CORNING CHRISTIAN ACADEMY
LITTLE LAMBS PRESCHOOL

11 Aisne Street Corning, New York 14830
607-962-4220 t 607-962-4410 f

Welcome!

Thank you for your interest in the educational opportunities available at Corning Christian Academy. A decision to explore a private Christian education is one that could have a profound impact on your family's life.

Corning Christian Academy is on mission to raise leaders by equipping students of all ages with faith, knowledge, and wisdom to advance the Kingdom of God through the vocations and avocations for which they are called. We strive to build a strong academic and spiritual foundation in the lives of our students by providing excellence in an innovative, Biblically-based environment that nurtures spiritual, mental, social and physical growth. We are a college preparatory program currently serving more than 120 students in preschool through twelfth grade. The elementary school develops and builds fundamental academic skills using Christian curriculum from publishers such as A Beka and BJU Press. The junior and senior high reinforce and expand these skills as students continue to pursue knowledge and solidify their Biblical worldview. Our students are prepared to begin college level courses in their junior and senior years, if they choose, and to pursue higher education once they graduate from our school.

Enclosed you will find information about our school that will help you to make that decision. If you have any additional questions, please feel free to contact me at 607-962-4220.

I am anticipating a great school year and will count it a privilege to serve your child(ren) here at Corning Christian Academy.

God's Blessings,

kunderwood

Keila Underwood
Administrator

Corning Christian Academy admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available in our school.

About CCA

Our Mission

The mission of CCA is to raise leaders by equipping students of all ages with faith, knowledge, and wisdom to advance the Kingdom of God through the vocations and avocations for which they are called.

Preschool – Little Lambs

- Little Lambs 3 & 4 year old
- Present enrollment of 40 students
- 6 full-time and 2 part-time faculty
- After-school extended learning program

Elementary School

- Grades Kindergarten – 5th
- Self-contained classrooms
- Computer lab
- Additional weekly instruction provided in P.E., music, art, computer, and library
- After-school extended learning program

Our goal is to provide a strong academic education in a nurturing Christian environment. We have faculty and staff that are dedicated to Christian education to accomplish that goal. The faculty, staff, and administration of CCA are here to support you. We want you to see our role not just as educators and professionals but as family.

Secondary School

- Middle School 6th-8th
- High School 9th-12th

Corning Christian Academy's secondary program equips students with the knowledge, skills and motivation to prepare them for further education and successful employment. We understand that this is a crucial time in a student's life and the tremendous transition that takes place from a child to that of a young adult. Our staff constantly strives to enable each student to become the leaders for the 21st century. Students are nurtured in a safe environment emphasizing principles, academics, and personal excellence.

We strongly believe and encourage each student to explore and exercise their gifts and talents by useful involvement in their school and community. We appreciate the opportunity to be a part of each student's life and are excited about what God is doing at CCA. Go Lions!

Secondary Extracurricular

An elected student council gives students opportunities for leadership and interaction with peers, faculty, and administration. Students are involved in athletics, ministry team, chapel presentations, ministry outreach, mission opportunities, and yearbook. Students compete in soccer (boys and girls), basketball (boys and girls), and volleyball (boys and girls).

The School

The Christian Learning Center (CLC) opened its doors with twenty-one students in grades K-3 in 1982. CLC continued to add grade levels each year and 1989 was offering K-12th grade. Little Lambs was added in 1992. To better reflect the school's academic emphasis, the Corning Christian Academy (CCA) and the Little Lambs Preschool were established as divisions of the Christian Learning Center (CLC).

Corning Christian Academy is governed by a Board of Directors.

Membership

Corning Christian Academy is a charter member of ACSI (Association of Christian Schools International).

Our Commitment is to produce graduates who will ...

- Pursue knowledge as a means of knowing and understanding God more fully
- Honor Christ by respecting the unique worth of others
- Model servanthood by seeking opportunities for service in the home, church, and community
- Exhibit ethical and moral application of a Biblical worldview

Curriculum Overview

Corning Christian Academy offers a varied curricular program designed to meet the needs of enrolled students.

Grades K-5

Curriculum Overview

- Primarily ABEKA or BJU
- Phonics based language curriculum

Classes in:

Reading
Writing
Penmanship
Language
Spelling
Bible
History
Math
Science
Technology
Art
Music
Spanish
Physical Education
(including the Presidential Physical Fitness Test)

6th grade students are eligible to participate in modified sports, if available.

Grades 7-12

Curriculum Overview

Classes in:

Spanish
English
Bible
Earth Science
Biology
Chemistry
Physics
Algebra 1
Geometry
Algebra 2/Trigonometry
Global History
US History
Government & Economics
Health
Technology
Art
Music classes
(chorus through 8th grade, Class Voice in high school)
Physical Education
(including the Presidential Physical Fitness Test)
BOCES available

Extra-Curricular Activities

Student Council
Ministry Team
Yearbook
Sports - soccer (boys & girls), basketball (boys & girls), volleyball (boys & girls), dance

New York State Regents

*Five New York Regents are required to be passed with a grade of 65 or better to receive a **Regents Diploma**.

*Comprehensive English
*Global History & Geography
*U.S. History & Government
*One Math Regents
*One Science Regents

If a student averages 90 or above on each of the NYS Regents, a Diploma with Honors will be awarded.

- Eight Regents are required to be passed with a grade of 65 or better to receive an **Advanced Regents Diploma**.

- Comprehensive English
- Global History & Geography
- U.S. History & Government
- Three Math Regents
- Living Environment
- One additional Science Regents

If a student averages 90 or above on each of the NYS Regents, an **Advanced Diploma with Honors** will be awarded.

We integrate the NYS Regents materials into our Christian-based curriculum. We offer additional review classes and online study tools for those wishing to take advantage of those offerings.

We participate in ACSI's Distinguished Christian High School Student Awards (Honor Society)

Enrollment Steps

Corning Christian Academy's mission is to offer a Christ-centered, college preparatory education that produces leaders with a passion for Jesus Christ; CCA's admission policy is as follows:

1. Visit Our School

We invite you to tour our school and see for yourself the many opportunities available.

2. Application for Admission

Complete the application process and pay a new family application fee of $50.

3. Testing (K-5)

After the application is received; Corning Christian Academy will contact you to schedule placement testing.

4. Family Interview

After the testing is complete, you will be contacted to set up an interview with our staff.

5. Acceptance

After steps 1-4 are completed, you will receive notification within 1 week of the interview, concerning the status of your student(s) admission to our school. Once accepted you will then need to pay the non-refundable registration fee.

6. Financial Enrollment

Complete the enrollment process through our FACTS Tuition Management Program, pay the associated FACTS fee, and complete the tuition payment agreement.

7. Financial Assistance

Choosing private Christian education can be a difficult task considering the economic environment that we live in, yet this choice can pay huge dividends in the future. Corning Christian Academy desires Christian education to be affordable for all. We understand this is not always possible, and you may find you need financial assistance. A limited amount of financial aid is available on a need basis. Please ask for more information.

Corning Christian Academy & Little Lambs Preschool
2021-2022 Tuition Rates

Corning Christian Academy

$50 Application fee for New Families
Non-refundable - Due with application

Non-Refundable Registration Fee

$200 each / maximum of **$500** per family
Registration for returning CCA students due by June 30, 2021

Tuition Schedule (K-5th grade)

	Annual*	10-month pay plan	11-month pay plan
1st Student	$5,575	$557.50	$506.82
Additional Student	$5,075	$507.50	$461.36

Tuition Schedule (6th-12th grade)

	Annual*	10-month pay plan	11-month pay plan
1st Student	$5,785	$578.50	$525.91
Additional Student	$5,285	$528.50	$480.45

Clubhouse Rate Schedule (Grades K-5)

Daily Rates	Monthly Rates
1 Child - $15	1 Child - $200
2 Children - $25	2 Children - $335

Clubhouse is the After School Care Program
Hours of Operation are 3:00pm - 5:30pm

HomeSchool Parents

We offer core subjects, sports, art, music, and ministry opportunities for your students.

