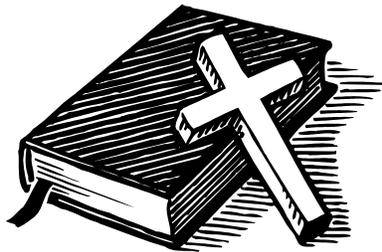


**The Church Christian Academy**

**2017-2018**

**Parent/Student  
HANDBOOK**



**The Church Christian Academy**  
**2017-2018 Parent/Student Handbook**

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## 1. Philosophy and Objectives

The Church Christian Academy, TCCA, utilizes the Accelerated Christian Education (A.C.E.) curriculum. This program is based on two major tenets: individualized instruction and Biblically-based character-building principles. The A.C.E. curriculum has been tried and proven to be effective for over 45 years, and it's being used all over the world. TCCA strives for academic excellence through a rigorous curriculum. The goal of The Church Christian Academy is to train youth of every ability level academically, in the highest principles of moral character, self-discipline, individual responsibility, personal integrity and exemplary citizenship.

**Attendance at this school is a privilege, not a right.** The Church Christian Academy exists to provide a quality, Christ-centered education that will challenge them both academically and spiritually. TCCA stands, without apology, for very high standards of morality and wisdom.

The students will be assisted in their academics by trained staff members. TCCA strives to produce young people with an academic ability to become servant-leaders that can, and will, impact their generation for Christ and basic understanding of God's Word.

The school staff wishes to work closely with parents in order to train the child, academically, emotionally, physically, mentally, and above all else—spiritually. The Church Christian Academy views itself as an extension of the home in training young people.

## **2. Statement of Faith**

The basis of The Church Christian Academy shall be the Word of God interpreted by the following Statement of Faith:

1. The Bible, made up of sixty-six books, is verbally inspired and free from error in doctrine, facts and ethics. The Bible is the only infallible and authoritative rule of faith and practice.
2. There is one triune God, eternally existent in three co-equal persons—Father, Son and Holy Spirit.
3. Jesus Christ is the Son of God. He was born of a virgin, led a sinless life on Earth, performed miracles, was crucified, buried and rose again. Jesus Christ ascended into heaven and is currently at the right hand of God the Father. Jesus Christ will physically come again and “rapture” all believers. Jesus Christ will ultimately rule the Earth for eternity in great glory.
4. The human race was created in the image of God. Through sin, mankind brought a curse of death upon himself and his posterity. Not simply physical death but spiritual death, which is separation from God. All humans possess a sinful nature and exercise this evil nature in thought, word and deed. As such, man is condemned to hell and completely unable to remedy his lost condition by himself or by ecclesiastical rite.
5. We believe that the salvation of the lost and sinful man is a free gift of God’s grace apart from works. This “gift” is based solely upon Christ’s vicarious and atoning death, affected by the regenerating work of the Holy Spirit, and is simply received by trusting in Christ’s finished work on the cross.
6. The Holy Spirit exists and presently ministers on Earth. The Holy Spirit’s dwelling enables the process of sanctification in the Christian’s life.
7. The resurrection of the saved and lost is a physical future event. Those that are saved will be raised to the resurrection of life, and those that are lost will be raised to the resurrection of damnation.
8. Those who have accepted the gift of Christ’s atoning blood will live eternally to rule and reign with Christ.

### 3. Necessary Enrollment Forms

Any student who fails to submit any of these forms will be denied enrollment into The Church Christian Academy.

- Each and every student of TCCA must enroll or reenroll every academic year. Therefore, the first form necessary is the Student Application.
- Each and every student must provide a copy of their Medical Records signed by a practicing physician.
- Pennsylvania State Law requires that each child provide proof of all immunizations.
- Academic Records Release forms
- Emergency Contact information form
- Copy of medical insurance card
- Signed financial commitment
- Signed Student Conduct Form
- Parent/Student Handbook Agreement
- After School Pickup Form
- Please note that The Church Christian Academy requires that **BOTH** parents who have custody and/or rights to educational decisions concerning the child must sign a form stating that they give permission for their child to attend The Church Christian Academy. If both parents cannot sign this agreement, sufficient documentation is required.
- Student drivers must submit a copy of their license and proof of insurance.

