



**CREATIVE**  
CHRISTIAN ACADEMY

**“Reaching generations for Christ through our children.”**

# **Parent Handbook**

## **2026-2027**

4823 Old Charlotte Highway, Monroe, North Carolina 28110  
704-635-7829 [www.creativecarenc.org](http://www.creativecarenc.org)

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Creative Christian Academy reserves the right to add or change parts of this handbook at any time throughout the school year.  
We will do our best to notify our families of any updates as they are added or changed.

# Creative Christian Academy

## Welcome Letter

[cca@creativecarenc.org](mailto:cca@creativecarenc.org) - [www.creativecarenc.org](http://www.creativecarenc.org)

Greetings and welcome to Creative Christian Academy!

It is my pleasure and privilege to serve as Creative Christian Academy's Head of School. I am excited about the upcoming school year and the many opportunities it holds for our students.

Creative Christian Academy is a private Kindergarten through Sixth Grade school, which seeks to educate children with an emphasis on Christianity and dual language immersion (DLI Spanish/English). It is currently Union County's one and only dual language immersion private Christian academy. Our dual language academy is second to none. It blesses our hearts as we hear children speaking both English and Spanish, as they praise the Lord throughout each school day.

Creative Christian Academy believes that every child is a gift from God. It is our privilege to partner with you, as together we strive to equip and train children to be ready for an exciting educational journey. It is our goal to keep Christ first and foremost, as we educate children spiritually, academically, socially, and emotionally.

In closing, we realize that you had many options for your child's educational experience, and you chose to explore Creative Christian Academy as your child's next step. We do not take that lightly and wish to thank you for the opportunity. Our families are very important to us, and we thank God for each one.

If you have any questions, please let us know.

Blessings,

*Elizabeth Meyreles*

Mrs. Elizabeth Meyreles  
Head of School

## **A Prayer for Creative Christian Academy our Staff, Students, Families and Community**

**Heavenly Father,**

We come before You with grateful hearts as we dedicate the 2026–2027 academic year of Creative Christian Academy into Your loving hands. Thank You for the calling and purpose You have placed upon this academy. We invite Your presence to dwell richly in every classroom, hallway, office, and heart connected to this campus.

### **Lord, we ask for Your protection**

Place a hedge of safety around every student, teacher, staff member, and family. Guard them against harm, illness, and any form of disruption or fear. Let Your angels be stationed at every door and corner, keeping watch over this community both day and night.

### **We ask for Your guidance**

Holy Spirit, lead the teachers and administrators with clarity and peace in every decision they make. Grant them discernment to recognize Your voice and courage to follow where You lead. Guide every lesson plan, every conversation, and every moment of discipline or encouragement with Your truth and grace.

### **We ask for Your wisdom**

Impart divine understanding to the students as they learn and grow. Strengthen their minds and awaken their curiosity. Let wisdom flow from heaven through every educator as they pour into these young lives. May all learning be rooted in truth, excellence, and the fear of the Lord, which is the beginning of all wisdom.

Bless the families connected to this academy – may their homes be places of peace, unity, and spiritual growth. Strengthen their faith and their connection to one another and to the school community.

Lord, let Creative Christian Academy be a light in the world – a place where Your love is made visible, Your Word is honored, and Your name is glorified.

We dedicate this year to You. Have Your way in every detail.

In the mighty name of Jesus Christ we pray,  
**Amen.**

## **STATEMENT OF FAITH**

Creative Christian Academy's Statement of Faith strives to highlight the core biblical values of our faith as followers of Jesus Christ. We do not seek to advocate for any church or denomination, but to simply communicate who we are as a Christian Academy. As such, we present the following statements as the spiritual foundation upon which our school is based.

"You are the light of the world.  
A city set on a hill cannot be hidden.  
Nor do people light a lamp and put it under a basket,  
but on a stand, it gives light to all in the house.  
In the same way, let your light shine before others,  
so that they may see your good works and give glory  
to your Father who is in heaven."

