



*Preparing Today's Students to Impact Tomorrow's World*

Family Handbook- Bailey Bridge

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## Table of Contents

<b>CLOVERHILL CHRISTIAN ACADEMY DOCTRINE .....</b>	<b>5</b>
<b>MISSION STATEMENT .....</b>	<b>5</b>
<b>STATEMENT OF FAITH.....</b>	<b>5</b>
<b>SCHOOL’S RELATIONSHIP TO SPONSORING ORGANIZATION .....</b>	<b>6</b>
<b>STATEMENT OF COOPERATION .....</b>	<b>7</b>
<b>PARENTS AS PARTNERS AGREEMENT AND EXPECTATIONS .....</b>	<b>7</b>
<b>GENERAL POLICIES .....</b>	<b>8</b>
<b>DISCLAIMER.....</b>	<b>8</b>
<b>ADMISSIONS/ENROLLMENT POLICIES .....</b>	<b>8</b>
ENROLLMENT .....	8
EARLY LEARNING 12MTHS AND 2S PROGRAM.....	9
MINI ADMISSIONS DAY .....	9
LOWER SCHOOL: PK3, PK4, ELEMENTARY PROGRAM .....	9
MINI ADMISSIONS DAY .....	9
PAPERWORK .....	9
RE-ENROLLMENT FOR CURRENT FAMILIES.....	10
<b>FINANCIAL POLICIES.....</b>	<b>10</b>
BLACKBAUD TUITION MANAGEMENT .....	10
TERMS OF PAYMENT.....	10
APPLICATION AND REGISTRATION FEES .....	10
TUITION PAYMENTS.....	10
FULL PAYMENT .....	11
LATE/RETURNED FEES .....	11
PAST DUE ACCOUNTS .....	11
WITHDRAWAL/DISMISSAL.....	11
EARLY EDUCATION (12MTHS - 2S programs), and Lower School (PK3 and PK4 programs) .....	12
ELEMENTARY PROGRAMS.....	12
<b>FINANCIAL AID (Kindergarten and higher grade levels <i>only</i>) .....</b>	<b>12</b>
TUITION ASSISTANCE .....	12
AWARD AMOUNTS .....	12
THRESHOLDS .....	13
TAX VERIFICATION.....	13
SEPARATED/DIVORCED PARENTS.....	13
VIRGINIA EDUCATION IMPROVEMENT SCHOLARSHIPS TAX CREDIT PROGRAM .....	13
<b>SAFETY/SECURITY .....</b>	<b>13</b>
MANDATED REPORTER.....	14
VISITOR POLICY.....	14
STUDENT SECURITY .....	14
WEAPONS POLICY .....	14
SEXUAL HARASSMENT POLICY .....	15
TOBACCO/DRUGS/ALCOHOL POLICY .....	15
BULLYING POLICY.....	15
CAR SEAT POLICY .....	15
EMERGENCY SITUATIONS .....	15

<b>CODE YELLOW</b> .....	15
<b>CODE RED</b> .....	16
<b>EVACUATION</b> .....	16
SEVERE WEATHER/SCHOOL CLOSURE .....	16
DRILLS.....	16
LOST AND FOUND.....	16
FORGOTTEN ITEMS.....	16
<b>HEALTH POLICIES</b> .....	<b>16</b>
GENERAL .....	17
HAND FOOT AND MOUTH .....	17
LICE AND OTHER BODY INFESTATIONS .....	17
MEDICATIONS .....	18
ASTHMA .....	18
LIFE THREATENING ALLERGIES .....	18
TYPE 1 DIABETES .....	18
<b>BEHAVIOR POLICY</b> .....	<b>19</b>
CHALLENGES AT SCHOOL.....	19
EMPOWERING PRINCIPLES.....	19
CONNECTING PRINCIPLES.....	19
CORRECTING PRINCIPLES.....	20
BITING OCCURANCES AND RESPONSE .....	21
IS BITING SENSORY SEEKING?.....	21
STRATEGIES TO PREVENT TODDLER BITING THAT ARE USED AT CCA AND ENCOURAGED AT HOME: .....	21
<b>GENERAL GUIDELINES</b> .....	<b>21</b>
EXTRACURRICULARS.....	21
WEATHER PERMITTED RECESS .....	21
BIRTHDAYS/PARTIES/CELEBRATIONS .....	22
SOCIAL MEDIA/TEXTING- COMMUNITY OF RESPECT .....	22
GRIEVANCES .....	23
PARENT TEACHER FELLOWSHIP (PTF).....	23
CLASS PLACEMENT POLICY.....	24
ELECTRONIC DEVICES .....	24
<b>EARLY LEARNING- 12MTHS AND 2S PROGRAMS</b> .....	<b>24</b>
<b>ACCREDITATION/RELIGIOUS EXEMPTION</b> .....	<b>24</b>
<b>HOURS OF OPERATION</b> .....	<b>25</b>
LATE POLICY.....	25
HALF DAY PROGRAM .....	25
FULL DAY PROGRAM.....	25
DROP OFF/PICKUP PROCEDURES .....	26
<b>COMMUNICATION</b> .....	<b>26</b>
BRIGHTWHEEL—DAILY COMMUNICATION.....	26
PARENT/TEACHER/ADMIN COMMUNICATION .....	26
NEWSLETTER .....	27
BLACKBAUD RESOURCE BOARD .....	27
<b>GENERAL POLICIES</b> .....	<b>27</b>
DAILY REQUIREMENTS.....	27
CLOTHING AND CLOSED TOE SHOES.....	27
CHANGE OF CLOTHES .....	27

NAP SACK + SHEET .....	27
WATER BOTTLE .....	28
COAT .....	28
LUNCH/SNACKS .....	28
<b>ACADEMIC POLICIES AND PROCEDURES .....</b>	<b>28</b>
ASSESSMENT .....	28
<b><i>LOWER SCHOOL: PK3 and PK4 PROGRAMS, ELEMENTARY .....</i></b>	<b>28</b>
<b>ACCREDITATION/RELIGIOUS EXEMPTION .....</b>	<b>28</b>
<b>HOURS OF OPERATION.....</b>	<b>29</b>
LATE POLICY.....	29
HALF DAY PK3 AND PK4 PROGRAMS .....	29
FULL DAY PK3 AND PK4, ELEMENTARY PROGRAMS.....	29
DROP OFF/PICKUP PROCEDURES .....	30
<b>ATTENDANCE POLICY .....</b>	<b>30</b>
EARLY DISMISSAL.....	30
TARDINESS.....	30
HALF DAY PK3 AND PK4 PROGRAMS .....	30
FULL DAY PK3 AND PK4, ELEMENTARY PROGRAMS.....	30
ABSENCES.....	31
ILLNESS .....	31
MEDICAL APPOINTMENTS.....	31
EXCUSED ABSENCES.....	31
UNEXCUSED ABSENCES .....	32
MISSED WORK .....	32
<b>COMMUNICATION .....</b>	<b>32</b>
PARENT/TEACHER/ADMIN COMMUNICATION .....	32
CLASS DOJO/BRIGHTWHEEL.....	32
NEWSLETTER .....	33
BLACKBAUD RESOURCE BOARD .....	33
<b>GENERAL POLICIES .....</b>	<b>33</b>
LUNCH/SNACK.....	33
DISCIPLINE POLICY.....	33
EMPOWERING PRINCIPLES.....	33
CONNECTING PRINCIPLES.....	34
CORRECTING PRINCIPLES.....	34
<b>ACADEMIC POLICIES.....</b>	<b>35</b>
GRADING SCALE .....	35
REPORT CARDS/ASSESSMENTS .....	35
STANDARDIZED TESTING .....	36
PARENT/TEACHER CONFERENCES .....	36
HOMEWORK.....	36
EDUCATIONAL SUPPORT (PK3, PK4, and Kindergarten students).....	36
RETENTION.....	36
SUSPENSION.....	37
EXPULSION .....	37
<b>TECHNOLOGY POLICY .....</b>	<b>37</b>

**EXTENDED DAY PROGRAM..... 38**

**HOURS OF OPERATION..... 38**

PICKUP/DROP OFF PROCEDURES ..... 38

LATE FEES..... 38

**CLOVERHILL CHRISTIAN ACADEMY DOCTRINE**

**MISSION STATEMENT**

Cloverhill Christian Academy’s (hereafter referred to as CCA) mission is: Preparing today’s students to impact tomorrow’s world.