Please contact the main office for more information and pricing

Little Lambs Preschool

Non-Refundable Registration Fee
$50 Due with Application

Morning Preschool

9:00 am - 11:45 am

Number of Days	Annual	10-month pay plan	11-month pay plan
2 Days	$2,175	$217.50	$197.73
3 Days	$2,650	$265.00	$240.91
5 Days	$3,550	$355.00	$322.73

Full Week Program

9:00 am - 2:30 pm	Annual	10-month pay plan	11-month pay plan
1st Student	$5,350	$535.00	$486.36

Full Week Program

7:30 am - 5:30 pm	Annual	10-month pay plan	11-month pay plan
1st Student	$8,150	$815.00	$740.91

School's Out Day Camp (Little Lambs-5th Grade)

Daily Rates

1 Child - $30

Additional Sibling - $25

Check school publications for dates offered

Rates are not affected by child's illness, school closings, holidays, vacations or snow days.

Everyone MUST be on FACTS unless paid in full, or an exception has been pre-approved.
Monthly payment plans are available through FACTS tuition on either a 10-month or 11-month basis.
10-month and 11-month pay plans are for the school year and do not include our summer VIP Program.

There is a 4% discount if school tuition is paid in full prior to April 15th
There is a 3% discount if school tuition is paid in full prior to August 1st

Prepaid discount is not available if you receive tuition assistance.

** If you have students in more than one pricing category, calculate tuition starting with the child with the highest tuition and then work down.*

Please See Financial Policy on back

Corning Christian Academy
Responsible Financial Party Information

APPLICATION FEE: A non-refundable application fee of $50 per family must accompany this application for new families.

REGISTRATION FEE (K-12 only): When your student is accepted to Corning Christian Academy, a Non-Refundable registration fee will be collected to confirm your child's placement: $200 per student $500 Family Maximum.

TUITION – Student tuition cost is not prorated by the day. Families enrolling children after the first of the month but before the fifteenth must pay the full tuition for the month; families enrolling after the fifteenth of the month pay one-half of that month's tuition.

Monthly payments are collected by FACTS Tuition. You may choose either a 10-month or 11-month plan. The 11-month plans begin in July and the 10-month plans must begin in August. Monthly due dates will depend on the plan you select with FACTS.

Parents not paying tuition in full prior to the start of the school year **must** be enrolled in the FACTS Tuition Payment Program. ***Exceptions must be approved by the Finance Committee.***

LATE TUITION PAYMENT POLICY – Corning Christian Academy depends on a timely flow of our cash receipts. If the tuition payment has not been received by FACTS Tuition by the scheduled payment date, a $15 late fee will be added. FACTS will attempt to process the payment 2 additional times over the next 30 days. A $15 late fee is assessed each time a payment is attempted by FACTS and is declined by your bank. **If the late tuition payment becomes 30 days past due, the account will be referred to our Finance Committee for further action. If an account falls 60 days or more past due, the child (ren) may not be allowed to return to classes until the account is current.**

All accounts must be paid and up to date at the end of the first semester in order for the student to begin the second semester. Students will not be allowed to take final exams, participate in graduation exercises or receive academic records unless all accounts are paid in full by the final payment deadline. All exceptions must be approved by the Finance Committee.

STUDENT WITHDRAWAL – **If a family withdraws their child from the school during the academic year, the family is responsible for the full tuition for the quarter in which the child is participating.** Quarter breaks are listed on the school calendar. Except in emergencies, CCA requests a two-week notice when students withdraw. All accounts must be current and all school property, including library materials, must be returned in good condition before academic records will be released. A written request must be received before records will be released.

TUITION ASSISTANCE: We have established a Financial Aid Fund to provide limited aid to families with a clear financial need. Families in need are encouraged to submit an application to FACTS Grant & Aid Assessment to determine what level of tuition assistance is awarded. Each award is made for one year only, based on the availability of tuition assistance funds. Families receiving assistance will be required to complete 20 hours of volunteer service to the school that year. Financial aid is not available to Part-Time Little Lamb students.

Applications are available on the school website. For deadlines, please see the CCA Business Manager.

CORNING CHRISTIAN ACADEMY STUDENT APPLICATION
2021-2022
[$50 NON-REFUNDABLE APPLICATION FEE MUST ACCOMPANY APPLICATION]

FOR OFFICE USE ONLY: ☐ FACTS Enrolled ☐ Do Not Photograph

☐ $200 Registration Fee (per student)	☐ Immunization Record
☐ Copy of Birth Certificate	☐ Health History ☐ Dental Records ☐ Physical Form
☐ Academic Records from Previous School	☐ Special Services
☐ Tuition Payment Forms	☐ Field Trip/Walking Permission Slip

Father Last: M:	Mother Last: M:
First:	First:
Address:	Address:
City/State/ZIP:	City/State/ZIP:
Home Phone:	Home Phone:
Cell Phone:	Cell Phone:
Email address:	Email address:
Employer:	Employer:
Work Phone:	Work Phone:
Work Email:	Work Email:
Church Name & Address:	
School District:	If divorced, who has custody of the children?
What arrangements with your children should we be made aware of?	

Student First Name:	Middle:	Student Last Name:	DOB: ____/___/____
Student Nickname, if any:	Grade Entering:	Male: ☐ Female: ☐	T-shirt Size: (circle one) Y2-4 Y6-8 Y10-12 Y14-16 AS AM AL AXL A2XL A3XL
Student First Name:	Middle:	Student Last Name:	DOB: ____/___/____
Student Nickname, if any:	Grade Entering:	Male: ☐ Female: ☐	T-shirt Size: (circle one) Y2-4 Y6-8 Y10-12 Y14-16 AS AM AL AXL A2XL A3XL
Student First Name:	Middle:	Student Last Name:	DOB: ____/___/____
Student Nickname, if any:	Grade Entering:	Male: ☐ Female: ☐	T-shirt Size: (circle one) Y2-4 Y6-8 Y10-12 Y14-16 AS AM AL AXL A2XL A3XL
Student First Name:	Middle:	Student Last Name:	DOB: ____/___/____
Student Nickname, if any:	Grade Entering:	Male: ☐ Female: ☐	T-shirt Size: (circle one) Y2-4 Y6-8 Y10-12 Y14-16 AS AM AL AXL A2XL A3XL

Emergency Information: If your child becomes ill and we are unable to reach you, we must have an emergency contact person who could pick up your child if necessary.

Name: _____ Relationship: _____

Phone: _____

Injury and Accident Waiver:

1. I/We give permission for my child to take part in all school activities, including sports and school sponsored trips away from school grounds. If my child becomes seriously ill or injured while under school supervision, I approve school authorities to take the following steps:
   a. Contact a parent/guardian
   b. If contact cannot be made with them, contact the student's physician:
      Name of Physician: _____
      Phone: _____
   c. If the student's physician cannot be reached, school authorities will use their own discretion in contacting appropriate emergency medical services.
2. I/We will be responsible for any medical expenses incurred by my child.
   a. Insurance Name: _____
   b. ID #: _____
3. I/We agree to relieve the school board and school employees from any liability in connection with these activities and instructions.

Financial Information: (please check appropriate box)

☐ I/We will pay our child's tuition.

☐ Our child's tuition will be paid by:

Name: _____

Address _____

Phone: _____

Relationship: _____

I/We choose the following payment plan option:

☐ Payment in full prior to April 15st and will receive a 4% discount

☐ Payment in full prior to August 1st and will receive a 3% discount

☐ Payment made through FACTS (new students ***must*** fill out tuition payment forms)

All families enter into contract with Corning Christian Academy (CCA) via this application. If the family withdraws the student, the entire registration fee is forfeited.

Corning Christian Academy does not discriminate against applicants and students on the basis of race, color, and ethnic origin. The school admits students of any race to all the rights, privileges, programs, athletics and other school administered programs.

By the signatures below, I/We signify agreement with all of the above and certify that all information is true and correct to the best of my knowledge. I/We have read the rules and regulations established by the Christian Learning Center Board of Directors and agree to abide by them.

