

CRYSTAL CATHEDRAL ACADEMY'S POSSIBILITY SUMMER STUDENT AND PARENT HANDBOOK

Crystal Cathedral Academy Mission Statement

The mission of the Crystal Cathedral Academy is to educate, equip, and encourage God's children through academics and the arts to become positive Christian leaders.

Crystal Cathedral Academy Philosophy Statement

The Crystal Cathedral Academy is a school of high academic and moral standards where creativity is valued, positive faith is practiced, positive attitudes developed, and where Christian values are nurtured. It is a school where presentation skills are emphasized along with the arts, both visual and performing. It is, also, a school where every teacher, staff member, volunteer, and students practices positive Christian morals. It is a school where love abounds, self-esteem is nurtured, grace is found, and where Jesus Christ is Lord.

Statement of Faith

GOD, THE FATHER

1. God is the creator and ruler of the universe, and present everywhere.
2. He is the Father of Jesus Christ.
3. He is our Father and will provide for our physical, emotional, and spiritual needs.

JESUS CHRIST

1. Jesus Christ is God in human form.
2. He gave His life as the perfect sacrifice for the sins of the world.
3. He arose from the dead and is alive forevermore.
4. He is the King of kings and will be finally victorious over all evil.
5. He will return...(the Second Coming).

THE HOLY SPIRIT

1. The Holy Spirit is co-equal with the Father and the Son (the Trinity).
2. He is "the Comforter" who dwells in the hearts of people, convincing them of the truth of Christ's teachings and helping them in their Christian growth.

HUMANITY

1. People are in need of forgiveness from sin.
2. They can be made righteous only by accepting God's forgiveness for sin through Jesus' sacrifice

on the cross.

3. They will be given a new life because of their relationship with Jesus Christ.
4. Salvation is a gift of God received through faith.

THE BIBLE

1. The Bible is the authoritative and inspired Word of God.
- 2 It is our only guide to show us what we should believe and how we should live.
3. Members of the church are to be baptized as a sign of the eternal relationship with Christ the Lord and Savior.
4. The task of the church is to teach the Word of God and make Jesus Christ known through-out the world.

THE SACRAMENTS

1. We celebrate two sacraments instituted by Jesus Christ. They are baptism and communion.

THE CHRISTIAN LIFE (To glorify God and enjoy Him forever.)

1. Participate faithfully in worship with the body of believers.
2. Build healthy relationships through fellowship with other believers.
3. Experience communion with God through prayer, as we share our needs and the needs of the world.
4. Grow spiritually through Bible study and other learning opportunities.
5. Use our spiritual gifts and resources to serve God and others.

DRESS CODE

Girls:

Dresses: Not above two inches from the top of the knee. No: low cut, strapless, backless, or spaghetti straps.

Shorts: Not above two inches from the top of the knee. No: cut offs, hip huggers/low rise, or baggies

T-Shirts/Tops: No: tank tops, midriff tops, low cut, or spaghetti straps

Skirts: Not above two inches from the top of the knee. No: high slits in front, back, or sides. No hip hugger/low rise.

Jeans/Pants: No: frayed bottoms, holes, low hip huggers, or baggies.

Swim Suits: One piece bathing suits only (water park field trips)

Boys:

Shorts: No baggies, low rise, or cut offs, holes, or frayed bottoms.

Shirts: No: sleeveless, oversized, or tank tops

Jean's/Pants: No: frayed bottoms, holes, low riders, or baggies.

Swim Suits: No oversized/baggies

Any writing on clothing must be in keeping with the Christian beliefs of our school. No profanity or violence, etc.

PAYMENT SCHEDULE

Tuition is due each Friday for the following week of Possibility Summer. For example, tuition for the second week of Possibility Summer is due by the end of the day on the Friday of the first week. If tuition is delinquent by 7 days or more, students will not be allowed to return until payment is made. The director will consider delinquent accounts on an individual basis, so please keep the director informed of any inability to pay tuition.

Tuition may be paid with cash, check, cashier's check, or money order. All returned checks will be assessed a \$25 fee. If a personal check is returned, the next payment will require a cashier's check or money order. Credit card payments are not accepted during the summer. All payments must be made to the Possibility Summer director. Please do not make payments in the Academy Office. This may delay receipt of your payment.