**STATEMENT OF FAITH**

**The Bible**

The Bible is the inspired and infallible Word of God, our supreme authority and is fully trustworthy for faith and conduct. (Proverbs 30:5; 2 Timothy 3:16-17)

**God**

There is one eternal God, the Creator of all things, who exists in three persons: the Father, the Son, and the Holy Spirit and He is the sustainer, ruler, redeemer, and judge of the world. (Isaiah 45:5-7; Matthew 28:18-20; Colossians 1:15-18)

**Jesus**

Jesus Christ, the Son of God was conceived by the Holy Spirit, born of the Virgin Mary, fully human and fully divine (Matthew 1:18; Philippians 2:5, 1 Peter 2:21-23), performed miracles (John 2:11), lived a sinless life (Hebrews 4:15, Hebrews 7:25), suffered an atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), resurrected (John 11:25, 1 Corinthians 15:4) and ascended to the right hand of the Father (Mark 16:19), and will return in power and glory (Acts 1:11, Revelation 19:11).

**Holy Spirit**

The Holy Spirit resides in the hearts of believers who have come to Him in repentance and found salvation in Jesus through faith and is evidenced by a spiritual rebirth, reconciliation with God and obedience to God’s word. (John 16:13-14; Romans 8:9)

**People**

God created the human race male and female and all conduct with the intent to adopt a gender other than one's birth gender is immoral and therefore sin (Genesis 1:27, Deuteronomy 22:5). All people, made male and female in God's image, have dignity, worth and value, starting at conception, and yet are corrupted by sin, which incurs divine wrath and judgment, separating mankind from God (Psalm 139:13-14; Jeremiah 1:5; Romans 3:9-20). God has established marriage as a lifelong, exclusive relationship between one man and one woman. (Matthew 19:4-6)

### **Salvation**

The atoning sacrifice of Christ on the cross, dying in our place, shedding His blood and rising again from the grave is the hope of the world. Man is justified by the grace of God through faith in the Savior of the world, Jesus Christ alone. (Romans 3:24-25; Ephesians 2:8-9; 1 Peter 2:24)

### **Holiness**

Believers seek to live out the teachings of Jesus, pursuing holiness and refraining from practices and places that hinder growth in a believer's relationship with Jesus and others, including pursuit of sexual purity both in and outside of marriage, which has been designed by God to be between a man and a woman united in a lifelong union. (Mark 10:6-9; Romans 12:1-2; Galatians 5:16-26; 1 Thessalonians 4:3-8)

### **The Church**

The Church, the body of Christ both local and universal, is given life by the Spirit and endowed with the Spirit's gifts to worship God and proclaim the gospel. (Acts 1:8; Acts 2:42; Romans 12:4-5; Ephesians 4:11-16; 1 Peter 4:7-11)

### **The Future**

The personal and visible return of Jesus Christ is to fulfill the purposes of God, who will raise all people to judgment, bring eternal life to the redeemed and eternal condemnation to the lost, and establish a new heaven and new earth. (Acts 1:10-11; Revelation 20:12-1)

## **SCHOOL'S RELATIONSHIP TO SPONSORING ORGANIZATION**

Cloverhill Christian Academy (CCA) is a ministry of Cloverhill Church. As a ministry of the Church, CCA will support the vision, goals, and objectives of the Church. This means that CCA, its employees, faculty, staff, and student body will operate in full harmony with the ministry and programs of the Church. Facilities will be shared equitably between the Church and all its affiliated ministries. This includes the principle of shared usage and accountability of all Cloverhill Church assets and property. All assets, including property and supplies are owned and administered by Cloverhill Church. This philosophy of shared values between CCA and the Church and the philosophy that CCA is a ministry of Church is the guiding principle, which shall

direct and influence all business and academic decisions relating to the operation of CCA.

## **STATEMENT OF COOPERATION**

By accepting admission to CCA, parents agree to the following statement of cooperation:

It is understood that my child's attendance at CCA is a privilege and not a right, and that if at any time his/her conduct, academic progress, or cooperation with school authorities is not in keeping with the school requirements, the school reserves the right to terminate at its discretion any child's enrollment.

I agree to fully cooperate with its policies and with the teachers and staff in the education of my child. When I disagree or have more concerns about policies or events that have taken place, I will speak directly and discreetly with the persons involved and will avoid spreading gossip and will seek a friendly, cooperative resolution.

I agree with the school's efforts to train my child in the Bible and will encourage my child in this and all phases of instruction.

If my child is withdrawn or dismissed, it is understood and accepted that no refund of registration, books, fees, or any tuition paid will be made.

The school expects the student and family to exhort one another in love and to build up, not tear down, the reputation of the school or its staff.

## **PARENTS AS PARTNERS AGREEMENT AND EXPECTATIONS**

At Cloverhill Christian Academy (CCA), we believe that it is a critical factor to our community success that we establish and maintain a professional and trusting working relationship with the parents our students. We consider each parent at our school a partner with us in the education of their child(ren).

This agreement states the mission of CCA and that the staff will provide the following:

- Written and verbal communication with parents that is open and honest regarding the student/class
- Respect for the opinions and beliefs of each parent regarding their child
- Follow-through on reasonable requests made by each parent

In return, the parents will agree to be supportive of the mission of CCA and will provide the following to the staff of the school:

- Written and verbal communication with staff that is open and honest regarding their child

- Respect for the opinions and beliefs of each teacher regarding the student and their education
- Follow-through on reasonable requests made by the school or their child’s teacher

By keeping this agreement in the forefront of all that we do as a community, the best interest of the students will be maintained as the top priority at Cloverhill Christian Academy; staff will be retained year after year; and the relationship between parents and staff is ensured to be successful.

## **GENERAL POLICIES**

### **DISCLAIMER**

This handbook is for informational purposes. It is not intended to constitute an enforceable contract or to be part of an enforceable contract by or between the school and parents, guardians, or students. Cloverhill Christian Academy (CCA) reserves the right to change policies at any time. Policy changes, corrections, or clarifications coming through official email, newsletter, or other correspondence from the school shall have the same weight as this handbook and in some cases, such as changes to policy or procedure, will be considered a replacement or update to the information in this handbook.

CCA does not discriminate based on race, color, nationality, or ethnic origin. CCA reserves the right to set and maintain its own standards for student conduct, dress code, and scholarship.

Academic programs are not designed for students with learning, emotional, or physical disabilities that would require significant modifications to accommodate them. CCA will make reasonable accommodations necessary for students with documented disabilities via a current 504/IEP who may benefit from its academic program on a case-by-case basis. Students who lack the ability for any reason to conform their conduct to the school disciplinary policies will not be admitted.

## **ADMISSIONS/ENROLLMENT POLICIES**

### **ENROLLMENT**

#### Overview

1. January | Re-enrollment
2. February | Community Enrollment
3. The age of the student by September 30<sup>th</sup>, is the program they will enroll in for the academic year
4. Early Learning and Lower School programs utilize Blackbaud for enrollment and billing



## EARLY LEARNING 12MTHS AND 2S PROGRAM

Children must be 12 months old before starting in the 12-24 month Early Learning Program. Parents may hold the student's spot until their birthday, however they do so with the full responsibility of tuition for the entire year.

### MINI ADMISSIONS DAY

Parents of prospective 2s program students will connect with administrators and each other while prospective students participate in engaging and hands-on activities. Our faculty and staff will have the chance to engage with each child in a classroom setting and assess their program readiness. Parents will be provided a glows & grows report after the event.

