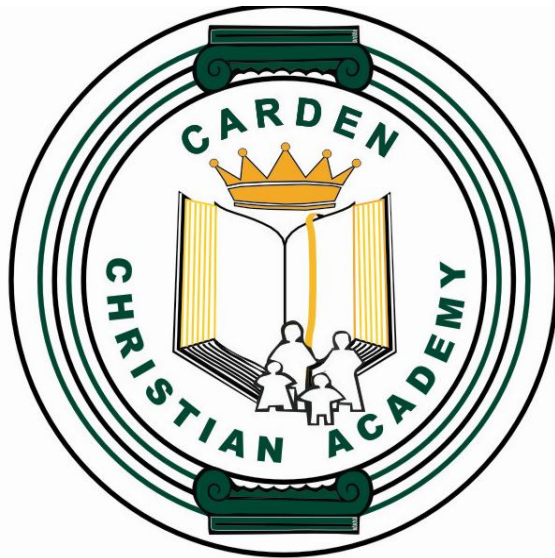


Upper School Handbook



Revised April, 2019

Carden Christian Academy

3290 Bauer Rd
Pensacola, Florida 32506
(850) 492-4873

FAX (850) 492-4877

Email: cardenchristianacademy@gmail.com

Website: www.cardenchristianacademy.com

Emergency Numbers

Poison Control: 1-800-222-1222

Child Abuse Hot line: 1-800-962-2873

Escambia county Health Department: 595-6500

Curriculum Hours:

7:30-2:30

All students are welcome regardless of race, gender, religion, or socioeconomic status.

Guidance Counselor

Junior/Senior Advisor

Dr. Angela Nicholas

Miss Loveless; Assistant

Freshman/Sophomore Advisor

Miss Jennet Zaborny and Mrs. Latosha Miller

Contact: cardenpensacola.com



Carden Christian Academy campus

Welcome to Carden Christian Academy!

We are delighted that God has sent you and can't wait to see how we shall grow together according to His Word. I am your school Pastor that God has placed here to be a mentor for you. The Upper school staff of carden will be a reflection of Christ and a representative for him. Whatever God has for your future, He has called us to step in the gap and intercede on your behalf. We consider our school as a refuge and a blessing to all those who enters. We will serve you as Christ served his church.

*Mrs. Angela Nicholas,
Founder of Carden Christian*

History of School

Carden Christian Academy began as Bauer Triple D's Learning Complex, Inc in 1999. The school connected with the Carden Educational Foundation to provide its students with a curriculum that teaches to the whole child. The school's daily lessons included a Bible based foundation. The name Bauer Triple D's Learning Complex didn't reflect its focus on Jesus and the Bible, so the school later changed its name to Triple D's Christian Academy.

After ongoing requests from parents, Triple D's Christian Academy expanded into elementary school opening its first Kindergarten class during the 2005/2006 school year. These requests for expansion continued and a few years later the school grew to include middle school. During this time the school again changed its name to reflect its foundation in Christ and its use of the Carden curriculum. It became known as Carden Christian Academy.

Today, Carden Christian Academy continues to serve southwest Pensacola with a strong educational and christian program for ages 2 through 8th grade. We remain committed to excellence in all we do to help students learn and grown in knowledge and the Christian faith.

In the 2019/2020 school year, Carden will be expanding once again to include high school. We look forward to this new addition to our campus.

Accreditation

Carden Christian Academy was accredited By the Florida Kindergarten Council from 2005 to FCIS from 2010-

We are currently in the process of working towards being accredited due to our growth towards high school beginning fall of 2019

Legal Organization

Carden Christian Academy is a for profit institution governed by our administrative board.

Mission Statement

Our mission is to guide students by allowing the Holy Spirit to use us to equip them with the tools necessary for life-long faith and learning.

School Vision

Provide an excellent Christian education, encourage a sense of self-worth, independence, and respect among all students and staff.

Philosophy of Education

Carden Christian Academy is a school of excellence that provides a curriculum that caters to the whole individual. We strive to provide a foundation of self-respect, high self-esteem, and joy of learning.

Statement of Faith

We believe and teach from the King James Bible. We represent First Century Christian and therefore are nondenominational as during the time of Christ. We teach the word of God (Old and New Testament) to include the Trinity, Faith, and the Armor of God.

Student Code of Ethics

Carden Christian Academy

1. Students will show respect at all times to teachers, staff, and visitors of Carden Christian Academy.
2. Students will strive to be punctual and prepared for each day's lessons and classroom activities.
3. Students will demonstrate a respect for the American flag, Christian flag, Bible, prayers, and listen respectfully to lessons and instruction of God, Jesus, and the Bible.
4. Students will strive to do their best in all lessons, to be neat and orderly in their work, and follow the guidance of teachers to fulfill all the requirements of the class.
5. Students will be pleasant and friendly with one another at all times, helpful to classmates and teachers, and display attitudes that are Christ like, practicing the motto, "What Would Jesus Do?"

Absentee & Tardiness Policy

Absentee

Absence for illness or death in the immediate family will be excused with a note from the Parent/Guardian or from the doctor. All other absences will be unexcused. Any work missed during the day must be completed for home work.

Tardiness

Class begins at 7:30 am. Arriving after class starts will constitute tardiness. Students are allowed to arrive as early as 7:15 am. And remain until 3pm with no additional charge. Students arriving late must check in at the front desk

Check Out

Students may not check them selves out of school or leave the campus without written consent of the parents.

Transportation

Limited transportation for students in K5 through 12th grade is available. Please see front desk for details.

Payment Schedule

See Pay Simple agreement for details upon acceptance.

Lost & Found

Our staff is not responsible for lost items. Valuables brought to school will be at your own risk. If turned into our staff, you may retrieve it at the front desk.

Admission Policy

After receipt of your application and all required documents, you will be notified via a phone call or an email of acceptance.

Ninth-Tenth grade- Open Enrollment

Students must be on grade level. Last report card and assessment required.

Withdrawal

Acceptance at Carden is for the entire school year. Please check with administration if you are not able to complete the school year prior to the beginning of the school year.

Re-enrollment

January / February is re-enrollment for all students.

Parent Teacher Conference

Conference may be initiated by teachers or staff at any time after school hours.

Progress report and report cards are on a nine week schedule.

Financial Policy

- ✓ Please refer to your Pay Simple Account.
- ✓ All accounts must be current before any records will be released from our school.
- ✓ 12th grade accounts must be current by the first week of May to participate in graduation.

Registration Fee

Students must register yearly for the academic school year. Registration is open year-round. Students may re-register for the following academic school year, beginning in January of each year. Registration fees are nonrefundable.

Tuition

Tuition is based on an annual fee. Upon enrollment you are agreeing to pay the total tuition due for the year whether your student completes the year or not.

Refund Policy

Fees and tuition are non-transferrable and non-refundable.

Withdrawal Policy

Our operating budget is based on the seats occupied for the year. We may not be able to fill vacated seats therefore the full years tuition will be owed if you wish to withdraw. A thirty-day notice is required to allow us to ensure all debt is paid prior to leaving. Records will only be released if accounts are paid in full.

Graduation

Upon successful completion of requirements for graduation, students will be invited to join our graduation ceremony. 28 credits are required to graduate. 12th grade graduation fee: \$150.00. This includes cap, gown and diploma, yearbook etc.

Counseling

Counseling by the school pastor is provided as needed.

If problems being identified require professional consultation, a meeting will be set up and suggested intervention will be presented.

Honor Roll

All students will receive a certificate of achievement after meeting the following requirement:
All A Honor roll or A/B Honor roll

Cell Phones / Electronics

Students are allowed to carry their cell phones to class. All cell phones must be turned off or placed on silence. Use of cell phones is permitted with permission but must be made at the front office. Parents please contact your student through the school. The school is not responsible for lost cell phones. Electronic equipment is not permitted on campus. The teachers and administration reserve the right to confiscate their equipment until the end of the school day.

Computer Use Policy

All students are required to sign a computer use policy and pay a monthly technology fee.

Student Records

Student records are securely stored and can be released to an authorized person and transferred to another school with written permission from a parent or guardian. No records will be released if financial accounts are not current.

BEHAVIOR MANAGEMENT POLICY

The following is a list of unacceptable behavior:

Foul/abusive language, physical aggression, stealing, leaving school grounds without permission, disrespect and willful destruction of school property.

Depending on the severity, the situation may dictate the outcome as noted below.

First offense: One day suspension.

Second offense: Three day suspension.

Third offense: One week suspension.

Fourth offense: Two week suspension or potential expulsion.

Failure to complete or turn in assignments during suspension will result in students earning a "0" for that assignment per teacher's discretion.

HEALTH POLICY

We must require check-out of any student who exhibits certain illness to include but not limited to:

***Pink eye (must be on medication for 24 hours to return)**

***Difficulty breathing**

***Lice (Must be treated prior to return with no live nits or lice)**

***Unusual spots, rashes, or infected skin patches (must be cleared as noncontagious before returning)**

*Any medication to be administered to your child must be prescribed by the doctor and must be clearly labeled.

*All medications must be given to the front desk. Parents must bring the current prescription and/or over the counter medication to the school in its original container. All medicine will be locked in our medicine cabinet and administered by school personnel. **NO prescription and/or over the counter medication** may be kept in backpacks, purses, pockets, notebooks, etc.

Uniforms

All uniforms must be purchased through Zoghby's Uniform.

Address: 2309 W. Fairfield Drive
Pensacola, Florida 32505

Uniform Code

- Black rubber-soled shoes and white socks should be worn or sandals with straps attached to the back. (Sneakers for P.E.)
- High School students must wear PE uniforms during PE.
- No painting, writing, or tattoos on body parts.
- White shirt with school emblem must be worn on Fridays and at designated special assemblies. Choice of long sleeves during cold weather and short sleeves during warm weather.
- Students are not allowed to wear headgear of any type during school hours.

Young Women's Uniform Code

- Polo shirts (gold, navy blue, pink, white or hunter green) will be worn Monday through Friday.
- Skorts or skirts should be knee length or longer. Shorts must be worn under skirts.
- No body piercing except for one pair of studs/posts earrings in the ears.
- Vest on Fridays
- Criss - Cross tie
- Modest amount of make-up allowed.

Young Men's Uniform Code

- Polo shirts (gold, navy blue, white or hunter green) will be worn daily.
- Boys must wear black belts fastened at the waist with their shirts tucked in.
- No body piercings allowed.
- Hair must be of reasonable length not extending over the collar/ear.
- Navy Blue Jacket on Fridays
- Navy Blue Tie
- Must be clean shaven each day
- The hem of the pants should touch the top of the shoe
- Sideburns should not be below ear lobe

Free Dress Day

- No fighting characters, wrestling personalities, sexually suggestive images or words, inappropriate language or pictures on any clothing or advertisements of alcohol or tobacco should be on any outer garments (sweaters, jackets) or book bags. Ladies, Skirts and dresses worn should not have slits higher than the bend of the knee, no cleavage shown or skin in the midriff or lower back area. Clothes should line up with school attire.

WEATHER

In the event of an emergency please tune in to WCOA (1370 AM) or WEAR (channel 3) for details on school closure or reopening. In the event of a hurricane or other severe weather conditions, our school WILL close.

We will contact Channel 3 News to provide details regarding our operation. In the event of an emergency, all parents should follow the public school closings for our area. Discounts will not be given for closures due to inclement weather.

EMERGENCY PROCEDURES

In the event of a local emergency and we are advised to evacuate our premises, please be aware of the following procedures.

1. Parents will be notified that students are being evacuated. Parents who do not pick-up or contact administration within one hour should be aware their alternates will be contacted to pick up.
2. Students will be transported by school vehicle, staff vehicles, or law enforcement vehicles to Lillian Baptist Church where parents will pick up their children.
Address: 34421 Barclay Ave, Lillian, AL 36549
3. Local media will be notified of the emergency and asked to broadcast the need for parents to pick up their children at the designated location.

Each classroom is informed of procedures to follow in the event of an emergency.

The Psalms

Abiding in the Shadow of the Almighty

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He that dwelleth in the secret place of the Most High shall abide under the shadow of the Almighty.

I will say of the LORD,
He is my refuge and my fortress
my God; in him will I trust.

LOCATED IN PERDIDO SINCE 1999