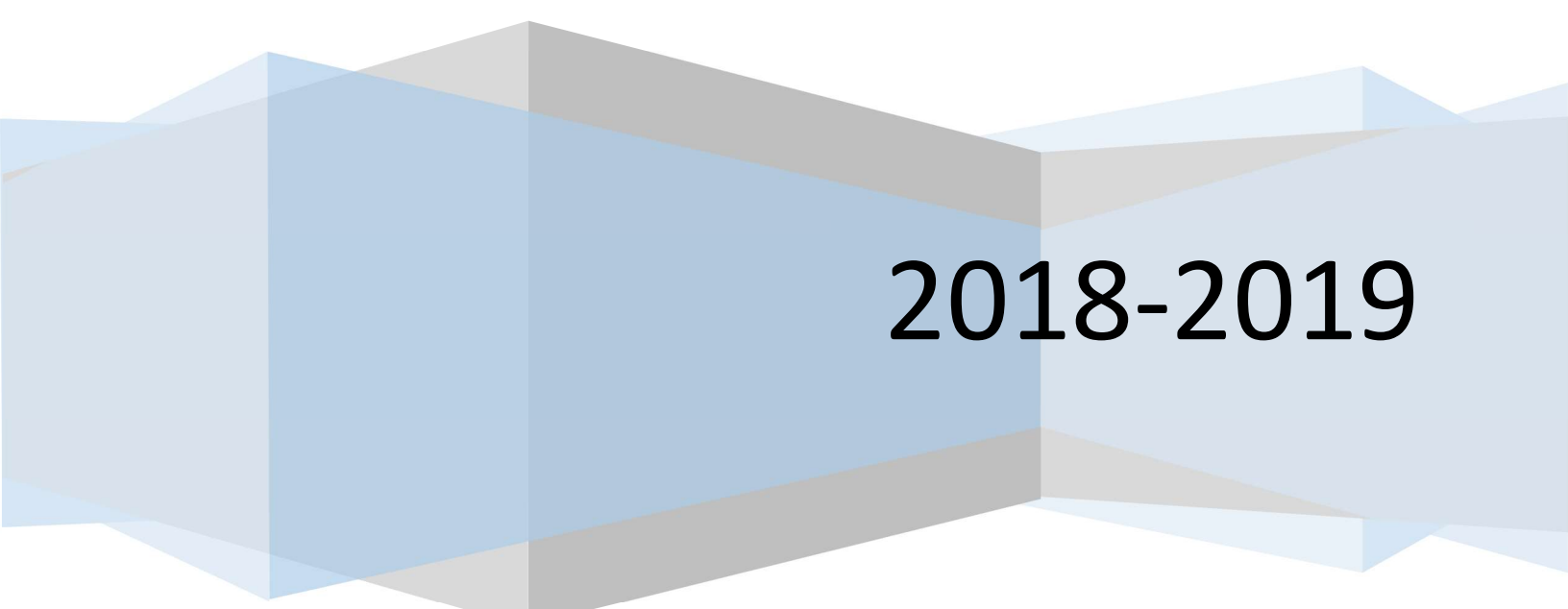


Canon Christian Academy Handbook

Love Truth Live Boldly



2018-2019

General Information

Location

Canon Christian Academy
2951 E Us Highway 50
Canon City, CO 81212

Vision

We exist to equip future generations to magnify Jesus Christ by teaching them to love, seek, and obey God's truth and to live courageously in an increasingly dark culture.

