



COMPASS

Christian Academy

“Show me Your ways, Lord, teach me your paths. Guide me in your truth and teach me, for you are God my Savior, and my hope is in you all day long.”

Psalms 25:4-5

Handbook

2024-2025

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COMPASS CHRISTIAN ACADEMY

Founded:	August 2023
Mascot:	Navigators
Colors:	Blue and White
Grades:	K - 12th Grade
Administrators:	Pastors Kirk and Laurie Johnston
Administrator/Principal:	Josh Simons

Compass Christian Academy (CCA) is a mission of the Lighthouse and Hillsdale Churches and is under the authority of Administration and Session. CCA utilizes A.C.E. (Accelerated Christian Education) program as its primary curriculum and organization.

Each school using the A.C.E. program needs at least one professionally qualified supervisor/tutor for every 30 to 50 students, assisted by one or two monitors/paraprofessionals. The usual ratio is 1 supervisor with 1 monitor for up to 30 students and 1 supervisor with 2 monitors for 30 to 50 students. Compass Christian Academy will staff the school to appropriately meet the requirements of A.C.E. and the needs of its students.

Compass Christian Academy Committee

The mission and work of CCA is supported by the Compass Christian Academy Committee. Committee membership includes Administration, Staff, Elders, and volunteers representing both Hillsdale and Lighthouse congregations.

I. Purpose and Benefit

The purpose and benefit of this handbook is to be a reference guide for parents or legal guardians when questions arise throughout the school year about Compass Christian Academy's expectations of your child(ren).

II. Mission and Philosophy

"In Christ are hidden all the treasures of wisdom and knowledge."
(Colossians 2:3)

"But grow in the grace and knowledge of our Lord and Savior Jesus Christ. To Him be glory both now and forever."
(2 Peter 3:18)

"Do your best to present yourself to God as one approved, a workman who does not need to be ashamed and who correctly handles the word of truth."
(2 Timothy 2:15)

Mission Statement:

In partnership with parents, our mission is to provide a quality education, based on Biblical principles that will prepare, develop, and equip our students to serve the Lord Jesus Christ.

Core Values:

Excellence ... We are committed to provide a learning program that is academically rigorous and based on God's Word.

Critical Thinking ... We desire to teach and lead our students into a lifetime of truth seeking; using their God given skills to examine, research, and communicate truth.

Christian Service ... We desire to create an atmosphere where Christian service is developed and expected. Staff, students, and parents will be given opportunities to serve each other and our community.

Integrity ... We will strive to model Christ-like integrity in our interactions with each other.

Character ... We hope to instill Godly character traits into each child, using Jesus as our example.

Affordability ... We strive to keep our school affordable and available to all socio-economic levels.

Philosophy of Christian Education

We believe that Christian education is a vital link in the successful rearing of children. It is the desire of the staff and founders of Compass Christian Academy to work together with the family and their churches in reinforcing

high moral values and a Christian lifestyle, while providing an excellent education.

Compass Christian Academy believes that the home and church should work together to complement the school. This makes for a well-balanced Christian education. For this reason, we require all students to regularly attend and participate in a Christ-centered, Bible-preaching church. Families who partner with Compass Christian Academy must affirm the Statement of Faith adopted by Hillsdale and Lighthouse Presbyterian Churches (below).

Compass Christian Academy can never replace the significant spiritual impact of a godly home and church. The parents maintain the ultimate responsibility in training their children up in the Lord, but the school can assist them by including sound Biblical teaching and modeling Christian principles through Administration and Staff leadership.

To fully prepare a child for life in this world, education must include God as central to life. The home, church, and school must partner to prepare children spiritually, morally, socially, and academically for their adult lives. The school's primary responsibility is to provide the student with the necessary academic skills within the context of Biblical truth.

Statement of Faith (Evangelical Presbyterian Church):

All Scripture is self-attesting and being Truth, requires our unreserved submission in all areas of life. The infallible Word of God, the 66 books of the Old and New Testaments, is a complete and unified witness to God's redemptive acts culminating in the incarnation of the Living Word, the Lord Jesus Christ. The Bible, uniquely and fully inspired by the Holy Spirit, is the supreme and final authority on all matters on which it speaks. On this sure foundation we affirm these Essentials:

1. We believe in one God, the sovereign Creator and Sustainer of all things, infinitely perfect and eternally existing in three Persons: Father, Son, and Holy Spirit. To Him be all honor, glory and praise forever!
2. Jesus Christ, the living Word, became flesh through His miraculous conception by the Holy Spirit and His virgin birth. He who is true God became true man united in one Person forever. He died on the cross a sacrifice for our sins according to the Scriptures. On the third day He arose bodily from the dead, ascended into heaven, where, at the right hand of the Majesty on High, He now is our High Priest and Mediator.
3. The Holy Spirit has come to glorify Christ and to apply the saving work of Christ to our hearts. He convicts us of sin and draws us to the Savior. Indwelling our hearts, He gives new life to us, empowers and imparts gifts to us for service. He instructs and guides us into all truth, and seals us for the day of redemption.
4. Being estranged from God and condemned by our sinfulness, our salvation is wholly dependent upon the work of God's free grace. God credits His righteousness to those who put their faith in Christ alone for their salvation, thereby justifies them in

His sight. Only such as are born of the Holy Spirit and receive Jesus Christ become children of God and heirs of eternal life.

5. The true Church is composed of all persons who through saving faith in Jesus Christ and the sanctifying work of the Holy Spirit are united together in the body of Christ. The Church finds her visible, yet imperfect, expression in local congregations where the Word of God is preached in its purity and the sacraments are administered in their integrity; where scriptural discipline is practiced, and where loving fellowship is maintained. For her perfecting, she awaits the return of her Lord.
6. Jesus Christ will come again to the earth—personally, visibly, and bodily—to judge the living and the dead, and to consummate history and the eternal plan of God. “Even so, come, Lord Jesus” (Revelation 22:20).
7. The Lord Jesus Christ commands all believers to proclaim the Gospel throughout the world and to make disciples of all nations. Obedience to the Great Commission requires total commitment to “Him who loved us and gave Himself for us.” He calls us to a life of self-denying love and service. “For we are His workmanship, created in Christ Jesus for good works, which God prepared beforehand that we should walk in them” (Ephesians 2:10).