SIGN-IN / SIGN-OUT

CCA is a closed campus for security reasons. All visitors must show a visitor pass (key chain) or sign-in at security before being admitted to the campus. They need to check in with the director prior to entering any classrooms, playground, or instruction area before picking up children. All parents, guardians, visitors, or family members may be asked to show their driver's license before they can sign a student out.

DAYCARE

Crystal Cathedral Academy students must be supervised while on campus. The Academy provides supervision from 7:00 AM to 6:00 PM. Students must remain in our daycare program until parent (or person authorized by a parent) signs them out.

Reminder to Parents: students are to be in your care once they have been signed out. Please do not leave them on playground or in the building unattended.

Although there is no charge for daycare during Possibility Summer, students who are not picked up by the end of the program (6:00 P.M.) will be charged \$1 per minute after closing time.

LUNCH PROGRAM

Students may bring a lunch with a beverage (no glass bottle allowed) to school or parents may order lunches with beverage. Please note beverages are not available for purchase at school. In the event a child should forget or lose their lunch, he or she will be given permission to call their parents to bring a lunch.

More information regarding the school's lunch program will be available during the first week of Possibility Summer.

ITEMS BROUGHT TO SCHOOL

No electronic items.

No toys, games, cards, inappropriate books, or magazines. Items brought without permission will be taken. The Academy is not responsible for the security of items or money brought to school. We reserve the right to monitor items brought on the campus and to confiscate any items deemed inappropriate. All confiscated items must be picked from the director. The Academy reserves the right to search student lockers, backpacks, and containers brought to school, as well as demand that students show the contents of his/her pockets. In the event a search is made, the parent will be notified of the results.

The only exception to this policy is game days. There may be some days when students are allowed to bring video and other games from home. Games will be permitted on these days only. Games must not contain violence or any other inappropriate material.

CELL PHONES

K–5: No cell phone allowed.

6th–8th: Cell phones may be used before and after school, at break and at lunch time with teacher permission. Cell phones are to be turned off and put away during class. Text messaging, Internet use, photographing, or other non-voice call activities are not permitted.

ANIMALS/ PETS

No animals or pets on the school grounds or parking lot areas are permitted.

HEALTH SERVICES

Many faculty/staff members are trained in first aid for minor emergencies. If teacher suspects a child is ill, the child is sent to the director to be checked. Parents are notified of the child's condition, if necessary. Children not well enough to be in class must be picked-up immediately by the parent.

“Over the counter” medication is administered only when it is sent from home to the school with a note specifying dosage and time to be given and the medication form is filled out. Children may not have any medicine including over the counter drugs in their possession. Parents must turn in all medicine to the director. Parents will need to fill out a Medication Administration at School form or Physician Statement of Need form before their child can be given any prescribed medications.

PARENTS ARE RESPONSIBLE FOR KEEPING “EMERGENCY” INFORMATION CURRENT.

SEXUAL HARASSMENT

It is the policy of the Crystal Cathedral Academy to provide an educational environment in which all students are treated with respect and dignity. The Crystal Cathedral Academy prohibits any form of sexual harassment of any student by any employee, or student, whether verbal, physical, or environmental.

Every effort shall be made to protect the privacy of parties involved in any complaint. Files pertaining to complaints are confidential and will only be discussed when necessary for the investigation and/or resolution of the matter.

Any student who engages in the sexual harassment of anyone in or from the school may be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in sexual harassment may be subject to disciplinary action including but not limited to verbal warnings, letters, reassignment, suspension with or without pay, and dismissal.

The school expects student or staff to immediately report incidents of sexual harassment to the principal or designee, board member, or supervisor.

Any student who feels that he/she is being harassed should immediately contact the principal or designee at his/her school. If a situation involving sexual harassment is not promptly remedied by the principal or designee, a complaint of harassment can be filed with the Supervisor designee. The principal or designees shall determine which procedure is appropriate.

The school prohibits retaliatory behavior against any complainant or any participant in the complaint process. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned.

Sexual Harassment includes:

1. Unwanted sexual advances.
2. Offering employment benefits in exchange for sexual favor.
3. Making or threatening reprisals after a negative response to sexual advances.
4. Visual conduct; leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons, or posters.
5. Verbal conduct; making or using derogatory comments, epithets, slurs, and jokes;
6. Verbal sexual advances or propositions.
7. Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes, or invitation.
8. Physical conduct: touching, assault, impeding, or blocking movement.