Mission

Our mission is to be a school that, by the grace of God, partners with the church and the home to train our students:

- To love God and the Gospel
- To understand, acknowledge, believe and be shaped by the authority, inerrancy, and sufficiency of God's Word
- To understand the big picture of what God is doing in the world
- To learn to think well
- To be men and women of deep conviction
- To be men and women whose hearts, souls, imaginations and affections are stirred by what is truly wondrous and glorious – who are not satisfied with the trivialities of life
- To live lives of genuine holiness and integrity
- To understand that their work is an important part of their calling
- To be other centered and compassionate
- To have a deep concern for the lost
- To be competent in whatever field of work they choose to pursue by giving them a thorough, proficient, and robust education so that they are equipped to do excellent work for the glory of God

Doctrine and Belief

We are a ministry of the Skyline Mennonite Church which is a member of the Biblical Mennonite Alliance. We adhere to the [1963 Mennonite Confession of Faith](#) and in regard to gender and sexuality we concur with the [Danvers Statement on Biblical Manhood and Womanhood](#).

Because of our belief that the Bible is the authoritative and inerrant Word of God, and that it teaches that any sexual activity outside the bounds of marriage is wrong, and that its definition of marriage is that of one man and one woman covenanted to one another for life, we believe that any such sexual activity (that which falls outside this definition of marriage) is immoral. These activities include, but are not limited to: homosexuality, bisexuality, transexuality, premarital sex, incest, polygamy, transvestism, fornication, adultery, and prostitution. We believe that any

CANON CHRISTIAN ACADEMY HANDBOOK

and all of these acts and/or lifestyles are immoral. We will not admit students or hire staff that practice these acts, and any staff or students that become involved in these acts are subject to dismissal. However, we will teach and train our staff and students to acknowledge the image of God (Imago Dei) that is extrinsically present in every human being, and to love even those that live lives of sexual immorality. We believe that it is possible to acknowledge and honor the dignity of every individual's humanity while at the same time not approving of and/or agreeing with actions that some of these individuals may deem to be right and good.

Organizational Structure

The school is operated under the following chain of authority.

1. Skyline Mennonite Church
2. School Board
3. Administrator

Admission and Finances

Admissions Policy

- A. Canon Christian Academy admits students of any race to all rights, privileges, programs, and activities generally made available to all students. CCA practices a Christ-centered philosophy of admissions, not discriminating on the basis of race, sex, color, and national or ethnic origin in the administration of its policies, admissions, athletics, and other school-directed programs.
- B. Admission requirements
 1. Age - First graders must be six years old by September 30th before entering school.
 2. Immunization - In accordance with the laws of the State of Colorado all students must have or be in the process of having legally required immunizations. Exemptions are given, however, on the basis of medical, religious, or personal reasons. Parents will be responsible to bring the proper documentation if they choose to opt out of any of the normally required immunizations.
 3. Records - CCA requires that parents submit or have sent to CCA records of their child(ren)'s immunizations and copies of all past school records.
 4. Application - Parents who wish to enroll their child(ren) in CCA must fill out an application for admission. In making application for enrollment, parents commit to thoroughly acquaint themselves with the school handbook.
 5. Late admissions - Parents who wish to enroll students after the beginning of the school year will need to contact CCA administration. Late enrollments will be allowed on a case-by-case basis.
- C. Admissions procedure
 1. Read the handbook in its entirety
 2. Fill out and submit an application for admission along with requested records
 3. Come to the school for an interview
 4. Wait for notification of acceptance
 5. Submit medical records

Tuition

Schedules for payments will be worked out with the school board.

1. The school reserves the right to withhold report cards and transfer of academic records until delinquent tuition is paid in full. In addition, no senior student will be permitted to participate in graduation exercises or receive a diploma unless the family's financial obligations to the school are current or other arrangements have been made with the school board.
2. All unpaid tuition must be paid in full before beginning a new school year, unless other arrangements have been made with the school board.
3. The tuition charged does not cover the cost of education. What tuition does not cover must be supplied by parents and friends of the school through donations and fund-raising. All gifts are tax-deductible.
4. Receipts for donations will be given when the donor specifically asks for a receipt at the time of the donation.

School Hours and Closings

School Day

A normal school day (Mon. – Thurs.) begins at 8:30 AM and ends at 3:00 PM. Fridays will start at 8:30 and last till 12:30 PM.