Matthew 5:14-16 (ESV)

## **WHAT WE BELIEVE**

- There is only one true and living God, who exists in the form of the Trinity: God the Father, God the Son, and God the Holy Spirit. (Deuteronomy 6:4; 2 Corinthians 13:14)
- Jesus Christ was born of a virgin, lived a sinless life, and was crucified for our sins. He rose from the dead on the third day, ascended into heaven, and sits at the right hand of God the Father. Jesus is the King of the World. He is the only hope for salvation, and He will come again. (Luke 1:31-25; Matthew 1:21; Acts 4:12; 1 Peter 2:22; 2 Corinthians 5:21; Matthew 28:5-6; John 3:16; John 14:6)
- The Bible is the true and infallible Word of God. It is the foundation of faith and is manifested in our conduct, our teachings, and our commitments. (2 Timothy 3:16-17; Psalm 119:11, 105)
- Jesus Christ is the model by which we live our lives. (Philippians 2:5-8; 1 Corinthians 11:1; Galatians 2:20; 2 Corinthians 5:17)
- Starting each day with prayer is essential to our perspective and our awareness of God's presence throughout our day as students, staff, and administration. (Matthew 18:20; Psalm 88:13; James 5:14-16; Psalm 19:14; Philippians 4:6-7)
- The value of each person is evident in that God created us in His own image and that Christ died for us. Therefore, every person, regardless of race, gender, creed, economic condition, or nationality, possesses dignity and is worthy of respect and Christian love. (Genesis 1:27; Romans 5:8; Galatians 3:28; Romans 12:10)
- We should honor God's call on our lives, both in our baby steps of faith and our giant leaps of faith. We remain committed to this ministry and our mission, which we have been called to fulfill by God, through our leadership as students, staff, and administration. (Matthew 6:33; Micah 6:8; Mark 16:15; Ephesians 4:1-6)

## **VISION STATEMENT**

The vision of Creative Christian Academy is to lead students into a deep relationship with Jesus and to equip them to defend and share the undeniable love of God and truths of Scripture.

## **MISSION STATEMENT**

The mission of Creative Christian Academy is Equipping our students to defend their faith in order to reach generations for Christ through our children, by providing a Christ-centered DUAL LANGUAGE IMMERSION education, interwoven with academic excellence and mentorship so that students are prepared to let the light of Christ shine before others and glorify their Father in Heaven.

## **MOTTO**

To know Christ and to make Him known.

## **MASCOT: The Commander**

We prayerfully commit to leading our students to be true Commanders for Christ who are:

**C**ompassionate & Courageous

**O**thers-focused

**M**otivated

**M**entors

**A**ccountable

**N**oble

**D**ependable

**E**nthusiastic

**R**esponsible



## **EDUCATIONAL PHILOSOPHY**

The philosophy of Creative Christian Academy is based on a Christ-centered worldview with an emphasis on biblical truth and principles. Our Christian perspective allows us to develop the whole student academically, spiritually, emotionally, physically, mentally and socially. These perspectives are embedded in our daily lessons and will plant seeds of faith in our classrooms, school buildings, our homes, our work, and our play.

This philosophy drives us to set high academic standards and to partner with each family as we grow each individual child's God-given gifts, talents, and interests.

Our responsibility for the student encompasses the spiritual, mental, intellectual, physical, social, and emotional areas. Therefore, biblical perspective and truths are interwoven throughout our academics every day.

## **ADMISSIONS POLICY**

Creative Christian Academy does not discriminate based on race, color, national and ethnic origin in administration of its educational policies, admissions policies, or other administered programs.

Admissions paperwork must be completed and filed in the main office prior to admittance.

Priority enrollment is given to children of teachers and staff, current students in good standing, and siblings of current students.

As attendance at CCA is a privilege and not a right, the school reserves the right to dismiss any student who does not cooperate with the educational process or whose tuition has become delinquent for 30 days.

A waiting list will be started once a grade level has reached its maximum enrollment. If the waiting list exceeds the minimum number of eligible students, the Director may authorize the employment of a teaching assistant or the establishment of a second class for that grade level as classroom space is available.

## **FINANCIAL POLICIES**

### **TUITION POLICY**

Creative Christian Academy is completely dependent on tuition as its principal source of income. Student accounts must be kept up to date. The school will be forced to withhold all services to students whose accounts are delinquent unless written arrangements have been made for deferred payment. Your cooperation is essential and very much appreciated.

Parents are responsible for prompt payment of all outstanding tuition and fees. Accounts will be drafted on the 1st of each month, **one month in advance** through the Brightwheel program (September tuition is due August 1<sup>st</sup>, October tuition is due September 1<sup>st</sup>...etc.). All accounts must be on autopay. Payments submitted after the 1st of each month will automatically incur a \$50 late fee. Each additional day of delinquent pay will result in an additional fee of \$5.00 per day. After the 15th day of the month, your child will not be permitted to attend until tuition is current. Annual tuition paid in full by August 1<sup>st</sup> or upon new registration, will receive a 3% discount.