III. Educational Curriculum/Philosophy

Compass Christian Academy uses Accelerated Christian Education (A.C.E.) as the basis of education. This will be supplemented with various curricula as determined by Administration and Staff when needed. The educational concept of Accelerated Christian Education (A.C.E.) was built on five basic laws of learning:

1. The student must be placed on a level of curriculum where he/she can best perform.
2. The student must set reasonable and appropriate goals that can be achieved in a reasonable and prescribed period.
3. The student must be controlled and motivated through a balance of encouragement and discipline to assimilate, use, and experience the educational material.
4. The student's learning must be measurable.
5. The student's learning must receive recognition and reward for its value, effort, and significance.

The pioneering work of A.C.E. features a curriculum assuring parents of:

- A solid, back-to-basics education for their child(ren).
- A course of study individualized to meet a child's specific needs and learning capabilities.
- A program incorporating Godly character-building and wisdom principles.

From its beginning, A.C.E. has held to these goals. One result is students often score significantly higher on national standardized achievement tests than their counterparts in conventional schools.

Every person and every system of education displays a particular understanding of reality that is reflected in its educational philosophy. The educational philosophy of the Accelerated Christian Education curriculum and program is distinct and clear in its beliefs. God is the authoritative source for all knowledge; and God shapes the Christian's view of reality with regard to time, matter, and humankind. The Bible is the ultimate Truth and is the interpretive system used in the A.C.E. curriculum to understand God, time, matter, and humanity as given to us in the Bible.

Utilizing the A.C.E curriculum allows Compass Christian Academy to adhere to the following goals and principles:

- Every child is unique with vast potential, but dependent on others for spiritual, physical, mental, and behavioral development. Therefore, a student who enrolls in Compass Christian Academy (CCA) should be educated as a whole child and that education should be based upon a Biblical worldview.

- Education should be available to all children. Compass Christian Academy will therefore endeavor to expand its educational opportunities to parents and children of all abilities and all racial, economic, and cultural backgrounds who desire this educational base and are willing to accept the school's standards.
- Every child develops at a unique, individual pace based upon his or her developmental level, learning patterns, motivation, and academic potential. Compass Christian Academy is designed to assist each student to achieve a personal relationship with God through Jesus Christ, to develop a Christ-like character, to lay a strong academic foundation, and to realize his/her optimum potential for maturation physically, spiritually, and mentally.

Non-discrimination Policy

Compass Christian Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

IV. Tuition and Fees

Compass Christian Academy estimates the cost to fully fund the school to be \$6500 per student per year. This estimate is based on expected enrollment and paid staff. Compass Christian Academy desires, however, to provide an affordable, quality, Christian education option to the members of our community and surrounding communities. **Tuition assistance options are available and will be determined based on need (families can discuss this with Administration during the interview process).*

Tuition and Fees

Child 1	\$4500 per year
Child 2	\$3000 per year
Child 3+	\$2000 per year per child
Curriculum Materials	\$50 per student per month
Enrollment/Registration	\$50 one-time fee due by August 1
Standardized Testing	\$35 one-time fee due by January 1

Payment Schedule

Tuition and Curriculum Material payments are divided over a 10-month period and due on the first of each month. (*See options below for yearly or semester payments.*)

1st Semester Due Dates

Payment #1	August 1
Payment #2	September 1
Payment #3	October 1
Payment #4	November 1
Payment #5	December 1

2nd Semester Due Dates

Payment #6	January 1
Payment #7	February 1
Payment #8	March 1
Payment #9	April 1
Payment #10	May 1

Payments may be made by cash, check (made out to Compass Christian Academy), or online with a credit/debit card. If payment becomes an issue for your family, visit with an Administrator. Delinquent accounts may result in a student being unable to return to school until payment is made current.

To pay online, go to paolalighthouse.com. Click on the dollar sign icon in the upper right corner. Choose either the "Recurring" or "One-time" tab. Under "Fund", choose "Compass Christian Academy". Under "Sub Fund", choose "TUITION". Add a note to describe your payment. Enter the amount and complete the rest of the information to submit your payment.

Sample Calculations

- A family with one child enrolled would pay \$450 ($\$4500/10$) per month tuition plus \$50 per month for curriculum. The monthly payment would be **\$500** ($450 + 50$).
- A family with two children would be \$450 ($4500/10$) per month tuition for the first child and \$300 ($3000/10$) per month tuition for the second child. The curriculum fee per month would be \$100 (50×2). The monthly payment would be **\$850** ($450 + 300 + 100$).

Additional Fees/Costs

- Failed PACE Fee - If a student fails a PACE, there will be a fee of \$4 to cover the cost of the additional PACE that will need to be completed.
- Field Trips - Some field trips may require additional costs. If so, information will be provided in advance.
- School Pictures/Yearbook - Compass Christian Academy will provide families with options for school pictures and/or yearbooks, including information on costs.

Available Tuition Discounts

Discounts only apply to the tuition of the first child. Families choosing to pay full yearly tuition by the first day of school can receive a 5% discount on tuition of the first child (not including additional fees). Families that pay a full semester tuition by the first day of each semester can receive a 3% discount on tuition of the first child (not including additional fees).

Delinquent Accounts

Families are expected to make payments in a timely manner according to their payment plan. For any account that falls two months delinquent, the student may not attend school until the account is settled or satisfactory arrangements have been made with Administration. All fees from the previous school year must be paid before finalizing the enrollment for the next year.

V. Schedule

Compass Christian Academy follows a five day per week format for an academic year beginning the Tuesday after Labor Day and ending in mid to late May. An academic calendar will be available to the public at enrollment and on the CCA website. Any changes to the CCA academic calendar will be provided to families at the earliest opportunity.

The school day begins at 8:30am and ends at 2:30pm. School doors open at 8:15am. Students must be picked up or out of the school building by 2:45pm.

Arrival

Students may begin entering the building at 8:15am. CCA supervision of students does not begin until 8:15am; students will not be admitted into the school building until 8:15am. Upon entry, students will sign in, place personal items in the hook nook and report to Opening Exercises by 8:30am. Students will be considered tardy if reporting to Opening Exercises after 8:30am. Special arrangements may be made in exceptional circumstances only with prior approval by Administration.

Dismissal

Students must exit the Learning Center by 2:30pm. Students will wait at the Harbor school entrance facing the parking lot with the Supervisor. Students will gather personal items and homework, sign out, and exit the building as soon as parents arrive. For students who drive themselves, they must exit the building following dismissal, unless required to stay by a Supervisor or Administrator or if previous arrangements have been made with a Supervisor or Administrator. All students should be out of the building by 2:45pm. If a situation arises in which a student will be picked up late, please notify the Supervisor prior to 2:00pm that day. Repeated occurrences of late pick up will be addressed by Administration. Students will only be dismissed to those persons pre-approved according to Approved Pick-Up Persons list held on file. Parents assume all responsibility for students after 2:45pm.

VI. Admission Policies

The members of the Compass Christian Academy believe that the responsibility of preparing children for adulthood rests with the parents/guardians and that the local church is to work with parents/guardians as a fellowship in providing the necessary training to prepare children for life and eternity. The primary purpose is to train Christian young people to live for Christ.

Application Process

Attending Compass Christian Academy is a privilege and not a right. The application process is as follows:

1. Submit a completed Enrollment Application including all required student information, parent information and questionnaire
2. Family Interview (parents/guardians and student) with Administration
3. Notification of Enrollment Status
4. Provide medical information
5. Provide photocopy of birth certificate
6. Provide copy of current and up-to-date immunizations or exemptions
7. Submit all necessary forms (Section XVI)
 - a. Student Covenant
 - b. Parent Covenant
 - c. Medical/Liability Release
 - d. Consent to Treat Minor Children
 - e. Media Release
 - f. Records Release
 - g. Emergency Contact Form
 - h. Approved Pick-up Persons Form
 - i. Payment Plan Agreement
8. Other school records (grade report, achievement testing, special services if applicable, etc.)

Requirements

- A parent or guardian must provide a Pastoral reference from their attending church Pastor that attests to faithful attendance to that local church body and a relationship with Jesus as their Lord and Savior.
- Parents must agree with our Essentials of Faith and Philosophy of Education and be working to actively support and pray for our academic program. At least one parent or guardian must profess to be a born-again Christian.
- The student's record of behavior at home, church, and school should reflect good citizenship, and the student must agree to abide by the

standards and guidelines of our school. The student should desire to attend Compass Christian Academy and should not have significant negative behavior patterns from previous school placements.

Immunizations Requirements

Immunizations protect children against the following: Hepatitis B, Polio, Measles, Mumps, Rubella (German Measles), Pertussis (whooping cough), Diphtheria, Tetanus, Haemophilus Influenzae Type B, and Chickenpox. Compass Christian Academy adopts the following requirements of the Kansas School Department of Health Records:

- All students must present documentation of the month, day, and year of each immunization before they attend school.
- All immunizations must be up-to-date before students are permitted to attend classes.
- The Advisory Committee on Immunization Practices (ACIP) allows a 4-day grace period, so students in all grade levels may receive immunizations up to 4 days before they are due.
- For children beginning kindergarten during or after the 2003-2004 school year, required immunizations should be administered according to the current ACIP schedule (www.cdc.gov/vaccines/recs/schedules).
- To remain in school, students “in progress” must have an Imm.P.14 form on file and must receive immunizations as soon as they become due.
- Religious (Imm.P.11A) and medical (Imm.P.12) exemptions are allowed. The appropriate exemption card must be on file.

Age/Grade Requirements

Students beginning kindergarten must be five years old on or before August 31st.

Though student’s academic program placement is based on diagnostic testing, chronological grades will be recognized for purposes of Learning Center placement, elective class placement, standardized testing, and other appropriate student groupings in the school environment.

Exceptions

All admissions are approved by Administration with possible advisement from Supervisors and/or Compass Christian Academy Committee. Administration reserves the right to recognize exceptions and approve admissions with advisement from Supervisors and/or Compass Christian Academy Committee.

VII. Withdrawal Policies

Parents may withdraw their child for any reason. Prior notice and cooperation are appreciated. Tuition paid in advance will be refunded according to pro-ration of full monthly payment periods of attendance prior to withdraw.

Revocation of Enrollment Status

Each student is a valued member of the Compass Christian Academy family. When a student is struggling to be successful at CCA, we desire to make repeated efforts to guide, counsel, and support students academically and behaviorally as needed. However, Compass Christian Academy has the right, with reason, to dismiss a student from enrollment at CCA. Reasons for dismissal include repeated failure to adhere to the Standard of Conduct and/or determination that the academic model of CCA does not fit the student's academic needs. As a Christian school, we reserve the right to dismiss a student who cannot agree with our values. Tuition paid in advance will be refunded starting with the next monthly payment period. This applies only to tuition and not to any fees or other expenses paid by the parents. Accounts must be paid in full before students' records will be transferred.

VIII. Standard of Conduct

Compass Christian Academy utilizes a system of merits and demerits to reinforce positive behaviors and correct negative behaviors. Students also have opportunities to earn additional rewards and privileges for demonstrating model behaviors and achieving academically.

Compass Christian Academy Student Expectations

1. Always display exemplary behavior.
2. Give respectful attention (verbal and non-verbal) to the persons speaking during Opening Exercises, Learning Center time, Elective classes, Chapel, and any other group communication situation.
3. Always treat Staff members with respect.
4. Demonstrate good manners in all settings and with all Staff members and fellow students.
5. Avoid negative attitudes and behaviors such as, but not limited to, failure to follow instructions, laziness, complaining, pouting, tattling, name-calling, fighting, and/or bullying. Such behaviors earn disciplinary consequences including loss of privileges, detention, parent phone call, suspension.
6. Regular attendance. *(For illness or unusual circumstances causing absence from school, parents/guardians should notify CCA by 9:00am on the day of the absence.)*
7. Report to Opening Exercises by 8:30am. *(Reporting after 8:30am is considered tardy. Accumulation of tardies results in negative consequences.)*
8. Remain on school grounds, unless receiving approval from Administration.
9. Student vehicles must be parked in designated parking area.
10. Students who drive must leave designated parking area by 2:45pm.
11. Always display safe behaviors. (Avoid "horseplay", running, throwing objects, etc. Reasonable exceptions made during recess time.)
12. Only water allowed in the Learning Center. No food.
13. No cell phones/electronic devices usage during the school day. Devices remain in backpack.
14. Internet use is limited to academic studies, not for personal entertainment.
15. Honor dress code.
16. Any material of questionable nature - magazines, books, music, etc., should be left at home. If in question, contact the Supervisor or Administrator.
17. Respect all property and facilities of Compass Christian Academy.
18. Always use appropriate language. Speak respectfully to Staff, volunteers, and other students. Avoid any words that could be classified as cursing. Avoid insults, put downs, and name calling.
19. Students and parents/guardians shall not slander, criticize, threaten, or complain about Compass Christian Academy rules, procedures and Staff, or volunteers through any public technology means. This includes, but is not limited to Facebook, Twitter, SnapChat, Instagram or any other social networks. Bring concerns directly to Supervisors or Administration.

Dress Code

Dress Code can promote unity among students, harmony in the classroom, and an orderly, respectful image to the public. It also relieves the staff from having to make judgments on what students wear each day.

Even though we are more concerned about matters of the heart than outward appearance, we believe that a person's appearance reflects the inner being. Therefore, we strive to focus on the qualities of the "inner person." The school wardrobe is based on core values including modesty, cleanliness, neatness, and safety.

The Dress Code applies when a student is on campus, as well as at all school functions. Students must comply from the time they arrive on campus to the time they depart. Deviations from the code must be pre-approved by the administration. Administration will have the final decision should a questionable situation arise.

Boys' Dress Code

Learning Center

No shirts, pants or socks with inappropriate language or imagery. (examples: skulls, blood, nudity, etc.)

If wearing a hoodie, the hood must be worn down.

Shorts must be no shorter than mid-thigh.

Pants must be an appropriate fit and worn at the waist.

No open-toed shoes.

Cleanliness and good hygiene are expected.

Physical Education - Athletic footwear must be worn for P.E.

Girls' Dress Code

Learning Center

No shirts, pants or socks with inappropriate language or imagery. (examples: skulls, blood, nudity, etc.)

If wearing a hoodie, the hood must be worn down.

Shorts must be no shorter than mid-thigh.

Pants must be an appropriate fit and worn at the waist.

No open-toed shoes.

Cleanliness and good hygiene are expected.

If wearing leggings or yoga pants, must wear shirt that covers appropriately.

No spaghetti straps.

No low-cut shirts. (Necklines should be no lower than 2 inches below the collarbone).

No crop tops.

Physical Education - Athletic footwear must be worn for P.E.

CODE ENFORCEMENT

It will be the duty of all Staff to monitor for violations of the Dress Code. Offenses should be reported to an Administrator to be processed appropriately.

- 1st Offense – a written warning will be communicated to the student and parent(s).
- 2nd & Future Offenses – the parent will be contacted and required to bring appropriate attire to the school for the student to change into, or remove the student for the remainder of the day. Tardy/Absence Policy will apply.

IX. Required Credits for Graduation

All high school level students at Compass Christian Academy will follow a College Preparatory Course of Study according to State University recommendations in Kansas. CCA Administration, with advisement from Supervisors and/or Compass Christian Academy Committee, will determine the course of study requirements in order to meet the State credit requirements.

A plan of study will be written for each student and communicated to parents based on the College Preparatory Course of Study. However, as CCA considers individual academic needs and educational goals an essential priority, each student's plan of study may be adjusted in cooperation with parents to meet his/her academic needs and goals. Administration will approve each plan of study and determine eligibility for a Compass Christian Academy diploma or certification of completion.

Compass Christian Academy College Preparatory Course of Study

A CCA Diploma requires 24 credits (*State of Kansas requires 21 credit minimum*). A credit is defined as a full year class or completion and mastery of all paces within an A.C.E. Subject area. Semester classes are worth ½ credit.

<u>Subject</u>	<u>Required Credits</u>
English	4
Math	4
Social Science	3
Natural Science	3
Bible	2
Electives	8
Total	24

Courses of Study – Compass Christian Academy College Prep Diploma
bold indicates required course

CORE		
English (4)	English I	1.0
	English II	1.0
	English III	1.0
	English IV	1.0
Math (4)	Algebra I	1.0
	Geometry	1.0
	Algebra II	1.0
	Choose at least one:	
	Trigonometry	0.5
College Math I	1.0	
College Math II/Pre-Calculus	1.0	
Social Science (3)	World Geography	1.0
	World History	1.0
	American History	1.0
	U.S. Civics	0.5
	Economics	0.5
Natural Science (3)	Biology	1.0
	Physical Science	1.0
	Choose at least one:	
	Chemistry or Physics	1.0
Bible (2)	New Testament Survey	1.0
	Choose at least one:	
	Old Testament Survey	1.0
	Life of Christ	1.0
	New Testament Church History	1.0
ELECTIVES		
Electives (8)	A minimum of 6 Elective courses are required. Students may fulfill remaining credits from additional core subjects if desired. Elective credits may be earned through PACE work or approved Specials classes of a semester duration (0.5 credit), or yearly duration (1.0 credit), taught by qualified instructors and including content approved by Administration.	
	<u>Some possible Elective classes are as follows:</u> <i>(not an exhaustive list)</i>	
	Art	1.0
	P.E.	1.0
	Sign Language	1.0
	Music	1.0
	Etymology	1.0
	Speech	0.5
	Accounting	1.0
	General Business	1.0
	Business Math	1.0
	Introduction to Missions	0.5

Elective Credits

High School level students earn elective credits in two ways.

- 1) PACE work for elective classes, credits determined by A.C.E. Curriculum.
- 2) Satisfactory completion of Specials/Elective classes offered during the school day.

Specials/Elective classes will be worth high school credit based on duration of the class and quality of the content. Classes that are a semester long will be worth .5 credits. Classes that are a full year long will be worth 1 credit. Specials teachers will determine the content and expectations of the class and be approved by Administration for high school credit.

Compass Christian Academy currently offers the following Electives*:

- **Physical Education/Health (1 credit)** ... The objective of the Compass Christian School K-12 Physical Education curriculum is to foster a holistic approach to wellness that integrates physical, mental, and spiritual health. Through physical activities and exercises, students will develop an understanding of their bodies as creations of God and learn to steward them responsibly. The class follows 6 academic units: 1) Introduction to God's Creation, 2) Physical Fitness and Health, 3) Team Sports and Cooperation, 4) Individual Sports and Character Development, 5) Outdoor Activities and Appreciation of Nature, 6) Lifetime Fitness and Wellness. Assessments will include both practical demonstrations of skills and concepts learned, as well as written reflections on the integration of faith and fitness. Students will be evaluated on their participation, effort, improvement, and adherence to Christian principles of stewardship and respect for self and others.
- **Art (1 credit)** ... Students will gain knowledge and understanding of the elements and principles of art through exploration of a variety of media and art genres, including historical and contemporary references. Students will explore techniques, tools, and equipment used in creating a visual art piece. Opportunities to demonstrate knowledge will be given as students effectively critique their own art as well as the art of others.
- **Music (1 credit)** ... Students in Compass Christian Music classes are exposed to a variety of elements of music. Students learn basic musical notation and terminology. During class, worship music is practiced in both English and Hebrew and performed during Chapel services and special events. Warm-ups, voice preparation, and appropriate types of singing voices are emphasized. Students also

learn some basic instrumentation. Students learn to play chimes and develop skills in reading music notes to produce both melodies and harmonies.

- **American Sign Language 1 (1 credit)** ... Students will learn basic vocabulary and grammar structure of American Sign Language. Upon completion of ASL 1, students will be able to exchange basic information about themselves and their families such as their names, where they live, and their interests. Students will also learn about Deaf culture and be required to complete one research paper about Deaf culture or Deaf community.

*Other elective classes may be offered throughout the academic year determined by Administration.

X. Compass Summer Academy

Compass Summer Academy is offered as an option for students in the Navigator's (grades 2-12) Learning Center. The Learning Center will be open and staffed by Supervisors/Monitors to provide an opportunity for Compass Christian Academy students from the previous school year to complete additional PACE work. Students can use this time to catch up on PACE work or work ahead.

The Learning Center will be available for student use from 9:00am-12:00pm, Monday through Thursday, for a total of six weeks.

2025 Compass Summer Academy Dates

Session 1

Week 1: June 9-12

Week 2: June 16-19

Week 3: June 23-26

Session 2

Week 4: July 14-17

Week 5: July 21-24

Week 6: July 28-31

Cost of tuition for Compass Summer Academy is \$350 per session due by the first day of that session or \$650 for both sessions due by the first day of Session 1.

XI. Chapel and Opening Exercises

Weekly chapel services are an integral part of the school's total program. It is an opportunity for CCA Staff and students to worship together. Chapel will be held on Wednesday afternoons from 1:30-2:00pm in the Anchor Room. All students and classroom staff are required to attend.

Opening Exercises

Each morning, students and staff will come together from 8:30-8:50am for a time of praise, celebration, devotion, and prayer in the Anchor Room.

Students will have the opportunity to serve as leaders in the recitation of pledges and monthly Scripture reading. Opening Exercises will also include celebrations of student accomplishments, announcements, character trait encouragement, and a devotion and prayer led by an Administrator or guest speaker.

XII. Student Achievement Recognition

Students have daily opportunities to receive merits for positive behaviors and academic achievements. Additionally, Compass Christian Academy seeks to recognize student achievement over time. Each quarter, students have an opportunity to make the Principal's or Supervisor's Honor Roll, along with earning other notable recognitions. Achievements for all four quarters will be recognized at the year-end awards assembly.

Principal's Honor Roll (Navigators)

- Academic balance (on pace with PACE's verified by Supervisor)
- PACE average of at least 90%
- Memorize all Scripture for the quarter
- Exhibit behavior becoming an Honor student
- 10 or fewer demerits
- 45 minutes or fewer of detention time
- 3 or fewer tardies
- No unexcused absences
- 5 or fewer absences

Supervisor's Honor Roll (Navigators)

- Academic balance (on pace with PACE's verified by Supervisor)
- PACE average of at least 86%
- Memorize all Scripture for the quarter
- Exhibit behavior becoming an Honor student
- 15 or fewer demerits
- 60 minutes or fewer of detention time
- 5 or fewer tardies
- No unexcused absences
- 7 or fewer absences

Perfect Attendance Award (Lil Navigators and Navigators)

- No absences
- No tardies

Attendance Award (Lil Navigators and Navigators)

- 5 or fewer absences
- 3 or fewer tardies

Merit Award (Lil Navigators and Navigators)

- 10 or fewer demerits (Navigators)
- Recommendation from Supervisor (Lil Navigators)

Yearly Recognition (Lil Navigators and Navigators)

- Principal's Honor Roll (achieve all 4 quarters)
- Supervisor's Honor Roll (achieve all 4 quarters)
- Perfect Attendance Award (achieve all 4 quarters)
- Attendance Award (achieve all 4 quarters)
- Merit Award (achieve all 4 quarters)
- **Character Award** - *students who have "stood out" as consistently demonstrating the Character Traits of Christ and positive behaviors encouraged by Compass Christian Academy. (chosen by Supervisors and Administrators)*
- **Navigator of the Year** - *One student will be chosen by Supervisors and Administrators as the Navigator of the Year. This student will demonstrate a combination of Biblical integrity, positive behaviors, academic excellence, and peer leadership.*

Yearly award recognitions will be celebrated at the year-end awards assembly. Students on the Yearly Principal's Honor Roll will receive a \$100 tuition credit and students on the Yearly Supervisor's Honor Roll will receive a \$50 tuition credit. Students earning the Character Award will receive a special gift. The Navigator of the Year will receive a special gift.

XIII: Office Information

Inclement Weather

Compass Christian Academy will cancel school when Paola Schools (USD 368) cancel for inclement weather. In any instances where Compass Christian Academy cancels school on our own, parents will receive notification via email from their child's Supervisor.

Change of Status

If your address, phone number, email address, or any other personal information provided has changed (including emergency contact information), please notify the school in writing or via email as soon as possible.

School Visits

All parents are welcome in the school. Parental visits should be scheduled ahead of time with the School Administrator. No parent is to go directly to the classrooms. Lunches, homework, books and other items should be left with the Administrator or Security Volunteer at the entrance of the Harbor building. Items will then be transferred to the student.

Communication

- Parents are responsible to notify the school via email, phone, or text by **9:00am** if the child will not be able to attend school.
- The student must be signed in and/or out when arriving at times different than regular school hours.
- Visitor badges will be required for all parents, volunteers, and other visitors.
- In an emergency situation when it is necessary to get a message to a student as soon as possible, parents shall contact the School Administrator and the message will be relayed to the student immediately.

Volunteer Opportunities

We have many volunteer needs and opportunities and hope that every family will contribute their time generously to make our programs and activities a success. These needs may include monitoring lunch and/or recess, monitoring in classroom, substitute teacher, teaching electives, office projects, fundraisers, and many other areas.

Lunches

Compass Christian Academy does not provide school lunch. Nor does CCA provide refrigerator space or the use of a microwave. Lunches must be

brought from home each day. *Parents, please pack items that your child can open/prepare for him/herself as much as possible.*

Compass Christian Academy will periodically offer special lunches to celebrate holidays and special events. When this occurs, we will notify you in advance so you will be able to plan accordingly.

Safety Drills

Compass Christian Academy will conduct periodic fire, tornado, and other crisis drills in accordance with Kansas State Regulations.

Searches

Compass Christian Academy reserves the right to search the student's person, office, and belongings in the event the school suspects the student possesses an unapproved item. The search may be conducted without the student's or parent's permission.

XIV: Health Information

Before the first day of school, each student must present records showing that all immunizations are current or that they have an exemption.

Compass Christian Academy will adhere to the following procedures recommended by the Kansas State Health Department when dispensing medication:

- All medications (prescription/non-prescription) shall be given to a child only with dated, written permission from the child's parent(s), including the amount needed and time to be given.
- All prescription medicine/drugs shall be in the original container and labeled with the child's name, physician's name, and written instructions.
- Tylenol may be given with verbal or written approval of the parents.
- A log will be kept each time medicine is given.

For your child's protection and the protection of others, children should be kept home when they have any of the following symptoms:

- Severe cold symptoms: chronic coughing, sore throat, etc.
- Temperature: a child must have a normal temperature for at least 24 hours without medication prior to returning to school.
- Upset stomach, vomiting, abdominal pain, and diarrhea: A child must be kept at home until there has been neither vomiting nor diarrhea for at least 24 hours.
- Undiagnosed rash or skin lesions, red or discharging eyes (i.e. conjunctivitis/pink eye), earache or swollen glands. A child must be kept home with any of these symptoms until diagnosed by a doctor and the student has been symptom-free for at least 24 hours. Please notify the office in the event your child has been diagnosed as having a communicable illness.
- Head Lice: Students may not be readmitted to school until treatment has been accomplished and evidence of all live lice and lice eggs (nits) have been eliminated. Parents must report incidents of head lice to the office. Rooms will be treated and other students in the classroom will be checked to determine if any other students have been affected.

On the day of return (meeting symptom-free requirements) following an absence due to illness, should a student run a temperature of 100 degrees or higher or an appearance of other symptoms listed above occurs, the student's parents will be called to come and pick up the student.

When a student complains of illness:

- The school will check the child's temperature. If it is 100 degrees or more, the parent will be called to take the child home.
- If the student is still not feeling well one hour after an original complaint, the parent will be called to take the child home.
- If the child is vomiting and/or has diarrhea, the parent or emergency number will be called immediately.
- In the event of serious illness, accident or injury to any child, the school shall follow the parent's written instructions for emergency medical care, with prompt notification of the parent.
- The Paola Fire Department and Rescue Unit will be called if Administration deems it necessary.
- Information regarding the illness, accident, or injury shall be noted in the school's health log.

XV: To Parents

Parents play a vital part in the total program of Compass Christian Academy. Cooperation between parents, Supervisors, and Administrators strengthens individual students and provides an excellent school experience. Together, we can help fulfill **Proverbs 22:6** which says: *“Train a child in the way he should go and when he is old, he will not turn from it.”* The following list contains steps that parents can take to help this process.

- Pray regularly for the Supervisors, Administrators, Monitors, Volunteers, and the CCA Committee.
- Volunteer regularly either during school hours or for special events outside of school hours. Encourage other family members (grandparents, aunts/uncles, etc.) to volunteer. *For safety issues, all those who volunteer during the school day must have a background check.*
- Attend school functions to which parents and other family members are invited.
- Recommend Compass Christian Academy to others as opportunities arise.
- Help support the school financially as the Lord blesses. Promote Compass Christian Academy among family and friends who might be interested in financially supporting Compass Christian Academy.
- If problems arise, seek to resolve them with the person(s) involved rather than spreading criticism or negative attitudes. (Matthew 18:15).
- If there are parent/Supervisor concerns, please communicate with the Supervisor first and advise Administrators if appropriate.
- Seek the advancement of Compass Christian Academy in all areas: spiritually, academically, and physically.

Conflict Resolution

The parties ascribing to an enrollment agreement for Compass Christian Academy believe the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private or within the Christian community (**I Corinthians 6:1-8, Matthew 5:23-24, Matthew 18:15-20**).

- The parties agree that any claim or dispute arising out of or related to the agreement, including any claim or statutory claims, shall be settled by Biblically-based mediation.
- If resolution of a dispute and reconciliation are not the result of such efforts, the matter, except for collection of unpaid accounts, shall then be submitted for legally binding arbitration.
- The parties agree these methods shall be the sole remedy for any controversy or claim arising out of an enrollment agreement and expressly waive their right to file a lawsuit against one another in any

civil court for such disputes, except to enforce a legally binding arbitration decision. Each party agrees to bear the cost of arbitration, as set forth by an arbitration award.

[intentionally blank]

XVI: Additional Information/Forms

SCHOOL SUPPLIES LIST

Lil Navigators (K/1)

- Bible ... *ESV or NIV preferred*
- School Supplies box - no larger than a shoe box
- Kleenex boxes (3)
- Safety Scissors
- Elmers Glue Sticks (6)
- Crayola Crayons
- Crayola Coloring Pencils
- Crayola Markers
- Writing Pencils (12) ... *Ticonderoga #2 preferred*
- Pink erasers (2)
- Plastic Pocket Folder (1)
- bottle of hand sanitizer (1)
- Paint shirt
- Standard sized backpack

Navigators (2-12)

- Bible(s) ... *A personal KJV Bible is helpful for PACE work, but ESV or NIV is preferred for Bible study and devotional activities*
- Pencils - #2 or mechanical (10)
- Ball point pens - blue black ink only (2)
- 1 pack standard loose-leaf notebook paper
- Large eraser (at least 2)
- Ruler with centimeters and inches
- Colored pencils
- Kleenex boxes (3)
- bottles of hand sanitizer (2)
- Spiral notebook (1)
- Plastic pocket folder (1)
- Scissors
- Art shirt - old, oversized T-shirt, etc.
- Crayons (2nd-6th grade)
- Compass (7th-12th grade)
- Protractor (7th-12th grade)
- School supply box or bag
- Standard size backpack
- Texas Instruments TI-30x IIs 2-line scientific calculator (8th-12th grade)
- Plug-in (not Bluetooth/wireless) headphones (8th-12th grade)

[intentionally blank]

STUDENT COVENANT

I accept the Bible as God's Word and submit myself to its principles as a final authority.

I agree to keep all the school rules and respect authority without being critical and fault finding.

I agree to abide by the Academy's standard of conduct throughout my enrollment. If I am found out of harmony with the Academy's rules, I accept the fact that whenever the Administration deems it necessary, I may be dismissed from the Academy.

As a student of Compass Christian Academy, I pledge to uphold the Academy's standard against cheating, using indecent language, or bullying. I will act in an orderly and respectful manner. I will do my best to maintain Christian standards in respect, honesty, purity, courtesy, and kindness. I will strive to be of unquestionable character in every area of my life.

I understand it is unacceptable at any time to slander, criticize, threaten, or complain about Compass Christian Academy rules, procedures, staff, and students through any public technology means. This includes, but is not limited to Facebook, Twitter, Instagram, Snapchat, or any other social networks. If a problem should arise, I will go directly to Compass Christian Academy staff and try to resolve the situation in a Christian manner.

I agree to abide by these standards of conduct and other regulations expected of each student enrolled in Compass Christian Academy.

Student Signature

Date

[intentionally blank]

PARENT/GUARDIAN COVENANT

I have read, and will adhere to, the content of the Compass Christian Academy Student Handbook.

I give permission for my student to take part in all school activities.

I agree to uphold and support the high academic standard of the school. I will provide a place at home for my student to study and encourage my student in completion of any homework or school assignments.

I agree to pay my financial obligations to Compass Christian Academy on the date due and understand that it may be necessary to withdraw my student if proper arrangements are not made on a past due account.

I appreciate the standards of the school and will not tolerate profanity, obscenity in any word or action, dishonor to the Godhead and the Word of God, or disrespect to the personnel of the school. I agree to support all regulations of the school on the applicant's behalf and authorize Compass Christian Academy to employ discipline as it deems wise and expedient for the training of my student.

I understand that Compass Christian Academy believes the Bible to be the inspired Word of God. Because the school is an extension of the Christian home, we understand and agree that it is imperative for a student's parents to maintain a lifestyle consistent with Biblical principles. Such a lifestyle includes sexual purity for single heads of households and adherence to the Biblical mandate of marriage between a man and a woman. (1 Cor. 6:18-20, 1 Thess. 4:3, 1 Cor. 11:3, Rom 1:24-32)

I understand that Compass Christian Academy reserves the right to dismiss any student who fails to comply with the established regulations and discipline or whose financial obligation remains unpaid.

I understand it is unacceptable at any time for a student or parent to slander, criticize, threaten or complain about Compass Christian Academy rules, procedures, staff, and students through any public technology means. This includes, but is not limited to Facebook, Twitter, Instagram, Snapchat, or any other social networks. If a problem should arise, I will go directly to Compass Christian Academy staff and try to resolve the situation in a Christian manner.

I have read the Handbook and agree with the terms stated on this Parent/Guardian Covenant.

Father/Guardian Signature: _____

Date: _____

Mother/Guardian Signature: _____

Date: _____

[intentionally blank]

MEDICAL/LIABILITY RELEASE

Compass Christian Academy

Child's Name: _____

Parent/Guardian's Name: _____

In the event of an emergency or non-emergency situation requiring medical treatment, I, as the parent/guardian grant permission for any and all medical and/or dental attention to be administered to my child/children/ward, in the event of an injury or illness, until such time as I can be contacted and will assume all financial responsibility for such medical treatment. This permission includes, but is not limited to, the administration of first aid, the use of an ambulance, and the administration of anesthesia and/or surgery, under the recommendation of qualified medical personnel. I also understand and agree that if my child/ward becomes ill or if the staff deems it necessary that my child/ward leave an event, it will be my responsibility to transport or arrange transport for my child/ward from the event. I affirm that this form shall remain in effect until such time as I make changes to the above information and I understand that I am responsible to update this form.

Parent/Guardian Signature: _____

Date: _____

I, the parent/guardian of the above-named child(ren)/ward, realize that there are inherent risks involved in travel and participation in activities and events and I fully understand that those risks can include injury to my child/ward. I hereby release and hold harmless Compass Christian Academy and any of its agents or representatives from all liability that may occur during an event planned by Compass Christian Academy or any and all of its agents and representatives. I intend for this Release to stay in full force and effect unless and until I deliver a notice of revocation, revoking the terms of this document.

Parent/Guardian Signature: _____

Date: _____

[intentionally blank]

CONSENT TO TREAT MINOR CHILDREN

Compass Christian Academy

I, _____, parent or legal guardian of _____, born the ____ day of _____, 20__ do hereby consent to any medical care and the administration of anesthesia determined by a physician to be necessary for the welfare of my child while said child is under the care of _____ of _____, City of _____, State of _____, and I am not Reasonably available by telephone to give consent.

This authorization is effective from the ____ day of _____, 20__ to ____ day of _____, 20__.

Signature of Parent/Legal Guardian

Date

Witness Signature

Witness Name (please print)

This consent form should be taken with the child to the hospital or physician's office when the child is taken for treatment. This additional information will assist in treatment if it can be furnished with the consent but is not required.

Family Address _____

Parent/Guardian Telephone: _____ Parent/Guardian Telephone: _____

Last Tetanus: _____

Allergies to drugs or foods: _____

Special Medications, Blood Type or Pertinent Information: _____

Child's Physician: _____ Phone: _____

Insurance: _____ Policy #: _____

Preferred Hospital: _____

[intentionally blank]

MEDIA RELEASE

Compass Christian Academy

Parents/Guardians,

Students' photos may be taken in the classroom or at school events. Please complete this form indicating whether you permit Compass Christian Academy to use your child's photo in the classroom and for promotional materials - including social media.

Child's Name:

- Yes, you may use my child's photo in the classroom and on social media.
- You may use my child's photo in the classroom but not anywhere online.
- No, do not use my child's photo at all.

Parent Signature:

Date:

[intentionally blank]

RECORDS RELEASE



STUDENT RECORDS RELEASE

Name of Previous School Attended

Dear Counselor:

My child(ren) has (have) been withdrawn from your school. Please release their academic and health records to the following school. Thank you.

COMPASS CHRISTIAN ACADEMY
1402 E. 303rd St.
Paola, KS 66071
admin@compasschristianacademy.org

Students' Name(s) (Last name, First name)	Age	Grade level at withdrawal
--	-----	---------------------------

Parent/Guardian Signature

Principal's Signature

(return to School for Processing)

[intentionally blank]

EMERGENCY CONTACT FORM

Compass Christian Academy

Student name: _____

PARENT INFORMATION

Mother's name: _____

Cell phone: _____ Work phone: _____

Email address: _____

Best method of contact during the day? Email Cell Work

Father's name: _____

Cell phone: _____ Work phone: _____

Email address: _____

Best method of contact during the day? Email Cell Work

EMERGENCY CONTACTS (OTHER THAN PARENTS)

Name: _____ Relationship: _____

Home or cell phone: _____ Work phone: _____

Name: _____ Relationship: _____

Home or cell phone: _____ Work phone: _____

Name: _____ Relationship: _____

Home or cell phone: _____ Work phone: _____

[intentionally blank]

APPROVED PICK-UP PERSONS FORM

Compass Christian Academy

Name(s) of Student(s):

I hereby inform Compass Christian Academy that the persons listed below are authorized to pick up the above-named child(ren) at any time. Accordingly, Compass Christian Academy is hereby instructed to release my child into the care of the following persons whenever they come to Compass Christian Academy.

AUTHORIZED PICK-UP PERSONS

Name	Relationship to Child	Phone #
1.		
2.		
3.		
4.		
5.		

I understand that:

- The “Authorized Pick-up Person” must be a minimum of 18 years old (unless special written arrangements have been made) and may be asked to present a photo ID as verification before a child is released to them.
- This document will remain valid until edited or rescinded in writing by the signer of this authorization.

Parent/Guardian Printed Name

Parent/Guardian Signature

Date

[intentionally blank]

PAYMENT PLAN AGREEMENT

Compass Christian Academy

Payment Plan Agreement for 2024-2025 School Year

Child 1	Option 1 Annual Pay	Option 2 Bi-Annual Pay	Option 3 Monthly Pay
Tuition	\$4275 (5% discount)	\$4365 (3% discount)	\$4500
Curriculum	\$500	\$500	\$500
Enrollment	\$50 (due Aug 1)	\$50 (due Aug 1)	\$50 (due Aug 1)
Standardized Testing	\$35 (due Jan 1)	\$35 (due Jan 1)	\$35 (due Jan 1)
	Due Aug 1 \$4825 w/ Standardized Testing \$4860	Due Aug 1 \$2,482.50 Due Jan 1 \$2,467.50	Due on the 1 st of each month beginning Aug 1 \$500
Child 2	Option 1 Annual Pay	Option 2 Bi-Annual Pay	Option 3 Monthly Pay
Tuition	\$3000	\$3000	\$3000
Curriculum	\$500	\$500	\$500
Enrollment	\$50 (due Aug 1)	\$50 (due Aug 1)	\$50 (due Aug 1)
Standardized Testing	\$35 (due Jan 1)	\$35 (due Jan 1)	\$35 (due Jan 1)
	Due Aug 1 \$3550 w/ Standardized Testing \$3535	Due Aug 1 \$1800 Due Jan 1 \$1785	Due on the 1 st of each month beginning Aug 1 \$350
Child 3+	Option 1 Annual Pay	Option 2 Bi-Annual Pay	Option 3 Monthly Pay
Tuition	\$2000	\$2000	\$2000
Curriculum	\$500	\$500	\$500
Enrollment	\$50 (due Aug 1)	\$50 (due Aug 1)	\$50 (due Aug 1)
Standardized Testing	\$35 (due Jan 1)	\$35 (due Jan 1)	\$35 (due Jan 1)
	Due Aug 1 \$2550 w/ Standardized Testing \$2535	Due Aug 1 \$1300 Due Jan 1 \$1285	Due on the 1 st of each month beginning Aug 1 \$250

Student Name(s)

Please mark your chosen payment plan:

Option 1 - Annual Option 2 - Bi-Annual Option 3 - Monthly

Parent/Guardian Signature