Dismissal on half-days will be at 12:00 PM, unless otherwise noted on the calendar or in a notice sent home to patrons.

Arrival Time

Status

8:25 AM	Report to Homeroom
8:30 AM	School Begins
8:30 – 10:30 AM	Tardy
10:30 AM – 12:00 PM	½ Day Absent

Departure Time

Status

8:30 – 10:30 AM	Absent Full Day
10:30 AM – 12:00 PM	½ Day Absent
12:00 – 3:00 PM	Full Day Attendance

School Closings

Any school closing, delay, or early dismissal will be announced to parents via phone call or text message.

Attendance Requirements

Colorado State Law requires school attendance until the age of seventeen (17). Attendance is required of all students who are enrolled at CCA unless illness or emergency prevents attendance.

The following is a list of excused and unexcused absences. (Please be advised that this list is not necessarily comprehensive)

Unexcused absences – Unapproved family trips, personal trips, staying home to be with visiting friends or family, jobs, hobbies, family functions, needed at home, babysitting, need for sleep, bad mood, animosity toward fellow students or teachers, and any unverified absence.

Excused absences – Approved family trips (this will require the parents to contact the teacher two weeks before departure to devise a lesson plan), sickness (parents must inform teachers of this and a doctor’s note may be necessary for extended absences due to sickness), family emergencies, funerals, and approved ministry trips.

If a student has 10 unexcused absences during a year they will be considered truant and dismissed from school.

If your child is planning to be absent for a reason other than those described above please contact the school to see if it is considered an unexcused absence.

Academics

State Recognition

Any child attending Canon Christian Academy is recognized by the State of Colorado as a full time student. CCA is registered with the State of Colorado, but is not accredited at this time.

Report Cards

The school year consists of two semesters; each semester consists of two 9-week marking periods. Report cards are issued every nine weeks. The following systems may be used to communicate student progress. Circumstances determine which system is used.

A+ 98-100	O = Outstanding
A 93-97	S = Satisfactory
A- 90-92	N = Needs improvement

CANON CHRISTIAN ACADEMY HANDBOOK

B+ 88-89	U = Unsatisfactory
B 83-87	
B- 80-82	
C+ 78-79	
C 73-77	
C- 70-72	
D+ 68-69	
D 63-67	
D- 60-62	
F 59 or Below	

Graduation Requirements

Canon Christian Academy, requires twenty-four (24) credits for graduation. Students entering high school as freshmen must take the following to graduate:

4 credits	English
4 credits	Social Studies
3 credits	Math
3 credits	Science
3 credits	Bible
2 credits	Phys. Ed
2 credits	Music
½ credit	Public Speaking
2 ½ credits	Other Electives

General Policies

Parental Involvement

1. The parent's relationship with the school is an important factor in the educational development of the child. This relationship is most effective when the teaching and discipline of the parents and teachers are in harmony.
2. Read the handbook and facilitate compliance. Talk to your child about all areas that pertain to his responsibilities as a student at CCA in terms he can understand.
3. We expect all parents to attend the Parent Orientation and Parent Teacher Assemblies. We encourage attendance at other school functions.
4. Regular pupil attendance: Vacations should be scheduled during school holidays as much as possible.

CANON CHRISTIAN ACADEMY HANDBOOK

5. Students who are out of school for significant periods of time will be considered absent unless a prior education plan has been submitted.

Student Driver Policy

Being a student driver at CCA is a privilege. This privilege will be granted only as long as the following guidelines are met:

1. Student drivers should arrive by 8:25 AM and park in a neat and orderly fashion in the spot designated for Student drivers.
2. Student drivers are responsible for being in homeroom by 8:30 AM. If a student is tardy five (5) times, he will lose his driving privileges for one (1) week. After being tardy ten (10) times, he will lose his driving privileges for two (2) weeks. After being tardy fifteen (15) times, he will lose his driving privilege for the remainder of the school year.
3. There should be no loitering in or around vehicles.
4. Vehicles may not be entered or moved before the end of the school day without administrative permission.
5. Observe speed limits that have been posted by the Abbey.

Use of Facilities and Equipment

Physical facilities play an important role in the functioning of our school. For this reason, it is necessary to use and maintain them wisely and carefully. Certain policies should be observed in an effort to preserve the usefulness of our facilities.

- School buildings, furniture, books, and equipment (including bulletin boards) are not the property of the student and should not be defaced in any way or used for any purpose other than intended. Students shall pay for any property that they break or damage.
- Students are responsible to turn in their textbooks at the end of the school year in good condition.
- Furniture or equipment may not be removed from its proper place without permission from the teacher.
- Trash of any kind shall be disposed in the proper places and should never be left outside the school buildings or in desks.
- Adjustment of windows, lights, shades, and heat is the responsibility of the teacher.
- Athletic equipment shall be used only for those purposes for which it was designated.

Telephone Use

Students may receive phone calls only from a parent or employer. Students must have a valid reason and receive permission from their teacher before making phone calls. Cell phones may not be used at school and should not be brought into the building. Should a student bring a cell phone into the building without dropping it off at the office, it will be taken by the administration for that day.

Emergency Drills

Emergency drills may be held at any time during the school year. When a drill is announced, all students will immediately rise and follow the instructions of the teacher. Students must walk single file and they are expected to refrain from talking, pushing, or running. Each teacher will be with his group. At the end of the drill, all students shall return to class without delay.

Visitors to the School

1. Parents and interested adults are welcomed and encouraged to visit.
2. Children
 - a. Length or frequency of visits by children of school age will be at the discretion of the principal, but typically visits should not be more than half a day.
 - b. Visitors in Grade 1 & 2 are required to be accompanied by an adult.
3. Visitors must meet all behavioral regulations of CCA. Visitors must check in with the school office as soon as they arrive.

Miscellaneous

Class Trips

Class trips are an important educational element since they can extend a student's knowledge well beyond the limit of the classroom. Class trips are primarily educational and/or mission-oriented and will include appreciation for nature, educational opportunities, and/or opportunities for Christian service.

No MP3 players, iPods, iPads, etc. with or without headphones will be allowed on class trips.

Student Bibles

All students in grades 1–12 are required to have the King James Bible (Old and New Testament)

Student Yearbook

The annual school yearbook seeks to capture, by photo and description, experiences that were representative of school life in a given year. It will aim to remind students of the high standards of faith which they were taught at school. The yearbook committee consists of high school students (selected by the faculty) and a supervising teacher.

Special School Activities

Uniforms will be required for school activities including field trips and track and field day. Exceptions to this are multi-day field trips and the trash-a-thon. Other exceptions may be made at the discretion of teachers in consultation with the administrator.

Student Conduct

Overview

Students are required to behave in accordance with Christian principles as set forth in this handbook. Older students are expected to provide a Christ-like example for younger students. CCA requires that students conform their behavior to the admonition of I Timothy 4:12: “Let no one look down on your youthfulness, but in speech, conduct, love, faith and purity, show yourself an example of those who believe” (NASB).

The purpose of the school is to assist the parents and the church in the Christian training and nurture of their children. To fulfill this purpose, we submit the following standards for admission:

