs take approximately two weeks to complete.

When a new PACE is issued, the student is to ask the supervisor to apportion their vocabulary words for the student to memorize. The student repeats the definition to the supervisor, monitor, or parent (if taken home). Vocabulary is considered part of their daily goals.

When the student receives a new PACE, the supervisor will have written a minimum number of pages on the front of the PACE. This will be the minimum goals for that particular PACE each day. A 10-minute detention per incomplete goal is given if a student does not complete all the previous day's goals including any vocabulary.

At the end of each day, students are required to set their goals for the next day and get a homework slip for any unfinished goals. If a student genuinely needs some adjustment to the minimum number set on the front of his/her PACE for the following day, he/she must ask for an adjustment during this time.

As students work through their PACEs, they come to unit quizzes called "Check-ups" and "Self-Tests". Students must have a supervisor's or monitor's initials before they may begin a Check-up or Self-Test. Students must have all of the pages before the Check-up or Self-Test scored and corrected before they may receive initials. A score of 90% or better is the desired score. If the student scores below 90%, the supervisor will ask the student to repeat the Check-up or Self-Test. The supervisor has the right to make exceptions to this procedure depending on difficulty and length of Check-up or Self-Test. No score below an 80% will be accepted.

After a student completes a PACE, he/she is to turn the PACE in to the monitor or supervisor before the student leaves school. All projects and other assignments should be completed before the PACE is turned in unless prior arrangement is made with the supervisor. If the student forgets to turn in a PACE for the PACE test, he/she will not be permitted to test until the following day. A 10-minute detention will be given as with any other incomplete goal. A score of 80% or better is required on all PACE tests, with the exception of 1<sup>st</sup>, 2<sup>nd</sup>, & 3<sup>rd</sup> level Word Building tests where 90% is passing. Parents may request that a student making a score below 90% repeat that PACE in order to insure full understanding of the material. This may be especially desirable for students earning high school credits. A repeated PACE may raise the student's over-all average that is posted on the high school transcript.

## Learning Center Procedures

### Scoring Procedures

The integrity of the student at the scoring table is the **most important test** of a student's cooperation with the policies of CCA. A student is demonstrating his/her honesty and integrity at the scoring table. The following procedures **must be adhered** to:

Score keys are to be handled carefully.

Students are to take only one PACE to the scoring table at a time.

Students must not daydream nor disturb.

Students are not to engage in verbal or non-verbal communication at the score table.

Students should use only the red pens provided at the scoring table.

Students are not to make any other red marks in their PACEs except "X's" without permission.

- Students are to circle each red "X" in red when correct and circle each page number when all of the answers are right on the page. Circling the page number is a verification from the student that he/she is giving their word that ALL the answers on the page are identical to the score key. Any variation should have approval as evidenced by supervisor initials.
- Students are not to look ahead in the score key, but score only the pages that have been worked.
- If a student has a question while scoring, he/she should raise a hand to get the attention of the monitor or supervisor. If not answered quickly, the student should mark the questionable answer wrong, complete the scoring of the page, then return to his/her office, and post the Christian Flag.

Students are to return score keys to the proper place before leaving the scoring table.

**Note: Mis-scoring in a PACE, called "scoring violations", will result in demerits. Repeated carelessness in scoring will lead to loss of privileges and/or Scriptural discipline. Cheating or willful violation of scoring procedures will result in Scriptural discipline, suspension, or dismissal.**

## Learning Center Procedures

### Book Reports

The ability to read well will determine in many respects the extent that we will achieve success. Reading gives us the ability to broaden our horizon by taking us to places we may never actually get to visit. Reading also helps us to gain knowledge and expand our vocabulary. Most of all, it helps us to learn about God and His will for our lives.

Every reading student is required to read at least one approved book each month (more often to earn “C” or “E” privilege). Students in the first and second levels must bring a note signed by a parent indicating the date, title, and author of the book read. Every student in the third level and above must turn in a written report (form provided) with a parent’s signature on it. The written report must be neatly written to be accepted. Students in the fifth level and above must write in cursive (pen or pencil) or type their report.

Please make sure that your child has chosen appropriate reading material and is thoroughly reading their selections. Please take the time for your child(ren) to give you a 5 to 10 minute oral report. This will be an opportunity for you to check your child’s reading comprehension as well as giving the student an opportunity to give an oral presentation.

Failure to submit the monthly book report on time will disqualify the student from Privilege Day and also from being on weekly privilege (A,C,E) until the report is turned in. Because monthly book reports are just as much a required assignment as any of the other student’s school work, any student who fails to submit the report by the deadline date will receive a 30-minute detention (to be served after school). If the student has not submitted the report at the end of another one-week period, he/she will be given another 30-minute detention (to be served after school). If the student has not submitted the report at the end of the second week period, a parent/principal conference will be scheduled. After the conference, the supervisor will assign a new deadline date for the report to be turned in. If the student still fails or refuses to submit the report by the new assigned deadline, it will be at the discretion of the school administration to possibly suspend, ask the parents to withdraw the student, dismiss, or refuse re-enrollment to the student for the following school year.

**The purpose for this additional reading is to help develop good reading skills and the development of Christian character. Please encourage your child to read the type of books that will be well pleasing to the Lord and will benefit his/her Christian walk.**

## Learning Center Procedures

### Goal Cards

Each student has a Goal Card posted in his/her office, and it should be kept hanging up except when there is a need to write on it.

The exact page numbers are to be written for goals except when a Self Test (ST) or PACE test is to be taken.

The student should write VOC or the Check-up symbol in the box along with the page numbers when those are a part of the day's goals.

The student should mark off his/her goals with all slashes going the same direction as soon as he finishes his work in that subject.

Goals are to be laid out and checked off before PACE work is begun each morning (unless checked the previous day). PACEs are to be laid out in the student's office in the order they are listed on the goal card. PACEs are to be opened to the first page of the previous day's goals. The Goal Card is to be laid on top of the opened PACEs.

The student may work in one PACE in his/her office until the student's goals are checked off.

