

Community Christian Academy Community Christian Academy



“...we will serve the Lord”

SCHOOL MANUAL

Principal

Alan Greenwood

31-37 Tudor Avenue, Newstead
PO Box 100, Newstead, 7250, Australia
Tel (03) 63 311 922 Fax (03) 63 311 944
Office office@communitychristianacademy.com.au **Business** business@communitychristianacademy.com.au
Principal principal@communitychristianacademy.com.au
Website www.communitychristianacademy.com.au ABN 73 655 338 062

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Mission Statement

Community Christian Academy was established in 1995 with the prime objective being that expressed in *Proverbs 22:6* "Train up a child in the way he should go, And when he is old, he will not depart from it."

We see ourselves as an extension of the Family home and their church. Our goals are to impart the highest standards of moral character to children and to enable them to reach their full academic potential.

To this end, staff members will be Spirit-led as they minister to the student body through the example of their own lives.

Statement of Faith

We believe in:

- ONE GOD, perfect and holy, eternally existent in three persons: the Father, the Son and the Holy Spirit.
- JESUS CHRIST, His deity, atoning death, bodily resurrection, ascension to heaven and personal return in power and glory.
- THE HOLY SPIRIT is a divine person by whose agency alone man can be brought to salvation through Christ.
- The Holy Scriptures, consisting of Old and New Testament divinely inspired as originally written, supreme in authority.

We affirm that:

- The believer's walk of obedience and faith involves the Holy Spirit working in people's lives to develop the character of Christ within them. *Galatians 5:22-23*
- Effective Christian service is only possible through the empowering of the Holy Spirit. *1 Corinthians 12:1-11*

Standards of Conduct

The Biblically based curriculum used in this school is designed to produce young disciples of our LORD Jesus who will not compromise on Christian beliefs and values. The following character traits are the basis on which behaviour and attitudes should be based.

- **APPRECIATIVE:** Expressing thanks to God and others for the ways they have served me.
1 Thessalonians 5:18 "In everything give thanks; for this is the will of God in Christ Jesus concerning you."
- **ATTENTIVE:** Demonstrating that the person is deserving by giving genuine courtesy and consideration to God's Word (or a person's word).
Hebrews 2:1 "Therefore we ought to give the more earnest heed to the things which we have heard, lest at any time we should let them slip."
- **AVAILABLE:** Scheduling my priorities to fit the desires of others.
Matthew 9:9 "And as Jesus passed forth from thence, he saw a man, named Matthew, sitting at the receipt of custom; and he (Jesus) saith unto him, Follow me. And he arose, and followed him."
- **COMPASSIONATE:** Giving whatever is necessary to meet another's needs without expecting anything in return.

1 Peter 3:8 "Finally, be ye all of one mind, having compassion one of another, love as brethren, be merciful and so fulfil the law of Christ."

- **CONCERNED:** Bearing another's burden with great affection and admiration.
Galatians 6:2 "Bear you one another's burdens, and so fulfil the law of Christ."
- **CONSIDERATE:** Thoughtful of others and their feelings.
Philippians 2:4 "Look (consider) not every man on his own things (interests), but every man also on the things of others."
- **CONSISTENT:** Not wavering from God's principles.
1 Corinthians 15:58 "Therefore, my beloved brethren, be ye steadfast (constant), unmoveable, always abounding in the work of the LORD, forasmuch as ye know that your labour is not in vain in the LORD."
- **CO-OPERATIVE:** Working or dwelling in unity with others.
Psalms 133:1 "Behold, how good and how pleasant it is for brethren to dwell together in unity."
- **CREATIVE:** Meeting a need or a chore from a different point of view.
Romans 12:2 "And be not conformed to this world; but be ye transformed by the renewing of your mind, that ye may prove what is good, and acceptable, and perfect will of God."
- **DEFERENT:** Controlling my privileges and preferences in order not to offend those God has called me to serve (putting their wishes or opinions before mine).
1 Corinthians 10:33 "Even as I please all men in all things, not seeking mine own profit, but the profit of many, that they may be saved."
- **DEPENDABLE:** Being worthy of trust by doing what I said I would do even if it means self-denials.
1 Timothy 6:20 "O Timothy, keep that which is committed to thy trust, avoiding profane and vain babblings, and oppositions of science falsely so called."
- **DISCREET:** Forming sound opinions and giving serious attention, and thoughts to what one is doing, especially to details.
Psalms 112:5 "A good man deals graciously and lends; He will guide his affairs with discretion."
- **FAIR:** Seeing a situation from the viewpoint of each person involved.
Matthew 7:12 "Therefore, all things whatsoever ye would that men should do to you, do ye even so to them for this is the law and the prophets."
- **FAITHFUL:** Manifesting a true spirit to a person to whom one is bound by promise, a pledge, honour, or love.
1 Corinthians 4:2 "Moreover, it is required in stewards, that a man be found faithful."
- **FORGIVING:** Overlook one another's fault by means of expressing to them Christ's love (responding as if there were no faults).
Colossians 3:2 "Forbearing one another, and forgiving one another, if any man have a quarrel against any; even as Christ forgave you, so also do ye."
- **FRIENDLY:** Extending my life to a friendship by receiving a person with the attitude; what is God doing in his life? How can I help?
Proverbs 18:24 "A man who has friends must himself be friendly, But there is a friend who sticks closer than a brother."
- **GENTLE:** Responding tender-heartedly to the needs of others.