1. Students shall be truthful, obedient, respectful, courteous, kind, and honest. The express purpose of Canon Christian Academy is to disciple our students in Christ-likeness and aid them in becoming men and women of courage, conviction, and integrity.
 - a. Students shall show a friendly Christian attitude toward all fellow students, all CCA personnel, and visitors.
 - b. Students shall be courteous as is becoming to ladies and gentlemen.
 - c. Students shall refrain from boyfriend / girlfriend relationships and from all cliques.
 - d. Students shall show good conduct in group activities by:
 - 1) Being a good loser in games
 - 2) Not criticizing decisions made in games
 - 3) Being considerate of those with less talent or ability
 - e. Students shall show tolerance to others by not ridiculing other students.
 - f. Cell phones must be turned into the administrator during the day.
 - g. Students may not loiter in halls or restrooms; halls must be quiet.
 - h. Any books, magazines, or other reading material brought to school are subject to approval or confiscation by school personnel.
 - i. Prescription medications of any kind are to be brought on campus only with an accompanying note from parent or guardian.
 - j. Students will address teachers with the formal title –Mr., Miss, or Mrs. (whichever is appropriate) – unless a teacher instructs students otherwise.
 - k. Under no circumstances shall students leave the campus during school hours without permission of the homeroom teacher and the administration.
 1. Gum chewing is forbidden on school grounds.
2. The following are viewed as unacceptable behavior: disrespect, lying, cheating, profanity, filthy talking, stealing, destructiveness, fighting, and use of

CANON CHRISTIAN ACADEMY HANDBOOK

inappropriate reading materials. Students who persist in these unacceptable behaviors may be placed on probation or suspended from school.

3. Any substance abuse (smoking, drinking, or misuse of drugs) or immoral sexual behavior, in or out of school, may result in probation, suspension, or permanent dismissal.

Cultural Influences

CCA maintains the position that the majority of TV programming as well as the movie, music, and video industries present values which conflict with Christian principles. We will endeavor to foster a school culture that does not glorify the corruption of Hollywood and its contemporaries. We will seek to avoid conversations that promote movies, music, games, and programming that are immoral.

Dress Code

Bottom

- Solid dark blue
- denim is okay
- Girls must wear skirts
- Jumpers or dresses will be allowed as well, in the school colors, as long as they are modest
- Girls may wear skorts for P.E. and athletic activities like skating and track and field, but they may not be worn during normal school hours or on non-athletic class trips.
- Guys may wear sweats or gym pants for P.E. and athletic activities like skating and track and field, but they may not be worn during normal school hours or on non-athletic class trips.
- Skorts and skirts need to be below the knees
- We are also suggesting shorts be worn under the skirts at all times, especially for younger students

Top

- Red or White Polo Shirts
- Sweat shirts, pullovers, and jackets need to be solid school colors. Very small logos (less than 2 inches) are allowed.
- For the girls button down sweaters are an option for winter time, but, again, solid school colors.
- During PE or athletic activities like skating or track and field, school t-shirts may be worn in place of uniform tops
- Hats may not be worn during study hours without permission. They may be worn after school and during break time or PE.
- Students are allowed to change out of their uniforms once they have been dismissed for the day.

One school t-shirt will be provided to each student each year. More will be available for purchase.

CANON CHRISTIAN ACADEMY HANDBOOK

If you are unsure whether an article of clothing meets uniform expectations, please ask the administrator before wearing it.

If a student violates the school dress code they will be given a warning. A second infraction will result in being placed in the yellow level of the Discipline Protocol.

Multimedia Technology

Parents are encouraged to understand the potentially negative effects of the ever changing technology and use of technology such as the internet, social media, cell phones, hand held devices, and video games. Although modern technology has its advantages and brings many opportunities, we believe that it also has the potential to be a hindrance to healthy relationships and gives increased temptations toward immorality. The potential it brings for careless words, unhealthy communication, misunderstanding, immorality, addiction, dependency, the neglect of real genuine face to face relationships, and the appreciation of natural beauty can inhibit human flourishing. At CCA we will work against these negative influences.

Canon Christian Academy reserves the right to take disciplinary action against students who use social media or text messaging in order to undermine, criticize, deface, or otherwise demean CCA, its faculty, its board members, or its students.

Discipline Policy

Canon Christian Academy will proactively strive to foster a positive attitude toward learning and authority in the classroom and on the playing field. Negativity toward teachers, staff, the school, and learning in general, will not be tolerated.