☐ **I do NOT want my child's picture included in the school yearbook.**

☐ **I do NOT want my child's name and/or picture used in any public media outside the school such as television or newspaper.**

☐ **I do NOT want my child's name and/or picture used in any internal school literature, website, or social media (such as Facebook).**

☐ **I/We have read the Corning Christian Academy Student Handbook and agree with the school's Christian education philosophy.**

_____ _____ _____ _____

Parent/Guardian Signature **Date** **Parent/Guardian Signature** **Date**

Previous School if transferring:
Name: _____
Address: _____
_____
Phone: _____
School District that you reside in currently: _____

How did you learn of Corning Christian Academy? _____
_____
_____
Why do you wish your child/children to attend CCA? _____
_____
_____

Have any of the applicants ever:

1. been in serious disciplinary difficulty? ☐ Yes ☐ No
2. been suspended or expelled from school? ☐ Yes ☐ No
3. been arrested or on probation? ☐ Yes ☐ No
4. been tested for a learning disability? ☐ Yes ☐ No
5. has a(n) ☐ 504 plan ☐ IEP
6. had or have any mental, emotional and/or physical disabilities which may affect activities or progress? ☐ Yes ☐ No

Please explain any "yes" answers here. All explanations will be kept confidential:

_____
_____
_____
_____
_____

I/We the parents or guardian understands that the primary responsibility for the Christian education of children remains with the home and church. CCA can help supplement this Christian training. I/We know that CCA authorities urge families to have regular family devotions and to regularly attend a church where the Bible is honored and the salvation message of Jesus Christ is clearly proclaimed. Please describe your family's spiritual journey. _____

_____
_____
_____
_____
_____
_____
_____
_____
_____

Grandparent's names and addresses if you think they would enjoy receiving our newsletter or would like to get occasional email newsletters:

Name: _____

Address: _____

Email: _____

Name: _____

Address: _____

Email: _____

All Middle School/High School students (6th-12th) must complete this section:

Why do you want to attend Corning Christian Academy?

_____

_____

_____

_____

_____

_____

_____

_____

I have read the rules and regulations established by the CCA Board of Directors in the Student Handbook and agree to abide by them.

_____ _____

Student Signature Date

2021-2022 After School Club House Enrollment Form

The Corning Christian Academy offers an After School Program from 3:00 pm until 5:30 pm for children Kindergarten through Fifth Grade. If you would like your child to participate in this program, please fill out the following enrollment form.

Name _____ DOB _____ Grade _____

Address _____

_____

Phone Number _____

Father's Name _____ Mother's Name _____

Employment _____ Employment _____

Work # _____ Work # _____

Allergies _____

Other information _____

Emergency Contact Person & Phone # _____

Authorized people who can pick up my child: _____

_____

Please call the school office or send in a note authorizing a change in pick up each day when you will not be picking up your child.

- ☐ I prefer that my child completes as much homework as possible at school.
- ☐ I prefer that my child completes homework at home.

Payment Options:

- ☐ **Monthly:** $200 per month for 1 child, $335 per month for 2 children
- ☐ **Daily:** $15/afternoon for 1 child, $25/afternoon for 2 children

- ☐ Please include in my monthly tuition payment plan
- ☐ I prefer to pay monthly directly to the school

Mark the days that your child will be attending on a regular basis:

☐ M ☐ T ☐ W ☐ Th ☐ F

Signed _____

Students will only be released from clubhouse to authorized individuals over the age of 18.
NO EXCEPTIONS

Walking Field-trip Permission Slip

Occasionally, our classes take advantage of the near-by parks and recreational facilities. These trips are sometimes at the spur of the moment, depending on the day's weather. There are also times when we need to bus students to practice for concerts or other special activities at different locations.

In such situations, we would like your permission for your children to walk/bus with their class.

I hereby grant permission for _____ _____ in grade _____ to participate in these activities with their teacher and other classmates.

_____ _____

Parent's Signature **Date**

Tuition Payment Plan Through Facts

We know that choosing Corning Christian Academy and Little Lambs Preschool is an important decision for your family. We are privileged to partner with you in the education process, and look forward to the upcoming school year.

To make paying your tuition as easy and convenient as possible, we require you to sign up for one of our payment plans through FACTS—all from the comfort of your home.

We are proud to partner with FACTS. This system is used by 6,000 faith-based schools across the country. It is not a loan, there is no debt, no interest or finance charges are assessed, and there is no credit check. The FACTS annual enrollment fee will be deducted from your account prior to the first scheduled tuition payment. Tuition is handled conveniently and securely through a preauthorized payment.

Payment Plan Options

- Monthly payment plans are available on either a 10 month or 11 month basis.
- Payments will be processed on the 5th or 20th of the month, from your checking or savings account.

Convenient Online Enrollment

All Families will set up a FACTS account as part of our enrollment process. It's secure and convenient and takes about 5 minutes.

1. Open your internet browser.
2. Go to www.CorningChristianAcademy.com and click on the FACTS logo on the home page.
3. Pick a payment plan and a method of payment.
4. Be sure to have the following information ready:
    - The name, address, and email of the person responsible for making the payments.
    - You may need the bank name, telephone number, account number, and the bank routing number.
5. To protect your privacy, you will need to create your own unique FACTS access code.
6. Once you have entered your information, the school will then enter the tuition amounts and you will be notified with your monthly payment amount via email.
7. Our FACTS school ID is 184

For More Information

Once enrolled, you may view your personal FACTS account online, anytime (www.online.factsmgt.com) or you may call 866-441-4637. A confirmation email will be sent to you upon enrollment from FACTS.

Financial Aid

At Corning Christian Academy, it is our desire to make a Christ-centered, academically excellent education available to as many families as possible each school year. We have established a fund to provide limited financial assistance to families with a clear financial need. All financial aid is awarded based on demonstrated need and is assessed through an independent third party program, FACTS Grant & Aid Assessment.

Each request is reviewed carefully and prayerfully to ensure the best answer for your student and family.

The principles below are followed in the financial aid process:

Financial aid awards will not be granted until your child has been accepted at Corning Christian Academy.

The financial aid process is totally confidential.

Financial aid awards will be made without regard to race, color, nationality, or ethnic origin.

Awards must be renewed each year based on current financial need, as determined by the financial aid committee.

Financial aid is not available to Part-Time Little Lamb students.

The deadline to apply for financial aid is October 15th.

Families receiving financial aid are required to volunteer for the school a minimum of 20 hours during the school year. Those hours must be completed in order to reapply for financial aid the following year.

Appeal Process: If you do not agree with the determination of the Finance Committee, you may appeal. Step 1: request a meeting with the Finance Committee to discuss determination. If a mutual decision cannot be agreed upon, Step 2: request a meeting with the School Board.

Apply Online at www.factstuitionaid.com

Applying online is the fastest and most direct method of submitting your application.

Step 1: Select Applicant Sign in

Step 2: New users select Create an Account or Returning users enter their existing username and password

Once you have registered and signed in, you will have the ability to complete the FACTS Grant & Aid Assessment application.

After completing the online application you will need to mail or fax the supporting documentation. The tax information needed to verify your application is shown in the FGAA Checklist that is found online or in the paper documentation.

Please allow 3 to 4 weeks for your application to be processed. Faxed or mailed applications will not be accepted.

NOTE: Award decisions are not made by FACTS, but by Corning Christian Academy.

Help is available from FACTS

Call 1-866-315-9262 or email help@factstuitionaid.com

TUITION PAYMENT AGREEMENT

Tuition Payment Method: Please indicate your choice below

☐ Option 1 - Single Payment - Payment due in full to Corning Christian Academy by April 15th or August 1st (See Tuition and Fees Schedule for discount.)

☐ Option 2 - Monthly Plans- Payments made through FACTS. Payments are due monthly July or August through May. All payment plans must be completed by the end of the current school year.