2 Timothy 2:24 "And the servant of the Lord must not strive, but be gentle unto all men, apt to teach, patient."

- **HONEST:** Dealing righteously, showing what is right and proper to the Lord and others.
2 Corinthians "Providing for honest things, not only in the sight of the Lord, but also in the sight of men."
- **KIND:** Showing a genuine, harmonious attitude toward others.
Ephesians 4:32 "Speaking to yourselves in psalms and hymns and spiritual songs, singing and making melody in your heart to the Lord."
- **MERCIFUL:** Having, feeling and showing more kindness than justice deserves.
Luke 6:36 "Be ye therefore merciful, as your Father also is merciful."
- **PEACEFUL:** Yielding self to the Lord for His control, for He is our inner peace" (the inner quietness, freedom from disturbance of strife, absence of excitement or confusion.)
John 26:33 "These things I have spoken unto you, that in me ye might have peace. In the world ye shall have tribulation; but be of good cheer; I have overcome the world."
- **RESPECTFUL:** A feeling of deep respect and honour mixed with wonder, awe and love for the person that God is using in my life to produce the character of Christ in me.
1 Thessalonians 5:12-13 "And we beseech you, brethren, to know them which labour among you, and are over you in the Lord, and admonish you; and to esteem them very highly in love for their work's sake. And be at peace among yourselves."
- **SELF-CONTROLLED:** Ruling my own spirit; instant obedience to the Holy Spirit.
1 Thessalonians 5:22 "Abstain from all appearance of evil."
- **SUBMISSIVE:** An inward attitude of yielding to the authority of another.
Hebrews 13:17 "Obey them that have the rule over you, and submit yourselves, for they watch for your souls, as they that must give account, that they may do it with joy, and not with grief for that is unprofitable for you."
- **TACTFUL:** Saying and doing the right things (discreet) to avoid undesirable consequences in dealing with people.
Colossians 4:6 "Let your speech be always with grace, seasoned with salt, that ye may know how ye ought to answer every man."
- **TOLERANT:** Accepting others and willing to endure their beliefs and actions with which I do not agree.
Romans 14: 13 "Let us not therefore judge one another any more; but judge this rather, that no man put a stumbling block or an occasion to fall in his brother's way."
- **TRUTHFUL:** Earned trust by accurately stating all known information.
Ephesians 4:25 "Wherefore putting away lying, speak every man truth with his neighbour, for we are members one of another."
- **VIRTUOUS:** Conforming to and radiating God's moral principles of purity.
Philippians 4:8 "Finally, brethren, whatsoever things are true, whatsoever things are honest, whatsoever things are just, whatsoever things are pure, whatsoever things are lovely, whatsoever things are of good report, if there be any virtue, and if there be any praise, think on these things."

Academic Programme

Any parents enrolling their children in this school should acknowledge that *“He will teach us His ways, so that we may walk in His paths...”* Isaiah 2:3

The curriculum is the result of nearly thirty years research and annual revision continues. We have chosen to use the ACE (Accelerated Christian Education) programme because of its uniqueness in promoting the highest academic standards whilst instilling Biblical standards with their practical application in everyday situations.

New students will undergo diagnostic testing which will ascertain the level of understanding and mastery reached in the core areas of Maths, English, Social Studies, Science, and Word Building (spelling). This will then enable an individualized course of study to be implemented, which will meet with the student's needs rather than an age-based expectation. This raises self-esteem for students who may perceive themselves as lagging behind their age group peers and stretches those who are ready to progress beyond their grade level.

Students using this curriculum have gained admission to Tertiary courses throughout Australia where authorities have been quick to recognise the advantage of graduates who are self-motivated and acquainted with the standards of mastery and excellence implicit within the ACE programme. The University of Tasmania recognises the school's Pre-Tertiary Certificate for alternative entry to its courses. Likewise, employers who study the transcripts of other school leavers will be impressed by the ease with which exact standards of achievement can be analysed by studying the academic objectives set down by the 'Scope and Sequence' guidelines. These qualifications have already allowed former students to gain entry into their chosen fields of music, law, furniture making, construction and hospitality.

Ace Curriculum

The program is individualised so recognizing the unique God-given abilities of each student. They then have the opportunity to work at their own level of achievement and can be encouraged to gain mastery in weaker areas or progress faster in their stronger subjects

The curriculum includes five major academic disciplines: Mathematics, English, Social Studies, Science and Word Building (spelling). Each subject contains 144 numbered PACE's ("pack of Accelerated Christian Education") beginning with Grade 1 (PACE 1001) and ending With Grade 12 (PACE 1144).

Each curriculum grade course consists of 12 PACE's. DVD's and computer aids are available for selected courses such as Maths, Science, and Word Building. A student would normally be expected to complete an average of 60-70 PACE's per year. This culminates in the awarding of the school's Grade 10 Junior Certificate which is a superior pre-vocational preparation, or the Grade 12 Pre-Tertiary Certificate which prepares graduates for Tertiary admission.

High School Curriculum

The High School curriculum includes 4 levels of Maths, 4 levels of English, 3 levels of Social Studies, 5 levels of Science, and 2 levels of Word Building. Electives may be taken for credit.

It should be noted that Southern Cross Educational Enterprises (SCEE) is the educational system with which Community Christian Academy is affiliated. This organisation has devoted much time and expenditure in formulating a curriculum, which caters specifically for the academic requirements of Australian students.

A curriculum audit to be completed in 2007 has found 90% of subject areas to be compliant with the National Goals for education. 100% compliancy will be achieved in 2008.

Pre-vocational & Pre-tertiary Admission

The timetabling flexibility within our school allows students to utilise the facilities and expertise of other educational institutions. In particular a relationship exists with Newstead College and Newnham TAFE whereby students can access courses which supplement those at the Academy. This allows students to demonstrate proficiency in Tasmanian Certificate of Education courses which match with university courses or enables Certificates I-III (pre-apprenticeship) to be gained at TAFE. A small additional fee may be required to pay part of the other institution's fees.

Other Subjects

All of our subjects are supplemented by such subjects as Physical & Outdoor education, Art & Craft, Performing Arts, Design & Technology, Information Technology, Languages, Graphic Design and Music where appropriate to the age and abilities of students.

Physical Education

It is our policy that no student is excused from the required Physical Education course without a doctor's note.