Attendance at Canon Christian Academy is a **privilege**. Students who prove to be unworkable, uncooperative, or who infect the school with a negative attitude will be temporarily suspended or dismissed permanently from school.

We will adhere to the following discipline policy:

1. Individual teachers will be given the responsibility to implement the discipline procedures that they deem best to keep order in their classes/classrooms.
2. These procedures may include but are not limited to the rescinding of break time or other privileges, extra work and/or responsibilities given to students, cleaning up or repairing school grounds and/or property, or instructing the student to sit quietly at his/her desk with their head down.
3. More serious infractions will lead to the student being placed in CCA's discipline protocol (see below).
4. If a serious incident occurs the teacher who primarily dealt with the student during the incident is strongly encouraged to contact the father of the child before the child gets home.
5. Teachers are encouraged to keep their discipline procedures simple and relevant to the type of infraction that is being addressed.

6. Discipline procedures will not be demeaning to the dignity of the child.
7. Corporal punishment will not be administered on the property of Canon Christian Academy.

CCA Discipline Protocol

General Process

1. The following serious infractions should immediately be brought to the attention of the board and will incur an automatic suspension:
 - a. Insubordination or defiance of a teacher's authority
 - b. Bullying or violent behavior towards teachers or fellow students
 - c. Self-exposure, lewd or indecent behavior
 - d. Possession or use of drug, alcohol, or pornographic material
2. Teachers will administer their own warning and discipline system for minor infractions of the student code of conduct. If warnings, mild discipline, and more serious penalties are ineffective, the teacher will place the student in the CCA Discipline Protocol (DP).
3. The DP consists of two levels, yellow and red. In the yellow level, the student will receive a series of slips which he will then take to be signed by parents and the principal and return to the supervising teacher to be placed in his file:
 - a. The Warning slip informs the parents and the principal of the infraction and that the student is now in the yellow level.
 - b. The Parent Conference slip. Informs the parents and the principal that the teacher will consult with the parents to devise an appropriate discipline.
 - c. The Principal Intervention slip. Informs the parents that the principal will contact them to set up a disciplinary intervention plan and that the student is now in the red level.
4. At the yellow level, a student who complies for thirty days is released from the DP.
5. The red level follows the same process as the yellow. But at any point when a student is in the red level, the principal may request the intervention of the board. Three red slips will result in an automatic referral to the board for further discipline, which may include suspension or dismissal.
6. The teacher in consultation with the principal retains the freedom to skip levels in the process if necessary. Likewise, the principal, in consultation with the board, retains the freedom to skip levels as necessary.

Parent's Responsibility

Parent Teacher Conferences and Assemblies

There will be one scheduled parent teacher conference per family held each year. These meetings are to encourage openness between parents and teachers regarding their child's study habits, behavior, workability, etc. It is also a time when parents may give suggestions, respectful concerns, and/or ideas that they may have. These are individual face to face meetings with the teacher, in which both parents are encouraged to attend. Parents will be expected to make an appointment with their student's teacher(s) directly after school hours during the month of November. There will also be a time for them to meet briefly with the administrator.

Because we only schedule one per year, parents are encouraged to call for and schedule parent-teacher conferences throughout the year any time they feel it may be necessary.

Parent teacher assemblies will be scheduled twice throughout the school year. They will be held soon after the end of the second and third quarters.

Parent teacher assemblies function for the promotion of the following objectives:

- To increase the parents' understanding of the school program (goals, visions, concerns, challenges, etc)
- To provide a time for parents and teachers to gain professional help through resource persons and other media.
- To develop unified goals and strategies for the benefit of the students.

They will be planned by the teachers with the oversight of the school board and welcome input and/or ideas from the parents.