Select Plan: Payment Length	Payment Date
_____ 11 payments beginning in July:	____ July 5th or ____ July 20th
_____ 10 payments beginning in July:	____ July 5th or ____ July 20th
_____ 10 payments beginning in August:	____ August 5th or ____ August 20th

I (We) agree to pay tuition and fees in a timely manner, according to the current schedule of tuition and fees.

I (We) understand that no credit for our student's work can be earned unless all financial obligations are paid and that student records will not be sent if our account is not paid in full.

I (We) understand that if we withdraw our child from the school during the academic year, we will be responsible for the full tuition for the quarter in which the child is participating.

I (We) understand that if we receive financial aid, we will be responsible for completing 20 hours of volunteer service within the school during the school year.

I (We) certify that all statements provided by us are true.

(Please print legibly)

NAME _____

RELATIONSHIP TO STUDENT _____ PHONE _____

MAILING ADDRESS _____ ZIP _____

SIGNATURE _____ DATE _____

NAME _____

RELATIONSHIP TO STUDENT _____ PHONE _____

MAILING ADDRESS _____ ZIP _____

SIGNATURE _____ DATE _____

REQUIRED NYS SCHOOL HEALTH EXAMINATION FORM

TO BE COMPLETED IN ENTIRETY BY PRIVATE HEALTH CARE PROVIDER OR SCHOOL MEDICAL DIRECTOR

Note: NYSED requires a physical exam for new entrants and students in Grades Pre-K or K, 1, 3, 5, 7, 9 & 11; annually for interscholastic sports; and working papers as needed; or as required by the Committee on Special Education (CSE) or Committee on Pre-School Special education (CPSE).

STUDENT INFORMATION

Name:	Sex: ☐ M ☐ F	DOB:
School:	Grade:	Exam Date:

HEALTH HISTORY

Allergies ☐ No ☐ Yes, indicate type — ☐ Medication/Treatment Order Attached ☐ Anaphylaxis Care Plan Attached
☐ Food ☐ Insects ☐ Latex ☐ Medication ☐ Environmental

Asthma ☐ No ☐ Yes, indicate type — ☐ Medication/Treatment Order Attached ☐ Asthma Care Plan Attached
☐ Intermittent ☐ Persistent ☐ Other : _____

Seizures ☐ No ☐ Yes, indicate type — ☐ Medication/Treatment Order Attached ☐ Seizure Care Plan Attached
☐ Type: _____ Date of last seizure: _____

Diabetes ☐ No ☐ Yes, indicate type — ☐ Medication/Treatment Order Attached ☐ Diabetes Medical Mgmt. Plan Attached
☐ Type 1 ☐ Type 2 ☐ HbA1c results: _____ Date Drawn: _____

Risk Factors for Diabetes or Pre-Diabetes:
Consider screening for T2DM if BMI% > 85% and has 2 or more risk factors: Family Hx T2DM, Ethnicity, Sx Insulin Resistance, Gestational Hx of Mother; and/or pre-diabetes.

BMI_____kg/m2 **Percentile (Weight Status Category):** ☐ <5th ☐ 5th-49th ☐ 50th-84th ☐ 85th-94th ☐ 95th-98th ☐ 99th and>

Hyperlipidemia: ☐ No ☐ Yes **Hypertension:** ☐ No ☐ Yes

PHYSICAL EXAMINATION/ASSESSMENT

Height: **Weight:** **BP:** **Pulse:** **Respirations:**

TESTS	Positive	Negative	Date
PPD/ PRN	☐	☐	
Sickle Cell Screen/PRN	☐	☐	
Lead Level Required Grades Pre- K & K			**Date**
☐ Test Done ☐ Lead Elevated ≥ 10 µg/dL			

Other Pertinent Medical Concerns
One Functioning: ☐ Eye ☐ Kidney ☐ Testicle
☐ Concussion – Last Occurrence: _____
☐ Mental Health: _____
☐ Other:

☐ **System Review and Exam Entirely Normal**

Check Any Assessment Boxes *Outside* Normal Limits And Note Below Under Abnormalities

☐ HEENT	☐ Lymph nodes	☐ Abdomen	☐ Extremities	☐ Speech
☐ Dental	☐ Cardiovascular	☐ Back/Spine	☐ Skin	☐ Social Emotional
☐ Neck	☐ Lungs	☐ Genitourinary	☐ Neurological	☐ Musculoskeletal

☐ Assessment/Abnormalities Noted/Recommendations:

☐ Additional Information Attached

Diagnoses/Problems (list)	ICD-10 Code

Name:				DOB:
SCREENINGS				
Vision	**Right**	**Left**	**Referral**	**Notes**
Distance Acuity	20/	20/	☐ Yes ☐ No	
Distance Acuity With Lenses	20/	20/		
Vision – Near Vision	20/	20/		
Vision – Color ☐ Pass ☐ Fail				
Hearing	**Right dB**	**Left dB**	**Referral**	
Pure Tone Screening			☐ Yes ☐ No	
Scoliosis Required for boys grade 9	**Negative**	**Positive**	**Referral**	
And girls grades 5 & 7	☐	☐	☐ Yes ☐ No	
Deviation Degree:		Trunk Rotation Angle:		
Recommendations:				

RECOMMENDATIONS FOR PARTICIPATION IN PHYSICAL EDUCATION/SPORTS/PLAYGROUND/WORK

☐ **Full Activity** without restrictions including Physical Education and Athletics.

☐ **Restrictions/Adaptations** Use the Interscholastic Sports Categories (below) for Restrictions or modifications

- ☐ **No Contact Sports** **Includes:** baseball, basketball, competitive cheerleading, field hockey, football, ice hockey, lacrosse, soccer, softball, volleyball, and wrestling
- ☐ **No Non-Contact Sports** **Includes:** archery, badminton, bowling, cross-country, fencing, golf, gymnastics, rifle, Skiing, swimming and diving, tennis, and track & field
- ☐ **Other Restrictions:**

☐ **Developmental Stage for Athletic Placement Process ONLY**

Grades 7 & 8 to play at high school level **OR** Grades 9-12 to play middle school level sports

Student is at **Tanner Stage:** ☐ I ☐ II ☐ III ☐ IV ☐ V

☐ **Accommodations:** Use additional space below to explain

☐ Brace*/Orthotic	☐ Colostomy Appliance*	☐ Hearing Aids
☐ Insulin Pump/Insulin Sensor*	☐ Medical/Prosthetic Device*	☐ Pacemaker/Defibrillator*
☐ Protective Equipment	☐ Sport Safety Goggles	☐ Other:

*Check with athletic governing body if prior approval/form completion required for use of device at athletic competitions.

Explain: _____

MEDICATIONS

☐ **Order Form for Medication(s) Needed at School attached**

List medications taken at home:		

IMMUNIZATIONS

☐ Record Attached ☐ Reported in NYSIIS Received Today: ☐ Yes ☐ No

HEALTH CARE PROVIDER

Medical Provider Signature:	**Date:**
Provider Name: *(please print)*	Stamp:
Provider Address:	
Phone:	
Fax:	

Please Return This Form To Your Child's School When Entirely Completed.

Dental Health Certificate- Optional

Parent/Guardian: New York State law (Chapter 281) permits schools to request an oral health assessment at the same time a health examination is required. Your child may have a dental check-up during this school year to assess his/her fitness to attend school. Please complete Section 1 and take the form to your registered dentist or registered dental hygienist for an assessment. If your child had a dental check-up before he/she started the school, ask your dentist/dental hygienist to fill out Section 2. Return the completed form to the school's medical director or school nurse as soon as possible.

Section 1. To be completed by Parent or Guardian (Please Print)

Child's Name: Last First Middle

Birth Date: / / Month Day Year

Sex: ☐ Male ☐ Female

Will this be your child's first oral health assessment? ☐ Yes ☐ No

School: Name

Grade

Have you noticed any problem in the mouth that interferes with your child's ability to chew, speak or focus on school activities? ☐ Yes ☐ No

I understand that by signing this form I am consenting for the child named above to receive a basic oral health assessment. I understand this assessment is only a limited means of evaluation to assess the student's dental health, and I would need to secure the services of a dentist in order for my child to receive a complete dental examination with x-rays if necessary to maintain good oral health.