School Excursions & Camps

There will be an opportunity for students to attend camps. Honour Roll and Tribe excursions at the end of term reward excellence in work practices.

N.B. Where casual clothes are to be worn, these must meet the standards of modesty.

Convention

Each year in October, students attend State Student Convention at Camp Clayton, Ulverstone. They compete in categories of Academic, Art & Craft, Music, Platform, and Athletics with other schools using the ACE curriculum. This is an opportunity to put into practice the skills, which have been developed during the year. Preparation, self-discipline, teamwork, and sportsmanship are just some of the qualities which are developed in the time leading up to this event.

Completion of the Convention registration form needs to be a joint exercise between student and parents. Events will need home preparation and it is essential that parents take responsibility for ensuring time is allocated as part of home study. Each student will be expected to do a minimum number of items in each category.

Normally scheduled classes will be conducted for those remaining at school. Students gaining a place at State Convention automatically qualify for the National Convention held every 2 years. Students gaining places at State and National Convention are eligible to attend International Student Convention held each year in the United States.

Education Options

Distance Education

Families can register for a fee of:

- One student - \$95 per term.
- 2 students - \$114 per term.
- 3 students - \$133 per term.
- 4 students or more \$152 per term.
- Maintenance Levy of \$50 per term - not charged if the term Working Bee is attended.
- Building Fund \$6.00 per week (\$312.00 per annum).

All fees current as at October 2007

Accountability:

CCA remains responsible for the student's academic result and appropriate curriculum delivery Services:

- Academic and curriculum advice (includes ability testing)
- Providing assessment, recording and reporting facilities.
- Ordering and supplying necessary materials (Paid by school).
- Providing specialised tutoring.
- Access to the school's option program subject to spaces available. At least a full-term commitment should be made for planning purposes.
- Participation in school team events and Student Conventions competing against other schools in athletics, platform, music, academic and art/craft.
- Students are required to attend school for 1 day per week unless constrained by distance.
- All tests will be graded by school staff.

Requirements:

Those using the ACE curriculum to:

- Complete the Home Supervisors Training.
N.B. PACE's cannot be issued until this is completed.
- Satisfy the school that adequate academic progress is being maintained.
- Maintain correct learning procedures including completion and scoring.
- Submit completed work and tests as confirmation that academic standards and balance are being maintained.
- Distance Education uniform (sport) to be worn when attending school, competitions and Convention.
- The terms and requirements of the School Manual to be read and accepted by signing of the Parent's Contract.

Full Time on Campus Student

Fee Schedule

All fees current as at October 2007

- Senior Student \$416 per term (Over 12 Years Old).
- Junior Student \$390 per term (Under 12 Years Old).
- 2nd Student 25% Discount.
- 3rd Student 50% Discount.
- 4th and further Students 100% Discount (Free).
- Maintenance Levy \$50.00 per Term. This is not charged if the term Working Bee is attended.
- Building Fund Contribution \$6.00 per week (\$312.00 per annum).

Maintenance Levy

A 'Maintenance Levy' of \$50.00 per Term will be added to basic fees per family if there is no attendance at the official working bee.

Funds from this source are directed into funding maintenance and new works projects. Families are also urged to make regular donations to the Building Fund (tax deductible) to assist in the building maintenance programme.

Costs Covered in Fees.

- All Paces, and score keys required for classroom curriculum.
- All other classroom resources needed for Pace work.
- All Tasmanian Convention costs, Camp fees, School transport, School accepted items for entry into Convention.
- All School activity Transport Costs.
- Entry fees to curriculum-related activities.

Additional Costs incurred throughout the Year

- Uniforms.
- Outdoor Education Charges.
- Private Music Tuition.
- Entry fees and costs of 'award' privileges.
- South Pacific or international Convention.
- School Photos.
- Weekly family building fund levy.
- Working bee levies for non attendance.
- All Convention costs for Distance Education Students

Fee Discount

There are four ways to obtain an 8% discount on the term fees, for both Full Time and Home Educated Students.

To obtain an immediate discount:

1. Pay all fees within the 14 day terms of trading.
2. Pay in fortnightly deductions through Centrepay.
 - a. Discount is revoked if agreement is terminated before the end of term.
3. Pay in fortnightly deductions through our Direct Debit System.
 - a. Incurs a \$5.50 initial set up fee.
 - b. Discount is revoked if agreement is terminated before the end of term.
4. To obtain a discount applied to next terms fees
 - a. Pay in regular payments by cash/cheque, EFTPOS, Credit Card or Electronic Transfer AND have all fees paid for by the END of the same Term.

Our office will accept:

- Credit or Debit Cards (*not Amex or Diners*).
- Cheque.
- Cash (*correct change will be necessary as we do not carry extra money on the premises*).
- Internet Transfer (*your name must appear on our statement in order that your payment may be credited to the correct account*).

You will receive early in each month a statement of your account showing all activity in the past month.

Please speak to the Business Manager for any more details or explanation of the payment options.

N.B. It is essential that we are notified immediately if regular payment is unable to be maintained.

Non Payment of Fees

Please note that if fees are not paid by the end of term, recommencement of studies will not be possible until the matter is resolved. Any refusal to pay outstanding debts will necessitate the matter being referred to Krushka Debt Collection.

Fee Structure

The School will, at the end of each year, evaluate fees and if it is deemed necessary, amend the fee for the following year. You will be notified, in writing by mail, four weeks before the beginning of term 1. Be comforted in this, we are convicted to keep fees as low as possible, and place all decisions before the Lord in prayer.

Admissions Policy

In line with our belief that parents are accountable before God for the upbringing of their children, this school will only accept applications from families where parents are committed practicing Christians belonging to a local fellowship.

Children would be expected to be church attendees. Primary age children should demonstrate an acceptance of and participation in their parent's Christian beliefs. Because of their importance as role models to younger pupils, secondary admission students should demonstrate a born-again experience characterized by the public acknowledgment of Jesus Christ as their LORD and Saviour.