Communication

Parents should feel free to contact the school any time they have a question. If a question arises, parents should speak to the faculty member involved. The CCA faculty shall not discuss school matters with anyone who is not part of the problem or part of the solution. Parents shall endeavor to resolve any grievances with the faculty member involved before taking that grievance to the administrator, board member, or a third party. Parents should help the school faculty be at their best when in the classroom. Difficulties or problems should be discussed after the school day and not before or during the school day.

You, as parents, have one of the most important roles in your child's education. Your attitude and involvement will often affect your child's success and the success of the school. The school cannot operate without your support in work and prayer and for this reason we challenge all parents to make the following commitments:

1. I will earnestly pray for Canon Christian Academy
2. I will cooperate fully in the educational functions of CCA, doing my best to make Christian education effective in the life of my child that he may love and serve the Lord Jesus Christ in all of his life.
3. I will pay all of my financial obligations to CCA on or before the due date. If I am ever

- unable to pay on time, I will notify the Board Treasurer in advance.
4. I will support the school by gifts in addition to my tuition payments and fees, as the Lord enables.
 5. I will undertake the volunteer duties and responsibilities for CCA as opportunities arise and as God provides time and strength.
 6. I will recommend CCA to other people as opportunities arise.
 7. I will attend meetings and parent functions of the school regularly.
 8. If I become dissatisfied with the school in any respect, I will seek to resolve the matter with the teacher or staff member involved rather than begin to speak criticism or hold a negative attitude in my heart. I won't criticize rules or guidelines that are established by the school, because this destroys the authority of the school and limits the help the school can give my children. I will seek to apply Matthew 18 in all situations.
 9. I will seek the advancement of CCA in all areas – spiritually, academically, and physically. As a CCA parent, I recognize it is my privilege and responsibility to strive toward observance of this as God enables me by the power of the Holy Spirit.

Home School Services

Relationship to Home School Families

We recognize homeschooling as a viable alternative to traditional classroom schools, realizing that (1) there is no “perfect” way to educate our children (2) both have their advantages and disadvantages and (3) there are many opinions on the matter. We will work against the tensions that often spring up between these two methods. We see these tensions a threat to the well-being of our church community, our school, and our children. We will endeavor to keep the big picture of the overall good of our children and their education in the forefront of our minds.

We will gladly partner with homeschool families in the area to help further diversify their education and give them the opportunity to interact with a larger community of students for classes and activities that lend themselves to greater numbers.

We do ask, however, that homeschool families who wish to participate in school activities also recognize the importance of supporting and contributing to the school in meaningful ways. There will be financial obligations required to participate in the school's activities.

Home school Services offered

We welcome homeschoolers in grades K-8 to participate in P.E., music class, school skating, and major field trips.

We welcome high school level homeschoolers to participate in all teacher available classes. (In other words classes that have a live teacher and not video, internet, or some other individualized method) These classes include but may not be limited to: Bible, various levels of math, history,

CANON CHRISTIAN ACADEMY HANDBOOK

grammar, P.E., music, and literature. These classes will be done on our schedule and participating students will be expected to arrive on time and participate fully in the class.

Homeschoolers who are enrolled in P.E. will be invited to participate in our annual track and field day at the end of the school year.

Homeschoolers who participate in music will be invited to participate in any programs that are given.

Quarterly report cards will be issued to homeschool participants and transcripts will be kept on record.

Homeschool parents are welcome to attend parent teacher assemblies, end of school year picnics, and beginning of school year celebrations.

Expectations

Homeschoolers who attend these classes and/or events will be expected to comply with uniform policies and behavioral expectations. Failure to cooperate could result in dismissal from the program.

Homeschool students should not arrive at the school more than 10 minutes before their class begins unless prior arrangements have been made. When students arrive they must proceed to their respective classroom and wait for the class to begin. Keep in mind that school is often in session when homeschoolers arrive, and the halls and classrooms must be kept quiet.

Cost

The cost for homeschoolers is \$300 per credit, per year, per student. Half credit classes are \$150 per class per year per student.

The cost for field trips will vary depending on the cost of the trip.