**\*For complete financial policies, refer to the terms outlined in the enrollment contract.**

### **WITHDRAWAL POLICY**

The parent/guardian understands and agrees that he/she is obligated to pay tuition for the current year, unless the parent/guardian cancels the enrollment contract writing and delivers the cancellation to Creative Christian Academy by registered or certified mail on or before May 30, 2026, for the 2026-2027 academic year. The Parent/Guardian further understands that in the event of cancellation, the Enrollment Fee of \$450 will be non-refundable.

### **YEAR-END TAX STATEMENTS**

Year-end tax statements can be found through the Brightwheel App solely. If you encounter an issue with this, please communicate with Brightwheel directly through the chat option on your device. CCA will assist when needed.

## **ACADEMY ATTENDANCE**

Creative Christian Academy believes that attendance in school and participation in class are integral parts of academic achievement and the teaching-learning process. Through regular attendance, students develop patterns of behavior essential to professional and personal success in life.

- Regular attendance by every student is mandatory. The State of North Carolina requires that every child in the State between the ages of 7 (or younger if enrolled) and 16 attend school.
- Parents and legal guardians are responsible for ensuring that students attend and remain at school daily.

### **ATTENDANCE RECORDS**

- School officials will keep accurate records of attendance.
- Attendance records will be used to enforce the Compulsory Attendance Law of North Carolina. Students will be considered in attendance if present at least half of the instructional day on-site in the school or at a place other than the school, attending an authorized school-related activity.
- One half day equals 8:00 am until 11:15 am or 11:15 am until 2:30 pm.

### **EXCUSED ABSENCES**

- When a student must miss school, a written excuse signed by a parent or guardian must be presented to the school after the student returns from an absence.
- While notes from a physician will be considered at any time, an excuse from a parent will only be accepted within the same grading period as the absence.
- Creative Christian Academy reserves the right to request additional documentation to excuse an absence. Absences will be coded as unexcused until the written excuse is received.
- Absences due to extended illnesses may also require a statement from a physician.
- For the purposes of this policy, extended illnesses are those which result in absences more than five (5) consecutive school days or in excess of five (5) cumulative days within a single semester.
- An absence may be excused for any of the following reasons:
  1. Personal illness or injury that makes the student physically unable to attend school (illnesses include, but are not limited to, physical, emotional, and mental health);
  2. Isolation order or quarantine;
  3. Death in the immediate family. *For purposes of this policy, immediate family will include, but is not necessarily limited to, parents/guardians, siblings, and grandparents;*
  4. Medical or dental appointment;
  5. Participation under subpoena as a witness or a party in a court proceeding;

6. Religious observances;
7. Visitation with the student's parent or legal guardian, if the student is not identified as at risk of academic failure because of unexcused absences, and the student's parent or legal guardian: (a) is an active duty or inactive member of the armed forces, and (b) has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support posting;
8. Participation in a valid educational opportunity with prior approval by an administrator.

**All other absences are considered unexcused.**

## **EXCESSIVE ABSENCES**

Class attendance and participation are critical elements of the educational process and may be considered in assessing academic achievement.

- Students are expected to be at school on time and to be present at the scheduled starting time for each class.
- Students who are excessively tardy to school or class may be suspended for up to two days for such offenses.
- Students who are absent (excused or unexcused) for 20 days or more in a single academic year may be retained.

## **PROCEDURES FOR EXCESSIVE ABSENCES AND ATTENDANCE VIOLATIONS**

- **Three (3) unexcused absences.** When a student has accumulated three unexcused absences in a grading period, administration shall notify the parent/guardian of the absences.
- **Six (6) unexcused absences.** When a student has accumulated six unexcused absences in a grading period, administration shall notify the parent/guardian by mail that the student has accumulated this number of absences. Administration shall work with the student and his/her parent/guardian to analyze the causes of the absences and to develop a plan to eliminate the attendance problem.
- **Ten (10) unexcused absences.** When a student has accumulated ten unexcused absences for any reason, the director shall have a conference with the student and his/her parent/guardian to discuss the accumulated absences, ensure that the proper notices have been received and determine if the parent/guardian has worked in good faith to implement the plan developed.

## **TARDY POLICY**

- Students are considered tardy at precisely 8:01 am
- The parent/guardian must sign in the child in the Academy office.
- Six (6) tardies per semester are tolerated, for a total of 12 per school year.
  - **Three (3) tardies equal one (1) unexcused absence.**

**\*Children who are continually tardy to class negatively affect instruction for the entire class and will be dealt with by the director on an individual basis.**

## **HOMEWORK**

Students can expect homework in grades K-6 on Monday through Thursday evenings. For all grades, homework will not begin until October, once a routine has been established in the classroom.

### **MISSED ASSIGNMENTS**

- Students may be required to make up any missed assignments.
- Please help us plan for your student by notifying the school regarding any absences.
  - Call the office no later than 7:45 am (704-635-7829) or email [CCA@creativecarenc.org](mailto:CCA@creativecarenc.org).
  - Students who are absent must present a note on the day of return.

## **ARRIVAL, DISMISSAL and EARLY PICK-UP PROCEDURES**

### **ACADEMY HOURS: 8:00 am – 2:30 pm**

- **Academy Student arrival: 7:45 am – 8:00 am**
- **Tardy: 8:01 am**
- **Dismissal: 2:30 pm**
- Students will be picked up in the carpool line beginning at 2:30 pm.

### **ARRIVAL**

- CCA does not provide transportation, except for occasional field trips off campus.
- The school day begins each morning promptly at 8:00 am.

#### **Drop Off Procedure:**

- To streamline our drop off process, please stay in your car until a teacher reaches your car.
- Where to park: When you enter the parking lot, please park in the right-hand lane, closest to the main two-story building. Please pull all the way around the building and stay in your car. A CCA staff member will come to your car to receive your student and escort them to their classroom.
- Students may be dropped off starting at 7:45 am. Please do not let them out on school grounds before this time.
- After 8:00 am, you will need to bring your child to their building yourself. Please make sure your vehicle is parked where it is not in the way of other vehicles exiting the parking lot.

#### **Morning Program Students:**

- If your student is registered for our morning program from 7:00 - 8:00 am, please drop them off at the Main Building Front Door until 7:45 am; after 7:45 am, drop off your student following the above Drop Off procedure.
- Parents should not enter the building.
- Please make safety a priority during arrival time.

## DISMISSAL

- Academy dismissal begins at 2:30 pm.  
*(If your student is participating in Afterschool, please see the Afterschool Dismissal section below.)*
- PLEASE, no early pick-up between 1:30 - 2:25 pm.
- Classroom instruction continues until school dismisses.
- It is extremely important that students are picked up promptly.
- NO PARKING between 1:15 - 2:00 pm, due to preschool dismissal.
- Pick up will be in the carpool line.

\*\*\*The playground is closed to all children except those in Afterschool Care. This is for safety and liability reasons.

The **BRIGHTWHEEL** app is used for both checking in your student at the beginning of the day and checking out your student at the end of the day.

## PICK UP PROCEDURE

The normal school day for Academy students will end at 2:30 pm. You may arrive as early as 2:15 pm for pickup. When you arrive to pick up your child in the afternoon, please enter on the left side of the main two-story brick building and circle around to the right side. Cars should be parked on the side nearest the two-story building. Stay in your car. Your child will be dismissed to authorized parents or pick up persons. Children who have not been picked up by this designated time will be transferred to the Afterschool Program for an additional charge.

## AFTERSCHOOL DISMISSAL

The afterschool program ends at 5:30 pm, at which time Creative Care Afterschool closes for the day. It is imperative that all children be picked up by this time. A substantial late fee of \$2.00 per minute will be assessed should any child not be picked up by 5:30 pm.

Traffic is not an excuse; you must plan accordingly. Occasionally we are informed of traffic jams that affect our immediate area, and as we are able, we will inform you of these so you can plan accordingly. Chronic lateness will result in dismissal from the program.

When you arrive, you must make contact with the staff member supervising your child before taking him/her out of the group. **All children must be signed out using the Brightwheel app.**

It is required that alternate plans be made with your emergency contact to pick up your student in the event of a late arrival. You will also need to notify the school if your emergency contact will pick your child up.

## **EARLY PICKUP**

Naturally, there will be occasions when you will need to take your student out of school early for a doctor's appointment or similar obligation. If it is less than 1 hour prior to pick-up time to please follow up their Brightwheel note or email with a call to the office. This allows staff/faculty the time needed to prepare for dismissal. Please refrain from unnecessary early pickups.

## **LATE PICK-UP POLICY**

We anticipate that there will be times when uncontrollable factors will result in picking up your child late. As parents, we know you will try to keep these events to a minimum, since this causes concern and confusion for the child. In addition, we must pay the teachers for any extra hours worked that are not budgeted. If you are late picking up your child, a procedure has been put in place to ensure the safety of your child as well as others: Student will be sent to the afterschool program and a late pick up fee will be added to your billing account, due immediately.

If you are late picking up your child once our school day is over, a late fee of \$2.00 per minute will be assessed.

## **UNAUTHORIZED PICK-UP POLICY**

Unless we receive specific permission from you to do so, we will only release your child to the people that have been specifically indicated by you on the Emergency Contact Information and Approved Pickup persons included on the enrollment application.

We must receive a note, a Brightwheel (BW) message, or an emergency phone call followed by an email or a BW message from you, to release your child to someone not on your list.

We will require a photocopy of a photo ID from anyone to whom you have given permission to pick up your child if he/she is not familiar to our staff. Please ensure all your carpool drivers are on your release form.

## **VISITORS**

Creative Christian Academy is a **Safe Place** School. This policy requires us to call the Sheriff's Department and go into lock down if our Parent/Visitor sign-in policy has been compromised. This is for your child's safety. We must make these policies a priority this school year. Thank you for your cooperation.

- **Parents and all visitors MUST sign in with the school office before entering any classroom.**  
Parents are not permitted to visit classrooms without first checking in.
- Anyone not properly checked in will be asked to leave the school campus.
- Visitors under the age of 18 must always be accompanied by a parent or approved guardian while on school campus.

## **INCLEMENT WEATHER CLOSINGS/DELAYED START**

Creative Christian Academy will follow Union County Public School decisions on closing due to inclement weather and/or emergencies. Messages will be sent through Brightwheel and/or email regarding closings. Creative Christian Academy holds the right to make up days missed due to weather.

If UCPS has a delayed start due to inclement weather, Creative Christian Academy's early morning program (7:00-8:00 am) will be closed and the school day for CCA students will begin at 9:00 am unless otherwise communicated.

Parents are responsible for picking up their children promptly on days the school must close early.

## **HEALTH INFORMATION**

- We care about each person in our school (children and teachers) and ask parents to please be conscientious about our health guidelines.
- If a child exhibits any of the symptoms listed below on arrival or during the school day, he/she will be separated from his/her class and the parent will be called to take him/her home.
- It is important to note that we consider all children who are healthy enough to be at school, healthy enough to be outdoors. Fresh air is beneficial to the children's social-emotional, physical, and academic growth.
- To maintain good health in the school, children must stay home if any of the following is present:
  - Fever within the last 24 hours (100.4 degrees +)
  - Heavy nasal discharge
  - Diarrhea
  - Stomachache
  - Swollen glands
  - Rash (except allergies)
  - Contagious disease (including pink eye and head lice)
  - Vomiting
  - Persistent coughing
  - Inflamed throat
  - Earache
  - Any indication of illness

\*We are only as safe as each family, so let's make wise decisions to minimize exposure.

The Academy has strict cleaning protocols. Additionally, the building has a cleaning filter agent within the HVAC system.

## **DISCIPLINE**

Our heartfelt desire is that all members of the school community, including students and staff, will have the opportunity to live and work in a climate that respects, protects, and enhances the dignity, welfare, and rights of each person, each of whom is made in the image of God. The Bible is clear in its teaching that discipline is a vital aspect of shaping young lives. (Proverbs 3:12; Hebrews 12:10-11) The word “disciple” is closely related to discipline. A disciple is someone who follows—and, therefore, is trained in the ways of—Christ.

Here at CCA, our mission is to maintain discipline tempered with love and compassion, as we strive to not only be but also make disciples of Christ. Our goal is to get to the heart of behavioral issues, shepherding our students’ hearts, not just disciplining behavior.

We utilize positive behavioral interventions and supports to create a safe and effective learning environment for all students. Expectations are clearly stated in the classroom, and we use a ticket system for positive reinforcement, as well as restorative measures when necessary.

The first level of discipline is in the classroom where the teacher will establish class rules and administer discipline at his/her discretion within school guidelines. Each teacher takes a positive reinforcement approach to overall classroom behavior. In cases of wrongdoing, a Biblical pattern of confession, repentance, restitution, and restoration of fellowship is followed whenever possible.

When a student has misbehaved twice in a row, the second level of discipline involves the student finding two friends to pray with for strength. Matthew 18:20 says, “For where two or three are gathered in my name, there am I among them.” This is an intentional step to disciple our students in the process of taking their actions to God.

The third level of discipline will involve the student being brought to the office to speak with the director. Parents will be informed of major incidents involving their child and of the disciplinary measures taken in the form of a phone call, a note written in the student agenda, or both. The agenda will briefly outline the offense, its date and time, and the action taken by the director and/or teacher.

**It is the parent/guardian's responsibility to check the agenda each night and initial, to show that they have read the teacher's communication.** (whether there is a brief note, a sticker/stamp, or blank). Agendas serve as a communication tool and need to be sent home and returned to school each day.

The school rules listed in this handbook will be the standard upon which discipline is maintained. Should a teacher or administrator feel the infraction of rules is severe enough to go beyond ordinary classroom management, a parental conference may be necessary. We will try to give adequate advance notice if a conference is necessary.

## **DRESS CODE**

All students should be dressed in a neat, clean, and presentable manner.

- **CLOTHING ALLOWED:**

- Shirts/Tops: Appropriately sized/loose-fitting shirts/tops, T-shirts, sweatshirts/hoodies may be worn.
- Writing and logos on shirts should be appropriate and fit with the values of CCA.
- GIRLS: No bare torso/midriff should be visible at any time. Sleeveless shirts, with straps of three inches or more, may be worn but must be modest and appropriate in size and fit.
- Shorts/Pants: Modest length, loose-fitting shorts (length at least mid-thigh or longer), jeans, athletic pants, leggings (worn with a longer shirt or skirt, mid-thigh or longer), or sweatpants may be worn.
- Dresses/Skirts: Dresses and skirts, appropriate in length, size and fit may be worn. (Modest length is at least mid-thigh or longer. A good measure is one inch or more below fingertips when arms are placed down one's side and the student is standing up straight.)
- Hem line or any slit in the dress/skirt may not be more than three inches above the top of the knee while standing. Leggings/biker shorts should be worn under dresses/skirts. (No undergarments showing under dresses/skirts at any time.)
- Shoes and Socks: Shoes must be worn while on campus. Tennis shoes must be worn for recess, PE, and outdoor activities. Flip-flops and open-toed shoes are not permitted.

- **CLOTHING NOT ALLOWED:**

- Too tight or too baggy
- Too short
- Inappropriate graphics (i.e.: Pokémon) or gestures
- Spaghetti straps or off the shoulder shirts
- Crop tops
- Bandanas
- Halloween

**SHOES:** Closed toe shoes and socks must always be worn.

- No heeled shoes are allowed. Soles must be flat bottomed.
- Open-toed sandals are not allowed.
- All open-backed shoes must have straps on the back, with socks under them.

### **DRESS CODE VIOLATION PROCEDURE:**

- 1<sup>st</sup> Offense: Parents/Guardians will be called. to bring in a change of clothes.
- 2<sup>nd</sup> Offense: The student will be sent home for the day.

# **SCHOOL RULES**

## **GENERAL CONDUCT**

- Part of the ministry of CCA is to develop the Fruit of the Spirit within the minds and image of our students. These traits, listed in Galatians 5:22, are our standard of conduct for students. In the same way, as God desires to love His children and have them respond to Him, so we desire to have each student choose to do that which is right. Ideally, obedience to authority should be an act of will.
- Other student expectations include walking in the buildings, using moderate voices, and treating others with kindness and dignity.

## **BULLYING**

CCA is dedicated to maintaining a school and work environment free of bullying, harassment, and intimidation. Therefore, any of these activities committed by any student, faculty or staff member, administrator, parent, volunteer or guest is strictly prohibited.

At Creative Christian Academy, we believe that every student is made in the image of God (Genesis 1:27) and is therefore worthy of respect, dignity, and love. Bullying, in any form, contradicts the teachings of Christ and the values we uphold as a Christian community. This policy outlines our commitment to preventing and addressing bullying in accordance with our Christian faith and educational mission.

According to North Carolina General Statute § 115C-407.15, "bullying or harassing behavior" is any pattern of gestures or written, electronic, or verbal communications, or any physical act or any threatening communication, that takes place on school property, at any school-sponsored function, or on a school bus, that places a person in actual and reasonable fear of harm, or that creates or may create a hostile environment.

Bullying is any intentional and repeated behavior (physical, verbal, emotional, or digital) that causes physical or emotional harm, discomfort, or distress to another person. It includes, but is not limited to:

- Physical aggression (hitting, pushing)
- Verbal abuse (name-calling, threats)
- Social exclusion (intentional isolation)
- Cyberbullying (harassment via digital platforms)
- Relational aggression (spreading rumors, manipulating relationships)

Scripture teaches us:

- "Love your neighbor as yourself." – *Mark 12:31*
- "Let no corrupting talk come out of your mouths, but only such as is good for building up." – *Ephesians 4:29*
- "Be kind to one another, tenderhearted, forgiving one another, as God in Christ forgave you." – *Ephesians 4:32*

We expect all members of our academy—students, staff, and parents—to model Christlike behavior in words and actions.

This policy applies to:

- Students, staff, and volunteers
- All school-related activities, whether on-campus or off-campus
- Digital communications involving students or staff (e.g., social media, email, messaging platforms)

To cultivate a culture of kindness:

- Staff and faculty will model respectful behavior
- Regular chapel messages and Bible classes will address Christian character, empathy, and conflict resolution
- Students will receive guidance and participate in discussions and activities promoting inclusivity and respect

Bullying should be reported to a teacher, counselor, or administrator immediately. Reports may be made:

- Verbally or in writing
- Anonymously (if necessary)

No student will face retaliation for reporting bullying in good faith.

Upon receiving a report:

- A designated staff member will investigate promptly and confidentially
- All parties involved will be interviewed and appropriate action taken

Consequences may include:

- Counseling or mediation
- Parent meetings
- Disciplinary action (warnings, detention, suspension, or expulsion)

All efforts will focus on restoration, repentance, and reconciliation, following a redemptive discipline model.

- Victims will be offered counseling and academic support as needed
- Offenders will be encouraged to reflect, seek forgiveness, and engage in restorative practices
- Follow-up will ensure ongoing safety and resolution

Parents are essential partners. Creative Christian Academy:

- Encourages open communication between home and school
- Provides resources and education on bullying prevention
- Involves parents in addressing incidents and promoting Christlike behavior at home

This policy will be reviewed annually to ensure its relevance, legal compliance, and alignment with the academy's Christian mission.

## CCA PROHIBITED ITEMS

- All items considered unsafe or as weapons are prohibited on campus.
- The following items will be prohibited on the CCA campus unless approved for class use: iPAD, MP3 players, cell phones, smart watches, radios, tape or CD players, videotapes, roller skates, scooters, toys, trading cards, sporting equipment, and hand-held games.
- In order to protect our school furniture, equipment, and carpeting, there is to be no chewing gum on school property.

## MAINTENANCE OF PROPERTY

CCA belongs to God. The way our property is maintained will affect the school's testimony in the community. Each student, parent, and teacher is expected to help maintain the facilities God has provided for us. In the event of damage done through mischief or willful vandalism by a student, the parent/guardian will be responsible for restitution.

## BIRTHDAYS

Students are welcome to bring in a birthday snack for the class on their birthday. This works well for lunchtime. A cake or cupcakes are sufficient. Items should be store-bought and list ingredients on the package, as we have some students with food allergies. No gifts or party favors are to be handed out during this time.

NOTE: Birthday invitations will not be passed out at school unless every child in the class is invited. Thank you for your cooperation.

## LUNCH

Students are required to bring individual lunches.

- We encourage parents to provide nutritious lunches for the students.
- **No soda permitted.**
- All lunches must be sent to school in a lunch box.
- Lunches will not be able to be refrigerated or microwaved. Please plan accordingly.
- Unlike in the preschool, food items do **not** need to be individually labeled with your child's name and date, **UNLESS your child is staying for Afterschool**. In this case, an afternoon snack will need to be labeled with your child's name and date.

## **PARENT-TEACHER COMMUNICATION**

- All parents will receive newsletters from the teachers weekly, as well as occasional emails from the administration.
- A Communication Folder will be provided for each student.
  - This folder will be labeled "Keep at Home" and "Return to School" and will be sent home when necessary.
- Student Agendas will be sent home daily.
  - The teacher will make notes in the agenda when necessary. On any day the agenda is left blank, consider it a good day in the classroom!
  - **IMPORTANT: Please initial the agenda daily, even if there are no notes from the teacher. This ensures that you have seen the agenda each day.**

One of the strengths in the whole education of a student is the collaboration and partnership between the school and home. Both students and parents should feel free to meet with the teacher. Conferences/telephone calls can be set up when necessary.

## **CLASS FIELD TRIPS**

- Your child's class may take field trips during the school year (or have in-house field trips). A permission slip will be sent home for each scheduled off-campus field trip.
- If there is an associated fee, you will be notified of the amount to be turned in with the permission slip. (Fees are non-refundable.)
- Other trips may be added as needed, such as school rehearsals, trips to the library, and other local museums or locations that become available on an individual basis.
- Please respect your teacher's arrangements for field trips.
- On occasion, parental volunteers may be needed for field trips.
- No siblings are allowed on class field trips, as they are planned for educational enrichment for the students and are age-appropriate for each class.

## **REPORT CARDS**

Formal report cards are sent home with students at the conclusion of each grading period. Report cards will be sent home every 9 weeks.

### **GRADING SCALES - Grades K through 2**

**4** = Exceeding Academic Standards

**3** = Meeting Academic Standards

**2** = Progressing Towards Academic Standards

**1** = Not Meeting Academic Standards

**E** = Excellent

**S** = Satisfactory

**N** = Needs Improvement

**U** = Unsatisfactory

### **GRADING SCALES - Grades 3 through 7**

**90-100** = Exceeds grade level expectations

**80-89** = Meets grade level expectations

**70-79** = Work is nearing grade level but below grade level expectations

**60-69** = Work is consistently below grade level expectations

## **TESTING**

- Students will be assessed at the beginning, middle, and end of the school year.
  - Includes: Reading, Math, and Spanish
- Reading and Math progress will be monitored in class and online monthly.
- As required, students in 3rd Grade and up will participate in end of year testing.

