

# STUDENT HANDBOOK HIGHLIGHTS

SCHOOL YEAR 2025-2026

---

## Welcome to Champions!

We are a private Christian preparatory school. At Champions (CCA), we are cultivating the heart and the mind of Christ in students. We believe God has placed in every student a desire to be great in His eyes and to glorify His name.

We have three (3) **core values** we hope to impart while your student is with us. These values define our culture and influence our educational process. They are:

- **GIVE GOD YOUR BEST**
- **PLAY AS A TEAM**
- **EXPECT TO WIN**

We'd like to share a few highlights from our Student Handbook so you may be informed prior to enrollment.

1. **Zero Tolerance Policy.** Our school has a very strict policy concerning drugs, alcohol, weapons, and pornography. Students who possess any such items will be immediately expelled. Students will be immediately expelled for sexual behavior or violent behavior that results in personal injury of any person. Our school has a very low tolerance for fighting, harassment and bullying. These behaviors often result in immediate suspension and can lead to expulsion.
2. **Attendance and Tardiness.** Students must be in the Sanctuary by 8:20 AM or they are considered tardy. High School students must be in their classroom by 7:45 AM. Four unexcused tardies in one quarter equal one unexcused absence. After the 7th unexcused absence in the same quarter, the student will be placed on Attendance Probation.
3. **Excused Absences.** Absences and tardies are excused when accompanied by a doctor's note or prior consent by the administration. Notifying our staff is helpful but that doesn't make it excused. Teachers are not required to provide makeup work for unexcused absences and tardies.
4. **Mobile Phones.** Students are not permitted to have phones on campus. Phones will be confiscated and returned to parents at the end of the school day. Phones are available in classrooms for emergencies and the School Office.

5. **School Schedule.** The official school hours are 7:30 AM to 3:30 PM. The elementary and middle schools start at 8:20 AM. High school starts at 7:45 AM. We have three dismissal times:
  - 2:25 PM Kindergarten and High School (9th-12th)
  - 2:50 PM Elementary School (1st-5th)
  - 3:15 PM Middle School (6th-8th)
6. **BeforeCare/AfterCare (BC/AC).** BC begins at 7:00 AM and AC ends at 6:00 PM. If your child is on campus before 7:30 AM or after 3:30 PM, they will be placed in BC/AC. Your account will be charged \$50 per day until you enroll your child in BC/AC. Parents must check-in their children for BC.
7. **Late Drop-Off / Early Pick-Up.** Students are not permitted to enter the school after 9:30 AM without a doctor's note. The student is considered absent. With a doctor's note, this is considered an excused tardy. Students may not be picked between 2:00 PM and their dismissal time. Parents must wait in the carline.
8. **Dress Code.** Students must be in uniform at all times. Dress code applies while students are on campus and at school activities. The list below is not comprehensive but it covers the main things.
  - Boys - Uniform pants (black or beige) with a uniform shirt.
  - Girls - Uniform pants (black or beige) or uniform skirts with a uniform shirt.
  - Pants - Uniform pants only. No jeans, joggers, leggings or other types of pants.
  - Shorts - Uniform shorts only (black or beige). No gym shorts. No jean shorts.
  - Jackets - Solid black, solid red or solid gray. No logos, verbiage, etc.
  - Sweaters - Uniform or modest sweatshirts. No logos, verbiage, etc.
  - Chapel - Uniform polo shirt on Chapel days: Wed. for Lower and Thu. for Upper.
9. **Lunch and Food.** Students must bring their own lunch. A \$10.00 charge applies if the school provides lunch. Microwaves are available to heat or reheat food in each classroom.
10. **Health and Medication.** Students cannot carry medications. All medications must be left in the office with a doctor's note. Parents must sign a Dispense Authorization Form before we can dispense medication.
11. **Sick Children.** Please keep sick and contagious children at home. In general, we follow the recommendations of Polk County School District for lice and other communicable health concerns. If we send your sick child home, a doctor's note is required before he can return.

12. **Field Trips and Spiritual Events.** In February and March, the lower grades participate in one recreational field trip. In the Fall semester, the upper grades participate in a 3-day spiritual retreat or two-night spiritual conference. These field trips and events are included in your activity fee.
13. **Early Withdrawal.** Whether withdrawal is voluntary or involuntary, an early withdrawal fee is collected to recover the cost of books. The fee is based on the number of unpaid monthly payments. For example, if a parent has paid half of the monthly payments, then the fee is calculated as half of the book fee.
14. **Billing and Finances.** We do not accept cash. We accept debit cards, credit cards, ACH payments, checks, and money orders. Outstanding balances must be paid in full each month. Transcripts, grade reports, and other school records will not be released until the account is paid in full.
15. **Policy Violations.** A policy violation fine of \$10.00 will be applied to each additional occurrence after the:
  - 4th unexcused tardy in the same quarter.
  - 4th phone policy violation in the same quarter.
  - 4th dress code violation in the same quarter.
16. **Student Conduct.** Our school records a conduct grade on our quarterly report cards. We implement a "Three Strikes and You're Out" (3SAYO) policy in the classroom. To summarize this policy is:
  - Name on the Board. First uncorrected offense.
  - Strike One. Second uncorrected offense.
  - Strike Two. Third uncorrected offense.
  - Strike Three. Fourth uncorrected offense. Office Referral.
17. **Parent Conduct.** Parents must support the school's mission, cooperate with administration, and address concerns through the proper channels. Parents must present themselves in a professional and respectful manner including appropriate language and attire while on campus and participating in school activities.
18. **Probation and Promotion.** New students are placed on a one-semester probation. Middle and High School students with GPA under 2.0 are reviewed for potential academic dismissal. When re-enrolling your child, acceptance into the next grade level does not guarantee promotion to the next grade. Re-enrollment is based on academic achievement and behavior.

19. **Christian Ministry.** The school is a ministry of the church. We are committed to a loving, affirming, and respectful environment and disposition from our staff and students.
20. **Student Handbook.** You and your child are responsible for abiding by the policies as defined in our Student Handbook. This document mentions only some of the policies and provides only an abbreviated form of the policies mentioned. You can access the current copy of the Student Handbook through the Sycamore Parent Portal. Policies are subject to change. The Head of School will communicate those changes if and when they occur.
21. **Known Issues and Accommodations.** Parents must disclose any known Individualized Education Programs (IEPs), 504 plans, learning disabilities or any specific accommodations whether physical, mental or emotional. Failure to disclose any of these issues would be just cause for administrative dismissal. Please specify any known issues below.

---

---

At Champions Christian Academy, you don't have to choose between a morally safe environment and an academically progressive education. At Champions, you have both. **You don't have to compromise!**

Your decision to enroll your child at Champions means that you agree to abide by our school policies. These policies can be read in their fullness by scanning the QR code below. By signing below, you acknowledge that we have reviewed this Student Handbook Highlights document with you.

Child's Name: \_\_\_\_\_

Parent's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Today's Date: \_\_\_\_\_