## LOWER SCHOOL: PK3, PK4, ELEMENTARY PROGRAM

Academic assessments and Family Connect are conducted for new students enrolling into the elementary grades, kindergarten and up. The Family Connect allows us to get to know each student and family. After the academic assessment, families receive feedback from the principal with the best placement for the student. CCA requires an entrance assessment fee.

Students must be fully potty trained prior to the start of the PK3 Program.

### MINI ADMISSIONS DAY

Parents of prospective PK3 and PK4 students will connect with administrators and each other while prospective students participate in engaging and hands-on activities. Our faculty and staff will have the chance to engage with each child in a classroom setting and assess their program readiness. Parents will be provided a glows & grows report after the event.

## PAPERWORK

For a student to attend school on the first day, there are required documents to be uploaded in Blackbaud. These forms include the following:

- A copy of the student's birth certificate
- Virginia School Entrance Health Form with current immunizations
- Signed Handbook Acknowledgement
- Emergency Contact Card
- Separated, Divorced or Single Parent custody situations- *legal documents stating custody schedules and authorized persons for student release must be in student's record*
- Updated Family Information
- School Contract

## RE-ENROLLMENT FOR CURRENT FAMILIES

All current families enrolled at CCA will need to re-enroll their child on an annual basis in Blackbaud beginning in January for the next school year. This would also be the time for families to notify CCA their child will not be returning. If you plan to enroll your child in the Summer Program at CCA, registration will begin prior to Christmas Break each year. Spots fill up quickly at CCA, so we always want to provide our current families with an opportunity prior to open enrollment to the community, which begins in February.

## FINANCIAL POLICIES

### BLACKBAUD TUITION MANAGEMENT

CCA has partnered with Blackbaud Tuition Management, a leading provider of school management software for tuition and billing.

### TERMS OF PAYMENT

Cloverhill Christian Academy offers one payment method for families through Blackbaud Tuition Management System. *Automatic Only*: families have the choice of automatic withdrawals (ACH or “auto-debit”) for each month a balance is due from a savings account, checking account, or recurring credit card payments. There is a 3.12% processing fee for all credit card transactions incurred by the Parent/Guardian. There is no processing fee for ACH or check payments. Further, CCA does not accept tuition or fee payments at the school.

### APPLICATION AND REGISTRATION FEES

CCA requires a non-refundable application fee to complete submission. Additionally, CCA requires a non-refundable registration fee to reserve a spot for the student. The deposit is not credited towards payment of tuition or fees. The registration fee is paid once a student has received a spot in a program. This includes re-enrolling students. CCA has a staggered registration fee deadline. The fee increases in March, April, May, and June. See the annual tuition sheet for exact amounts. CCA requires a \$50 dollar entrance assessment fee for new students applying for grades Kindergarten and higher which will be refunded should a student not enroll.

### TUITION PAYMENTS

Tuition payments are divided into 10 equal monthly installments with the first payment due August 5th in addition to the Annual Student Fee. Parents have the option to spread the Annual Student Fee across their tuition plan. Contact the Director of Admissions to do this. The tenth tuition payment will be due May 5th.

- Signing the student contract for students entering the elementary program and up obligates the parent/legal guardian to pay tuition in FULL for the 1<sup>st</sup> semester, regardless of whether the student attends or finishes the semester.
- One day of attendance in January obligates the parent to pay in FULL for the 2<sup>nd</sup> semester, regardless of whether the student finishes the 2<sup>nd</sup> semester.

CCA requires these amounts to prepare for each semester and because there are a limited number of students who can enroll each semester.

- 12mths-PK4 Programs require a 30 day written notice of withdrawal to the Admissions Office.

## FULL PAYMENT

Parents have the option to pay in full on August 5<sup>th</sup> to receive a 5% discount off the total tuition rate. This one-time payment can be automated from a checking/savings account or credit card via Blackbaud Tuition Management. The discount does not apply to registration, Annual fees or Extended Care.

## LATE/RETURNED FEES

Tuition is due on the 5<sup>th</sup> of each month and is late if it has not been received by Blackbaud Tuition Management on or before the 15<sup>th</sup> of the month. There will be a \$40 charge from Blackbaud Tuition Management Follow Up Services to all payments received after the 15<sup>th</sup>. Failed ACH payments will be charged \$30 by Tuition Management.

## PAST DUE ACCOUNTS

A student may be unable to attend class for non-payment of tuition if payment has not been received within 30 days of the due date. Parents must provide a written payment plan to the Business Office explaining why the account is delinquent and outline how the account will be brought up to date. The letter will be reviewed by the business office who will accept, amend, or decline the plan. Families who have a past due account cannot re-enroll for the following year until their account is brought current. Report cards and permanent records can only be released if payments are current.

## WITHDRAWAL/DISMISSAL

Parents understand and agree that most of the school's expenses and obligations are incurred on an annual basis, that financial commitments for school services are made based upon

anticipated enrollment, and that the educational operating expenses of CCA do not diminish with the departure of students over the course of the school year.

#### EARLY EDUCATION (12MTHS - 2S programs), and Lower School (PK3 and PK4 programs)

If the student is in the 12mth-PK4 program, parents are required to give a 30-day notice prior to withdrawal. If a PK4 student is dismissed from our program, tuition would be pro-rated for the remaining month.

#### ELEMENTARY PROGRAMS

If a student leaves or is dismissed from CCA during the school year, parents are responsible for the full annual tuition for the student if in the elementary and higher programs. No prorated credit will be given. Parents understand and agree that, regardless of student's absence, withdrawal, or dismissal from the school, parents remain obligated to pay the amount of tuition set forth in their contract.

### **FINANCIAL AID (Kindergarten and higher grade levels *only*)**

#### TUITION ASSISTANCE

At Cloverhill Christian Academy, we understand the financial investment a family makes when choosing a private education. We want our Christ-centered mission of partnering with parents to reflect in every area of our school, which is why we offer need-based financial assistance.

Cloverhill Christian Academy utilizes the services of an independent company, Blackbaud Financial Aid Management (BFAM), to process and verify applications and determine award amounts. All applications and awards are treated with sensitivity and confidentiality. Qualified families will be awarded a specified amount through capped allocations in the school's budget. Families must reapply for assistance annually. Tuition assistance is awarded based on financial need and the availability of funds. The completion of the financial assistance application is not a binding agreement that assistance is available or will be granted. Families with students entering the elementary program are eligible for financial assistance. Applications and supporting documentation should be submitted no later than February 15<sup>th</sup>. Applications may be submitted BFAM after February 15<sup>th</sup>, however the majority of fund are generally awarded to families who have applied prior to this date.

#### AWARD AMOUNTS

Awards range from 5%-75% of the total tuition obligation for the coming school year.

## THRESHOLDS

Based on available resources, family size, and location in the US, the system has maximum allowable amounts for each expense category. This impacts the amount that BFAM will consider in the areas of housing, car payments, insurances, childcare, medical expenses, and utilities.

## TAX VERIFICATION

Each applicant must be verified by submitting current paystubs, W-2's and tax forms to BFAM. Self-employed applicants will be required to submit additional tax information. Applications for assistance will not be reviewed or considered until all required documents are verified.

## SEPARATED/DIVORCED PARENTS

Cloverhill Christian Academy views both parents as supporters of and contributors to their child's education regardless of divorce agreements and arrangements. As such, both parents will be expected to complete separate applications, report income and provide tax verification to BFAM as part of the tuition assistance application. Should there be extenuating circumstances where both parents cannot complete the application, please notify the Director of Admissions.

## VIRGINIA EDUCATION IMPROVEMENT SCHOLARSHIPS TAX CREDIT PROGRAM

The Virginia Education Improvement Scholarship Tax Credit Program provides state tax credit for donations made to approved scholarship foundations (CCA works directly with ACSI's Children's Tuition Fund) that provide scholarships to eligible students attending participating private schools. If you are interested in donating a portion of your state income taxes to CCA or applying for this scholarship, please visit our website for more information.