If the student doesn't complete his/her daily goals at school, the unfinished work will be assigned as homework. **If the student doesn't complete his/her homework, a 10-minute detention per PACE will be given for incomplete goals.**

**Note: If a student takes homework home and is genuinely unable to complete an assignment (even with a parent's assistance) because of the degree of difficulty, he/she must have the parent write the supervisor a note explaining the situation to avoid getting a detention for an incomplete goal.**

### Student Progress Chart

A "Progress Chart" is posted in each student's office at the beginning of the school year. The subjects that the student will be working on are listed on the left side of the chart. Throughout the course of the year, as a student successfully completes a PACE, a star will be posted under the appropriate week the PACE test was completed. These are NOT to be moved by the student or marked on and must be kept clean.

Gold Star .....100 %.....A+

Silver Star ....94%-99% ....A

Red Star .....88%-93% ....B

Blue Star .....80%-87% ....C

## CHRISTIAN LEADERSHIP TRAINING

The development of the whole person (spirit, soul and body) is foremost in our program. CCA focuses on development in five main areas: academic development, citizenship development, character development, leadership development, and spiritual development.

### 1. Academic development

We promote excellence in academics, not excellence through academics. If the complete scope of our training is productive in each student, their academic preparation will be sufficient to enable them to discover and fulfill all of God's purpose for them.

### 2. Citizenship development

The pivotal understanding is that while all men are created equal, not all men are created the same, nor is any man guaranteed success. What an individual becomes depends on what he makes of the tools God has given him and the opportunities to which he avails himself. CCA adamantly subscribes to the principle of personal accountability. John F. Kennedy said it well: "Ask not what your country can do for you, but ask what you can do for your country." CCA is confident that we are training young people who will be part of the solution for society, not part of the problem.

### 3. Character development

We define character development as "the unconscious doing of right." God's Word sets out clear, unmistakable, and absolute standards of right and wrong. CCA is devoted to continually teach and display to its students these Biblical precepts of morality.

### 4. Leadership development

Not all students will be leaders in the organizational sense. However, we must bear in mind that leadership is influencing the lives of others. In that sense, all men and women will one-day lead someone else in their home, on their job, in their neighborhood, etc.

### 5. Spiritual development

At CCA, there is a variety of opportunities for students to enhance their spiritual growth. Many of them are incorporated into the daily and weekly routine at CCA.

#### Devotions

Students have devotions each morning. This is a short time of spiritual edification, challenge, music, and/or games.

#### Chapel

From time to time throughout the quarter chapel services are held which provide an opportunity for students to hear the preaching of the Word of God as well as an opportunity for older students to participate in ministry.

#### Special Meetings

From time to time, special meetings may be held with a guest speaker. Times of these services will vary.

## Christian Leadership Training

### Spiritual development (continued)

#### Scripture Memory

This is an exercise for every day of the month. The purpose is to discipline the students to read and meditate on God's Word everyday. The following guidelines are the framework for the Scripture Memory:

1. Selection of Bible verses assigned.
2. Students look up, read, and highlight verses in their Bible.
3. Verses are written in student's personal notebook.
4. Students write out personalization of verses in their notebook.
5. Students write in their notebook every school day according to schedule.
6. Verses must be recited to parents verified by parent's signature.
7. Students are tested at school for Bible Club.

Bible Club earns a student extra points toward the Outstanding Student award and a special treat as an immediate reward for their diligence. Failure to quote the required monthly memory passage to a staff person before the monthly deadline date will disqualify a student for Privilege Day and from being on weekly privilege (A,C,E) until the memory work is said. Because monthly Scripture memory is just as much a required assignment as any of the other student's school work, any student who fails to complete the assigned work by the deadline date will receive a 30-minute detention (to be served after school). If the student has not said his/her memory work at the end of another one-week period, he/she will receive another 30-minute detention (to be served after school). If the student has not completed the memory work assignment at the end of the second week period, a parent/principal conference will be scheduled. After the conference, the supervisor will assign a new deadline date for completion of the memory work assignment. If the student still fails or refuses to complete the assignment by the new assigned deadline, it will be at the discretion of the school administration to possibly suspend, ask the parents to withdraw the student, dismiss, or refuse re-enrollment to the student for the following school year.

- **The A.C.E. curriculum**

Accelerated Christian Education (A.C.E.) has gone to great efforts to thoroughly weave the Scriptures and Scriptural principles into the PACEs themselves. As the students study their Math, English, Literature and Creative Writing, Social Studies, Science, and electives, the exercises and instructions will help build character and enhance their spiritual growth.

**Ultimately, the educational institution can only build on the foundation that the home establishes.**

## CHRISTIAN PATRIOTISM

Christian Patriotism places emphasis upon the greatness of America's heritage and the sacrifice of its heroes. America is a republic, which guarantees liberties to educate and to preserve freedom. We unashamedly teach the Biblical doctrines of self-discipline, respect for those in authority, obedience to the law, and love for our flag and country. Every morning in assembly the following pledges are recited.

### ***PLEDGE OF ALLEGIANCE TO THE BIBLE***

I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its words in my heart that I might not sin against God.

### ***PLEDGE OF ALLEGIANCE TO THE CHRISTIAN FLAG***

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

### ***PLEDGE OF ALLEGIANCE TO THE AMERICAN FLAG***

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

### ***SCHOOL COLORS***

Red, White and Blue

### ***SCHOOL MASCOT***

Champions

### ***SCHOOL VERSE***

"No, despite all these things, overwhelming victory is ours through Christ, who loved us."  
Romans 8:37 (NLT)

## PHYSICAL EDUCATION/SPORTS' PROGRAMS

A school's PE/sports' program has an important role to play in the development, growth, and fitness of a child's physical body. It will promote good physical, mental, and emotional health as well as endurance, strength, discipline, and long life. Athletics properly taught enables a student to establish good habits, teamwork, *esprit de corps*, Godly character, and proper relationships which will aid them in their adult lives.