I also understand that receiving this preliminary oral health assessment does not establish any new, ongoing or continuing doctor-patient relationship. Further, I will not hold the dentist or those performing this assessment responsible for the consequences or results should I choose NOT to follow the recommendations listed below.

Parent's Signature_____ Date

Section 2. To be completed by the Dentist/ Dental Hygienist

I. The dental health condition of _____ _____ on_____ (date of assessment) The date of the assessment needs to be within 12 months of the start of the school year in which it is requested. Check one:

☐ Yes, The student listed above is in fit condition of dental health to permit his/her attendance at the public schools.

☐ No, The student listed above is not in fit condition of dental health to permit his/her attendance at the public schools.

NOTE: Not in fit condition of dental health means, that a condition exists that interferes with a student's ability to chew, speak or focus on school activities including pain, swelling or infection related to clinical evidence of open cavities. The designation of not in fit condition of dental health to permit attendance at the public school does not preclude the student from attending school.

Dentist's/ Dental Hygienist's name and address

(please print or stamp) **Dentist's/Dental Hygienist's Signature**

Optional Sections - If you agree to release this information to your child's school, please initial here. ☐

II. Oral Health Status (check all that apply).

☐ Yes ☐ No **Caries Experience/Restoration History** – Has the child ever had a cavity (treated or untreated)? [A filling (temporary/permanent) OR a tooth that is missing because it was extracted as a result of caries OR an open cavity].

☐ Yes ☐ No **Untreated Caries** – Does this child have an open cavity? [At least ½ mm of tooth structure loss at the enamel surface. Brown to dark-brown coloration of the walls of the lesion. These criteria apply to pits and fissure cavitated lesions as well as those on smooth tooth surfaces. If retained root, assume that the whole tooth was destroyed by caries. Broken or chipped teeth, plus teeth with temporary fillings, are considered sound unless a cavitated lesion is also present].

☐ Yes ☐ No **Dental Sealants Present**

Other problems (Specify):_____

II. Treatment Needs (check all that apply)

☐ No obvious problem. Routine dental care is recommended. Visit your dentist regularly.

☐ May need dental care. Please schedule an appointment with your dentist as soon as possible for an evaluation.

☐ Immediate dental care is required. Please schedule an appointment immediately with your dentist to avoid problems.

Corning Christian Academy

Student Handbook

Revised March 2020

love. serve. lead.

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We believe that Satan is a person, the enemy of God and His people; that he is the author of the fall of man and shall be eternally punished.

We believe in the bodily resurrection of the dead, both of the just and the unjust, in the eternal joy of the saved, and the eternal conscious punishment of the lost.

EDUCATIONAL PHILOSOPHY

Ultimate Goal—As ministers to children, we seek to meet their present and unfolding needs, to the end that we bring them to self-fulfillment and maturity in Christian faith characterized by (a) personal acceptance of Jesus Christ as Savior and Lord, (b) mature decision-making and behavior reflecting internalized Christian values, and (c) righteousness, true holiness, and the fullness of the stature of Jesus Christ. The educational philosophy of Corning Christian Academy (CCA) declares that a child should be taught how to live a full and complete life to the glory of God. This education must take into consideration all of the child's needs: spiritual, academic, social, and physical.

The primary responsibility of a child's education rests upon the home. The Church and the Christian school complement and assist the home with the child's education. Corning Christian Academy is committed to providing this Christian Education assistance.
Corning Christian Academy's instructional program integrates Christian principles and concepts within the academic areas of instruction with application to personal life. The school provides a traditional textbook-based program with a strong emphasis on the basic skills and concepts. Individual student educational needs and interests are included within the instructional program.

Bible is taught daily with instruction given from an evangelistic perspective. Students are encouraged to be actively involved in a local church. The heart of the instructional program is the integration of Christian principles into all areas of life.

CCA holds that God created and sustains everything through His Son, Jesus Christ. All areas of learning must be taught from a Christian perspective. There is no division between secular and religious. God is the Author of all knowledge and all truth is His Truth. All truth must be integrated in the light of God's Word.

OBJECTIVES OF CORNING CHRISTIAN ACADEMY

- To provide an institution with the highest standards of academic excellence.
- To teach each child that the Bible is God's revealed Word and that God is the source of all truth.
- To present each subject in relation to the truth of the Scriptures.
- To train each child to discern between truth and error in actions, attitudes, and reasoning, in both himself and others.
- To teach that our primary goal is to present the Gospel freely to all people, and to help Christians to develop the mind of Christ.
- To promote patriotism, civic responsibility, loyalty, and respect for authority.
- To teach the student that he is always personally responsible to God and to man for his thoughts, deeds, and actions.
- That teachers be the role model of a consistent Christian life that provides and challenges the students with a Christ-like example.
- That the love of/for God will provide a unity among the students in their relationships with each other.

SCHOOL HOURS, CALENDAR, PHONE, DIRECTORY

School Hours – The school day begins at 8:00 a.m. and ends at 2:45 p.m. Parents who transport their children are requested not to bring them to school before 7:30 a.m. and to pick them up no later than 3:00 p.m. (see "Supervision Before-After School").

School Calendar – CCA generally follows the Corning-Painted Post School District calendar regarding vacations and snow days (the office has current school calendars). CCA does not participate in the district half days. Schools closures due to weather, facility problems, etc., are broadcast over local TV and radio stations as well as sent through our phone system, School Messenger.

Telephone Number/Directory – CCA's telephone number is 607-962-4220 and the fax number is 607-962-4410. Office hours are 7:30 a.m. - 3:30 p.m. We use Sycamore Education as our school management system for news, student and faculty directory, events, and calendars.

ENROLLMENT POLICIES

Enrollment Procedures – Corning Christian Academy does not discriminate against applicants and students on the basis of race, color, and national or ethnic origin. The school affords students of any race all the rights, privileges, programs, and activities generally accorded or made available to students at CCA. The school does not discriminate on the basis of race in administering its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.

The Education Law requires that every child entering Preschool, Kindergarten, 1st, 3rd, 5th, 7th, and 11th grades have a health examination. The Corning District recommends that all new entrants into the district (regardless of grade) also have a physical. The CCA office and local physicians normally have a supply of examination report forms provided by the school district; please return the completed form to the school office. If your child does not have a physical by your family physician, CCA personnel will arrange for the physical through the Corning district.

The New York Department of Health mandates that all students presently enrolled and those enrolling in schools must meet State immunization requirements. According to Public Health Law No 2164, Chapter 443, proof of proper immunizations must be on file at the student's school by the first day of school for the child to remain in school.

Students with Special Needs and/or Disabilities – CCA is equipped with an Academic Intervention Support (AIS) teacher and basic facilities to assist students who have been identified by their teachers as "at risk of failing". Students identified as having particular learning disabilities needing considerable individual services may take advantage of specialized support services through the Corning-Painted Post School District.

If a parent or teacher is concerned over a student's progress, they can contact the Corning-Painted Post School District along with their CCA teacher and set up an Instructional Support Team Meeting (IST) or contact the Committee on Special Education (CSE) chairperson to inquire about a referral for special education services. Any services deemed necessary, will be provided by the student's home district.

New Student Enrollment – It is the policy of Corning Christian Academy to admit children who are able to function in our regular classroom setting and exhibit positive social behavior and good moral character. Decisions regarding admission shall be considered final. An interview will be scheduled with parents or

Students will not be allowed to take final exams, participate in graduation exercises or receive academic records unless all accounts are paid in full by the final payment deadline. All exceptions must be approved by the Finance Committee and the Administrator.

Student Withdrawal – If a family withdraws their child from the school during the academic year, the family is responsible for the full tuition for the quarter in which the child is participating. Except in emergencies, CCA requests a two-week notice when students withdraw. All accounts must be current and all school property, including library materials must be returned in good condition before academic records will be released. A written request must be received before records will be released.

