



CASTLE ROCK CHRISTIAN  
**WARRIORS**

**Family Handbook**  
**2020-2021**

4881 Cherokee Dr.

Castle Rock, Co 80109

Phone: (720) 598-CRCA (2722)

Like us on Facebook, Follow us on Instagram

[www.CRCAcademy.org](http://www.CRCAcademy.org)

[admin@crcacademy.org](mailto:admin@crcacademy.org)

**Warriors Worthy of Their Calling**

**Ephesians 4:1**

5/29/2020

**Welcome to Castle Rock Christian Academy!**

Dear Families,

Welcome back to school! This is the 13th year at Castle Rock Christian Academy, and we are excited about the great things happening at CRCA. As the Head of School, I want to welcome you to the 2020-2021 school year and discuss our plans for the next decade.

Our vision is to build a school that is focused on developing the next generation of servant leaders. We will do this by equipping students through a Christ-centered education using personalized learning strategies to meet the needs of each unique student. Our teachers seek to integrate Jesus in all they do all year long. They also continue to find ways to connect with students in ways that inform their instructional practices. We believe that gaining knowledge is meaningless unless students can apply what they have learned. This requires that teachers provide relevant and meaningful experiences for each student.

The mission at CRCA is to partner with Christian families and provide a Christ-centered education in a learning environment designed to equip students to become transformational servant leaders. Our success will depend on the strong relationships we build with students and their families. I am counting on you to work with me to meet the needs of your child(ren). Please feel free to reach out anytime to me as we collaborate to create the best possible learning environment for the students who attend CRCA.

The long-term goal for CRCA is to build a comprehensive K-12 Christian school. We want to see our 6th-grade class graduate from Castle Rock Christian Academy in 2027. Although that may seem like a long time from now, we will be playing "Pomp and Circumstance" before you know it. I hope you all can be advocates for this vision and help spread the word that CRCA is an excellent school for students seeking an exceptional Christ-centered education.

Our theme this year is "Warriors Walking Worthy of Their Calling." It is vital for us to be focused on the goal of Christian education: to equip students for the future. This theme, from Ephesians 4:1, underscores the importance of each child at CRCA knowing Christ and how that knowledge helps prepare them to battle the challenges of this age.

Thank you for your trust in us at CRCA. We are all looking forward to a great year!

In Christ's Name,

Dr. James M Calhoun Jr.  
Head of School  
CRCA

## Table of Contents

### **Chronological**

Board Members	6
Important Contacts	6
Exciting Announcement	7
Introduction to Handbook	7
Handbook Policy Expectations	8
Changes in Policy	8
Statement of Faith	8
Mission, Vision and Purpose	9
Educational Philosophy	10
End Statements	10
Communication	11
Parent Web/Portal	11
Student Communication Folders	11
Weekly Warrior	12
Communication with Teacher	12
Meetings and Conferences	12
Parent Teacher Fellowship	13
Admissions to CRCA	13
Application Process	13
Enrollment Process	13
Continuous Enrollment	14
Special Needs	14
Registration	15
Attendance Policy	15
Absences	15
Excused Absences	16
Unexcused Absences	16
Tardies and Child Check-in Procedure	16
Early Dismissal of a Child	16
Late Pick-Up	17
Health and Safety	17
Staying Healthy	17
Illness, Accident, or Injury	17
Medications	18
General Information	19
Hours/Days of Operation	19
Holiday Closures	19
Holiday Events	19
Chapel	19
Legal Requirements for Private Schools	20
Visitor Policy	20
Parent Volunteers	20
CRCA Staff	20
Emergency Procedures	20

Mandatory Reporting	20
Before and After School Enrichment – BASE	21
Snacks and Lunch	21
Birthdays	21
Transporting Children to School	21
Field Trips	21
Drop-Off and Pick-Up Procedures	22
Inclement Weather Policy	22
Fundraising	23
Philosophy	23
Fundraising Categories	23
General Fund	23
Capital Fund	24
Endowment Fund	24
Discipline	24
Bullying	24
Academics	25
Grading	25
Citizenship and Behavior Grade	25
Maximizing Learning	26
Homework Policy	26
Parent’s Role: Homework Facilitators	26
Library and Text Books	26
Technology	27
Internet User Agreement	27
Student Expectations	27
Plagiarism and the Internet	27
Television and Video Viewing	28
Special Classes	28
Tuition and Fees	28
Discounts	28
Tuition Assistance	29
Contributions	29
Dress code	29
Uniform Policy	29
Pants and Shorts	29
Shorts/Skirts/Dresses	30
Shirts	30
Shoes	30
Hoodies/Jackets	30
Accessories and Grooming	30
Personal Possessions	31
Audio Devices	31
Cell Phones	31
Lost and Found	31
Acknowledgement Form	32

## **Alphabetical**

Absences	15
Academics	25
Accessories and Grooming	30
Admissions to CRCA	13
Application Process	13
Attendance Policy	15
Audio Devices	31
Before and After School Enrichment (BASE)	21
Birthdays	21
Board Meetings	6
Bullying	24
Capital Fund	24
Cell Phones	31
Changes in Policy	8
Chapel	19
Citizenship and Behavior Grade	25
Communication	11
Communication with Teacher	12
Continuous Enrollment	14
Contributions	29
CRCA Staff	20
Discipline	24
Discounts for Tuition	28
Dress Code	29
Drop-Off and Pick-Up Procedures	22
Early Dismissal of a Child	16
Educational Philosophy	10
Emergency Procedures	20
End Statements	10
Endowment Fund	24
Enrollment Process	13
Exciting Announcement	7
Excused Absences	16
Field Trips	21
Fundraising	23
Fundraising Categories	23
General Fund	23
General Information	19
Grading	25
Handbook Policy Expectations	8
Health and Safety	17
Holiday Closures	19
Holiday Events	19
Homework Policy	26

Hoodies/Jackets	30
Hours/Days of Operation	19
Illness, Accident, or Injury	17
Important Contacts	6
Inclement Weather Policy	22
Internet User Agreement	27
Introduction to Handbook	7
Late Pick-Up	17
Legal Requirements for Private Schools	20
Library and Text Books	26
Lost and Found	31
Mandatory Reporting	20
Maximizing Learning	26
Medications	18
Meetings and Conferences	12
Mission, Vision, and Purpose	9
Pants and Shorts	29
Parent Teacher Fellowship	13
Parent Volunteers	20
Parent Web/Portal	11
Parent’s Role: Homework Facilitators	26
Personal Possessions	31
Philosophy – Fundraising	23
Plagiarism and the Internet	27
Registration	15
Shirts	30
Shoes	30
Short/Skirts/Dresses	30
Snacks and Lunch	21
Special Classes	28
Special Needs	14
Statement of Faith	8
Staying Healthy	17
Student Communication Folders	11
Student Academic Expectations	27
Tardies and Child Check-in Procedure	16
Technology	27
Television and Video Viewing	28
Transporting Children to School	21
Tuition and Fees	28
Tuition Assistance	29
Unexcused Absences	16
Uniform Policy	29
Visitor Policy	20
Weekly Warrior	12

## Castle Rock Christian Academy Board Members

### Pastoral Board Members

Terry Ball	Castle Rock Baptist Church
Pastor Mike Caulley	New Covenant Church
Matt Crowe	Ridgeline Church
Pastor Dan DeMey	Shine Church
Bryan Fields	Grace Chapel
Pastor Wayne Hanson	Summit Church
Pastor Dave Love	Calvary Castle Rock Church
Pastor Mike Polhemus	The Rock Church
Dave Runyan	Canyons Community Church
Pastor Ernest Smith	Front Range Church
Father Theron Walker	Emmaus Anglican Church

### School Board Members

Steve Berry	Chairman	Creekside Bible Church
TJ Chamberlain	Vice Chair/Treasurer	The Rock Church
Eric Peterson	Secretary	Shine Church

### Important School Contacts

School office: Monday - Friday 8am to 3pm, 720-598-2722 [admin@crcacademy.org](mailto:admin@crcacademy.org)

Head of School: Dr. James M. Calhoun Jr. [jcalhoun@crcacademy.org](mailto:jcalhoun@crcacademy.org)

Preschool Director: Judy Robbins [jrobbins@crcacademy.org](mailto:jrobbins@crcacademy.org)

Children's Ministries: Pastor Sylvia Baharona [sylvia@therock.org](mailto:sylvia@therock.org)

Financial Officer: Pastor Jim Matthews [jim@therock.org](mailto:jim@therock.org)

School Office [admin@crcacademy.org](mailto:admin@crcacademy.org)

## **Exciting Announcement**

After almost two years of discussion, committee work, and some of our local pastors' efforts, Castle Rock Christian Academy is now an independent school. As of July 1, CRCA operates under the governance of a Pastoral Board made up of Lead Pastors from 11 different local churches. This group's primary responsibility is to have spiritual guidance for the school and to ensure there is no "Mission Drift." Also, there is a school board made up of three parents. Their names are listed above.