## **PROMOTIONS**

Parents will be notified about progress and readiness for promotion to the next grade level. If there has not been adequate progress made by the fourth quarter, a conference will be held with the parents and the director concerning possible:

- Retention of the student
- Summer tutoring options
- Private tutoring
- **Any student absent for more than 10 school days** during the school year will be evaluated for possible retention.

## **PARENT PARTICIPATION**

Part of our success as a school is having parental involvement in our school community. We ask that you as a parent or guardian consider how you might take the next step to connect more intentionally into the life of CCA. Examples of ways you might serve include:

- Landscaping
- Handyman assistance
- Substitute teaching
- Field trip planning
- Photography
- Serving at special events, such as class parties and student enrichment events
- Summer preparations for a new school year
- And many more ways!

The purpose of parent volunteer participation is not only to give parents an opportunity to play a more active role in the educational life of their students, but also to provide avenues for parents to share their gifts and skills to make CCA a better place and to build a greater sense of community within our CCA family.

**What is your passion?**

**How might God be calling you to serve within our school community?**

**We suggest each parent serving in some capacity at least once per semester (fall, spring).**

For single parent families, we understand that the constraints of time and resources may keep you from serving. However, you can still participate by praying for the school!

In fact, we ask all parents to commit to prayer for our students, staff and school daily. "The prayer of a righteous person has great power..." (James 5:16)

*Note: This year parent participation is voluntary, but for the 2027-2028 school year and going forward, this will be a requirement for CCA families.*

# 2026-2027 School Calendar FORTHCOMING

Creative Christian Academy																																																																																																																
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**2026-2027 School Calendar FORTHCOMING**

# **Creative Christian Academy**

## **2025-2026 School Calendar**

Creative Christian Academy **generally** follows the Union County Public School System's traditional calendar, **with a few exceptions**.

***The following is a list of important dates to remember.***  
***Dates listed in red are days that Creative Christian Academy will not be in session.***

<b>Wednesday, August 27</b>	<b>Back to School Night (6:30pm)</b>
<b>Monday, September 1</b>	<b>Labor Day Holiday</b>
<b>Tuesday, September 2</b>	<b>First Day for Students</b>
<b>Tuesday, September 23</b>	<b>Optional Teacher Workday</b>
<b>Monday, September 29</b>	<b>Curriculum Night (6:00pm)</b>
<b>Thursday, October 2</b>	<b>Teacher Workday</b>
<b>Thursday, October 9</b>	<b>School Picture Day</b>
<b>Tuesday, November 4</b>	<b>Teacher Workday</b>
<b>Friday, November 7</b>	<b>Report Cards</b>
<b>Tuesday, November 11</b>	<b>Veterans Day Holiday</b>
<b>Wednesday, November 26</b>	<b>Optional Teacher Workday</b>
<b>Thurs-Fri, November 27-28</b>	<b>Thanksgiving Holiday</b>
<b>Friday, December 19</b>	<b>Christmas Concert (TBD)</b>
<b>Mon-Wed, December 22-31</b>	<b>Christmas Break</b>
<b>Thursday, January 1</b>	<b>New Year Holiday/Break</b>
<b>Friday, January 2</b>	<b>Teacher Workday</b>
<b>Friday, January 16</b>	<b>Teacher Workday</b>
<b>Monday, January 19</b>	<b>Martin Luther King Jr. Holiday</b>
<b>Friday, January 23</b>	<b>Report Cards</b>
<b>Monday, February 16</b>	<b>Presidents' Day Holiday</b>
<b>Tuesday, March 3</b>	<b>Teacher Workday</b>
<b>Friday, March 20</b>	<b>Teacher Workday</b>
<b>Thursday, March 26 (TENTATIVE)</b>	<b>School Picture Day</b>
<b>Friday, March 27</b>	<b>Report Cards</b>
<b>Thursday, April 2</b>	<b>Spring Concert (TBD)</b>
<b>Fri-Fri, April 3-10</b>	<b>Easter Holiday/Break</b>
<b>Friday, May 22</b>	<b>Optional Teacher Workday</b>
<b>Monday, May 25</b>	<b>Memorial Day Holiday</b>
<b>Thursday, May 28</b>	<b>Last Day for Students; End of Year Celebration; Report Cards</b>