

CROSSWAY CHRISTIAN ACADEMY

PARENT-STUDENT HANDBOOK

Revised – 2018

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*Information in this handbook is subject to change at any time by school board and administration with appropriate notification to parents and students.

PHILOSOPHY

Crossway Christian Academy is a ministry of Crossway Church and adheres to its Doctrinal Statement. Teachers and administrative staff are born-again Christians who are consciously committed to Jesus Christ, knowing their lives serve as examples to those whom they teach.

Recognizing that the primary responsibility for education rests with parents (Psalm 78:5-6), Crossway Christian Academy serves as an extension of the family to aid parents in this task. As such, the Academy adheres to Biblical principles of child rearing and discipline (Ephesians 6:1-4; Proverbs 22:6; Colossians 3:20-21).

Crossway Christian Academy exists to help each student reach their full potential by guiding them to develop spiritually, morally, socially, and academically (Luke 2:52). The faculty and staff recognize that only when a student accepts Christ as Savior and yields to His Lordship can he realize his own unique potential (Romans 10:10-13, Philippians 1:10).

The backbone of Crossway Christian Academy is *Christian Education*, not just the education of Christian youth. We therefore seek to develop young men and women who think Christ-like, adhere to a Christian worldview (Psalm 24:1), and participate as Godly members of their home, church, and society.

MISSION STATEMENT

Crossway Christian Academy exists to support parents and guardians in their Biblical responsibility to nurture and train their children. Thus, the Academy provides opportunities which allow students to realize their God-given potential and to live lives that glorify God in the spiritual, academic, social, physical, and vocational realms.

ADMISSION

Attending Crossway Christian Academy is a privilege, not a right. When a student is accepted into the Academy, he/she agrees to abide by the standards and policies set forth by the school.

One or both parents are expected to be professing Christians and regular attendees of a Bible-believing church. In addition, they should be accepting of our Biblical mission, method, and program. An interview with the school administration is required before acceptance into the academy is granted. **Students entering Kindergarten must be four (when offered) or five years old prior to the first day of school for their respective grade level.**

FINANCIAL POLICIES

Registration and Re-Enrollment Fees

The application fee for new students is **\$50 (non-refundable)**, and the re-enrollment fee for existing students is as follows:

Before June 15- \$25.00

After June 15 - \$50.00

Students are not considered enrolled until the fee is received with the appropriate paperwork.

Tuition

Payments may be made annually in **11 equal installments** by the first of each month **beginning on August 1st** and ending with the final payment on **June 1st**. If the monthly tuition payment is not received by the **15th of each month**, it is considered late. **If an account is not paid in full by the end of the current school year, students will not be re-enrolled for the following year until the account has been settled.**

****Members of Crossway Church (or a pastor's children from another church) pay the lower member rate:**

	<u>Members-</u>	<u>Non-members-</u>
Kindergarten (Age 5) full day program through grade 8:	\$3850 (M-F)	\$4290

Tuition cap is as follows:

(Maximum of \$7500 members/\$8000 non-members)

Discount: 5% off tuition bill if paid in full by August 1st

Tuition should be delivered to the school office or mailed to:

Crossway Christian Academy

250 East Putnam Road

Putnam, Connecticut 06260

ADDITIONAL CHARGES

A facility maintenance fee in the amount of \$350 will be charged annually **to every non-member family of Crossway Church**. A **technology/student activity fee of \$125** will be charged for each student.

BOOKS AND SUPPLIES EXPENSES

A textbook fee will be charged for each student and is due by the first day of school. This fee covers the purchase of all student textbooks and teaching aids for the classroom. Student books are the property of parents. Lost or damaged books may require an additional fee.

The following book fees apply:

Kindergarten (K4 and K5) - \$175.00

Grades 1-8 - \$275.00

Delinquent Payment

Bills are due by the first of each month. Accounts must be settled within thirty (30) days of the due date or students may not be allowed to return to school. *We understand that families may experience an unexpected financial hardship. We would be glad to talk with you to work out a payment plan that is mutually suitable.

NOTE: We are unable to accept postdated checks.

Returned Check Policy (NSF)

There will be a **\$25.00 charge for every check returned** due to insufficient funds (NSF). In addition, the account represented may be returned to an unpaid status until the funds are available and the payment is satisfied.