ATTENDANCE POLICY

Attendance – Regular attendance is essential to successful class work. It is the responsibility of the parent to notify the school if their child will not be attending that day, and the pupil must bring a written excuse for the absence to the teacher before entering classroom activities on the day he returns to school. Parents may pick up homework assignments after 2:45 p.m. Most assignments are posted on Sycamore but can also be sent home with another student or family member.

For planned student absences, parents must notify the teacher in advance to arrange for the student to complete homework assignments. Specific attendance regulations for elementary, middle, and high school students are contained in the academic policies for those levels.

Supervision Before School – Direct supervision of students in Kindergarten through grade twelve begins at 7:30 a.m. Parents are requested not to bring their children to school before 7:30 a.m. It is school policy not to admit students into the academic wings before 7:50 a.m. Students will be admitted to the gymnasium and supervised from 7:30-7:50 a.m. Students are to remain in the cafeteria / gymnasium area. Discipline issues will be reported to the homeroom teacher.

Morning Homeroom/Opening – The school day begins at 8:00 a.m. with morning homeroom and opening exercises.

Sign-In Policy – Any student entering the building after 8:00 a.m. is tardy and must sign in at the office and receive a late pass to be admitted to class. A written excuse from the parent must be presented to the teacher either that day or the next. Bus students who consistently arrive after 8:00 will not be considered tardy; however, they still must sign in and receive late passes.

Legal/Illegal Absence/Tardiness – Corning Christian Academy follows New York State law regarding the recording of absences and tardiness.

- Attendance is taken by the homeroom teacher at the 8:00 a.m. bell.
- All absences, tardiness, and time lost by a pupil excused for part of a school day are recorded.
- A pupil is not to be counted present and immediately excused. No pupil is to be counted present who is not present for at least one period of instruction.
- Absences considered legal by New York State are: sickness; sickness or death in family; excused absence, part of a day; impassable roads or weather; religious observance; quarantine; required to be in court; music lessons; attendance at health clinics; approved cooperative work programs; approved college visits; military obligations.
- Most absences not mentioned above are interpreted under the law as illegal absence or unlawful detention. Unlawful detention occurs when a pupil is absent with the knowledge and consent, stated or implied, of the

STUDENT CONDUCT

At CCA, it is our desire to conduct ourselves in such a way that God will receive glory and honor. Rewarding such clear Christian conduct in a positive, nurturing, learning environment is vital to our mission at CCA! For an atmosphere conducive to learning and developing spiritual maturity, the Word of God encourages growth in "the fruit of the Spirit" (Galatians 5:22,23): Love; Joy; Peace; Patience; Kindness; Goodness; Faithfulness; Gentleness, and Self-control.

We also pledge to support the home and church in a training process that sometimes involves reproof and correction. In order for Christian young people to clearly understand that ungodly conduct brings reproach upon the Name of Christ, we promise to confront the "works of the flesh" so clearly condemned in Galatians 5: 17-21: Immoral Conduct; Dissension; Gossiping; Envious Rivalry; Disrespect; Unkindness; Vulgarity; Fighting; Cheating; Hatred; Complaining; Profanity; Lying; Offensive Slander.

Positive response to reproof and correction evidences continued Christian growth. Attitudes reflecting worldly pride, disrespect, and divisive negativism make the student's enrollment at CCA questionable. It is expected that parents will cooperate with the school in this effort.

Physical Contact/Immorality – Our goal, as a Christian school, is to uphold Biblical standards and wholesome fellowship which will lead young people to develop God-glorifying relationships and be a testimony of Godly living. Any demonstration of romantic involvement between students on school property is forbidden. Hand holding, embracing, or any other personal physical contact that would contribute to undue familiarity will not be tolerated. In accordance with Biblical commands, no immoral conduct will be tolerated in any form and will constitute grounds for expulsion, i.e. any actions or identifying statements concerning fornication, adultery, homosexuality, lesbianism, bisexuality, or pornography.

Policy on Threats / Violence – CCA has a zero tolerance policy involving threats or perceived threats of violence by students. Parents should understand that the school's first responsibility is the safety and security of all students. CCA takes this responsibility very seriously. Therefore, if a student brings a weapon (any instrument typically used in fighting, including a pocket knife) to school, or to a school function, or has a weapon on his/her person; the school will immediately expel the student. Parents are advised that the school will contact local police or appropriate authorities, and will note in the student's permanent record that he or she was expelled for possession of a weapon on school premises or at a school function. Possession includes, but is not necessarily limited to, having a weapon in a locker, book bag, purse, or vehicle.

All threats of violence must be avoided at CCA. If the school administration determines that a threat of violence is credible and specific (directed toward a particular student or staff member), the administration will report the threat to the parent of the student threatened or staff member threatened. The school will also report the threat to appropriate authorities. Students making such threats will be expelled. For purposes of this policy, "credible" means a reasonable belief or suspicion, determined at the sole discretion of school administration that the threat was or may be genuine, or that the student was or may be capable of carrying out the threat. The student's permanent record will reflect the expulsion for making a threat of violence.

In those circumstances in which the school determines that the threat is likely, not "credible," the school will suspend the student pending a parent meeting. These include all cases in which the student was "just joking." If circumstances warrant, the school may conduct further investigation. The school will require students in this circumstance to obtain counseling, at family expense, from a Christian counselor or other professional counselor agreeable to the school. No student will be permitted to continue enrollment in the school until the counselor

Disciplinary Probation –A student may be placed on probation by the faculty or administration for continued deliberate disobedience, persistent rebellious spirit, negative influence on other students, serious breach of conduct in or out of school, or failure to comply with school policies. A parent / teacher / student/ Administrator conference at the beginning of the probation will discuss the reasons for probation and will be followed by a letter re-stating the conference reasons and measurable goals to be attained prior to removal from probation. During probation, the student may be restricted from participating in extra-curricular activities. Teachers will review his progress on a regularly scheduled basis.

Classroom Code – General disturbances such as the following are considered misconduct:

- Disrespect or insolence to teachers and/or staff
- Interrupting the teacher in a class
- Writing or passing notes/texting or using cell phone
- Being unprepared for class or doing homework for another class
- Disruptive behavior
- Dress code violations
- Failure to follow classroom rules
- Cheating/lying/stealing
- Harassment of other students

Dismissal/Expulsion – A student may be dismissed or expelled from school or asked not to return the following year if he/she is out of harmony with the Statement of Faith, the spirit, or the policies of the school whether on or off property as determined at the sole discretion of the administration. Readmission considerations following dismissal will be determined on a case-by-case basis. This could affect credits received for course completion at the secondary level. (see policy for credits on pg. 22)

DRESS CODE POLICY

The purpose of the dress code is to teach Christian principles and discipline. Clothes, styles, insignias, etc. associated with values that conflict with those of the Bible and our school, compromise our Christian testimony and are not to be worn. Showiness and extreme fashions in dress are to be avoided so people see Christ in our attitudes and actions and are not distracted by our appearance. As new fashions and fads emerge, the school reserves the right to evaluate and place restrictions as needed. **Parents volunteering in the school or on field trips need to observe our dress code.**

Modest apparel is neat, clean, appropriate, not skin-tight, neither seductive nor suggestive. The following guidelines must be followed:

- Shorts must be neat and modest. Acceptable short length: mid-thigh (half way between hip and knee), 6-12th grades: no gym shorts outside of gym class
- Sweatpants and jeans are allowed. No leggings as pants. Holes and tears must be below mid-thigh.
- Dresses, skirts, split skirts must be at least to the top of the knee in length while in a sitting position and must not ride up above mid-thigh in back when bending over.
- No spaghetti straps or belly shirts
- No top lower than 4 fingers from collar bone.
- All student hair (male and female) will be clean, neat, out of the eyes
- No hats or hoods worn in the building
- No offensive messages or designs

HEALTH AND ILLNESS PROCEDURES

First Aid/Health Aide – Most simple first-aid needs can be handled by classroom teachers. For health needs beyond cuts and scrapes, a part-time health aide is provided by the Corning-Painted Post School District. The health aide conducts height, weight, vision, and hearing screenings; assists the district physician with physical exams; and administers in-school medications. In the absence of the health aide, office personnel may administer medications and first-aid in accordance with the policy outlined below.

