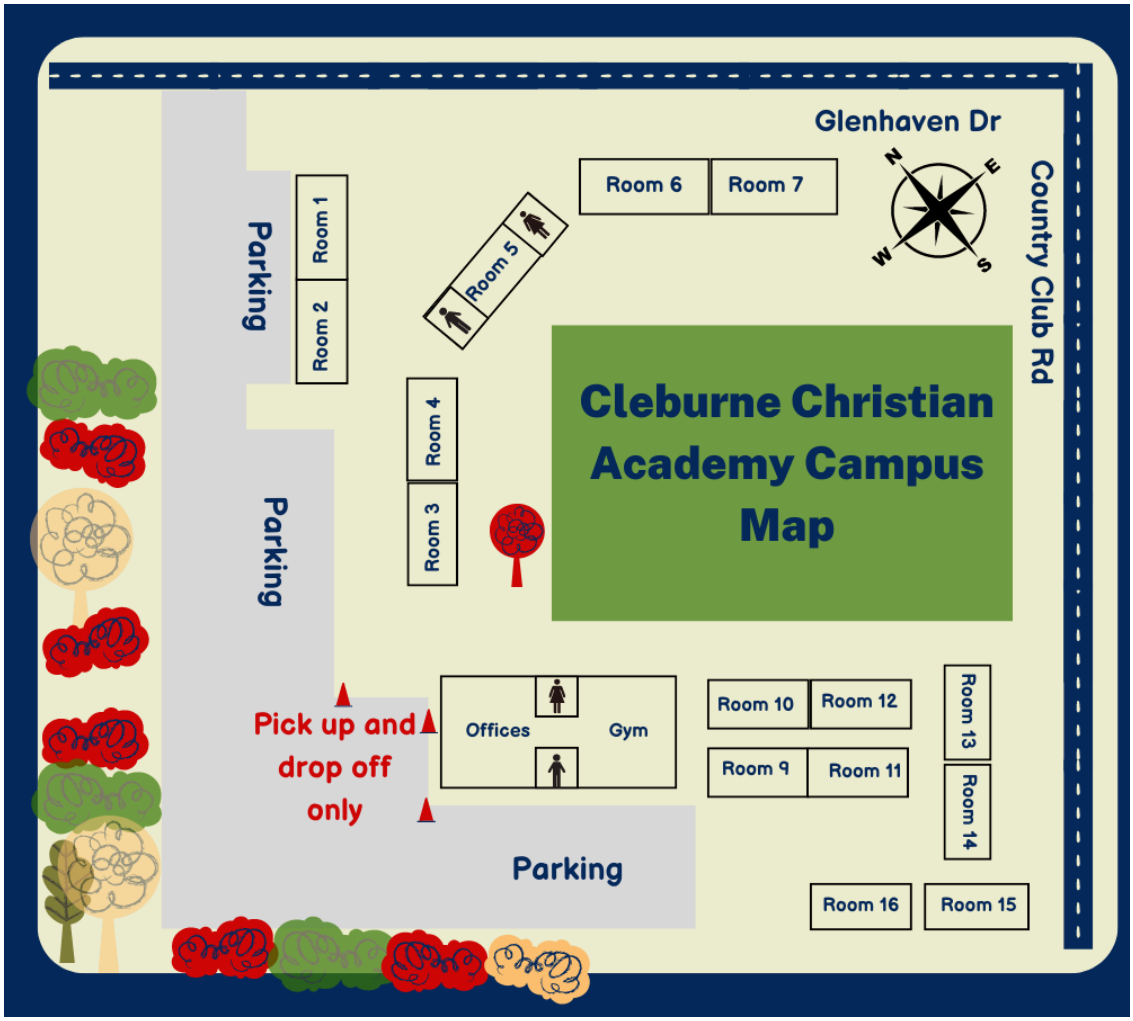
CCA Handbook

Campus Map



1st Grade - Room 10
2nd Grade - Room 12
3rd Grade - Room 11
4th Grade - Room 9
5th Grade - Room 13