Participation in athletics means more than competition between two individuals or two teams representing different schools. The goals of the athletics' programs at CCA are:

1. to teach Biblical character qualities (integrity, sportsmanship, good attitudes, selflessness, and a desire to compete to the best of one's ability),
2. to provide students an opportunity to demonstrate & develop these qualities (Internal values are confirmed by external conduct.),
3. to help students develop their self image as unique individuals created in the image of God,
4. to help students attain their fullest potential,
5. to teach students physical fitness, good health habits, & wise use of the body as the temple of God (I Cor. 6:19,20).

Any student desiring to be involved in a team sport must realize and be willing to make the reasonable commitments necessary in being on a team. These would include submitting to the designated coach or instructor, attending scheduled practice sessions, and any expenses incurred from uniforms to convention costs. All students and parents will be required to thoroughly read and sign a "Code of Ethics" if they choose to participate in the school's organized sport's program. Any STUDENT or PARENT in violation of the "Code of Ethics" will be subject to appropriate disciplinary measures from the school administration which may include, but are not limited to the following:

1. Suspension from the team for the length of time the school administration deems necessary,
2. Removal from the team permanently,
3. Suspension or expulsion from school if, at the discretion of the school administration, the matter can not be resolved.

In our athletic programs, CCA will teach four essentials—knowledge of fundamentals, conditioning, good attitudes toward competition, and teamwork. Win/losses are not as important as good participation and continued improvement, but, at the same time, we stress excellence in everything we do. Every full-time student of CCA is scheduled to participate in at least two weekly PE classes. Regardless of whether a student participates on an organized team or not, all students that are physically capable of participating in PE are required to do so. This is a regular required activity just like math or science. We do not expect each student to pursue competitive athletics, but we do expect him or her to participate in a good program of physical exercise that will support and enhance a healthy lifestyle.

## Physical Education

CCA's coaching staff is made up of Godly men and women who will adhere to the following four rules:

1. Coaches will never discuss the progress or athletic ability of student athletes with other student athletes.
2. Coaches will never discuss the progress or athletic ability of student athletes with any parent other than the student's own parents or other appropriate school personnel.
3. Coaches will never discuss parents with student athletes other than a student's own parents.
4. Coaches will never discuss parents with other parents.

Every student is responsible for having his/her COMPLETE uniform at school on the days he/she has PE. Students that fail to have ALL of their uniform at school when needed will not be able to participate in PE and will receive a demerit for the violation. Consistent or chronic failure to have the necessary items will result in a 30-minute detention and possibly Scriptural discipline.

The uniform for PE may vary from year to year, but will consist of the items currently required. Every student must have a separate pair of shoes for PE. (Cross-training shoes are recommended.)

**No student will be excused from the required physical education classes without a doctor's written excuse for any period that exceeds two weeks.**

**A student must have written permission from his/her doctor to resume taking PE after any injury or illness that required being excused from participation in the PE program.**

All high school-age students must complete at least the minimum number of credits for PE required by the state of Texas (currently 1 ½ credits). Students at CCA are required to take PE EACH of their high school years unless their academic load mandates class time to be the greater priority.

**Note: Parents must remember they are primarily responsible for setting the example from the stands if they ever expect their child(ren) to be the example on the court or field.**

## ATHLETIC CODE OF ETHICS

### Code of Athletes

Athletic competition can be one valuable way to enhance the training and discipline of Christian life. Athletics will promote self-discipline, teamwork, unity and a strong work ethic as well as produce a sense of accomplishment, achievement of goals, and set standards to measure success by daily improvement. The athlete will also learn how to overcome adversity, obstacles, and extraordinary circumstances, which will build confidence and lead to pathways of success and victory. Athletics will teach a Christian how to persevere (never give up) and rely upon their teammates to work through pressure and resistance in their minds and bodies. Athletic competition is a tool that can be used to cause a Christian to grow and mature through self-discipline and personal training, which will lead to future victories.

Christian athletes must always remember they are representatives of the Lord Jesus Christ first of all, then their parents, school and community. Because they are examples to all of the other students, they should always be considerate and respectful of those around them and never allow themselves to have a haughty or prideful attitude. They should never get themselves into compromising situations that may cause disgrace to themselves, their parents, their teammates, or the athletic program.

The conduct of an athlete is closely observed in many areas of life. It is important that this behavior is above reproach and that parents and students be in agreement with the following:

1. Willingness to abide by the coaches' training rules.
2. Willingness to create, maintain, and promote the elements of good sportsmanship.
3. Be willing to put his/her team's success ahead of individual glory.
4. Be on time whenever time is involved.
5. An athlete must notify his/her coach in ADVANCE when it is necessary to miss practice. Valid reasons will be accepted. Truancies are inexcusable.
6. Maintain passing grades in schoolwork.
7. Be responsible for all athletic equipment entrusted to his/her use.
8. Abide by all the grooming and appearance standards of the school.
9. Maintain school's attendance policy and be at school on game days unless approved by school administration and the coach.
10. Maintain a Godly testimony whether at school or away from school. (This especially means controlling your tongue.)
11. Maintain a submissive attitude toward the coach and school administration.
12. Understand that griping will not be tolerated. If an athlete or parent of an athlete has a legitimate complaint, it should be presented to the principal. Parents, students and coaches must be willing to defer to the decision made by the school administration to settle any possible disputes.
13. Parents and students must understand that any athlete that begins an organized sport and then quits or is dropped from the team for disciplinary reasons, will report to physical education classes (if possible) for the remainder of the sport's season. The school administration and coach, at their discretion, may reschedule the athlete for another sport if they consider it advantageous to both the school and the student.

## Athletic Code of Ethics

### Violation of Athletic Code

Even first offenders are subject to disciplinary action. The coach and school administration will determine the extent of any necessary corrective action. The corrective action may be in addition to any other disciplinary action taken as a result of policies that are applicable for all students. Parents will be notified if any necessary action is to be taken.

**Note: Violation of Athletic Code of Ethics is subject to corrections ranging from appropriate disciplinary action to expulsion.**

**The school administration reserves the right to make any exception to its athletic policies it deems wise, prudent, or necessary in any individual situation.**

## A.C.E. REGIONAL AND INTERNATIONAL CONVENTIONS

CCA has always participated in a program that defines and enhances the uniqueness of Christian education. We believe that no matter how extensive the programs a school might implement, the full benefit of those programs can not be realized or measured without some form of an outlet. One such outlet is Student Convention.

Students who have had their thirteenth birthday on or before December 31 of the current school year are eligible to participate in the A.C.E. Student Convention. Students at CCA are required to attend the regional student convention. If, in the opinion of the staff or the parents, a first year student is not mature enough to attend, then this requirement can be waived for the first year. From time to time a student finishing requirements for graduation may be exempted from attending regionals his senior year. Students are not required to attend International Convention; however, care should be taken not to leave group events missing participants for the advanced competition. A student may lose the privilege to attend convention due to disciplinary actions taken during the school year. If this is the case, a student's continued enrollment or re-enrollment at CCA may also be in jeopardy.

It is CCA's intent to enhance the student's skills and abilities, use the character in which he/she has been growing, and begin to develop simple personal and interactive leadership competence. We believe that whatever talent the student has was given to him/her by God to be maximized for His glory, and that each may have untapped resources to uncover. Therefore, we try to channel each student into areas of endeavor in which he/she will be required to grow and expand. These areas include over 130 different events in the areas of Academics, Arts & Crafts, Athletics, Needle & Thread, Vocal Music, Instrumental Music, Drama, and Platform. This gives a student the opportunity to "specialize" in areas that will likely continue to be meaningful throughout his/her life. Convention and local guidelines and a complete listing of events are available to the students and parents at the ACE's website (<http://www.aceministries.com/conventions/ISC/updates.aspx>) school. Students are required to take a minimum number of events as determined by the school administration with a maximum of up to twelve events with certain limitations.

Students who place first through third in elimination events or first through sixth in all other events at the A.C.E. Regional Student Convention earn the privilege to attend the A.C.E. International Student Convention. This convention is held at a major university at various sites around the country. Attending the International Convention gives the students a chance to realize that they are not alone in their pursuit of a Christian education. It also gives the students a chance to travel to other areas of our country, seeing sights that they may otherwise have limited opportunities to see. Thirdly, the International Convention makes a rewarding year-end trip with their classmates in a more relaxed setting than the normal school day. Currently, due to the expense, CCA plans to attend the International Convention in odd-numbered years.

Students are responsible to pay their own registration fees to both conventions. From time to time, there may be some help available through fund-raisers, but students should not depend on those as a source of funds. The primary use of fund-raisers, unless otherwise stated, is to take care of the school's portion of expenses, without which no one would be able to attend. (The combined registration for the students as of this printing has been approximately \$350 per person. This does NOT include meals while traveling; motel rooms while traveling, or any additional spending money while at convention.)

**Notes:**

Any student desiring to be a participant in any group activity (at regional convention) must declare prior to becoming a member of that group that they will or will not be attending the International Student Convention should the group qualify for international competition. Any student who fails to keep their commitment to the group disqualifies themselves from being a participant in any future group activity at regional convention.

Any student in violation of school or convention policy while at regional or international convention may be disqualified from attending future conventions. Any action or attitude that is in direct disobedience to school or convention policy will not be tolerated. It will be at the discretion of the school administration as to what disciplinary measures will be taken.

Students need to understand that attending Student Convention is a privilege, not a right. Students who have difficulty obeying school policies may disqualify themselves from participation.

## GENERAL INFORMATION

### **Birthday Parties**

Students may bring a cake, cookies, or cupcakes to school to observe their birthdays with their classmates if parents prearrange it with the teacher. We do ask, however, that if a student is having a birthday party off campus that invitations not be passed out in the classroom unless all students are invited.

### **Change of Address and Telephone Number**

Parents are to keep the school office informed of any changes of address and telephone numbers. It is the parent's responsibility to communicate to the appropriate personnel any specifics concerning unlisted telephone numbers.

### **Food (Morning and Lunch)**

Students will have a morning snack every day. Nutritious snacks will be allowed such as fruits, vegetables, crackers and cheese or peanut butter, granola bars, muffins, etc. Sugary snacks such as candy bars, cake, cookies, etc. will not be allowed before noon. Each student is responsible to bring a lunch and a drink as **well as eating utensils and napkins**. Nutritious/balanced lunches are expected. Please keep sugar to a minimum. Soft drinks are not allowed. Microwaves are available for the students' convenience (microwave lunches should already be in a microwavable container). **Students should not bring food they can not prepare themselves**. Also, only water bottles will be allowed in the refrigerator. If your child's lunch needs to stay chilled, please be sure to pack some sort of ice pack.

### **Fire Drills**

At the sound of the fire alarm, students are to stand and walk in an orderly manner out of the building to a designated place. At the appropriate time, students are to return to the Learning Center in the same orderly manner. Students must walk in single file. They are expected to refrain from talking, pushing, or running. Each supervisor will be with his/her group. Fire drills will be held periodically during the school year in order to give the students instruction about designated fire exits.

### **Fundraising**

There will be major fundraisers throughout each year to benefit the general fund of CCA. These fundraisers will account for the fundraising requirement for each family.

Separate and apart from the above mentioned fundraisers will be those to benefit certain activities, such as Student Conventions. These activities will be under the supervision of the event sponsor and will not usurp or take the place of those fundraisers that should assist the day to day operation of the school and its budget.

Academy parents may be doing periodic fundraiser meals to benefit various programs at CCA.

## General Information

### Honor Rolls

- To qualify for the **“A” Honor Roll**:  
A student must have academic balance for the quarter. A student must have at least 3 stars in each subject (Math, English, Literature & Creative Writing (PLC only), Social Studies, Science, and Word Building). A student’s PACE average must be 94% or higher.
- To qualify for the **“B” Honor Roll**:  
A student must have academic balance for the quarter. A student must have at least 3 stars in each subject (Math, English, Literature & Creative Writing (PLC only), Social Studies, Science, and Word Building). A student’s PACE average must be 88%-93%.

### Lost and Found

Students are to take care of their belongings. Any personal items that are left lying around the school will be placed in “LOST AND FOUND”. Merit money will be charged on each article to recover the item from “LOST AND FOUND”. At the end of each quarter, all items which have not been recovered from “LOST AND FOUND” will then become the property of the school and will be disposed of.

### Student Parking

For the safety and protection of the student body, it is necessary to establish certain regulations concerning driving and parking. If an accident occurs in the school parking lot, the principal’s office should be notified at once. Local law authorities will handle it just as on the public streets.

1. Eligible students must register their vehicles with the Principal’s office. A permit will be issued to the student after registration. Items required for registration:
  - a. proof of insurance and valid driver’s license
  - b. written parental permission—including permission to have other students ride with them (including siblings).
2. Students are to park cars in the designated parking area.
3. Student’s vehicles are off limits during school hours without specific permission. Student cars are not to be driven from the parking area at any time during the day unless the student is leaving for the day. The school day is from 8:25 A.M. to 3:30 P.M.
4. The speed limit is 10 miles per hour in the parking area.

## General Information

### Verification of Enrollment and Attendance

The school can provide documentation of enrollment status and attendance to meet the State of Texas requirements for a student to be eligible to receive an instruction permit and/or Texas driver's license. To obtain a form, a student or parent must make a request in person or writing to the school office one-day prior to the need.

### Visitation

- Parents are encouraged and welcome to visit the school at any time. Should the need arise for a parent to visit with his/her child during Learning Center time, the appropriate procedure for a parent to follow is to let the supervisor or monitor know of the need. The student will then be given permission to leave the Learning Center. This will minimize distractions for the other students and meet the parent's need.
- Students desiring to bring visitors for the school day or part of the school day must get permission in advance from the principal. Visitors will be required to fill out a release form. The student must obtain this form in advance for his/her visitor. These visitors will be required to dress in a manner that is consistent with the school dress guidelines.
- For liability reasons, former students, friends, or older siblings (that come by for a visit) will not be permitted to participate in daily school activities (other than lunchtime). This would also include break times or PE times. Students will not be permitted to leave the Learning Center to visit with friends that drop by.

### Weather

- In the event of inclement weather, tune to television stations Channel 7 and Channel 10 or radio station KDDD (95.3 FM) for a school closing announcement. CCA will generally follow the Dumas ISD weather closing policies.
- Due to the wide area that our student body may live in, it is possible that school will be open even if weather conditions in your area are too dangerous for travel. Because of this, students will be required to take their PACEs home during possibly severe weather. If you can not get your child to school, it is important that he/she continues to work in his/her PACEs at home. Students are allowed to work up to any check-up in any PACE. If inclement weather (or illness) persists for two days or more, then students are allowed to skip over the check-ups and continue working up to the Self-test.

## ANNUAL AWARDS PRESENTATION

To provide added incentive for the students, an annual awards ceremony will be held. Students will be awarded based on Christian character and achievement.

The following list of awards is not an all-inclusive list and is subject to change from year to year:

- Outstanding Music Student
- Outstanding P.E. Student
- Outstanding Art Student
- Most PACEs
- 100 or more PACEs
- Most Honor Merits
- Most "E" Level Privilege
- Most 100s
- Highest PACE Average
- Bible Club Award
- "B" Honor Roll (See page 66)
- "A" Honor Roll (See page 66)
- All 100s in one subject
- Perfect Attendance
- Outstanding Student of the Year

**Note:** As the enrollment of the various learning centers fluctuate, these awards may be given to the school as a whole or to each learning center separately. The awards are given to the students at the Annual Awards presentation. First Graders will be recognized separately. The Outstanding Student of the Year will have his/her name inscribed on the nameplate of the school's outstanding student plaque.

## Annual Awards Presentation

### Outstanding Student Points

#### Positive Points

\_\_\_\_\_ 100 Points Academic Balance

\_\_\_\_\_ 100 Points each Bible Club

\_\_\_\_\_ 100 Points Privilege Day

\_\_\_\_\_ 10 Points for each "A" Privilege

\_\_\_\_\_ 20 Points for each "C" Privilege

\_\_\_\_\_ 30 Points for each "E" Privilege

\_\_\_\_\_ 100 Points "A" PACE Avg.

\_\_\_\_\_ 50 Points "B" PACE Avg.

\_\_\_\_\_ 30 Points each Honor Merit

\_\_\_\_\_ **TOTAL (+ Points)**

#### Negative Points

\_\_\_\_\_ -30 Points each Goal Detention

\_\_\_\_\_ -10 Points each Demerit

\_\_\_\_\_ **TOTAL (-Points)**

#### Student Convention Points

\_\_\_\_\_ 50 Points/Entry

\_\_\_\_\_ 150 Points/1stPlace

\_\_\_\_\_ 100 Points/2nd Place

\_\_\_\_\_ 50 Points/3rd Place

\_\_\_\_\_ 100 Points for Freshman classification

\_\_\_\_\_ 200 Points for Sophomore classification

\_\_\_\_\_ 300 Points for Junior classification

\_\_\_\_\_ 400 Points for Senior classification

\_\_\_\_\_ **TOTAL**

## GRADUATION INFORMATION

### Graduation Requirements

Academic requirements for graduation are outlined on the accompanying pages and are contingent upon which course of study the student and his/her parents choose to follow. At the beginning of a student's secondary school years, the supervisor and/or principal will schedule a meeting with the student and his/her parents to determine what course of study will be followed. The supervisor and/or principal will fill out an academic projection sheet outlining the requirements needed for completing the course of study chosen. The projection sheet will be presented to the parents, and a signature will be requested for approval. It is possible to change a course of study if it meets parent's and school's approval and time allows. A student must complete ALL OF ONE of the courses of study to participate in graduation exercises and receive their diploma. Early graduation is not recommended for students who have not completed the Honors course of study. Younger students who have finished all prescribed courses should stay in school and complete college-level courses rather than be graduated at an age too immature for college campus life. However, NO student may graduate in less than four years unless they have completed at least a General course of study and have permission from the school administration and his/her parents. Any student who fails to complete a course of study may be issued a certificate of attendance if they have completed four years of high school and are in good standing with the school. He/she MAY NOT participate in graduation exercises. It will be at the school administration's discretion to grant any exceptions it deems necessary.