## **SAFETY/SECURITY**

Children have the utmost opportunity for growth and development in an environment that is safe and secure. Parents can go to work and be productive with the knowledge that their child(ren) is/are protected and out of harm's way. Staff members at CCA are charged with the duty to maintain a safe environment throughout the school. By following strict safety practices with forethought and common sense, children will be less likely to be involved in any accidents or incidents. We are confident that all staff will follow the guidelines listed below, with a great sense of responsibility for the students in our care.

All external doors to the buildings remain locked when unattended. All parents, visitors, and volunteers who wish to enter CCA must do so at the front main doors by pushing the door buzzer to notify administration. CCA staff members have key cards to enter any building on

campus. The campus is monitored by surveillance cameras both externally and internally (classrooms, hallways, entry/exit doors).

Cloverhill Christian Academy has contracted Chesterfield County Police Department to provide a presence on our campus during the week.

## MANDATED REPORTER

It is our moral and legal obligation to report suspected incidences of child abuse or neglect to the Virginia Department of Social Services.

## VISITOR POLICY

Parents, Family, Alumni, and Other Adult Visitors are required to check in at the main CCA entrance via our automated security system, Raptor. This system performs a background check and internal family authorization by scanning state issued IDs. A badge will be printed and must be worn while on the CCA campus. Visitors are required to check out upon completion of their visit by exiting from the main entry doors. We want to be sure that visitors in our building do not compromise the safety of our students. Please notify school administration immediately if you see someone without a badge in the hallways.

Parents are not permitted to visit classrooms without prior approval from administration or an invitation from the teacher. Siblings are not permitted in the classrooms.

Student visitors are not allowed on campus grounds during the official school day.

## STUDENT SECURITY

Students will be released only to their parents or persons listed as “approved pick-ups” on their approved pickup card. Persons listed on the pickup card may be asked to show identification to release a student.

## WEAPONS POLICY

It is unlawful for any person to carry, possess, or have under such person’s control any weapon or explosive compound within a school safety zone, or in any school building, on school property, at any school-sponsored function or activity, on any school bus, vehicle, or other transportation furnished by the school, or in a private vehicle parked on school property.

**PUNISHMENT:** Violations may result in suspension, expulsion, and/or criminal prosecution.

## SEXUAL HARASSMENT POLICY

CCA does not tolerate sexual harassment. Sexual harassment includes unwelcome jokes, comments, pictures of a sexual nature, sexual advances, requests for sexual favors, unwanted touching and other verbal or physical conduct of a sexual nature. Any person who feels that he or she has been subjected to sexual harassment should immediately report the matter to the principal or teacher who they trust.

## TOBACCO/DRUGS/ALCOHOL POLICY

CCA is a tobacco, vape, alcohol and drug-free campus.

## BULLYING POLICY

Bullying is behavior by an individual or group, usually repeated over time, that intentionally hurts another individual or group either physically or emotionally. It is the willful, conscious desire to hurt, threaten or frighten someone else. It is deliberately hurtful behavior, which may be face-to-face, indirect, or using a range of electronic means, known as cyberbullying. CCA prohibits bullying, harassment, and intimidation in any form, including verbal and non-verbal abuse. Students who are found to be guilty of bullying type behavior will be subjected to the disciplinary policy.

## CAR SEAT POLICY

Cloverhill Christian Academy fully supports Virginia's laws regarding child safety seats, and it is our expectation that parents follow the Virginia laws. The staff at CCA are not allowed to buckle students in the car seat at car line due to insurance reasons.

## EMERGENCY SITUATIONS

When an emergency exists on our campus, parents will receive a message from administration. As the status of the situation changes, parents will be updated as quickly and efficiently as possible. Parents are not permitted to pick-up their child(ren) during an emergency unless noted in the school communication to the parent.

Communication will be provided in the following order:

1. Direct messaging via classroom apps
2. Social media/email

## CODE YELLOW

A code yellow will be called as a precautionary measure due to a potentially dangerous situation existing in the vicinity of CCA. The educational process will continue as normal; however, outdoor play will be suspended.

### **CODE RED**

A code red will be issued if there is a very serious or dangerous situation on our campus. Students may be moved to a central location as necessary, and all outdoor play will be suspended.

### **EVACUATION**

An evacuation indicates a situation has occurred that requires an evacuation of the building to a staging area. During an evacuation, teachers ensure that all students are out of the building and instruct students to proceed to a pre-assigned staging area outside of the building. As the status of the situation changes, parents will be communicated updates as efficiently as possible.

### **SEVERE WEATHER/SCHOOL CLOSURE**

Cloverhill Christian Academy utilizes a messaging systems and email to notify parents of severe weather closures and delays or any emergency. Social media may be used as a secondary form of notification of closures. CCA is located within Chesterfield County, however we do not always operate to CCPS recommendations for weather related closures.

### **DRILLS**

Students at CCA participate in drills throughout the school year to plan, prepare and practice for emergency situations such as fires, tornados, earthquakes, and intruders.

### **LOST AND FOUND**

Lost and found is located at the main CCA entrance. At the end of each month, CCA reserves the right to donate any unclaimed items. Having your child's name in their belongings will help ensure the return of lost items.

### **FORGOTTEN ITEMS**

If a student forgets items at home or in the car- lunches, backpacks, reading books, or assignments, they may be dropped off at the main CCA entrance and they will be taken by CCA staff to the student's classroom.

### **HEALTH POLICIES**



## GENERAL

All students are required to have an Emergency Card on file in the school office that includes health information. If your child has any health changes during the school year, it is important to notify the school office. Please be sure that the blue and white emergency contact cards are completed and on file in the school office prior to the first day of school. Update this form as needed during the school year.

If a student shows any of the following symptoms, parents will be notified and expected to pick up the student immediately. In the meantime, the student may be isolated so as not to infect other students. *Students not picked up within one hour may be charged a late fee.*

- Persistent coughing
- Nausea, vomiting, or diarrhea
- Skin rash/visible, raised bumps with open sores
- Fever (ear/temporal > 100.4)
- Discharge from eye
- Discharge from nose that is thick (dark yellow or green in color)
- Lice or other bodily infestation

Please keep your child at home if they are displaying any of the above symptoms before school hours. If your child is running a fever, please do not give fever reducing medicine and send him/her to school. These symptoms must be gone for at least twenty-four hours before your child may return to school. ***Students who are sent home from school for any sickness or health concern, must remain out of school for 24hrs. After the 24 hour period a doctor's note stating they are not contagious may be required. Students who have started antibiotics or other medications must remain home for 24hrs of dosing before returning to school.***

Please notify the school immediately if your child develops any communicable disease (chicken pox, MRSA, etc.).

Students who visit the clinic during the school day for something that does not warrant an immediate phone call to parents/guardians will receive a clinic note describing their visit. Phone calls will be made home for any hard impact injuries or injuries leaving a mark.

## HAND FOOT AND MOUTH

Any child with a visible rash/open sores, fever and/or behavior change, will be sent home. A doctor's note stating the child is not contagious is required before they are able to return to school.

## LICE AND OTHER BODY INFESTATIONS

Children with head lice or other body infestations **may not return to school until they have been treated and all symptoms have ceased.** A doctor's note stating that the child is free of any body infestation is required to return to school. Parents of exposed children will be notified.

If your child has a medical excuse for not participating in PE or other activities, a note is required which should include the physical reason for exemption and the duration of time. Notes exempting participation for more than one or two days should be written by the attending physician.

## MEDICATIONS

It is the school policy that only designated administrators can administer medication during school hours. Please do not send medications to school with students to drop off in clinic or take on their own. **Parents** must bring all medications (over the counter or prescription) to the Early Learning or Lower School clinic upon arrival at school. The medication will be stored in the clinic cabinet or refrigerator for your child. In order to safely administer medications to a student, a Medication Authorization Form must be completed. This form can be obtained from the resources section on the school website. All prescription medications must be in the original labeled prescription bottle. If the medication is taken at home and at school, a second labeled bottle is required from the pharmacist to ensure proper dosing. All over the counter medication must be in the original, unopened packaging.