The new governance model means that decisions made for the school will have a different process. However, you and the students will not notice much difference in how things operated last year.

You need to know that Mike Polhemus, the Lead Pastor at The Rock Church, is committed to helping the school succeed. To that end, our financial responsibility to the church will gradually move to CRCA, paying for all operational expenses. This gradual release of the shift of responsibility will help ensure that CRCA will grow and gain stability without the stress of becoming overcommitted.

The other change that won't be visible but is part of the independence is that the preschool will remain under the church's governance. The school will change its name to Castle Rock Christian Learning Center. Judy Robbins, who joined CRCA in March, will lead the school. She has 25 years' experience as a preschool director and is finishing her Ed.D. in Early Childhood Education at North Central University. She just organized a highly successful summer camp for ages 2 ½ to 7.

We are humbled to be a part of God's plan to raise up Christian leaders and we'll continue to seek His guidance as He unveils His plan for our students. Gaining independence is another significant step in fulfilling our vision to build a comprehensive K-12 Christian school for the Castle Rock region.

If you have questions or concerns, please give me a call (720-917-9504).

## **Introduction to the Handbook**

This handbook is designed to give you information about the school so that we all can effectively join together to create a sense of community. We all know that there is a need for general guidelines surrounding how we operate together.

We are working to create a personalized learning environment for the students at CRCA. Our mission is to develop, nurture, and equip transformational servant leaders. We believe God is calling us to address the challenges of the times with new ideas and ways to glorify His name. School should be an essential part of a child's growth and development, preparing them to navigate a rapidly changing world successfully. Here are some of the core beliefs and values we believe are helping us transform learning and develop servant leaders.

- Christ is at the center of everything we do.
- We see the school as an extension of "The Church," thereby creating a Christ-centered atmosphere essential in helping students find their identity.
- We are dedicated to developing a strong school/family partnership that assists teachers in connecting with their students.

- By knowing the student, teachers can develop and implement relevant and meaningful learning experiences, allowing them to apply what they learn for many years.
- Our teachers work to create environments in their classrooms, which recognize the scientific nature of learning.

The handbook's purpose is to help explain how we work to create an environment for these values to come alive every day in the school. Please take some time to read through these pages. Let me know if you have any questions or concerns. There is a page at the end of the handbook that needs to be printed and returned to the office with your signature.

### **Handbook Policy Exceptions**

This Family Handbook is an effort to detail the policies that will govern the operation of CRCA on a day-to-day basis. While it is impossible to write policies that govern all situations, this document is a good-faith attempt to include policies that will apply to most school-related happenings. The CRCA administration does, however, reserve the right to make exceptions to the policies in this document as an individual situation might warrant. In the challenging task of managing individual behavior within a group context, we reserve the right to consider the needs of the individual and the greater good of the entire school.

### **Changes in Policy**

This CRCA Handbook supersedes all previous Parent-Student Handbooks. While every effort is made to keep the contents of this document current, CRCA reserves the right to modify, suspend, or terminate any of the policies, and/or procedures described in the CRCA Handbook with or without prior notice to parents and students.

## **Statements of Faith**

1. We believe the Bible to be the inspired, the only infallible, authoritative Word of God revealing the love of God to the world. *1 Thessalonians 2:13; 2 Timothy 3:15-17; John 3:16.*
2. We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit. *Matthew 28:19; John 10:30; Ephesians 4:4-6.*
3. We believe in the deity of the Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood on the cross, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory. *Matthew 1:23; John 1:1-4 and 1:29; Acts 1:11 and 2:22-24; Romans 8:34; 1 Corinthians 15:3-4; 2 Corinthians 5:21; Philippians 2:5-11; Hebrews 1:1-4 and 4:15.*
4. We believe that all men everywhere are lost and face the judgment of God, that Jesus Christ is the only way of salvation, and that for the salvation of lost and sinful man, repentance of sin and faith in Jesus Christ results in regeneration by the Holy Spirit. Furthermore we believe that God will reward the righteous with eternal life in heaven, and that He will banish the unrighteous to everlasting punishment in hell. *Luke 24:46-47; John 14:6; Acts 4:12; Romans 3:23; 2 Corinthians 5:10-11; Ephesians 1:7 and 2:8-9; Titus 3:4-7.*
5. We believe in the present ministry of the Holy Spirit, whose indwelling enables the Christian to live a godly life. *John 3:5-8; Acts 1:8 and 4:31; Romans 8:9; 1 Corinthians 2:14; Galatians 5:16-18; Ephesians 6:12; Colossians 2:6-10.*

6. We believe in the resurrection of both the saved and the lost; the saved unto the resurrection of eternal life and the lost unto the resurrection of damnation and eternal punishment. *1 Corinthians 15:51-57; Revelation 20:11-15.*
7. We believe in the spiritual unity of believers in the Lord Jesus Christ and that all true believers are members of His body, the church. *1 Corinthians 12:12, 27; Ephesians 1:22-23.*
8. We believe that the ministry of evangelism (sharing and proclaiming the message of salvation only possible by grace through faith in Jesus Christ) and discipleship (helping followers of Christ grow up into maturity in Christ) is a responsibility of all followers of Jesus Christ. *Matthew 28:18-20; Acts 1:8; Romans 10:9-15; 1 Peter 3:15.*
9. We believe God's plan for human sexuality is to be expressed only within the context of marriage, that God created man and woman as unique biological persons made to complete each other. God instituted monogamous marriage between male and female as the foundation of the family and the basic structure of human society. For this reason, we believe that marriage is exclusively the union of one genetic male and one genetic female. *Genesis 2:24; Matthew 19:5-6; Mark 10:6-9; Romans 1:26-27; 1 Corinthians 6:9.*
10. We believe that we must dedicate ourselves to prayer, to the service of our Lord, to His authority over our lives, and to the ministry of evangelism. *Matthew 9:35-38, 22:37-39, and 28:18-20; Acts 1:8; Romans 10:9-15 and 12:20-21; Galatians 6:10; Colossians 2:6-10; 1 Peter 3:15.*
11. We believe that human life is sacred from conception to its natural end; and that we must have concern for the physical and spiritual needs of our fellowmen. *Psalms 139:13; Isaiah 49:1; Jeremiah 1:5; Matthew 22:37-39; Romans 12:20-21; Galatians 6:10.*
12. We believe that human life is sacred from conception to its natural end; and that we must have concern for the physical and spiritual needs of our fellowmen. *Psalms 139:13; Isaiah 49:1; Jeremiah 1:5; Matthew 22:37-39; Romans 12:20-21; Galatians 6:10.*
13. We believe God created the heavens and the earth, the sea, and all that is within (biosphere) in 6 literal days. (a day meaning 24 hours). *Genesis 1:5, 1:8, 1:13, 1:19, 1:23, 1:31; Exodus 20:11*

## **Mission Statement**

Partnering with Christian families, we provide a Christ-centered education in a learning environment designed to equip students to become transformational servant leaders.