PreK 3 - Room 15
PreK 4 - Room 14
Kindergarten - Room 16

Ms. Tina - Room 8 (In main office)
Flex Space - Room 5
Ms. Gilbreath - Room 1
Ms. Dees - Room 2
Ms. Karin - Room 4
Ms. Martin - Room 3
Computer Lab/Tutoring - Extra Office

Leadership Team and Office Staff

Jena Scarbrough - *Head of School (HS)*
Mission and vision
Capital campaign oversight
Staff and leadership development
Daily operational oversight
Student discipline and counseling
Family relations
Budget and employment agreement oversight
Curriculum and instruction/accreditation
Donor communication and relationships
Prospective Family Connections
Community partnerships
Registrar

Brandalyn Holmes - *Office Administrator*
Office reception
Administrative assistant to HS
Medication administration
Forms processing and filing
Staff and student records
State regulation compliance

Karen Martin - *Director of Intervention*
Student achievement
Scheduling and implementation of intervention services
Accommodation creation
Liaising with ISD staff and diagnosticians
Student tutoring
Family coordinator for intervention services

Jessica Scarberry - *Primary School Team Lead*
Teacher Care and Connection
Team scheduling, cohesion, and culture
Teacher responsibilities oversight
Substitute Teacher Arrangement
Team quarterly conversations

Kayla Cox - *Lower School Team Lead*
Teacher Care and Connection
Team Scheduling, Cohesion, and Culture
Teacher Responsibilities Oversight

Substitute Teacher Arrangement
Team Quarterly Conversations

Amanda Gilbreath - *Upper School Team Lead, Advisor*
Teacher Care and Connection
Team Scheduling, Cohesion, and Culture
Teacher Responsibilities Oversight
Substitute Teacher Arrangement
Team Quarterly Conversations
High school academic advisor

Heather Robles - *Athletics Coordinator*
Athletic program oversight and development

Contracted Services -
Bookkeeping, Cleaning and Grounds Maintenance

Student Code of Conduct

The Code of Conduct at Cleburne Christian Academy is built out from our Core Values. We believe that every student brings unique gifts and blessings to the school. We look to our students to make CCA one of the best schools in the area.

Christ-Likeness: We put others' needs before our own; sacrificially doing the right thing.

CCA expects every student to look for opportunities to put others first, whether it's lining up to go to recess, cleaning up after lunch, or holding a door while entering a building. All students are expected to find ways to put others before themselves. CCA Teachers and Staff will continually encourage our students to look outside of themselves to serve another.

Stewardship: We are committed to relentlessly pursuing personal growth using God-given gifts and opportunities, taking nothing for granted.

CCA believes that each student has the will and capacity to learn. Their effort and willingness to try, struggle, and work will ultimately determine their success. Students are encouraged to create their own goals for education with the guidance of their teachers. CCA ultimately exists to provide a place of support and encouragement in their journey, not force assimilation to a standardized system.

Passionate: We are all-in, enthusiastically building up others, igniting creativity.

As educators, we know that sometimes students won't be enthusiastic about school. We will encourage our students to grow in enthusiasm about their educational journey, celebrating the successes and learning from the setbacks. Most of all, we want them to positively participate in the learning journey of others. Being at a school means that the student is not alone in their academic endeavor. Their journey is being impacted by classmates as they interact and see the subjects they're learning through their peers. We want them to not only care about their own journey but also the journeys of others. Every student has something to give to their fellow students and teachers. Ultimately, what makes institutions of learning great is everyone working to build one another up as we grow together.

Community: We cultivate trust with one another, guarding against gossip by raising issues promptly without reservation until resolved.

CCA believes that the best way to deal with conflict is immediately and in person. We understand that students are on a broad spectrum of maturity to be able to deal with conflict in an appropriate way. But when conflict does arise, we expect students to communicate openly either with a teacher, admin, or peer. We expect our students to use their words to encourage right behavior and to help correct wrong behavior. The goal is a safe environment for learning and growth that celebrates reconciliation.