SCHOOL CONTACT INFO:

Phone: 860-963-3787 or email-

principal@crosswayacademyct.org

LIBRARY BOOK POLICY

Each teacher will maintain a classroom library of age appropriate books for their students to borrow. Books may be taken home only with the teacher's permission. Students are responsible to return the books in a timely manner and in good condition. Books that are missing or damaged may be charged to the parents.

BEHAVIORAL STANDARDS: RESPECT AND RESPONSIBILITY

Student behavior guidelines are based on the following scriptures:

- 1. *Love the Lord thy God with all your heart, soul, and mind.***
- 2. *Love your neighbor as yourself.***

Following these two commandments, all students are expected to demonstrate:

1. Reverence for the things of God
2. Kindness and respect for adults, peers and self
3. Prompt obedience to those in authority
4. Self-control in class and during other school activities
5. Respect for the property of the school, church, and others
6. Responsibility for their behavior in word and in deed

***Teachers will set specific guidelines within their individual classrooms in order to achieve an optimal learning environment.**

PROCEDURES FOR DISCIPLINARY ACTION

The faculty and staff will use various means to encourage and recognize Christ-like behavior. Should student behavior require correction, the staff will strive to address the concern with the natural consequences of the child's actions. For example, the following actions or combination of actions may be taken:

1. Verbal reminder, time-out, or loss of various privileges such as recess, free time, or teacher helper status
2. Principal meeting with the child
3. Parent notification, either verbal or written
4. "After school" notice
5. Suspension and/or expulsion

AFTER SCHOOL DETENTION

The following behaviors (but not limited to) may result in "after school" parent notices:

1. Out of seat or communicating without permission
2. Failure to complete homework for two days in one week
3. Repeated disobedience
4. Lying
5. Disrespect in word or action
6. Forging a parent signature
7. Inappropriate language or gestures
8. Cheating
9. Stealing
10. Fighting
11. Destruction or defacing of school or church property
12. Bullying, teasing, intimidating, or attacking another student either verbally or physically
13. Excessive noise or running inside the building
14. Unexcused absence from school
15. Habitual tardiness

PARTY INVITATIONS

To be fair and considerate of all children, we request that outside party invitations include all the girls or all the boys or the entire class.

SUSPENSION OR EXPULSION OF A STUDENT

Excessive incidents of serious disciplinary action may result in a decision by the administration and school board to suspend or expel a student who is causing excessive, continuous disruption; and/or poses a potential danger or concern to the school, teachers, and other students. Grounds for dismissal may also include a lifestyle, behavior, or academic standard that is not appropriate for a student at Crossway Christian Academy.

HOMWORK POLICY

Most students will be assigned homework each week for added practice, reinforcement, preparation for tests, or special projects. The following is a basic guideline: **ten minutes times the child's grade level**. If you find that your child is spending too much time on homework, please contact the teacher immediately. A guide sheet for homework suggestions will be provided at orientation.

DRESS CODE

The daily dress requirement shall follow the uniform dress code that is in place at the beginning of each school year. Please consult www.DonnelysClothing.com for ordering requirements and options.

***A student not compliant with the school uniform or dress code must bring in a note from the parent stating the reason. Dress code violation notices will be sent home if permission is not obtained.**

***Friday Chapel attire is a shirt and tie for the boys and a skirt or jumper for the girls.**

Hair styles – All students must maintain a neat appearance throughout the year. Boys' hair should be off the collar and above the eyes and ears. Girls' hair should be neatly arranged and age appropriate.

****The administration reserves the right to determine appropriate dress code for special events, field trips, etc. - announced in advance for parents' convenience.***

JEWELRY - Modest jewelry is permitted, but should be removed for physical education class. Pierced jewelry in any part of the body other than the ears (girls only) is not permitted.

MAKE UP – Must be age appropriate and "natural" in appearance. No excessive eye makeup or unnaturally colored hair is allowed.

FOOTWEAR - Students may wear a shoe (low heels), loafer or sneakers (no flip-flops please). When selecting footwear, consider its appropriateness for playground activities. Socks or tights are required.

Dress Code for Physical Education Day

Navy, black, or gray in fleece or nylon full length pants, CCA logo T-shirt (or school issued T-shirt), CCA logo sweatshirt, and sneakers with socks (white preferred) are required for physical education day. Nylon basketball style shorts (long and loose fitting) are also an option in warmer weather. ***Students out of dress code on PE day may not be allowed to participate in the class.**

Note: Students are required to maintain the dress code at all times while on school property unless permission is granted by the administration.

*****Students should arrive at school with appropriate outerwear during the cold weather months since outdoor exercise is recommended on a daily basis. Outdoor recess will be at the teacher's discretion based on weather conditions. Participation will be denied to students who do not bring adequate clothing.***

ATTENDANCE PROCEDURES

1. School is in session between **8:15 am and 2:55 pm** for Kindergarten (K5) through grade eight. **(Half day K4 may also be available when enrollment is sufficient).**
2. Students are expected to be in attendance during the hours when the school is officially open.
3. Students **will not be supervised** before 7:45 a.m. or after 3:15 p.m. unless special arrangements are made with school personnel or if attending supervised extra-curricular activities.
4. Students are not to leave school grounds during school hours.
5. If a student must leave during the school day, **an early dismissal note** must be brought from home with the date and time of the dismissal and return to school, destination, means of transportation, and a parent's signature.
6. Any student granted an early dismissal is responsible to turn in all work due in the classes missed.
7. In the event of a **student absence**, parents should call the school office each morning that a student is unable to attend and state the reason for the absence.
8. Upon the student's return, parents are required to **send a note** to the office that includes the date of absence(s), reason for the absence, and parent's signature. **Unexcused absences may result in the student receiving a parent notice.**
9. **Tardiness is strongly discouraged** as it disrupts the class in progress and does not train a child in responsibility and consideration of others. A student who does not arrive by 8:15 a.m. will be considered tardy. Habitual tardiness will result in a parent meeting.

Recurring or Extended Absences

Extended absences for illness of four (4) or more days will require a doctor's note before the student will be admitted to class. Student absences should not exceed 10% of the total number of school days, which is approximately eighteen (18) days. If absences exceed this number, consideration will be given to retaining the student in the current grade. The Administration and School Board, upon review of the student's academic record, will make this decision.

SCHOOL CANCELLATIONS

The administration will make decisions concerning the closing of school or early dismissal due to inclement weather or other emergency situations. Consideration is also given to the geographic location of school families and staff among other factors.

Notification will be made through an automated calling system, "One Call Now" initiated by 6:15 a.m.

DISMISSAL PROCEDURE AND AUTHORIZED PICKUP

Kindergarten students (age 4- when offered) are dismissed at 12:00 p.m. Students in grades K5-8 are dismissed at 2:55 p.m. at the designated pickup and drop off location. **All students remaining after 3:15 pm will be sent automatically to the after-care teacher. Parents with children in after-care must enter the building and pick up children from the teacher in charge of the program. After care ends at 4:15 pm unless special arrangements are made in advance. Payment is made directly to the after-care provider and must be paid in full by Friday of each week.**

Please be sure to pick up your child promptly at the designated times. Staff meetings and teacher planning are scheduled for the end of the day.

At the beginning of each school year parents will complete a form indicating who will be authorized to pick up their children. Students will be dismissed only to those individuals whose names appear on that list. Any changes to the authorized pick-up list, either temporary or permanent, should be reported immediately to the school office.

EMERGENCY PROCEDURES

It is critical that all families provide a list of emergency contacts for each student at the beginning of **each** school year. The form will be kept on file in the school office. Should there be any changes throughout the year to the emergency contact list, please notify the school office immediately.

HEALTH AND MEDICAL INFORMATION

If a child has or develops a chronic health problem, the school office must be notified immediately of the nature and treatment of the condition in order to be prepared for an emergency. Health and medical records for all students will be maintained in the school office.

Every student enrolled in the Academy must provide the following records for our office files:

A completed, physician-signed **Physical and Immunization form (updated for students entering grades Kindergarten and grade 6 or 7)** Immunization exemption forms are available in the office.

A vision and hearing screening (strongly recommended)

In the event that a student is not well enough to remain in class, a parent will be contacted. For the well-being of the entire school community, **if a child has been vomiting, has a fever, or has just begun prescription medication for a contagious illness, the child should be kept at home for at least 24 hours after symptoms are gone. Special criteria may apply in the event of a flu outbreak or other contagious illness. Parents will be notified of these conditions.**

MEDICATIONS:

The following basic rules apply for use of medication in school:

Prescription medication must be brought in its original container.

Directions must be plainly marked on the container by a pharmacist or clearly labeled if OTC medication.

The name of the drug must be on the container. If the drug is a prescription, the child's name must be listed on the container.

A parent must write a permission note (**or school med form**) to the teacher authorizing administration of the medication (exact dosage and times to administer).

All medication must be given to the teacher upon arrival at school.

*The teacher may administer the medication to the child, or it may be self-administered with written parental permission.

Non-prescription cough drops may be brought to school but given to the teacher upon arrival. A parent must send a note with instructions for use.

REGULATIONS FOR HEALTH, SAFETY AND WELFARE

To insure proper ownership and encourage responsibility, all books, lunchboxes, jackets, and other personal belongings are to be labeled with the student's name.

Parents are encouraged to include only healthy snack and lunch items for the students.

Students are not allowed to run indoors or in the parking lots. Climbing on railings outside is prohibited.

Litter should always be placed in appropriate receptacles.

Playground equipment is to be used for its intended purpose – no jumping from swings, hanging on rims, etc.

Students are not to throw any potentially dangerous objects such as pens, pencils, sticks, rocks, etc.

The possession or use of weapons or controlled substances will result in expulsion.

The use of electronic equipment is not permitted unless the student has prior permission from a faculty member for academic purposes. This includes field trips!

Each student is responsible to seek permission from a faculty member to bring in various toys and equipment from home (sports gear, tools, electronic toys, etc.).

NOTIFICATION OF MANAGEMENT PLAN AVAILABILITY – 6/4/18

TO: Parents, teachers, employees, other personnel or their guardians.

FROM: Crossway Christian Academy (School)
Linda Filteau (Designated person)
250 East Putnam Road (Street)
Putnam, CT (City and State)
860-963-3787 (Phone)

The asbestos Hazard Emergency Response Act (40 CFR 763.93 [g] [4]) requires that written notice be given that the following schools have Management Plans for the safe control and maintenance of asbestos-containing materials found in their buildings. These Management Plans are available and accessible to the public at the administrative office of each facility listed below.

SCHOOL	ADDRESS	PHONE
1. Crossway Christian Academy	250 East Putnam Road, Putnam, CT	860-963-3787

COMPUTER AND INTERNET USAGE POLICIES

1. The classroom computer is for school faculty, staff, and student use only.
2. Students must have permission from a teacher to use the computer.
3. Students are limited to printing out only school-related work and assignments. A teacher or monitor must first approve any other use of the printer. Access to the internet must also be approved.
4. Internet downloads or any software installations will not be allowed under any circumstances without prior permission from the teacher, who will obtain permission from the school principal. **Any violator of this policy will receive an automatic parent notice.**
5. While we do have appropriate measures in place to disallow viewing of inappropriate material downloaded via the Internet, any student that attempts malicious use of Internet services by downloading and/or viewing such material **will receive an automatic parent notice.**

ELECTRONIC EQUIPMENT

In order to avoid offense to any parents regarding standards of entertainment, we request that students refrain from bringing any electronic devices to school or on field trips (CD players, iPods, video games, cell phones, etc.). ***Special permission may be granted by teachers for academic purposes.**

ENTERTAINMENT STANDARDS

Philosophy, tastes, and personal convictions concerning Christian liberty vary greatly among believers. Crossway Christian Academy encourages a conservative view of entertainment media that promotes a healthy Christian atmosphere (I Thessalonians 5:22). In keeping with our school philosophy, and to avoid offense to anyone in our school family, we strongly urge parents to prayerfully regulate what they allow their children to experience regarding movies, television, videos, video games, and music. (Psalm 101: 3).

STUDENT FOLDERS

At regular times set by the teacher, students will be sent home with a folder containing agendas, assignments, and graded work or a grade report sheet (depending on grade level) and any other items the teacher wishes to communicate to parents. Parents should review the contents of the folder or grade report, sign where indicated, and return it to school **by the following day.**

PARENT TEACHER CONFERENCES

Parent-Teacher meetings will be scheduled on two occasions during the school year to inform parents of classroom plans and to review student progress. ***It is strongly recommended that both parents attend this meeting.**

Report cards will be distributed four times a year at the end of each quarter as indicated on the school year calendar. Report cards must be signed by a parent and returned to the Academy within one week.

Interim progress reports will be generated in the middle of the first quarter and mid-quarter thereafter if grades drop significantly, or at any time by parent request or at the teacher's discretion.

RELEASE OF STUDENT INFORMATION

Parental consent for the release of a child's school records should be in writing, signed and dated by the parent, and should include a specification of the records to be released as well as the name of the person to whom the records will be sent. A copy of the consent to release will be included in the student's file.

TELEPHONE USE AND MESSAGES

The school telephone may only be used by students with teacher and office permission. Messages from parents will be relayed to students at appropriate times and according to the urgency of the call.

CLASSROOM VISITATION

Parents are always welcome at Crossway. Prior notice of an intended classroom visit is requested. Parental involvement in school activities is highly encouraged.

PARENT-TEACHER CONCERNS

It is our heart's desire and goal as the teachers and administrator at Crossway Christian Academy to maintain a bond of love, peace and unity among our staff and within our church and school family (Eph. 4:1-3). With this intent foremost in our minds, and in accord with the principles laid out in Scripture, we humbly request that any disputes that may arise in the school between parents and teachers be addressed in keeping with Matthew 18: 15-17 as follows:

Step 1- A private conference with the parent(s) and teacher alone should be arranged with careful avoidance of outside discussion of the matter with other individuals.

Step 2- If the conference fails to produce a satisfactory resolution, the matter should be brought to the principal who will assist the parent with further intervention to resolve the conflict.

Step 3- If the dispute still remains unresolved, the principal will then refer the matter to the school board for appropriate action.

At all times let us demonstrate a Godly, prayerful attitude and minister with grace and compassion to build one another up in the Lord.

May God strengthen each of you and Crossway Christian Academy as we strive together to raise Godly, well-equipped children who will serve the Lord faithfully throughout their lives. May God reward you abundantly and richly as you make the daily sacrifices needed to train up your child in righteousness and holiness.

ARTICLES OF FAITH

THE BIBLE: We believe that the Bible is God's Word, written by men who were divinely inspired, and that in all matters of faith and conduct it is the supreme authority. We believe the Holy Scriptures of the Old and New Testament to be the verbally and plenary inspired Word of God. The Scriptures are inerrant, infallible and God-breathed and, therefore, are the final authority for faith and life. The sixty-six books of the Old and New Testament are the complete and divine revelation of God to Man. The Scriptures shall be interpreted according to their normal grammatical-historical meaning (2 Tim. 3:16-17; 2 Pet. 1:20-21).

GOD: We believe in one triune God, eternally existing in three persons- Father, Son, and Holy Spirit- each co-eternal in being, co-identical in nature, coequal in power and glory, and having the same attributes and perfections. We believe in the perfect holiness and justice, infinite wisdom and measureless power of God. We believe that He concerns Himself mercifully in the affairs of men; that He hears and answers prayers; and that He saves from sin and death all that come to Him in repentance and faith through Jesus Christ. (Deut. 6:4; Matt. 28:19; John 14:10, 26; 2 Cor. 13:14).

JESUS CHRIST: We believe in Jesus Christ, God's only begotten Son, who was born of the Virgin Mary and who was sinless in His life. We believe that by His death He made atonement for the sins of the whole world. We believe in His bodily resurrection; that He rose from the dead; that He was seen by the apostles; that He ascended into Heaven; that He is now interceding for His people; and that He will personally return to receive His own. We believe that the Lord Jesus Christ, the eternal Son of God, became man, without ceasing to be God, having been conceived by the Holy Spirit and born of the virgin Mary, in order that He might reveal God and redeem sinful men (Isa. 7:14; 9:6; Luke 1:35; John 1:1-2, 14; 2 Cor. 5:19-21; Gal. 4:4-5; Phil. 2:5-8).

We believe that the Lord Jesus Christ accomplished our redemption through His death on the cross as a representative, vicarious, substitutionary sacrifice; and, that our justification is made sure by His literal, physical resurrection from the dead. (Acts 2:18-36; Rom. 3:24-25; Eph. 1:7; 1 Pet. 2:24; 1 Peter 1:3-5). We believe that the Lord Jesus Christ ascended to Heaven and is now exalted at the right hand of God where, as our High Priest, He fulfills the ministry of Representative, Intercessor, and Advocate. (Acts 1:9-10; Rom. 8:34; Heb. 9:24; 7:25; 1 John 2:1-2).

THE HOLY SPIRIT: We believe in the person and work of the Holy Spirit who came "to convince the world of sin, of righteousness, and of judgment", and to regenerate, indwell, sanctify; and comfort those who believe in Jesus Christ. We believe that the Holy Spirit is a person who convicts the world of sin, of righteousness, and of judgment; and, that He is the Supernatural Agent in regeneration, baptizing all believers into the body of Christ, indwelling and sealing them unto the day of redemption (John 16:8-11; Rom. 8:9; 1 Cor. 12:12-14; 2 Cor. 3:6; Eph. 1:13-14).

We believe that He is the divine Teacher who assists believers to understand and appropriate the Scriptures and that it is the privilege and duty of all the saved to be filled with the Spirit (Eph. 1:17-18; 5:18; 1 John 2:20, 27). We believe that God is sovereign in the bestowal of spiritual gifts to every believer. God uniquely uses evangelists, pastors, and teachers to equip believers in the assembly in order that they can do the work of the ministry. (Rom. 12:3-8; 1 Cor. 12:4-11, 28; Eph. 4:7-12).

THE NATURE OF MAN: We believe that man was created in the image and likeness of God; but that in Adam's sin the human race fell, inherited a sinful nature, and became alienated from God. Man is totally depraved and, of himself, utterly unable to remedy his lost condition. (Gen. 1:26-27; Rom. 3:22-23; 5:12; 6:23; Eph. 2:1-3; 4:17-19).

THE CHURCH: We believe that the true church, the Body of Christ, of which He is the Head, is composed of regenerated believers. We believe that the basis for membership in the local church is the individual's personal acceptance of Jesus Christ by faith in Jesus Christ and baptism by immersion. We believe that the local church is the organized working force of Christ, united for worship, work and fellowship (1 Cor. 12:12-14; 2 Cor. 11:2; Eph. 1:22-23; 5:25-27). We recognize water baptism by immersion and the Lord's Supper as the Scriptural ordinances of obedience for the church in this age. (Matt. 28:19-20; Acts 2:41-42; 8:36-38; 1 Cor. 11:23-26). We believe that God established the offices of the church to minister to it and enable it to carry out its function effectively. The office of elder (terms bishop, elder, pastor are used interchangeably) designates the overseer(s) who provides leadership to the church. The office of deacon designates men who are yielded to serving the church in ways that enable elders (pastors, bishop) to be more effective in the ministry of the Word and Prayer (Acts 6:1-7). We believe that these offices should be held by men and that the requirements of the office should be based on God's Word. (I Timothy 3, Titus 1:5-9, Philippians 1:1).

SALVATION: We believe that salvation is the gift of God brought to man by grace and received by personal faith in the Lord Jesus Christ, Whose precious blood was shed on Calvary for the forgiveness of our sins (John 1:12; Eph. 1:7; 2:8-10; 1 Pet. 1:18-19; 1 John 1:9).

THE PRIESTHOOD OF BELIEVERS: We believe in the priesthood of all believers. We believe that through Jesus Christ every believer has direct access into God's presence without the need of a human priest; and that every believer has the right and responsibility to study the Scriptures through the guidance of the Holy Spirit (Hebrews 4:6, II Timothy 2:15, I Peter 2:9).

JUDGMENT AND SALVATION: We believe in the bodily resurrection of all men; the saved to eternal life in heaven, and the unsaved to judgment and everlasting punishment in hell (Matt. 25:46; John 5:28, 29; 11:25-26; Rev. 20).

SIGNATURE PAGE: (Please sign and return at orientation)

Please complete this page after a careful reading of the parent-student handbook, and return it before the first day of school.

Thank you for your cooperation and support!!

By affixing our signatures below, we verify that we have read the entire CCA Parent/Student handbook.

By our signatures we also give assent to and agree to abide by the rules, standards and procedures laid out in the handbook.

Date: _____

Parent(s) Signatures:

Student Signature(s):