## **Vision**

CRCA is recognized for its ability to create a Christ-centered learning environment that anticipates students' needs. We will promote mastery of essential concepts and skills required to be successful in an ever-changing world. Students will be empowered to participate in their learning by pursuing relevant aspects of the curriculum, demonstrate how they have become independent thinkers, and contribute to the community as Christian leaders.

## **Purpose**

The School's purpose is to provide academic excellence within a transformative and nurturing environment. We believe that love, unity, and community are the keys to real change when rooted in Christian-based values. We are a group of servant leaders who will teach students to understand their

identity in Christ while developing a passion for learning. We will do this by creating a safe environment where students can experience and discover their God-given destiny.

## **Educational Philosophy**

The Biblical mandate is for parents to train up their children (Proverbs 22:6, Deuteronomy 6:6-7). Therefore, as Christian educators, we desire to partner with parents to disciple the whole child, spiritually, academically, socially, emotionally, and physically, through God's Word. We accomplish this by integrating Biblical principles in every academic area, on the playground, in the lunchroom, and in the classroom.

Our heart is that each student is successful. We believe that students have different learning styles, so we will incorporate various activities to enhance their learning. Each year, students will become better readers, writers, mathematicians, and CHRISTIANS.

We value the student-teacher relationship in the classrooms. When children have a healthy, trusting relationship with their teacher, they will thrive in their learning environment. A nurturing environment is also an encouraging one. We want to help students find their God-given potential in His Kingdom. (Jeremiah 29:11)

We also believe a child is more likely to succeed in school when the parents and school partner in communicating with each other. We accomplish this by encouraging community with genuine relationships between school and home, teachers, and parents, students and teachers, and students with students.

We understand that authentic learning happens when students take what they know and connect it to something they are learning. As a result, we will work hard to create learning experiences that are meaningful, relevant, and meet student needs.

## **End Statements (Student goals, outcomes)**

At CRCA, we want every student to experience a quality Christ-Centered education. As a result of their learning experiences, our students will be equipped to live a successful and meaningful life, they will know their identity in Christ, and they will be Godly leaders in our community and beyond.

1. Equipped Christian students will:
  - a. be well-grounded in Christian values
  - b. demonstrate faith in Jesus Christ as their saving-Lord
  - c. develop Christian beliefs that guide actions, influence decisions, positively impact relationships and supports personal purity (Colossians 2:2-4, 8)
  - d. demonstrate the fruit of the Holy Spirit (Galatians 5:22)
  - e. selflessly love and serve those in need spiritually and physically. (Phil 2:3)
  - f. understand their identity and gifting in Christ possessing a passion and hunger for excellence, using it for His Glory (1 Corinthians 12: 4-7, Romans 12: 4-8)
  - g. be good stewards of God's resources e.g., time, talent, treasure, and influence. (Matthew 25: 14-30, 1 Timothy 6: 17-19)
  - h. seek to be discipled and disciple others to be followers of Christ (2 Tim 2:2)
2. Successful students will:

- a. know how to study the Bible; understand the origin and reliability of the Bible, and sustain their spiritual growth through Bible study
  - b. exercise discernment regarding living for the kingdom of God effectively. (1 Chronicles 12:32)
  - c. understand and possess a biblical worldview yet engage with people who think and live differently.
  - d. recognize and respect authority (1 Peter 2: 13-15)
  - e. be globally competitive and engaged citizens
  - f. be qualified for admission to colleges, universities, trade schools, or schools of their choice
  - g. utilize thinking skills e.g., logic, reasoning, problem-solving, critical thinking, inquiry
  - h. able to use technology to support learning and problem solving
  - i. employ effective communication skills
  - j. understand their passions and interests and be able to identify the opportunities afforded them in the future
  - k. develop their sense of curiosity, use their creativity to develop innovative solutions, and lead a life filled with learning
  - l. demonstrate courage e.g., risk-taking, a willingness to fail
3. Effective student leaders will:
- a. understand other worldviews and possess the heart and skills to impact other cultures for Christ
  - b. be able to give their testimony of Christ in their life (1 Peter 3:15)
  - c. positively impact and serve those inside and outside of their community
  - d. be humble in all aspects of who they are (James 4:6)
  - e. be the salt and light in our community and beyond (Matthew 5: 13-16)
  - f. demonstrate Godly leadership e.g., initiative, service, ownership, collaboration, ethical decision making founded in faith

## **Communication**

### **ParentsWeb: Student Information and school communication system**

CRCA provides parents a web-based service called ParentsWeb. This is a password-protected personal account for each family. This service enables the school to communicate with parents regarding all things regarding the life of the school. ParentsWeb is where the application and enrollment process is completed. You can find general information like announcements and the calendar of events. Parents can see academic information, such as grades and school/teacher communications. Please regularly check ParentsWeb, district code TR-CO.

CRCA also uses Facebook and Instagram to keep parents updated, as well as Weekly Warrior emailed Fridays.

### **Student Communication Folders**

Your child will have a folder designated for communication that will go home daily. Your child's work, any notes from school, and permission slips will come home in this folder. Please check and clean out daily.

## **Weekly Warrior**

The "Weekly Warrior" is a newsletter that is emailed to school families every Friday with information regarding the life of the school. This includes upcoming events and special activities happening at the school.

## **Communication with the Teacher (Matthew 18 Principle)**

Open and honest communication is essential in any positive and caring environment. Toward that end, please establish a communication line with your child's teacher. This can be done through email or writing a note in the communication folder. In turn, teachers will work to communicate with you as well. Please let your teacher be the first line of communication when things come up regarding your child.

Parents with concerns about their child's progress or a classroom concern should first discuss the matter with their child's teacher. Parents should feel free to call or email teachers at school to express a concern or schedule an appointment. Teachers will do their best to return calls or emails within 24 hours, except weekends.

In matters of personal conflict, we are guided by Matthew 18:15-16 to solve problems. "If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses."

As stated by Dr. Paul Kienel (founder of the Association of Christian Schools International), the major aspects of this principle are:

1. Keep the matter confidential. Share the problem with only those directly involved.
2. Keep the circle small. Avoid the temptation to have your opinion validated. Seek validation from the Lord, not several parents or teachers who will affirm your position.
3. Be straightforward. Respect the other person by believing they can handle criticism. Share an observation rather than a judgment, i.e., "My son feels he got negative reinforcement in class, and I have observed similar situations," sounds better than "You're picking on my kid!"
4. Be forgiving. The goal of sharing the observation is restoration and spiritual growth, not justification.

Additional problem-solving principles:

- Please pray first about all "problem" situations.
- Please support the staff. Teach your children at home the proper respect for and submission to authority.
- Please don't belittle a staff member in front of your child or other children.
- We genuinely want to support your family and help train your child in the way of the Lord (Proverbs 22:6). Your child must know that we are working together.

## **Meetings and Conferences**

Parent-teacher conferences are scheduled twice each school year, once in the fall and once in the spring for preschool and K-6 students as needed. If the parent or teacher has any concerns or needs they would like to discuss regarding their child's behavior, academic progress, or social and physical requirements, a special conference may be scheduled. Our teachers give their undivided attention to the children during school hours and appreciate you scheduling additional conferences during a time that is before or after school.

## **Parent Teacher Fellowship (PTF)**

To raise a generation of leaders, CRCA understands that partnership with our parents is essential. Our parents' community is very diverse and possesses many different abilities, skills, and access to resources that aid in the success of CRCA. There are many opportunities to serve throughout the school year. Every school parent or guardian is a member of our PTF.

There is a monthly PTF meeting where we spend time in prayer and devotion regarding the growth and development of the school. There is an agenda established by the Head of School and the current chair of the PTF. In general, topics are focused on what is happening at school and future events as well. If you have items you would like to discuss, communicate with the Head of School or the PTF chair to include your topics. All parents are welcome to attend the meetings. A PTF volunteer sign-up sheet will be available at Parent Orientation.