### Graduation Expenses & Responsibilities

#### Parent & Student

All expenses incurred for caps, gowns, tassels, honor cords, graduation announcements, keepsakes, or upon request, any specialty items such as special decorations, special speakers, graduation dinners, and rental fees will be the responsibility of the graduates and their parents. The principal will work with the parents, but primarily, the parents of the graduate are responsible for planning the reception, any specialty items or events, decorating, and clean-up. Any specialty items or events must meet the approval of the school administration before any arrangements are made. Seniors and their parents will be responsible for scheduling sittings for senior pictures and selecting senior rings. The cost of these expenses will vary from year to year.

**Note: All school balances and graduation expenses must be paid in full before a student may receive a signed diploma or an official transcript.**

#### School

The school will be responsible for fitting the cap and gown for seniors and assisting them in selection of graduation packages. The parents must approve all graduation packages before any orders will be placed. In many cases, a deposit will be required at the time the order is placed. The school will cover the expenses of diplomas, diploma covers, and the basic expenses of a reception. The basic expenses include: punch, cake, cups, plates, napkins, plastic utensils, and helium-filled balloons.

## Graduation Information

### Ranking of Graduates

Valedictorian shall be defined as “the student having the highest rank in a graduation class.” Salutatorian shall be defined as “the student having the second highest rank in a graduation class.” In order to be considered as a candidate for valedictorian or salutatorian at CCA, a student must complete at least three of their high school years on the A.C.E. program and be in good standing with the school. It will be at the school administration’s discretion to grant an exception in regards to transfer students (from other programs) if there are no other students in their graduating class or the transfer student’s GPA is significantly higher than that of the other graduates.

Class rank and scholastic honors will be determined by averaging grade points earned from the completed courses of the particular course of study a student has chosen to follow. For class ranking and honors designation, the various courses will be weighted according to the categories listed below. Advanced Honors, Honors, and College preparatory courses will receive additional weighting on a graduated scale. General and Vocational courses will be unweighted. All gap PACEs will be excluded from being averaged in the student’s GPA if he/she is following a College or Honors preparatory course of study. Only the comparable courses of a transfer student will be considered in the averaging process to determine a student’s overall grade point average (GPA). Please note that the GPA reported on a student’s transcript will be calculated from the scale that has been adopted by CCA unless a college or scholarship foundation requests the GPA to be calculated according to its designated scale.

### Advanced Honors (College Level):

Any of the A.C.E. college-level courses (excluding Introduction to Christian Counseling, which is not recommended for use by high school students) are considered Advanced Honors. Pre-Calculus is particularly recommended.

### Honors Preparatory Courses:

1. Additional high school level Bible courses
2. Chemistry or Physics if taken as an additional science course
3. Additional business courses (Business Math, General Business)
4. Additional Fine Arts courses (Lit. I & II, Basic Advanced Art, Basic Brush Art)
5. Collectivism (A detailed look at the major twentieth century “isms”)
6. The Constitution (Origin and foundations of the constitution)
7. Second Foreign Language or Second Year of First Foreign Language
8. The Fundamentals of Christian Education

### College Preparatory Courses:

1. First two high school level Bible courses selected from the list
2. Algebra I, Geometry, Algebra II
3. English I, II, III, IV
4. World Geography, World History, American History, Civics/Economics
5. Biology, Physical Science, Physics or Chemistry
6. Etymology
7. Business (Typing I, Computer Literacy, Dave Ramsey)
8. Fine Arts (Speech, Music, and Basic Beginner’s Art)
9. Health
10. Foreign language

## Graduation Information

### General Preparatory Courses:

1. Substitution for one Bible course (12 selected literature books and study guides)
2. Pre-Algebra, Financial Math I, (Business Math taken under General course of study)
3. Basic English I, (Lit. I & II taken under General course of study)

### Vocational Preparatory Courses:

(Courses are determined by the diagnostic results)

Listed below, CCA's scale for determining a student's GPA for ranking and scholastic honors:

100 – 3.0	
99 – 2.9	
98 – 2.8	
97 – 2.7	(A)
96 – 2.6	
95 – 2.5	
94 – 2.4	
93 – 2.3	
92 – 2.2	
91 – 2.1	(B)
90 – 2.0	
89 – 1.9	
88 – 1.8	
87 – 1.7	
86 – 1.6	
85 – 1.5	
84 – 1.4	(C)
83 – 1.3	
82 – 1.2	
81 – 1.1	
80 – 1.0	

Listed below is the scale adopted by CCA for determining the GPA to be reported on a student's high school transcript:

90% – 100%	- 4.00	(A)
80% - 89%	- 3.00	(B)

In order for a college or scholarship selection committee to judge our students fairly, CCA has chosen to adopt the above scale when reporting a student's GPA. In many cases if our records do not correspond to a scale similar to this scale, the selection committee will not convert prior to judging. If a college or scholarship committee requests another scale, we will calculate a student's GPA according to its designated scale.

## Honors Course of Study

Subject	Minimum Credits Required
BIBLE	3
New Testament Survey (required)	
Old Testament Survey (required)	
Life of Christ	
New Testament Church History	
Introduction to Missions (0.5 credit)	
Christian Growth (0.5 credit)	
ENGLISH	4
English I	
English II	
English III	
English IV	
MATH	3.5
Algebra I	
Geometry	
Algebra II	
Trigonometry (0.5 credit)	
College Level math (recommended)	
SOCIAL STUDIES	4
World Geography	
World History	
American History	
Civics/Economics	
Texas History (if not previously taken)	
SCIENCE	4
Biology	
Physical Science	
Physics	
Chemistry	
BUSINESS	3
Typing I	
Computer Literacy	
Dave Ramsey	
FINE ARTS	1
Music (0.5 credit)	
Speech (0.5 credit)	
FOREIGN LANGUAGE	2
Spanish I & II	
French I	
ETYMOLOGY	1
HEALTH (0.5 credit)	0.5
PHYSICAL EDUCATION	2
ELECTIVES (Business, Additional Fine Arts, Government)	(as needed)
<b>Minimum Total Credits 27</b>	

Note: The Honor student must complete 27 credits and attain a 2.9 grade point average on CCA's scholastic honor's scale. The student should demonstrate the ability to communicate effectively in written and oral presentation. The student should score at least 22 on the ACT, or 1000 on the SAT, and/or a PHS (Post-High School) complete battery score on the Stanford Achievement Test. The student should complete at least the minimum number of state credit requirements.