Please notify the school office should you become aware that your child has contracted a contagious disease including lice. It is our policy to inform parents if their child has been exposed to such an illness. We would also request a doctor's release if your child has been hospitalized, listing any restrictions.

Please use these guidelines and help us prevent the spread of illness by keeping your sick child home if he/she has:

- Begun a new prescription medication for a contagious disease within the past 24 hours.
- A temperature of 100 degrees or over.
- "Pink eye", impetigo, unidentified rashes, ringworm, strep throat, head lice, diarrhea or is vomiting.
- When questionable issues arise, as with fresh and contagious colds, or when a child is just not feeling well, please realize that they may be harboring a contagion that could affect other classmates. It is best for the child to stay home in order to get needed rest.

Your child may return to school when:

- His/her temperature has been normal for 24 hours without a fever reducer.
- Prescription medication has been given for at least 24 hours.
- He/she has had no vomiting or diarrhea for 24 hours.
- All signs of lice and nits are gone and have been checked and cleared by school personnel.

Medication in School—School officials are prohibited by law from administering medication to students, including over-the-counter medications. Prescription medication and over-the-counter medication such as Tylenol or Advil can only be administered when the following conditions have been met:

- A completed "Physician's Order For Giving Medication In School" form is on file in the health office.
- The medication is delivered to CCA office personnel by the parent.
- The parent is responsible for an adequate supply of medicine in the drug store container, labeled properly with directions and the child's name.
- No change in dose or frequency can be made without a physician's order.
- Medication order must be renewed annually.

Students are also not allowed to carry, nor self-administer, cough drops, oils, nor any other over the counter or homeopathic medications or products.

Any questions regarding these regulations should be referred to the health aide or administration.

Insurance – CCA may participate in a student insurance program. Interested parents should contact the office for details. Parents must agree to relieve the School Board and any of its employees from any liability in connection with illness or injuries while under school supervision.

Telephone Messages/Usage – It is the policy of CCA not to interrupt classes for telephone calls. CCA office personnel will gladly take a message for the teacher or student (exceptions in emergencies).

Students may use the telephone in the office to make necessary calls, following the guidelines below:
Students must have a teacher pass.
Students must keep the call short and to the point.
Students who are feeling ill may not call someone to pick him or her up until the health aide or an authorized staff member has verified their illness.
Cell phones MUST be turned off during school hours.*

*Students in grades 9-12 may use phones during lunch period only. No headphones or earbuds during that time.

Lost and Found – "Found" items will be regularly displayed. The student is responsible for attempting to locate his "lost" property. Items not claimed after a reasonable amount of time (usually two weeks) become the property of the school and will be disposed of. To enable quick identification, each student should put his name on his belongings.

Library – Most elementary classrooms have small reading libraries. Reading and reference books are also available in the school library and students are encouraged to take advantage of it, as well as the public libraries. If a CCA library book is lost or damaged, the parents are responsible for payment of replacement.

Book Damage/Loss – All textbooks for regular classes are purchased by the school and remain the property of the school. The family may purchase textbooks and materials needed for high school independent study courses. In addition, each student will need various basic supplies; individual teachers will distribute supply lists at the beginning of the school year.
A percentage fine will be imposed for books that are abused beyond normal wear but can be repaired and reused. Actual replacement cost will be charged for books beyond repair. Lost books will be dealt with in the following manner:

- When a student has been unable to locate a textbook for five (5) consecutive school days, the school will inform the parents of the situation.
- The student will be given five (5) additional school days to locate the book.
- After ten (10) school days have passed without recovery of the book, the school will invoice the parents for the retail price of the book.
- The family will have five (5) days to remit the money.
- Upon receipt of the replacement money from the family, the student will receive another book.
- If there are no extra books available, the Operations Manager will order a replacement, and the student will receive it when it arrives.

**NOTE: Even if the lost book is recovered after the fifteenth (15th) school day, the family is still responsible to pay the replacement cost of the new book.

Property Damage—Students causing loss or damage to any school property or facility are liable for the cost of repair or replacement.

ACADEMIC PROGRAM AND POLICIES

General Policies – CCA utilizes curriculum from several publishers, including A Beka, Bob Jones, and others. Student progress is measured by the following grading system:

A+ = 97-100	B+ = 87-89	C+ = 77-79	D= 66-69
A = 93-96	B = 83-86	C = 73-76	F = 65 or less
A- = 90-92	B- = 80-82	C- = 70-72	

Report cards are issued quarterly; progress reports are issued mid-way through each marking period. Grades for secondary students are recorded using numerical averages.

CCA HONOR ROLLS: CCA Honor Rolls are published each marking period for grades 3 and up. High Honor Roll students must have an overall academic average of 95% or above. Honor Roll students must have an overall academic average of 87-94%.

Students in Grades 3-6 – Students with a D or F in an academic class will be ineligible for Honor or High Honor roll, regardless of his/her academic average. Students with a C in an academic class, who also earned a U (Unsatisfactory) in student conduct, work habits, or effort, will be ineligible for Honor or High Honor roll, regardless of his/her academic average.

Testing – Achievement tests, diagnostic tests, and NYS tests will be administered as needed or required.

Homework – Each student will have varying amounts of work to complete outside of school hours (unfinished class work, extra projects, memory work). Parents should also insist that their child regularly bring home papers (daily work, tests, projects) for them to see. While parents should assist by seeing that homework is done and explaining work when necessary, the work must be done by the student; and he must take responsibility for it. Parents can best help their child with his homework by helping him establish good study habits.

Parent Teacher Conferences – Parent Teacher conferences occur two times per year (spring and fall) but parents may request a meeting be scheduled at any time.

Awards – CCA holds assemblies at the end of the school year to recognize academic excellence, Christian servant-hood, character, academic and extra-curricular achievement.

Student Records – Academic records are kept in the school office. Parents and students have the right to review these records. An appointment should be scheduled with office personnel.

TRANSFER OF RECORDS:

To CCA: The CCA office will request student records from the former school. Parents should supply office personnel with all the necessary information before student enrollment is finalized. The student will not be allowed to attend CCA until all appropriate paperwork is completed and on file.

From CCA: Upon receipt of a written request from the new school and verification of current financial accounts from the Operations Manager, office personnel will forward copies of student records to the new school. No school records will be released if a financial debt is outstanding.

Music –Instrumental music lessons may be available. The cost of a half-hour lesson is determined by the music instructor.

Wind Ensemble –If appropriate staff is available, then Wind Ensemble may be offered. Wind Ensemble will practice and perform at the winter and spring concerts. Admittance is at the discretion of the Music Director.

Music (Chorus) – Participation in Chorus is required for grades K-8. Chorus is an elective for students in grades 9-12. All Chorus members, elementary and high school, receive a grade for Chorus; therefore, attendance at all musical concerts is mandatory.

Ministry Team- Ministry team may be available for students in grades 6-12. Students must complete an application and be accepted onto the team. Ministry team members will perform at outreaches throughout the community and will adhere to the conduct outlined in this handbook at all times.

Mission Trips- Ministry team staff, the Missions Committee and the Administrator may plan for a mission's trip (domestic or international) to be offered to eligible 7-12 grade students. Requirements and details are specific to each trip and location and will be communicated to parents well in advance of the trip.

Class/Club Fundraising – All fundraising is coordinated by the Events Coordinator at the beginning of the school year. Any student group wishing to raise money for a class or club must contact the Events Coordinator. The Events Coordinator and the Administrator must approve the fundraiser before any action is taken, and the group must give the Events Coordinator updates during the event.

POLICIES FOR SECONDARY STUDENTS (GRADES 6-12)

Guidance Services – Services are provided by the office staff and may include assisting with college PSAT/SAT test preparation and registration, issuing employment certificates for minors, making college brochures available, advising on high school course selection, tracking course credits and graduation requirements, and aiding in the college application process to include applying for scholarships.

Study Halls – CCA makes every effort to schedule study hall time for each secondary student. Proper use of this study time is essential to a balanced homework load.

Course Offerings -Grades 6, 7 & 8:

- Language Arts (Grammar, Composition, Literature, Spelling/Vocabulary)
- World Studies, Geography
- Physical Science, Life Science and Earth Science*
- Phys. Ed.
- Bible
- Math; Pre-Algebra
- Chorus
- Art
- Technology
- Intro to Spanish, Spanish 1*
- Ministry

*High school credit may be earned in grade 8 if these classes are offered.

Physical Education	2 credits	2 credits
Health	.5 credit	.5 credit
Technology	1 credit	None
Electives	3.5 credits	.5 credit
BOCES	None	7 credits
TOTAL CREDITS	28	28

**The Bible requirement for graduation for a transferring student in grades 11 or 12 is a minimum of 2 credits. If the student is a senior, he may take the regularly scheduled Bible class, plus an independent study Bible class, in order to fulfill this requirement.

Community Service: Students in grades 9-12 are required to complete 60 hours of community service for graduation (15 hours per year). Community service forms are available and will be tracked in the office. Please see Director of Curriculum for approved areas of community service.

New York State Regents Exams: In order for a student to receive a Regents Diploma, they MUST take and pass (with a grade of 65 or higher) 5 regents exams (Global History, US History, Comprehensive English, 1 math and 1 science). They may opt to receive an Advanced Regents Diploma by taking 7 exams (5 required plus an additional math and science). They will receive either a Regents or Advanced Regents Diploma with honors if they average at least 90% on all Regents exams. Students who have failed a Regents exam may retake it in August of that year or the following January.

Transfer Students – Transfer students in grades 11-12 with sufficient grade level credits from the transferring school will be recognized as 11-12 grade students at CCA. These students may have some of the required credits waived after an individual review of the student transcripts.

Summer School – Students who do not complete course requirements will not receive credit for the course unless they attend and pass a similar course of study in summer school. At this time, CCA does not offer summer school; however, CCA students may take advantage of the Corning-Painted Post School District summer school program. Course offerings and fees are made available in the spring of each year; students must sign up and pay for courses by the district deadline. Students may opt to repeat failed courses by independent study, following CCA guidelines (see below).

Repeat of Failed Courses – A student who fails one academic subject will have the option to repeat that course the following year. Individual cases will require consideration and approval by the Board of Directors. (See also: "Policy for Summer Repeat Courses" below)

Summer Repeat Courses (home study) or Independent Study:

- Students request must be approved by the teacher and the Director of Curriculum.
- The curriculum must be approved by CCA.
- Families may borrow CCA curriculum with a $50 deposit per book. If a family chooses to utilize CCA curriculum, a parent must sign for any borrowed materials. Deposit will be returned upon return of undamaged materials.
- The entire course must be completed within the allotted time.
- The parent must submit a complete record of all tests, quizzes, reports, etc. to CCA, along with a homework sample and an explanation of the method of grading. If CCA curriculum is used, the CCA grading scale must be used.

Pass/Fail or Audit Option – A junior or senior may be able to take advantage of the "Pass/Fail" or "Audit" option. The "Pass/Fail" option removes the course from the student's academic average but retains academic credit for the course. The "Audit" option removes the course from the student's academic average AND eliminates academic credit (and a report of the course on the report card). In order to take a course "P/F" or "Audit", the following criteria must be met:

- "P/F" or "Audit" options may not be used for courses required for graduation.
- The student must have written permission from parents.
- The student must have the approval of the instructor of the course.
- The student must have the approval of the Director of Curriculum.
- The change must occur no later than the beginning of the second semester.
- The student must sign a statement that he understands he is still responsible to attend class regularly, to do all assigned homework in a timely manner, and to take all quizzes and exams with the rest of the class.

BOCES – Students in grades 11 and 12 are eligible to participate in the New York State Board of Co-operative Educational Services program. BOCES provides training in various disciplines that prepare students for vocational careers. CCA students have taken cosmetology, auto mechanics, etc. as scheduling permitted. Check with the Business Manager for tuition pricing.

Corning Community College Courses – Students in grades 11 and 12 may have the opportunity to sign up for college courses through Corning Community College, either with their online ACE courses available to both juniors and seniors, or on-campus courses available to seniors. Courses taken in this manner and successfully completed will also be applied toward graduation requirements*. Specific details are available at the CCA office. Cost for the college courses is in addition to CCA tuition. The students are responsible for their own transportation to and from the college where applicable.

*To receive high school graduation credit, a full year (two semesters) of successful completion is required for some CCC courses, such as Senior English or Physical Education.

Schedule Changes – A student may add or drop a course with the permission of parents, CCA staff, and the Director of Curriculum. The deadline for submitting completed Schedule Change forms is the midterm date of the first marking period of each semester. No changes are permitted after the deadlines. No Schedule Change form is considered complete until all applicable blanks are filled and appropriate signatures obtained.

Guidelines for Course Changes: For full-year courses, academic credit for the dropped course is lost unless a comparable class is added simultaneously (i.e. drop Chorus, add Art). Dropping a half-year course (i.e. Health) will result in loss of academic credit for that course. If a student fails to submit a Change Form within the accepted time; he will be required to complete the course; OR he will receive an "F" (64) for the course (will be included in academic average).

VALEDICTORIAN/SALUTATORIAN POLICY

Grade Point Average (GPA) shall be determined by the numerical averaging of grades during the student's high school career.

The distinction of Valedictorian will be bestowed on a graduating senior who attained the highest GPA in the graduating class, providing that the following conditions are met:

- The student was a member of CCA's graduating class for the last two years before graduation
- The student achieved a GPA of at least 93

Each student starts each quarter with a clean slate.

Detention – Like other means of discipline, detention is designed primarily as a deterrent. Most detentions result from the accumulation of demerits, but may result without the accumulation of demerits per the discretion of the Administrator. Detention may also be assigned for serious attitude or behavior problems, unexcused illegal absences from school or class, etc. Detention is a serious matter and is to be considered as such.

Detention is held from 2:45 -3:45 p.m. (or 4:45 p.m. for double detentions) on designated days. Students will be notified at least 24 hours in advance. Parents are responsible for transportation at 3:45 p.m. Detentions may be rescheduled only in extreme cases in which parents make arrangements with the Administrator at least a day in advance.

Failure to report for detention on the assigned date may result in rescheduling the assigned detention plus an additional detention. If a double detention is missed, a parent conference will be scheduled.

Prior to any suspension initiation, the Administrator will personally contact the parent/guardian. The infraction will be documented in writing for both the parents and the student.

SPRING FORMAL POLICY

The Student Council plans and holds an annual Spring Formal. Those planning to attend must abide by the following:

- Students in grades 9th -12th may attend
- Tickets will be purchased in advance, sold by Student Council
- CCA students must sign and return agreement to Code of Conduct. Deadline is 1 week before formal
- Non-CCA students must also be in grades 9th -12th. They must complete and return the Guest Pass with signatures of approval from their school's Administrator/Principal and CCA's Administrator.
- Homeschoolers may use a parent or guardian signature along with a signature from CCA's Administrator. Deadline 1 week before formal.

For the formal:

- Ratio of chaperones to students will be 1:10 with a minimum of three(3).Chaperones will be approved by Student Council Advisors with final approval by CCA Administrator. Chaperones will receive training on the expectations of a chaperone. Other adults will not be allowed entry.
- Dress Code for formal must be modest and appropriate for the occasion.
- Music for the formal will be approved in advance by Student Council Advisors and the Administrator
- Students must remain in designated areas at all times
- There will be no re-entry into the formal once a student leaves
- There will be no body-to-body or close dancing allowed

Dresses:

- No more than 3 inches above knees
- No cut-outs below the bra line in the dress- front, sides, or back
- The top must be within 5 fingers width from the collar bone
- No undergarments should be showing