Discipline

CCA understands that no person is perfect. In setting forth our expectations, we understand that some students will have off days where it is hard to stay within the behavioral boundaries we've set for our school. We always want to communicate openly with parents about their students' behavior. Please note that students will not be exempted from school discipline in the case that guardians have given their student permission to operate outside of school expectations and rules. Here we have presented how we will handle breaches in our code of conduct and when those issues will be communicated with guardians. We describe disciplinary action under 5 distinctive behaviors:

Non-Invasive Rule Breaking

Breaking a non-invasive rule can be understood as something that is easily corrected with a sentence or two if the student has crossed a set boundary or gone against an expectation. The student either forgot the rule or momentarily disregarded the rule and needs to be corrected. This type of discipline will usually be addressed in the flow of the moment and does not disrupt the class or day too much.

Examples include singular instances of stepping out of line, not raising a hand before talking in class, and running in the hall. Guardians typically are not notified.

Relational Rule Breaking

Relational school rules put boundaries on how the student interacts with teachers, other students, and the school environment. This kind of rule breaking requires a 3-5 minute conversation to sort out the reason for the rule break (is the student upset, are they bored, etc.) and bring about the correct response for reconciliation. Teachers will engage with the students for the necessary time to bring reconciliation and move back to the flow of the day.

Examples include speaking unkindly to or about another person, unintentionally disrespecting a staff member or outbursts of emotion. *Guardians typically are not notified.*

Pattern of Rule Breaking

This behavior is built up over the course of the day and generally reflects a lack of self-control, not intentional disrespect. Teachers will document days where we see patterns of rule breaking within a single day in FACTS, will give reasonable consequences for the pattern of rule breaking (loss of break and/or assist admin team with campus clean up), and notify parents. Should a pattern of rule breaking continue, Behavioral intervention Plans will be implemented to assist the student in the acquisition of developmentally appropriate self control.

Examples include frequent classroom interruptions, frequent breaking of procedures in hallways or restrooms, etc. *Guardians typically are notified on days of patterned rule breaking through Dojo or email. After 2-3 days of patterned rule breaking, administration will contact parents to establish a Behavioral Intervention Plan.*

Minor Rule Breaking

This behavior is when the student has blatantly disregarded rules of respect or conduct in a more serious nature. This type of behavior makes regular instruction impossible and/or breaks down culture and camaraderie. The staff member who observes the behavior will document in ClassDojo, hand the student to the Head of School, and the parent will be contacted about the behavior. Students will receive a written warning, and further instances will result in ISS. Behavioral intervention plans may be implemented as well. Should escalated rule breaking of any nature continue, the student will receive lengthier ISS followed by expulsion.

Examples include refusal to follow the safe instructions of a staff member, intentional and repeated interruption of instruction, using technology outside of intended means, cell phone possession or use, leaving the classroom or campus without permission,

going to vehicles without permission, writing on tables, and repeatedly attending out of dress code. Guardians should expect a phone call or email with a copy of written warning, first single-day ISS, and second three-day ISS. After that point, the administration will hold an expulsion consideration meeting with administration and teaching staff.

Moderate Rule Breaking

This category's behavior will be reported, handed over to the Head of School, and a parent meeting arranged. Depending on the nature and frequency of the event, the student may need to be sent home for the remainder of the day or until a parent meeting can be arranged. All infractions of this section will result in at least one day of ISS but may be considered for expulsion depending on severity.

Examples include injurious behavior to oneself, others, or property (not to include writing on tables), bullying, intimidating, or threatening to persons at the school, etc. Guardians will be notified by phone and asked to pick student up immediately or student will begin ISS at that time. In the case of ISS, administration will email a followup summary.

Major Rule Breaking

The most serious category includes behaviors that significantly disrupt the school community or compromise the safety of others, such as physical aggression, theft, substance abuse, or bullying. Consequences range from suspension to expulsion, with a focus on rehabilitation, counseling, and reintegration strategies to support the student’s growth and accountability.

Bullying

At CCA, we uphold the dignity and safety of every student as paramount. Administration will investigate the incident to determine if it meets the criteria to be classified as a certain type of bullying: physical bullying, verbal bullying, psychological bullying and cyberbullying.

Definition of Bullying: Bullying is defined as repeated aggressive behavior intended to harm, intimidate, or coerce another individual physically, emotionally, or socially. This includes but is not limited to physical assaults, verbal threats or insults, spreading rumors, excluding someone from a group intentionally, or using social media or other types of digital methods.