Your Decision to Enrol Your Children

Please Study Carefully

- Do you agree with the objectives expressed by the MISSION STATEMENT?
- Would you be able to meet your financial obligations of FEE PAYING and purchasing UNIFORM REQUIREMENTS? (See appendix)
- Can you guarantee your support for the school by the signing of the PARENT CONTRACT? (see appendix)
- Study the rest of this SCHOOL MANUAL carefully. Is this the type of education you prefer and can support unequivocally?

A 'Yes' To All Four?

Now be led by the Holy Spirit as you **pray** for the discernment, which will confirm your decision as a **conviction** based on obedience to what the LORD is telling you about your child's education as opposed to a preference, which is changeable with circumstances.

Admissions Procedure

The minimum age for admission is 4 (four) years of age at 1st January for Reading Readiness (Kindergarten).

1. Study this Manual thoroughly.
2. Fill in an “Application for Enrolment”.
3. Application is submitted accompanied by current school report card if applicable.
4. Principal will arrange a time for an interview (parents & child)
5. Parents will then be notified by mail if accepted.
6. After official notification, the following needs to be completed before enrolment:
 - a. Registration fee of \$100.00 to be submitted within seven days after notification of enrolment (we will credit the \$100.00 after the parent orientation courses has been completed).
 - b. Medical history form submitted.
 - c. Parent contract signed.
 - d. Details of Fee payment agreed upon.
 - e. School uniform purchased.

Parental Involvement

Parent/staff relationships need to be characterized by a working relationship from which students will benefit. The ‘Matthew 18 principle’ should be used as the vehicle for resolving any problems that may arise - i.e. levels of referral through Supervisor-Principal/School Pastor-Board. Most problems can be solved at the ‘two people level’. If not, others can be involved in the mediation process. There is no place in a Christian school for derogatory criticism, slander or backbiting.

“Do all things without grumbling and fault-finding and complaining (against God) and questioning and doubting (among yourselves)” Philippians 2: 14-15 Amp.

Growing Kids God’s Way

“Growing Kids God’s Way” is a foundational 16-week course is designed to help parents raise morally responsible and Biblically responsible children. Leaders will take 4 week block of this course each term. Applications of interest will be advertised each term in the school newsletter.

School Life

Devotions/Prayer

Each Learning Centre allocates time for prayer and devotions during the week as a classgroup. This is time to focus on God's word as a body in the classroom, seeking His Will for each Learning Centre.

Weekly Assembly

It is desirable that each student becomes not only a hearer of the Word but also a doer. The school assembly each Friday will be used to relate Scripture to the student's own lives with the express purpose of building Christian character, discipline and commitment.

Student pledges, time spend in praise & worship, prayer, and guest speakers will be included in a time of congratulating and encouraging students in their academic and other achievements.

Pledges

Pledge of Allegiance to the Bible

"I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet, and a light unto my path. I will hide your words in my heart that I might not sin against God."

Pledge of Allegiance to the Australian Flag

"I pledge allegiance to the Australian flag and to the country for which it stands, one nation under God, indivisible, with liberty and justice for all".

Pledge of Allegiance to the Christian Flag

"I pledge allegiance to the Christian flag and to the Saviour for whose kingdom it stands, one Saviour, crucified, risen, and coming again, with life and liberty for all who believe."

Incentive Programme

Privileges are incentives designed to promote learning achievement. They are earned, are not a right, and assume that the student is willing to accept responsibility for their learning and behaviour.

E Privilege

Level 'E' Responsibilities:

- Complete an average of two PACE's per week.
- Accumulate no detentions the preceding week.
- Memorise the previous week's memory verses.

Level 'E' Privilege:

- 45 minute recess breaks. May engage in extracurricular activities including use of privilege area when academic goals are completed.

Dot Canteen

Students qualify for a treat from the Dot canteen if they achieve one or more of the following goals:

- Scripture Memory completed.
- All goals completed (no homework).
- Special Award for exceptional achievement.

School Discipline

Students must conduct themselves in a way which in no way contradicts Christian character. This requirement is implicit in the enrolment contract signed on admission.

The role of the school is to work in co-operation with the family and church in building strong Christian attitudes and values. THIS IS NOT A CORRECTIVE INSTITUTION, the school cannot supplant where discipline has not been achieved at the home level.

All new students are admitted on probation for the first 12 months. This allows sufficient time to ensure that the student and parents are accepting of the school's ethos and rules.

Relationships between students are restricted to friendship; flirting and dating are not appropriate. Likewise, if a boy or girl is involved in a casual relationship outside of school, this would be considered counter productive to the spiritual principles and morals which your family has committed itself to in the Parent Contract.

The use of alcohol, tobacco or drugs will be considered as serious breaches of discipline requiring expulsion.

Gripping Is Not Tolerated

If your child comes home complaining, please follow this procedure:

- Always give staff the benefit of the doubt "We won't believe what your children tell us about you if you don't believe what they tell you about us."
- Realise that your child's reporting may be emotionally based and might not include all the information.
- Realise the school has good reasons for all rules and that they are enforced without partiality.
- Support the administration without reservation and if not fully satisfied follow the 'Matthew 18' principle.

When a child's attitude is not in accord with school principles, the child will be placed on probation and parents will be called for a conference. If the situation does not change within the designated time, parents will be asked to withdraw the child.

This school is dedicated to the training of children in a Christ-centred environment. Students are reminded that God expects us to be disciplined in all areas of life:

"Everyone must submit himself to the governing authorities..." Romans 13:1

"Obey your leaders and submit to their authority..." Hebrews 13:17

"For these commands are a lamp, this teaching is a light, and the corrections of discipline are the way of life." Proverbs 6:23

"He who heeds discipline shows the way to life, but whoever ignores correction leads others astray." Proverbs 10:17

Bullying & Harassment

Bullying is the conscious desire to hurt, exclude or put someone down. This can be done by actions, words or looks. Every student has the right to feel safe, happy and accepted. The Academy has a set policy understood by both students and staff to deal with any occurrences of bullying and harassment which begins with resolution and ends if necessary with affirmative action including expulsion.