## **4. Brief History of The Church Christian Academy**

The Church Christian Academy was established in 2001 with the intent to train Godly young people in both academics and the foundational truths of the Bible. TCCA began using, and continues to use, the Accelerated Christian Education A.C.E. curriculum. We firmly believe that this individualized, biblical, and mastery-based educational program is the absolute best for students. For more information about the curriculum please visit [www.aceministries.com](http://www.aceministries.com).

## **5. The Church of Sutersville**

The Church Christian Academy is inextricably tied to The Church of Sutersville. TCCA is a ministry of The Church of Sutersville and is foundationally, philosophically, and financially tied to The Church. The Church of Sutersville very generously provides scholarships for eligible students.

## **6. The Government of The Church Christian Academy**

The Church Christian Academy exists in a pyramid of authority that coincides with the standards of the Accelerated Christian Education Procedures Manual.

### **Senior Pastor/Administrator**

The senior pastor/administrator of the school is the highest level of authority and oversees all of the functions of The Church Christian Academy. The following tasks are responsibilities of the Senior Pastor/Administrator:

- General supervision of The Church Christian Academy.
- Establishing school-home relations.
- Hiring staff and holding weekly meetings for direction, inspiration, and motivation.
- Conducting assemblies or chapel, student sessions, and special meetings.
- Establishing school policies and procedures.
- Conducting staff orientation.
- Conducting parent orientation.
- Counseling with students and parents.
- Screening and admitting students.
- Promoting the school.
- Higher level discipline.
- Conducting parent conferences.

### **Supervisor/Principal**

The Supervisor acts as overseer of the Learning Center and all academic needs of students. The Supervisor's specific responsibilities include:

- Inspiring achievement in the students.
- Supervising student testing, prescribing curriculum, reporting, compiling, and filing student academic results.
- Expediting daily Learning Center routine by answering questions, quizzing students on Self Tests, and scoring PACE Tests.
- Answering academic questions, adding information, and enhancing understanding.
- Supervising extracurricular activities.
- Praising students and encouraging them to do their best.
- Communicating with parents regarding academic and activities.

- Conducting student orientation.
- Scheduling school activities.
- Promoting the school.
- Publishing a monthly parent letter.
- Planning staff meetings.
- Planning parent-teacher fellowships and banquets.
- Supervising the school office.

### **Monitor**

The Monitor acts as an assistant to the Supervisor. The Monitor's specific responsibilities include:

- Checking student goals daily and completing the Goal Check Report.
- Assisting the Supervisor in securing PACEs and Tests, taking attendance, supervising the playground, tracking demerits, privileges, detention, homework assignments, recording PACE scores, and assigning new PACEs.
- Answering nonacademic flags (American Flag).
- Observing Scoring Station and Testing Station from a distance and notifying the supervisor of any corrective action needed.

## **7. Staff**

**Administrator:**       **Pastor Frank A. Rocco**  
(724) 872-7389

**Supervisor/  
Principal:**           **Mr. Michael E Baumiller**  
(724) 972-9361 (cell)

**Learning to Read  
Supervisor:**       **Mrs. Rhonda Miller**  
(724) 205-1183 (cell)

\* All staff has been officially certified according to Accelerated Christian Education criteria.

## 8. Admissions Policies

The Church Christian Academy does not discriminate on the bases of race, color, national and ethnic origin. **Attending TCCA is a privilege, not a right.** This privilege may be revoked at any time by the authorities of TCCA. Students who plan to attend TCCA will be required to submit all forms found under “3. Necessary Enrollment Forms” found in this handbook. **Students and Parents are required to agree to abide by the policies and practices of The Church Christian Academy. Parents and Students are required to attend an interview. Parents are required to attend a Parent Orientation.**

**It is entirely the decision of The Church Christian Academy staff, concerning whether the student is a good “fit” for the school.** Once the school staff reviews the student’s application and interview, the parents and student will be notified as to whether the student’s application has been accepted or denied.

## 9. Withdrawal Policies

If a parent wishes to withdraw a student from The Church Christian Academy, the parent must notify the supervisor or administrator in writing as soon as possible. TCCA will not refund any money that has already been paid and no curriculum will be released to the parent or student.

**Expulsion:** The Church Christian Academy may dismiss a student at any time. It is the goal of the school to teach and train Godly young people. The school staff wishes to apply grace to each situation; however, if certain irresolvable problems arise, TCCA will be forced to dismiss a student. The parent will be notified in writing as to the reasons for dismissal from the school. Academic records will be copied and sent to the next school the student plans to attend.

Several instances that would call for consideration of dismissal would include, but are not limited to, the use of drugs and alcohol, illegal behavior, immoral activities, threats and violence.

## 10. Financial Policies

The Church Christian Academy highly commends any parent who is willing to make a financial sacrifice of tuition in order to invest in their child’s Christian education. On that note, each parent has been informed of their financial obligations and is expected to pay their bills in a complete and timely manner. Every parent is required to sign a financial commitment. The Church Christian Academy reserves the right to apply financial penalties to late or incomplete payments.

If any account is past due \$500.00 or more, we will ask that the student be kept home until the account is reconciled.

## 11. Daily Arrival and Dismissal

The Church Christian Academy school day begins promptly at 8:15 AM. Be aware that students must be ready to begin opening exercises at 8:15; therefore, it is wise for students to arrive at least five minutes early to settle in before school begins. Any student who is not ready for opening exercises at 8:15, will earn a demerit. Be advised that exceptions will not be made for late parents.

Students will be dismissed at 3:15 PM. All students are expected to be out of the school building by 3:30 at the latest. The school staff supervises students all day long and should not be expected to remain with the students after school hours.

Parents are responsible for making necessary transportation arrangements; however, the school must be notified of the student's transportation plans (parents, bus, sibling driver etc.). If students are riding a district bus to school each day, The Church Christian Academy must be informed of what bus number the child should board each day.

Students who plan to be picked up from school by family members or friends must submit an exhaustive list of people who may pick them up. This form must be signed by both parents. The goal of The Church Christian Academy is to win the student to Christ, provide the student with exemplary education, and keep them safe. Please understand that your child WILL NOT be released to any person who cannot present identification showing that they are listed on the dismissal form.

## 12. Attendance

The Commonwealth of Pennsylvania's Department of Education requires that our school, as well as every other school, provide a **minimum of 180** days of instruction OR a **minimum of 900** hours of instruction at the elementary level and a **minimum of 990** hours of instruction at the secondary level. Currently our calendar provides for 173 days of school at 6 hours a day. This comes out to 1,038 hours of school for the year. We, of course, have more hours than required for several reasons, and one of those reasons is to account for absenteeism.

20 school days is the **absolute maximum** number of days absent that The Church Christian Academy will allow in one academic year. These 20 days will include vacation, sickness, and any other absence that is not accompanied by a legitimate and signed doctor's excuse. In the public school system, parents are taken to court if students miss more than the school attendance policy allows. Here at The Church Christian Academy, however, we do not believe that the Lord would have us take our fellow brothers and sisters before a court over school attendance. However, we also cannot afford to be responsible to the state government for a child who is not attending school. As stated in the Parent/Student Handbook, The Church Christian Academy reserves the right to expel a student at any time. **Any student who misses 21 days of school without a legitimate and signed doctor's excuse, will be expelled.**

### **After the first five absences (without a doctor's excuse):**

A letter will be sent home to remind and reiterate our school's attendance policy.

### **After the second five absences (without a doctor's excuse):**

A second letter will be sent home to remind and reiterate our school's attendance policy.

### **After the third five absences (without a doctor's excuse):**

A third letter will be sent home to remind and reiterate our school's attendance policy.

### **After the final five absences (without a doctor's excuse):**

A letter will be sent home to indicate that one more absence (without a doctor's excuse) will result in expulsion from The Church Christian Academy.

### **Physical Education Policy:**

Physical education is an absolute requirement by the state for students to take each year. Any student who misses more than three gym classes per quarter will receive an incomplete in gym until you, the parents, fill out an independent gym form. This form will indicate that you watched the student complete some form of

physical activity for an hour. The student will have to complete an hour of physical activity for each gym class missed after the initial three. You will provide the date, type of activity that was done, and your signature. Your signature is indicating that you physically watched them doing the activity. I will send this form home with the student following the fourth gym class missed so that they can begin to make up the time before the end of the quarter.

### **13. Tardiness**

School will begin each day promptly at 8:15. If a student is not ready to begin at 8:15, they will receive one demerit and a recorded tardy. Four days of tardiness will equal one day of absence. The only exception will be delays due to bussing or inclement weather.

### **14. Contacting Students during School Hours**

**Students are permitted to bring cell phones to school, but they will be collected upon entry into school and redistributed every day before dismissal.** No student is permitted to leave school before dismissal without permission. Any parent who must pull a student from school must call the office at (724) 446-1550. Any parent who is unable to reach someone in the office may call one of the school employees listed in section 7. Staff.

### **15. Availability of Health Services and First Aid**

The Church Christian Academy possesses a first aid kit in the Learning Center, as well as a full time staff member certified in First Aid and CPR. The school also has emergency contact information for every student in case of emergencies that require trained medical attention. You will be contacted immediately should your child have an accident or need medical attention. An accident report will be filed in every case of injury.

### **16. Student Drivers**

Students who wish to drive to school must follow several school rules. The student must park their vehicle in the school parking lot and may not move it until dismissal each day. **The student may only transport another student if written permission is given from both the student driver's parents and the parents of the passenger.** The student must also provide copies of a valid driver's license and proof of car insurance for the school office. *TCCA reserves the right to search a student's vehicle at any time.*

### **17. Visitors**

All visitors are asked to call ahead of time because the doors to the school will be locked during school hours. Visitors are asked to take great precaution not to disrupt the students in the Learning Center during school hours.

### **18. School Closings**

In the event that school is closed or delayed, we follow the Yough School District schedule. If Yough is delayed or cancelled, we will be delayed or cancelled. Please refer to WTAE, KDKA, or WPXI news stations. The Church Christian Academy will be also be displayed with a delay, closing etc. Whether we delay/cancel school or not, parents should use their discretion if they drive students to school. *Also, if the district that busses your child delays or cancels, please follow their schedule. If your district is closed, this would be considered an excused absence for the student.* Please let TCCA know before 8:10, if your student will not be attending school due to weather.

## **19. Personal Property**

Students are not permitted to bring any electronic items (besides cell phones) to school. All students are encouraged not to bring expensive items to school. The Church Christian Academy is not responsible for any lost, stolen, or damaged property. Students will not be permitted to bring personal property into the Learning Center. All personal items will be left in lockers during school. Please note that TCCA reserves the right to search students' book bags, coats, vehicles, etc.

## **20. Lunch**

Lunch will occur each day from 11:30-12:00. Students must bring bagged lunches preferably in insulated lunch bags or boxes. Microwave privileges are available to students' level 5 and up. The students may bring a snack for morning and afternoon breaks. We also have a small snack shop available at a minimal cost.

## **21. Prohibited Articles**

This is a list of items that students are prohibited to bring onto school property. Students caught with these items will face serious disciplinary consequences. Please note that this is not an exhaustive list.

- Weapons of any kind; including guns and knives.
- Video games/any electronics (the only exception will be cell phones)
- Inappropriate literature
- Inappropriate music
- Any undocumented medications
- Fireworks
- Anything that can be used to injure others or vandalize property.
- Drugs or alcohol of any kind (including medication-all medication must be turned in to the office)

## **22. Involvement of Parents**

Unlike traditional schools, The Church Christian Academy encourages parents to be involved in the extracurricular activities of the school. Parents will be invited to participate in fieldtrips, parties, conventions, etc. TCCA expects parents to participate in monthly fund raisers. If anyone has any questions, please call.

## **23. Policy on Search of Private Property**

Students' cars, backpacks, coats, and any other private property may be searched at any time.

## **24. Dress Standards / Uniform**

The purpose of The Church Christian Academy dress code is to maintain a level of professionalism and eliminate distractions. TCCA uniform consists of a navy blue polo shirt with school embroidery, khaki dress pants, and simple black or brown shoes, and simple black or brown belt (if desired). The physical education uniform is a plain white T-shirt, navy blue, knee-length shorts or pants, and tennis shoes.

**All uniform shirts will be ordered in bulk from The Embroidery People of Sutersville. Khaki dress pants and all other items may be purchased individually.**

No jewelry may be worn to school besides modest earrings and necklaces for girls. Clothes are expected to be neat, clean, and ironed. Messy hair or appearance will not be tolerated. Students are expected maintain good personal hygiene (deodorant, brushing teeth, etc.) If a consistent issue arises the parents will be notified privately.

Throughout the school year there will be opportunities for students to earn “dress down” days, where they are not required to wear their usual school uniform. Although “dress down” days are meant to be fun, they are also a privilege, not a right. Students need to maintain a manner of dress that is both modest and pleasing to the Lord even on dress down days. Any student who comes to school in inappropriate dress, will forfeit their privilege, and will be asked to put on their normal school uniform. **If there are any questions a student may feel free to bring the item to school the day before to ask school staff if the item is appropriate.**

- Shorts that are below the knee cap (basketball shorts or capris are acceptable).
- Jeans must not be too tight or too low (this will be left up to the discretion of school staff, but please use common sense).
- T-shirts must not be too short or too sloppy (midriff must be covered. No low cut tops).
- No tank tops (all shirts must have sleeves).
- No Yoga pants
- Hoodies may be worn, but hoods must stay off.
- No hats
- Black or Brown tennis shoes are permitted
- All clothing must be appropriate. No advertisements for drugs, alcohol, music, language or any other thing that would not be acceptable in school.

Any dress code violation will earn a demerit and the parents will be asked to bring a change of clothes to school.

## **25. Standards of Conduct**

Students of The Church Christian Academy are expected to maintain a standard of conduct that is pleasing in the eyes of the Lord. This means that students will treat other students, school staff, school facilities, and themselves with respect and care. Name-calling, fighting, poor attitudes, disobedience, and the like will be punished through demerits and detention time. All poor behavior will be handled on an individual basis and resolved through prayer and communication. Please remember that the following list is *not* all inclusive. Situations will be handled by school staff on an individual basis. This list of demerits is merely a guide.

### **Responsibilities and Privileges**

#### **Level “A” Responsibilities**

- Complete 2 PACEs a week
- Maintain academic balance
- Accumulate no more than 30 Minutes of detention the preceding week
- Memorize previous month’s Bible selection

#### **Level “A” Privileges**

- Fifteen minute morning breaks

- May read approved literature or listen to inspirational tapes in office after daily goals are completed
- May engage in approved extracurricular activities in office after all daily goals are complete (i.e. Student Convention preparation, computer learning time, inspirational tapes, crafts, puzzles, or games,)
- Permission to attend bi-weekly field trip

### **Level “C” Responsibilities**

- Complete 2 PACEs a week
- Maintain academic balance
- Accumulate no more than 15 Minutes of detention the preceding week
- Memorize previous month’s Bible selection
- Present special monthly five-minute oral report on an interest area or project.

### **Level “C” Privileges**

- Twenty-five minute morning breaks
- May read approved literature or listen to inspirational tapes in office after daily goals are completed
- May engage in approved extracurricular activities in office or other assignments outside of the Learning Center
- May be out of seat without permission in the Learning Center, but may not leave the learning center without permission
- May serve on approved projects (i.e. errands, office, and student tutor)
- Permission to attend bi-weekly field trips

### **Level “E” Responsibilities**

- Complete 2 PACEs a week
- Maintain academic balance
- Accumulate no detention the preceding week
- Memorize previous month’s Bible selection
- Read and report on a literature book or a book selected from a prepared list. The report qualifies for a four-week period.
- Be available for participation in activities (i.e. chapel/assembly, and guest tours).
- Must be engaged in some community service on a regular basis.

### **Level “E” Privilege**

- Same as “C” privileges, plus
- May leave office and Learning Center for approved projects when not committed to other responsibilities or functions.
- May attend approved off-campus functions of a spiritual or educational nature (i.e., Bible conference, work for a political candidate who espouses traditional values, etc.).
- Permission to attend bi-weekly field trips.

## **26. Academic Policies**

Students’ academics will be supervised very carefully by Mrs. Lynn. Upon enrollment, all students took the diagnostic tests. Based on these results and their chronological grade, we have prescribed curriculum appropriate for each student. Parents and students have the right to ask questions and conference over academics at any time. Please call and schedule a mutually convenient meeting time. Students may have several “gap” PACEs to complete, and some may be behind several grade levels. Unlike “lock-step” schools which push students through to the next level, The Church Christian Academy strives for each student to master concepts before they move to the next PACE. Therefore, if a student scores below an 80% on a PACE test they will be required to take a “repeat” PACE. Students who remain diligent in their academic will be rewarded with great progress. Please offer encouragement from home.

A Progress report will be sent home at the end of every nine-week period. In order to make Honor Roll and achieve academic balance, a student must complete at least three PACEs in each subject per nine-week period. Students who make honor roll will be rewarded with a special honor roll field trip which will be held on a Saturday (family members will be invited to attend).

## **27. Emergency Plan of Action**

It is difficult to anticipate a crisis situation. If a crises situation should arise, the following are our guidelines.

### **In Case of Fire:**

All students should evacuate the building using the closest exit. If in the Learning Center, the closest exits would be either the front glass doors at the top of the steps or the flush metal door at the back of the learning center that exits into the side yard. If downstairs, there are several exits that may be used for evacuation. Students will then go straight to the pavilion, which is our primary meeting place. Should there be a reason why students cannot congregate in the pavilion, they should meet at the small block building located in the upper parking lot. Once at the meeting place, roll will be taken to ensure that everyone has evacuated the building. No one will be permitted to re-enter the building until we are assured by professional safety personnel that there is no further danger. If necessary, parents will be notified to pick up students.

### **In Case of Bad Weather:**

In the case of a tornado or severe storm, students will calmly be escorted to the nursery in the back corner of the basement of the church. They will leave the learning center, head down the steps and thru the hallway to the basement. At the end of the hallway, they will then make a right turn into the church basement, stay against the bac wall and calmly walk to and enter the nursery and sit against the interior wall. Roll will be taken to ensure that everyone is accounted for. If necessary parents will be notified to pick up students.

**\* Please print, sign, and return the following form.\***

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*Physical Address:*

**1683 Mars Hill Road • Sutersville, PA 15083**

*Mailing Address:*

Pastor Frank A. Rocco  
*Administrator*

**738 First Street • Sutersville, PA 15083**  
**Phone: 724-446-4020 • Fax: 724-446-1267**

Michael E. Baumiller  
*Supervisor*

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## 28. Parent/Student Pledge

Please read and sign the following pledge:

My Child and I have read The Church Christian Academy Handbook and agree to all the terms and conditions. I agree to support the school and follow all school policies without complaint. I agree to take the word of the school staff in any issue that may arise and communicate any concerns with the school staff immediately and personally.

\_\_\_\_\_  
Signature of Parent or Legal Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent or Legal Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

*“Train up a child in the way he should go: and when he is old, he will not depart from it.”*

*Proverbs 22:6*