Criteria for Bullying vs. Regular Conflict:

- **Frequency and Persistence:** Bullying involves repeated incidents or a pattern of behavior rather than isolated instances of conflict.
- **Power Imbalance:** Bullying often occurs when there is an imbalance of power, where one student uses their influence, physical strength, or verbal prowess to assert control over another.
- **Intent:** Bullying is characterized by an intent to cause harm, fear, or distress to another individual.
- **Effect on Victim:** Bullying behavior has a detrimental effect on the victim's well-being, causing emotional or physical distress, social exclusion, or interference with their academic performance.

Definition of Regular Conflict and Name Calling: Regular conflict refers to isolated altercations between students that do not involve repeated patterns of aggression or intimidation. Name calling may occur in isolated incidents where derogatory language is used without the intent or effect of sustained emotional harm.

Physical Assault Policy: Physical assault, which includes any form of physical violence or harm towards another student, will not be tolerated under any circumstances. In the event of physical assault, administrators will take immediate disciplinary action to ensure the safety of those involved in the incident. This includes but is not limited to suspension from school activities, mandatory counseling, and a meeting with parents or guardians to discuss the incident and its consequences. Our aim is to foster an environment where students feel secure and respected, and where conflicts are resolved peacefully and with empathy. Restorative justice practices will be employed to encourage accountability, reconciliation, and healing for both the victim and the perpetrator.

Verbal Intimidation Policy: Verbal intimidation, such as bullying, harassment, or any form of verbal abuse, is strictly prohibited at our Christian private school. We recognize that words have the power to deeply affect individuals and their emotional well-being. Any instance of verbal intimidation will be addressed promptly and seriously. Consequences may include formal warnings, counseling sessions focused on empathy and understanding, community service assignments, and educational workshops on respectful communication. In cases where repeated or severe verbal intimidation occurs, suspension or expulsion may be considered, in consultation with parents or guardians. Our goal is to cultivate a culture of kindness, compassion, and mutual respect, where each student can flourish academically, socially, and spiritually in a supportive Christian environment.

Psychological Policy: Psychological bullying, also known as emotional or mental bullying, is a serious issue that undermines the emotional well-being and dignity of our students. At our Christian private school, psychological bullying is defined as any deliberate and repetitive behavior that causes emotional harm, undermines self-esteem, or creates a hostile environment for another individual. This includes but is not limited to verbal threats, intimidation, spreading malicious rumors, cyberbullying, and exclusion from social activities with intent to harm.

Cyberbullying Policy: which encompasses any form of harassment, intimidation, or humiliation through digital devices and platforms, is strictly prohibited at our Christian private school. This includes but is not limited to abusive texts or emails, spreading rumors or malicious gossip online, impersonation, and posting or sharing of inappropriate or harmful content. Any incidents of cyberbullying reported to school authorities will be thoroughly investigated, and appropriate disciplinary actions will be taken, which may include counseling, parental involvement, suspension, or expulsion, depending on the severity and impact on the victim's well-being. Our school is committed to educating students about responsible digital citizenship and fostering a supportive online environment where every individual is treated with dignity and respect.

Student Policies and Information

PDA - Public Displays of Affection

In order to maintain a professional atmosphere of learning, mutual respect, and safety in school, students should refrain from inappropriate, intimate behaviors on campus or at school-related events and activities. This includes but is not limited to: extended hugging, kissing, holding hands, touching faces, sitting on another student’s lap, and putting legs across another student’s lap. Students involved in inappropriate expressions of affection will be spoken to privately and respectfully. Continued failure will be considered an infraction of the “escalated rule breaking” section of the Code of Conduct and will result in parent notification.

Drugs, Tobacco, and Alcohol Use

CCA will not tolerate the use or possession of tobacco, alcohol or vaping paraphernalia on school property. There is no expectation of privacy on campus to ensure student safety. Students using or possessing these things while on school property or at school activities have violated the “Major rule breaking” section of the Code of Conduct, which results in disciplinary action ranging from ISS to expulsion, depending on the severity of the situation. Any student who supplies drugs, tobacco, alcohol, or similar unauthorized

items to other students while on campus, or off campus, will be given immediate suspension or expulsion depending on severity and number of students involved.