Detention

Loss of merits (each student starts the day with 4 merits) is an indication that a student may need direction in the development of principles of character in their life. Merits should be viewed as a positive inducement towards such growth.

Demerit marks are given for breaking rules in the Learning Centre where order is needed if academic objectives are to be achieved.

The main areas needing consideration are:

- Do not communicate with or distract other students by turning sideways, tipping back in chair or passing notes, etc.
- Do not leave study area unless scoring or with Supervisor's permission.
- Complete PACE procedures correctly and with integrity.

Three or more demerits in a day results in detention time as follows:

- 3 demerits = 15 minutes detention.
- 4 demerits = 30 minutes detention.

When a student receives a detention, a yellow 'corrective action slip' is sent home and this is to be signed and returned by parents.

Parental Discipline

Parents shall be expected to administer discipline if the Principal deems the infringement to be of a serious nature, ie: beyond the school's disciplinary scope, (the 4 D's: Disobedience, Disrespect, Dishonesty, Destructiveness). On such occasion the father or senior guardian will be asked to be present at the disciplinary meeting where the student should acknowledge acceptance and admission of wrongdoing. The parent should then administer the appropriate discipline according to their own standards of correction. Afterwards, parents and staff shall express love and forgiveness.

Uniform and Grooming

Hairstyles shall be of a length, cut and colour deemed as suitable by the Principal; ie. No extreme fashions, such as dyed hair, streaks or untidy styles which hamper their work or pose safety issues. Girls with longer hair should have it tied back for work.

The only permissible jewellery for girls are: plain earrings or studs (1 per ear), 1 single plain signet type ring and 1 single plain bangle, ie no "chunky" styles. Make-up (foundation and mascara) and lip gloss are expressly forbidden.

Dress length should be measured as touching the ground in a kneeling position. White socks for boys and girls are to be of conventional length, not anklet style.

Boy's swimmers are not to be baggies, i.e. below the knees. Girl's swimmers are to be a full piece of modest cut and appearance, no two piece swimmers. Students must not change into casual clothes to leave school unless there is a special reason, which is explained by a note from the parent.

N.B. All the above requirements are also to apply when casual clothes are worn for camps or casual clothes days.

Merit Lunch

Students are given "demerits" for infringements of Learning Centre procedures: diaries not signed, work incorrectly scored; disruptions, etc. Every 2 weeks those students who have not accumulated more than multiples of fours in demerits will go outside of the school for lunch.

Honour Roll

This certificate is awarded to those students gaining 4 PACE's during the term in each subject with an average test score of 94.5% or gaining 6 A's in all subjects plus completing the class Scripture Memory.

Tribal Excursion

Students participate as tribes – Levi, Judah, Simeon and Ephraim – for sports and classroom activities. The winning tribe will be rewarded by an end of term activity.

Attendance

- A written excuse must be recorded in the student's diary when a student returns to school after an absence. If the absence is foreseeable prior notice is required.

N.B. More than a day's absence should be immediately informed by telephone.

- Students are considered tardy if they are not in the Learning Centre on time.

N.B. The students will be expected to give an apology.

- Only under special circumstances will full-time students be given leave to home school unless there are medical reasons. Score keys and tests are not to be taken home.

Illness

If students have a communicable illness of any kind they should be kept at home.

Exiting

If a family intends to leave the school, it is asked that adequate warning be given. It is very unsettling when the news begins to filter around to students when staff is not aware. When parents are making forward plans it is unfair to children that they have to carry the knowledge of future events, which have not yet come to pass. The effect on classroom work and behaviour can be quite severe. Please be considerate of young emotions before making premature or early arrangements of leaving.

Parents withdrawing their children from the school are required to give written notice to the Principal or Business Manager of the proposed date of cessation, a minimum of 14 days prior to the student/s anticipated departure.

Where students are withdrawn at short notice in any term, a rebate of fees will only be granted when the student/s leaves the School prior to the first 28-days of schooling.

Student Academic Progress

Homework

The PACE system is unique in that students have daily tasks which if not completed are required to be finished outside of school hours. This is an important discipline to learn or it eventually impacts on personal time management for late church, family and work life.

It is essential that when parents sign diaries that this signifies an acknowledgement that any listed homework have been completed. An explanatory note should be written in the student diary if there is a satisfactory explanation for non-completion.

NB It is imperative that parents be aware of children who are behind in their course requirements. The "PACE Prescription" will be filled in at the beginning of each term in the Student Diary. Parents are then fully informed about making decisions to supervise their children in doing the necessary extra work at night. This should involve directed study time with a parent or tutor supervising the study process.

Homework Detention

If students do not complete homework without a parental explanation in their diary, they will be expected to complete extra study time after school the next day. Parents will be informed of this detention by a school note home. NB If the work assigned is completed by the student making amends during the day and for that homework night, the detention will be excused.

Diaries

Students will write any homework into their diary. Parents are required to check that such work is completed and to then sign diaries - (also to indicate that diary has been checked). The communication page is not to be used to convey any comments of a sensitive nature. Please speak to the supervisor directly where there are concerns.

Congratulation Slips

Any PACE test results for the week will be recorded on this blue slip. The Congratulations slip is taken home at the end of the week. This should be an opportunity for parents to praise and encourage.

Detention Slips

Where a detention has been issued, these will be recorded on this yellow slip. This is an opportunity for parents to assume their corrective role and work in conjunction with the Supervisor in addressing the issue.