## ASTHMA

If your student has asthma and has been prescribed an inhaler, CCA must have a copy of their Asthma Action Plan signed by your student's physician to keep on file. The Asthma Action Plan *must be completed at the beginning of each school year and updated as changes arise.* Inhalers and nebulizer medication must be checked in/out of the Early Learning or Lower School offices. If your student uses a nebulizer, please ensure a mask and medication dispenser are included.

## LIFE THREATENING ALLERGIES

If your student has been diagnosed with a life-threatening allergy and is prescribed an EpiPen, please provide the Early Learning or Lower School clinic with an EpiPen prior to the first day of school. An Allergy Action Plan must be completed by the parent and student's physician and must be on file in the office before the first full day of school. This Allergy Action Plan must be completed at the beginning of each school year and updated as changes arise.

## TYPE 1 DIABETES

If your student has been diagnosed with Type I Diabetes, a Diabetes Management Plan, developed by the child's medical practitioner, must be on file in the Early Learning or Lower School clinic prior to the first full day of school. All insulin dosing and changes to insulin administration devices must be communicated to CCA immediately and under a physician's order.

These forms and care plans must be updated yearly or as changes in health arise.

## **BEHAVIOR POLICY**

### CHALLENGES AT SCHOOL

Here at Cloverhill Christian Academy we believe every behavior is a sign of an unmet need- as educators, we have the ability to "meet needs." Our strategy for handling behavior in the classroom is through Trust Based Relational Intervention (TBRI®).

TBRI® is an attachment-based, trauma-informed intervention that is desired to meet the complex needs of vulnerable children. TBRI® uses Empowering Principles to address physical needs, Connecting Principles for attachment needs, and Correcting Principles to disarm fear-based behaviors. While the intervention is based on years of attachment, sensory processing, and neuroscience research, the heartbeat of TBRI® is connection.

We are dedicated to building connection through both Nurture and Structure- 100% of both! When we only focus on nurture, our kids don't grow. When we only focus on structure, our kids don't trust. Our desire is that kids both trust us and that they grow. Various practical tools are used in the classroom to meet the whole child.

### EMPOWERING PRINCIPLES

Meeting the physical needs; hydration, nutrition, neurochemistry, and sensory processing:

- water breaks
- snack breaks
- fidgets
- movement
- make the day predictable

### CONNECTING PRINCIPLES

Meeting the relational and emotional needs including the needs for nurture –

- routines/rituals
- balancing Nurture and Structure
- take play seriously
- respond thoughtfully

- use scaffolding
- be present

#### CORRECTING PRINCIPLES

Build upon the Empowering Principle and Connection Principles which enable us to focus on effectively handling behavioral challenges in ways that provide the structure a child needs while also maintaining connection

- re-dos
- choices (A or B)
- compromises (Give and Take)
- ask the question, “what do you need?”

Appropriate behavior is guided in the following ways:

- modeling
- positive re-direction
- choices

CCA is always willing to partner with families when it comes to behavior. We can assist by meeting with director/ teacher and parents, implementing new behavioral tools, and adjusting program options. We strive to provide an environment for all children which is happy and safe from dangers and unnecessary stress. All children will be encouraged to follow established behavior limits while at Cloverhill Christian Academy. Behavior expectations include, but are not limited to:

- Children should speak kindly and respectfully to other students and adults
- Children should always keep their hands and feet to themselves unless specifically instructed by their teacher to do otherwise
- Children should not hit, slap, bite, pinch, spit, or push other children or adults
- For the safety of others, children should not throw any item of any size or kind inside or outside, unless permitted during games or organized activities

At CCA, the heart of our discipline policy is to connect, redirect, and restore a child to a right relationship with God and others. We stay curious, compassionate, and connected. It is our goal, as much as possible, to praise publicly and discipline privately. Each teacher uses several methods to encourage, recognize, and reward good behavior. When praise and recognition for good behavior and verbal correction for inappropriate behavior are not enough to encourage correct behavior, disciplinary action must be taken.

It is a difficult and heartbreaking decision to remove a student from the program. Such a decision is never made lightly or easily. Nevertheless, should the situation warrant, CCA reserves the right to remove a student if deemed necessary from the program for the day or terminate the contract due to behavior. CCA will always take into consideration the best interests of the child, other children, and staff.

## BITING OCCURANCES AND RESPONSE

Take care of the student who has been bitten first:

- act calmly
- use soothing voice and cuddles
- clean bite wound area

Remove biting student from situation and say, “No biting, Biting hurts!”

- act calmly
- maintain a quiet and controlled voice

### IS BITING SENSORY SEEKING?

Chewing and biting are sensory activities. They tap into the proprioceptive system that registers pressure in the joints. The resulting information goes to the brain for processing, which has a regulating effect on the nervous system. In other words, a child bites because they find it soothing.

### STRATEGIES TO PREVENT TODDLER BITING THAT ARE USED AT CCA AND ENCOURAGED AT HOME:

- Distract child with toy or book. Suggest looking out the window or take a walk to another room or outside.
- Suggest how your child might handle the situation that is triggering the need to bite
- Suggest ways to share
- Read books about biting

When a student is bitten/has bitten someone else, administration is involved and will contact you by phone. If biting becomes an ongoing occurrence or breaks the skin, the student may be asked to stay home.

## GENERAL GUIDELINES

### EXTRACURRICULARS

Students at CCA have opportunities to participate in extracurriculars both during the academic day and after school. It is the expectation that students who participate in extracurriculars will reflect CCA in a positive manner. It is at the discretion of both CCA and the 3<sup>rd</sup> party organization hosting the extracurricular to remove a student from a program if deemed necessary.

### WEATHER PERMITTED RECESS

Students participate in outdoor learning and recess daily as weather permits. If the outside temperature is below 40 degrees, staff are encouraged to limit outdoor recess times. The judgement of school staff members, however, is the ultimate guide.

In determining whether outdoor activities should be conducted in the heat, CCA staff will refer to the National Weather Service Heat Index. If the outside temperature is above 90 degrees, staff are encouraged to limit outdoor recess times. Students with chronic health conditions may be excused from outdoor activities at the request of parents if serious weather or air quality conditions apply.

## BIRTHDAYS/PARTIES/CELEBRATIONS

CCA occasionally hosts seasonal parties and celebrations within the classroom to celebrate holidays including Fall Harvest (October), Thanksgiving, Christmas, Valentine's Day, Easter, and the end of the year. Because we are a Christian school, we avoid the secularization of Christian holidays and therefore avoid Halloween, Santa, the Easter Bunny, etc. If you are asked to send in items for these celebrations including books, arts and crafts or decorations, please keep this in mind. If you have any questions about what is appropriate, please consult your child's teacher.

Students are permitted to celebrate their birthdays in the classroom which also includes half birthdays for students who have summer birthdays. Please contact your child's teacher regarding birthday treats- type and date/time that will work best.

## SOCIAL MEDIA/TEXTING- COMMUNITY OF RESPECT

At Cloverhill Christian Academy, teachers, students, staff, and other school community members use social networking/media (Twitter, Facebook, Instagram, TikTok, blogs, etc.) to connect with others, share educational resources, log travel experiences, create educational content, enhance the classroom experience, and network within and outside of the school community. While social networking is fun and valuable, there are some risks we need to keep in mind when using these tools. In the social media world, the lines are often blurred between what is public or private, personal, or professional. Social media refers to online tools and services that allow any Internet user to create and publish content. Many of these sites use personal profiles where users post information about themselves. Social media allows those with common interests to share content easily, expanding the reach of their ideas and work.

Below are guidelines to follow when members of the school community (students, parents, faculty, administrators, and staff) are representing Cloverhill Christian Academy in social media spaces, regardless of whether these are considered professional or personal spaces:

- Use good judgment -we expect good judgment in all situations. Behave in a way that will make you and others proud and reflect well on the school.

- Regardless of your privacy settings, assume that all information you have shared on your social network is public information.
- Refrain from posting highly charged political, religious, or ethnic content.
- Always treat others in a respectful, positive, and considerate manner. Be responsible and ethical.
- Never share or transmit personal information of students, parents, faculty, or staff online.

## GRIEVANCES

If parents have a grievance against a student (not their own child):

- The parent should address the grievance with the student's teacher rather than the student.
- The teacher will address the issue with the student and relay communication back to the parent.
- If the response of the offending student was not appropriate, the teacher will take further action by notifying the child's parents.

If the grievance remains unresolved, the administration may be asked to become involved.

If a student or parent has a grievance against a staff member:

- The student or parent should talk with the person who offended him/her, being careful to be respectful and not argumentative.

If the offended student or parent is not satisfied and the relationship to that staff member has not been restored, they may request the opportunity to discuss the problem with the administration.

In every instance, the offended person should not discuss the incident or grievance with anyone not directly involved with the situation. This includes discussing the situation with other parents in the class. Relationships are more easily restored when they have not been further damaged by gossip or the tarnishing of one's reputation.

## PARENT TEACHER FELLOWSHIP (PTF)

The mission of our Parent Teacher Fellowship (PTF) is to serve our teachers and students by engaging parents in volunteer service to our school community. PTF also focuses on helping grow our school community by hosting events that foster connections with students, parents, grandparents, and staff.

It is the objective to accomplish this mission by focusing on the following:

- Provide opportunities for families to **fellowship** together.

- Encourage volunteerism and **service** to the CCA family and surrounding communities.
- Provide **hospitality** for the CCA teachers and staff.
- **Communicate** needs, events, and servant-leader opportunities.

This includes, but is not limited to room parents, classroom help, fundraising for special programs and events, Spirit Nights and Spirit Wear, Yearbook assistance, and providing a place where parents can be actively involved in their child's schooling.

## CLASS PLACEMENT POLICY

The administration takes into consideration the recommendations of the teachers, class size, academics, student needs, and personalities of both teacher and student to achieve appropriate balance for the benefit of all of the students. We prayerfully consider where to place each student and trust that the placement will be in the best interest of all students.

Parent requests are considered, and parents are given an opportunity to give input regarding the strengths, weaknesses, and needs of their child. CCA administration work very hard to place each student where we feel they will most succeed. However, sometimes there are unforeseen difficulties that arise. When this happens, administration may or may not determine that it is in everyone's best interest for the student to be moved to another class. This decision belongs entirely to administration.

## ELECTRONIC DEVICES

Students should not bring electronic games, tablets, cell phones, or other electronic devices to school. If electronic items are brought to school, or if cell phones are on and in use, they may be confiscated and turned into the school office. Only parents will be permitted to retrieve these items. Items that are not retrieved by parents at the end of the school year will be donated to outside organizations. Smart watches may be worn but students should not be using the messaging and phone features during school hours.

## EARLY LEARNING- 12MTHS AND 2S PROGRAMS

### ACCREDITATION/RELIGIOUS EXEMPTION

CCA's Early Learning Program is recognized as a Religious Exempt Child Day Center under the Virginia Department of Education Office of Child Care Health and Safety. CCA files for religious exemption each year and undergoes a series of inspections to monitor compliance for requirements.

*Accreditation* is a process CCA has chosen to allow an independent organization to evaluate our school's educational programs, policies, and procedures to ensure they meet certain standards of quality. The accreditation process involves a comprehensive evaluation of our educational



programs, policies, and procedures. The evaluations include a review of our curriculum, faculty qualifications, student achievement data, and other factors that impact the quality of education provided by CCA.

Our Early Learning 2s program is accredited by Middle States Association (MSA).



## HOURS OF OPERATION

Hours: 7:00am-5:00pm

Half Day program: 8:30am-12:30pm

Due to the nature of CCA's classroom structure, we ask that all children arrive by 8:45 a.m. Students may not be permitted to arrive after 11 a.m. due to lunch and nap. If unforeseen circumstances warrant coming to school after this, please message the teacher. We strive to have minimal interruptions once instructional time begins.

## LATE POLICY

CCA's day concludes at 12:30pm for our half day program and 5:00pm for our full day program. Grace will be extended for the first late pick up. Late fees will apply thereafter.

Late fees will apply as follows:

### HALF DAY PROGRAM

12:31pm-12:40pm: \$10 per student

After 12:40pm: In addition to the above fee (\$10), a \$1 per minute fee will occur every minute thereafter.

### FULL DAY PROGRAM

5:01pm-5:10pm: \$10 per student

After 5:10pm: In addition to the above fee (\$10), a \$1 per minute fee will occur every minute thereafter.

All late fees must be made in cash. Immediate payment to CCA administration is preferred, but not required. Payment is due no later than the very next morning. Late notices are recorded in the student record. Continual late pickups may be considered a breach of the agreement and may result in a family being asked to remove the student from CCA permanently. Thank you in advance for understanding and respecting our policies and procedures here at CCA.

## DROP OFF/PICKUP PROCEDURES

Students in the Early Learning program will be dropped off directly in their classroom each day. Parents should enter and exit via the main CCA entrance only. Students will not be released to persons not listed as an approved pickup with valid photo identification.

## COMMUNICATION

### BRIGHTWHEEL—DAILY COMMUNICATION

Communication is fundamental to a quality early education experience. At Cloverhill Christian Academy, our staff communicates to parents, as well as each other, regarding the children they educate and care for every day. Phone calls from parents are always welcome, however messaging via Brightwheel may be the quickest way to contact your child's teacher or the admin team. Messages received afterhours may not be answered until the following day.

Each classroom has a Parent Information area, with a daily schedule, newsletter, and important reminders. Please note that most of our communication is via the Brightwheel app, although some may come in the form of an email.

Daily information communicated on Brightwheel:

- 12 – 24 months program
  - eating
  - diapering
  - sleeping
  - disposition
  - activities of the day
  
- 2s program
  - eating
  - diapering
  - potty training success
  - disposition
  - something specific to your child's day

### PARENT/TEACHER/ADMIN COMMUNICATION

In order to protect the privacy of students and respect the authority of their parents or legal guardian(s), it is the policy of CCA to meet and correspond only with parents/legal guardians of students for conferences or communication relating to the student's progress or behavior. It will be the responsibility of the parent/legal guardian to communicate with therapy, grandparents,

or other interested parties. CCA provides access to newsletters, school closures and emergencies, and accounting information through online systems. Teachers and administration communicate with parents primarily through Brightwheel. All other forms of communication to CCA staff (social media, texting personal numbers) are prohibited.

## NEWSLETTER

CCA sends home a weekly newsletter to families via email. School events, special announcements and photos from each program are featured.

## BLACKBAUD RESOURCE BOARD

CCA utilizes the Blackbaud Resource Board for forms and current family resources.

## GENERAL POLICIES

### DAILY REQUIREMENTS

Please be sure all personal belongings are labeled with student's name.

### CLOTHING AND CLOSED TOE SHOES

Children are busy at CCA and we ask that they be dressed in clothes that are comfortable and will allow them to participate fully in the planned activities for the day.

### CHANGE OF CLOTHES

Students will need an extra set of season- appropriate clothing in their bookbags including:

- underwear
- socks
- pants/shorts
- shirt
- shoes, if possible

### NAP SACK + SHEET

Students in the Early Learning program will nap daily. Students are required to bring personal items in an Extra Large Ziploc Bag (large storage size, not quart/freezer size). This bag will be sent home at the end of each week for washing.

Personal items to include:

- blanket

- crib sheet (for use on personal cots)
- stuffed animal

#### WATER BOTTLE

A fresh, refillable cup for water is required daily. Students have access to their personal cup throughout day to ensure they are adequately hydrated. Water bottles should have a lid and covered straw to protect from germs.

#### COAT

Every day, weather permitting, the students will go outside. All coats, hats, and gloves must be labeled with your child's name.

#### LUNCH/SNACKS

A regular lunch period is held each day in the classroom. Lunch and healthy must be provided from home. Refrigerators and microwaves are not accessible to students. If a student needs a chilled lunch, please use an ice pack in your child's lunchbox. If a student needs a warm lunch, please use a thermos to keep food warm. Please provide two snacks each day, separate from student's lunch, labeled with name and "AM" or "PM."

### **ACADEMIC POLICIES AND PROCEDURES**

#### ASSESSMENT

Developmental Assessments will be sent home late October and mid-May to help measure and gauge your child's progress.

### **LOWER SCHOOL: PK3 and PK4 PROGRAMS, ELEMENTARY**

#### **ACCREDITATION/RELIGIOUS EXEMPTION**

CCA's PK3 and PK4 programs are recognized as a Religious Exempt Child Day Center under the Virginia Department of Education Office of Child Care Health and Safety. CCA files for religious exemption each year and undergoes a series of inspections to monitor compliance for requirements.

*Accreditation* is a process CCA has chosen to allow independent organizations to evaluate our school's educational programs, policies, and procedures to ensure they meet certain standards of quality. The accreditation process involves a comprehensive evaluation of our educational programs, policies, and procedures. The evaluations include a review of our curriculum, faculty

qualifications, student achievement data, and other factors that impact the quality of education provided by CCA.

Our PK3 and PK4 programs are accredited by Middle States Association (MSA). Our Elementary program is accredited by MSA, Cognia, and International League of Christian Schools (ILCS) and is recognized by the Virginia Council for Private Education.



## HOURS OF OPERATION

Lower School Office Hours: 7:30am-4:00pm

Lower School Academic Hours (including Full Day PK3 and PK4): 8:15am-3:00pm

Half Day PK3s and PK4 program: (Monday-Thursday) 8:30am-12:30pm

*Extended day program is an additional enrollment option for before/ after care.*

*There is no after care program on early release days.*

## LATE POLICY

CCA's academic day concludes at 12:30pm for our half day programs and 3:20pm for our Elementary program. Grace will be extended for the first late pick up. Late fees will apply thereafter.

Late fees will apply as follows:

### HALF DAY PK3 AND PK4 PROGRAMS

12:31pm-12:40pm: \$10 per student

After 12:40pm: In addition to the above fee (\$10), a \$1 per minute fee will occur every minute thereafter.

### FULL DAY PK3 AND PK4, ELEMENTARY PROGRAMS

3:21pm-3:30pm: \$10 per student

After 3:30pm: In addition to the above fee (\$10), a \$1 per minute fee will occur every minute thereafter.

All late fees must be made in cash. Immediate payment to CCA administration is preferred, but not required. Payment is due no later than the very next morning. Late notices are recorded in the student record. Continual late pickups may be considered a breach of the agreement and

may result in a family being asked to remove the student from CCA permanently. Thank you in advance for understanding and respecting our policies and procedures here at CCA.

## DROP OFF/PICKUP PROCEDURES

Carline information will be communicated to families in late summer in preparation for the first day of school. Please adhere to staff and police direction to ensure safe loading/unloading of students. Parents remain in the car as staff assist students in entering and exiting the vehicle.

## ATTENDANCE POLICY

Regular attendance and punctuality are essential for maximum learning. CCA strives to promote responsibility and to increase the potential for our students to be successful in school and in all future endeavors. Per Virginia State law, elementary students must attend school for an allotted number of days per year. The following guidelines are in place to promote academic achievement.

## EARLY DISMISSAL

Early dismissal from school should be for urgent reasons such as medical appointments, medical emergencies, etc. To be excused early, the parent/guardian must sign out the student to indicate the reason for early dismissal, the time, and date. If someone other than the parent or guardian picks your child up, please be sure that person is listed as an approved pickup on the student's approved pickup card.

## TARDINESS

If a student arrives to school late, please sign in at the main CCA entrance to notify administration and to sign your child in with reason for tardy.

After TEN (10) tardies and/or absences per quarter, the parent/guardian may be required to meet with the CCA administration to create a plan to improve student attendance.

## HALF DAY PK3 AND PK4 PROGRAMS

Students in the PK3 and PK4 half day programs are expected to be in their classroom by 8:40am.

## FULL DAY PK3 AND PK4, ELEMENTARY PROGRAMS

Full day PK3, PK4, and elementary students are expected to be in their classroom by 8:20am.

## ABSENCES

All absences will be evaluated on an excused or unexcused basis. *For an absence to be excused, we must receive a parent note presented no more than three days after the student returns from an absence.*

Written excuses must include the date of the absence, explanation or reason for absence, and a parent (or doctor/dentist) signature. *Written excuses must be received by the school office within THREE (3) days of the student's return to school.* The school may not excuse an absence if the written excuse is not received in the THREE (3) days allotted.

A doctor's note will be required after FIVE (5) consecutive sick days. If a student is absent TEN (10) days or more in any one quarter, CCA administration will decide if the student will receive credit for missed work.

## ILLNESS

Students who have a consecutive illness (absent for FIVE (5) or more days) will need a medical note signed by a physician to be excused and to return to school.

CCA follows the guidance of Virginia Department of Health (VDH) regarding illnesses.

## MEDICAL APPOINTMENTS

Please make every effort to schedule routine medical appointments before or after school hours. If required to make appointments during school hours, please do so at a time that will have the least impact on the student's schedule. You may check with your child's teacher about specific class times that would best to arrange appointments.

## EXCUSED ABSENCES

*A student may have a maximum of TEN (10) cumulative excused absences during a school year. All absences beyond these TEN (10) days will require a parent meeting. CCA reserves the right to no longer serve students who are chronically absent from school.*

Examples of Excused Absences:

- Illness
- Medical Appointments
- Family Emergencies
- School-Sponsored Activities
- Death in the Family

## UNEXCUSED ABSENCES

*After ten (10) unexcused absences, parents/guardians will be required to attend a school attendance improvement conference. During this meeting discussion will cover what might be keeping your child from coming to school and what can be done to help. Unexcused consecutive absence of twenty (20) days may result in expulsion.*

Examples of Unexcused Absences:

- Personal business (work, hair appointment, shopping)
- Oversleeping
- Car Problems
- General Excuses

When an excuse is submitted with a general reason, such as “out of town, an appointment, or family emergency,” or there is no specific explanation, the office reserves the right to contact the parent/guardian for further explanation and information.

## MISSED WORK

Arrangements can be made at the discretion of the teacher/administration for long-term absences to make-up work.

## COMMUNICATION

### PARENT/TEACHER/ADMIN COMMUNICATION

In order to protect the privacy of the student and respect the authority of their parents or legal guardian(s), it is the policy of CCA to meet and correspond only with parents/legal guardians of students for interviews, parent/teacher conferences, or communication relating to the student's progress, grades, or behavior. It will be the responsibility of the parent/legal guardian to communicate with tutors, therapists, grandparents, or other interested parties.

CCA provides 24-hour online access to student progress, newsletters, and accounting information through BLACKBAUD (via Parents login). Teachers communicate with parents primarily through their CCA email or class messaging systems. The administration and business office use email primarily and welcome parent communication in this form. All other forms of communication to CCA staff (social media, texting personal numbers) are prohibited.

### CLASS DOJO/BRIGHTWHEEL

CCA utilizes apps such as Class Dojo and Brightwheel for daily communication. Information for each program will be given by teachers at the beginning of the school year.



## NEWSLETTER

CCA sends home a weekly newsletter to families via email. School events, special announcements and photos from the week are featured.

## BLACKBAUD RESOURCE BOARD

CCA utilizes the Blackbaud Resource Board for forms and current family resources.

## GENERAL POLICIES

### LUNCH/SNACK

A regular lunch period is held each day for 30 minutes. Students are required to bring lunch from home. Refrigerators and microwaves **are not** accessible to students. If a student needs a chilled lunch, please use an ice pack in your child's lunchbox. If a student needs a warm lunch, please use a thermos to keep food warm.

1-2 snacks from home are needed for students to have during their class snack time(s). Please label snacks and keep separate from your child's lunch.

A refillable water bottle that closes is required so students stay hydrated throughout the day.

### DISCIPLINE POLICY

Here at Cloverhill Christian Academy we believe every behavior is a sign of an unmet need- as educators, we have the ability to "meet needs." Our strategy for handling behavior in the classroom is through Trust Based Relational Intervention (TBRI®).

TBRI® is an attachment-based, trauma-informed intervention that is desired to meet the complex needs of vulnerable children. TBRI® uses Empowering Principles to address physical needs, Connecting Principles for attachment needs, and Correcting Principles to disarm fear-based behaviors. While the intervention is based on years of attachment, sensory processing, and neuroscience research, the heartbeat of TBRI® is connection.

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### EMPOWERING PRINCIPLES

Meeting the physical needs; hydration, nutrition, neurochemistry, and sensory processing:

- water breaks
- snack breaks
- fidgets
- movement
- make the day predictable

#### CONNECTING PRINCIPLES

Meeting the relational and emotional needs including the needs for nurture –

- routines/rituals
- balancing Nurture and Structure
- take play seriously
- respond thoughtfully
- use scaffolding
- be present

#### CORRECTING PRINCIPLES

Build upon the Empowering Principle and Connection Principles which enable us to focus on effectively handling behavioral challenges in ways that provide the structure a child needs while also maintaining connection

- re-dos
- choices (A or B)
- compromises (Give and Take)
- ask the question, “what do you need?”

Appropriate behavior is guided in the following ways:

- modeling
- positive re-direction
- choices

#### IDEAL

At CCA, the heart of our discipline policy is to connect, redirect, and restore a child to a right relationship with God and others. We stay curious, compassionate, and connected. It is our goal, as much as possible, to praise publicly and discipline privately.

The following chart categorizes infractions and interventions regarding those typically handled by teachers versus those requiring office referrals. It should be noted, however, that any infraction which is noted as repetitive or habitual should result in an office referral and/or parent conference. All decisions are at the discretion of the administration after investigation.

LEVEL ONE INFRACTIONS	LEVEL TWO INFRACTIONS	LEVEL THREE INFRACTIONS
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<b>Teacher-Managed</b> (Typically handled by the teacher, but may be referred to the administration if repetitive/habitual or if circumstances raise the level of severity)	<b>Teacher or Administration Managed</b> (Infraction and intervention may be handled by the teacher, but consultation with the administration is required and may be referred to the administration if repetitive/habitual or if circumstances raise the level of severity)	<b>Administration-Managed</b> (Infraction and intervention handled by the administration. Office referral is required on the part of the teacher)
Argumentative behavior Disregard for rules or procedures Disrespect to students or adults Disruptive behavior Poor self-control Verbal altercation Direct disobedience or defiance Lying	Cheating Inappropriate behavior Inappropriate language or gesture Teasing, mocking, or taunting Misuse of technology Hitting or biting Horseplay resulting in injury of another student or damage to property	Bullying Destruction or misuse of CCA property Physical altercation Stealing Harassment Violation of the Law Promoting ideals contrary to CCA's Statement of Faith Blatant disrespect Profanity or vulgarity Repeated offenses

<b>LEVEL ONE INTERVENTION</b> (Issued by Teacher)	<b>LEVEL TWO INTERVENTION</b> (Issued by Teacher in Collaboration with Administration)	<b>LEVEL THREE INTERVENTION</b> (Issued by Administration)
Verbal Warning/Redirection Parental contact Parent/Teacher Conference	Possible suspension Parent/Teacher Conference Technology suspension	Suspension (in-school or out-of-school) Withdrawal from enrollment Expulsion Police notification Probation

## ACADEMIC POLICIES

### GRADING SCALE

CCA uses the following grading scales for elementary program students, which is determined through formal and informal evaluations:

#### Kindergarten- 2<sup>nd</sup> grade

- E- Excellent (90-100)
- S- Satisfactory (80-89)
- P- Progressing (70-79)
- N- Needs Improvement (below 69)

#### Third grade and higher

- A 90-100
- B 80-89
- C 70-79
- D 60-69
- F 59 or below

### REPORT CARDS/ASSESSMENTS

Report cards provide final grades for each grading period and are sent home at the end of each 9-week grading period for students in the elementary program.

Students in the PK3 and PK4 programs will receive an assessment given by the teacher each semester.

## STANDARDIZED TESTING

Students in the elementary program take the Stanford 10 or SAT-10 in the spring, which is a standardized achievement test. This test provides a valid and reliable measure of academic achievement which enables teachers to make important instructional decisions for each student. Parents will receive a copy of a breakdown of student's scoring by the end of the school year.

## PARENT/TEACHER CONFERENCES

Parent/Teacher conferences will be held throughout the school year to keep the parents better informed about student progress. The teacher, the parents, or the administration may request a conference at any time. If the parents have the desire to meet with the teacher, please let the teacher know so that a time can be arranged that is convenient for the teacher's schedule. Teachers are not available before or after school for a conference unless it has been scheduled in advance.

## HOMEWORK

Homework at the Lower School level is minimal. Nightly reading, math facts, and studying for quizzes and tests are weekly expectations.

## EDUCATIONAL SUPPORT (PK3, PK4, and Kindergarten students)

Students who are struggling in an academic area may be referred by the classroom teacher to the Lower School Educational Support Assistant for additional support. This assistant provides support by working with students in small groups or one-on-one as needed during the school day. This is not a Special Education program, but rather a short-term support and intervention opportunity for students needing additional help. Support can either be provided within the classroom or the student may be pulled out of the classroom at a designated time that is agreed upon by the teacher.

## RETENTION

Promotion is based on academic achievement, maturity level, and attendance. Promotion will be determined by the classroom teacher and is based on her/his appraisal of the child's

academic and emotional readiness for the next grade level. If a child is being considered for retention, a meeting is scheduled with the parents and administration.

## SUSPENSION

The administration of CCA at any given time has the authority to suspend a student. The length of the suspension will be 1-5 days determined by the administrator. The reasons which would give cause for suspension are:

- Continued deliberate disobedience or disrespect displayed to a staff member or CCA student
- A rebellious spirit that is unchanged after much effort by the school staff
- A continued negative attitude or bad influence upon other students
- A serious breach of conduct inside/off the grounds of the school that has an adverse effect upon the image of the school
- Failure of the student to comply with the disciplinary actions of the school

## EXPULSION

A student may be expelled from school for a serious breach of conduct and/or repeated problems with behavior or academic performance.

## TECHNOLOGY POLICY

CCA encourages the use of technology, when appropriate, to support the curriculum and student learning objectives. CCA believes that internet access can be a powerful communication, learning, and research tool. Consequently, the school provides internet access to its students throughout the campus by way of wireless access for school issued Chromebook and IPAD devices that stay at school. CCA allows students to access the internet and other information systems while safeguarding them from potential hazards by filtering for objectionable sites and activities. The use of inappropriate resources is not permitted. CCA reserves the right to block downloading from specific file extensions or specific sites. During the course of use, CCA retains sole right of possession of the Chromebook and IPADS. These devices are provided to the students for educational purposes. Moreover, CCA administrative staff and faculty retain the right to collect and/or inspect Chromebooks and IPADS at any time, including via electronic remote access, and to alter, add or delete installed software or hardware. Prior to the beginning of the school year, parents will review an acceptable use agreement with their student to be signed. The use of technology as an educational and instructional resource requires that students entrusted with the privilege of its use be held accountable. Students who fail to use the Chromebook and IPADS for educational purposes may be subject to the discipline policy for misuse.

## EXTENDED DAY PROGRAM

### HOURS OF OPERATION

Morning: 7:00am-8:00am

Afternoon: 3:00pm-5:00pm

*On Early Release Days, there is no Extended Day Program for After Care. Students will need to be picked up at 12:00pm dismissal.*

### PICKUP/DROP OFF PROCEDURES

Students must be checked in and out of the Extended Day program each day.

### LATE FEES

Late fees apply in the afternoon if students are not picked up by 5:00pm.

**5:01pm-5:10pm:** \$10 fee per child

**After 5:10pm:** In addition to the above fee (\$10), a \$1 per minute fee will occur every minute thereafter.

All late fees must be made in cash. Payment is due the next business day. Late notices are recorded in student files. Continual late pickups may be considered a breach of agreement and may result in program changes.