Weapons

At CCA, the presence of weapons on campus poses an immediate threat to the safety and well-being of our students and staff. Students' belongings and persons may be searched to ensure adherence. Weapons, including but not limited to firearms, knives, and other dangerous objects, are strictly prohibited on school grounds. Any student found in possession of a weapon or engaging in behavior related to weapons will face severe disciplinary actions. These actions may include immediate suspension pending investigation, involvement of law enforcement authorities, expulsion, and mandatory counseling. Our school is committed to maintaining a secure environment where students can learn and grow without fear, and where their physical and emotional safety is our utmost priority. We emphasize education on conflict resolution and peaceful alternatives to violence, promoting a culture of respect and responsibility among all members of our school community.

Pornography Policy

CCA will not tolerate accessing, viewing, downloading, storing or interacting in any way with pornography on campus. a parent will be notified, and the student involved will lose technology access on campus.

The use, distribution, or possession of pornography or explicit materials through school-provided technology or personal devices on campus is strictly prohibited. A staff member will immediately confiscate any associated technology, if found in violation of this policyThis includes accessing, downloading, sharing, or storing such content through any digital means, including computers, tablets, smartphones, or other electronic devices. Students found violating this policy will face immediate consequences, including but not limited to loss of technology privileges, disciplinary action, parental notification, and counseling sessions focused on digital ethics and moral standards. CCA is committed to fostering an environment that upholds Christian values of purity, respect, and dignity. We provide education and guidance to help students understand the harmful effects of pornography and to promote responsible use of technology in alignment with our mission to nurture spiritual growth and moral character.

Technology Policy

We hold fast to the necessity of relationship in education and will therefore implement technology in the classroom and for assessment cautiously and with intention. Although our world is increasingly digital, as followers of Christ we also hold fast to the necessity of relationship in the world. We will seek to disciple our students towards meaningful, authentic relationship and away from shallow, distant, digital connections. In that we recognize the need to educate our students in computer skills such as typing and Microsoft Office while providing opportunities to extend that knowledge into areas of gifting such as coding, digital design or animation. We will seek to responsibly shepard our students' hearts in their consumption of digital resources.

Cell Phones and Ear Buds

CCA's Code of Conduct also extends into the realm of personal technology. **CCA is a cell phone free campus.** Cell phones are a distraction to our educational goals and are not allowed on campus for any student. If students bring a cell phone to school, they must turn it in to the office at the start of the day unless parents have approval from Head of School for another arrangement. If students need to contact parents during the day, they may do so through the office phone.

In the event that a staff member sees or becomes aware of a student with a cell phone on campus, it will be confiscated and turned in to the office. The phone must be signed for by a parent or legal guardian to be returned.

Likewise, ear buds or air pods are not allowed on campus. When students need to work on a computer (ie watch a video lesson, listen to an audio book), they may use non-bluetooth equipped headphones, which the school is able to provide. Students will not be allowed to log in to music streaming websites. Instead, a teacher may opt to play instrumental music during quiet working times.

Students needing accommodations for visual or aural learning differences will need to coordinate with the Director of Intervention to establish any protocols which differ from the cell phone use policy.

Personal Technology

Other personal technology devices that may be brought for educational benefit (ie. Ipad or tablet, personal laptop, or smartwatch) should be put in a backpack or locker unless they have been given permission by a teacher to use them. Ipads, tablets, smartwatches, and personal laptops are not to be used during lunch or breaks.

Students may be allowed to use personal technology during study halls but only with the study hall teacher's permission. All personal technology is subject to search while it is on campus. Each student surrenders their right to privacy on their device while on campus. Teachers and Administrators may search the device and its browsing history if there is a suspected breach of the Code of Conduct. A breach of the Code of Conduct for personal technology is any use not intended for the furthering of the student's education.

Communication with Other Students

CCA requires all students to abide by this Code of Conduct in their communication to other students outside of school hours. Students should be kind and respectful to other students on social media, text messages, and any other communication outside school. Students may be subject to disciplinary action if they are found to be unkind or disrespectful even after school hours if the communication is with another student at CCA. Cyberbullying will not be tolerated at CCA and is not confined to the hours the students are at school.

Textbook and Materials Policy

All assigned textbooks and materials become the responsibility of the student and must be returned at the end of the school year or upon withdrawing from CCA. Any damage or loss will be billed to the family.

Open Campus Policy

Students with a valid driver's license who are passing all classes and have parent approval may leave campus during lunch, study hall or breaks.

1. Students may not leave campus to "skip" a class (study hall, recess, and lunch period are not considered class). Parents must make administration aware of any appointments (doctor, dentist, etc.) that may require missing class.
2. Students may not leave campus with an unrelated member of the opposite gender at any time.
3. Students must sign in and out of the office before leaving campus.
4. Students may not leave campus with another unrelated student of the same gender without permission from parents.
5. Students must not be late for any class due to leaving campus.

Students will lose the privilege of open campus for the quarter if they violate any rules regarding open campus policy.

As with all of our students, parents are able to decide what privileges are allowed for their students. Parents can make any of the following choices when completing the Open Campus Permission Form:

- ☐ My student may not drive other unrelated students off campus
- ☐ My student may not leave campus without permission from me (the parent)
- ☐ My student may only leave campus if they have forgotten their lunch
- ☐ I would like to be contacted via the following method if my student ever leaves campus during school hours
    - ☐ Text
    - ☐ Call
    - ☐ Email

Dress Code

CCA requires a dress code for both teachers and students. This is to ensure academics, rather than clothing, status or appearance, remain the focus of our time at school. We celebrate the differences amongst our students that are evident in ways that surpass clothing choice.

Boys:
Monday through Thursday
Tops:
Navy blue, red, or white collared shirt or CCA tshirt available for purchase
Note - only one button may be unbuttoned
Pants:
Khaki, navy, black slacks or plain denim jeans
Note - no holes, designs or sweatpants
Shorts:
Knee length khaki, navy, or black shorts or plain denim shorts
Note - no basketball/athletic shorts
Outer layers:
Navy blue, red, grey, black or white “uniform” cardigan, vest, or sweater or CCA sweatshirt available for purchase
Note - no hoodies or non-CCA sweatshirts
Winter wear:
Any color or type. Logos, words, or characters must be tasteful and appropriate for a Christian school on all pieces of clothing.
Shoes:
Any color or style of shoe that has a back strap and closed in toe
Upper School (6th-12th) P.E.:

Red or blue shirt preferred, but other shirts must meet free dress standards
Knee length black or navy basketball shorts with or without leggings, or black or blue joggers or workout pants
Tennis shoes
Note- no leggings or yoga pants without shorts

Friday Free Dress

Any logos, words, or characters must be tasteful and appropriate for a Christian school on all pieces of clothing. Shoe rules and shorts and skirt length rules still apply. No sleeveless shirts or tanks. No holes in clothing and no pajamas unless designated as a pajama day.

No hoodies, no winter wear in the classroom, no hats at any time other than winter hats outside, and no unnatural hair colors.

Dress Code

Girls:
Monday through Thursday
Tops:
Navy blue, red, or white collared shirt or CCA tshirt available for purchase
Note - only one button may be unbuttoned
Pants:
Khaki, navy, black slacks or plain denim jeans
Note - no holes, designs, sweatpants, yoga pants or leggings
Shorts:
Knee length khaki, navy, or black shorts or plain denim shorts
Note - no basketball/athletic shorts
Dresses, skirts and jumpers:
Knee length khaki, navy or plaid
Note - bicycle shorts must be worn if shorts are not sewn into design
Outer layers:
Navy blue, red, grey, black or white “uniform” cardigan, vest, or sweater or CCA sweatshirt available for purchase
Note - no hoodies or non-CCA sweatshirts
Winter wear:
Any color or type. Logos, words, or characters must be tasteful and appropriate for a Christian school on all pieces of clothing.
Shoes:

Any color or style of shoe that has a back strap and closed in toe

Upper School (6th-12th) P.E.:

Red or blue shirt preferred, but other shirts must meet free dress standards
Knee length black or navy basketball shorts with or without leggings, or black or blue joggers or workout pants
Tennis shoes
Note- no leggings or yoga pants without shorts

Friday Free Dress

Any logos, words, or characters must be tasteful and appropriate for a Christian school on all pieces of clothing. Shoe rules and shorts and skirt length rules still apply. No sleeveless shirts or tanks. No holes in clothing and no pajamas unless designated as a pajama day.

No hoodies, no winter wear in the classroom, no hats at any time other than winter hats outside, and no unnatural hair colors.

Parent Policies and Information

We believe that parents are the primary source of guidance and support in the lives of our students. We seek to partner with them in sharing the gospel and providing an education that will equip them to serve for God's glory in this world. CCA parents are committed to ensuring their child's academic success by reading together often, prioritizing quality sleep habits, reviewing in-progress and completed work, helping their child access necessary tools and time to complete assigned homework, and helping them navigate conflict.

Teacher parent interactions

Our school's parent-teacher communication policy emphasizes clear boundaries to facilitate effective collaboration while respecting instructional time and professional obligations. Teachers will communicate regularly through designated channels such as emails, Class Dojo, or scheduled parent-teacher conferences to provide updates on students' academic progress, behavior, and any pertinent classroom information. These communications will be timely and informative, aiming to keep parents well-informed about their child's educational journey.

To maintain a focused learning environment, unscheduled meetings between parents and teachers during instructional hours will not be permitted unless in cases of emergency or pre-arranged appointments. This policy ensures that teachers can dedicate uninterrupted time to classroom instruction, while also allowing them to respond promptly to parent inquiries and concerns through scheduled communication channels. By adhering to these guidelines, we aim to foster a productive partnership between home and school, ultimately supporting the academic and personal growth of each student in our care.

Enrollment Eligibility Policy

At CCA, we prioritize creating a safe and conducive learning environment for all our students. To maintain this environment, enrollment eligibility is subject to certain criteria. Below are the four categories of ineligibility:

Financial: Students whose tuition fees remain outstanding beyond the specified deadlines may face enrollment ineligibility. We understand financial circumstances can vary, and we encourage open communication to explore possible solutions. However, consistent failure to meet financial obligations may result in enrollment suspension.

Student Discipline: Students who have been involved in serious disciplinary incidents, including but not limited to violence, substance abuse, or academic dishonesty, may be deemed ineligible for enrollment. Our institution values integrity, respect, and responsibility, and any behavior contrary to these principles may impact a student's eligibility for enrollment. Further, students with repeated lower-level disciplinary issues may also be subject to ineligibility.

Parental Behavior: Parental behavior significantly impacting the school community or creating an unsafe or disruptive environment may lead to enrollment ineligibility for their child. This includes instances of harassment, verbal abuse, or disruptive conduct during school events or interactions with staff members or threats of violence or legal action. We believe in fostering a supportive partnership between parents and the school, and respectful behavior is fundamental to maintaining this collaboration.

Exceptional Academic or Behavioral Special Needs: While we strive to provide a supportive learning environment for all students, there are limitations to the types of special needs we can accommodate. Students requiring significant specialized assistance must have their needs established before enrollment. If a student's needs escalate significantly throughout the year, to a degree beyond what CCA can reasonably provide, they may become ineligible to continue enrollment. This will be addressed through the formal review procedures outlined below:

When a student’s behavior requires more than 2–3 minutes of classroom intervention, the teacher will send the student to the office—not for discipline, but for behavioral scaffolding and regulation support. Parents will be notified once a student begins receiving this type of support, and administration will initiate communication with the student's team leader and the Director of Intervention. If this support becomes frequent or ongoing, the administration may initiate a formal review to assess the school’s ability to meet the student’s behavioral needs.

Formal Behavioral Review Procedures:

- **Internal Consultation:** Teachers and staff will talk with administration to observe patterns and attempted interventions.
- **Parent Notification:** Families will be informed that a formal review is in progress and may be asked to provide additional documentation or insight.
- **Temporary At-Home Learning:** During the review (not to exceed one week), the student will remain at home, and work will be sent for completion.
- **Leadership Oversight:** The leadership team will conduct the review, and the board will be notified that a review is underway.
- **Final Determination:** If it is determined that the school is not equipped to meet the student’s needs, the family may continue learning from home for the remainder of the school year or seek an alternate placement.

While these are the primary categories of ineligibility, each case is considered individually, taking into account relevant circumstances and potential mitigating factors. Our ultimate goal is to ensure the well-being and success of all students within our educational community.

Student Illness Policy

Sick children (temperature of 100 degrees or higher, vomiting, diarrhea, severe coughing, unknown rash, repeated visits to the office during the school day) will be sent home from school.

Please be considerate of other students and staff by not sending a child to school with an infectious condition, fever, or persistent runny nose with green mucous, persistent cough, or persistent sneezing. Parents will be called and asked to pick up their child if he or she is sent to school with fever and or vomiting.

For fevers less than 100 degrees, the parent will be called to discuss the child's symptoms and the proper action to take for the welfare of the child and the other students in the school.

Students should be free of fever **without the use of fever-reducing medication**, vomiting or diarrhea for a **minimum of 24 hours** before returning to school. Therefore, children sent home from school should not return the next day.

Specific Illnesses

Students diagnosed by their doctor with strep throat must have been on antibiotics for a minimum of 24 hours before returning to school.

If you have concerns about a rash, you should contact your child's physician rather than bringing the child into the school.

Parents will be asked to pick up their child if they are found to have contracted conjunctivitis ("pink eye") or head lice.

Children with bacterial conjunctivitis ("pink eye") must have been on antibiotic eye drops for a minimum of 24 hours before returning to school.

In the case of head lice, the child will be readmitted to school only after he or she has been treated with the proper lice-killing shampoo and the eggs, nits, and live bugs have been combed out. Children sent home with head lice will need to be checked by administrative staff before going back into the classroom. In some cases, a doctor's note may be required before the student returns to school.

In the event any student has a communicable disease, the parents are expected to notify CCA, and to re-admit the student only after a doctor has given written permission for the child to return to school.

Cancellation and Delays

If school is canceled, the employees will be notified as near to 6:30AM as possible. If school is delayed, employees are expected to report at the time designated by the Administration. CCA follows Cleburne ISD for closures.

Student Appointments

Parents must connect with the front office for student appointments. Lower School students must be checked out by a parent or approved guardian in the front office. Please do not go to the student's classroom as this disrupts teaching. Parents of Upper School students with parent permission to drive off campus must contact the school to approve absences for appointments.

Teacher and Staff Communication

Teachers will respond to parent communication within 1 business day, whether that communication is received by phone, app, or email. If response is needed more quickly because of the nature of the issue, please contact the office. If you would like to set up a meeting with an administrator, please also contact the office.

Guests on Campus

We welcome guests on campus! Please observe the following guidelines.

- Guests (parents, grandparents, guardians, or family members) cannot park and walk directly to their child's classroom. **All guests must check-in at the office, receive a guest badge, and then be directed to the appropriate classroom** by office staff at appropriate or prearranged times. Parents will not be taken to a classroom during instruction due to the disruption to the class if arrangements have not been previously arranged with the teacher.
- Guests are only allowed in a classroom under the coordination of the student's teacher and with proper approval received by the teacher. If the teacher has allowed a parent to be present during instructional time, check-in procedures in section 1 must still be followed.
- Guests may attend class parties and chapel without checking in at the office or obtaining a guest badge.

Pick Up Procedures Prior to 2:45pm

Early pickup of your student must be processed through the front office. Once the office is contacted, the student's teacher will be notified and the child will be brought to the front office for dismissal. No child will be dismissed to a parent from the classroom. Teachers have been instructed to refuse to release a child if a parent does not follow this policy for the security of the child.

Pick Up Procedures after 2:45pm

Students are not allowed to get into a vehicle in the pick up line until a teacher has put them in at the appropriate dismissal time. Please help your students understand that there is a process and procedure in place for their safety and security that must be followed. Similarly, please do not exit your vehicle during pick up. If you would like staff to buckle your child into a car seat, please have it in the passenger side seat. If not, please pull ahead before buckling your child into the seat.

Lunch Drop Off

Parents are welcome to drop off hot lunches or have them delivered to the office. Please do not take them directly to your student.