Term Reports

A report folder and results sheet will be issued each term. It should be noted that most students would be expected to receive an average comment (satisfactory achievement 'S') while an E (Excellent) indicates an exceptionally outstanding achievement that stands out amongst others in the group. The folder is returned the next term so it can be used as a reference for any points needing clarification. The school will then retain the folder until the following term report is due, at which time it will again be sent home. Parents keep the report folder after the end of the year.

Parent Conference

Parents have the opportunity to meet with teachers in the second week of Terms two and three.

An appointment is needed with staff over any other matter. This time will normally be after 3:25 pm. Under no circumstance should parents approach staff during class time or during breaks.

Off Limits

This includes other student's offices, storerooms and the Learning Centre when staff is not in attendance.

Closed Campus Policy

Students may not leave the school grounds during school hours without permission. Parents and any other visitors to the school must report to the front office.

N.B. Classes are not to be interrupted.

Discussions with the Supervisor need to be conducted outside instruction time and in privacy.

The school phone is reserved for official school business and emergencies. Students desiring to place emergency calls must have their Supervisor's permission.

If the weather conditions are deemed to be sufficiently inclement, students may remain in their classrooms during breaks etc.

Mobile Phones

Mobile phones should not be brought to school. Parents, who believe there are safety issues associated with students being given permission to carry phones, should ask the class supervisor for a permission note. Mobile phones must be handed in at the beginning of each day.

Reading Materials and Equipment

All the materials and equipment needed for schoolwork will be supplied. Each student will be issued with a ruler and a pencil sharpener at the beginning of each year. Literature books loaned out are the responsibility of the student and reimbursement will be required if not returned.

Uniform List

Items listed below form the official uniform of our school. Parents are asked to ensure their children maintain a high standard of appearance when wearing the school uniform. Please direct inquiries to the School Office.

ALL ITEMS TO BE CLEARLY MARKED WITH CHILD'S NAME/SCHOOL

BOY'S DRESS UNIFORM	Purchase From	Size	Price
Blazer	School	6-20	\$130-155
White shirt-long or short sleeve, button neck.	School	8-16 s/s	\$15.00
Grey shorts (Midford, flat-fronted, longer length)	Targett Schoolwear		
Grey trousers- Midford,	School Shop	6-16 18	\$22.00 \$30.00
Grey socks-ankle length	School Shop	9-12;13-3; 2-8	\$4.00
Tie	School Shop		\$15.00
Red pullover	School Shop	7-22	\$50.00-70.00
Girls summer dress	School Shop	6-18	\$70.00
Blouse Senior – long sleeve	School Shop	12-16	\$15.00
Blouse-long sleeve Juniors-Peter Pan collar	School Shop	6-18	\$15.00
Blouse-short sleeve Juniors-Peter Pan collar	School Shop	6-18	\$10.00
Tunic (Juniors) Made to Measure	School Shop		\$75.00
Skirt (Seniors) Made to measure	School Shop		\$75.00
Red pullover	School Shop	7	\$50.00
Bow (tie for senior girls as per boys' uniform)	School Shop		\$15.00
White ankle length socks	School Shop		\$4.00pr
Bottle green tights	School Shop	Sm-XTall	\$4.50pr
Black leather low heel lace up shoes			
Kindergarten students need sports uniform only.			

SPORT'S UNIFORM (boys and girls)			
Sports Top	School Shop	6-16	\$25.00
		18-20	\$30.00
Polo shirt- Red	School Shop	4-14	\$20.00
		16-18	\$25.00
Track pants, PLAIN BLACK fleecy	School Shop	6-12	\$15.00
		14-16	\$18.00
Shorts- Black, cotton jersey	School Shop	4-16	\$12.00
		18-24	\$14.00
School Cap	School Shop		\$15.00
Rain Jackets	School Shop	6- 14	\$55.00
	XS-XL		\$60.00

N.B. Special orders will incur postage of \$4.00. All prices include GST. **Second hand uniform items must be paid cash.** Prices are subject to change at short notice.

Items which are badly faded, holed or too short do not reflect the school in a good light. Please replace or repair such items without delay (N.B. do not pass on to other students).

GRIEVANCE RESOLUTION

As a Christian community of like-minded believers, it is important that all personal issues be approached from a Biblical worldview. Love and forgiveness characterize the highest principles of our faith and we need to apply God's Word to these ends. C.C.A. subscribes to the clear guidelines commended for our use in Matthew 18:15-16.

PRACTICAL APPLICATION

GRIEVANCE → STEP 1:

See the individual concerned (parent, teacher, student)

Verse 15: "If your brother sins against you, go and show him his fault, just between the two of you."

NO RESOLUTION? → STEP 2:

Ask another party to mediate in the dispute in order to bring evidence or clarity to the situation. (teacher, principal, pastor)

Verse 16: "But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or more witnesses."

NO SATISFACTION? → STEP 3:

The School Board is representative of staff and parents in the School. The consensus reached by its members should be accepted as the final decision in the dispute.

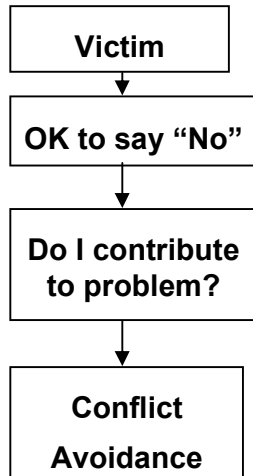
Verse 17 "If he refuses to listen tell it to the church". (The local congregation)

The complainant needs to decide if he/she unreservedly gives support to staff and school.