**Graduation Information**

**College-Preparatory Course of Study**

Subject	Minimum Credits Required
BIBLE	2
New Testament Survey	
Old Testament Survey	
Life of Christ	
New Testament Church History	
Introduction to Missions (0.5 credit)	
Christian Growth (0.5 credit)	
ENGLISH	4
English I	
English II	
English III	
English IV	
MATH	3.5
Algebra I	
Geometry	
Algebra II	
Trigonometry (0.5 credit)	
SOCIAL STUDIES	4
World Geography	
World History	
American History	
Civics/Economics	
Texas History (if not previously taken)	
SCIENCE	3
Biology	
Physical Science	
Physics or Chemistry	
BUSINESS	3
Typing I	
Computer Literacy	
Dave Ramsey	
FINE ARTS	1
Music (0.5 credit)	
Speech (0.5 credit)	
FOREIGN LANGUAGE	2
Spanish I & II	
French I	
ETYMOLOGY	1
HEALTH (0.5 credit)	0.5
PHYSICAL EDUCATION	2
ELECTIVES (Business, Additional Fine Arts, Government)	(as needed)
<b>Minimum Total Credits</b>	<b>25</b>

**Graduation Information**

**General Course of Study**

Subject	Minimum Credits Required
BIBLE	2
New Testament Survey	
Old Testament Survey	
Life of Christ	
New Testament Church History	
Christian Growth (0.5 credit)	
(may substitute 12 selected literature books and study guides for 1 Bible credit)	
ENGLISH	4
English I	
English II	
English III	
(The fourth credit may be satisfied by Basic English I, English IV or Literature I & II )	
MATH	3
Pre-Algebra, Financial Math I, or Business Math	
Algebra I	
Geometry	
SOCIAL STUDIES	3
World Geography or World History	
American History	
Civics / Economics	
Texas History (if not previously taken)	
SCIENCE	2
Biology	
Physical Science	
BUSINESS	3
Typing I	
Computer Literacy	
Dave Ramsey	
FINE ARTS	1
Music (0.5 credit)	
Speech (0.5 credit)	
ETYMOLOGY	1
HEALTH (0.5 credit)	0.5
PHYSICAL EDUCATION	2
ELECTIVES (Business, additional Fine Arts, Government)	(as needed)
<b>Minimum Total Credits</b>	<b>24</b>

**Graduation Information**

**Vocational Course of Study**

Subject	Minimum Credits Required
BIBLE	2
New Testament Survey	
Life of Christ	
(may substitute selected literature books	
based on reading level . . .1 credit for	
every 12 books read and Literature Study	
Guides completed)	
ENGLISH . . . . . 48 PACEs (as diagnosed)	4
MATH . . . . . 48 PACEs (as diagnosed)	4
SOCIAL STUDIES ... 48 PACEs (as diagnosed)	4
Texas History (if not taken previously)	
SCIENCE . . . . . 48 PACEs (as diagnosed)	4
TYPING	1
WORD BUILDING (complete as many as possible)	?
PHONICS (if needed)	1
PHYSICAL EDUCATION	2
ELECTIVES	(as needed)
<b>Minimum Total Credits</b>	<b>22</b>

**Note: In order for a student to receive a vocational diploma, he/she must complete at least through PACE 1096 in each subject and complete four years of high school.**

**SAMPLE SCHEDULE OF COMPLETION**

Below is a sample schedule of completion for an Honors and a College Prep diploma. The extra courses for Honors are in parentheses. Students do not have to wait until they begin their 9<sup>th</sup> year in order to begin earning high school credits. Other elective credits are available and necessary to complete the number of required credits for each diploma.

9 <sup>th</sup>	10 <sup>th</sup>	11 <sup>th</sup>	12 <sup>th</sup>
Algebra I	Geometry	Algebra II	Trigonometry
English I	English II	English III	English IV
World History	American History	World Geography	Civics/Economics
Biology	Physical Science	Chemistry	(Physics)
Typing I	Computer Literacy	Dave Ramsey	
Etymology			
New Testament Survey	Life of Christ	(Old Testament Survey)	
Spanish I	Spanish II	Health/Speech	Music
PE (0.5 credit)	PE (0.5 credit)	PE (0.5 credit)	PE (0.5 credit)

## The A.C.E. Story

A.C.E. began in the hearts and minds of Dr. Donald and Esther Howard after they attended a seminar on innovative education at the University of North Carolina in 1970. The Howards were acquainted with the frustrations and failures of the contemporary education system. Both had been teachers and their eldest son had failed two grades. They felt if their son had been given the privilege of learning at a rate at which he could assimilate all of his lesson material before moving on, failure would not have occurred. The Howards saw differences in their own four children as well as the differences of children in the classroom and recognized that chronological lockstep grouping can not meet the learning needs of most children. A teacher of a large group of children is usually too burdened with administrative duties, grading homework, and surviving another day in the classroom to provide the individualized attention children need. Dr. Howard gave this problem considerable thought and formulated some ideas he felt worthy of trial in a classroom setting. Then he set out to develop his philosophy about learning and dedicated his life to giving students quality individualized education. The Howards started the first school in three rooms, using a conglomerate of self-instructional material put together with sweat and staples—the progenitor of the Packet of Accelerated Christian Education (PACE). The basic premise was to give each child self-instructional material, allowing him to learn on his own and thus free the teacher to give individual attention to each student on a one-to-one basis. The Howards soon realized their piece-meal curriculum was not adequate, but they could not locate a curriculum anywhere that would meet the needs for individualized, bite-sized lessons that would allow a student to learn at his own rate of progress. In addition, nearly all secular curricula were filled with anti-theistic, humanistic, evolutionary teachings. The Christian curriculum on the market at that time was usually a make-over of secular textbooks with little about God. The Howards knew that the first principle of real learning is the fear of God; therefore, the tripartite nature (body, soul, and spirit) of a student must be educated. Along with millions of other Christian Americans, the Howards were greatly disturbed by the secularization of public school systems that began in earnest during the tumultuous 1960's. Using Gregory's Seven Laws of Teaching as a starting place, Dr. Howard developed what is now known as the Five Laws of Learning, which form the core of the A.C.E. philosophy and methodology.

1. The pupil must be on a LEVEL of curriculum where he can perform.
2. The pupil must set reasonable GOALS he can achieve in a prescribed period.
3. The pupil must be CONTROLLED and MOTIVATED to assimilate, use, or exercise the material.
4. The pupil's learning must be MEASURABLE.
5. The pupil's work must be REWARDED.

One of the greatest challenges to the A.C.E. system has been the position that “ONLY” teachers who have been trained in teacher colleges and have studied pedagogy, psychology and sociology are qualified to teach children. While recognizing the value of a good college education, A.C.E. believes that training of children is a God-given responsibility to parents.

Realizing that no curricula existed to meet the need of a system of individualization, the Howards decided that they would need to develop their own unique program and curriculum. At this time, the Lord led them to what was reported to be one of the best scope and sequences in existence during the early 1970's. Using that and other scope and sequences as a guideline, the Howards developed the Accelerated Christian Education Scope and Sequence from which the A.C.E. curriculum was developed and produced.

## The A.C.E. Story

The first A.C.E. school was located in a church facility in Garland, Texas. It was the source from which first-hand observations led to many of the unique features of A.C.E. For example, Dr. and Mrs. Howard were the only teachers for a multi-graded group of 47 children, from 2nd through 9th grade levels.

If the student was properly motivated and rewarded, could he not be expected to assume more responsibility for his own learning? The Howards set out to prove it. They were pleasantly surprised when they observed hitherto "lazy" students, faced with responsibility and given rewards, became energetic scholars! In the past, the Howards saw the shortcomings surrounding the emphasis being placed on the teacher and teaching rather than upon the learner and learning. Now they could visualize that a teacher's primary responsibility would be a guide and motivator on the path of learning. Refinements to the program were yet to come, but during that first year the basics for the A.C.E. system of learning were developed.

In those early days, lessons were learned that today are foundational principles for the A.C.E. program. One lesson the Howards learned was that five or six children around a table who have eye and ear contact with each other is not conducive to academic concentration. One week after school began, and necessity being the mother of invention, the dividers were introduced in the middle of the table. But this still had problems. The teacher could not observe pupil activity, and it was difficult to get around the tables to serve the student's needs. A couple of days later, Dr. Howard used a measuring tape while his children sat around the breakfast table and measured how much room was needed for work and how much material would be needed to eliminate audio and visual distractions--and as a result the carrel or "office" came to be a recognizable feature of A.C.E. All of this enlivened the Biblical rule that if a child is to learn, he must be controlled. In those early days, pastors, teachers, administrators, and educators came to Garland to observe this "new" system in operation, and the word soon spread that the A.C.E. school was exactly what they had been seeking for years.

The Howards knew that without proper guidance in the intricacies of this "revolutionary" system, many of its adherents would not fully realize the importance of the A.C.E. methodology, philosophy, and principles. The next year saw the Howard family of six on the road in a motor home, going from state to state to visit schools that had started, instruct pastors, administrators and teachers, and meet with others who had an interest in starting a school. Of course, demands for the Howards' time became greater than they could possibly fulfill; therefore, others shared in the vision and became part of the A.C.E. ministry/business. Dr. Howard's concentration was on extending the VISION, and Mrs. Howard's focus was developing the Biblically-based curriculum.

As the popularity of A.C.E. grew, so proportionately grew the realization of the need for a Biblically-based curriculum that could meet the needs of the academically gifted as well as the average to below-averaged students. Eventually, three editions of curriculum were produced. The first consisted roughly of stapled bite-sized pacs of available self-texts. This was followed by a five course curriculum written by a committee of writers. Finally, the third edition, a full-colored, multi-million dollar curriculum became available. Included with the third edition curriculum was the Preschool with Ace and Christi and ABC's with Ace and Christi programs along with many electives and expanded courses. Built into all the curricula were Bible-based moral and family values, with an emphasis on character development. This unique combination of Biblical training and academic excellence were by no means "new", but a return to the true education of years past: in a high-tech one-room school.

## The A.C.E. Story

In the years since its meager beginning, A.C.E. has invested more than \$50 million in development and upgrading of its curriculum and program. Integrated into the context at all levels are the sixty ideal character traits of Christ which are strengthened by A.C.E.'s own cartoon characters with whom students identify.

The following is a list of the sixty character traits:

Appreciative	Dependable	Honest	Purposeful
Attentive	Determined	Humble	Resourceful
Available	Diligent	Joyful	Respectful
Committed	Discerning	Kind	Responsible
Compassionate	Discreet	Loyal	Secure
Concerned	Efficient	Meek	Self-Controlled
Confident	Equitable	Merciful	Sincere
Considerate	Fair	Observant	Submissive
Consistent	Faithful	Optimistic	Tactful
Content	Fearless	Patient	Temperate
Cooperative	Flexible	Peaceful	Thorough
Courageous	Forgiving	Perseverant	Thrifty
Creative	Friendly	Persuasive	Tolerant
Decisive	Generous	Prudent	Truthful
Deferent	Gentle	Punctual	Virtuous

The computer age has brought exciting innovative improvements that better prepare children for the technological challenges they must face in the world they will lead. A.C.E. now supplies over 7000 schools in over 110 nations around the world. The computer-enhanced A.C.E. program is being used also in rescue missions and adult literacy centers. Home-schooling with the A.C.E. curricula is "a natural" and enjoyed by thousands of families around the world. A.C.E. is now engaged in Global Biblical Educational Reform with contracts in more than a dozen countries opening learning centers using the A.C.E. system and curriculum in the country's public school system.

A.C.E. is unique in its origin and development. It is the fulfillment of a dream of two of God's precious servants. Yet it is more than that. It has become a leader in the best of Christian Education and will, with God's blessing, set the standard for the best in innovative education for the twenty-first century.