The Goals of the Parent Teacher Fellowship are:

- To enhance communication among parents, teachers, and administration.
- To support a personalized learning environment for each student at Castle Rock Christian Academy.
- To support an educational experience that equips students to become transformational servant leaders in our community.
- To encourage and stimulate parental participation in the life of the school.
- To serve as a focal point for the generation of ideas, committees, and activities that support CRCA in its ongoing efforts to become an excellent comprehensive Christian school.

## **Admission to CRCA**

Admission to CRCA is a two-part process, application, and enrollment. This is all done online through our website: [www.crcacademy.org/admissions](http://www.crcacademy.org/admissions). Upon admission, the student will be registered for school.

### **Application Process**

- Fill out an application online
- Submit with the application a recommendation from your church pastor
- Agree online to our statement of faith
- Pay the application fee
- Schedule an interview with the school administration

### **Enrollment Process**

- Fill out the enrollment information online
- Pay the enrollment fee - The non-refundable registration fee for elementary is due at the time of enrollment and holds your child's space.
- Set up a tuition payment plan on the FACTS account you establish during the enrollment process
- Upload required documents
  - Immunization records or immunization exemption form. Children who are not fully immunized will be admitted to the program with the proper exemption form.
  - Birth certificate

- Current General Health Appraisal form and any medication forms as prescribed by the doctor. If your child's General Health Appraisal forms or medical forms expire during the school year, parents are responsible for replacing the forms with current ones within a week of expiration. The child cannot attend school until these forms are in to ensure a safe and healthy environment for the whole school.
- All enrollment must be completed before the child's first day of school.

### **Continuous Enrollment**

We want to retain every student each year. Traditional enrollment models require families who wish to return to re-enroll every year — a process that can seem both tedious and stressful. Continuous Enrollment allows us to create an opt-OUT process for annual enrollment, which reduces stress and creates fewer steps for families who wish to remain with our school. Once a family signs their Tuition and Continuous Enrollment Agreement, they do not have to sign it again.

Starting with the 2021-2022 school year, CRCA will move to a continuous enrollment plan where students are automatically enrolled for the following school year. The enrollment fee will be billed to the family's account each year, which will guarantee the student's space in the school. The payment will be divided and included in the family's remaining FACTS payments for the current school year, beginning in March to reduce the financial impact of each family's monthly budget. Families who opt-out before March 1 are expressing their intent not to return to FRCS and are therefore not charged the CEF.

### **Special Needs**

Children are admitted to CRCA based on space and availability. In compliance with The Americans with Disabilities Act (ADA), no child will be discriminated against based on race, handicap, national or ethnic origin. Please inform the school of any special needs your child may have to determine if and how we can help in compliance with The Americans with Disabilities Act.

CRCA works diligently to provide educational opportunities for students with learning exceptionalities. However, we recognize that we cannot provide for the learning needs of all students who are exceptional and will do our best to accommodate the students we accept. At the discretion of the administration, CRCA provides Christian education for students who require limited accommodations within the regular classroom. The administration will consider all documentation, including current 504 plans, testing reports completed through the public school system or from a private, licensed psychologist (completed within the last three years), or a current IEP/ISP (completed within the last year) but is not bound to the recommendations on those documents.

Admissions decisions related to these students will be made on a case-by-case basis by the administration. Parents will be notified of the decision. It is the parent's responsibility to maintain current documentation, as CRCA will not be able to serve the learning needs of students without current documentation. Faculty representatives of CRCA, including those on our administrative team, will be happy to accompany parents to meetings regarding the student's testing, testing results, IEP updates, etc. and will serve as advocates on behalf of the parents/students. It is the parents' responsibility to notify CRCA of the meeting details in advance if a CRCA representative is needed.

## Registration

Registration for CRCA classes will begin in December for currently enrolled families. In January, registration is open to everyone with consideration given in the following order:

- Returning families from the current school year
- Legacy children
- Children on the waitlist
- Children from the community

All classes are on a first-come, first-served basis. Applications for enrollment are accepted for the waitlist throughout the school year in the event of any classroom or student changes.

### Withdrawal

If a parent or guardian withdraws their child from the school, written notice to the office is required two weeks in advance. Any fees or tuition that has been paid is non-refundable and non-transferable. Under certain conditions, it may be necessary for Castle Rock Christian Academy to withdraw services. In this case, any prepaid tuition for days the child has not attended will not be refunded. The following conditions could lead up to the immediate dismissal of a child:

- Repeated aggression towards other children or adults
- Nonpayment of tuition
- Repeated behavior that interferes with classroom learning

## School Attendance

Daily school attendance is essential to the ongoing growth and development of our student's CRCA. We believe that building strong relationships in the classroom through the learning activities, educational experiences, fellowship with your peers, and interactions with the teacher are vital. Therefore, we want students to attend school! Encouraging students to attend school is always important. So is providing a meaningful and engaging lesson for every student. This is why we emphasize that parents and school staff should partner to ensure students attend school every day.

To make sure each family is familiar with the school calendar, we have posted it on our school website at [www.crcacademy.com](http://www.crcacademy.com). Please take a look at the calendar to help you plan family vacations. This will help to avoid missing portions of the school year. Despite prior planning, there are times conflict in the published calendar arises. Please keep abreast of changes by reading the Weekly Warrior. This is where changes will be announced.

### Absences

Students are allowed ten absences for the school year. Habitual absences are not compatible with academic success and can lead to a student falling behind. We know there may be exceptions, and we will make every effort to work with families when extenuating circumstances arise (extended illness requiring hospitalization or home care, mission trips, etc.). Please communicate with the teacher or the Head of School with any questions regarding absences.

When you know in advance of an absence, please notify the teacher in writing before the event. Explain the need for the absence and request that the student is given all work to be completed. The assignments should be turned in when the student returns to school.

Please let us know when your child is sick. **Parents are asked to contact the school by 9 am**, if a student is ill. You can call the school or send an email. If you send an email, please copy the teacher. If a student's attendance impacts their ability to learn, the teacher will communicate with you and schedule a conference to work on a plan for improved performance.

Parents may request work for the student to be sent home by the teachers. Please allow the teacher time to get this work together at the end of the day. If you have immediate concerns, talk to the principal who can help with communication.

### **Excused Absences**

The following will be considered excused absences if the parent calls:

- A student who is temporarily ill or injured
- Family bereavement
- A student who is attending any school-sponsored activity of an educational nature with advance approval of the Administration
- Emergency or medical appointments (medical and dental appointments should be scheduled before or after school hours whenever possible)
- If students are absent from school for more than two days due to a family vacation, please speak with Head of School at least two weeks before the trip.

### **Unexcused Absences**

Unexcused absences may be defined as:

- Failure to contact the school in the event of absences requiring prior notice
- Being kept home for family convenience
- Leaving the school without permission from the office

An unexcused absence will result in a phone call from the school office to determine the student's whereabouts. The school reserves the right to call local authorities for students with unexcused absences.

### **Tardies and Child Check-in Procedure**

Arriving at school on time is important for a productive start to the school day. The drop-off location is the front portico of the church, and the drop-off time begins at 7:45 am. The doors to the front portico will close at 7:55 am. Parents are asked to bring their children to the office if they arrive anytime after 7:55 am. Children are not to come to the office alone to check-in. A parent or guardian must accompany the child to the office and sign the check-in sheet. Tardies will be excused only when a student is physically limited from getting to school on time due to car trouble or a personal accident or if the end of an early medical/dental appointment coincides with the start of a school day. All other tardies will be considered unexcused. Students are marked for a ½ day absence if they arrive after 11:30 am.

### **Early Dismissal of a Child**

Planned early dismissals must be noted to the office on the day of the release. When parents come to the school to pick up their child(ren) for early dismissal, they must first visit the office and sign them out. The office will call for the student to be sent to the office. Please do not go directly to the classroom but go to the office.

## **Late Pick-Up**

We understand that life happens, and there may be an occasional instance when you arrive late to pick up your child. We are happy to accommodate these occasions. However, continued instances of arriving late will mean we will have to arrange for after school care, which is an additional cost. Any child not picked up by 3:10 pm will be kept in the school office. The parent/guardian must then come to the office to sign his/her child(ren) out. Please be prompt in picking up your child(ren).

## **Health and Safety Information**

### **Staying Healthy**

Our goal at CRCA is to provide the most excellent and conducive environment for learning. We know that it is essential students be in school every day unless they are ill or have other justifiable cause for absence. Every day teachers work to prepare exciting and motivating lessons that can involve group work, experiments, and classroom practice. These instructional strategies are used because students learn from the social context of school. This means that much of what is done in the classroom cannot be made up at home. You can help your child maintain good attendance by:

- Get regular checkups with your doctor and dentist. Work to make doctor and dental appointments after school or on days off.
- Take steps to make sure your home, car, school, and other areas are safe.
- Ensuring your child eats right helps provide the nutrients needed to have energy, build strong bones, and fight diseases and other conditions.
- Help your child stay active and get regular exercise.
- Maintain a smoke-free environment at home.
- Monitor your child's activities. They learn from family, friends, media, school, and more. Know who they spend time with, what they are doing, and whether their activities are age-appropriate.
- Help your child develop skills to make safe and healthy choices every day. These include but are not limited to, fastening seat belts, wearing helmets, applying sunscreen, brushing teeth, washing hands, and forming healthy relationships.
- Plan family activities and vacations that include learning experiences and opportunities to reinforce faith and family values. Scheduling these family outings when school is not in session is important.

(suggestions paraphrased from CDC website:<https://www.cdc.gov/family/parenttips/index.htm>)

### **Illness, Accident or Injury**

As of this writing, COVID 19 restrictions continue to evolve. Because of this, we will communicate requirements for keeping students and staff safe in a separate document.

In case of illness, accident, or injury at school, a member of the school staff will temporarily care for a child. School personnel will render first aid treatment only. If emergency medical treatment is necessary, the parents will be contacted. If parents are not available, the child will be taken to the emergency room at the hospital. Remember, an emergency telephone number where parents can be reached and the name and telephone number of the student's family doctor must be on file. Parents will be called when a student has a temperature of 100 degrees, is vomiting, or has diarrhea to be taken home.

CRCA follows the American Academy of Pediatrics recommendations and the American Public Health Association in requiring your child to be kept at home when any of the following indicators of illness exist:

- A fever of 100 degrees or higher
- Diarrhea
- Vomiting
- Any symptoms of illness that may interfere with learning
- Any rash
- Discharge from the eyes or ears

In the best interest of your child, the other students, the school staff, please do not bring your child to school if they have had these symptoms within the last 24 hours. Ill children who have been sent home or have been kept home may not return to school until they have been symptom-free for 24 hours (this means symptom-free without the use of medicine to control symptoms such as fever). Parents may also be asked to bring a doctor's permission to return to school.

If your child has been diagnosed with or exposed to any contagious disease such as strep, measles, chickenpox, etc., please notify the school office immediately so we can contact other parents whose children may have been exposed. An email will be sent to the parents of all the students who are in the same class as the ill student.

Parents will be notified in writing via email of any minor injuries (bumps, scrapes, etc.) that require first aid. With an injury more severe in nature, we will first attend to the child and then contact the parents. In the unlikely occurrence that emergency medical care is necessary, we will first contact the emergency personnel (EMS), then call the parents or other emergency contacts. If we cannot contact these people, we will take your child to the hospital for treatment.

### **Medications**

CRCA meets state requirements for dispensing medication to students at school, including utilizing a Registered Nurse to supervise our staff. This nurse is responsible for the training, delegation, and oversight of all school personnel who dispense medication and is responsible for ensuring that CRCA complies with all aspects of medicine dispensing outlined in the Delegatory Clause of the Colorado Nurse Practice Act.

While the school works toward meeting student needs in this area, parents also play a significant role. A Health Assessment form must be completed each year for each student and submitted to the school office. If you would like your child to be able to receive medication at school, you must complete and ask your child's physician to complete the Request to Dispense Medication forms. There are two different forms for this: Prescription Medication and Over-the-Counter Medication. We want to emphasize that each of these forms is only for a particular medication, for a specific symptom, or condition and for a specified length of time.

After the required paperwork has been submitted to the school office, the following requirements must also be met for any medication dispensed at school:

- The medication must be in the original container, and the parent must provide a metered measuring utensil
- Medicines and utensils cannot be shared, even among family members
- Prescription medication labels must include: student's name, doctor's name, pharmacy name and phone number, the date the prescription was filled, name of the medication, the dose, frequency, and duration; all this information must be in agreement with the doctor's orders on the school's Request to Dispense Medication form

- Over-the-counter medication bottle directions must reflect the accompanying doctor's orders, or be labeled by a pharmacy
- Parents must provide a bottle of the over-the-counter medication, labeled with your child's name, so it will only be used for your child
- All medications will be stored in a cabinet or refrigerator, and a record of any medication administration will be logged.
- All medications will be returned to the parent after the last day of school. Please contact the office with any questions or to get the proper paperwork.
- There cannot be any medications on campus without the appropriate paperwork.

Students are not allowed to carry their own medicine. However, there are specific requirements regarding rescue medicine, which are addressed in the Health Assessment form. If your child is seen carrying or taking any medicine (including cough drops), the staff has been instructed to take the child's medication. The medication will be kept in the school office, and parents will be asked to pick it up within five days. If the medication is not picked up, the school nurse will dispose of it. There are certain medications that the school cannot administer, even with a written order. These include experimental drugs, homeopathic remedies, rectal medications, and injectable medications (such as insulin).

## **General Information**

### **Hours/Days of Operation**

Castle Rock Christian Academy's 2020-21 school year begins on August 12, 2020, and finishes on May 26, 2021. For the most part, we follow the Douglas County School District's traditional schedule for holidays. The only exception is Good Friday and the Monday after Easter. We will not hold school on April 2 or April 5, 2021. School closings due to snow, emergencies, district lockdowns, or other circumstances where DCSD closes school means we will also close the school. We will announce any closures or changes in Weekly Warrior, ParentsWeb, and social media.

The school starts at 8:00 am and ends at 3:00 pm. Half-day kindergarten begins at 8 am and ends at 11:40 am. School is held Monday – Friday for grades K-6.

### **Holiday Closures**

There is no BASE on half-days, holidays, or closures. See the school calendar for specific dates. Refer to DCSD communication for school closures. We will also put school closures on our website.

### **Holiday Events**

We understand that our community has a variety of Christian convictions concerning the holidays. CRCA focuses on the spiritual heart of our holidays (i.e., Christmas and Easter) and does not celebrate Halloween.

### **Chapel**

We feel one of the great things about having a Christian school is worshipping God together. CRCA has a chapel for our students every Monday at 8:05 am. Worship is led by Sean Edwards, our music team, and a Bible-based message. All parents are welcome to attend. Special chapels will be scheduled for

Grandparents, Pastors, Veterans, Thanksgiving, Christmas, Easter, etc., and the entire school will attend together.

### **Legal Requirements for Private Schools**

CRCA operates independently from the Colorado Department of Education but adheres to school attendance requirements, health standards, mandatory reporting of abuse, and any outlined issues for all non-public schools.

School districts and non-public schools must set their absence policies to ensure students receive the necessary instruction for the school year.

### **Visitor Policy**

CRCA requires that each visitor sign in and out at the office and wear a visitor badge on campus. The time and purpose of the visit must be documented. Please do not go directly to your child's classroom. Checking in at the office is an important part of our school safety protocol.

We do want parents to feel welcome in their child's classroom. At the same time, we may need to control the number of adults in the classroom, as this will often affect the classroom environment. Please schedule any visits with your child's teacher in advance so that we can encourage the success of all students.

### **Parent Volunteers**

To keep our tuition affordable for our families, we ask that each family volunteer to help in the classroom, as a room mom or dad, in the office, the lunchroom, or the playground. We understand that most parents are working, and we appreciate your effort to plan on helping at least 10 hours/semester. All family helpers who work with students must be background checked.

### **CRCA staff**

All CRCA staff has been background checked, trained and certified in CPR and First Aid and been trained in safety standards.

### **Emergency Procedures**

In the event we send children home early, the parent or guardian will be contacted using the phone number listed on the authorized pick up form. Emergency drills are conducted every month, including evacuation, shelter in place, lockdown, fire, and tornado. We reserve the right to close school for epidemics, facility problems, or if the majority of the staff is absent.

### **Mandatory Reporting**

Any staff member in a school who has reasonable cause to know or suspect that a child has been subjected to circumstances or conditions that would result in abuse or neglect must immediately report or cause a report of such fact to the **Colorado Child Abuse and Neglect Hotline**. All calls are confidential and will be routed to the county where the child resides. All callers will be able to speak with a representative 24 hours a day, every day.

To report any suspected child abuse or neglect contact:

Colorado Child Abuse and Neglect Hotline

Phone: 1-844-CO-4-KIDS or 1-844-264-5437

### **BASE (Before and After School Enrichment)**

CRCA offers before school care beginning at 7:00 am to 8:00 am and after school care until 5:30 pm. You must reserve space for your child through ParentsWeb by noon on the last Friday of the month for the next month's BASE program. You can email the office 24 hours in advance to see if there is a spot available. The cost for this program is \$8.00 per hour.

Our capacity for this program is eight students; if you have a last-minute need, you may check with the office for available space. If you are going to be late, please contact the office immediately by calling (720) 598-2722.

### **Snacks and lunch**

Students need to bring a healthy lunch, a water bottle (no sodas please) each day, and a nutritious snack (fruit, vegetables, etc.) to eat before morning recess. If a student forgets to bring lunch, we can provide an emergency lunch and charge your account \$2. To ensure that everyone has enough time to eat and enjoy lunch, please send food that does not need to be heated in the microwave. Due to severe allergies, we ask that you refrain from sending any nut products in your child's snack and lunches.

We will again offer a hot lunch program for families. This is a lunch provided by private food service. Parents will order this lunch online the day before the lunch is to be served. The details for this program will be shared right before school starts. We will not use the program if we can't get commitments from 25 families to use it on a semi-regular basis.

### **Birthdays**

Parents are welcome to bring a birthday treat to share with the entire class during snack or lunchtime. However, parents must let the classroom teacher know in advance. Due to the severity of specific allergies, please refrain from sending nut products. Healthy treats are the expectation.

Teachers and staff cannot distribute party invitations or give out student addresses, although parents or students may hand them out before or after school.

### **Transporting Children**

Parents are expected to provide transportation to and from school each day. If your child needs to be picked up early from school by someone besides yourself, please make sure that the person is on the emergency pick-up list.

### **Field Trips**

Parents will always be notified at least one full week in advance of any field trips. If the parent prefers that their child not attend, it is the parent's responsibility to make alternate arrangements for the child, and the student will be marked absent. Occasionally, your child's class may take a nature walk or participate in other special activities on or near the property. Parent volunteers may be asked to accompany the class on any trips. All children will participate in special events and activities unless

written notification is given to the teacher or office. Parents will be informed about any special activities.

Parents are always welcomed and encouraged to participate in any event, field trip, or special activity. Please communicate with the teacher if you wish to attend.

### **Drop-Off and Pick-Up Procedure**

Students in grades K-6 may be dropped off each morning at 7:45 am to 7:55 am at the front entrance (door A). After 7:55 am, the gate will be secured, and students will need to come to door J and the school office to receive a tardy slip. At the end of the day, students will be dismissed at 3:00 pm at the front door with teacher supervision to their pick up car. Late pick up fees apply for students in the elementary buildings also. Please be sure to contact the school office if you will be late.

At the beginning of the school year or when the child is first registered, the parent or guardian will complete an authorized pick up form. On this form, the parent will list all emergency contacts and all adults who are authorized to pick up the child. If there is any change to this list, the office must be notified in writing immediately.

An individual that has not been previously identified by the parent or guardian will not be allowed to pick up a child. If an unauthorized adult comes to pick up a child, the school office needs to be notified in writing in advance. If the office is not notified, the staff member will call the emergency contact number and request written authorization. The parent/person with custody needs to provide the office staff with the written permission of the name and phone number of the person who can be added to pick up or emergency contact sheet.

### **Inclement Weather Policy**

In the event of severe weather, we will follow the Douglas County School District communication for closures and delays. CRCA is closed if the Douglas County Castle View Feeder Area is closed. If the Douglas County Castle View Feeder Area is on a delay, we will start the specified amount of time later. If the Castle View Feeder Area is closed after the start of the day, parents or guardians are expected to immediately pick up their children after the closure has been announced. Parents and guardians will be notified if they do not arrive promptly.

To determine if CRCA is closed, you may:

- Call the Douglas County school weather hotline number at (303)387-7669 or check the DCSD website [www.dcsdK12.org](http://www.dcsdK12.org)
- Check the CRCA website
- Check your email
- Check your text messages

CRCA has both an indoor and outdoor play area available every day for our students for recess and gross motor development. Students will not use the outdoor play area if the following conditions exist:

- The temperature is 30 degrees Fahrenheit or below, including wind chill.
- There is visible precipitation.
- The temperature is 95 degrees Fahrenheit or above, including heat index and humidity.

Please dress your child appropriately for the weather conditions, including warm coats, boots, hats, and mittens or gloves. Make sure all items are labeled with the student's names.

## **Fundraising**

As a private school, fundraising is essential to have a quality school. We want to make tuition affordable to most families living in our region and support a tuition assistance/scholarship program. The following components of our school program benefit from our fundraising efforts as tuition alone will not cover all the costs.

- Tuition discounts
- Tuition assistance
- Quality administrators, teachers and support staff
- Facility costs
- Maintenance and operations
- Curriculum and supplies
- Licensing fees
- Teacher and staff training
- Technology
- Security
- School growth

### **Philosophy**

If we are to be successful in our mission as a school, then all the families at CRCA need to support our efforts to raise additional funds for the school. The staff at CRCA is building a structure for fundraising that features one significant event each quarter. Currently, we have two major fundraisers. The summer fundraiser is our charity golf tournament. The spring fundraiser is an annual gala called “Night Under the Stars.” This event can take on different looks but is basically a night for parents and guests to come to the school for entertainment, food, and opportunities to give to the school. The staff is working on developing fall and winter events. We will also have several smaller-scale functions that are focused on raising money for specific needs. Helping with fundraising is a responsibility of the entire CRCA family. Please support our efforts to equip all students to be transformational servant leaders.

Fundraising is more than just asking for money from the community. At its core, fundraising establishes positive relationships with community members, community businesses, local government, and local churches. We want those who choose to support CRCA to do so year in and year out. As we grow and build a K-12 comprehensive Christian school in Castle Rock, we want a symbiotic relationship between the school and the community. Our school will serve the community as the community supports the school.

### **Fundraising Categories**

#### **General Fund**

Most of the money we raise will go into our General Funds account. This helps support the items listed above. As a rule, tuition pays for 60-80% of our overall budget. The number varies depending upon class size. Although we philosophically believe in smaller class sizes, larger classes are more profitable than smaller classes.

## **Capital Fund**

This fund is for major expenses usually, but not always, associated with building, remodeling, or big-ticket purchases (a school bus, for example). At this point, CRCA will not have capital expenses.

## **Endowment Fund**

This is a fund established as an investment on behalf of the school. The school can use the interest earned on the account to help offset the funds used in the general budget. We plan to start an endowment fund sometime this year.

## **Sources**

Jagodowski, Stacy. "Private School Donations." ThoughtCo, Feb. 11, 2020, [thoughtco.com/private-school-donations-4106603](https://www.thoughtco.com/private-school-donations-4106603).

"The Tenets and Principles of a Fundraising Philosophy" from *The Artful Journey: Cultivating and Soliciting the Major Gift*. William Sturtevant  
<https://www.forthearths.org/sites/default/files/The%20Tenets%20and%20Principles%20of%20a%20Fundraising%20Philosophy.pdf>

## **DISCIPLINE**

Corlette Sande wrote a book titled "The Young Peacemaker: Teaching Students to Respond to Conflict in God's Way. The basic tenants of the book are outlined in her preface. The essence of our plan for discipline at CRCA is embedded in her words. I paraphrase her thoughts in the following paragraph.

God's word commands us to live at peace with others, and the Bible provides a roadmap by which we can carry out that task. If we teach children to respond to conflict with biblical principles, there is an opportunity to please and honor God, serve others, and grow to be like Christ. Conflict can be caused or aggravated by sin. As adults, we should use appropriate discipline to teach children self-control, proper behavior, and sinless attitudes. The most important skills of a peacemaker are repentance, confession, and forgiveness. These skills are focused on healing and reconciliation. Students must take responsibility for their wrongs, express sorrow, and commit to forgiveness just as God has forgiven them.

Our discipline plan's goal is to identify the issue and develop a plan that resolves the wrong behavior and reminds us that God always sees our hearts, always rewards, and always corrects the choices we make in life.

Our discipline policy will be successful as we work together as a team to raise our children "in the nurture and admonition of the Lord" Ephesians 6:4.

## **Bullying**

Bullying or intimidation is a written, oral, or physical action or gesture that a reasonable person under the circumstances should know will have the effect of harming a student or damaging his or her property or placing a student in reasonable fear of harm to his or her person or damage to his or her property, or that has the effect of insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student.

CRCA has high behavior standards. Bullying and intimidation of any kind will not be tolerated and must be promptly reported to the teacher or the Head of School.

## **ACADEMICS**

CRCA's academic goals are shaped by the personal intellectual abilities, creative powers, and established competencies that the students need, rather than by "subjects" as conventionally defined. Curricular decisions are guided by the aim of thorough student mastery and achievement rather than to merely cover content. Teachers are guided by student learning, and the simple rule of less is more means teachers work on the depth of an objective as opposed to coverage of multiple objectives.

CRCA teachers are focused on learning and experiences that allow students to make deep and meaningful connections. Teachers work hard to develop strong relationships with their students—this aids the teacher in their development of personalized learning plans. A teacher's practice will meet the needs of each and every student. The class size will be kept low to support the development of strong relationships

It is expected that each student comes to school ready to participate and engage in the learning process. It is the responsibility of the teacher to develop ways to empower students. This practice is critical to meaningful learning, deeper understanding, and the ability to defend their opinions, and the development of the Christian worldview.

Student progress will be assessed in a variety of methods. A typical assessment will be used as well as ongoing teacher observation, completion of projects, and relevant activities. Students' work will be shared with parents weekly and discussed in conferences held once a semester.

As is stated in our mission statement, teachers and parents should partner to help provide the best possible educational environment for students. The collaboration is a vital part of the learning process.

### **Grading**

Teachers are expected to conference with the parents of students in jeopardy of failing or those with a grade falling below their level of ability. Report cards are issued at the end of each quarter. Teachers update grades weekly, and parents have access to them through "ParentsWeb," via our school website. Parent-Teacher conferences are scheduled at the end of the first and third quarters (as needed). Report cards are official state documents. Any tampering with report cards is a serious offense that can lead to suspension/expulsion.

Depending on your child's grade, the following grading scale will be used for reporting grades. Please refer to your child's report card for more details.

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

## **Citizenship and Behavior Grade**

The following characteristics are important in a student's life as they mature and prepare for the future God has planned for them:

- Uses self-control
- Is courteous
- Is kind and respectful
- Respects self, others and property
- Listens when others talk
- Obedient
- Responds to correction
- Accepts responsibility
- Works diligently
- Participates in class
- Works independently

## **Maximizing Learning**

The learning experience students have in the classroom is directly impacted by two important variables: the teacher's instruction and the level of student engagement in the learning activities. Students who focus on their own learning experience a higher sense of accomplishment as well as the ability to use what they have learned. We encourage individual thinking and personal struggle to try and understand what is being taught.

## **Homework Policy**

CRCA recognizes that meaningful homework plays a role in a student's education. The right amount and right kind of homework helps to instill a positive attitude toward school and learning. Homework should help develop good study habits and character qualities such as responsibility, initiative, orderliness, and thoroughness. We believe that students learn in different ways and at different paces. When students are actively engaged in learning, they are most successful.

CRCA places a high value on family time. Homework should never be busy work or take several hours to complete. Depending on individual student ability and grade level, time spent on homework will vary. Daily averages of homework time will vary from class to class, dependent on grade and age. Please communicate with the teacher via email if students are struggling with homework assignments.

## **Parent's Role: Homework Facilitators**

- Be supportive. Provide time, place with minimal distractions, materials, and encouragement.
- Be aware of assignments and expectations.
- When appropriate, sign completed homework or incomplete homework stating the reason.

## **Library and Text Books**

Textbooks and library books are to be handled carefully. Lost books must be reported to the teacher immediately. A replacement fee will be charged for any excessive damage done to a book. If a book is not returned one week after parents have been notified, it will be considered lost, and the student will be charged a fee.

## **Technology**

Students in Kindergarten-6 grade will have opportunities to use technology to further enhance their education and to create relevant learning opportunities.

### **Internet User Agreement**

Castle Rock Christian Academy believes that the proper use of technology is a vital skill that today's students must learn and possess. As a result, we believe that an outline of a student's expected behavior is appropriate. Although CRCA will make use of appropriate firewall systems, it is the student's responsibility to abide by our program's policies and procedures. A student should strive to be a testimony for Jesus Christ both in person and on the Internet. The following conditions apply for the use of CRCA technology equipment and access to the Internet:

### **Student Expectations**

- Students will respect the privacy of themselves and others.
- Students will not post personal contact information about themselves or other people.
- Students will not use the CRCA network to bully, transmit threatening, obscene, or harassing materials in any way.
- Students will not send and receive personal emails.
- Students will not agree to meet with someone they have met online without their parent or guardian's approval.
- Students will immediately notify the teacher, the network administrator, or other school employees about any message received that is inappropriate or makes them feel uncomfortable.
- Students shall not intentionally use programs that damage or alter the software on the CRCA network. In addition, hacking, piracy, compromising network security, tampering with hardware or software, or vandalism of computer/technology equipment are serious offenses, which will result in a minimum of immediate suspension of all network privileges. Students will not download or install any software to any computer without the express permission and under the teacher and system administrator's direction. This includes software brought from home or other outside resources.
- Students will respect the legal protection provided by copyrights and licenses.
- All students should be aware that the inappropriate use of electronic information resources could violate local, state, and federal laws. Violations can and will lead to prosecution at the discretion of Castle Rock Christian Academy's or community, state, or federal authorities.
- The student's use of the CRCA computer network must be consistent with the schools' philosophy and mission.

### **Plagiarism and the Internet**

Plagiarism is taking ideas or writings from another person and offering them as your own. The student should let the readers know where the ideas from others come from. We will help our students learn how to do that when they are writing or expressing their thoughts.

The student and his/her parent(s) or guardian(s) must understand that student access to the CRCA

network is being developed to support the schools' educational responsibilities and mission. The specific conditions and services being offered will change from time to time. CRCA makes no guarantee that the functions or the services provided by or through the network or Internet will be error-free or without defect.

### **Television and Video Viewing**

On occasion, a teacher may use a video to complement the lesson. The videos used will be age appropriate and rated "G" for general audiences.

### **Special Classes**

CRCA is committed to providing a well rounded and meaningful education. As a result, there are several special classes given to students. These classes include music, art, PE, discipleship, and Spanish. Other options could include leadership, technology, and library time.

PE is an integral part of our program for all students from K-6 grade. PE is scheduled up to twice a week. If, because of recent illness, you don't want your child to participate in PE, please send a note stating the reason for non-participation. Only written exemptions are granted. Inappropriate outdoor wear will not exempt a child from PE if it is held outside. The purpose of PE is for overall health, movement, and understanding of the principles of sportsmanship and teamwork. Students who desire a higher level of competition will be encouraged to participate in after school or community sports programs. Students are expected to be prepared for PE by wearing appropriate clothing and shoes on scheduled PE days.

## **TUITION AND FEES**

All tuition is paid through FACTS, our tuition management program. Reimbursement is not given for snow days or student absences due to illness, vacations, etc. A non-refundable registration fee of \$300 for half-day Kindergarten through full-day Kindergarten-6th grade is due at the time of enrollment to ensure your child's space in our school.

Tuition is payable in 10 monthly installments for parents' convenience. Discounts are given for semi-annual and annual payments. We also have discounts for pastors' children, multiple students, and full-time Christian ministry.

Tuition for the 2020-2021 school year is \$6300. The ½ day kindergarten is \$4500 for the year.

We appreciate your keeping your tuition and BASE accounts current. If your account lapses past 60 days, we will ask you to keep your student at home until you can make arrangements with our Business Office for payment.

### **Discounts**

There are several discounts available regarding tuition. If you have more than one child at school, we give a 10% discount on each additional student. If you pay the entire tuition fee at the beginning of the year, there is also a 10% discount.

## **Tuition Assistance**

During the enrollment process, there is a section called FACTS for parents to set up their payment schedule for the year. If you desire tuition assistance, there is a place in FACTS to enter some financial data from your tax returns. From this information, the amount of tuition assistance is determined.

## **Contributions**

For those interested in donating to the school, Castle Rock Christian Academy is a part of an official non-profit, tax-exempt, 501 (c)(3) organization and will provide a tax-deductible receipt in the name of the donor. For non-cash items, CRCA will provide an official letter stating the item(s) received. The IRS asks donors to be responsible for assessing the fair market value of the donated item(s).

## **DRESS CODE**

There is an expectation at CRCA that student dress and grooming be neat, clean, and in keeping with a biblical worldview. Each student shares the responsibility of promoting a positive, healthy, and safe atmosphere within the school. The dress and uniform code apply to all students during school hours and school-sponsored activities held in or out of the school building.

### **Uniform Policy**

We believe that uniforms create a positive image for students and the school. Thus, school uniforms are expected to fit each student properly, be clean, and cannot vary from the identified style and color choices. Students are expected to present themselves in a neat, clean, and honorable manner at all times.

A safe and secure learning environment is a requirement for a high performing school. Implementing a school uniform policy helps promote respect for oneself and others, minimize troublesome behavior, and allow for the identification of intruders if necessary.

We believe that school uniforms promote a sense of pride in our academy and unity amongst students. While the school may designate non-uniform days, such decisions will be made by the school administration. Alternative dress requirements for such days will be communicated with parents in advance.

CRCA offers a give-and-take box of clean, lightly worn uniforms. Please donate your unused or outgrown uniforms here to allow others to use them. Any parent is welcome to come and take clothes from here for their student's to use.

CRCA works in conjunction with Lands End for families to purchase uniforms with our logo. Spirit t-shirts may be worn on Fridays. Parents may also purchase non-logo shirts, pants, skirts, polo dresses from any store. Colors of these items must match the schemes detailed below.

### **Pants & shorts**

- Solid tan-colored khaki or black
- No more than one size larger than the waist
- Worn at the waist

- No cuffs in pant legs
- No colored jeans

### **Shorts/Skirts/Polo Dress**

- Solid tan-colored khaki, grey or black
- No more than one size larger than the waist
- Worn at the waist
- Must be no more than 3" above the middle of the knee (exception is the skirt)
- Shorts must be worn underneath all skirts and jumpers for all students
- Leggings, tights or shorts may be worn under skirts and jumpers and must be a solid black, white, grey, or tan (no patterns)
- A polo dress may also be ordered from Land's End with the logo or purchased anywhere without a logo.

### **Shirts**

- Polo-style solid short or long sleeve shirts in black, grey, and white
- Sleeveless polo shirts of any kind are not approved
- All shirts should fit appropriately and not be more than one size larger than the student's body size
- No bare waists, midriffs, barebacks, knotted t-shirts, or low necklines permitted
- Undershirts, if worn, must be solid white, grey, or black. If necessary, students may wear a solid, long sleeve shirt underneath the polo. These shirts must be white, grey, or black without any writing on the sleeves
- No hats may be worn at school except winter caps only worn outside

### **Shoes**

- Closed-toe shoes including athletic shoes, leather shoes, and boots are all acceptable
- No flip-flops of any kind will be permitted
- Athletic shoes must be worn for physical education classes
- Socks must be worn at all times

### **Hoodies & Jackets**

- Only black or grey hoodies with the CRCA logo may be worn to school.
- Hoods may not be worn inside.
- Jackets or coats should only be worn outside the building.

### **Accessories and Grooming**

- Please use sound judgment when helping your child accessorize their uniform.
- Hair should be neatly groomed and reflect moderate style and color. Unnatural colors and striping are not allowed. Boys' hair should be off the collar, off the eyebrows and not below the earlobe. The school reserves the right to require changes in hairstyle as deemed necessary.
- Students grades K-6, will not wear makeup at school unless it is for a school program.

## **PERSONAL POSSESSIONS**

Parents are encouraged to leave children's possessions at home. Whenever any personal item is brought to school (i.e., backpacks, water bottles, coats, hats, gloves, etc.), that item needs to be clearly labeled with the child's name in permanent marker. Kindergarten students for the coats and backpacks.

Toys (stuffed animals, fidget spinners, theme cards, etc.) and personal sports equipment brought to the school could easily be lost or cause a distraction for other students. If a child needs to bring an item for show and share, etc., please let your teacher know.

If there is a reason to bring money to the school, it needs to be in an envelope and clearly labeled with the child's name. This envelope needs to be given to the teacher for safekeeping.

### **Audio Devices**

Please do not bring earphones, iPods, MP3's, gaming devices, Apple watches, or any other device of this nature unless needed for a class assignment. These materials will be confiscated if brought to school. A parent will need to be present for it to be returned. These items are also not allowed on field trips.

### **Cell Phones**

Students may bring phones to contact parents before and after school only. If cell phones are brought to school, they cannot be visible or used during class time. They will be confiscated, and a parent will need to be present for it to be returned. If you need to contact your student during the school day, please call the school number, and we will get a message to them. Students cannot have apple watches, or like devices on their body, they must be kept in their backpack.

### **Lost and Found**

Parents are asked to write their child's first and last names clearly and permanently on all clothing and belongings. Lost articles can be claimed from the cabinet marked "Lost and Found" inside the North doorway of the preschool wing. Unclaimed items will be donated to charity.

# ACKNOWLEDGEMENT FORM

## Acknowledgement of Receipt of Student/Parent Handbook and Parental Support

My signature indicates that I have received a copy of the 2020-21 Family Handbook and am supportive of the guidelines detailed within. This Handbook is a guideline of best practices and procedures that will help ensure a successful year for my student/s. I also acknowledge that I am sending my student(s) to school during a pandemic and know the school administration is working to provide a safe environment and create the best possible learning conditions for my student(s).

\_\_\_\_\_ and our family.  
(name/s)

I understand if I have any questions, I may contact the Head of School.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

*Thank you for your support and help in making this a successful school year!*

***Return this form on the First Day of School***