BULLYING & HARASSMENT REMEDIATION

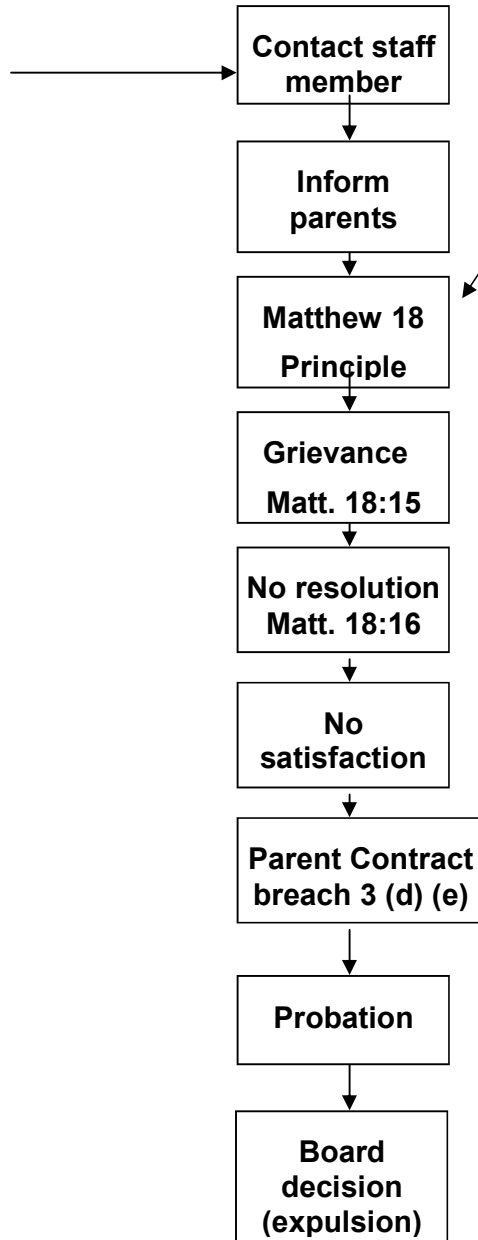
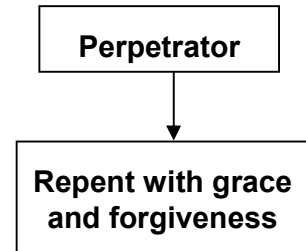
Step 1

Resolution



Step 2

Action



Application for Admission

FAMILY SURNAME: _____

Family Address: _____ City: _____

State: _____ Country _____ Postcode: _____ Home Phone: _____

Father's Details – Full Name: _____

Mobile: _____ Email: _____

Occupation: _____ Work Place: _____ Phone no: _____

Mother's details – Full Name: _____

Mobile: _____ Email: _____

Occupation: _____ Work Place: _____ Phone no: _____

Marital Status: Married Single Divorced * Separated*

*Please provide details of visitation rights of the other party: _____

ALL CHILDREN:

First/middle name: _____ DOB: _____

First/middle name: _____ DOB: _____

First/middle name: _____ DOB: _____

First/middle name: _____ DOB: _____

First/middle name: _____ DOB: _____

PREVIOUS SCHOOLS ATTENDED:

_____ No. yrs _____

_____ No. yrs _____

_____ No. yrs _____

Is Jesus Christ accepted as LORD and Saviour by:

Father? _____ Mother? _____ Student/s? _____

...Over

EMERGENCY CONTACTS (additional to parents):

#1 Name: _____

Phone _____ Mobile: _____ Relationship: _____

#2 Name: _____

Phone: _____ Mobile: _____ Relationship: _____

CHURCH MEMBERSHIP:

Current: _____

Address: _____

_____ City: _____ State: _____ Postcode: _____

Phone Number: _____

Pastor's Name: _____

Previous Church Name/Address: _____

DETAILS OF SPIRITUAL GROWTH:

(e.g. Involvement in worship/prayer/children's ministry etc). This should be a general reference for the whole family.



Dear Pastor,

Thank you for taking the time to write this reference for your church family. Please be fully candid in your remarks. Christian education is a blessing to those who have the revelation of this powerful “three cord” relationship between home, church and school. Conversely, the consequences are far-reaching if the leaven sown into the Academy does not stem from a real conviction and love for Christian discipleship.

- Parental involvement in church (attendance, support of leadership, ministries):

- Children’s attitude (submission to authority, attitude, membership of children’s church, youth group etc.):

- Pastor’s recommendation:



COMMUNITY CHRISTIAN ACADEMY

31-37 Tudor Avenue
Newstead, 7250
PO Box 100,

Medical Form

PERMISSION FOR MEDICAL TREATMENT

I herby give permission for Community Christian Academy to obtain medical treatment for:

Name: _____ D.O.B: _____

Emergency Contact Person: _____ Phone (day): _____

Emergency Contact Person: _____ Phone (day): _____

Address: _____ Phone (night): _____

Medicare No: _____ **Mobile (father):** _____

Mobile (mother): _____

Family Doctor, Address & Tel: _____

Dentist, Address & Tel: _____

If needed, my child (under direct supervision of the teacher) may be given:

YES / NO (please circle) **COUGH SYRUP / PANADOL / VENTOLIN*** (please circle)

If allergic to any medications or ingredients, please specify:

If presently on medication*, or herbal therapies please specify:

If any there are any physical problems or any special instructions please specify:

* Students with a history of a particular medical condition requiring special treatment must complete the above information. A copy of the **Asthma Treatment Plan** form is available at the school office and will facilitate any treatment required.

I, _____, herby declare that the above information is correct and give permission to the Staff to seek medical attention for my child in the event of an emergency.

* I understand that I am responsible for accident and medical insurance and/or expenses if needed en route to and during School excursions and must provide a Medicare Number.

Please provide a copy of immunisation record with Application for Admission.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Name: _____

Parent Contract

- 1) We/I acknowledge that:
 - a) The first year of student enrolment will be viewed as a probationary period before or at the end of which students may be asked to withdraw the student if out of harmony with the School's standards of work and behaviour.
 - b) The School's requirements for compulsory uniform and general appearance are understood and every effort will be made to maintain these.
 - c) Prompt payment of school fees is my/our obligation and any difficulties in meeting payments will be discussed immediately with the Business Manager.
- 2) As a supportive parent of this Christian school, I undertake to:
 - a) Give my unreserved support to the policies and programmes, which are implemented by the Board and Principal and to affirm these in any personal communication with others.
 - b) Support the integrity of the Principal and Staff by consulting them in the first instance where the circumstances of a situation are in dispute.
 - c) Apply the 'Matthew 18' principle in all situations where not satisfied that a matter have been amicably settled ie. Privately consult the relevant staff member first; if no satisfactory resolution both parties share with the Principal or school pastor; if still no agreement then refer to the School Board (all discussions to be kept confidential).
 - d) Accept the decision of the Board in all matters requiring arbitration. Rejection of such decisions to be in breach of contract.
 - e) Support the administration of discipline measures as deemed appropriate by teaching staff.

PARENT'S SIGNATURE: _____

DATE: _____

PARENT'S SIGNATURE: _____

DATE: _____

PRINCIPAL'S SIGNATURE: _____

DATE: _____

Office Use only

Actioned Front Office by _____ Date _____

Actioned Business Office by _____ Date _____



Data Collection Form

Information required for assessment and reporting purposes

Note: If you need help with this form please telephone the school office.
If you need additional forms for other children, please telephone office.

Name of student:

First name

Last name

Home

(No. and street name)

address

of

Suburb

student:

Postcode

This information will be linked to students' compulsory literacy and numeracy testing (years 3, 5, and 7) and used to analyse the national test data. No individual student will be identifiable.

- 1 Sex Male.....(1)
Female.....(2)

2 Is the student of Aboriginal or Torres Strait Islander origin?

(For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes.)

- No.....(2)
Yes, Aboriginal.....(11)
Yes, Torres Strait Islander.....(12)

3 In which country was the student born?

Australia.....(1101)

Other – please specify.....

4 Does the student or their mother/guardian or their father/guardian speak a language other than English at home?

(If more than one language, indicate the one that is spoken most often.)

	student	mother/parent1/ guardian1	father/parent2/ guardian2
No, English only.....(1201)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Yes, Other - please specify	<input style="width: 100%; height: 20px;" type="text"/>		

5(a) What is the highest year of primary or secondary school the parents/guardians have completed?

(For persons who have never attended school, mark 'Year 9 or equivalent or below'.)

Mark one box only in each column

	mother/parent1/ guardian1	father/parent2/ guardian2
Year 12 or equivalent.....(4)	<input type="checkbox"/>	<input type="checkbox"/>
Year 11 or equivalent.....(3)	<input type="checkbox"/>	<input type="checkbox"/>
Year 10 or equivalent.....(2)	<input type="checkbox"/>	<input type="checkbox"/>
Year 9 or equivalent or below.....(1)	<input type="checkbox"/>	<input type="checkbox"/>

5(b) What is the level of the highest qualification the parents/guardians have completed?

Mark one box only in each column

	mother/parent1/ guardian1	father/parent2/ guardian2
Bachelor degree or above.....(7)	<input type="checkbox"/>	<input type="checkbox"/>
Advanced diploma/Diploma.....(6)	<input type="checkbox"/>	<input type="checkbox"/>
Certificate I to IV (including trade certificate).....(5)	<input type="checkbox"/>	<input type="checkbox"/>
No non-school qualification.....(8)	<input type="checkbox"/>	<input type="checkbox"/>

6(a) What is the occupation group of the mother/parent1/guardian1?

6(b) What is the occupation group of the father/parent2/guardian2?

Please select the appropriate parental occupation group from the attached list.

- If the person is not currently in paid work but has had a job in the last 12 months or has retired in the last 12 months, please use the person's last occupation.
- If the person has not been in paid work in the last 12 months, enter '8' in the box above.

Thank you for your time.
Please return this form to the school.

List of Parental Occupation Groups (for question 6)

Group 1: Senior management in large business organisation, government administration and defence, and qualified professionals:

Senior executive/manager/department head in industry, commerce, media or other large organisation.
Public service manager (Section head or above), regional director, health/education/police/fire services administrator
Other administrator [school principal, faculty head/dean, library/museum/gallery director, research facility director]
Defence Forces Commissioned Officer
Professionals generally have degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others.
Health, Education, Law, Social Welfare, Engineering, Science, Computing professional
Business [management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer]
Air/sea transport [aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller]

Group 2: Other business managers, arts/media/sportspersons and associate professionals:

Owner/manager of farm, construction, import/export, wholesale, manufacturing, transport, real estate business
Specialist manager [finance/engineering/production/personnel/industrial relations/sales/marketing]
Financial services manager [bank branch manager, finance/investment/insurance broker, credit/loans officer]
Retail sales/services manager [shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency]
Arts/media/sports [musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official]
Associate professionals generally have diploma/technical qualifications and support managers and professionals.
Health, Education, Law, Social Welfare, Engineering, Science, Computing technician/associate professional
Business/administration [recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager]
Defence Forces senior Non-Commissioned Officer

Group 3: Tradesmen/women, clerks and skilled office, sales and service staff:

Tradesmen/women generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen/women are included in this group.
Clerks [bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk]
Skilled office, sales and service staff.
Office [secretary, personal assistant, desktop publishing operator, switchboard operator]
Sales [company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher]
Service [aged/disabled/refugee/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor]

Group 4: Machine operators, hospitality staff, assistants, labourers and related workers:

Drivers, mobile plant, production/processing machinery and other machinery operators.
Hospitality staff [hotel service supervisor, receptionist, waiter, bar attendant, kitchenhand, porter, housekeeper]
Office assistants, sales assistants and other assistants.
Office [typist, word processing/data entry/business machine operator, receptionist, office assistant]
Sales [sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker]
Assistant/aide [trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant]
Labourers and related workers
Defence Forces ranks below senior NCO not included above
Agriculture, horticulture, forestry, fishing, mining worker [farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand]
Other worker [labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor]